



SOUTHERN
ADVENTIST UNIVERSITY

Power for Mind & Soul

STUDENT HANDBOOK

Graduate

2021-2022

2022-2023

SOUTHERN'S COMMITMENT TO STUDENT RIGHTS

SOUTHERN ADVENTIST UNIVERSITY WILL PROTECT THE ACADEMIC, SPIRITUAL, SOCIAL, PERSONAL, AND CORPORATE RIGHTS OF OUR STUDENTS.

Academic

Southern Adventist University will provide substantive academic programs that are clearly communicated and are responsive to the educational needs and concerns of our students.

Spiritual

Southern will promote the spiritual development of our students through the values we espouse, programs we present, and individual nurturing we provide.

Social

Southern will treat our students with dignity and cultivate an environment of respect for individuals, including privileges of expression and assembly in harmony with university standards.

Personal

Southern will provide our students opportunity for development of personal potential by articulating and practicing high standards of healthful living, wellness, and entertainment.

Corporate

Southern will clearly communicate what is required for all members of the university community and will apply our regulations

STUDENT COMMITMENT TO RESPONSIBLE CONDUCT

AS A STUDENT AT SOUTHERN ADVENTIST UNIVERSITY I WILL CONSISTENTLY COMMIT MYSELF TO ACADEMIC, SPIRITUAL, SOCIAL, PERSONAL, AND CORPORATE RESPONSIBILITY.

Academic

I will follow directions in the university catalog and will apply my best effort to my academic program with inquisitiveness, propriety, honesty, and integrity. I will promote the same conduct among my peers.

Spiritual

I will honor the university's mission of seeking and teaching truth as revealed by Jesus Christ in the Bible. I will balance work, study, and recreation with Sabbath rest and spiritual enrichment.

Social

I will show respect for all members of the university community—their lives, property, and environment. This includes respect for diversity, ethical use of communication technologies, and community service.

Personal

I will develop high standards of personal health, wellness, and entertainment and will promote the same for other members of the university community. I will avoid alcohol, tobacco, improper drug use, and sex outside of marriage.

Corporate

I will actively participate in the corporate life of the university, taking initiative to meet all my duties under its regulations. I will follow the policies and standards of the Student Handbook, which includes financial obligations, program and class attendance, appropriate dress and behavior, vehicle procedures, and fulfillment of my designated role as a member of this residential community.

STUDENT HANDBOOK

2021-2022 | 2022-2023

Southern Adventist University is a community committed to following Christ. We seek to create biblically-centered learning environments that promote the holistic development of all students. Our hope is that as you engage with this community, the experiences you have will enable the empowerment and transformation Christ has in store for you while here at Southern and after you graduate.

We consider Jesus's command to "Love your neighbor as yourself" as foundational to community. We believe that community is born of other-centered practices and strengthened when members choose to

- live with integrity,
- accept responsibility for their actions and words,
- attempt to live in reconciled relationships,
- submit to biblical instruction, and
- walk by the Holy Spirit.

We acknowledge that character development is a work of a lifetime; therefore, we urge everyone who voluntarily becomes a member of this community to be a person who pursues growth in their personal, relational and spiritual lives. Our desire is to support your growth and development by coming alongside you and offering care, resources, and, when necessary, accountability, in order to help you grow.

SOUTHERN'S COMMUNITY STANDARDS

As you read through this handbook, you'll notice that parts of our community standards and university policies are connected to specific biblical instruction, while other parts ask that you abide by a code of conduct that appears to compromise your personal choices for the good of the greater community. By choosing to enroll as a Southern student, you have chosen, freely and willingly, to abide by these standards and policies in order to promote the flourishing of all in our community.

Please note that as a student, you are responsible to know and abide by all Southern policies, rules, or regulations and will be held responsible if a violation occurs. Published university policies, rules and regulations include:

- Southern Adventist University Student Handbook
- Southern Adventist University Catalog
- Residence Hall Handbook
- Campus Safety Regulations
- Southern Adventist University Network Usage Policy
- All other official Southern publications, including information posted on Southern's website

TO WHOM THE STANDARDS APPLY

Southern Community Standards apply to all students, both full-time and part-time:

1. While enrolled in classes for the Fall semester (including Thanksgiving), Spring semester (including Spring Break), and/or summer sessions;

2. Who are representing Southern in any off-campus events, such as mission trips, internships, study abroad, clinicals, student teaching, and athletic or academic activities;
3. Who are not enrolled in classes but are living on campus, and not checked out of university housing.

That these standards apply only to students while they are enrolled or in residence in no way indicates that Southern believes that contrary behavior is acceptable during non-enrolled periods. Southern recognizes that it is inherently the responsibility of the individual to make such behavior decisions. The essential role of individual judgment, discernment, and recognition of personal accountability to God throughout the Southern community cannot be overemphasized. Behaviors while not enrolled may affect a student's ability to re-enroll or continue at Southern.

Southern reserves the right to refuse or revoke admittance and/or suspend or dismiss any person who does not conform either to the stated guidelines and regulations governing student conduct, or to the expressed principles, policies, and expectations of this university community. Southern also reserves the right to take action against an individual for violating the standards regardless of how much time has passed since the violation. Finally, Southern reserves the right to sanction graduates awaiting degrees and students who withdraw from school while a disciplinary matter is pending.

DO THE STANDARDS APPLY OFF CAMPUS?

Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, Southern, and the community. Accordingly, Southern reserves the right to take action in response to behavior off campus that violates University standards and policies or adversely affects the University community and/or the pursuit of its objectives. Southern also reserves the right to sanction for violation of University standards by graduates awaiting degrees and students who withdraw from school while a student-conduct matter is pending.

VIOLATION OF LAW AND UNIVERSITY SANCTIONS

Southern reserves the right to review actions taken by civil authorities regarding any student or student organization. Accordingly, Southern's Student Conduct Board may sanction a student who has been charged with violation of a city, state, or federal law, and may, at the sole discretion of the University, impose the sanction prior to, concurrently, or following civil or criminal proceedings. Violations that occur when a student is not enrolled may impact a student's eligibility to continue his/her standing as a member of Southern's community.

SERVICES

To use a campus phone, dial 8 before the phone number. All numbers use the (423) area code.

MY ACCESS

southern.edu/access

All Southern students and employees have a personal account on Access, Southern's campus information service. Once logged in, students can access:

- Campus calendars
- Campus bulletin boards
- Class schedules
- Email
- Financial records
- Grades
- Online class information
- Worship and Convocation attendance records

ATHLETICS

See the *Athletics* heading in the Policies and Procedures section.

AUDIO VISUAL

Campus Services Building, 236.2411, *southern.edu/audiovisual*

The department assists with special events and programs. Please call to arrange sound, video, and lighting services.

BOOKSTORE / CAMPUS SHOP (The Hub)

The Bietz Center, 236.2152, *saucampusshop.com*

The Campus Shop sells school and office supplies, Southern imprinted merchandise, cards and gifts. Textbooks can be ordered through BNC Services at southern.edu/bookstore, additional instructions can be found on the Campus Shop website. The Student ID card may be used to charge purchases to the student's account. Cash and credit cards are also accepted forms of payment.

CAMPUS SAFETY

Campus Services Building, 5061 Colcord Drive, 236.2100, *southern.edu/campusafety, campusafety@southern.edu*

Campus Safety is available for assistance and service 24 hours a day, seven days a week. Emergencies and life-threatening situations should be reported to 911 immediately. Crimes, criminal-type activities, and life-safety problems should be reported to Campus Safety. The United States Department of Education and the State of Tennessee, Tennessee Bureau of Investigation, require colleges and universities to process crime statistics on the following: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, liquor violations, drugs, weapons, arson, larceny, and hate crimes. Crime statistics or additional information regarding safety is available at Campus Safety during regular business hours or on Campus Safety's website.

COMPLAINTS

Wright Hall - #2032, 236.2864

All employees of the office of Graduate & Professional Studies have an open-door policy, which means that if not in a meeting, the Graduate Dean, the Director for Graduate Admissions and Academic Progress, or the administrative assistant welcomes face-to-face meetings with students who want to bring attention to a campus problem.

In lieu of a meeting, students who have complaints about nonacademic issues should forward them in written form to Graduate & Professional Studies. Complaints are addressed by the Associate Vice President for Academic Administration/Graduate Dean or whichever entity is the appropriate one to address the issue.

In some cases, complaints will warrant a subsequent face-to-face meeting.

DISABILITY SUPPORT SERVICES (DSS)

Bietz Center - #3900, 236.2574, southern.edu/disabilitysupport

See the *Disabilities Support Services* heading in the Policies and Procedures section.

ECLASS HELP DESK

Art Annex, 236.2086, eclasshelp@southern.edu

Students may contact the eClass Help Desk by phone, email, or walk-in to receive support with technical issues relating to using eClass (Southern's Learning Management System), proctoring platforms Panopto, and Turnitin (the originality checking application used on campus).

EMAIL / USER ACCOUNT

To create a Southern email account, go to southern.edu and click "My Access." Click "Create Account," and then enter your six-digit student ID number. If you do not know your number, contact the Campus Card Desk at 236.2707.

EMERGENCY NOTIFICATION SYSTEM

southern.edu/notify

Sign up for emergency notifications at southern.edu/notify for text messages.

EVENSONG

Evensong is a special worship tradition in our community—a time when uplifting music and devotional readings celebrate the blessings of Sabbath and prepare us for the coming week. Held at the Collegedale Church, Evensong begins approximately half an hour before sundown and usually lasts for half an hour. Southern's School of Music is responsible for organizing and facilitating the program.

FOOD SERVICES

Wright Hall, 3rd Floor, 236.2708, southern.edu/food

Food Services offers four venues (Cafeteria, Deli, Kayak, and CK2) for your dining needs. Each of these venues offer nutritious, vegetarian selections which can be paid for using cash, credit cards, or meal plan. Visit the website for menus, meal schedules, and holiday closings.

The Cafe offers self-service buffets, including traditional hot meals, international cuisine, salad/fruit, grab and go sandwiches, and desserts. The Cafe serves three meals daily through the week. There is a large dining hall for your enjoyment and studying needs.

The Deli (at the VM) serves hot entrees for most meal periods throughout the week, and offers a self-service soup/salad bar plus a large variety of snacks, sandwiches, pizzas, desserts, and drinks.

The Kayak (Hulsey Wellness Center) offers real fruit smoothies and healthy, natural snacks five days per week.

CK2 (Bietz Student Center) offers sandwiches/wraps, snacks, desserts, and slushies six days a week along with a relaxing area to connect with your friends or study.

Vending machines are located in the Residence halls, Brock Hall, Advent Health Hall, Hickman Science Center, and McKee Library. They contain drinks and snacks.

Catering services are also offered with advance notice. Please coordinate with the Catering Manager to determine menu and availability.

GRADUATE STUDIES

Wright Hall, 236.2695, southern.edu/graduatestudies

Graduate Studies processes all applications for students seeking admission into graduate programs. Students seeking to attend classes as degree or non-degree admission status must submit an application along with the required supporting documentation. When an applicant's file is complete, it is forwarded to the appropriate school for an admission status.

GRADUATION

Academic Administration, Wright Hall, 236.2805

Graduation is coordinated by Academic Administration. Announcements and regalia are ordered online at cbgrad.com. Deadlines for ordering are found in the calendar. More information can also be found at www.southern.edu/graduation.

HULSEY WELLNESS CENTER

Hulsey Wellness Center, 236.2850, southern.edu/wellness

Here to help students, employees, and our community develop and maintain life-long habits of wellness, the Hulsey Wellness Center is a state-of-the-art facility providing trained assistants and a wide variety of activities to suit various interests. We welcome you to healthier living.

LIBRARIES

236.2788, southern.edu/library

To provide outstanding assistance for both residential and distance education students, McKee Library offers a wide range of resources and services both online and on site.

The website provides access to an array of full-text databases, indexes, e-books, peer-reviewed journals, serials, and digitized materials. Patrons utilize the library website to find books and articles, submit interlibrary loan requests, schedule consultations with librarians, reserve study rooms, renew loans, view tutorials, and make use of the Ask-a-Question feature to get research advice.

When visiting the library facility, students can utilize computer workstations or borrow a laptop, iPad, Kindle, or Nook. They can have a group study session in one of the study rooms, attend an information literacy session, get help at the Writing Center, view Special Collection exhibits, study, read newspapers and journals, or enjoy an art display.

