

Student Handbook
RESOURCES AND RULES

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Words cannot express how proud I am to serve as your Student Government Association President for the 2008-2009 academic year. I am privileged to welcome you to Mississippi University for Women (MUW). MUW is a beautiful and historic campus full of exciting and entertaining traditions, friendly faculty and staff, and welcoming faces. On behalf of SGA, we sincerely extend our best wishes to you as you begin this new and exciting journey! We hope that you experience the opportunity to see all the incredible things that this institution has in store for you.

Even though Mississippi University for Women (MUW) is a smaller university, students are able to enjoy all the advantages of a larger university. MUW offers a variety of programs and organizations that fit to suit any of your needs. Our small campus size makes it easy to become involved academically as well as build many lifelong friendships to carry with you throughout the years. Social clubs, honorary clubs, leadership programs, religious groups, sororities, and fraternities are a few of the many organizations that you can participate in. To find out more information about what MUW has to offer you, please visit our Student Life office on the 2nd floor of Cochran. You can also visit our website: <http://muw.edu/studentlife/>

At the MUW, the Student Government Association (SGA) strives hard to serve as the governing body for our students on campus. We operate as the link between the students and administration. SGA strives to promote change, by ensuring that the student voice is adequately represented on issues that concern the student body. With your help, we work together to create a better place for us to live, learn, and grow.

For more information about the Student Government Association, you can also visit our website: <http://muw.edu/sga/>. Please remember that SGA encourages you to voice your opinions and suggestions, because we are here to serve you! If you have any questions about your new experience at MUW or comments and suggestions, please feel free to email me at ksb1@myapps.muw.edu.

As your SGA president, I look forward to hearing suggestions and making our voices heard. You can reach the SGA office on the 4th floor of Cochran by calling at 662-329-7420 or email ksb1@myapps.muw.edu. MUW's Student Government Association has an open door policy; we encourage you to come visit and share your opinions. I hope you have a safe and memorable year at the Mississippi University for Women!

Sincerely,

Kristen Sheverly Barnes
Student Government Association President
Mississippi University for Women

Part I: Resources, Services, Academic Regulations & Support

A to Z

ABSENCES/ATTENDANCE

Students accept the responsibility of attending all classes, laboratory periods, and other meetings which constitute a regular part of their university program and completing all work required for courses in which they are registered. Parents cannot relieve students of the obligation to attend University classes and exercises without withdrawing them from the University. Excessive absences from classes can lead to dismissal from the University or loss of course credit. For specific attendance policies, students should consult the MUW Bulletin and individual course syllabi.

If you know in advance that you will be unable to attend a particular class you should make every effort to contact the professor of each class that will be missed. The student is held responsible for all work missed.

Attendance monitoring is required by the U.S. Department of Education to support any financial aid disbursements made to eligible students receiving federal or state financial aid funds. Failure to begin attendance in any course for which you have registered will require a pro rata reduction in Pell Grant awards and possible cancellation of student loans. Faculty will report “no shows” after the first two weeks of class each term and will subsequently post an F grade for any student who does not withdraw prior to the drop date. Students are encouraged to make sure that faculty know they are attending early in the term to avoid a “no show” reduction in awards.

ACADEMIC ADVISING/PROGRAM PLANNING

Students are responsible for knowing their standing with regard to the published rules, regulations, policies, and standards of the University and of their degree program.

Each academic program has procedures and degree requirements that must be satisfied for the degree to be awarded. While the University provides faculty and staff advisors to assist students in planning their programs of study, it is the student’s responsibility to know the specific requirements and plan accordingly. The student is responsible for following procedures and meeting degree requirements.

Each student is assigned an academic advisor in their academic area whose responsibility is to assist and advise the student in program planning and course selection. The advisor must approve all courses for which a student enrolls and any subsequent changes in the program of studies, such as the adding or dropping of courses. Students are responsible for enrolling in the courses approved by their advisors and for consulting with their advisors regarding schedule changes. Students will not be given credit for courses in which they are not properly registered. Students should strive to get to know their advisors and to seek their counsel not only for course selection, but for all other types of problems or concerns that might develop. If you want to change your advisor, you should go to your Academic Department and request that you be reassigned to another advisor. Undeclared students are advised in the Advising Center.

For more information: Academic Advising Center, Reneau Hall Room 102, 329-7138

ACADEMIC GRIEVANCES

Students who wish to appeal the grade received for a project, paper, course, etc. should attempt to resolve the issue with their instructors. If satisfactory arrangements cannot be made, they should go to their Department Chair/Program Director then to the Dean or Institute Director. Grievances should be taken to the Chief Academic Officer only after these channels have been followed. Any appeal of a grade must be submitted, in writing, within 12 months of the end of the semester in which the grade was awarded. If a grievance hearing is required, the process will be initiated by the Chief Academic Officer.

See the MUW Bulletin for specific procedures.

ACADEMIC STANDARDS/ACADEMIC STANDING (see the University Bulletin)

ACADEMIC SUPPORT SERVICES

The Office of Academic Support Services is available to assist students with a variety of learning needs. Academic Support Services provides peer tutoring, group study skills workshops and individual consultation, as well as other types of academic assistance.

Academic Support Services is located in Reneau Hall, room 102. The office is open from 8 a.m.-5 p.m.

For more information: Academic Support Services, 329-7138 or 241-7471

www.muw.edu/academicssupport

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Students with diagnosed disabilities must contact the Office of Academic Support Services to request appropriate academic accommodations or adjustments.

Academic Support Services is located in Reneau Hall, room 102. The office is open from 8 a.m.-5 p.m.

For more information: Academic Support Services, 329-7138 or 241-7471

www.muw.edu/academicssupport

ADD/DROP PROCEDURE

Students should check the academic calendar for all important dates concerning dropping a course, adding a course, or changing the status of a course. Deadlines are enforced.

Students wanting to drop or add a class should consult their advisors. The add/drop transaction is not final until the changes have been entered into Banner. During the first days of class, students may complete this process themselves on-line. After that time, students will need to complete paperwork for processing by the Registrar's Office and pay a change of registration fee.

For more information: Your academic advisor

Current class schedule

ADDRESS CHANGE

If your permanent address changes, you must complete a change of address form in the Registrar's Office, Welty Hall.

ADVERTISING, SALES, SOLICITATIONS & FUND-RAISING (See Part III: Policies)

ALCOHOLIC BEVERAGES (see Drug & Alcohol Policy on page 71)

The use of alcoholic beverages is prohibited on the MUW campus.

APPOINTMENTS WITH FACULTY

Faculty, administrators and staff members maintain busy schedules; therefore, it is advisable to schedule an appointment. A directory of faculty that provides e-mail addresses is available online at www2.muw.edu/misc/email.html

BOOKSTORE

The purpose and mission of The Bookend (or MUW Bookstore) is to provide the necessary books and materials to the students and faculty of MUW in order to fulfill the primary mission of the campus as an institution of higher education.

