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(Refer to Daily Planning Calendar for detailed information)

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Name: _________________________________
**SOUTHERN'S COMMITMENT TO STUDENT RIGHTS**

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

<table>
<thead>
<tr>
<th>Academic</th>
<th>Southern will provide substantive academic programs that are clearly communicated and are responsive to the educational needs and concerns of our students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spiritual</td>
<td>Southern will promote the spiritual development of our students through the values we espouse, programs we present, and individual nurturing we provide.</td>
</tr>
<tr>
<td>Social</td>
<td>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.</td>
</tr>
<tr>
<td>Personal</td>
<td>Southern will provide our students opportunity for development of personal potential by articulating and practicing high standards of healthful living, wellness, and entertainment.</td>
</tr>
<tr>
<td>Corporate</td>
<td>Southern will clearly communicate what is required for all members of the university community and will apply our regulations with fairness, timeliness, and confidentiality.</td>
</tr>
</tbody>
</table>
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.
helpful information

Phone Numbers, Services, Operating Hours

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 area on campus
Monday-Thursday, 8 a.m.-5:30 p.m.
Friday, 8 a.m.-12 p.m.

Admissions ........................................................................................................................236.2844
Monday-Thursday, 8:30 a.m.-5 p.m.
Friday, 8:30 a.m.-12 p.m.

Adventist Book Center adventistbookcenter.com ..........................................................396.2814
Sunday, 11 a.m.-4 p.m.
Monday-Thursday, 9 a.m.-6 p.m.
Friday, 9 a.m.-3 p.m.

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
Monday-Thursday, 7:30 a.m.-5:30 p.m.
Friday, 7:30 a.m.-1 p.m.

Campus Shop saucampusshop.com ..............................................................................236.2152
Textbooks, school supplies, bath/beauty products, cards/gifts, Southern apparel
Monday-Thursday, 8:30 a.m.-5:30 p.m.
Friday, 8:30 a.m.-12:30 p.m.

Cashier ................................................................................................................................236.2826
Monday-Thursday, 8:30 a.m.-5 p.m.
Friday, 8:30 a.m.-12 p.m.

Chaplain’s Office and Campus Ministries .................................................................236.2787
Pastoral care, outreach activities; Student Missions; uQuest Missions; Vespers; and LifeGroups
Monday-Thursday, 9 a.m.-5 p.m.
Friday, 9 a.m.-12 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.-5 p.m.
Friday, 8 a.m.-12 p.m.
Collegedale Church ................................................................. 396.2134
Monday-Thursday, 8 a.m.-5 p.m.
Friday, 8 a.m.-12 p.m.
Vespers, 7:30 p.m., Church
Church Services:
Adoration, 9 a.m., Renewal, 11:45 a.m.
Connect, 11:45 a.m., Collegedale Academy

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

Collegedale Post Office ............................................................................................ 396.9498
Monday-Friday, 9 a.m.-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)
Advanced Computing Lab (Hickman 116)....................................................... 236.2706
Computing Lab (Hickman 116)................................................................. 236.2706
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.-12 a.m.
Monday-Thursday, 7:30 a.m.-12 a.m.
Friday, 7:30 a.m.-2 p.m.

Nursing (Check posted schedule for testing, holidays, and summer).................... 236.2940
Sunday, 1:00 p.m.-9:30 p.m.
Monday-Thursday, 7 a.m.-9:30 p.m.
Friday, 7 a.m.-2:30 p.m.

Departments and Schools (Academic)
Departments
Allied Health .......................................................................................... 236.2926
Biology ......................................................................................................... 236.2926
Chemistry .................................................................................................. 236.2931
English ........................................................................................................ 236.2381
History ....................................................................................................... 236.2381
Mathematics .............................................................................................. 236.2874
Modern Languages .................................................................................. 236.2221
Physics ...................................................................................................... 236.2742
Technology ................................................................................................ 236.2860
Schools
Business and Management ........................................................................... 236.2527
Computing ................................................................................................. 236.2936
Education and Psychology ................................................................. 236.2765
Journalism and Communication ....................................................... 236.2330
   Editing Lab ........................................................................ 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 Menu  southern.edu/food .................................................. 236.2399
Sunday, Closed
Monday-Friday, 6:30 a.m.-6:30 p.m.
Saturday, 12 p.m.-2:30 p.m.

eClass Help Desk ................................................................................ 236.2086
   Technical support for eClass, clickers, and Turnitin assignments is available
   Monday-Thursday, 8 a.m.-5 p.m.
   Friday, 8 a.m.-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.-5 p.m.
   Friday, 8:30 a.m.-12 p.m.

Graduate Studies ................................................................................. 236.2694
   Processes applications for prospective students seeking admission into Graduate Studies
   Monday-Thursday, 8:30 a.m.-12:30 p.m. and 1:30 p.m.-5:30 p.m.
   Friday, 8:30 a.m.-12:30 p.m.

Gymnasium (Iles P. E. Center) ............................................................... 236.2850
   Reserving racquetball courts, equipment, and facilities. For intramurals information, go to
   southern.edu/intramurals. For more facility hours, go to southern.edu/wellness
   Sunday, 5-9 p.m.
   Monday-Thursday, 8 a.m.-10 p.m. (except during classes/Conovcations/Breaks)
   Friday, 8 a.m.-12 p.m

Hulsey Wellness Center southern.edu/wellness and imleagues.com/southern ........................................... 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.-9 p.m.
   Monday-Thursday, 5 a.m.-10 p.m.
   Friday, 5 a.m.-2 p.m.
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Monday-Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Information Technology</td>
<td></td>
<td>8 a.m.-5 p.m.</td>
<td>8 a.m.-12 p.m.</td>
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<td>Audio Visual</td>
<td>236.2411</td>
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<tr>
<td>Campus Cards and replacements</td>
<td>236.2707</td>
<td>8 a.m.-5 p.m.</td>
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<tr>
<td>Computer Support Desk</td>
<td>236.2712</td>
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<tr>
<td>Insurance (Risk Management)</td>
<td>236.2566</td>
<td>8 a.m.-5 p.m.</td>
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<tr>
<td>International Student Advising</td>
<td>236.2845</td>
<td>8:30 a.m.-8 p.m.</td>
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<tr>
<td>The Kayak (Snack Shop)</td>
<td>236.2592</td>
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<tr>
<td>Smoothie and sandwich bar</td>
<td></td>
<td>2-9 p.m.</td>
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<tr>
<td>Kiddie Campus</td>
<td>396.9253</td>
<td>6:30 a.m.-6 p.m.</td>
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<td>Library (McKee)</td>
<td>236.2788</td>
<td>7:30 a.m.-12 a.m.</td>
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<td>McLean Library</td>
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<tr>
<td>Databases, books, journals, magazines, center for the Study of 19th Century America, special collections, videos, and streaming media</td>
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<tr>
<td>Research and Writing Center</td>
<td>236.2014</td>
<td>9 a.m.-9 p.m.</td>
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<td>Tutoring Center</td>
<td>236.2578</td>
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<tr>
<td>KR's Place (Eatery)</td>
<td>236.2719</td>
<td>10 a.m.-10 p.m.</td>
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<td>Sabbath, 6 p.m.-9 p.m.</td>
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Online Campus ......................................................... 236.2087
  Monday-Thursday, 8 a.m.-5 p.m.
  Friday, 8 a.m.-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.-5 p.m.
  Friday, 9 a.m.-12 p.m.

Records and Advisement/Transcripts .................................. 236.2899
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.-5 p.m.
  Friday, 8:30 a.m.-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 (Check posted schedule for hours) ............. 236.2723
  Festival Studios ..................................................... 236.2678
  Social Activities ..................................................... 236.2603
  SouthernAccent .................................................... 236.2612
  Southern Memories ................................................ 236.2613
  SA President ......................................................... 236.2600

Student Center .......................................................... 236.2611
CNN and ESPN, video games, national and campus newspapers, pool table, air hockey, ping-pong, and various table games
  Sunday, 1 p.m.-10:30 p.m.
  Monday-Thursday, 11 a.m.-10:30 p.m.
  Friday, 11 a.m.-1 p.m.

Student Employment (Human Resources) southern.edu/hr ........ 236.2276 or 236.2278
Information about on and off-campus jobs
  Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5 p.m.
  Friday, 8 a.m.-12 p.m.

Student Finance (See Enrollment Services)

Student Life and Activities ............................................. 236.2484
Coordinates social activities, student organizations, and assists community students
  Monday-Thursday, 9:30 a.m.-12 p.m. and 1 p.m.-5:30 p.m.
Student Park
- Reservations ................................................................. 236.2814
- Cave Reservations ......................................................... 236.2785
- Goliath Wall amphitheater reservations ......................... 236.2814

Student Development ......................................................... 236.2814
Overssees 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.-12 p.m. and 1 p.m.-5 p.m.
- Friday, 8 a.m.-12 p.m.

Student Success Center
- Monday-Thursday, 8 a.m.-5 p.m.
- Friday, 8 a.m.-12 p.m.
- Career Services ................................................................. 236.2078
- Counseling and Testing Services ................................. 236.2782
- Disability Support Services dss@southern.edu ................. 236.2574
- First Year Experience ...................................................... 236.2575
- Retention Services ............................................................ 236.2838

Teaching Materials Center southern.edu/tmc ........................................ 236.2661
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, and educational games and manipulatives are available for loan. Holdings are listed in the McKee Library catalog.
- Sunday, 3 p.m.- 8:45 p.m.
- Monday-Thursday, 9 a.m.-8:45 p.m. (Closed during Convocation)
- Friday, 9 a.m.-12 p.m.

Transportation Services ......................................................... 236.2716
Transportation to and from 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.-12 p.m. and 1 p.m.-5 p.m.,
- Friday, 7:30 a.m.-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, referrals to area physicians.
- Monday-Thursday, 8 a.m.-12 p.m., 1 p.m.-5 p.m.
- Friday, 8 a.m.-12 p.m.
Village Market (health food store) .............................................. 236.2300
  Sunday, 8 a.m.-6 p.m.
  Monday-Thursday, 7 a.m.-9 p.m.
  Friday, 7 a.m.-4 p.m.

Deli at the Village Market
  Sunday, 8 a.m.-6 p.m.
  Monday-Thursday, 7 p.m.-9 p.m.
  Friday, 7 a.m.-4 p.m.

Wright Hall
  Academic Administration .................................................... 236.2805
    Monday-Thursday, 8 a.m.-5:30 p.m.
    Friday, 8 a.m.-12 p.m.
  Accounting ............................................................................. 236.2820
    Monday-Thursday, 8 a.m.-5 p.m.
    Friday, 8 a.m.-12 p.m.
  Cashier ................................................................................... 236.2826
    Monday-Thursday, 8:30 a.m.-5 p.m.
    Friday, 8:30 a.m.-12 p.m.
  Enrollment Services ............................................................... 236.2835
    Monday-Thursday, 8:30 a.m.-5 p.m.
    Friday, 8:30 a.m.-12 p.m.
  Human Resources .................................................................... 236.2276
    Monday-Thursday, 8:30 a.m.-5 p.m.
    Friday, 8 a.m.-12 p.m.
  President's Office ................................................................. 236.2801
    Monday-Thursday, 8 a.m.-5:30 p.m.
    Friday, 8 a.m.-12 p.m.
  Records and Advisement .................................................... 236.2899
    Monday-Thursday, 8:30 a.m.-5 p.m.
    Friday, 8:30 a.m.-12 p.m.
  Transcripts ............................................................................. 236.2921
    Monday-Thursday, 8:30 a.m.-5 p.m.
    Friday, 8:30 a.m.-12 p.m.