While on campus, users can also visit the Teaching Materials Center - an educational curriculum collection in Summerour Hall - to explore elementary and secondary curriculum materials and teaching guides and to make use of Ellison dies, laminators, and other resources. Additional libraries include: the William G. Dever Research Library, which houses a premier collection of archaeological resources, and the School of Music's music collection located in Wood Hall.

OFFICE OF MINISTRY AND MISSIONS (Formally, Campus Ministries)

Bietz Center - #2200, 236.2787, southern.edu/chaplain

Spiritual activities make Southern's campus special. The university desires that students take advantage of opportunities to mature their faith in Christ. Here's a look at some of the components that help make your college experience a time of spiritual growth. The Office of Ministry and Missions oversees the spiritual life of the campus, and our mission is to ignite every student to be a missional leader by providing an exceptional spiritual environment that empowers each to:

- Find identity and value in Jesus
 - Thru activities such as Vespers, Afterglow, Weeks of Prayer, and individual spiritual counseling.
- Belong in a faith community by joining a LifeGroup or engaging in a local church.
- Embrace a vocational calling by identifying your unique talents and gifts to further God's calling in your life.
- Go wherever God leads
 - Service changes people. Whether you spend a few hours at a nursing home in Chattanooga or teach Buddhist kids for 10 months in Thailand, life gets better when you minister to humanity as the hands and feet of Jesus. Southern encourages students to live a countercultural faith through serving others. There are exciting opportunities for students in all areas of study to serve locally, domestically, and internationally for a day, a week, or a year. To find opportunities to serve people in Southern's local community, visit southern.edu/serve, to inquire about short term vision trips visit southern.edu/vision, or to explore long term service through student missions, visit southern.edu/studentmissions.

They serve students in a variety of ways through the vice president for Spiritual Life, associate chaplain, assistant chaplain, director for Student Missions, and director for Humanitarian Engagement. Together with employees and departments across the campus, they provide opportunities for every student to grow closer to Jesus.

Located in the newly opened Bietz Center for Student Life on the campus promenade, we are committed to journeying alongside our students. Feel free to call at 423.236.2787, email chaplain@southern.edu, or visit southern.edu/chaplain.

STUDENT ASSOCIATION (SA) / SA SENATE

Bietz Center - #3313, 236.2723, southern.edu/sa

Graduate Students may participate in the SA by paying a fee equal to the general fee appropriated for undergraduate. Graduate students are not eligible to hold executive officers or obtain a yearbook.

STUDENT CENTER - Bietz Center

Off K.R. Davis Promenade, 236.2611

The following are located in the Student Center: CK2, game room, prayer room, Student Association offices, SA Media offices (Accent, Memories, and Strawberry Festival), Office of Ministry and Missions, Humanitarian Engagement, Student Development, and Student Life and Activities.

STUDENT DEVELOPMENT

Bietz Center - #2400, 236.2814, southern.edu/studentdevelopment

The Office of Student Development serves students by meeting their non-academic needs. Under the umbrella of this office are the following departments: Residential Life, Student Association, Student Success Center (Counseling and Testing Services, Career Services, Disability Support Services, First-Year Experience, Retention and First-Year Advising), Student Life and Activities, and the University Health Center.

The vice president for Student Development provides administrative leadership, support, and direction for all matters related to student development and student life and is a member of the President's Cabinet.

STUDENT EMPLOYMENT

Human Resources, Wright Hall, 236.2278, southern.edu/hr

Students are encouraged to obtain part-time employment in the university's industries, services, or academic departments in order to help pay school expenses. Students are expected to be punctual and to maintain their work schedule during the entire semester, including examination week. To be absent from work appointments without cause, a previous arrangement, or lack of notification in the case of illness, is a sufficient reason for separation of employment.

STUDENT JOB BOARD

Students who are looking for student employment should check the Student Job Board, which is found at the following online address: www.southern.edu/studentjobs. It is wise to check periodically for new postings as new jobs become available.

Southern Adventist University is committed to equal employment opportunities for all individuals. The university does not discriminate on the basis of race, color, sex, age, national origin, veterans, or handicap/disability in its hiring and employment practices. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. When offered a position on campus, prospective employees (including student employees), as a condition of employment will be asked to complete the Form I-9 for employment eligibility verification. Documents must be unexpired and in their original form (copies, scans/faxes, and e-mail will not be accepted). For more information on acceptable Form I-9 documents, visit: www.uscis.gov/i-9-central/acceptable-documents. Southern Adventist University participates in E-Verify.

Students are encouraged to excel academically, but when hired for a student position, commitment to that responsibility is necessary in order to maintain active student employment status. To obtain more information about these and other student employment standards and conduct, please contact our Student Employment Coordinator: 423.236.2278.

Enrollment eligibility for student jobs on campus: Students must either be enrolled full-time, or take a minimum of 5 credit hours (graduate students) at Southern Adventist University. Attendance and punctuality is expected during the entire semester, including examination week. An absence without reasonable cause, previous arrangement, or lack of notification is sufficient reason for separation of employment.

During the academic school year (Aug. 20 to May 6), student employees are limited to working a maximum of 24 hours per week (combined hours for ALL campus positions). During the summer (May 7 to August 19), student employees are limited to working a maximum of 38 hours per week (combined hours for ALL campus positions). Further limitations on hours may apply in certain situations. Students and their supervisors are expected to work together to ensure that students do not exceed the maximum hours per week.

The university prohibits harassment and sexual misconduct in the workplace. Please refer to Student Development or Human Resources Departments for more information on Sexual Misconduct: southern.edu/titleix.

STUDENT FINANCE

Wright Hall, 236.2535, southern.edu/finances

The Student Finance advises students about the availability of grants, scholarships, and loans from private and government sources. Student Finance is also responsible for managing student accounts.

Students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by going to fafsa.gov or My Student Aid app. Student Finance processes financial aid information and generates a Financial Aid Offer Letter that notifies students of their eligibility. A student may view their financial aid in the Financial section of MyAccess. Once the aid is accepted and the student enrolls at Southern, and after the census date, the financial aid is credited to the

student's account.

Students are encouraged to work with a student finance counselor and develop a financial budget. Students are expected to have their account paid in full or be current on a payment plan each semester to register for the next semester. Accounts must be current by the start of each semester in order to continue enrollment at Southern. Students or parents should contact Student Finance if their financial situation changes.

A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid. Student Finance will explain to any affected student the requirements for regaining eligibility for federal financial aid.

STUDENT LIFE AND ACTIVITIES

Bietz Center - #2404, 236.2484, southern.edu/activities

A wide variety of social programming is coordinated through Student Life and Activities including Saturday night activities, Student Association events, special programs, Christmas on the Promenade, Cookies on the Promenade, etc. The director of Student Life and Activities collaborates with more than 50 student organizations to provide additional social opportunities.

The director of Student Life and Activities serves as a special advocate for student interests/challenges with students and student families.

STUDENT MISSIONS

Bietz Center - #2208, 236.2787, southern.edu/studentmissions

Currently, more than 60 student missionaries are serving for nine-twelve months in 24 countries. National and international opportunities are offered. The department's goal is to send out 10 percent of the student body in a dedicated year of service. Many returned students speak of the strong spiritual impact the student mission year has had on their lives.

STUDENT RECORDS ACCESS

Wright Hall, 236.2895

Southern is committed to meeting all Family Education Rights to Privacy Act (FERPA) requirements. Students have the right to inspect and view official records, files, and data directly related to them kept by any unit of the university. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request has been filed. The Act stipulates a reasonable fee may be charged if copies of the material in the file are desired. See *Student Records* policy in the Policies and Procedures section for more information.

STUDENT SUCCESS CENTER

Student Success Center, Bietz Center - 3rd Floor, 236.2782, southern.edu/successcenter

Southern offers its students at no extra charge above tuition several resources to help them adjust to university life. Personal and career counseling, consultation, testing, advisement for first-year students, and referral services are among these services and are provided in a confidential, caring environment.

Career Services: The career services coordinator offers career counseling, administers career assessments (interests, work values, skills and personality), provides occupational exploration resources, and assists with writing resumes and cover letters.

Counseling Services: The Student Success Center (SSC) staffs 3 full-time and two part-time fully-licensed counselors, all of whom are trained to address the issues of anxiety, stress, depression, suicidal ideations, relationship concerns, family concerns, interpersonal functioning problems, sleep problems, and loneliness/social isolation. Appointments are made through the Student Success Center's office manager. In some cases the SSC may also make referrals to professional services in the community.

Communication between counselors and students is confidential and privileged as defined by Tennessee law.

Disability Support Services/Support of Alternative Readiness (SOAR): It is the policy and practice of Southern Adventist University, to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act regarding students and applicants with disabilities. SOAR's mission is to assist each student in reaching their goals regardless of any physical, learning, psychological, psychiatric, or other documented disability they might have. SOAR advocates for reasonable accommodations that help ensure equal access to course content and evaluation. Students with disabilities, who intend to seek accommodations, are encouraged to contact SOAR as soon as possible. Sufficient advance notification and proper documentation, allows SOAR the necessary time to process requests. Without sufficient advance notice, requests may be delayed. Moreover, retroactive accommodations cannot be provided.

Testing Services: The Testing Services staff coordinates and administers testing and assessment programs that include national admission and certification tests, institutional assessment programs, individual diagnostic screening assessments, and career assessments.

Southern is an established non-Saturday National Test Center for the administration of entrance examinations for students applying to graduate and professional programs. Testing Services is a member of the National College Testing Association (NCTA) and the Consortium of College Testing Centers (CCTC) and subscribes to the NCTA Professional Standards and Guidelines.

STUDENT WELLNESS PROGRAM

Hulsey Wellness Center, School of P.E. Health and Wellness, southern.edu/pe

The Student Wellness program is designed to help improve the quality of life for people on campus and in the community. Student leaders plan, implement, and evaluate programs that promote better living. Student Wellness assists students in pursuing a holistic, temperate lifestyle full of purpose and satisfaction. This is accomplished through encouraging changes that create a balanced life spiritually, socially, environmentally, physically, intellectually, emotionally, vocationally, and financially.

TECHNOLOGY ON CAMPUS

Information Systems, Wright Hall, 236.2712, southern.edu/it

The department supports computers and audio visual technology in all classrooms. Call or email for classroom technology support and campus computer support at computersupport@southern.edu.

TITLE IX

Bietz Center - #2406, 236.2814, southern.edu/titleix

In compliance with Title IX of the U.S. Higher Education Amendments (1972), Southern does not discriminate on the basis of gender. Title IX is not just about sports; it is a prohibition against sex-based discrimination in education. It addresses gender-based discrimination and sexual violence (whether student-to-student, employee-to-student, or employee-to-employee, or volunteer-to-student). Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence.

The Vice President for Student Development is the Title IX Coordinator and designated to resolve non-student employee grievances. Student grievances under Title IX should be presented to the Title IX Designee, who will either resolve the grievance or present it to the designated committee for resolution.

TRANSPORTATION SERVICES

Park Lane, 236.2716, southern.edu/transportation

Students needing local transportation to medical appointments or the Social Security office can place a request online at southern.edu/transportation within 48 hours of the appointment. Services are offered Monday through Thursday, from 7:30 a.m. to 5 p.m. and Friday from 7:30 a.m. to 12 p.m.

Transportation is available to and from campus to Chattanooga airport, Groome Transportation, Mega Bus, and Greyhound on specific dates before and after breaks. Check the website for dates and times. These services are free of charge to currently enrolled students.

THE TUTORING CENTER

McKee Library, 3rd Floor, 236.2578, southern.edu/tutoring

The Tutoring Center offers free individual and group tutoring to any Southern student. The Center provides tutoring for more than 70 courses, as well as tutoring to help students with ACT preparation. All tutors are students who have demonstrated mastery in the course and who are recommended by their department. Schedule an appointment at southern.mywconline.com. The Tutoring Center is open Monday through Thursday from 9 a.m. to 8 p.m., Friday from 9 a.m. to 1 p.m., and Sunday from 2 p.m. to 8 p.m.