The Bookend is located on the first floor of the Hogarth Student Center, next to the Post Office. It is open from 7:45 a.m. - 5:15 p.m., Monday-Friday. Cash, personal checks, and major credit cards VISA, MasterCard, American Express, and Discover are accepted. Personal checks may be written for up to \$5 over the amount of purchase.

College students soon discover that textbooks are expensive. They are expensive because they are costly to write, publish, ship, and sell. Students' textbook investment will average about 10 percent or more of the total cost of their education. The Bookend strives to provide students with the choice of new or used books. New textbooks are purchased from publishers while used books are purchased from used book companies and from MUW students. Students are able to sell back their books any time of the year. A student can obtain a full refund for a textbook if certain conditions are met. The Bookend's refund policy is posted throughout the store.

The Bookend will special-order any book for the price of the book plus applicable postage and handling costs. All special orders must be paid for in advance.

For more information: Bookend, 329-7409 or

Email: thebookend@bkstr.com

CAFETERIA (See Dining Services)

Campus Recreation

Campus Recreation strives to provide quality recreation opportunities for the MUW community and to create a safe environment that fosters development of the mind, body, and soul. We offer programming that is tailored to the

needs and desires of our students. Campus Recreation is dedicated to maintaining clean and safe facilities for its members and pledges to serve in a professional and customer service-oriented manner.

Six program areas (Aquatics, Intramural Sports, Open Recreation, Outdoor Adventure, Special Events, and Wellness) provide excitement and diversity to everyday, campus life.

In addition to quality programming, Campus Recreation manages the Pohl/Stark Recreation Center, which opened in April 2007. It houses a 5,000 square foot strength and conditioning room, 3 basketball/volleyball courts, an elevated 3 lane indoor track, 2 racquetball courts, 2 aerobic studios, locker rooms and an indoor 6 lane swimming pool. In addition to classrooms, meeting rooms and a state of the art Exercise Science lab, supervised by the Health & Kinesiology Department.

Campus Recreation employs a large number of students each year to manage the Pohl/Stark Recreation Center and coordinate programming. Students find employment ranging from Intramural officials and scorekeepers to facility staff, personal trainers, lifeguards, and office assistants.

For questions or information concerning any of the Campus Recreation programs please call us at (662) 241-7494, stop by the Stark Recreation Center, Rm. 101 or email us at recreation@muw.edu

CAREER SERVICES CENTER

The Office of Career Services provides career planning and development assistance that are responsive to the unique needs of our primary constituents, students and alumni of the Mississippi University for Women. In addition, we offer job search assistance to aid students in seeking part-time and full-time employment, along with internships as well as career management advice for graduating seniors and recent graduates. In addition, career-related services are provided to students to help them explore and identify suitable academic majors/minors and/or career action plans. Also, in partnership with academic departments, our office promotes a greater awareness of the world of work and the need to view career development as a lifelong process.

The Career Resource Library, a satellite library of the MUW Fant Memorial Library and the largest campus source of career-related resources, has available, various career-related references, current books and videos to enhance your classroom experiences, and to assist you with educational and career goal setting. These resources address topics ranging from resume writing to interviewing to searching for internships, along with information about majors/minors of interest, and the job search process. Moreover, announcements conveying part-time and full-time employment, internships, and summer vacancies are provided in binders for review. The office of Career Services also provides timely information regarding career-related issues on its website at www.muw.edu/career. The Office of Career Services and Career Resource Library are located in Cochran Hall. MUW students, staff, faculty and alumni can contact our office by telephone at (662)241-6786 or via email at career@muw.edu.

CAR REGISTRATION

University owned parking lots are for use by students, faculty, staff, and guests only. For this reason, each person operating a car on campus must register with the MUW Police Department. A parking permit, required to be displayed in the vehicle, will be issued. The registered holder of the permit is responsible for the payment of any citations issued to a vehicle bearing her/his permit. Car registration can be completed online through BANNER WEB and picked up at the MUW Police Department, located in the Hogarth Student Center.

For more information: MUW Police Department, 241-7777

(See also Parking, Tickets, and Traffic)

CAR TROUBLE

MUW police officers are available to “jump start” automobiles on a 24-hour per day schedule. Police officers are also available to assist in gaining entry to vehicles whose owners have locked their keys inside. Those receiving assistance are required to sign appropriate release forms. This service is available on a 24-hour schedule at no charge.

For more information: MUW Police Department, 241-7777

CHANGE OF MAJOR

Many students make the decision to change their fields of study during their undergraduate careers. While the procedure for doing so is relatively simple, a change in academic emphasis should be carefully considered and thoroughly investigated. Students considering a change in major should consult their current advisor and faculty in their new areas of interest, as well as availing themselves of academic advising and career services.

A change of major is accomplished by completing the Change of Major Form, available in the office of your new major. Students may submit a change of major at the beginning each semester. See the Academic Calendar for specific dates.

For more information: Your advisor
Advisor in the major of your choice
Advising Center, Reneau Hall
Career Services, Cochran Hall

COMMUNITY LIVING

The Department of Community Living is responsible for the operation of the residence halls on campus, Conference Services, Testing Services and Counseling Services. See “Community Living” section at the back of the handbook for more information.

Community Living is located in Cochran Hall on the Second Floor, call (662)329-7127, email at communityliving@muw.edu or visit the web at <http://www.muw.edu/communityliving>.

COUNSELING SERVICES

Community Living’s Counseling Services offers developmental, wellness, and remedial confidential counseling services to individual and groups of students in a comfortable and welcoming atmosphere. These services are free and are offered with a focus upon the well-being and emotional health of our clientele. The following additional services are provided:

- Mental health screening and prevention programs through the year, i.e., depression, anxiety, alcohol abuse, and eating disorders
- Information and literature on various mental health issues such as depression, anxiety, grief, stress/time management, text anxiety, relationship concerns, sexual assault, adult survivors of abuse, and other personal concerns
- Referrals to outside professional agencies, if necessary. MUW students are welcome to call or stop in to schedule an appointment at the Department of Community Living.

CREDIT BY EXAMINATION

Information concerning the requirements for earning credit by examination may be obtained by writing the College Dean or Institute Director in which the student wishes to be tested. See MUW Bulletin for information.

CREDIT CARDS/CHECK CARDS

Students may pay fees with VISA or MasterCard credit cards either at the Comptroller’s cashier windows or through BANNER Web. VISA or MasterCard can be used to pay student account balances, or to make purchases at the MUW Bookstore. Most banks have check cards available through VISA and MasterCard which can be used to deduct a payment directly from a checking account and the Bookend will accept these cards.