WSMC Radio (FM 90.5) wsmc.org ................................................. 236.2905
  Classical radio station
    Monday - Thursday, 8 a.m.-5 p.m.
    Friday - 8 a.m.-12 p.m.
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<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td></td>
<td>Tornado Siren Test, Noon</td>
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<tr>
<td></td>
<td>Mid-Term Grades due for S19, Verified 5p</td>
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<td>7</td>
<td>8</td>
<td>9</td>
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<tr>
<td></td>
<td>Payday: Salary</td>
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<td>Payday: Salary</td>
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<td>Tornado Siren Test, 6p</td>
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<td>21</td>
<td>22</td>
<td>23</td>
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<tr>
<td>Enrollment Activities, 11a-2p</td>
<td>Summer Institute, 9a-5p, Summerour 1300</td>
<td>Summer Institute, 9a-5p, Summerour 1300</td>
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<tr>
<td>Wright Hall</td>
<td>Campus Shop Open, 9a-3p</td>
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<td>28</td>
<td>29</td>
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<tr>
<td>Parents Day</td>
<td>Campus Shop Open, 9a-3p</td>
<td>Payday: Salary</td>
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<td>McKee Library Open, 7:30a-9p</td>
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<td>$1951 &amp; $1953 Grades due, Verified 5p, Records</td>
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<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
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<tr>
<td>Independence Day</td>
<td>University Offices, Health</td>
<td>Payday: Hourly/Student</td>
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<td>Center, McKee Library,</td>
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<td>McKee Library &amp; Campus Shop</td>
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<td></td>
<td>Forest Kindergarten Workshop</td>
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<td></td>
<td>EOOE 330 Ends</td>
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<td>Sunset: 8:57p</td>
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<td>10</td>
<td></td>
<td>University Health Center Closed</td>
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<td>Forest Kindergarten EOOE 331 Ends</td>
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<td>MSEd Online Classes Ends</td>
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<td>Sunset: 8:52p</td>
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<tr>
<td>17</td>
<td>Last day to drop S19 classes</td>
<td>Payday: Hourly/Student</td>
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<td>Preview Southern</td>
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<td>Sunset: 8:47p</td>
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<tr>
<td>24</td>
<td>Summer Institute, 9a-5p,</td>
<td>Summer Institute, 9a-5p,</td>
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<td></td>
<td>Summer Session 1300</td>
<td>Summer Session 1300</td>
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<td>S1952 Classes End</td>
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<td></td>
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<td>Vespers, 7:30p, Church, Chaplain</td>
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<td></td>
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<td>Sunset: 8:47p</td>
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<tr>
<td>27</td>
<td></td>
<td>Diversions, 9:30p, Student Center</td>
</tr>
<tr>
<td>31</td>
<td>Last day to add S1952 classes</td>
<td>Sign-up for intramural</td>
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<td>Last day to change S19 Meal</td>
<td>southern.edu/summeruniveis</td>
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<td>Plan</td>
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<tr>
<td>Sign-up for intramurals</td>
<td>Key for Summer Sessions:</td>
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<td>4019</td>
<td>S1951: 1st Summer Session May 6-August 31</td>
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<td>S1952: 2nd Summer Session June 3-July 6</td>
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<td>S1953: SmartStart &amp; 3rd Summer Session</td>
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<td>F19: Fall Semester August 26-December 19</td>
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<tr>
<td>4019</td>
<td>New Faculty Orientation, 9a-5p, Summerour 1300</td>
<td>New Faculty Orientation, 9a-5p, Summerour 1300</td>
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<td>River Rafting Trip, 9a-4p, Wright Hall</td>
<td>All vehicles must be registered with Campus Safety</td>
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<tr>
<td>Open Cave, 11a-3p, Student Park</td>
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<tr>
<td>5019</td>
<td>New Faculty Orientation, 9a-5p, Summerour 1300</td>
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<td></td>
<td>Tornado Siren Test, Noon</td>
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<tr>
<td>11019</td>
<td>Employee In-Service, 8:30-12:30p, Lynn Wood Chapel</td>
<td>Faculty In-Service, Center for Teaching Excellence &amp; Southern Online Campus Support Sessions, 1-5p</td>
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<tr>
<td></td>
<td>University Colloquium (12-17)</td>
<td>SON Orientation, 3p</td>
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<tr>
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<td>Employee In-Service, 1:30-5:30p, Lynn Wood Chapel</td>
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<tr>
<td>18019</td>
<td>MSW Orientation</td>
<td>DNP Intensive (19-22)</td>
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<tr>
<td>2019</td>
<td>Campus Shop Open, 9a-4p, Enrollment Activities, 11a-2p, Wright Hall</td>
<td>Tornado Siren Test, 6p</td>
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<td></td>
<td>University Health Center Open, 11a-2p</td>
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<td>MSW Classes</td>
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<td>McKee Library Open, Noon-4p</td>
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<td></td>
<td>Organization Showcase, 4:30-6:30p, &amp; Supper, 5-6:30p, Iles PE Center</td>
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<tr>
<td>25019</td>
<td>Classes Begin</td>
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<td>McKee Library Open, 7:30a-Midnight</td>
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<td>PSEd Online Classes (28-October 6)</td>
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<td>SB Classes Begin</td>
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<td>Softball Intramural Sign-up begins, southern.edu/intramurals</td>
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<td></td>
<td>School of Music Choir Auditions (26-29)</td>
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<tr>
<td>26019</td>
<td>SON Welcome, 7:30a</td>
<td>MS Counseling Classes Begin</td>
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<tr>
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<td>All Summer Grades due, Verified Sp. Records</td>
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<td>Wednesday</td>
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<td></td>
<td>Payday: Hourly/Student</td>
<td>Last day for 100% tuition refund for SmartStart &amp; S19S3</td>
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<td></td>
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<td>Vespers, 7:30p, Church</td>
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<td>Sunset, 8:30p</td>
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<tr>
<td>New Faculty Orientation, 9a-5p, Summerour 1300</td>
<td>New Faculty Orientation, 9a-5p, Summerour 1300</td>
<td>New Faculty Orientation, 9a-5p, Noon, Summerour 1300</td>
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<td>Last day to drop S19S3 classes</td>
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<td>Last day for 50% tuition refund after today for S19S3</td>
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<tr>
<td></td>
<td>Payday: Salary</td>
<td>Graduate Faculty Luncheon, Noon-1:15p</td>
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<tr>
<td>Faculty In-Service, Noon-5:30p, Iles PE Center</td>
<td>Light, Volunteers Reception, 5:30p, Presidential Banquet Room</td>
<td>New Employee Reception, 5:30p, Presidential Banquet Room</td>
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<td></td>
<td></td>
<td>Vespers, 7:30p, Church, Don Keele</td>
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<td>Sunset, 8:27p</td>
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<td></td>
<td>Payday: Salary</td>
<td>Final Exams: SS, S19S3</td>
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<td></td>
<td>Book: Bay Bach, 9a, Campus Shop</td>
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<td>S19S3 Classes End</td>
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<td></td>
<td>Book: Bay Bach, 9a-Noon, Campus Shop</td>
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<td></td>
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<td>Book: Bay Bach, 9a-Noon, Campus Shop</td>
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<td>Vespers: Enrollment Services, 7:30p, Church</td>
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<td>Sunset, 8:18p</td>
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<td></td>
<td>Payday: Hourly/Student</td>
<td>Convocation: Student Dedication, 11a, Church, David Smith</td>
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<td>Softball: Captain's Meeting, 5p, Hixson Wellness Center Challenge Course: 6-9p, Outdoor Education Center</td>
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<td>Payday: Hourly/Student</td>
<td>MfKee Library Open, 7:30a-2p</td>
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<td>Double Tennis Sign-ups begin</td>
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<td>Vespers: 7:30p, Church</td>
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<td>Chapel</td>
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<td>Sunset, 8:09p</td>
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<td>Sunday</td>
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<td>1</td>
<td>Labor Day</td>
<td>Fee charged for add/drop “W” on transcript</td>
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<tr>
<td></td>
<td>Last day to make a change without charge or for 100% tuition refund</td>
<td>Tornado Siren Test, Noon</td>
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<tr>
<td></td>
<td>Last day for Student Insurance Open Enrollment, Risk Management</td>
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<tr>
<td></td>
<td>Softball Season begins</td>
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<td></td>
<td>Undergraduate Council, 3:30p</td>
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<td>Grandparents Day</td>
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<td>Ocoee Rafting Trip, 9a-5p, Wright Hall</td>
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<td></td>
<td>Double Tennis League Season begins</td>
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<td>MSW Classes</td>
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<tr>
<td>8</td>
<td>Community Service Emphasis Week, 11:30a-1:30p, Student Center</td>
<td>Community Service Emphasis Week, 11:30a-1:30p, Student Center</td>
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<tr>
<td></td>
<td>Last day to add a class (Census)</td>
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<td>All vehicles must be registered with Campus Safety</td>
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<tr>
<td>15</td>
<td>Payday Salary</td>
<td>Constitution Day</td>
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<td>Last day for 80% tuition refund</td>
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<td>Football Season begins</td>
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<td></td>
<td>University Senate, 3:30p</td>
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<td></td>
<td>Tornado Siren Test, 6p</td>
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<tr>
<td>22</td>
<td>First Day of Autumn</td>
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<td>MSW Classes</td>
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<tr>
<td>23</td>
<td>Alumni Think Tank, Noon, Presidential Banquet Room</td>
<td>Transfer Night, 5:30-8p</td>
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<td>Undergraduate Council, 3:30p</td>
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<tr>
<td>29</td>
<td>Payday Salary</td>
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<td></td>
<td>Last day for 60% tuition refund</td>
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<td></td>
<td>Faculty Portfolios due, VP Academic Administration’s office</td>
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<td></td>
<td>Flagball Season begins</td>
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<td></td>
<td>University Senate, 3:30p</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Teach 3, Noon, Presidential Banquet Room</td>
<td>Convocation: Departments/ Schools, 11a, Various Locations Begin ordering December Graduation regalia &amp; announcements, <a href="http://www.cbgrad.com">www.cbgrad.com</a></td>
<td>Commencement Weekend (6-7) Futsal Sign-up begins</td>
</tr>
<tr>
<td>Double Tennis Captain’s Meeting, 5p, Hulkey</td>
<td>Drama/Chairs Advisory, 3:30p</td>
<td>OEC, Bac, Vespers, 6-11p, Wright Hall Vespers, 7:30p, Church, David Ferguson Ministry Expo, 9:30p, Church Sunset, 7:49p</td>
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<tr>
<td>11</td>
<td>12</td>
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<tr>
<td>Community Service Emphasis Week, 11:30-1:30p, Student Center Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Convocation: Community Service, Iles, Kristin du Mez Community Service Emphasis Week, Noon-1:30p, Student Center Dean’s Luncheon, Noon, Presidential Banquet Room Graduate Council, 3:30p</td>
<td>Student Missions Re-Entry Renewal, 13:30-15:30 School of Business Student Dedication Vespers, 7:30p, Church, Manny Arriaga Star Wash, 8:30p, Hickman Parking Lot Group Life, 9:30p, Church Sunset, 7:49p</td>
</tr>
<tr>
<td>Futsal Captain’s Meeting, 5p, Hulkey</td>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
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<td>18</td>
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<tr>
<td>Faculty Tech Bytes, Noon, Presidential Banquet Room</td>
<td>Convocation: Constitution Day, Iles, Kristen du Mez Preview Southern (19-20) Faculty Convocation Showcase, Noon, Presidential Banquet Room</td>
<td>Natural Concussion Awareness Day Flagball Sign-up begins</td>
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<tr>
<td>25</td>
<td>26</td>
<td>27</td>
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<tr>
<td>Faculty Showcase, Noon, Presidential Banquet Room Flagball Captain’s Meeting, 5p, Hulkey</td>
<td>Convocation, Iles, Andrew Collins &amp; J. Reed McGee Convocation Luncheon, Noon, Presidential Banquet Room Graduate Council, 3:30p</td>
<td>Comp Exam for December Counseling Graduates</td>
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<td>Payday: Hourly/Student</td>
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</table>