UNIVERSITY HEALTH CENTER

4687 University Drive, 236.2713, southern.edu/universityhealth

The University Health Center (UHC) is under the supervision of a physician. A nurse practitioner/physician assistant works regular office hours, and the physician will see students at the UHC at pre-arranged times. Registered nurses also work regular office hours.

The UHC provides medical services for primary and acute/sub-acute conditions, illnesses, and injuries rather than comprehensive medical care for major problems. Chronic health conditions may be managed by the student's primary care physician, and the UHC will work closely with the primary care physician while the student is at Southern. The UHC is available to make referrals to area health care providers. The UHC is open to all current students of Southern and dependents, ages 10 and above, if they are covered by the university student health insurance.

For after-hours care (evenings, nights, and weekends):

Emergencies - For any perceived life-or limb-threatening emergency, on or off-campus, emergency services should be activated by calling 911. Emergency care should **NEVER** be delayed due to being unable to reach the UHC or the on-call nurse.

Area hospitals have emergency room services available 24 hours a day, 7 days a week.

MEDICAL CHARGES: All charges incurred at the UHC are applied to the student's account. The UHC will submit claims for those with Southern's student insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should plan to file their own insurance. A walk-out statement summarizing fees for services provided is available by request.

Medical information is strictly confidential and may be released only with the written permission of the student. The medical record is not accessible to anyone other than the professional staff of the UHC.

The UHC retains medical records for 10 years after a student's last attendance at the university. Immunization records are kept indefinitely. To request copies of medical and/or immunization records, please submit a Medical Release Authorization form. This can be obtained at southern.edu/administration/university-health-center/forms. Submit form to UHC@southern.edu.

VESPERS

southern.edu/vespers

Vespers is held every Friday night at 7:30 p.m. on campus in the University Church where speakers powerfully share the Gospel each week with student-led music and prayer. To view live streaming, visit southern.edu/vespers.

WRITING CENTER

McKee Library, 236.2014, *southern.edu/writingcenter*

The Writing Center provides free writing support to any member of the Southern community. The Center is staffed by a full-time director and experienced tutors from a variety of academic disciplines. Writing tutors are trained to respond to writing assignments from across the curriculum and can help writers with brainstorming, paragraph development, organization, grammar, citation, the conventions of academic writing, English as a Second Language, and issues of clarity and style. Schedule an appointment at southern.mywconline.com. The Writing Center is open Monday through Thursday from 9 a.m. to 8 p.m., Friday from 9 a.m. to 1 p.m., and Sunday from 2 p.m. to 8 p.m.

POLICIES AND PROCEDURES

ACADEMIC POLICIES

Students should familiarize themselves with their particular programs of study as outlined in the *Graduate Catalog*.

ALCOHOL, TOBACCO AND ILLICIT DRUG USE

Southern strives to maintain a safe and healthful community for its students and employees. One way the university endeavors to accomplish this goal is by enforcing a drug-free lifestyle for employees and students. Therefore, manufacturing, distributing, possessing, and/or using tobacco, vapor or e-cigarettes, alcohol, and illicit drugs is strictly prohibited. These restrictions are expectations of Southern students when they are on and off campus and include the serving of alcohol, a fact which should be taken into consideration when seeking employment.

Though tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. Therefore, as part of its efforts to maintain a healthy community, Southern bans the possession, use, or distribution of tobacco products by its students.

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs, natural or synthetic, prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's direction.

By voluntarily becoming a member of the Southern community, you agree to submit to random drug testing. If the dean of students and a residence hall dean have reasonable suspicion or evidence of drug use, they will require you to submit to chemical screening. The student is obligated to pay the expenses of the assessment and screening if those tests are the result of the student having violated this policy. You are also obligated to pay the expenses in the event that a random screen reveals that the student has used illicit drugs. Any student who has been found to have drunk alcoholic beverages or is in possession of alcoholic beverages will be required to submit to a chemical screening.

The results of a student's failed alcohol or drug test are kept in the student's file in the office of Student Development. Consistent with the regulations of FERPA, disclosure of this information to other school officials, including professors, within the institution occurs only if the institution has determined that those entities have a legitimate reason to know. As such, the schools of Nursing, Social Work, Education and Psychology, and Religion have policies that establish them as legitimate need-to-know entities.

Southern responds to violations of this policy redemptively. While a short-term suspension will be given to a student who violates any part of this policy, the primary goal of Southern's approach to illicit-substance abuse is to restore students to health and to direct them away from medicating with illicit substances. Therefore, students who violate this policy will be required to interview with a professional drug-and-alcohol intervention counselor, become involved in an illicit-substance education program, meet with a mental-health counselor, and sign a commitment to remain substance free for the remainder of one's time at Southern. In rare cases, the intervention counselor will recommend inpatient intervention, thus requiring a student to suspend their studies for a period of time. The goal of this multi-prong approach is to facilitate the student's return to a healthy lifestyle. In the event of a student's recidivism—that is, the violation of this policy again, a student may be sanctioned with long-term suspension or dismissal.

Further information can be obtained from the *Substance Abuse Policy* booklet available in the office of Student Development.

ATHLETICS

southern.edu/intramurals

Southern provides organized sports activities through the intramural program administered by the School of Physical Education, Health, and Wellness. The program is committed to excellence and offers activities that foster a positive, safe, and active social and moral environment. The goal of the intramural recreation program is to provide a wide variety of positive experiences for as many students as possible.

Participation in intramurals is open to:

1. Undergraduate students (enrolled on campus for more than 6 credit hours) and spouses
2. Graduate students (enrolled on campus for more than 3 credit hours) and spouses
3. Full-time employees of Southern and spouses
4. Full-time employees of the Collegedale Church and spouses

In order to protect the physical well-being of students and the liability of the university, Southern prohibits participation in sports with excessive physical contact, such as tackle football.

Southern does not sponsor or participate in athletic competition with other educational institutions or churches.

AUTOMOBILES AND MOTORCYCLES

southern.edu/campussafety

All students who bring a motorized vehicle onto campus must register the vehicle through Campus Safety. Vehicle registrations are good for one semester: students must re-register their vehicles each semester or summer that they are in attendance.

Students are to place the registration decal for their vehicles in the lower left corner of the windshield. These decals give students permission to park in lots that match the color of the decal assigned to the vehicle. Failure to register a vehicle or to park in an assigned parking lot will result in a parking fine. Repeat offenders of these policies can expect their vehicle to be booted. Campus Safety is responsible for parking enforcement.

Visitor parking is found in the northwest lot in front of Wright Hall.

BICYCLES

Bicycles should be ridden in a safe and courteous manner at all times. Trick riding, towing, riding with a passenger, riding on stairs, in buildings or any other deemed unsafe activity to rider or pedestrian is prohibited.

Bicycles should be parked and locked in appropriate bicycle parking racks and not attached to handrails, light poles, sign posts, or parked in locations that will limit or delay pedestrian traffic or emergency exits from a building or an area.

You are strongly advised to register your bicycle with the residence hall in which you reside. Campus Safety is responsible for monitoring and enforcing bicycle safety. Abandoned or confiscated bicycles that are not claimed after 90 days will be disposed of in accordance with state statutes.

BUILDING ACCESS

As part of Southern's efforts to keep its community of students and employees safe, administration and academic buildings are locked and unlocked according to university-set schedules. Students and visitors are requested to vacate these buildings at closing time unless a current university employee is present or the students are working.

BULLETIN BOARDS

Bulletin board material must be approved and stamped by the office of Student Development prior to posting. The poster size should be no larger than legal size paper (8.5 x 14). Inappropriate bulletin board material will be removed by Student Development personnel.

CELL PHONES AND MOBILE DEVICES USE

The use of cell phones and other mobile devices on campus is governed by general cell-phone etiquette. Three of the "top ten things" to know about cell phone etiquette especially pertain to student life:

- 1) Be courteous to those you are with by turning off your phone if it will be interrupting a conversation, lecture, or activity;
- 2) Don't make calls in a library, theater, or church;
- 3) Don't text during class or at your job.

These rules of politeness govern the expectations Southern has for its students at chapels, convocations, and performing arts programming.

Professors often state their expectations about the use of mobile devices on their syllabi; however, in the event that faculty fail to do so, the polite act is that you put the devices away unless professors instruct you to use them as part of a class assignment.

The use of the camera on a mobile device is always inappropriate in public restrooms, locker rooms, and showers. An incident in which a cell phone or portable device has been used in such a manner will be referred to the Title IX office for investigation. Any sanction that is levied as a result of this sort of inappropriate use of a portable device will come from the Title IX office.

CLASS VISITATION

Classes at Southern are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells. Hence, visitors may not enter such gatherings unless they are official guests with legitimate business in

a classroom or have the permission of the instructor. Visitors who attend classes may not engage in the discussions unless invited to do so.

CLASSROOM CONDUCT

Professors and the institution reserve the right to remove students from classes if their behavior threatens the purpose of the class by exceeding the bounds of normal academic freedom. Professors conducting extension classes from other institutions on the Southern campus share the rights spelled out by this policy.

CLERY ACT

southern.edu/clery

Southern complies with the federal CLERY requirements for reporting and maintaining public record of reported crimes. A daily crime log, Annual Security Report, and other required safety information is available upon request at Campus Safety.

CLUBS

See the *Student Organizations* heading.

COMMUNICABLE DISEASE POLICY

Southern is committed to protecting the members of its community from exposure to communicable diseases. The university's position is that practicing universal contamination precaution—washing hands frequently, especially after coughing and sneezing, avoiding intravenous drug use, and abstaining from sexual relations outside of marriage—are the most effective ways to avoid exposure to communicable diseases.

The following is a list and description of some of the more common communicable diseases. This list should not be considered exhaustive:

Influenza is a communicable disease that has symptoms such as fever, headache, tiredness, dry cough, sore throat, nasal congestion, and body aches. While most people who get influenza recover, some individuals will develop life-threatening complications such as pneumonia. The University Health Center offers flu vaccinations during the fall of each year. You are encouraged, but not required, to obtain a flu vaccination.

Measles, Mumps and Rubella are acute, highly contagious viral diseases which can be transmitted through casual contact. Southern adheres to the Tennessee state regulations requiring proof of two vaccinations or immunity before you begin classes.

Tuberculosis (TB) is a disease that spreads through the air. The general symptoms include feeling sick or weak, weight loss, fever, and night sweats. Other symptoms of TB of the lungs include coughing with or without bloody sputum and chest pain. The University Health Center has all new incoming students complete a TB risk questionnaire. Based on the results of the questionnaire, further testing may be needed to rule out current or past TB exposure.

Viral Hepatitis is an inflammatory liver condition caused by a group of related viruses. Three types are most common: Type A, milder than the others and self-limiting, contracted from exposure to contaminated food or water; types B and C, both contracted from either blood exposure or sexual contact and causing a more severe, chronic condition than type A. Symptoms are generally flu-like initially, and can progress to abdominal pain, loss of appetite, dark urine, and yellowing of the skin.

Meningitis is a potentially life-threatening inflammation of the tissues covering the spinal cord and brain. While it has multiple potential causes, one of the most dangerous is infection from bacteria. Some types of bacterial meningitis are highly contagious. Common bacteria can be transmitted through the spread of respiratory emissions during coughing, kissing, sneezing, or even sharing a water bottle. Common symptoms include headache, profound neck stiffness, fever, sensitivity to light and sound, confusion, and an altered level of consciousness. Immediate emergency medical care is imperative, and immunization is recommended for adolescents/young adults, especially if living in a group-housing environment.

HIV/AIDS - Acquired Immune Deficiency Syndrome (AIDS) is a blood-borne disease

caused by a virus known as the Human Immunodeficiency Virus (HIV). This virus attacks and destroys the body's immune system. The virus is transmitted through the exchange of contaminated bodily fluids such as blood, semen or vaginal secretions. The primary methods of transmission from one individual to another include intimate sexual contact and the sharing of syringes and other drug equipment that has come in contact with contaminated blood products. Because the virus is fragile, it cannot remain infectious for prolonged periods outside the body. It does not appear to be transmitted by casual contact, i.e. via drinking cups, eating utensils, water fountains, toilet seats, or even exposure to tears or saliva.

Should you suspect you have a communicable disease, you should immediately contact your health care provider or the University Health Center to initiate treatment and precautionary measures to prevent transmission to others.