DINING SERVICES

Another vital aspect of University life is the availability of well-balanced meals prepared by Dining Services. Students may enjoy good food while relaxing and visiting with their friends in the Nancy Hogarth Dining Center. This facility offers unlimited seconds on traditional menus as well as an International stir fry, pizza, grill and deli line, and a soup and salad bar area. Special theme dinners, picnics, and steak nights are scheduled each semester. For the health-conscious college student, healthy choices and vegetarian items are available at every meal with the “Balanced Way” program.

Many student organizations utilize Dining Services for carry-out food, or catered banquets and receptions served in one of the private dining rooms. Menu choices and prices are available in the catering brochure available from the Dining Services office. A two-week notice is requested for all catering events.

When dining in the Dining Hall you should select only food items that you plan to consume in the Dining Hall. No food may be carried out after eating. Sick trays are provided at no extra cost. An Assistant Community Advisor must pick up the tray and provide Dining Services with a valid I.D. card per tray.

Dining Center The Dining Services facilities are for the use of students, faculty, staff and their guests. You are encouraged to have guests dine with you in the Dining Hall. Guests should be accompanied by a person presenting a

valid I.D. Guest meals must be paid for at the current guest meal rates. Current guest meal prices are posted at the Dining Hall entrance.

Dining Center Hours (Fall & Spring Semester)

	<u>Monday-Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Breakfast	7-10:15 a.m.	—	—
Brunch		10 a.m.-1 p.m.	10 a.m.-1 p.m.
Lunch	11 a.m.-1:30p.m.	—	—
Dinner	*4:30-6:30 p.m.	4:30-6 p.m.	4:30-6:30 p.m.
	*Exception: Friday Dinner 4:30-6 p.m.		

Dress At all times, appearance should be presentable for public dining. In order to meet minimum safety, health and sanitation standards, footwear and shirts must be worn at all times.

The Goose 155 Grill featuring Starbucks Coffee. The Golden Goose Grill is open for your recreation and relaxation during the day. It is a friendly place for meeting with friends to enjoy custom sandwiches, sodas, and snacks. Hours of operation of The Golden Goose Grill are Monday – Friday 7:00a.m. – 10:30a.m.for breakfast and 10:30a.m. – 9:00p.m.for lunch and dinner except on Friday The Goose closes at 2:00p.m.

Holidays and Vacations Dining services and housing will not be provided during vacation periods, holidays and when the University is not in session. Exceptions will be made in advance, and assistance with special arrangements will be considered for those needing accommodations.

Organizations and Hall Parties/Picnics Dining Services welcomes the opportunity to assist student groups in planning and preparing food for picnics or other food functions. Plans should be made in advance with the director of Dining Services. The price for such occasions will be determined by the cost of the food and services provided.

Special Diets Resident students with special medical diets may present them to the University Health Center. With the Health Center’s approval, the diet request is sent to the director of Dining Services with instructions for the student to make an appointment to discuss the diet. The individual’s likes and dislikes, class schedule, etc. will be discussed, so that the diet and time can be arranged to best suit the student’s needs.

For more information: Dining Services, (662) 329-7411
Community Living (662) 329-7127

DIVERSITY EDUCATION AND PROGRAMS

The Office of Diversity Education and Programs is an interdisciplinary student service component of the University which assists minority students in their adjustment to student life. The university provides programs which are aimed at maximizing students potential for realizing their academic and personal goals. The Office of Diversity Education and Programs assists students with organizational activities, academic and social adjustment, counsels students with academic and social problems, and serves as an advisor to student groups and organizations. The office is also involved in matters relating to policy and circumstances which affect all students.

For more information, contact us at: Diversity Education and Programs, Cochran Hall, 2nd Floor, 329-7350

<http://www.muw.edu/student/diversity/>

EMPLOYMENT/STUDENT

Many students wish to supplement their income with part-time employment. The Career Services Center serves as a "coordination point" for MUW students seeking employment opportunities. Students may consider all types of employment available through MUW by contacting the Career Services Center. Students who have been awarded federal work study are referred to Career Services for placement in on-campus and off-campus positions. Other students who are not financial aid applicants but who simply want a part-time job can also be guided and assisted in job search activities. There are three sources of information to obtain part-time employment: Financial Aid (for eligibility and availability of “student-worker” or “work-study” jobs); Human Resources (for jobs at The W which are not “work-study”); or the Career Services Center (for on and off-campus jobs).

For more information: Financial Aid Center, Welty Hall, Room 107, 329-7114
Human Resources, Whitfield Hall, 2nd Fl, 329-7222
<http://www.muw.edu/menu/employment.html>
Career Services Center, Cochran Hall, 4th Floor, 241-6786

ESCORT SERVICE

The MUW Police Department sponsors the W-Watch program, a student escort service, between the hours of 6:30 p.m. and 12:00 midnight. However, escorts are available 24 hours per day in emergency situations. Call the MUW Police Department at 241-7777.

FEE PAYMENT

Fees and/or other bills are to be paid at the Comptroller's Office unless otherwise noted. The Comptroller's Office is on the first floor of Welty Hall.

The Interest-Free Monthly Payment Option

Mississippi University for Women has contracted with Tuition Management Systems, Inc., to offer annual (10 or 9 payments) and semester (5 or 4 payments) plans. This monthly payment option is an alternative to paying the total cost at the beginning of each semester. The only cost is an enrollment fee of \$65 for the annual plans and \$46 for the semester plans; there is no interest charge.

Call (800) 722-4867 and talk with a professional payment counselor about the payment plan that is best for you. If you want to see online the plans available to you, go to www.afford.com.

FINANCIAL AID CENTER

The Financial Aid Center is located on the first floor of Welty Hall, Room 107. The University participates in a variety of federal and state grant, work, loan, and scholarship programs. Refer to our website- www.muw.edu/finaid for a full review of the programs available and the application processes.

In addition, MUW provides a variety of scholarships based on academic achievement. Any student interested in any of these programs should contact the Financial Aid Center.

Priority deadlines vary among the different financial assistance programs. You should make an extra effort to be aware of the deadlines for the aid programs for which you are interested. Early applications are encouraged. Students must enroll for a minimum of six hours per semester to be eligible for financial aid. Cancellation of a class by the university or failure to attend classes may lead to a student being enrolled for less than the minimum required hours will result in the aid being reduced or withdrawn if the student does not add a class or begin attending. See your advisor before making any changes that could affect your enrollment status.

See also: Scholarships

For more information: Financial Aid Center, Welty Hall, 329-7114

FINANCIAL RESPONSIBILITY

An important part of every student's educational experience is learning to manage money and to responsibly discharge the financial obligations one may incur. With this in mind, MUW expects that you will promptly pay all University bills and accounts when due.

Students who have not fulfilled their obligations to the University may not register for classes until all accounts are paid. The University reserves the right not to issue transcripts and letters of good standing to students who have not paid fees, tuition, traffic fines, library fines, etc.