**Note:** The table shows daily events and activities from Wednesday to Saturday. Each day lists activities in chronological order from top to bottom. The events include convocations, meetings, showcases, and various activities such as worship services, lectures, and sports events. Please check the provided links for detailed information on how to register for events and any necessary updates. For more information, visit www.cbgrad.com.
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td>National Depression Education &amp; Awareness Month</td>
<td>SON Interviews</td>
<td>Online Registration for S20S3 Begins</td>
</tr>
<tr>
<td>National Domestic Violence Awareness Month</td>
<td>CMS Online Classes Begin</td>
<td>SON Application Deadline for W20</td>
</tr>
<tr>
<td>Fire Prevention Month</td>
<td>Undergraduate Council, 3:30p</td>
<td>Tornado Siren Test, Noon</td>
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<tr>
<td>National Bullying Prevention Month</td>
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<td>Sign up for intramurals</td>
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<td>southern.edu/intramurals</td>
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<td></td>
<td>Columbus Day</td>
<td>Employee Town Hall Meeting, 10a-Noon</td>
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<td>ICISM Crisis Response Training, 8-5p</td>
<td>Employee Town Hall Meeting, 3-5p</td>
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<td></td>
<td>Employee Autumn in the Park, Student Park</td>
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<td></td>
<td>Wind Symphony Concert, 7:30p, Church</td>
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<td></td>
<td>Wesley Marketplace, 8-3p, Wood Hall Parking Lot</td>
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<td></td>
<td>National Chemistry Week (20-26)</td>
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<td>McKee Library Open, 6p-Midnight</td>
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<td>Midwest Regional/National Legislative Conference, 8:30a-3:30p, Horn Hall</td>
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<tr>
<td>Financial Aid for 2020-21 available</td>
<td>Convocation: Latin-American Heritage, 11a, Iles, Luis Martinez-Fernandez</td>
<td>1 Cancer: Cancer Tour (4-5)</td>
</tr>
<tr>
<td>Teach!, Noon, Presidential Banquet Room</td>
<td>Dean/Chair Advisory, 3:30p</td>
<td>Board of Trustees Retreat (4:4)</td>
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<tr>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Convocation: GYCSE, 11a, Church, David Wright</td>
<td>Payday: Hourly/Student</td>
</tr>
<tr>
<td>Convocation: GYCSE, 7p, Thatcher Chapel, David Wright</td>
<td>October Preview Southern (10-11)</td>
<td>SON Interviews</td>
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<tr>
<td>National Boss’s Day</td>
<td>Meet the Firms &amp; Graduate Schools, Noon-2p</td>
<td>Graduate Vespers, 6p</td>
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<tr>
<td>Faculty Tech Byte, Noon, Presidential Banquet Room</td>
<td>Graduate Council, 3:30p</td>
<td>Convocation: Adventist Heritage, 11a, Church, Michael Campbell</td>
</tr>
<tr>
<td>McKee Library Closes, 5p</td>
<td>Convocation: GYCSE, 7p, Thatcher Chapel, David Wright</td>
<td>McKee Library Closes</td>
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<td>16</td>
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<tr>
<td>University Health Center Closed</td>
<td>McKee Library Closed</td>
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<td>McKee Library Closed</td>
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<td>Payday: Hourly/Student</td>
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<tr>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Convocation: Adventist Heritage, 11a, Church, Michael Campbell</td>
<td>Campus Shop Open, 8:30a-2p</td>
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<td>Payday: Salary</td>
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<td></td>
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<td>Faculty Field Trip</td>
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<td>ACA Orientation Meeting, 6:30p, Hiler 201</td>
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<td>Week of Prayer: Love Reality Tour, 8p, Church</td>
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<td>Sign-up for intramurals</td>
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<td>3</td>
<td>Daylight Savings Time Ends, set clocks back one hour at 2a</td>
<td>Archaeology Museum Exhibit Opening: &quot;From Scripture to Scripture&quot;</td>
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<td></td>
<td>Cycle Open, 11-3p, Student Park</td>
<td>Online Winter Registration for Graduate Students</td>
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<td>Undergraduate Council, 3:30p</td>
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<td>Music General Recitals, 7:30p, Ackerman</td>
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<td>10</td>
<td>MSW Classes &amp; Information Session</td>
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<td></td>
<td>Symphony Orchestra Concert, 7:30p, Church</td>
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<tr>
<td>17</td>
<td>Online Winter Registration open for New/Transfer students (18-January 14)</td>
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<td>18</td>
<td>Alumni Think Tank, Noon, Presidential Banquet Room</td>
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<td>Undergraduate Council, 3:30p</td>
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<td>Archaeology Museum Lecture, 7p, Lynn Wood Chapel, Felix Hofmeyer</td>
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<td>24</td>
<td>McKee Library Closed</td>
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<td>25</td>
<td>University Health Center Closed (25-December 1)</td>
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<td>McKee Library Open, 1-5p</td>
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THANKSGIVING BREAK
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<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>Convocation, SA, Iles, Larry Shears</td>
<td>Convocation, Iles, Iles, Larry Shears</td>
<td>Payday: Hourly/Student</td>
<td>Adoration, 9s, Church</td>
</tr>
<tr>
<td>Online W20 Registration for Returning Juniors/54 hours &amp; Seniors (14-16)</td>
<td>Symphony Orchestra Tour (14-16)</td>
<td>Payday: Salary</td>
<td>SOAP Outdoor Church: Hiking, 11a-6:30p, Wright Hall</td>
</tr>
<tr>
<td>Adoration, 9s, Church</td>
<td>Graduate Council, 3:30p</td>
<td>MSEd Online Classes End</td>
<td>Renewal: Love Reality Tour, 11:45a, Church</td>
</tr>
<tr>
<td>Dean’s Luncheon, Noon, Presidential Banquet Room</td>
<td>Vespers: Week of Prayer, 7:30p, Church</td>
<td>Overnight Backpacking Trip, 1p, Outdoor Education Center (15-16)</td>
<td>Connect, 11:45a, CA</td>
</tr>
<tr>
<td>Dean’s Luncheon, Noon, Presidential Banquet Room</td>
<td>Vespers, 7:30p, Church, Anna Bennett</td>
<td>Vespers, 8p, Church, Chaplain</td>
<td>Eveningsong: School of Music, 5:30p, Church</td>
</tr>
<tr>
<td>Music General Recitals, 7:30p, Ackerman</td>
<td>Sunset, 5:30p</td>
<td>Sunset, 5:30p</td>
<td>Studio: 4109 LIVE, 8:32p, Iles</td>
</tr>
<tr>
<td>Giving Day Wrap-Up, 8p, Lynn Wood Chapel</td>
<td></td>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Eveningsong: School of Music, 5:30p, Church</td>
</tr>
<tr>
<td>Convocation, 11a, Church, Rachel Williams-Smith</td>
<td>Online W20 Registration for Returning Freshmen &lt;24 hours, Sophomores, Juniors, &amp; Seniors (13-15)</td>
<td>3 on 3 Basketball Sign-ups begin</td>
<td>AcroFest, 7-9</td>
</tr>
<tr>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Convocation, Iles, Iles, Larry Shears</td>
<td>3 on 3 Basketball Sign-ups begin</td>
<td>Dean/Chairs Advisory, 3:30p</td>
</tr>
<tr>
<td>3 on 3 Basketball Captain’s Meeting, 5p, Haley</td>
<td>Symphony Orchestra Tour (14-16)</td>
<td>Payday: Hourly/Student</td>
<td>Star Watch, 6:30p, Hickman Parking Lot</td>
</tr>
<tr>
<td>Online W20 Registration for Returning Freshmen &lt;24 hours, Sophomores, Juniors, &amp; Seniors (13-15)</td>
<td>MSEd Online Classes End</td>
<td>Payday: Salary</td>
<td>Pierson Weekend, 7:30p, Thatcher Chapel, Gary Gibbs</td>
</tr>
<tr>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Overnight Backpacking Trip, 1p, Outdoor Education Center (15-16)</td>
<td>Adoration, 9s, Church</td>
<td>Merga Worship, 11:30a</td>
</tr>
<tr>
<td>3 on 3 Basketball Captain’s Meeting, 5p, Haley</td>
<td>Vespers, 8p, Church, Chaplain</td>
<td>Pierson Weekend, 7:30p, Thatcher Chapel, Gary Gibbs</td>
<td>Renewal, 11:45a, Church</td>
</tr>
<tr>
<td>Convocation, Iles, Iles, Larry Shears</td>
<td>Sunset, 5:30p</td>
<td>Sunset, 5:30p</td>
<td>Connect, 11:45a, CA</td>
</tr>
<tr>
<td>Faculty Tech Bytes, Noon, Presidential Banquet Room</td>
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<td>Adoration, 9s, Church</td>
<td>Eveningsong: School of Music, 5:30p, Church</td>
</tr>
<tr>
<td>Convocation, 11a, Church, Rachel Williams-Smith</td>
<td>McKee Library Open, 7:30a-Noon</td>
<td>3 on 3 Basketball Tournament, 7:30p, Iles</td>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
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<tr>
<td>Thanksgiving Day</td>
<td>McKee Library Closed</td>
<td>Payday: Salary</td>
<td>Payday: Salary</td>
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<tr>
<td>McKee Library Closed</td>
<td>All University Offices &amp; McKee Library Closed</td>
<td>McKee Library Closed</td>
<td>Adoration, 9s, Church</td>
</tr>
<tr>
<td>All University Offices Close, Noon</td>
<td>All University Offices &amp; McKee Library Closed</td>
<td>Priority Deadline for filing 2020-21 FAFSA</td>
<td>Renewal, 11:45a, Church</td>
</tr>
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<td></td>
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<td>Last day to order December Graduation regalia online, <a href="http://www.cbgrad.com">www.cbgrad.com</a></td>
<td>Connect, 11:45a, CA</td>
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<td>Sunset, 5:28p</td>
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<tr>
<td>Concerts: Competition Finals, 4p, Ackerman</td>
<td>Undergraduate Council, 3:30p</td>
<td>Tornado Siren Test, Noon</td>
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</tr>
<tr>
<td>McKee Library Open, 6p-Midnight</td>
<td>Graduate Christmas Party, 5:30-6:30p</td>
<td>Graduate Christmas Party, 5:30-6:30p</td>
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<td>Dinner: Emerald Christmas, 6:30p, Taylor Circle &amp; Ives</td>
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<tr>
<td>Employee Christmas Brunch, 9:30a, Dining Hall</td>
<td>SON Orientation</td>
<td>School of Nursing Research Day</td>
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<tr>
<td>No Field Trips or Tours (8-14)</td>
<td>University Senate, 3:30p</td>
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<td>MSW Classes</td>
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<td>SA Christmas Party, 7p, Dining Hall</td>
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<tr>
<td>Payday/Salary</td>
<td>Semester Exams (16-19)</td>
<td>Final Exams due, Verified Midnight, Records</td>
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<tr>
<td>No Field Trips or Tours (15-19)</td>
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<td>Tornado Siren Test, 6p</td>
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<tr>
<td>McKee Library Closed (22-January 1)</td>
<td>All University Offices Closed (23-January 1)</td>
<td>Christmas Eve Service, 4p, Church</td>
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<td>Residence Halls Close, Noon (23-January 1)</td>
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<td>Food Services Closed (23-January 12)</td>
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<td>Academic Review Committee, 2p</td>
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<td>Payday/Salary</td>
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<td>Last day to make a gift for tax deduction purposes for 2019</td>
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<tr>
<td>Teach, Noon, Presidential Banquet Room</td>
<td>Convocation: Departments/Schools, 11a, Various Locations</td>
<td>Basketball Sign-up begins</td>
<td>Adoration, 9a, Church, Church</td>
</tr>
<tr>
<td>Biology Expo, 7p, Hickman 2111 &amp; 2113</td>
<td>Dean/Chairs Advisory, 3:30p</td>
<td>Kristen Wolcott Memorial 5K Run, 3p, Duck Pond</td>
<td>SOAP Outdoor Church: Caving, 10a-12p, Wright Hall</td>
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<tr>
<td>School of Journalism &amp; Communication Student Presentation Showcase, 7p, Brock 1010</td>
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<td>Vespers, 7:30p, Church, Chapel</td>
<td>Merge Worship, 11:30a</td>
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<td>Renewal, 11:45a, Church</td>
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<td>Connect, 11:45a, CA</td>
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<td>Everyone, 5p, Church</td>
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<td>Wind Symphony Christmas Concert, 8p, 9es</td>
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<td>Christmas Day, 25</td>
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<td>Sunrise, 5:36p</td>
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<td>Sign-up for intramurals: southern.edu/intramurals</td>
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<tr>
<td>Basketball Captain’s Meeting, 5p, Hulsey</td>
<td>Convocation: SA Town Hall, 11a, 3es</td>
<td>School of Music Christmas Celebration, 7p, Church</td>
<td>First Day of Winter, 20</td>
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<td>Graduate Council, 3:30p</td>
<td>Star Watch, 6:30p, Hickman Parking Lot</td>
<td>Adoration, 9a, Church</td>
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<td>Vespers: School of Music, 7:30p, Church</td>
<td>Renewal, 11:45a, Church</td>
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<td>School of Music Christmas Celebration, 7p, Church</td>
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<td>School of Business Commissioning Service</td>
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<td>School of Nursing Dedication, 7p, 3es</td>
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<td>Sign-up for intramurals: southern.edu/intramurals</td>
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<td>Sign-up for intramurals: southern.edu/intramurals</td>
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<td>McBee Library Open, 1-5p</td>
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<td>Tornado Siren Test, Noon</td>
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January 2020