COMMUNICATION

Good and effective communication is vital for a community to thrive. Therefore, Southern is committed to using various media to disseminate information to students: email, Instagram, Snapchat, Facebook, the Campus Chatter, and The Weekender (online newsletters produced by Student Association and the Office of Student Life and Activities, respectively) to keep you informed of information you need to know.

Sometimes, face-to-face communication is the best choice for dialogue between an administrator and a student. In those situations, your responsibility is to respond to invitations to meet in person. Failure to do so may result in your registration for future classes being temporarily suspended until the conversation has occurred.

CRIME ON CAMPUS

**Campus Safety, 236.2100,
southern.edu/campussafety**

Campus Safety is available for assistance and service 24 hours a day, seven days a week. Emergencies and life-threatening situations should be reported to 911 immediately. Crimes, criminal-type activities, and life-safety problems should be reported to Campus Safety. The United States Department of Education, State of Tennessee, and the Tennessee Bureau of Investigation, require colleges and universities to process crime statistics on the following: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor violations, drugs, weapons, arson, larceny, and hate crimes. Crime statistics or additional information regarding safety is available at Campus Safety during regular business hours or on Campus Safety's website.

CROSSWALKS

Pedestrians crossing the streets on campus should cross at the designated crosswalks. Tennessee law requires drivers to yield the right-of-way to pedestrians in crosswalks. However, no pedestrian shall suddenly leave a curb or another place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. If the pedestrian does not allow reasonable time and distance for the driver to stop, the driver has the right-of-way.

CURFEW

To promote the safety of our students and their property, campus closes at midnight and remains closed until 5 a.m. Loitering after campus closes is prohibited. Residence hall students will be asked to return to their respective residences, and commuter students will be asked to head home.

The Student Park closes at sundown unless prior arrangements have been made through the Student Development office. Ropes courses and mountain trails are closed at sundown.

DISABILITY SUPPORT SERVICES (DSS)

**Bietz Center - #3900, 236.2574,
southern.edu/disabilitysupport**

Students with disabilities should contact Disability Support Services (DSS) when they decide to attend Southern. They should arrange an appointment for a confidential discussion of their situation, whether or not they intend to request accommodations. Students who request accommodations after the third week of the semester might not complete the process in time to receive accommodations for that semester. No retroactive accommodations can be provided.

Southern is in compliance with Section 504 of the Rehabilitation Act (1973) and is dedicated to the elimination of architectural and prejudicial barriers that prevent any qualified person from attending. Toward that end, Southern has established DSS to assist in advocating for reasonable accommodations that help ensure equal access to course content and evaluation. However, the university cannot assume responsibility for providing accommodations or special services to students who have not voluntarily (and confidentially) identified themselves as having a qualifying disability or to those who have not provided DSS with appropriate documentation of their disabilities.

DISTRIBUTION OF INFORMATION

If you wish to disseminate information or advertise an event, you must receive permission from the proper office before doing so. The following list provides you the appropriate contact for the type of medium you wish to communicate your information.

Pamphlets or flyers to be left on a desk: office of Student Development

Posters: office of Student Development

Student Center Digital Screens: office of Student Development

Campus Digital Screen: office of Marketing & University Relations

Campus Chatter: office of Student Development

DRESS CODE

As a Christian educational institution, Southern has established a dress code emphasizing modesty, cleanliness, neatness, and professional appropriateness. Students are to meet the following requirements:

Men

1. Modest pants worn at the waist with shirts or sweaters
2. Sabbath services (Vespers, Sabbath School, church): suits or collared dress shirts or turtleneck sweaters
3. Beards and mustaches clean and well groomed
4. Modest recreational apparel

Women

1. Modest dresses, skirts, or pants with shirts or sweaters
2. Sabbath services (Vespers, Sabbath School, church): modest skirts, dresses, or dress pants with shirts or sweaters
3. Makeup should be natural in appearance
4. Modest recreational apparel, including one-piece swimsuits

Men and Women

1. Shoes and shirts are required in all non-recreational public places
2. Hair is to be clean, neat, and without radical styles
3. Shorts worn in classroom buildings or during Convocation must be modest in length, no shorter than mid-thigh, and not recreational shorts

Specifically prohibited in public are:

1. Sloppiness, tank tops, pajamas/loungewear, and clothing that is torn, frayed, or with printing that contradicts university standards
2. Tight fitting and revealing styles, sheer fabrics, low-cut tops, bare midriffs or shoulders, exposed camisoles, miniskirts with or without leggings, and skirts with deep slits
3. Jewelry: bracelets, necklaces, chains, medallions, earrings, and rings. Medical alert chains and bracelets are allowed. Married students may wear wedding bands. Medical alert chains and bracelets are allowed.

*Students who wear jewelry may be fined

When working out in the Hulsey Wellness Center, modesty of dress should always be considered. Tops with sleeves and closed toed shoes must be worn on the fitness floor and walking track. No denim is allowed on the fitness floor.

Students not compliant with the dress code may be subject to university sanctions. Guests at Southern are encouraged to comply with the dress code.

EMOTIONAL SUPPORT ANIMALS (ESA) – STUDENT HOUSING

The following statement is an abridged version of the full ESA policy. For the complete version, one may go to the Disabilities Support Services website (dss@southern.edu).

Southern Adventist University is committed to creating and sustaining a successful community of inclusive excellence as it prepares students to live, learn, and work among people who

experience the world in fundamentally different ways. As such, Southern is committed to allowing Assistance Animals, also known as Emotional Support Animals (ESAs), on its campus to provide individuals with disabilities an equal opportunity to use and enjoy university housing. Although it is the policy of Southern that pets, except for fish, are prohibited in university housing, Southern will consider a request for reasonable accommodation from this prohibition by an individual with a disability. However, no ESA may be kept in university housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.

The university will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with DSS.

ENTERTAINMENT CHOICES

Because streaming film, television, and music is the principal choice of entertainment among Southern students, Southern encourages you to think seriously about the artistic merits as well as the moral and philosophical implications of the material you are digesting. 2 Corinthians 3:18 gives us a glimpse of the possibility of spiritual transformation when looking to Christ: "But we all, with unveiled faces, beholding as in a mirror the glory of the Lord, are being transformed into the same image from glory to glory, just as by the Spirit of the Lord." (NKJV). This transformation is possible if you apply to your choices the principle found in Philippians 4:8: "Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things."

As a result of such great possibilities if Christ and biblical principle are central to our entertainment choices, individual decisions regarding movies, television programs, music, video games, and all forms of electronic media and other activities are expected to reflect this moral commitment.

Although the university discourages the use of the industry rating code as a guide in determining which films and programs are "acceptable" for Christians, films with an "R" rating are not permitted for viewing in public places on campus, nor are television programs rated "MA." Students are encouraged to select films and programs of aesthetic and ethical interest that offer an important perspective on contemporary culture, and will show discretion not only in the content of the material viewed, but in the amount of time spent in such activity.

Consistent with this policy, Southern reserves the right to discontinue the personal or group viewing or listening of material that is not consistent with the values of Philippians 4:8 when such activity is done in public.

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Southern is committed to following all the requirements of FERPA. For specific information, contact Records and Advisement or see the Student Records heading in the Academic Policies section of the Graduate Catalog.

FIRE ALARM

When a fire alarm sounds, all occupants must exit and go to the assembly area designated on each building's evacuation signage. Make sure you stay outside the collapse zone of the building. Collapse zone is 1 ½ times the height of the building. The porch is NOT outside of the collapse zone. Do not enter a building while the alarm is sounding. If the alarms or emergency personnel give other instructions, follow those instructions.

FIRE DRILL

Fire drills are required for all buildings each semester. When an alarm sounds, occupants are to follow the announced procedure promptly. There is a \$200 fine for not evacuating the building. Do not enter a building while the alarm is sounding. If the alarms or emergency personnel give other instructions, follow those instructions.

FIRE EQUIPMENT

Persons found tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, sprinkler valves, or other fire protection equipment are subject to a \$200 fine and discipline, including responsibility for damages. Tampering with fire equipment or violating fire regulations may also result in civil and/or criminal charges.

FIRE HAZARDS

Prohibited items include any appliances that heat, other than microwaves. Also prohibited are rice cookers, deep fryers, crockpots/hotpots, coffee makers with hot plates, oil/lava lamps, open (spider or torch style) lamps containing incandescent bulbs, objects with open flames, candles/torches, fireworks, incense, combustible chemicals, gasoline and fuel cans, bean bag chairs, hoverboards, flammable camping equipment (Sterno/camping fuels), overhead objects strung from ceiling tiles (such as string lights).

Allowances may be made for use of hazardous items for academic purposes with review by Campus Safety. Some residential and academic buildings may have kitchen or break room designated cooking areas with ranges or ovens. Use vent hoods when cooking in these areas. Use of a prohibited fire hazard item resulting in a fire alarm activation will result in a \$200 fine.

FIREARMS AND OTHER WEAPONS

All city, state, and federal laws and regulations governing firearms and weapons apply on university property. Firearms and guns (including, but not limited to, bullet, pellet, BB, and paintball), bows and arrows, blowpipes, knives (or any edged weapon over four inches from bezel to tip), nunchucks, throwing stars, brass knuckles, and any other type of weapon prohibited by law are not allowed on campus. The storage of personally-owned firearms and weapons must occur off campus. Violators of this policy are subject to university sanctions and fines, and arrest on local, state, and/or federal charges.

FIREWORKS AND EXPLOSIVE MATERIALS

Unless part of a Southern-sanctioned activity, fireworks, explosives, or any mixture of chemicals or substances that can cause fire, smoke, or explosions are prohibited on campus, including in outdoor areas. The storage of personally-owned fireworks or chemicals must occur off campus. Violators of this policy are subject to university sanctions and fines, restitution costs as a result of damage that occurred from smoke, fire, or explosions, and arrest on local, state, and/or federal charges.

FREEDOM OF EXPRESSION

Southern supports the public expressions of personal values and opinions as long as those expressions are not profane or obscene, do not promote a lifestyle that is contrary to the mission, vision, and values of this institution, or do not belittle individuals or groups of people. However, in all communication, Southern has the expectation that students work, individually and together, to create an atmosphere that is safe, valuing of one another, and open to diverse perspectives.

Students are expected to show courtesy, civility, and respect for one another and for their instructors. Comments that degrade or ridicule another, whether based on individual or cultural differences, are unacceptable. Any conduct involving actions, images, words or data that are indecent, abusive, profane, harassing, or sexually offensive, whether via clothing, telephone, cell phone, e-mail, audio, film, video, printed materials, homepages, or online social networks, is considered activity that violates the community standards of Southern's campus (An example of such conduct is the display of the Confederate flag).

Other conduct that is a violation of this policy is voyeuristic activities, including the unauthorized use of cell phones, laptops, other portable devices, and drones to film others secretly; sexual exploitation; public nudity, and indecent exposure (These latter activities may also be violations of Southern's Title IX policy). Because this list is not exhaustive, Southern uses its mission, vision, and values as guidelines to determine whether a group or an individual's expression is appropriate.

Occasionally, a class may present content that contains material contrary to Southern's community values. These episodes are rare and done so only after judicious discussion between professors and their school's or department's administration about the content's value to the academic goals of the class and Southern's Sexual Integrity policy.

FUNDRAISING

Fundraising by student organizations requires approval by the Student Activities Committee. Soliciting an amount exceeding \$500 requires approval by the Fundraising Committee. For further information, contact the director of Student Life and Activities. Approval must be received before any fundraising activities begin. Only organizations with current approval status may request permission to raise funds.

GRADUATION DECORUM POLICY

Southern's commencement ceremony is a formal event that exhibits the pride we have in the accomplishments of our graduates. As such, professional decorum is expected from those who attend or participate. Behavior that is loud, disruptive, or otherwise incongruous with that expectation may result in fines or other repercussions. Southern is within its rights to withhold diplomas and transcripts from students who have not paid their bill in full, including fees associated with improper graduation behavior. We encourage all in attendance to join us in enthusiastically celebrating individual academic accomplishments without diminishing this milestone moment for the group as a whole.

HORSEBACK RIDING

Because of the damage it causes to Southern's campus and landscaping, horseback riding is neither allowed on campus nor on its Bauxite and White Oak Mountain Trails.

HOUSING AND RESIDENCE REQUIREMENTS

Currently enrolled single graduate students up to the age of 30 may live in older Single Student Housing where students are placed 2 or 3 per apartment. For more information, call 423.236.2816.