For more information: Comptroller's Office, Welty Hall, 1st floor, 329-7210

FUND RAISING (see Advertising, Sales, Solicitation & Fund Raising Policy)

GRADES

Grades are posted on Banner Web at the end of each semester. Grade errors and/or omissions must be reported to the Office of the Registrar within four (4) weeks after grades are posted. No student will be issued a transcript of grades until all debts or obligations owed to the institution have been satisfied.

GRADUATION

Students may graduate in December, May, or August, depending upon the completion date of requirements. If you plan to graduate, you must complete an application for degree and pay a non-refundable degree-audit fee prior

to your intended graduation date. Should you not complete graduation by the date indicated on your application for degree, another application must be filed and another degree audit fee paid. See the Academic Calendar for deadlines.

Graduation ceremonies are held once per year. Students with a current MUW and/or cumulative GPA below 2.0 cannot participate in commencement ceremonies. Students should consult the Registrar's Office to determine eligibility to participate in commencement. Consult the MUW Bulletin for additional information.

For more information: Academic Calendar

Your advisor

Registrar's Office, Welty Hall, 1st floor, 329-7135

GUEST HOUSING

When space permits, overnight guest accommodations are available for a nominal fee. Reservations must be made within the Department of Community Living 24 hours prior to the overnight stay.

Contact the Department of Community Living for more information.

HEALTH CENTER

Ambulatory care and health education are goals of the Campus Health Center. All students are eligible to use the Health Center. No fee is charged for routine visits though there is a nominal charge for medications, supplies and complete physical exams.

The Health Center is administered by the Dean of the College of Nursing and Speech Language Pathology, and it is staffed by nurse practitioners, registered nurses with Master's degrees, who, in their expanded role, are licensed to diagnose and treat many common conditions. The protocols for treatment are developed in conjunction with the Mississippi Board of Nursing and a collaborating physician, who is available at all times for consultation and/or referral.

The Health Center is open from 8:00 a.m. – 5:00 p.m., Monday – Friday during the academic year. The Center is closed on Saturday and Sunday and during regularly scheduled student holidays.

Student health insurance may be obtained through a commercial carrier. Applications and brochures explaining available coverage for students may be obtained in the Health Center and/or the Office of the Comptroller.

For more information: 329-7289

HEALTH INSURANCE

Students are urged to carry health insurance to cover illnesses and accidents that may occur while they are enrolled, since coverage is not provided by the University. Information about student health insurance available through a commercial carrier may be obtained in the Health Center.

HONORS COLLEGE

The Ina E. Gordy Honors College at Mississippi University for Women offers highly motivated, high-performing students the opportunity to follow an advanced and enriched curriculum. Honors students who complete this curriculum will graduate with honors in their majors. Opportunities also exist for some honors students to live in the Honors Residence Hall and to study abroad together. Required of Centennial Scholars and some other scholarship holders, the Honors College is open to application from other students who meet the honors admissions requirements.

For more information about curriculum, requirements, and admission, please see the current bulletin or the Director of the Ina E. Gordy Honors College, Whitfield Hall, 241-6850.

HOUSING (See Community Living)

I.D. CARDS (see Student I.D.)

INSURANCE, PERSONAL AND PROPERTY

Although precautions are taken to maintain adequate security, the University does not assume any legal obligation to pay for injury to persons — including death or loss or damage to items of personal property which occurs in its buildings or on its grounds, prior to, during or subsequent to registration. Students are encouraged to

carry appropriate insurance to cover such losses. In the event there is damage or loss of property within the Residence Halls, visit the Department of Community Living to fill out a "Loss of Property" form.

INTRAMURALS (See Recreation and Fitness)

LIBRARY

Students have access to a wide range of print and electronic information resources in the John Clayton Fant Memorial Library. The Fant Library Web Page links students to the online catalog, electronic databases, and many relevant Internet resources.

The library collection includes books, periodicals, newspapers, reference sources, microforms, government documents, manuscripts, and curriculum materials. Additionally, over thirty-five online databases are available. Many of these databases contain full-text articles or have Internet linkage to full-text articles. For books and articles unavailable, Fant Library offers Interlibrary Loan Services.

Fant Library has twenty-one computers. Two are designated for with a 45 minute time limit. The public patron must sign-in and leave a picture ID at the circulation desk. Students are required to have a current (dated) school ID (MUW, MSU, EMCC, etc) to use computers. IDs are left at the circulation desk.

To check out materials, students use their current MUW ID. This same card provides check-out at all of the library systems in the consortium. When students check out materials from other libraries in the consortium, these materials must be returned to that library. Items checked out on the ID card are the responsibility of the person to whom the card is issued.

The checkout period for books is 14 days for undergraduate students and 28 days for graduate students. Books may be renewed on-line if they are not overdue. Students are allowed to renew books which have not been requested by another student. Borrowers must pay for all lost, mutilated or marked books. The Library sends overdue notices through email and student records are flagged when materials are overdue. Failure to be notified does not remove the borrower's obligation to pay fines or fees for lost books.

Photocopy machines and microfilm/microfiche reader/printers are available.

For more information about library hours, etc. contact Fant Library at 329-7332 or www.muw.edu/library.

MAJOR

A major is the name or label you give your main area of study; for example, accounting, business administration, communication, or nursing. When selecting a major, you should consider several things. These include your interests, your strengths and weakness, and your personal responsibilities. The decision about which major to study should be carefully considered. Admission to some majors is competitive.

Degree seeking students who have earned 60 or more cumulative hours must select a major. Students may declare a major by completing paperwork in the appropriate academic department.

MEAL PLANS (see Dining Services)

MEDICAL SERVICES (see Health Center)

NAME CHANGES

Students whose names are legally changed because of marriage or other reasons should correct their records in the Registrar's office. Students must provide a copy of their social security card before a name change can be processed.

For more information: Registrar's Office, Welty Hall, 1st floor, 329-7135

ORIENTATION

Orientation is designed to provide information to assist new students in making the transition to MUW. Orientation sessions are held in the summer for freshmen and transfer students enrolling in the Fall. During the program, new students (and their family members) meet with University administrators, faculty, staff and students. Academic advising and pre-registration are also provided. Orientation Leaders (OLs) assist in all aspects of the program, and students interested in applying for these positions should contact the Office of Student Life. A brief orientation is held prior to each term on the day of registration.

For more information: Office of Student Life, Cochran Hall, 241-6974

OVERNIGHT ACCOMMODATIONS (See Guest Housing)

PARKING

MUW seeks to encourage an awareness of rules regarding parking on campus and an attitude of cooperation by students. A complete listing of all Traffic Rules and Regulations can be found on the MUW Police Department website: www.muw.edu/publicsafety/traffic. You should thoroughly familiarize yourself with these as all motorists on campus will be held accountable/responsible.

See also: Traffic

PHONE LIST

For a complete list of College/Institute phone numbers, go to <http://www.muw.edu/menu/fonedpts.html>.