- **5 January**: Classes Begin
- **6 January**: Martin Luther King Jr. Day
- **7 January**: SON Welcome, 7:30a
- **8 January**: MS Counseling Classes Begin
- **9 January**: Last day to make a change without charge or for 100% tuition refund
- **10 January**: University Senate, 3:30p
- **11 January**: Symphony Orchestra Concerts, 4p, Church
- **12 January**: Student Week of Prayer, 8p, Church
- **13 January**: Classes Begin
- **14 January**: SON Welcome, 7:30a
- **15 January**: Last day to make a change without charge or for 100% tuition refund
- **16 January**: University Senate, 3:30p
- **17 January**: Symphony Orchestra Concerto, 4p, Church
- **18 January**: All vehicles must be registered with Campus Safety
- **19 January**: Martin Luther King Jr. Day
- **20 January**: Last day to make a change without charge or for 100% tuition refund
- **21 January**: Tornado Siren Test, 6p
- **22 January**: Faculty Piano Recital: Peter Cooper, 7:30p, Ackerman Hall
- **23 January**: New Employee Orientation, 8:30a-2p
- **24 January**: Last day for Student Insurance Open Enrollment, Must submit proof of a QLE (Qualifying Life Event) before this date
- **25 January**: Student Week of Prayer, 8p, Church
- **26 January**: Remember to file for Financial Aid (Priority Deadline March 1)
- **27 January**: Last day to add a class (Canvas)
- **28 January**: Alumni Thank You, Noon, Presidential Banquet Room
- **29 January**: University Senate, 3:30p
- **30 January**: E.A. Anderson Lecture Series, 7p, Student Week of Prayer, 8p, Church
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<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>New Year's Day</td>
<td>Residence Halls Open, 8a</td>
<td>Payday: Hourly/Student</td>
<td>Adoration, 9a, Church</td>
</tr>
<tr>
<td>All University Offices &amp; McKee Library Closed</td>
<td>McKee Library Open, 1-5p</td>
<td>McKee Library Closed</td>
<td>Renewal, 11:45a, Church</td>
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<td>Connect, 11:45a, CA</td>
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CHRISTMAS BREAK

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<tr>
<th>Wednesday</th>
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<tbody>
<tr>
<td>Payday, Salary</td>
<td>Convocation, 11a, Mike Wiley</td>
<td>Payday: Hourly/Student</td>
<td>Adoration, 9a, Church</td>
</tr>
<tr>
<td>Faculty Tech Bytes, Noon, Presidential Banquet Room</td>
<td>Dean/Chairs Advisory, 3:30p</td>
<td>McKee Library Open, 7:30a-2p</td>
<td>LifeGroup II, 9a, Church</td>
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<tr>
<td></td>
<td>Performing Arts: DAR HE, One Man Play, Mike Wiley, 7:30p, Iles</td>
<td>Submit proof of insurance to Risk Management to avoid charges</td>
<td>SOAP Outdoor Church: Caving, 10a-4p, Wright Hall</td>
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<td>Merge: Worship, 11:30a</td>
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<td>Renewal, 11:45a, Church</td>
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<td>Connect, 11:45a, CA</td>
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<td>Evensong, 6p, Church</td>
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<td>Sigma Theta Chi Slating Party, 11:30p, Hamilton Skate Place</td>
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22 Fee charged for add/drop "W" on transcripts 23 24 25