IMMUNIZATION REQUIREMENTS

- PPD (TB) Skin Test- Must be done within 6 months from the start of school. If positive, will need IGRA lab test results within the past year. If you have received TB treatment, please submit proof of treatment and a chest x-ray done in the past 5 years.
- Two MMRs (Measles, Mumps, and Rubella)—After 12 months of age for students born after 1956 or attach lab copies of titers showing immunity for all three diseases
- Hepatitis B (Series of 3)—Students must choose either to be vaccinated or sign a waiver.
- Meningococcal Meningitis—Students must choose either to be vaccinated or sign a waiver.
- Two Varicella (chickenpox)—For students born after 1980 or attach a history of illness diagnosed by a healthcare provider or documentation of blood test showing immunity to Varicella.

Proof of vaccinations must be provided by submitting a copy of an official immunization record (in English) or a form by a medical provider verifying the immunization dates along with the physician's signature.

INTELLECTUAL PROPERTY POLICY

Southern Adventist University recognizes that research and creative activities are integral functions of a university. The University encourages such activities by the faculty, staff, and students, and recognizes its responsibility to see that creative and scholarly works are administered for the best interest of all parties concerned, including the public.

Southern affirms that the creator of intellectual property should have maximum freedom with respect to the creation consistent with obligations to Southern and other legal entities as established by the Faculty Affairs Committee. All intellectual property produced at Southern by faculty, staff, or students is covered by this policy. Intellectual property shall consist of, for example and without limitation: inventions, creative works, patentable subject matter, teaching resources, copyrightable materials, audiovisual materials, photographs, software, trade secrets, and trademarks. No intellectual property is specifically excluded.

WAIVER OF UNIVERSITY RIGHTS

1. Time for Review: Before the creation of any work of intellectual property using substantial University resources, the creator(s) shall notify the office of the vice president of Academic Administration. Inventors and authors shall receive the written decision of the University's intention to pursue or release rights of ownership within 45 days of the date of the formal submission to the office of the vice president of Academic Administration.
2. Release of Invention to Inventor(s): The University may determine that an invention will not be patented and will not be licensed or otherwise commercialized by the University. In those cases, the vice president for Academic Administration will cause ownership rights to be waived by the University.
3. Use of Revenue: Funds received by the University from the sale of intellectual property owned by the University shall be allocated and expended as determined solely by the University.

UNIVERSITY OWNERSHIP

When intellectual property, such as works, inventions, developments, or discoveries is created with substantial use of University facilities, whether provided by external support or not, the University will originally retain the rights to the property, provided that it desires to commercially develop the property or to make it available to the public. If, however, the University elects not to commercially develop said property or fails to show diligence in such development, the ownership rights to that property may be acquired by the creator.

If the creator develops an intellectual property with substantial use of University facilities, she or he must make full and fair disclosure to the University of all such sources of compensation relating to that intellectual property.

LIBRARY

236.2788

southern.edu/library

McKee Library policies are available on the library website. Library users are asked to be considerate of the library facility, resources, and other people.

LOCKDOWN

As part of Southern's commitment to the safety of its community, the university may lock down the campus or portions of it in the event of an imminent threat to student or employee safety. If a lockdown is announced, you are urged to get into or stay in a lockable room. Stay away from windows and doors. Once you have locked the door, do not open it for anyone. Wait for the all-clear from emergency personnel or the alarm system. If you are outside in the open during a lockdown, move to a protected area. If you are able to leave campus safely, you are advised to do so.

LOST AND FOUND

236.2100

southern.edu/campussafety

Campus Safety maintains a lost-and-found system for cataloging, storing, and disposing of items found on campus. If you misplace a personal item and retracing your steps has not resulted in its recovery, you should check with the office of Campus Safety on Colcord Drive.

MEDIA TECHNOLOGY

Because media technology has the potential to hinder learning and motivation, Southern has established policies and practices regarding its use.

Students are expected to choose media content by applying Biblical standards: what is true, honest, just, pure, and brings honor to God and His creation.

Student choices that have a negative impact on their own or another student's grades and/or spirituality may result in fines and/or confiscation of equipment. Media use should not disturb neighboring rooms in residence halls or cause a distraction in common areas on campus. A television viewing room is available in each residence hall. Residence hall deans are responsible for programming these sets. In addition, two large screens are located in the Student Center under the supervision of the director of Student Life and Activities.

Students are expected to honor provisions in the Acceptable Use Policy, which they signed through Information Systems when receiving a southern.edu email account and access to the Southern network. Violations of these standards may result in university disciplinary action and criminal charges through the courts.

MEDICAL EMERGENCIES ON CAMPUS

236.2100 or 911

Southern Adventist University has an open medical services system, meaning any person can activate the emergency medical system by calling 911 or Campus Safety.

Situations that would definitely call for emergency medical services (EMS) would include:

1. Any life threatening situation
2. Loss of consciousness
3. Difficulty breathing
4. Chest pain
5. Uncontrolled bleeding
6. Seizures
7. Detached body parts
8. Severe/uncontrollable pain
9. Visible deformity

Because every situation is different and dynamic, each situation calls for decision making that is beyond the scope of this policy. If in doubt, call. Calling 911 or having an ambulance on scene does not mean the patient must be transported by ambulance. A conscious, coherent, competent adult can refuse service and assume responsibility for their medical outcome.

MEDICAL LEAVE OF ABSENCE/WITHDRAWAL

Students may experience life circumstances or physical or mental health conditions that compromise their health, safety, or academic success or those of other students at Southern. In such circumstances, students may need to leave the university and their studies and resume the pursuit of their academic and co-curricular goals later. The withdrawal process may be initiated by the student, the student's representative, or the university. A completed Academic Petition Form with appropriate supporting information should be submitted to the Graduate & Professional Studies Office

Students are encouraged to speak with a Student Finance counselor prior to withdrawal to determine how a withdrawal will impact current and future charges, financial aid, scholarships, and Satisfactory Academic Progress. Refunds for withdrawals are calculated according to the standard refund policy.

The full Medical Withdrawal policy is available at www.southern.edu/records

MOVIES / VIDEOS / DVD's

The Film Subcommittee must approve in advance any feature-length films to be shown on campus or during any university-related function. Current copyright laws prohibit universities and sub organizations from publicly showing movies that are intended for private use. Requests for the showing of films should be directed to the chair of the Film Subcommittee.

Academic schools/departments and residence halls may approve films for specific non-academic use. In such cases, the chair/dean plus one or more additional departmental faculty must participate in the approval process. Prior to the approval process, the schools/departments must contact the chair of the Film Subcommittee, who will provide film approval guidance.

MUSIC STANDARDS

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste, applicable to the occasion, and in keeping with the ideals of spiritual commitment and personal relationship with God. To assist with this responsibility, a screening committee is appointed by the University Senate each year to screen student programs before they are presented. Student groups must contact the chair of the Screening Committee three weeks before their scheduled performance, so the committee can be convened for the screening. Failure to have a program properly screened may cause cancellation of the program.

NONDISCRIMINATION CLAUSE

In compliance with all applicable federal and state regulations, the university does not discriminate on the basis of race, color, gender, ethnic or national origin, disability, or age.

PARKING

See the Automobiles and Motorcycles heading.

PHYSICAL ASSAULT

Although disagreements are an inevitable part of living in a community, resolving a disagreement by way of a physical assault, instigating a physical fight, or mutually agreeing to fight one another is a violation of Southern's community standards. Students who are involved in such actions may be subject to university sanctions, including short to long-term suspensions or dismissal.

PROTECTION OF PERSONAL PROPERTY

Though all students in this community are urged to live with integrity, you are strongly encouraged to lock your rooms, apartments, vehicles, and bicycles. You should also store and lock personal items in a manner that increases their security. Keep a list of all valuable property, including serial numbers. A Valuable Property List form can be picked up at Campus Safety or the residence halls. Missing items should be reported to Campus Safety, with a description and serial number if applicable. Southern is not responsible for damaged, stolen, or missing personal property.

Southern encourages its residential students to purchase insurance to cover the potential loss or damage of your personal property while you are residing on campus. Southern is not responsible for such losses. See a residence hall dean for more information.

PUBLIC ASSEMBLY AND FORUM

Southern supports the expression of diverse views that do not fundamentally conflict with the mission and identity of our Adventist higher-education community. As such, it allows for both on- and off-campus public expression of such views through rallies, demonstrations, marches, silent vigils, peaceful assemblies, protests, and counter protests.

Southern's mission, vision, and values are the guidelines to determine whether a group or an individual's expression is appropriate. Therefore, group or individual acts of expression at public forums may be deemed in violation of both this policy and Southern's Freedom of Expression policy if a group's or an individual's actions are deemed to run contrary to these guidelines. The following are examples of inappropriate expressions during a public forum (the list should not be considered exhaustive): the display of objectionable symbols or demeaning phrases on flags, posters, or placards; decorating residence-hall windows with profane material; posting profane or belittling comments on various social media platforms, and wearing t-shirts with similar content.

Neither the use of Southern space for a public forum to express ideas or viewpoints in compliance with this policy nor a student's attendance at an off-campus forum implies university acceptance or endorsement of the views expressed.

Students wishing to use Southern for a public forum are expected to follow the following protocols:

- 1 Time, place, and manner are subject to the approval of the office of Student Development. A request by any Southern group to assemble or hold any event that could be otherwise construed as an assembly or forum must be submitted three business days before the event by filling out an application for approval ([Form is available here](#)). The office of Student Development may make exceptions to this deadline if it deems all other aspects of the application are in place and the reason for the inability to meet the deadline is valid.
- 2 The organizers of an on-campus forum must specify the space or venue of the forum as part of the written application. The forum must occur only in the area that has been approved.
- 3 A group must use only Southern's A/V department for sound amplification needs. A group must make these arrangements directly with A/V only after approval has been given for an on-campus forum and must present a signed application to A/V as proof that an event has been approved.
- 4 The organizers must be in possession of the written approval from the office of Student Development at the time and at the location of the assembly/forum.
- 5 On-campus forums may occur only between the hours of 8 a.m. and 8 p.m., Monday-Thursday (excluding Convocation time on Thursdays, 11:00 am) unless otherwise approved by the office of Student Development. Employees who attend these forums must do so during hours that do not interfere with their workdays.
- 6 The office of Student Development may place additional stipulations on an event as per the unique requests of a forum's organizers. Student Development will note any additional provisions on the application.
- 7 A forum's activities may not interfere or disrupt the orderly conduct of university business and events, or infringe upon the rights of others. If an activity becomes disruptive, the university may take appropriate action to limit or terminate the activity, including the use of the Collegedale Police Department, if a forum's participants refuse to cooperate with Southern's corrective measures. In the event the area is not restored to its original condition, the organizer will bear fiscal accountability for any repairs or cleanup that are the result of this failure. Moreover, any public demonstration that leads to violence, the interference of normal university business, or the damage to university property may result in sanctions on the parties involved in these activities.
- 8 The office of Student Development must approve all individuals who are not employees or students of Southern who plan to participate in the protest or forums.

- 9 Groups with no affiliation with Southern who wish to organize a public forum on Southern properties must go through the same process of approval detailed above. The use of Southern properties by outside groups may occur only at the sole discretion of Southern Adventist University and is subject to Southern's facilities rent rates.

Assemblies or forums that do not conform to these provisions may subject participants to temporary or permanent suspension from the university or other sanctions as outlined in the Student Handbook.

Forums and debates that are organized by faculty for academic schools or departments should receive the approvals of a school's dean or a department's chair and the senior vice president for Academic Administration. Should a school's or department's plans include the use of Southern property that is not under the purview of the school or department, the organizers should reserve the area before using it.

QUESTIONNAIRES, SURVEYS, AND RESEARCH

Proposed student research must undergo a review process prior to research activity. This includes questionnaires or surveys by student organizations, as well as research for class assignments. Further information and the required approval forms may be obtained from the vice president for Academic Administration or vice president for Student Development.

RECORDING CLASS LECTURES

If you wish to record a class lecture or interview, you should receive permission from the professor before doing so or from the person you are interviewing.

RECREATIONAL VEHICLES (RV's)

Recreational Vehicles (RV) and tent camping are not permitted on university property. The university does not have facilities or parking areas for RV or tent camping.