POST OFFICE

A full service post office is located on the first floor of the Hogarth Student Union. Window service is available from 8a.m. to 4:30 p.m. Monday through Friday. The Post Office does not accept checks. Money orders are sold in the post office. All students who reside on campus are eligible for a post office box if they choose.

Students are strongly encouraged to check their boxes regularly for correspondence.

For more information: Post Office, 329-7408

POSTING OF MATERIALS IN RESIDENCE HALLS

See “Community Living” section at back of the handbook for more information.

READMISSION TO THE UNIVERSITY

Any student who has been suspended from Mississippi University for Women for academic reasons shall have the right to appeal the suspension.

Students should consult the MUW Bulletin for procedures.

REGISTRATION

Check the current class schedule book for information on registration.

For additional information: Registrar’s Office, Welty Hall, 329-7131

RELEASE OF DIRECTORY INFORMATION

The Family Education Rights and Privacy Act allows MUW to release directory information concerning you without your consent. Directory information includes your name, address, telephone number, e-mail address, date and place of birth, major field of study, your participation in officially recognized activities, dates of attendance, degrees and awards received, most recent educational agency or institution you have attended, and other similar information.

If you prefer that directory information concerning you not be released, you should go to the Registrar’s Office, Welty Hall and complete a Privacy Act form. All other offices will be notified not to release your directory information. The completion of this form means that no release of information will take place indefinitely, until that student revokes the form, in writing.

For more information: Registrar’s Office, Welty Hall, 329-7131

RESIDENCE HALLS

MUW provides six residence hall options for male and female students who carry at least six hours of academic credits per semester. Contracts are available for the summer, a semester or the full academic year. Contact the Department of Community Living for more information.

ROOMMATE CONFLICT

(See Community Living Section)

SAFETY

The MUW Police Department is available to assist students at any time during the day or night. The purpose of this department is to provide protection for students, staff, faculty, guests and physical property from fire or other safety hazards and from criminal or dangerous acts of individuals or groups. Services include the

maintenance of order; investigation of matters in which the University is, or may be a party of interest; law enforcement; enforcement of regulations; control of traffic and parking on the University campus; unlocking cars; starting dead batteries, etc. The MUW Police Department also oversees the W-Watch, a student-run program offering security escorts on campus between 6:30 p.m. and 12:00 midnight. Any person requiring the services of the police department should call 241-7777.

The University is not responsible for damage to or loss of personal property due to fire, theft, interruption of water, heat or other utilities or other causes. Students are encouraged to provide their own personal insurance. Thefts, damage to property, etc. should be reported to the MUW Police Department.

You protect yourself and others when you:

- Are observant.
- Report all suspicious acts.
- Report all locks, windows, and doors in need of repair or which are unlocked.
- Always keep your room door locked in the residence hall.
- Lock your car.
- Try not to walk alone, especially at night.
- Never leave your purse unattended.
- Identify your personal property with your Social Security number in case of theft.
- Are security conscious and alert to potentially dangerous situations.
- Don't panic.

SCHOLARSHIPS

Students receiving scholarships should be sure to check requirements for maintaining them with the offices of Admissions or Financial Aid. Most scholarships carry a requirement for continuous fulltime enrollment each semester and completing at least 24 semester hours each academic year. Others require enrolling in specific classes or maintaining a minimum GPA. Maximum scholarship/aid amounts may not exceed the cost of attendance as determined by Financial Aid.

For more information: Admissions Office, Welty Hall, 329-7106
Financial Aid Center, Welty Hall, 329-7114

SMOKING

Smoking is prohibited in all campus buildings. Individuals may not smoke near exits to buildings. Discarded cigarettes should be placed in appropriate containers.

SOCIAL ORGANIZATIONS

MUW has many forms of social organizations: fraternities, sororities, and social clubs.

Fraternities

Two local fraternities (Beta Kappa Tau and Xi Delta Omega) and one national fraternity (Phi Beta Sigma Fraternity, Inc.) are represented on the MUW campus. The fraternities sponsor or participate in a number of events for the benefit of their members and for the community at large. Friendship, development of leadership ability, and the opportunity to provide a service to the campus and community are among the advantages of fraternity membership.

Membership selection (Recruitment) takes place during the Fall and Spring semesters. All students must have a 2.0 grade-point average to participate.

For more information: Office of Student Life, Cochran Hall, 329-7350

Social Organizations for Women

MUW has a variety of social organizations that provide membership opportunities for women: Four-year Social Clubs, Two-Year Social Clubs, and Sororities. Four-year social clubs that make up the Interclub Council are Corettas, D'Belles, Highlanders, Lockhearts, Mam'selles, Revelers, Rogues, Silhouettes, and Troubadours. Recruitment and interest meetings for these clubs are held during the beginning of the Fall semester. Two-year social clubs are Blacklist, Jester, and Masker. These clubs are junior/senior honoraries that are by invitation only. The National Pan-Hellenic Council (NPHC) is the governing body for the national sororities and national fraternity on campus. The sororities include Alpha Kappa Alpha Sorority, Inc., Delta Sigma Theta Sorority, Inc., and Zeta Phi Beta Sorority, Inc. Interest meetings are advertised during the fall semester.

All of these groups participate in community service projects, leadership development and compete in on-campus activities such as community service awards and scholarship rankings.

For more information: Office of Student Life, Cochran Hall, 329-7350

SOLICITATION (See Advertising, Sales, Solicitation & Fund Raising)

STUDENT COMPLAINTS

Mississippi University for Women is concerned that all students have a positive educational experience, are treated fairly and courteously by University personnel, and are provided an outlet to address conditions and circumstances when they might feel otherwise. Student complaints or problems may be directed to the Office of the Vice President for Student Services, where every attempt will be made to resolve the concerns or a request will be directed for resolution and response to the appropriate department.

For more information: Vice President for Student Services, 329-7129

STUDENT I.D.

At the beginning of the fall semester, resident students are issued cards to use for obtaining their meals in the Dining Center and for access to controlled facilities. Photos will be made at registration for magnetic strip cards which serve as identification cards and meal passes.

Students should keep their identification cards with them at all times. You must have your identification card to dine in the Dining Hall, or you must pay for your meal. Use of another person's I.D. card constitutes fraud and will result in disciplinary action and/or a \$10 fee for return of the I.D. Students permitting other individuals to use their I.D. cards will be subject to disciplinary action. The manual entering of Social Security numbers is prohibited and will result in disciplinary action toward the dining hall employee. This is to prevent another individual from using your account for purchases if they happen to learn your social security number.

If your photo identification card is lost or stolen, you should report it immediately the Card Services office in McDevitt Hall and to the Dining Services office in the Hogarth Center. Your meal card number will be invalidated to prevent use by another person. A replacement card will be issued for a \$10.00 fee.

When you check out of the residence hall, your identification card must be returned to one of your Community Advisors (CA) or the Department of Community Living in Cochran 2nd Floor.