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<tr>
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<tbody>
<tr>
<td>Payday, Salary</td>
<td>Convocation, Departments/ Schools, Iles, Various Location</td>
<td>3 on 3 Volleyball Sign-up begins</td>
<td>Adoration, 9a, Church</td>
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<tr>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Graduate Council, 3:30p</td>
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<td>Merge: Worship, 11:30a</td>
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<td>22 Fee charged for add/drop &quot;W&quot; on transcripts</td>
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<td>Evensong, 6p, Church</td>
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<tbody>
<tr>
<td>Payday, Salary</td>
<td>Convocation: Student Week of Prayer, 11a, Church</td>
<td>Payday: Hourly/Student</td>
<td>Vespers: Ministerial Trainee Induction, 7:30p, Thrasher Chapel, Josh Woods</td>
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<tr>
<td>Faculty Field Trip</td>
<td>Convocation: Student Week of Prayer, 11a, Church</td>
<td>Vespers: 7:30p, Church, Anna Bennett</td>
<td>Student Week of Prayer, 7:30p, Church</td>
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<td>3 on 3 Volleyball Captains Meeting, 5p, Hibey</td>
<td>Student Week of Prayer, 8p, Church</td>
<td>Group Link II, 9:30p, Church</td>
<td>Sunset, 6:01p</td>
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<td>Student Week of Prayer, 8p, Church</td>
<td>Student Week of Prayer, 8p, Church</td>
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<td><strong>Black History Month</strong>&lt;br&gt;<strong>National Eating Disorder Awareness Month</strong>&lt;br&gt;Sign-up for intramurals: southern.edu/intramurals</td>
<td><strong>Last day for 80% tuition refund</strong>&lt;br&gt;Undergraduate Council, 3:30p&lt;br&gt;E.A.-Anderson Lecture Series, 7p</td>
<td><strong>Tornado Siren Test, Noon</strong>&lt;br&gt;<strong>President's Day</strong></td>
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<td><strong>2</strong>&lt;br&gt;Cave Open, 11a-3p, Student Park&lt;br&gt;MSW Classes &amp; Information Session&lt;br&gt;SA Super Bowl LIV Party, 6p, Res</td>
<td><strong>3</strong>&lt;br&gt;Begin ordering Graduation regalia &amp; announcements online, <a href="http://www.cigned.com">www.cigned.com</a>&lt;br&gt;University Senate, 3:30p&lt;br&gt;Guest Pianist: Derek Parsons &amp; Peter Cooper, 6p, Ackerman Auditorium&lt;br&gt;Guest Pianist: Derek Parsons, 6:30p, Ackerman Auditorium&lt;br&gt;E.A.-Anderson Lecture Series, 7p</td>
<td><strong>4</strong>&lt;br&gt;Faculty Portfolio Workshop, 11a-Noon, Presidential Banquet Room&lt;br&gt;<strong>E.A. Anderson Lecture Series, 7p</strong>&lt;br&gt;<strong>Guest Pianist: Derek Parsons &amp; Peter Cooper, 6p, Ackerman Auditorium</strong></td>
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<td><strong>9</strong>&lt;br&gt;Caving Trip</td>
<td><strong>10</strong>&lt;br&gt;Begin ordering Graduation regalia &amp; announcements online, <a href="http://www.cigned.com">www.cigned.com</a>&lt;br&gt;University Senate, 3:30p&lt;br&gt;Guest Pianist: Derek Parsons &amp; Peter Cooper, 4p, Ackerman Auditorium&lt;br&gt;Guest Pianist: Derek Parsons, 6:30p, Ackerman Auditorium&lt;br&gt;E.A.-Anderson Lecture Series, 7p</td>
<td><strong>11</strong>&lt;br&gt;Faculty Portfolio Workshop, 11a-Noon, Presidential Banquet Room&lt;br&gt;<strong>E.A. Anderson Lecture Series, 7p</strong>&lt;br&gt;<strong>Guest Pianist: Derek Parsons &amp; Peter Cooper, 6p, Ackerman Auditorium</strong></td>
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<td><strong>16</strong>&lt;br&gt;Presidents’ Day&lt;br&gt;Parsons Brunch, 10a, Dining Hall&lt;br&gt;Rami Romanaki MSW Classes</td>
<td><strong>17</strong>&lt;br&gt;Last day for 40% tuition refund&lt;br&gt;Volleyball Season begins&lt;br&gt;President’s Day Preview Southern&lt;br&gt;Undergraduate Council, 3:30p&lt;br&gt;E.A.-Anderson Lecture Series, 7p&lt;br&gt;Archaeology Museum Lecture, 7p, Lynn Wood Chapel, Douglas Petrouch</td>
<td><strong>18</strong>&lt;br&gt;Faculty Portfolio Workshop, Noon-1p&lt;br&gt;Tornado Siren Test, 6p</td>
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<td><strong>23</strong>&lt;br&gt;Southern 6K Trail Race&lt;br&gt;Board of Trustees Meeting&lt;br&gt;No Field Trips (23-29)</td>
<td><strong>24</strong>&lt;br&gt;University Senate, 3:30p&lt;br&gt;E.A.-Anderson Lecture Series, 7p</td>
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<tr>
<td>Convocation, 11a, Church, Kyle Bisutti</td>
<td>Volleyball Sign-up begins</td>
<td>Adoration, 9a, Church</td>
<td>Adoration, 9a, Church</td>
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<tr>
<td>Deans/Chairs Advisory, 3:30p</td>
<td>Star Wash, 7p, Hidron Parking Lot</td>
<td>Renewal: BCU Worship, 11:45a, Church, Andre Campbell</td>
<td>Renewal: BCU Worship, 11:45a, Church, Andre Campbell</td>
</tr>
<tr>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Vespers: African-American Heritage, 7:30p, Church, Andre Campbell</td>
<td>Connect, 11:45a, CA</td>
<td>Connect, 11:45a, CA</td>
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<tr>
<td>Volleyball Captain’s Meeting, 5p, Hulsey</td>
<td>Vespers: Student Missions, 7:30p, Church</td>
<td>Vespers: Student Missions, 7:30p, Church</td>
<td>Vespers: Student Missions, 7:30p, Church</td>
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<tr>
<td>Honor Choir Festival (19-22)</td>
<td>Payday: Salary/ Hourly/Student</td>
<td>Parents Weekend (14-16)</td>
<td>Payday: Salary/ Hourly/Student</td>
</tr>
<tr>
<td>Faculty Tech Bbq, Noon, Presidential Banquet Room</td>
<td>Comp Exam for May Counseling Grad</td>
<td>Evenings: Hymn Fest, 6p, Church</td>
<td>Renewal: BCU Worship, 11:45a, Church</td>
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<tr>
<td>Employee Town Hall, 10a-noon</td>
<td>OEC Overnight Trip: Backpacking, 4p, Outdoor Education Center ($25 food/memorial) (21-22)</td>
<td>Evenings: Hymn Fest, 6p, Church</td>
<td>Academy Honor Choral Festival Concert, 6p, Church</td>
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<tr>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Encounter Couples Retreat, Summer 1300 (21-23)</td>
<td>14th Annual Cardboard Boat Event, 7:30p, Iles</td>
<td>Evenings: Hymn Fest, 6p, Church</td>
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<tr>
<td>Employee Town Hall Meeting, 3-5p</td>
<td>Vespers: SA, 7:30p, Church</td>
<td>SUNSET: BCU Cultural Night, 8p, Iles</td>
<td>Evenings: Hymn Fest, 6p, Church</td>
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<tr>
<td>Meet the Firms, 11a, Iles</td>
<td>Adoration, 9a, Church</td>
<td>Adoration, 9a, Church</td>
<td>Adoration, 9a, Church</td>
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<td>Merge Worship, 11:45a, Church</td>
<td>Renewal: BCU Worship, 11:45a, Church</td>
<td>Renewal: BCU Worship, 11:45a, Church</td>
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<td>Connect, 11:45a, CA</td>
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<td>Torpedo Test Siren, Noon</td>
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<td>Music General Recitals, 7:30p, Ackerman</td>
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<td>Cave Open, 1-3p, Student Park</td>
<td>E.A. Anderson Lecture Series, 7p</td>
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<tr>
<td>No Field Trips (1-7)</td>
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<td>MSW Classes &amp; Information Session</td>
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<td>International Women's Day</td>
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<td>Mid-Term Grades due, Verified 5p, Records</td>
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<td>Daylight Savings Time Begins: Set clocks forward one hour at 2a</td>
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<td>Symphony Orchestra Concert, 7:30p, Church</td>
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<td>Payday: Salary</td>
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<td>World Social Work Day</td>
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<td>McKee Library Closed</td>
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<td>McKee Library Open, 1-5p</td>
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<td>McKee Library Open, 1-5p</td>
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<td>Torpedo Siren Test, 6p</td>
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<td>MSW Classes</td>
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<td>Last day for 40% tuition refund</td>
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<td>No tuition refund after today</td>
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<td>McKee Library Open, 6p-Midnight</td>
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<td>McKee Library Open, 6p-Midnight</td>
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<td>E.A. Anderson Lecture Series, 7p</td>
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<td>Payday: Salary</td>
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<td>Online Registration for S20, S20S1, S20S2</td>
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<td>Soccer Season begins</td>
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<td>Alumni Think Tank, Noon, Presidential Banquet Room</td>
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<td>University Assembly, 4p</td>
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<td>E.A. Anderson Lecture Series, 7p</td>
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<td>Organ Mass, 7:30p, Church</td>
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<td>Convocation: SA, 11a, Church</td>
<td>I Cantori Concert Tour (6-7)</td>
<td>Adoration, 9a, Church</td>
<td>Vespers: PS46:10, 7:30p, Church</td>
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<tr>
<td>Music General Recitals, 7:30p, Ackerman</td>
<td>Vespers: PS46:10, 7:30p, Church</td>
<td>SOAP Outdoor Church: Kayaking, 1o-4p, Wright Hall</td>
<td>Star Watch, 7:30p, Hickman</td>
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<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>McKee Library Closed</td>
<td>Adoration, 9a, Church</td>
<td>Payday Hourly/Student</td>
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<td>Deans/Chairs Advisory, 3:30p</td>
<td>University Health Center Closed</td>
<td>McKee Library Closed</td>
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<td>McKee Library Closes, 5p</td>
<td>Symphony Orchestra Tour to Cuba (1:3-22)</td>
<td>Payday Hourly/Student</td>
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<td>McKee Library Open, 1-5p</td>
<td>McKee Library Closed</td>
<td>Payday, 9a, Church</td>
<td>Payday, 9a, Church</td>
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<td>Soccer Sign-up begins</td>
<td>Renewal, 11:45a, Church</td>
<td>Renewal, 11:45a, Church</td>
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<tr>
<td>MSEd Online Classes Begin (25-May 1)</td>
<td>Convocation Hasel Lectureship, 11a, Church, Paul House</td>
<td>Faculty Summer Textbook Adoptions due, Campus Shop</td>
<td>Adoration, 9a, Church</td>
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<td>Last day to drop a class “W” on transcripts</td>
<td>Tennis/Badminton/Racquetball Tournament sign-up begins</td>
<td>Payday Hourly/Student</td>
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<td>Spring Preview Southern (Sa-27)</td>
<td>OEC Overnight Island Camping</td>
<td>McKee Library Closed</td>
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<td>Graduate Council, 3:30p</td>
<td>4p, Outdoor Education Center</td>
<td>Payday, 9a, Church</td>
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<td>National Women's Month</td>
<td>National Social Work Month</td>
<td>National Self Injury Awareness Month</td>
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<td><strong>Easter</strong>&lt;br&gt;Occoee Rafting Trip, 9-4p, Wright Hall&lt;br&gt;Cave Open, 11-3p, Student Park&lt;br&gt;MSW Classes &amp; Information Session&lt;br&gt;Tennis Singles Tournament begins&lt;br&gt;National Student Employment Appreciation Week (4-10)&lt;br&gt;Sophomore Recognition Banquet, 5p, Dining Hall&lt;br&gt;Wind Symphony Concert, 7:30p, Church</td>
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<td><strong>May Graduates deadline to freshen complec detached home study correspondeceos</strong>&lt;br&gt;Online F20 Registration for Re-instatement, Sophomores &gt;23 hours, Juniors, &amp; Seniors (6-7)&lt;br&gt;Commencement Deposit of $250 must be paid to register for F20&lt;br&gt;Undergraduate Council, 3:30p&lt;br&gt;E.A. Anderson Lecture Series, 7p</td>
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<td><strong>Abuse Awareness Month</strong>&lt;br&gt;National Driving Awareness Month&lt;br&gt;National Sexual Assault Awareness Month&lt;br&gt;National STD Awareness Month&lt;br&gt;Sign-up for intramurals, southern.edu/intramurals</td>
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<td><strong>Key for Summer Sessions:</strong>&lt;br&gt;S20S1: 1st Summer Session&lt;br&gt;May 1 - May 29&lt;br&gt;S20: 2nd Summer Session&lt;br&gt;May 1 - August 24&lt;br&gt;S20S2: 3rd Summer Session&lt;br&gt;June 1 - July 24&lt;br&gt;SmartStart &amp; 3rd Summer Session&lt;br&gt;July 27 - August 10&lt;br&gt;F20: Fall Semester&lt;br&gt;August 24 - December 17</td>
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<td><strong>Student Appreciation Day,</strong>&lt;br&gt;Various Times &amp; Locations&lt;br&gt;School of Journalism &amp; Communication Student Presentation Showcase, 4p, Brack 1010</td>
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<td><strong>Key for Summer Sessions:</strong>&lt;br&gt;S20S1: 1st Summer Session&lt;br&gt;May 1 - May 29&lt;br&gt;S20: 2nd Summer Session&lt;br&gt;May 1 - August 24&lt;br&gt;S20S2: 3rd Summer Session&lt;br&gt;June 1 - July 24&lt;br&gt;SmartStart &amp; 3rd Summer Session&lt;br&gt;July 27 - August 10&lt;br&gt;F20: Fall Semester&lt;br&gt;August 24 - December 17</td>
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<td><strong>Occoee Rafting Trip, 9-4p, Wright Hall</strong>&lt;br&gt;Cave Open, 11-3p, Student Park&lt;br&gt;MSW Classes &amp; Information Session&lt;br&gt;Tennis Singles Tournament begins&lt;br&gt;National Student Employment Appreciation Week (4-10)&lt;br&gt;Sophomore Recognition Banquet, 5p, Dining Hall&lt;br&gt;Wind Symphony Concert, 7:30p, Church</td>
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<td><strong>May Graduates deadline to freshen complec detached home study correspondeceos</strong>&lt;br&gt;Online F20 Registration for Re-instatement, Sophomores &gt;23 hours, Juniors, &amp; Seniors (6-7)&lt;br&gt;Commencement Deposit of $250 must be paid to register for F20&lt;br&gt;Undergraduate Council, 3:30p&lt;br&gt;E.A. Anderson Lecture Series, 7p</td>
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<td>Payday: Salary</td>
<td>Convocation: Asian Heritage, 11a, Church, Ridge Garcia</td>
<td>Deans/Chairs Advisory, 3:30p</td>
<td>Adoration, 9s, Church</td>
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<tr>
<td>Online F20 Registration for Returning Juniors &gt;54 hours, &amp; Seniors (2-3)</td>
<td>Convocation: Departments/ Schools, 11a, Various Locations</td>
<td>Payday: Hourly/Student</td>
<td>SOAP Outdoor Church: Rafting/Canoeing, 10a-6p, Wright Hall</td>
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<tr>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Payday: Hourly/Student</td>
<td>Faculty Fall Textbook Adoptions due, Campus Shop</td>
<td>Renewal, 11:45a, Church</td>
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<tr>
<td>Payday: Salary</td>
<td>Convocation: Campus Research, 11a, Church, Meet Mellock</td>
<td>Vespers: Home Vespers, Various Times &amp; Locations</td>
<td>Connect, 11:45a, CA</td>
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<tr>
<td>Federal Income Tax Return due</td>
<td>Campus Research Day</td>
<td>Star Watch, 8:30p, Hickman Parking Lot</td>
<td>Sunset, 8:09p</td>
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<tr>
<td>Administrative Professionals Day Earth Day</td>
<td>Wind Symphony Tour (16-18)</td>
<td>Vespers: Gym-Masters, 7:30p</td>
<td>Games &amp; Free Shushies, 9p, Student Center</td>
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<tr>
<td>Payday: Salary</td>
<td>Dean’s Luncheon, Noon, Presidential Banquet Room</td>
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<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
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<td>SON Application Deadline for F21</td>
<td>Convocation: Origins, 11a, Iles</td>
<td>SON Interviews, 9s</td>
<td>Adoration, 9s, Church</td>
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<td>Payday: Hourly/Student</td>
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<td>Merge Worship, 11:30a</td>
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<td>Convocation: Awards, 11a, Iles</td>
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<td>Renewal, 11:45a, Church</td>
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<td>Payday: Hourly/Student</td>
<td>OSC Bar Vespers, 6-11p, Wright Hall</td>
<td>Sunset, 8:21p</td>
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<td>Key for Summer Sessions: S20S1: 1st Summer Session May 11-May 29</td>
<td>Vespers: Next Step, 7:30p, Church, Allan Martin</td>
<td>Sunset, 8:21p</td>
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<td>No Field Trips or Tours (May 3-7)</td>
<td>National Teacher’s Day</td>
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<td>MSW Final Classes for Semester</td>
<td>Cookies &amp; Fruit on the Promenade, 9a-5p, Student Center</td>
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<td>Semester Exams (4-7)</td>
<td>Block Buy Back, 9a-5p, Campus Shop</td>
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<td>Last day to make up F19 incompletes</td>
<td>Tornado Siren Test, Noon</td>
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<td>10</td>
<td>Mother’s Day</td>
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<td>Commencement, 9:30a, Chattanooga Convention Center</td>
<td>WV20 Grades due, Verified Sp, Records</td>
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<td>S20 &amp; S20S1 Classes Begin</td>
<td>New Employees Orientation, 8:30a-5p</td>
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<td>SOR Summer Intensives 1 (11-22)</td>
<td>Tornado Siren Test, 6p</td>
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<td>17</td>
<td>MSW Markets, 8a-3p, Wood/Talge Parking Lot</td>
<td>All vehicles must be registered with Campus Safety</td>
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<td>MSW Intensives Part 1 (Advanced Standing) (17-19)</td>
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<td>Memorial Day</td>
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<td>University Offices, Health Center, McKee Library, Campus Shop Closed</td>
<td>Last day to add S20 class (Census)</td>
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<td>National Nurses' Day</td>
<td>National Day of Prayer</td>
<td>Payday: Hourly/Student</td>
<td>Adoration, Ys, Church</td>
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<tr>
<td>Book Buy Back, 9a-3p, Campus Shop</td>
<td>Mckee Library Open, 7:30a-5p</td>
<td>Spring Graduates Breakfast, 8a, Church</td>
<td>Sabbath School, 11a, Church</td>
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<td>Book Buy Back, 9a-3p, Campus Shop</td>
<td>Graduation Practice, Ys, Ys</td>
<td>Connect, 11:45a, CA</td>
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<td>DNP Scholarly Project Presentations</td>
<td>McKee Library Open, 9a-Noon, Campus Shop</td>
<td>School of Education/Psychology Dedication, 4p, University Church</td>
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<td>Show Hosted by School of Visual Art &amp; Design, 7p, Collegegate Academy</td>
<td>Social Work Pinning, 8a, Ackerman</td>
<td>School of Nursing Dedication, 7p, Church</td>
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<td>School of Business Commissioning Service</td>
<td>Connect, 11:45a, CA</td>
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<td>Consecration, 8p, Church</td>
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<td>Sunset, 8:26p</td>
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<td>Last day to add S2051 classes</td>
<td>Last day for 100% tuition refund for S20 &amp; S2051 classes</td>
<td>Payday: Hourly/Student</td>
<td>Adoration, Ys, Church</td>
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<td>Renewal, 11:45a, Church</td>
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<td>Spring Planning Day, 9a-4p</td>
<td>Payday: Hourly/Student</td>
<td>Last day for 30% tuition refund for S2051</td>
<td>Adoration, Ys, Church</td>
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<tr>
<td>(All Directors, Deans, &amp; Chairs)</td>
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<td>Last day to drop S2051 classes</td>
<td>Renewal, 11:45a, Church</td>
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<td>MSW Internship Part II (Advanced Standing) (20-22)</td>
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<td>Payday: Salary</td>
<td>Last day for 80% tuition refund for S20</td>
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<td>Connect, 11:45a, CA</td>
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<tr>
<td>Last day to add S2052 classes</td>
<td>Payday: Hourly/Student</td>
<td>Last day for 100% tuition refund for S2052</td>
<td>Last day to drop S2052 classes</td>
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<tr>
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<td></td>
<td>Last day for 60% refund for S2052</td>
<td>Last day to drop S2052 classes</td>
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<td>Last day to add S2052 classes</td>
<td>Last day for 10% tuition refund</td>
<td>Adoration, 9a, Church</td>
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<td>Last day to drop S2052 classes</td>
<td>No tuition refund after today for</td>
<td>Renewal, 11:45a, Church</td>
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<td>Last day for 60% refund for S2052</td>
<td>S2052</td>
<td>Connect, 11:45a, CA</td>
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<td>Summer Preview Southern</td>
<td>Payday: Hourly/Student</td>
<td>First Day of Summer</td>
<td>Adoration, 9a, Church</td>
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<td>Connect, 11:45a, CA</td>
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<td>Adoration, 9a, Church</td>
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<td>Sunset, 8:58p</td>
<td>Renewal, 11:45a, Church</td>
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<td>Connect, 11:45a, CA</td>
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<tr>
<td>Last day for 40% tuition refund</td>
<td>No tuition refund after today for S20</td>
<td>Tornado Siren Test, Noon</td>
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<td>Enrollment Activities, 11a-2p, Winge Hall</td>
<td>New Employee Orientation, 8:30a-3p</td>
<td>Tornado Siren Test, 6p</td>
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<td>Parent Day</td>
<td>22</td>
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<td>Campus Shop Open, 9a-3p</td>
<td>McKee Library Open, 7:30a-9p</td>
<td>S20S3 Grades due, Verified 5p, Records</td>
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</table>