REGISTRATION

Students register for classes online at southern.edu/register. Help with academic questions is available by calling 236.2694, for technical support, call 888.309.2471. Students must register for courses no later than the second week of the semester. See the academic catalog for a full explanation of how to register for classes, related forms and fees. See the Records & Advisement Office website for important dates related to registration.

ROOFS

The roofs of all university buildings are considered off-limits to all individuals who are not authorized to be on such premises. Violations of this policy may result in a \$200 fine. If the Collegedale Police are involved in the investigation of an unauthorized presence on one of its university roofs, such individuals may be charged with trespassing.

If a film project or class assignment requires the use of a roof, please contact Campus Safety first for approval.

SABBATH OBSERVANCE

The Sabbath holds a special place in this Adventist community. It is God's time for people to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate such an atmosphere, Southern gives primary attention to worship, rest, Christian fellowship, and service from Friday sundown until Saturday sundown. During these hours students are urged to refrain from secular activities including secular entertainment, secular music, shopping, sports, school studies, work, and other similar activities.

SELLING

Salespeople and buyers are not allowed to solicit on Southern's general campus, including the Student Center. Exceptions to this policy for the residence halls must be approved by the Dean of Students in consultation with the vice president for Student Development.

SEVERE WEATHER

If the outdoor tornado siren or indoor warning systems sound, seek shelter immediately—severe weather is imminent. Follow the instructions of the announcement or emergency personnel. In preparation for these rare catastrophic events, please familiarize yourself with shelter locations in the buildings you use.

SKATEBOARDING AND SKATING

Roller skating, inline skating, skateboarding, longboarding, scootering and other similar board-type activities have a risk of injury or damage. Consequently, you perform this activity at your own risk. The university assumes no liability or responsibility for injuries received while riding on university property. Administrative sanctions and/or disciplinary action may be taken toward a person who violates or disregards this policy.

Students who choose to assume the risk of one of these activities on campus are to abide by the following guidelines:

1. Wear protective gear, including a helmet, required wrist guards, elbow pads, and knee pads.
2. Provide right of way to pedestrians.
3. Stop at all pedestrian roadway crossings, check for cross traffic, and proceed with crossing only when it is safe to do so.
4. Avoid riding on roads, driveways, parking lots, the running/walking track, or in areas where vehicles are normally driven and operated.
5. Avoid riding inside buildings.
6. Avoid riding, jumping, or sliding on stairs, railings, curb edges, benches, walls, or trick riding.
7. Avoid hanging onto or being pulled by any moving motorized or pedaled vehicle.

STUDENT HEALTH INSURANCE

Wright Hall, 2nd Floor, 236.2266, southern.edu/risk

Health Insurance—The university requires all students to have adequate accident and health insurance that complies with the Affordable Care Act, covering both inpatient and outpatient services. The insurance plan should be valid in Tennessee for emergency and non-emergency care. The same coverage is encouraged for spouses and dependents. All students must submit the Health Insurance Enrollment and Verification form prior to the start of each semester. This form is located within the Enrollment Checklist in the MyAccess student portal. Students taking six or more credit hours (three or more credit hours during any summer session) or living in university housing are automatically enrolled in the healthcare plan offered through the university if adequate insurance has not been indicated. Students will continue to be enrolled each successive semester unless a waiver is completed. Students who have signed a waiver form and later decide to enroll in the insurance plan may do so. Note: the premium is not prorated. A refund of the premium is allowed only upon entry into the military services. For more information about the healthcare plan offered by United Healthcare Student Resources, log on to their website: www.uhcsr.com/southern.

Injury Insurance—Injury Only insurance is included in the school general fees for each respective semester and is afforded to students taking six or more credit hours. This coverage is for students who are accidentally injured on campus or on a school-sponsored trip. Students are welcome and encouraged, but not required, to be seen at the University Health Center for injuries. For any life-threatening injuries, students should go to a local emergency room and advise medical facilities to bill the *Injury Only policy as primary insurance*. The limit for this plan is \$2,500 per occurrence and will cover eligible medical expenses. For policy information such as benefits, exclusions, terms and limits, and to access the insurance ID card, visit www.uhcsr.com/southern.

STUDENT ID CARDS

Southern issues each student an official identification card at no cost when first enrolled. This card is required for entry into various Southern facilities, as well as for participation in occasional Southern services and functions. As a result, you should carry your card with you at all times.

One of the ways our community attempts to be green is by not issuing new ID cards every academic year; therefore, you are responsible for keeping yours in good condition. If you lose or damage your ID card or if it is stolen, you may purchase a replacement at the ID Card Desk in the IT Hallway of Wright Hall. The replacement fee is \$15, which may be paid by cash, credit card, or funds from your pre-paid account. The exception to this policy is if a card can no longer be used because of its extensive use; you are granted a free replacement in this situation only.

ID cards are the property of Southern Adventist University and are non-transferable. Unauthorized use or altering of the card in any way, including using another student's card, or allowing someone else to use your card, may result in sanctions. Further, this card must be presented for identification purposes to any University official upon request. The card becomes void upon termination or interruption of enrollment.

STUDENT ORGANIZATIONS

More than 50 academic and special-interest organizations are approved each school year. Each organization must file a Student Organization Registration Form listing the organization's purpose, officers, and faculty adviser(s) with the office of Student Life and Activities. The Student Activities Committee reviews student organizations for formal university recognition. Only approved organizations may function on campus.

STUDENT ORGANIZATION OFFICERS

If holding a student organization office or serving on a university committee is something you plan to do while you are at Southern, please note the following minimum qualifications for doing so:

1. Be a current student
2. Maintain a minimum cumulative grade point average of 2.00
3. Maintain a record of good citizenship

STUDENT RECORDS

The following sorts of records are housed in the Office of Student Development: conduct records of all undergraduate students, Student Development recommendations, chapel and convocation records, and drug-screening results. Except for documents that pertain to a student's suspension, expulsion, and/or banning, Student Development maintains the above records for a minimum of four years from the date a student last attended Southern. Documents pertaining to suspensions are maintained for a minimum of seven years; expulsion and banning, indefinitely. Copies of relevant letters from other departments from campus are kept for four years.

THEFT

Theft has proven to sow seeds of distrust in a tight-knit community. As a result, students who are found to be guilty of stealing may be separated from campus through short or long-term suspension or dismissal. The length of the separation will be determined by the severity of the offense.

TITLE IX

See the Title IX heading in the Services section.

TUITION REFUND

A student who withdraws from school during the semester may receive a tuition and fees refund. This is based on the date in which the completed withdrawal form, with all returned signatures, is filed with Graduate & Professional Studies. See the Graduate Catalog for percentage details.

UNIVERSITY HEALTH CENTER / CHARGES

southern.edu/universityhealth

Charges incurred at the University Health Center (UHC) are applied to the student's account. The UHC will submit claims for those with Southern's student insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should file their own insurance. A walk-out statement summarizing the fees for services provided is available by request.

VEHICLE SALES

Only university-owned vehicles are permitted to be left on campus, this includes Fleming Plaza, for the purpose of advertising for sale.

WEAPONS

See the Firearms and Other Weapons heading in the Services section.

CONVOCATION / VESPERS / EVENSONG

The Bible makes clear that spiritual growth is dependent on both personal devotional life and corporate worship. Community in a university setting occurs best when students and employees come together in fellowship. Southern makes possible this fellowship primarily through its Chapels, Vespers, and Convocations, although community occurs during other functions throughout the academic year. The following meetings occur weekly on Southern's campus:

Vespers: The most-popular worship service at Southern, Vespers opens the Sabbath on Friday evening. Most often held at the Collegedale Church, it occasionally is held in Iles P. E. Center or at the Goliath Wall. The program begins at 7:30 p.m. An Afterglow service occurs afterwards.

Evensong: Evensong is a special worship tradition in our community—a time when uplifting music and devotional readings celebrate the blessings of Sabbath and prepare us for the coming week. Held at the Collegedale Church, Evensong begins approximately half an hour before sundown and usually lasts for half an hour. Southern's School of Music is responsible for organizing and facilitating the programs.

Convocation: Southern accentuates its liberal arts program with its weekly convocation series. Meeting at 11:00 a.m. every Thursday of the academic year, it is an hour when the entire academic community assembles to celebrate God's good gifts of intellect. Convocation provides a unique opportunity to celebrate persons whose scholarship, art or public service embodies the ideals of a Christian, liberal arts university. The mission of the convocation program is to enhance the academic program of Southern by celebrating and honoring academic achievement and presenting programs that enrich the classroom experience. Speakers bring a variety of perspectives on topics and issues drawn from across the spectrum of liberal arts disciplines in the arts, sciences and humanities. This Southern program is intended to promote broad discussion and active response from the academic community, extending beyond the convocation setting to classrooms and residence halls. The goal is to broaden and deepen our appreciation of creation and culture and to equip us to become discerning agents of redemption. Consistent with Southern's mission, the ultimate goal of convocation is to foster the development and application of a Christian worldview, though individual speakers need not endorse this goal. Other purposes of convocation include:

1. To present programs that will reinforce and/or challenge perspectives expressed elsewhere in the academic program
2. To encourage students to listen respectfully and learn graciously both from those with whom we agree and disagree
3. To have the opportunity to meet and understand those outside the community and to provide them opportunity to meet and understand us (i.e., the purposes of the program extend beyond just the period of formal presentation)
4. To provide some common experiences as an academic community, which can serve as points of reference for illustration in other academic activities.

CODE OF CONDUCT

ACADEMIC AND DISCIPLINE GRIEVANCE PROCEDURES

The student, who believes that he or she has been unfairly treated or disciplined, may enter into an academic grievance process. The student shall first discuss the grievance with the instructor, within two weeks of the grievance, in an informal conference. If the student believes that the solution is not appropriate, the student may submit the grievance, in writing, to the Dean of the School or Department Chair within four weeks of the informal conference. If the student believes that the resolution facilitated by the Dean is not appropriate, the student can appeal to the Vice President of Academics within six weeks of the informal conference. The Vice President of Academics will convene a Grievance Committee, chaired by the Vice President of Academics or designee and including three other faculty members and two students selected by the counsel. Both the student and the professor involved in the case are entitled to appear before the committee or to present a written statement of the case. The decision of the committee shall be presented in writing to the individuals involved within three days of the committee meeting unless both parties agree upon a later time. The decision of the committee is binding and will be implemented by the professor involved or the vice president for Academic Administration.

ALCOHOL, TOBACCO, AND ILLICIT DRUG USE

Southern strives to maintain a safe and healthful community for its students and employees. One way the university endeavors to accomplish these goals is by enforcing a drug-free lifestyle for employees and students. Therefore, manufacturing, distributing, possessing, and/or using tobacco, vapor or e-cigarettes, alcohol, and illicit drugs is strictly prohibited. These restrictions are expectations of Southern students when they are on and off campus and include the serving of alcohol, a fact which should be taken into consideration when seeking employment.

Though tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. Therefore, as part of its efforts to maintain a healthy community, Southern bans the possession, use, or distribution of tobacco products by students.

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs, natural or synthetic, prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's direction.

By voluntarily becoming a member of Southern's community, you agree to submit to random drug testing. If the Dean of Students and a residence hall dean have reasonable suspicion or evidence of drug use, they will require a student to submit to a chemical screening. The student is obligated to pay the expenses of the assessment and screening if those tests are the result of the student having violated this policy. The student is also obligated to pay the expenses in the event that a random screen reveals that the student has used illicit drugs. Any student who has

been found to have drunk alcoholic beverages or is in possession of alcoholic beverages will be required to submit to a chemical screening.

The results of a student's failed alcohol or drug test are kept in the student's file in the office of Student Development. Consistent with the regulations of FERPA, disclosure of this information to other school officials, including professors, within the institution occurs only if the institution has determined that those entities have a legitimate reason to know. As such, the schools of Nursing, Social Work, Education and Psychology, and Religion have policies that establish them as legitimate need-to-know entities.