STUDENT PROGRAMMING BOARD (SPB)

The Student Programming Board (SPB) is a student organization that allows students to plan and produce special events on campus. SPB sponsors concerts, lectures, films, a coffeehouse series, and many other events throughout the year. The Student Programming Board strives to bring quality entertainment and educational programs to campus that complements the mission of the University and the Division of Student Services.

Members of SPB are committed to providing valuable educational experiences outside the classroom and hope to serve the cultural, educational, recreational and social interests of many students. By becoming directly involved in planning and presenting these events, students have the opportunity to develop many life skills, including leadership, management, public relations, decision-making and creative thinking.

If you are interested in joining the Student Programming Board, stop by the Office of Student Life for more information. All students, including new students, are eligible to participate. The student life staff will be glad to discuss membership and answer any questions you have about programming.

For more information: Office of Student Life, Cochran Hall, 329-7350.

THEFT

MUW encourages all students, faculty, and staff to take positive steps to prevent the likelihood of falling victim to a theft of personal or institutional property.

Doors to offices and residence hall rooms should be locked if not occupied. The Department of Community Living does not assume risk or liability for items that are stolen when left in a public area, when a door is not locked or when access has been given by the student to another person. Similarly, automobiles should be secured to prevent easy access. Expensive car stereos, CB radios, and radar detectors should not be left in cars which will be unattended.

Valuable jewelry, keepsakes, or other irreplaceable items should be left at home. Money, billfolds, and purses should be kept in secure areas when not in use. All personal property should be engraved with the owner's

name and identifying number when possible. Students should put their name and other identifying marks in their textbooks. Textbooks should not be left unattended.

All instances of theft should be reported to the police department.

For more information: MUW Police Department 241-7777

TORNADO INFORMATION

- Tornadoes can occur any time but are more prevalent during the spring months.
- Tornado Watch — Conditions are favorable for tornadoes to develop.
- Tornado Warning — Tornado has been sighted or indicated on radar.
- How to recognize a tornado: A tornado usually appears as a funnel-shaped cloud which spins rapidly and extends toward the earth from the base of a thundercloud. When the tornado is close by, it sounds like the roar of airplanes.

Tornado or Storm Alert

- Proceed to the lowest floor which can be reached before high winds or the tornado strikes.
- Stay away from windows and exterior doors.
- All electrical items should be disconnected if time permits.
- Remain calm.
- Do not use the elevator.
- If a tornado strikes, do not move to see the damages until the storm is well out of the area. Tornadoes sometimes come in pairs.
- In open country, move away from the tornado's path at a right angle. If there is not time to escape, lie flat in the nearest depression, such as a ditch or ravine.

TRAFFIC

General

All prior rules and regulations for the control, direction, parking and general regulation of traffic and automobiles on the campus and streets of Mississippi University for Women are hereby repealed.

For purposes of these regulations, the term:

- (1) Vehicle includes any device upon or by which any individual or property is, or may be, transported or drawn upon a highway, roadway, or street on the campus of Mississippi University for Women;
- (2) Motor Vehicle includes every motorized vehicle which is self-propelled, and every boat and trailer whether or not self-propelled;
- (3) Motorcycle includes every motorized vehicle having a saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground;
- (4) Bicycle includes every vehicle, other than a motor vehicle, designed to travel on not more than two wheels in contact with the ground and propelled by human power;
- (5) University means Mississippi University for Women;
- (6) Campus means all buildings, streets and grounds under the jurisdiction of Mississippi University for Women or any part thereof: including university owned property outside the fenced area, and city streets where MUW owns property on both sides of the street.
- (7) Police Department means the Police Department at Mississippi University for Women;
- (8) Visitor means any individual, other than a faculty member, a staff member, or a student who operates or parks a non-registered vehicle on the campus occasionally, rather than regularly;
- (9) Student means any individual enrolled in classes, regardless of the number of credit hours, at Mississippi University for Women;
- (10) Faculty or Staff means any individual who is eligible to receive staff benefits, any individual who works for a federal government agency with offices on campus, and any individual who is not a registered student and who works for a contracted campus business.
- (11) Decal/Tag means the parking permit properly affixed to the vehicle.

The University shall have no liability for loss or damage to any vehicle or the contents of any vehicle brought, operated or parked on the university campus.

The University does not guarantee a parking space.

Registration and Decals

Any individual who operates or parks a motor vehicle or motorcycle on the campus and streets of Mississippi University for Women must register the vehicle and display the appropriate decal/tag on or before the first day of classes or within twenty-four hours (excluding weekends and holidays) after it is first brought on the university campus or streets.

Any individual required to register a vehicle shall furnish the following information on forms provided by the university:

- (1) Name, address, and student ID number of person registering the vehicle;
- (2) Make, model and color of the vehicle;
- (3) State license tag number of the vehicle;

Other information concerning the identity of the motor vehicle as may, from time to time, be required.

The university shall prescribe the form of the decal/tag.

No individual shall display more than one university decal/tag on any one vehicle.

The decal/tag shall be properly displayed in a place and manner prescribed by the university or in accordance with instructions printed on the decal/tag.

Any regular employee of Mississippi University for Women, or any employee of a State or Federal agency located on the university campus, must obtain a staff decal/tag for any vehicle or motorcycle brought to campus. Staff decals/tags are solely for the use of regular employees, as described above and may not be secured for the use of a student, friend or relative. Staff decals/tags shall not be displayed on a vehicle that is operated on campus on a regular or occasional basis by a student, friend or relative.

Students shall obtain a decal/tag for any vehicle or motorcycle brought to campus.

The fee for issuing a decal/tag to any individual during the fall semester shall not exceed the amount established by the university. The fee for issuing a decal/tag to any individual during the spring semester shall not exceed two-thirds of the amount; the fee for issuing a decal/tag to any individual during a summer term shall not exceed one-third of the amount. The cost of a decal/tag shall be established by the university.

Any individual to whom a decal/tag has been issued shall:

- (1) Remove any expired decal/tag from the vehicle
- (2) Remove any decal/tag from the vehicle upon transfer of ownership or possession of the vehicle.

If a decal/tag becomes marred, mutilated or obliterated, or if, because of damage to the vehicle the decal/tag has to be replaced, or if the individual changes his/her status to a different classification during the year, the individual shall obtain a new decal/tag. The original decal/tag or satisfactory evidence of its destruction should be presented to the MUW Police Department.

Any individual who expects to operate or park any vehicle on the campus for more than eight (8) hours, but less than fourteen (14) days may obtain a temporary parking decal/tag from the MUW Police Department. An individual is limited to two (2) temporary decals/tags per school year.

Any individual to whom a decal/tag or permit has been issued shall be responsible for any parking or registration violations (s) in which the vehicle is involved.

Parking

Failure by any individual to find a legal parking space shall not be an excuse for violation of these regulations.

For purposes of these regulations, the university may classify individuals into different categories and may restrict parking in any area of its campus to a certain category of individuals. The university shall not, except upon posting or installation of appropriate signs, change the restriction in any area from one category to another during the school year.