**Key for Summer Sessions:**
- **S20S1:** 1st Summer Session: May 1 - May 19
- **S20:** 2nd Summer Session: June 1 - July 24
- **S20S2:** 2nd Summer Session: July 27 - August 20
- **S20S3:** SmartStart & 3rd Summer Session: August 24 - December 17
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<tbody>
<tr>
<td>1</td>
<td>All University Offices, Health Center, McKee Library, Campus Shop Closed</td>
<td>Payday: Hourly/Student</td>
<td>Independence Day</td>
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<td>McKee Library Open, 9a-5p</td>
<td>All University Offices, Health Center, McKee Library, Campus Shop Closed</td>
<td>Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA</td>
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<td>Payday: Salary</td>
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<td>Last day to drop S20 classes</td>
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<td>University Health Center Open, 8a-Noon</td>
<td>Payday: Salary</td>
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<td>University Health Center Open, 8a-Noon</td>
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<td>Sunset, 8:58p</td>
<td>University Health Center Open, 8a-Noon</td>
<td>Last day to add S2053 classes</td>
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<td>Last day for 100% tuition refund for SS &amp; S2053</td>
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<td>SOR Summer Intensives 3 (23-24)</td>
<td>Sunset, 8:58p</td>
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<td>2402 Classes End</td>
<td>University Health Center Open, 8a-Noon</td>
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<td>Last day for 100% tuition refund for SS &amp; S2053</td>
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<td>Payday: Hourly/Student</td>
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<td>Payday: Hourly/Student</td>
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<td>Payday: Hourly/Student</td>
<td>Sunset, 8:58p</td>
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<td>Payday: Hourly/Student</td>
<td>Sunset, 8:58p</td>
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<td>Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA</td>
<td>Payday: Hourly/Student</td>
<td>Sunset, 8:58p</td>
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<td>Payday: Hourly/Student</td>
<td>Sunset, 8:58p</td>
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<td>Payday: Hourly/Student</td>
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*Payday: Salary*

*Payday: Hourly/Student*

*Sunset: 8:58p*
Sunday | Monday | Tuesday
---|---|---
SmartStart & S20S3
McKee Library Hours:
Monday - Thursday, 7:30a-9p
Friday, 7:30a-Noon
Sunday, Noon-Midnight
Sign-up for intramurals:
southern.edu/intramurals

Key for Summer Sessions:
S20S1: 1st Summer Session
May 11 - May 29
S20S2: 2nd Summer Session
June 1 - July 14
S20S3: SmartStart & 3rd Summer Session
July 27 - August 20
F20: Fall Semester
August 24 - December 17

2
Open Cave, 11a-3p, Student Park
University Colloquium (2-8)

Employees in-Service, 8:30a-
12:30p
All vehicles must be registered
with Campus Safety
Employees in-Service, 1:30-5:30p,
Lynn Wood

3
S20S3 Classes End

4
Tornado Siren Test, Noon
Faculty In-Service: Center for
Teaching Excellence & Southern
Online Campus Support Sessions, 1-5p

9
SON Orientation

10
SON Orientation

11

16
SON Welcome, 7:30a
Softball Intramural Sign-up begins,
southern.edu/intramurals

17
All Summer Grades due, Verified
5p, Records

18
S20S3 Classes End

23
Classes Begin
McKee Library Open, 7:30a-
Midnight

24
MSEd/OE Fall Intensive (30-September 11)

25
SON Welcome, 7:30a
Softball Intramural Sign-up begins,
southern.edu/intramurals

30
Payday, Salary
Last day to make a change
without charges or for 100%
tuition refund

31
All Summer Grades due, Verified
5p, Records
<table>
<thead>
<tr>
<th>Wednesday</th>
<th>Thursday</th>
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<th>Saturday</th>
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<td>5</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Faculty In-Service, 12:30-5:30p</td>
<td>Last day for 50% tuition refund</td>
<td>Adoration, 9a, Church</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No tuition refund after today for SS or S20S3</td>
<td>Renewal, 11:45a, Church</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop S20S3 classes</td>
<td>Connect, 11:45a, CA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vespers, 7:30p, Church</td>
<td>Vespers, 7:30p, Church</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employee Colloquium, Sabbath School &amp; Church Service</td>
<td>Employee Colloquium, Sabbath School &amp; Church Service, 7p, Lynn Wood Chapel</td>
</tr>
<tr>
<td></td>
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<td>Light Volunteers Reception, 5:30p</td>
<td>Renewal, 11:45a, Church</td>
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<td></td>
<td>Connect, 11:45a, CA</td>
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<td></td>
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<td></td>
<td>Diversion, 9:30p</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Faculty In-Service, Noon-5:30p, Iles PE Center</td>
<td>Payday, Salary/Hourly/Student</td>
<td>Adoration, 9a, Church</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate Faculty Luncheon, Noon-1:15p</td>
<td>Renewal, 11:45a, Church</td>
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<td></td>
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<td>Light Volunteers Reception, 5:30p</td>
<td>Connect, 11:45a, CA</td>
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<td></td>
<td>Open Gym Night, 9:30p, 8as</td>
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<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Final Exam, S2053</td>
<td>Vespers, 7:30p, Church</td>
<td>Adoration, 9a, Church</td>
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<tr>
<td></td>
<td></td>
<td>Sunset, 8:20p</td>
<td>Renewal, 11:45a, Church</td>
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<td></td>
<td></td>
<td>Connect, 11:45a, CA</td>
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<td></td>
<td>Evensong, 7:30p, Church</td>
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<td></td>
<td>Diversion, 9:30p</td>
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<td></td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Faculty Showcase, Noon, Presidential Banquet Room</td>
<td>Payday, Salary/Hourly/Student</td>
<td>Adoration, 9a, Church</td>
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<tr>
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<td></td>
<td>Convocation, Student Dedication, 11a, Church, David Smith</td>
<td>Renewal, 11:45a, Church</td>
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<tr>
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<td></td>
<td>Sabbath, Captain's Meeting, 5p, Huey</td>
<td>Connect, 11:45a, CA</td>
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<td></td>
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<td></td>
<td>Evensong, 7:30p, Church</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>SA Welcome Party, 9:15p, 8as</td>
</tr>
</tbody>
</table>
The information presented in this book is a statement of the student-life policies of Southern Adventist University at the time of printing. Southern reserves the right to change policies without prior notice. If those changes occur after publication of this handbook but before the beginning of the academic school year, those changes may appear as single-sheet inserts in the book. If changes occur during the academic year, they will show on the online version of the handbook found on the Student Development page of Southern's website.

Students are expected to know and follow the policies appearing in this handbook.
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

**ATHLETICS**

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

**AUDIO VISUAL**

*Campus Services Building, 236.2410, southern.edu/audiovisual*

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

**BOOKSTORE/CAMPUS SHOP**

*Fleming Plaza, 236.2152, saucampusshop.com*

The Campus Shop sells course materials, school and office supplies, Southern imprinted merchandise, cards and gifts. 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. Textbook information can be found on the Campus Shop website.
CAMPUS SAFETY
Campus Services Building, 5061 Colcord Drive, 236.2100, southern.edu/campussafety, campussafety@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.

CHAPLAIN’S OFFICE, CAMPUS MINISTRIES
Student Center, 236.2787, southern.edu/chaplain
The Chaplain’s Office/Campus Ministries department is here to support the spiritual needs of students. Chaplains are available for prayer, Bible study, pastoral care, and pre-marital counseling.
Over 40 student-led and organized ministries are offered on and off campus. Students are encouraged to both participate in existing ministries and to create new ones. Current ministries on campus include: Vespers, LifeGroups, Week of Prayers, Collegiate Sabbath School, Residence Hall Ministry, and Renewal worship service (Collegedale Church). Current ministries off-campus (Chattanooga area) include Westside 4 Jesus, SWAG Camp, iWitness, and Breakfast Ministry.
The Student Missions program supports more than 60 students per year who choose to serve 9-12 month terms at various locations throughout the world. If short term is more your style, we also have uQuest Missions that goes out and serves during breaks in the school year.
COMPLAINTS
Students who have complaints of any area covered in this handbook should place the complaint in writing and refer it to the Graduate Studies office. Complaints are addressed by the Dean of Graduate Studies.

DISABILITY SUPPORT SERVICES (DSS)
Lynn Wood Hall, Suite 137, 236.2574, southern.edu/disabilitysupport
See the Disability Support Services heading in the Policies and Procedures section.

ECLASS HELP DESK
Academic Technology building, 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), clickers, 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 or voice messages.