Southern responds to violations of this policy redemptively. While a short-term suspension will be given to a student who violates any part of this policy, the primary goal of Southern's approach to illicit-substance abuse is to restore students to health and to direct them away from medicating with illicit substances. Therefore, students who violate this policy will be required to interview with a professional drug-and-alcohol intervention counselor, become involved in an illicit substance education program, meet with a mental health counselor, and sign a commitment to remain substance free for the remainder of one's time at Southern. In rare cases, the intervention counselor will recommend in-patient intervention, thus requiring a student to suspend their studies for a period of time. The goal of this multi-prong approach is to facilitate the student's return to a healthy lifestyle. In the event of a student's recidivism-that is, the violation of this policy again, a student may be sanctioned with long-term suspension or dismissal.

Further information can be obtained from the *Substance Abuse Policy* booklet available in the office of Student Development.

ASSAULT

Students involved in an incident of physical, verbal, or sexual assault are subject to disciplinary actions that are defined in other policies in this handbook (see "Sexual Assault and Harassment" under Services and "Discipline" in this section, Policies and Procedures). Both criminal and legal action may be taken if it is determined that a crime has been committed.

COMMUNITY STANDARDS OF BEHAVIOR

Students are expected to establish a Christian lifestyle that fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle should include engaging in prayer, Bible study, Christian-service activities, practicing good study habits, selecting a balanced and nutritious diet, scheduling adequate periods of rest, participating in wholesome recreational and leisure-time activities, and relating responsibly and respectfully to other persons. Behaviors that do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco, and illicit drugs; gambling; dancing; improper sexual conduct; and attendance at entertainments that are spiritually or morally destructive.

FALSE INFORMATION

The reporting of a crime or a violation of Southern's Code of Conduct that did not actually occur is an egregious abuse of Southern's community values. Therefore, students who provide false information against another student(s) or an employee will be handed a sanction that, at a minimum, begins at a short-term suspension. Students who offer false information to support another student's report of a crime or code of conduct violation will be sanctioned in like manner.

FIREARMS AND OTHER WEAPONS

All city, state, and federal laws and regulations governing firearms and weapons apply on university property. Firearms and guns (including but not limited to bullet, pellet, BB, and paintball), bows and arrows, blowpipes, knives (or any edged weapon over four inches from bezel to tip), nunchucks, throwing stars, brass knuckles, and any other type of weapon

prohibited by law are not allowed on campus. Violators are subject to fines, disciplinary actions, and arrest on local, state, and/or federal charges.

FIRE EQUIPMENT

Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject the offender to a \$200 fine and discipline. Anyone covering, tampering with, or removing a fire-system device is subject to a fine of \$200 and is responsible for damages. Tampering with fire equipment or violating fire regulations can result in civil and/or criminal charges and arrest.

FIREWORKS AND EXPLOSIVE MATERIALS

Fireworks, explosives, or any mixture of chemicals or substances that can cause fire, smoke, or explosions are prohibited. Violators are subject to fines, discipline, damage costs as a result of smoke, fire, or explosions, and arrest on local, state, and/or federal charges.

HAZING AND OTHER IRREGULAR ACTIVITIES

Hazing by organizations or individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass, or injure a fellow student is subject to discipline, including dismissal.

ILLICIT DRUG USE

See Alcohol, Tobacco and Illicit Drug Use heading in this section.

MEDIA TECHNOLOGY

Because media technology has the potential to hinder learning, suppress motivation, and limit community, Southern has established policies and practices regarding its use.

Students are expected to choose media content by applying Biblical standards: what is true, honest, just, pure, and brings honor to God and His creation (Phil. 4:8).

You are expected to honor the Acceptable Use Policy, you signed through Information Systems when receiving a southern.edu email account and access to the Southern network. Violations of these standards may result in university sanctions.

SANCTIONS

Except in Title IX cases, all violations of the student code of conduct are handled by the Dean of Graduate & Professional Studies. The Dean of Graduate & Professional Studies has the authority to suspend and dismiss students. A student who may be subject to discipline is counseled by the Dean of Graduate & Professional Studies regarding the student's rights, including voluntary withdrawal from school and possible disciplinary action. The decision regarding the appropriate disciplinary action is made and communicated by letter. The student accepts this decision or has the right to appeal to the Discipline Review Committee within 48 hours of notification.

A student who receives any discipline will receive a letter from the Dean of Graduate & Professional Studies. This letter is made part of the student's official record, which is used as a reference in evaluating future behavior, and may be used when making future recommendations. Copies are sent to the parents of dependent students.

SEXUAL ASSAULT AND/OR HARASSMENT

Southern students, faculty, and staff will not engage in or tolerate sexual harassment, which is defined as "unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct for a sexual nature." Any sexual behavior which creates an intimidating, hostile, or offensive working or school environment is a violation of Christian standards as well as applicable state and federal regulations and should be reported to the appropriate supervisor or residence hall dean, or the Title IX Coordinator in the office of the Student Development.

Any student, faculty member, or staff member who is guilty of such activity will be subjected to discipline, including dismissal and criminal prosecution. Southern offers support for any student subject to sexual assault or harassment.

Assault is a crime and should be reported to one or more of the following immediately:

1. Local law enforcement, 911
2. Campus Safety, 423.236.2100
3. Residence hall deans
4. Title IX Coordinator, Risk Management, 423.236.2266

If you are a victim of sexual assault:

1. Go to a safe place
2. Report the assault to local law enforcement, Campus Safety, or residence hall deans
3. Do not shower or change clothing, as this may destroy vital evidence
4. Call a close friend who can come to your location and offer you support

SEXUAL MISCONDUCT

As a Seventh-day Adventist educational institution, Southern Adventist University is committed to promoting a campus environment where sexual misconduct is not only not tolerated but also where victims of sexual misconduct of all kinds are provided support and avenues of correction. Many activities prohibited by Southern's Sexual Misconduct Policy are unlawful, and all are antithetical to the mission of the university. Therefore, Southern takes reasonable and appropriate remedial action to prevent sexual misconduct; to eliminate any hostile environment, including retaliation; to prevent its recurrence; and to correct its discriminatory effects on the Complainant and any others. Students who violate this policy are subject to discipline, which may include dismissal from Southern, termination from employment, and, if the legal system is involved, criminal prosecution.

Conduct that violates this policy may result from actions that threaten a student or employee in any Southern-related setting, whether it is conduct between students, between employees and students, or between students and visitors to our campus. Examples of conduct that violate this policy are as follows: harassment in the form of unwelcome sexual advancements, requests for sexual favors, or any verbal or physical entreaties of a sexual nature; public indecency; rape, including spousal and statutory rape; willful exposure to HIV; incest; promotion of the performance of sexual activity, including sexual conduct performed by children and sexting; sexual exploitation of another individual, including children; solicitation; sexual trafficking; and stalking. Both federal and Tennessee law include subcategories of a number of these examples.

For a fuller discussion of the definitions of these acts, please refer to the Sexual Misconduct policy, which can be accessed at the Student Development and Human Resources pages of Southern's website. Hard copies of this policy are also found in the residence halls, in the office of Student Development, at Campus Safety, and at Human Resources.

Any Southern student, staff member, faculty member, or third party participating in any Southern program or activity who wishes to report a complaint of sexual misconduct against a Southern student may do so at any time. The procedures for reporting a complaint are found in the unabridged version of Southern's Sexual Misconduct policy. The policy also includes the process of investigation and adjudication of alleged misconduct; the rights of complainants and respondents; and a list of sanctions from which Southern's Student Sexual Misconduct Review Panel may choose should a student be found guilty of misconduct.

SEXUAL MORALITY

Southern welcomes all students into a safe and supportive environment in which to discuss and learn about a variety of issues, including those of human sexuality. The university affirms the Biblical understanding of sexuality as a gift from God. Southern promotes purity in

singleness and fidelity in marriage, which it believes was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in living companionship. Departures from this norm include both heterosexual sex outside of marriage and homosexual behavior.

Southern prescribes Biblical standards of personal conduct. The university does not condone non-marital heterosexual conduct or homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would be contrary to the Seventh-day Adventist beliefs or the faith mission of the university.

The university encourages students struggling with these issues to avail themselves of opportunities for serious, confidential discussion and support through Counseling Services, 236.2782, or the Chaplain's Office, 236.2787.

SUICIDE / SELF-HARM

Any student who attempts suicide, displays behavior that could lead to such an act, or demonstrates a tendency toward self-harm, will be placed on an open-ended medical leave of absence. Continuation as a student will occur only after the student has presented documentation of an approved therapy program.

THEFT

Protection against theft is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should always take precautions to protect their personal belongings. The act of individuals taking any item they do not own without permission is regarded as theft. Students who are involved in theft are subject to both legal prosecution and campus suspension or dismissal.

WEAPONS

See the *Firearms and Other Weapons* heading in the Policies and Procedures section.

Campus Websites

ADMINISTRATION

southern.edu/advancement
southern.edu/alumni
southern.edu/give
southern.edu/marketing
southern.edu/president
southern.edu/records
southern.edu/risk

ACADEMICS

southern.edu/archaeology
southern.edu/art
southern.edu/biology
southern.edu/business
southern.edu/chemistry
southern.edu/computing
southern.edu/edpsych
southern.edu/english
southern.edu/fye
southern.edu/graduatestudies
southern.edu/history
southern.edu/journalism
southern.edu/library
southern.edu/math
southern.edu/modernlanguages
southern.edu/music
southern.edu/nursing
southern.edu/online
southern.edu/pe
southern.edu/physics
southern.edu/pta
southern.edu/religion
southern.edu/socialwork
southern.edu/southern scholars
southern.edu/technology
southern.edu/writingcenter

SERVICES

southern.edu/access
southern.edu/activities
southern.edu/audiovisual
southern.edu/campussafety
southern.edu/campustalk
saucampusshop.com
southern.edu/careers
southern.edu/chaplain
southern.edu/church
southern.edu/counseling
southern.edu/disabilitysupport
southern.edu/erc
southern.edu/finances
southern.edu/food

southern.edu/housing
southern.edu/hr
southern.edu/lodging
southern.edu/international
southern.edu/intramurals
southern.edu/it
southern.edu/learningsupport
southern.edu/notify
southern.edu/parent
southern.edu/register
southern.edu/retention
southern.edu/streaming
southern.edu/studentmissions
southern.edu/successcenter
southern.edu/studentsupport
southern.edu/talge
southern.edu/thatcher
southern.edu/titleix
southern.edu/tmc
southern.edu/transportation
southern.edu/universityhealth
southern.edu/vm
southern.edu/wehaul
southern.edu/wellness
southern.edu/wsmc

STUDENT ASSOCIATION

accent.southern.edu
southern.edu/sa
southern.edu/serve

helpful information

To use a campus phone, dial 8 before the phone number, all numbers use the (423) area code.

General Information.....236.2000

Academic Administration.....236.2805

Oversees management of all academic areas on campus

Monday-Thursday, 8 a.m. to 5:30 p.m.

Friday, 8 a.m. to 12 p.m.

Admissions.....236.2844

Monday-Thursday, 8:30 a.m. to 5 p.m.

Friday, 8:30 a.m. to 12 p.m.

Adventist Book Center *adventistbookcenter.com*.....396.2814

Sunday, 11 a.m. to 4 p.m.

Monday-Thursday, 9 a.m. to 6 p.m.

Friday, 9 a.m. to 3 p.m.

Bietz Center for Student Life.....236.2611

CNN and ESPN, video games, national and campus newspapers, pool tables, air hockey, ping-pong, and various table games.

Campus Safety *southern.edu/campussafety*236.2100

Campus Safety personnel are available 24 hours a day, seven days a week. Services include: vehicle registration, motorist assists, life safety and crime investigation, lost and found, and safety escorts. Email: *campussafety@southern.edu*

Administrative hours:

Monday-Thursday, 7:30 a.m. to 5:30 p.m.

Friday, 7:30 a.m. to 1 p.m.

Campus Shop (see The HUB)

Cashier.....236.2826

Monday-Thursday, 8:30 a.m. to 5 p.m.

Friday, 8:30 a.m. to 12 p.m.

CK2 (Eatery).....236.2719

Sunday, 4 p.m. to 10 p.m.

Monday-Thursday, 10 a.m. to 10 p.m.

Friday, Closed

Sabbath, 6 p.m. to 9 p.m.

Classical 90.5 WSMC *wsmc.org*.....236.2905

Classical radio station, also available for listening on WSMC app.

Monday-Thursday, 8 a.m. to 5 p.m.

Friday, 8 a.m. to 12 p.m.