No individual, unless otherwise authorized by these regulations or the MUW Police Department, shall park any motor vehicle on the campus

- (1) In any area designated for Handicap Parking;
- (2) In any manner that obstructs any wheelchair route or potential wheelchair route;
- (3) Adjacent to any yellow curb;
- (4) On any sidewalk, lawn or grassed area, except as otherwise provided in these regulations.
- (5) In any driveway;
- (6) In any loading zone;
- (7) In any "No Parking" zone;
- (8) In any manner that obstructs traffic;

- (9) In a double or multiple manner;
- (10) In any manner that obstructs any sidewalk;
- (11) In any manner that obstructs or blocks a fire hydrant;
- (12) In any location not designated by lines or signs as parking areas;
- (13) In any manner exceeding the posted length of time where "time" parking is in effect;
- (14) In any area of the campus which has been closed off by the use of barricades, signs, yellow lines or other traffic control devices except as otherwise authorized by these regulations ;
- (15) In any fire lane; or
- (16) In any area designated as "Reserved Parking".

Parking accommodations for mobility-impaired individuals are provided by Mississippi University for Women. Mobility-impaired individuals should obtain a handicap parking permit authorized by the State of Mississippi through an application process which begins at the courthouse. Parking spaces are reserved throughout the campus to accommodate mobility-impaired individuals.

Students shall park their vehicles in areas marked in white on weekdays between 7:30 a.m. and 4:00 p.m. Between the hours of 4:00 p.m. and 7:30 a.m. weekdays and on weekends, students may also park in green areas. Areas marked "Reserved Parking" are only for designated individuals. Reserved parking is NOT to be used as student parking on evenings and weekends.

Every individual, unless otherwise permitted or directed by appropriate authority, who parallel parks a motor vehicle upon the campus where there is an adjacent curb shall park with the right-hand wheels of the vehicle parallel to, and within twelve inches of the right-hand curb.

No individual shall abandon any motor vehicle on the university campus. The university may, in addition to any other remedy herein provided, upon evidence that a motor vehicle has remained on campus parked and unused for a period of thirty (30) days, remove the vehicle and dispose of it as junk.

No individual shall operate or park any motor vehicle or motorcycle on the campus in a manner as to cause injury or damage to any individual, grounds, building or other facility or property of the university.

Any individual who operates or parks a vehicle on campus shall obey all traffic and parking signs, yellow or white lines for routing traffic, indicators, markers or signals for the control, direction, parking and regulation of traffic on the campus and streets of Mississippi University for Women including, but not confined to, lawful hand, voice, whistle or other commands or signals.

No individual shall drive or operate a motor vehicle on campus at a speed in excess of twenty (20) miles per hour.

Mississippi University for Women shall, consistent with these regulations, place and maintain signs, markers and other traffic control devices upon its campus and streets as it shall deem necessary and sufficient to regulate, warn or guide traffic.

No individual, other than those individuals who by nature of their functions are required to do so, shall park any vehicle in or upon any area of campus that has been closed by the use of barricades or other traffic control devices.

No individual shall operate any motor vehicle on the campus without due regard for the safety and property of others.

Pedestrians shall have the right of way at all marked crosswalks on the campus.

No individual shall operate on the campus any motor vehicle equipped with noisemaking muffler, cutout or straight exhaust.

No individual shall blow the horn of his or her motor vehicle in an excessive manner.

Any individual who has an accident on the campus shall, if the accident resulted in property damage or personal injury, report the accident to the MUW Police Department.

In addition to the rules and regulations contained herein, all of the laws of the State of Mississippi are in full force and effect at all times on the campus.

Procedures For Traffic Ticket Appeals

Any individual charged with a violation of any rule or regulation is entitled to appeal the citation to the Traffic and Parking Committee.

- (1) The appellant must complete an appeal form available on BANNER WEB and must be completed ten days from the date the citation is issued.
- (2) In addition to the traffic fine, an administrative charge of \$5 will be added to each appeal if that appeal is denied.
- (3) The following are NOT acceptable grounds for appealing a traffic ticket:

- Ignorance of the regulations
- Unavailability of a legal parking space
- Improper display of decal/tag
- Failure to purchase any decal/tag
- Inclement weather
- Late arrival for class or meetings
- Failure to display decal/tag

The Traffic and Parking Committee is charged with the responsibility of reviewing all appeals of traffic citations and making a final judgment.

The Traffic and Parking Committee will consist of 2 resident and 2 commuting students as appointed by the Office of Student Life, 2 faculty members, as appointed by the Faculty Senate; and 2 staff members, as appointed by the Staff Council.

Tickets are considered pending during the appeal process.

Traffic ticket appeals are heard on an anonymous basis; only a case number is available to the committee. MUW Police Department no longer collects money. Decals/tickets are charged to your account and paid at the Comptroller's Office.

Penalties

Any individual who knowingly provides any false information required by the terms of these rules and regulations will result in the loss of parking privileges and may be result in a judicial hearing.

Any student who fails to meet his/her financial obligation to the university before the end of the semester will not be permitted to re-register as a student of the university or secure a transcript or credits.

Any regular employee (faculty/staff) who fails to meet his/her financial obligation to the university will result in an administrative hearing and possible garnishment of wages.

Unpaid traffic penalties are cumulative until paid.

The university may, in addition to any other remedy herein provided, enforce the traffic rules and regulations through the use of a wheel lock device. This device will render the vehicle immobile. The owner of the vehicle will be responsible for all costs and unpaid traffic fines involved. Fees associated with the use of wheel lock devices will be established by the university.

Vehicles that are unregistered or have unpaid citations may be wheel-locked and/or towed at the owner/operator's expense.

Unauthorized vehicles in exclusive service parking or Handicap Parking will be wheel-locked and/or towed at the owner/operator's expense.

TRANSCRIPTS

Current or former students may receive transcripts of their MUW academic work by requesting these, in writing, from the Registrar's Office. A fee, payable in advance, must be paid for each copy. However, the University reserves the right to withhold transcripts for students who have not satisfied their obligations to the University. These obligations include, but are not limited to, the settling of all University accounts, payment of fines, and returning books to the library. Transfer university/college transcripts may be reviewed in the Registrar's Office. Copies of such transcripts are not released by MUW, but may be obtained from the institution originally issuing the record.

Transcripts may be obtained in the Registrar's Office, Welty Hall.

For more information: Registrar's Office, 329-7135

UNIVERSITY CALENDAR

All student activities held on the university campus must be scheduled on the calendar in the Student Services Office. Student organizations schedule all events, meetings, etc. in the Office of Student Life.

For more information: Student Life, Cochran Hall, 241-6974

VEHICLE REGISTRATION (See Traffic)

WITHDRAWAL FROM THE UNIVERSTIY

It is your responsibility to follow the withdrawal procedures below. Before withdrawing from school, see your advisor in your academic area to see if there may be a solution other than withdrawal.