EVENSONG
Often meets in the Collegedale SDA Church sanctuary, though the venue can change. The service usually is timed to begin 20-30 minutes before the end of the Sabbath to celebrate in Christian praise the end of one week and the beginning of another.

FOOD SERVICES
Wright Hall, 3rd Floor, 236.2708, southern.edu/food
Food Services offers four venues (Cafeteria, Deli, Kayak, and KR’s) 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, and desserts. The Cafe serves three meals daily through-out the week with a large dining hall for your enjoyment and studying needs.

The Deli (at the VM) serves hot entrees for most meal periods through-out the week, and offers a self-service soup/salad bar plus a large variety of snacks, sandwiches, pizzas, desserts, and drinks.
The Kayak (in Hulsey) offers real fruit smoothies and healthy, nutritional snacks five days per week.

KR’s (in the Student Center) offers sandwiches/wraps, snacks, desserts, and slushies six days a week along with a relaxing area to connect with friends or study.

Vending machines are located in the Residence halls, Brock Hall, Florida Hospital 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.

Note: students who steal, throw food, or deface/destroy Food Service property or are disrespectful to Food Service staff are subject to fines and disciplinary action.

GRADUATE STUDIES
Wright Hall, 236.2694, southern.edu/graduatestudies
Graduate Studies processes all applications for students seeking admission into graduate programs. Students 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. For assistance, email grad@southern.edu.

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 printed in the calendar or visit southern.edu/graduation.

HULSEY WELLNESS CENTER
Hulsey Wellness Center, 236.2797, 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 suite various fitness 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.

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.

Students are expected to honor provisions in the Acceptable Use Policy, which they signed through Information Technology 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.

SANCTIONS
Non-academic disciplinary procedures are under the direction of the dean of Graduate Studies and the vice president of Student Development respectively.

If suspension is a possibility, the student meets with the dean of Graduate Studies and other appropriate university officials. A decision regarding the appropriate disciplinary action is made. A student accepts this decision or has a right to appeal to the Discipline Review Committee within 48 hours of notification.

The university discipline process is separate from any criminal procedures. Discipline decisions may rely in part on information received from civil authorities but are not dependent on any civil or criminal proceedings.
STUDENT ASSOCIATION
Student Center, 236.2723, southern.edu/sa
Graduate students may participate in the SA by paying a fee equal to the general fee appropriated for undergraduate. Graduates students are not eligible to hold executive officers or obtain a yearbook.

STUDENT CENTER
Off K.R. Davis Promenade, 236.2611
The following are located in the Student Center: KR's Place (snack shop), game room, prayer room, Student Association offices, Student Association Media offices (Accent, Memories, Strawberry Festival), Chaplain's Office, Campus Ministries, Christian Services, Student Development, and Student Life and Activities.
Two television sets are in the student center broadcasting CNN in the eating area and sports in the game room.

STUDENT DEVELOPMENT
Student Center, 236.2814
The Office of Student Development serves students by meeting their non-academic needs. Under the umbrella of this office are the following departments: Student Success Center (Counseling and Testing Services, Career Services, Disability Support Services, First-Year Experience, Retention and First-Year Advising), Residential Life, Student Association, University Health Center, and Student Life and Activities.
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, 236.2276, 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 EMPLOYEE PRE-EMPLOYMENT INFORMATION
Students who are looking for student employment should check the Student Job Board, which is found at the following online address: southern.edu/studentjobs. Because new jobs become available virtually every day of the week, it is wise to check it periodically for new postings.
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: 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 taking 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 the Human Resources Department for more information on Sexual Misconduct: southern.edu/administration/student-services/TitleIX.html

STUDENT FINANCE
Wright Hall, 236.2535, southern.edu/graduatescholarships/graduate-finances

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

Students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by going to fasfa.ed.gov or My Student Aid app. Student Finance processes financial aid information and sends an award letter notifying students of their eligibility. 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 HEALTH INSURANCE**

*Wright Hall, 2nd Floor, 236.2566, southern.edu/risk*

**STUDENT RECORDS**

Maintaining health insurance is strongly encouraged. As a service to our students, Southern offers a Platinum level health insurance plan through United Healthcare (UHC) at affordable rates. All graduate students enrolled in classes on campus are eligible to enroll for health insurance coverage with UHC. As an eligible graduate student having purchased your coverage, you may also purchase coverage for your spouse and/or dependent(s). To review the policy brochure describing benefits, terms, and limits go to uhcsr.com/southern.

Graduate students living in University housing are required by Southern to have health insurance coverage for both emergency and non-emergency health care benefits in the state of Tennessee. If you have your own plan, submit a waiver via southern.edu/risk/students, select ‘Online Health Insurance Information Form’, complete and submit the waiver. If you do not have your own insurance, you may purchase coverage by logging on to southern.edu/risk/students. Select and complete the ‘To Enroll in United Healthcare Plan’ portion of the online ‘Health Insurance Information’ form. Once you have purchased coverage and received enrollment confirmation, you will need to access your account and print your ID card. Log on to United Healthcare’s website at
uhcsr.com/southern. Create an account, then log in and select the blue circle on the right that says 'ID card' and follow instructions to print your ID card. If you have not submitted a valid waiver by the same date as the 'Last day to add a class' your account will be automatically charged for insurance. This date is also the last day to make changes to your enrollment or waiver.

Insurance coverage may be purchased at the listed rate at any time throughout the school year with a qualifying life event (i.e. adoption/birth of a child, loss of other coverage, or change in marital status). For the policy to be valid, students must actively attend classes for the first 31 days after the date of policy inception. A refund of the premium is allowed after ‘the last day to add a class’ in the cases of entry into the Armed Forces or withdrawing from school within the 30 days after the policy inception date.

STUDENT LIFE AND ACTIVITIES
Student Center, 236.2484, southern.edu/activities
A wide variety of social programming is coordinated through Student Life and Activities including Saturday night activities, special programs, Christmas on the Promenade, Cookies on the Promenade, etc.

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

STUDENT MISSIONS
Chaplain’s Office, Student Center, 236.2787, southern.edu/studentmissions
Currently, more than 60 student missionaries are serving for nine to 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 review 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
STUDENT WELLNESS
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 wholistic, 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 Technology, Wright Hall, 236.2712,
southern.edu/online
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
Wright Hall, Risk Management Office, 236.2266
In compliance with Title IX of the U. S. Higher Education Amendments
(1972) Southern does not discriminate on the basis of gender. In addi-
tion to gender equity in sports, Title IX prohibits sex-based discrimina-
tion in education. It addresses gender-based discrimination and sexual
violence (whether student to student, employee-to-student, or em-
ployee to employee, or volunteer-to-student). Sexual violence includes
attempted or completed rape or sexual assault, as well as sexual ha-
rassment, stalking, voyeurism, exhibitionism, verbal or physical sexual-
ity-based threats or abuse, and intimate partner violence.

The Title IX Coordinator is designated to resolve all sexual miscon-
duct grievances. Student grievance under Title IX should be presented
to the Title IX Coordinator, the director of Risk Management, who will
either resolve the grievance or present it to the designated committee
TRANSPORTATION SERVICES
Park Lane, 236.2716, southern.edu/transportation
Students needing local transportation to medical appointments or 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.

UNIVERSITY HEALTH CENTER
4687 University Drive, 236.2713, southern.edu/university
The University Health Center (UHC) is under the supervision of a physician. A nurse practitioner/physicians 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 students 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 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

WORSHIP OPPORTUNITIES

Although not required of graduate students they are welcome to attend any of these services. Information on Evensong, Vespers and Convocation may be obtained from the university calendar, the Campus Chatter in theAccent, or on The Weekender.

EVENSONG

Evensong is a worship service held each Sabbath in the Collegedale Church, beginning about 20 minutes before sundown.

VESPERS

Each Friday evening while school is in session, a Vespers program is organized from the Chaplain’s Office and Campus Ministries. The program is usually held in the Collegedale Church but may convene at different locations throughout the year. Vespers is a special time when the university family gathers to sing, share, pray, and worship. The vespers service, while offering a variety of programs, remains a consistently anticipated spiritual event on campus. The Vespers programs are streamed online every Friday. Visit southern.edu/streaming.

WRITING CENTER

McKee Library, Main Floor, 236.2014, southern.edu/writingcenter

The Writing Center offers free individualized tutorial sessions for graduate students. Each session with a writing tutor lasts 30-60 minutes. Writing Center tutors work with students on: brainstorming at the start of an assignment, organization of a paper, developing and sustaining an argument, incorporating and citing sources accurately, improving the flow of the paper, and final editing of the paper. To schedule a session, visit the online scheduler at southern.mywconline.com.
ACADEMIC POLICIES
Students should familiarize themselves with their particular programs of study as outlined in the Graduate Catalog.

ALCOHOL, TOBACCO AND ILLICIT DRUG USE
See the Alcohol, Tobacco and Illicit Drug Use heading in the Code of Conduct section.

ASSAULT
Assault of any kind is not tolerated. Students involved in assaulting behaviors and actions are subject to disciplinary actions and legal proceedings if charges are filed. See Sexual Assault and Harassment in the Code of Conduct section for more information.

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 session that they are in attendance.

Students are to place the registration decal for their vehicles in the lower left corner of the windshields. These decals give students permission to park in lots that match the color of the decal assigned to the vehicles. 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 vehicles 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. Helmets should be worn 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 exit from a building or area.

It is strongly recommended that bicycles be registered with the university through one of the residence halls. Campus Safety is responsible for monitoring and enforcing bicycle safety. Abandoned or confiscated bicycles that are not claimed after 90 days are disposed according to statutes in state law.

**BUILDING ACCESS**

Buildings are locked and unlocked according to university set schedules. Students and visitors are to immediately leave a building at closing time. A current university faculty or staff member must accompany a student in a locked building.
BULLETIN BOARDS
Bulletin board material must be approved and stamped by Student Development prior to posting. Inappropriate bulletin board material will be removed by Student Development personnel.

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 purposes 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/administration/campus-safety/clery
Southern complies with the federal Clery Act requirements for reporting and maintaining public record of reported crimes. A daily crime log, monthly statistics, an Annual Security Report, and other required safety information are available upon request at Campus Safety.

COMMUNICABLE DISEASE POLICY
The university is committed to acting with Christian compassion toward anyone with a communicable disease. Southern is also committed to protecting the members of its community from exposure to communi-
cable diseases. The university’s position is that practicing universal contamination precautions, avoiding intravenous drug use, abstaining from sexual relations outside of marriage are the most effective ways to avoid exposure to communicable diseases. A plan with detailed procedures to accomplish these goals has been officially established and is published in the university's Policy and Procedures Manual and is also on file in the office of the vice president for Student Development.

**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 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, liquor violations, drugs, weapons, arson, larceny, domestic violence, dating violence, stalking, 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 use the designated crosswalks and signaling devices. Tennessee law requires drivers to yield the right-of-way to pedestrians in crosswalks. However, no pedestrian should 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**

Residence halls close at 11 p.m. Sunday-Friday, and at 12:45 a.m. on Saturday. Campus curfew is midnight. The campus is closed between midnight and 5 a.m. During this time, the walking/running track and the tennis courts may be used for their intended purpose with the provision that a valid university Campus Card be shown if requested by the Campus Safety officer on duty. Loitering on campus after buildings close is prohibited. The Student Park closes at sundown unless prior arrangements have been made through the Student Development office. Ropes courses and Biology Trails are closed at sundown.
DISABILITY SUPPORT SERVICES (DSS)
Lynn Wood Hall, Suite 137, 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
Anyone who desires to distribute information via pamphlets or papers on the campus of Southern must receive permission from the Administrative Council through 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 and tie 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. Shorts are not to be worn in classroom buildings or during Convocation programs.
2. Shoes and shirts are required in all non-recreational public places
3. Hair is to be clean, neat, and without radical styles

Specifically prohibited in public are:
1. Sloppiness, tank tops, pajamas/lounge wear, 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. 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 fined and subject to further discipline. Guests at Southern are encouraged to comply with the dress code.