Collegedale Church.....236-7100
Monday-Thursday, 8 a.m. to 5 p.m.
Friday, 8 a.m. to 12 p.m.

Church Services:

Adoration, 9 a.m.
Connect, 9 a.m.
Merge, 11:45 a.m.
Renewal, 11:45 a.m.

Collegedale Credit Union *collegedale.org*.....396.2101
Drive-thru open 7:30 a.m. to closing
Sunday, 11 a.m. to 2 p.m.
Monday–Wednesday, 8 a.m. to 4 p.m.
Thursday, 8 a.m. to 6 p.m.
Friday, 8 a.m. to 2 p.m.

Collegedale Police (non-emergency).....396.3133

Collegedale Post Office.....396.9498
Monday-Friday, 9 a.m. to 4 p.m.
Closed: Saturday, Sunday, and Holidays

Computer Labs

Business/English (Brock Hall 3rd floor, check posted schedule for hours).....236.2599
Computing (Check posted schedule for hours).....236.2706
 Advanced Computing Lab (Hickman 118)
 Computing Lab (Hickman 116)
Education 21st Century Classroom (Check posted schedule for hours).....236.2778
Journalism Mac Lab (Brock Hall 1st floor, check posted schedule for hours).....236.2933
Library.....236.2788
 Sunday, 12 p.m. to 11 p.m.
 Monday-Thursday, 7:30 a.m. to 11p.m.
 Friday, 7:30 a.m. to 2 p.m.
Nursing (Check posted schedule for testing, holidays, and summer).....236.2940
 Sunday, 1:00 p.m. to 9:30 p.m.
 Monday-Thursday, 7 a.m. to 9:30 p.m.
 Friday, 7 a.m. to 2:30 p.m.

Departments and Schools (Academic)

Departments

Allied Health.....236.2926
Biology236.2926
Chemistry.....236.2931
English.....236.2381
History236.2381
Mathematics.....236.2874
Modern Languages.....236.2221
Lab.....236.2742
Physics236.2669
Technology.....236.2860

Schools

Business and Management.....236.2527
Computing.....236.2936

Education and Psychology.....	236.2765
JournalismCommunication.....	236.2330
EditingLab.....	236.2332
Photography Lab.....	236.2933
Music.....	236.2880
Nursing.....	236.2940
Learning Lab.....	236.2970
Skills Lab.....	236.2969
Physical Education, Health, and Wellness.....	236.2850
Religion.....	236.2976
Social Work.....	236.2768
Visual Art and Design.....	236.2732
Dining Hall <i>southern.edu/food</i>	236.2399
Sunday, Closed	
Monday-Friday, 6:30 a.m. to 6:30 p.m.	
Saturday, 12 p.m. to 2:30 p.m.	
eClass Help Desk	236.2086
Technical support for eClass, clickers, and Turnitin assignments is available	
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to 12 p.m.	
Emergency (ambulance, fire, or police).....	911
Enrollment Management	236.2835
Financial aid awards, scholarships, federal work-study, student loans, summer camp scholarships, application forms, financial aid counseling	
Monday-Thursday, 8:30 a.m. to 5 p.m.	
Friday, 8:30 a.m. to 12 p.m.	
Graduate Studies	236.2695
Process applications for prospective students seeking admission into Graduate Studies. Graduate registration, class schedule, class add/drop, grades, transcripts, verifications for student loans, major or adviser changes	
Monday - Thursday, 8:30 a.m. to 5:00 p.m.	
Friday, 8:30 a.m. to 12:00 p.m.	
Gymnasium (Iles P. E. Center)	236.2850
Reserving racquetball courts, equipment, and facilities. For intramural information, go to <i>southern.edu/intramurals</i> or <i>imleagues.com/southern</i> . For more facility hours, go to <i>southern.edu/wellness</i>	
Sunday, 5 p.m. to 9 p.m.	
Monday-Thursday, 8 a.m. to 10 p.m. (except during classes/Convocations/Breaks)	
Friday, 8 a.m. to 12 p.m.	
Hulsey Wellness Center , <i>southern.edu/wellness</i>	236.2850
The Kayak (snack shop), rock wall, indoor and outdoor walking tracks, fitness floor, aerobics room, hot tub, therapeutic-massage, pool, locker rooms with steam baths and dry sauna	
Sunday, 12 p.m. to 9 p.m.	
Monday-Thursday, 5 a.m. to 10 p.m.	
Friday, 5 a.m. to 2 p.m.	
Information Technology	
Audio Visual.....	236.2411
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to 12 p.m.	

Campus Cards and replacements, fax service.....	236.2707
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to 1 p.m.	
Computer Support Desk.....	236.2712
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to noon	
Insurance (Risk Management).....	236.2266
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to 12 p.m.	
International Student Advising.....	236.2845
Monday -Thursday, 8:30 a.m. to 4:30 p.m.	
The Kayak (Snack Shop).....	236.2592
Smoothie and sandwich bar	
Sunday, 5 p.m. to 8:45 p.m.	
Monday-Thursday, 2 p.m. to 9 p.m.	
Friday-Saturday, Closed	
Kiddie Campus.....	396.9253
Child day-care option	
Monday-Thursday, 6:30 a.m. to 6 p.m.	
Friday, 6:30 a.m. to 4 p.m.	
Library (McKee).....	236.2788
Databases, books, journals, magazines, center for the Study of 19th Century America, special collections, videos, and streaming media	
Sunday, 12 p.m. to 11 p.m.	
Monday-Thursday, 7:30 a.m. to 11 p.m.	
Friday, 7:30 a.m. to 2 p.m.	
Research and Writing Center.....	236.2014
McKee Library, Main Floor	
Sunday, 6 p.m. to 9 p.m.	
Monday - Thursday, 9 a.m. to 9 p.m.	
Friday, 9 a.m. to noon	
Tutoring Center.....	236.2578
McKee Library, 3rd Floor	
Sunday, 6p.m. to 9 p.m.	
Monday - Thursday, 9 a.m. to 9 p.m.	
Friday, 9 a.m. to noon	
Office of Ministry and Missions - Bietz Center 2nd Floor.....	236.2787
Spiritual care, outreach activities; Student Missions; Humanitarian Engagement; Vespers; and LifeGroups	
Monday-Thursday, 9 a.m. to 5 p.m.	
Friday, 9 a.m. to 12 p.m.	
Online Campus.....	236.2087
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to 12 p.m.	

Outdoor Education Center *southern.edu/outdoor*.....236.2850
Ropes Course and Alpine Tower (schedule by appointment). SOAP opportunities on the first Sabbath and first Sunday of every month.

Quick Print.....236.2861
Copying, UPS, mail service, color copies, etc.
Monday-Thursday, 9 a.m. to 5 p.m.
Friday, 9 a.m. to 12 p.m.

Records and Advisement/Transcripts.....236.2899
Undergraduate registration, class schedule, class add/drop, grades, transcripts, verifications for student loans or good student driving discounts, major or adviser changes
Monday-Thursday, 8:30 a.m. to 5 p.m.
Friday, 8:30 a.m. to 12 p.m.

Residence Halls

Talge Hall for Men.....236.2994
Thatcher Hall for Women.....236.2904
Thatcher South for Women.....236.2910
Sunday-Friday, lobbies close at 11 p.m.
Saturday, lobbies close at 12:45 a.m.

Sheriff (non-emergency)622.0022

Student Association - Beitz Center (Check posted schedules for hours).....236.2723
Festival Studios.....236.2678
Social Activities.....236.2603
Southern Accent236.2612
Southern Memories.....236.2613
SAPresident236.2600

Student Development - Bietz Center, 2nd Floor.....236.2814

Oversees management of the various aspects of student life: Residence life, Student Success Center, Student Life and Activities, Convocations, University Health Center, and student conduct.

Monday-Thursday, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m.
Friday, 8 a.m. to 12 p.m.

Student Employment (Human Resources) *southern.edu/hr*.....236.2279 or 236.2278
Information about on and off-campus jobs
Monday-Thursday, 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m.
Friday, 8 a.m. to 12 p.m.

Student Finance (See Enrollment Services)

Student Life and Activities - Beitz Center, 2nd Floor.....236.2484
Coordinates social activities, student organizations, and assists community students
Monday-Thursday, 9:30 a.m. to 12 p.m. and 1 p.m. to 5:30 p.m.

Student Park

Reservations.....236.2070
Cave Reservations.....236.2785
Goliath Wall amphitheater reservations.....236.2070

Student Success Center - Bietz Center, 3rd Floor

Monday-Thursday, 8 a.m. to 5 p.m.

Friday, 8 a.m. to 12 p.m.

CareerServices (Ste. 3400).....	236.2078
Counseling and Testing Services (Ste. 3800).....	236.2782
Disability Support Services dss@southern.edu (Ste. 3900).....	236.2574
First Year Experience (Ste. 3400).....	236.2575
Retention Services (Ste. 3400).....	236.2838

Teaching Materials Center southern.edu/tmc236.2661

Ellison dies are available for use without charge. Construction paper, card stock, copy paper, envelopes, file folders, some arts and craft supplies, as well as lamination, copying and printing are available for a minimal price. Please be prepared to pay cash, unless you are a Southern student charging more than \$.50 over the semester. Books, DVDs, artifacts from around the world, educational games, and manipulatives are available for loan. Holdings are listed in the McKee Library catalog.

Sunday, 3 p.m. to 8:45 p.m.

Monday-Thursday, 9 a.m. to 8:45 p.m. (Closed during Convocation)

Friday, 9 a.m. to 12 p.m.

The HUB saucampusshop.com.....236.2152

Textbooks, school supplies, bath/beauty products, cards/gifts, Southern apparel

Monday-Thursday, 8:30 a.m. to 5:30 p.m.

Friday, 8:30 a.m. to 12:30 p.m.

Transportation Services.....236.2716

Transportation to and from the airport, bus station, medical appointments, the Social Security office, and Groome Transportation connecting to Atlanta and Nashville airports. Requests must be made 24 hours in advance on southern.edu/transportation. For university breaks, students must sign up on southern.edu/transportation 48 hours in advance. Free to current students.

Monday-Thursday, 7:30 a.m. to 12 p.m. and 1 p.m. to 5 p.m.

Friday, 7:30 a.m. to 12 p.m.

University Health Center southern.edu/universityhealth.....236.2713

Visit the UHC first for minor illnesses or injuries, wound care, labwork, immunizations, physicals, and referrals to area physicians.

Monday-Thursday, 8 a.m. to 12 p.m., and 1 p.m. to 5 p.m.

Friday, 8 a.m. to 12 p.m.

Village Market (health food store).....236.2300

Sunday, 8 a.m. to 6 p.m.

Monday-Thursday, 7 a.m. to 9 p.m.

Friday, 7 a.m. to 4 p.m.

Deli at the Village Market

Sunday, 9 a.m. to 1 p.m.

Monday-Thursday, 7 a.m. to 6:30 p.m.

Friday, 7 a.m. to 1:30 p.m.

Wright Hall

Academic Administration.....236.2805

Monday-Thursday, 8 a.m. to 5:30 p.m.

Friday, 8 a.m. to 12 p.m.

Accounting.....	236.2820
Monday-Thursday, 8 a.m. to 5 p.m.	
Friday, 8 a.m. to 12 p.m.	
Cashier.....	236.2826
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m. to 12 p.m.	
Enrollment Services.....	236.2835
Monday-Thursday, 8:30 a.m. to 5 p.m.	
Friday, 8:30 a.m. to 12 p.m.	
Human Resources.....	236.2279
Monday-Thursday, 8:30 a.m. to 5 p.m.	
Friday, 8:30 a.m. to 12 p.m.	
President's Office.....	236.2801
Monday-Thursday, 8 a.m. to 5:30 p.m.	
Friday, 8 a.m. to 12 p.m.	
Records and Advisement.....	236.2899
Monday-Thursday, 8:30 a.m. to 5 p.m.	
Friday, 8:30 a.m. to 12 p.m.	
Transcripts.....	236.2921
Monday-Thursday, 8:30 a.m. to 5 p.m.	
Friday, 8:30 a.m. to 12 p.m.	
WSMC Radio (FM 90.5) <i>wsmc.org</i>.....	236.2905
Classical radio station	
Monday - Thursday, 8 a.m. to 5 p.m.	
Friday - 8 a.m. to 12 p.m.	