EMOTIONAL SUPPORT ANIMALS (ESA) - STUDENT HOUSING
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.

Students who request an ESA must register with Disability Support Services (DSS) prior to bringing their animal to campus. Therefore, Southern requests that students submit their request for an ESA by March 15, June 15, or October 15 of the preceding semester or summer session so that it can best accommodate and provide a smooth transition for the students and their companion animal. After the ESA Information and Agreement form has been filled out and pertinent documents have been submitted, DSS will make a determination about accommodations. Approved students will then have to meet with both the University Housing office and residence hall staff to discuss residence hall policies regarding ESAs.

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 the DSS.

ENTERTAINMENT
Southern expects students to choose entertainment with discretion and to choose content that is spiritually and morally uplifting, focusing on that which is noble, right, pure, lovely, and admirable.

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 Graduate Catalog.
**FIRE ALARM**
When a fire alarm sounds, everyone in the building must exit and go to the assembly area designated on each building’s evacuation signs. 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. 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.

**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.

**FIRE HAZARDS**
Candles, candle warmers, torchiere lamps, spider lamps, hot plates, toaster ovens, toasters, incense, open-flame lamps, or any other item that could cause a fire or smoke-related incident are prohibited inside buildings. Use of these items may result in a fine of up to $200, in addition to charges covering damages caused by smoke or fire. All lamps must be UL (or similarly) listed. Power strips must be grounded (three-pronged plug), have a built-in circuit breaker, be UL approved, and be undamaged. It is recommended that power strips also have built-in surge suppression.

**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 paint ball), bows and arrows, blowpipes, knives (or any edged weapon over four inches from bezel to tip), nun chucks, 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.

**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.
FUNDRAISING
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 accomplishment 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.

HORSES
Due to the damage it causes to the landscape, horseback riding is not allowed on campus, including the Biology Trails.

HOUSING
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. Older single students are placed 2 or 3 per apartment. For more information email housing@southern.edu or call 423.236.2222. Married or older graduate students will need Financial Administration. For this information, call 423.236.2816.

HULSEY WELLNESS CENTER
Graduate students may join the Hulsey Wellness Center for $10 per month or $100 per year. Payments should be made at the Hulsey Wellness Center front desk.

IMMUNIZATION REQUIREMENTS
- **PPD (TB) Skin Test**—Must be done within 6 months from the start of school. If positive, must attach a copy of a chest X-ray done within the last 5 years or IGRA lab test results.
- **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 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 history of illness diagnosed by a health care 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 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 both in the library and online. Consideration is expected for the library facility, resources, other patrons, and library staff.

LOCKDOWN
If there is an imminent threat to student or employee safety, the university may lock down the campus or portions of it. If a lockdown is announced, get into or stay in a lockable room. Stay away from windows and doors. Once the door is locked, 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 away from the area. If you are able to leave campus, this is advised.

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.
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 Records and Advisement office.

The Records and Advisement office processes Medical Withdrawal requests upon receipt of the appropriate supporting information. The time frame for requests is within 30 days of the last day of attendance, but in no case later than two weeks prior to test week. A ‘W’ is recorded for all classes dropped.

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 and scholarships, and Satisfactory Academic Progress. Refunds for withdrawals are calculated according to the standard refund policy. The full Medical Withdrawal policy is available at southern.edu/administration/student-development/.
MOVIES/VIDEOS/DVDS
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 suborganizations 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/department 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 that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.

NONDISCRIMINATION
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 in this section.

PERSONAL IDENTIFICATION
Students are to present proper identification when requested to do so by administrators, faculty, and staff.

PROTECTION OF PERSONAL PROPERTY
Students should lock their rooms, apartments, vehicles, and bicycles. They should also store and lock personal items in an appropriate place. Keep a list of all valuable property, including serial numbers.

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 students to purchase insurance that will cover loss or damage of their items. See a residence hall dean for more information.
PUBLIC DISPLAY OF AFFECTION
Students are expected to conduct themselves with discretion and in a public manner that is consistent with Christian decorum.

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
The use of electronic devices as a tool for learning is highly encouraged as long as permission has been granted by those being recorded prior to recording. If the content is to be broadcast or published, documented consent must be secured from the instructor.

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 236.2899, for technical support, call 309.2471. Students must register for courses no later than the second week of Fall/Winter semesters and three days into Summer sessions.

ROOFS
Any individual who is on the roof of a university building without authorization will be fined $200. This constitutes trespassing and can also result in civil charges. Contact Campus Safety for authorization for classes and special projects.

SABBATH OBSERVANCE
The Sabbath is God's time for people to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate this, the university gives primary attention to worship, rest, Christian fellowship, and service from Friday sundown until Saturday sundown. During these hours students are expected to refrain from secular activities, including secular entertainment, secular music, shopping, sports, school studies, work, and other similar activities.

SELLING
Sales people 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. Familiarize yourself with shelter locations in the buildings you use.

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 Risk Management office. Any student, faculty member, or staff member who is guilty of such activity will be subjected to discipline, including dismissal and criminal prosecution.
SEXUAL CONDUCT
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.

SEXUAL HARASSMENT, SEXUAL OFFENSES, AND RETALIATION POLICY
Southern firmly believes that its students and employees have a right, in its workplace and educational programs and activities, to be free from gender-based harassment, sexual discrimination, and misconduct. Students will be held accountable for policy violations that take place between the time they first arrive on campus to begin their Southern program and their graduation, or the university's confirmation of their resignation or expulsion. Conduct that may be subject to the university disciplinary process includes, incidents that take place on or near Southern's property, in connection with a Southern-related event, or off-campus. Also included, are incidents that may represent a threat to the safety of Southern's community, its members, the pursuit of its objectives, and/or the educational environment of others. Southern also prohibits retaliation against any person who brings a good faith complaint under this policy or is involved in the complaint process. Conduct that violates this written policy may also violate state or federal law. Students or employees who violate this policy will be disciplined, which may include dismissal from Southern or termination from employment.

Southern students and employees will not engage in or tolerate sexual discrimination, harassment, misconduct, sexual violence or retaliation. Conduct prohibited by this policy does not generally include simple teasing, off-hand comments, or isolated incidents that are not serious. Rather, conduct that rises to the level prohibited by this policy includes, unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent, pervasive, or that unreasonably interferes with someone's ability to do their job or to participate in or benefit from Southern's educational programs and activities.
Conduct that violates this policy may result from actions that threaten a student or an employee in any Southern-related setting, whether it is conduct between students, between employees, between employees and students, or between students or employees and anyone properly conducting business on campus.

In summary, any sexual behavior that creates an intimidating, hostile, or offensive working or school environment is a violation of Christian standards as well as applicable state and federal laws and should be reported to the appropriate supervisor, Dean of Students, or Title IX Coordinator. Southern complies with all Clery Act regulations. Any student or employee engaging in any activity prohibited by this policy is subject to discipline, up to and including, but not limited to, dismissal from Southern and criminal prosecution.

Students should refer to the online version of the Sexual Misconduct Policy for a description of the steps that will follow any complaint under this policy. Southern offers support for any student subject to any type of sexual offenses and to any violation of this policy.

SKATEBOARDING AND SKATING
Roller skating, inline skating, skate boarding, and longboarding have a risk of injury or damage. Consequently, the rider performs this activity at his or her 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.

Riders are to abide by the following:
1. Wearing a helmet is required. Wrist guards, elbow pads, and knee pads are recommended
2. Provide right of way to pedestrians
3. Stop at all pedestrian roadways crossings, check for cross traffic, and proceed with crossing only when it is safe to do so
4. No riding on roads, driveways, parking lots, the running/walking track, or in areas where vehicles are normally driven and operated
5. No riding inside buildings
6. No riding, jumping, or sliding on stairs, railings, curb edges, benches, walls, or trick riding
7. No hanging onto or being pulled by any moving motorized or pedaled vehicle

TITLE IX
See the Title IX heading in the Services section.

TUITION REFUND
A student who withdraws from school during the semester will 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 Records and Advisement. See the Graduate Catalog for percentage details.
UNIVERSITY HEALTH CENTER/CHARGES

Charges incurred at the University Health Center (UHC) are applied to the student 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.

USER ACCOUNT/EMAIL
See the Email/User Account heading in the Services section.

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 this section.
Southern Adventist University is a community committed to following Christ. Consistent with the mission of the University, we aim to create integrated, biblically-centered learning experiences that promote whole-person development of all students.

Community is best created on an Adventist campus when all members are committed to Jesus’s command to “Love your neighbor as yourself.” Stated another way, community occurs as a result of other-centered practices, strengthened when members:

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

An expectation that results from such community building is that the members of this community abide by community rules that make reaching our goals possible. All students are expected to abide by these community rules both on campus and off. As women and men of Southern, we desire to be people who pursue growth in our 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.

**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 Present 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 Dean of Graduate Studies.

**ALCOHOL, TOBACCO AND ILLICIT DRUG USE**

Southern strives to maintain a safe and healthful environment for its students and employees. One way the university does this 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. This restriction includes 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. It is Southern’s policy to remain a safe and healthful environment. Possession, use, or distribution of tobacco products by Southern students is strictly prohibited. Violation is grounds for disciplinary action up to and including dismissal.

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

Any student who is 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 professor, within the institution occur 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.
Possession, use, or distribution of tobacco products, alcohol, or illicit drugs by Southern students is strictly prohibited. Violations of this policy is grounds for disciplinary action up to and including dismissal. Further information can be obtained from the Substance Abuse Policy booklet available in the Student Development office.

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.

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 paint ball), bows and arrows, blowpipes, knives (or any edged weapon over four inches from bezel to tip), nun chucks, 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.

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 Dean of Students, or the Title IX Coordinator in the Risk Management office. 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 subjected 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. Dean of Students, 423.236.2900
4. Title IX Coordinator, 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 Dean of Students
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

The following university and local resources are available:

1. Campus Safety, 236.2100
2. University Health Services, 236.2713
3. Counseling and Testing Services, 236.2782
4. Chaplain’s Office, 236.2786
5. Title IX Coordinator, 236.2266
6. Sexual Assault Crisis Center, 755.2700

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,
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 sub-categories 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.

**STANDARDS OF BEHAVIOR**
Students are expected to establish a Christian lifestyle that fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will 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. The School of Education/Psychology, Religion, Social Work, and Nursing have policies that establish them as legitimate need-to-know entities. Possession, use, or distribution of tobacco products, alcohol, or illicit drugs by Southern students is strictly prohibited. Violations of this policy is grounds for disciplinary action up to and including dismissal. Further information can be obtained from the *Substance Abuse Policy* booklet available in the Student Development office.

It is inappropriate for students of the opposite gender who are not married to each other to spend the night together. Students who engage in such behavior will be subject to discipline.

**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 this 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/serve
southern.edu/socialwork
southern.edu/southernscholars
southern.edu/technology
southern.edu/writingcenter

**SERVICES**
southern.edu/access
southern.edu/activities
southern.edu/audiovisual
southern.edu/blogs
southern.edu/campusafety
southern.edu/campusalk
southern.edu/campusshop.com
southern.edu/careers
southern.edu/chaplain
southern.edu/church
southern.edu/counseling
southern.edu/disabilitysupport
southern.edu/enrollment
southern.edu/erc
southern.edu/finances
southern.edu/food
southern.edu/housing
southern.edu/hr
southern.edu/international
southern.edu/intramurals
southern.edu/is
southern.edu/learningsupport
southern.edu/notify
southern.edu/parent
southern.edu/register
southern.edu/studentmissions
southern.edu/successcenter
southern.edu/talge
southern.edu/thatcher
southern.edu/tmc
southern.edu/transportation
southern.edu/universityhealth
southern.edu/streaming
southern.edu/vm
southern.edu/wehaul
southern.edu/wellness
southern.edu/wsmc

**STUDENT ASSOCIATION**
southern.edu/accent
southern.edu/sa