Withdrawal from Mississippi University for Women does not necessarily indicate a clearance of financial or other obligations. All obligations to the University must be met regardless of your withdrawal status. Refunds, if any, at the time of withdrawal are made according to the refund schedule listed in the Class Schedule. If a refund is due, you should receive your check by mail within three weeks. Make certain the Comptroller's Office has a correct address and phone number. If you are receiving financial assistance through the University, you must be cleared by the Financial Aid Office. Students that withdraw prior to completing 60 percent of the term will be required to return a portion of the financial aid they received to the federal programs.

Students also should be aware that a total withdrawal from MUW will require a review of awards and the possible reduction or repayment of funds unearned by attendance. See Financial Aid Repayment Policy under the catalog section "Schedule Adjustment".

Failure to complete the semester and failure to "officially" withdraw is considered an "unofficial withdrawal". Failure to complete the courses in the semester will result in an F grade. Faculty are requested to report the last day of class attendance or participation in a class project or activity to allow the Financial aid office to calculate the percentage of the course actually completed. When no LDA is provided, the 50% point or mid-term date is used to determine the amount of aid to be returned to the federal or state programs.

The longer students attend, the lower the amount of funds to be returned and the amount owed MUW will also be less.

If you withdraw before the date indicated on the academic calendar, the withdrawal will occur without penalty and will be indicated by the grade of W. After that date, you will receive the grade of WP (if the current grade is D or above) or WF (if the current grade is F). The last day for a student to officially withdraw from the University is two weeks prior to the beginning of final exams for the fall and spring semesters. The specific dates to officially withdraw from the University are indicated on the academic calendar.

Leaving the University without withdrawing formally will result in a grade of F in all courses in which the student is registered.

Students will process forms with the appropriate college/institute or the Advising Center for undeclared students. The withdrawal form should be signed by the student. Withdrawals for on-line students can be processed via fax with a student's signature. Requests for late withdrawals and/or reversal of fees must go through the withdrawal committee. Appeals should be submitted to the University Registrar. If you are flagged by any one of these offices below, your withdrawal may be held until the obligation to that office has been cleared.

Community Living; Fant Library; Traffic; Food Services; Financial Aid; Comptroller; Vice President for Student Services.

WITHDRAWAL FROM RESIDENCE HALLS

To withdraw from the residence halls, students must complete and sign a Community Living Withdrawal Form and check out through their Community Advisor (CA). Withdrawing from a residence hall is not the same as withdrawing from the University. You may be held responsible for financial obligations associated with checking out of the residence hall if not done so accordingly. Failing to check out or improperly checking out will result in a fine of \$50 being placed on your student account.

Withdrawing from school may change your school status if you are receiving one of the following: financial aid, Social Security, veterans' benefits, or a scholarship. Your ability to purchase insurance as a student or to maintain a student visa (if a foreign student) may also be affected as a result of your withdrawal.

Part II: Code of Student Conduct

General Regulations of Student Conduct and Disciplinary Sanctions

The following is a list of rights and responsibilities of the student body of Mississippi University for Women. Also contained herein are the sanctions that can be imposed by the appropriate judicial court as a result of an infraction. Proper procedures are also outlined here.

Standards of Student Conduct

All students shall be free to exercise all constitutional rights guaranteed by the United States Constitution, and the Constitution of the State of Mississippi. Nothing contained herein shall supplant, supersede, override, or infringe upon the authority of the aforementioned documents.

Student Rights and Responsibilities

1. Students at MUW are members of a community designed to encourage academic excellence. The privilege of belonging to this community requires that students assume responsibility for themselves and others. Every student must respect the rights and privileges of others and federal, state, and local statutes.
2. Upon enrollment at MUW, students must assume the responsibility for being fully acquainted with published rules and regulations and for complying with them in the interest of an atmosphere conducive to the pursuit of knowledge.
3. It is the responsibility of students to serve on University committees as appointed by University officials.

Primary Rights of Students

1. The right to read and study free from undue interference in one's room. One basic purpose of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities during the period that the residence halls are open, and the right to a clean environment in which to live.
3. The right to redress of grievance. If the academic and residential communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is paramount. In exercising this right the student further holds the right to be free from fear or intimidation, physical and emotional harm and to be without imposition of sanctions apart from due process.

Subordinate Rights of the Students

1. The right to personal privacy: all persons should have freedom from the interference with their personal activities within the parameters of university policies and the Student Code of Conduct and should be able to maintain privacy for other than academic reasons.
2. The right to host guests: All students should have an opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization (in accordance with residence life guidelines).

Code of Conduct

Authority

Section 300, Part E of the Bylaws and Policies of the Board of Trustees of State Institutions of Higher Learning, as amended through May 20, 1999, charges the President of Mississippi University for Women with the responsibility of maintaining "appropriate standards of conduct of students" and further authorizes her "to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violations..." In accordance with this responsibility, the aim of disciplinary action is the redirection of student behavior toward the achievement of academic, community and student developmental goals. This Code of Conduct applies to all official university sanctioned activities including off campus programs.

The President has delegated this function to the Vice President for Student Services. It is the responsibility of the VPSS to initiate, implement, and supervise the disciplinary process for students.

The VPSS is assisted in the disciplinary proceedings by a Conduct Board appointed by the VPSS. The Conduct Board will be made up of staff and/or faculty and/or students as determined by the VPSS based on

incidents brought forward for review. The VPSS or a designated representative of the VPSS shall always be a member of the Administrative Review Board.

MUW recognizes students as adults who are expected to obey the law and the rules and regulations of the University, to take personal responsibility for their conduct, to respect the rights of others, and to have regard for the preservation of state and University property, as well as the private property of others. Students whose conduct, whether on or off-campus, threatens to cause disorder, public disturbances, danger to themselves or others, or property damage will be disciplined. Those apprehended and proven guilty of violating the law or rules and regulations of the University may receive a maximum sanction of expulsion from the University.

In order to protect the university community and the educational mission of the institution the following actions will result in disciplinary review:

Prohibited Conduct

1. Academic Misconduct

Any form. See Academic Dishonesty Policy under Part III: Policies

2. Alcohol

Possession, distribution, or use of alcoholic beverages on University-owned or controlled property or at a University-supervised activity. (See drug/alcohol policy)

3. Assault and Battery

Physical abuse to any person or the threat to offer corporal injury to another person by force, creating a fear of imminent danger, on institutional premises or at an institutionally supervised or sponsored function.

4. Burglary

Unauthorized Entry.

5. Disorderly Conduct

Public inconvenience, annoyance or alarm, or reckless creating a risk thereof, by engaging in fights, threats, or in violent behavior; or making unreasonable noise or offensively coarse utterance, gesture or display; or abusive language. Disorderly conduct — including indecent or obscene conduct or expression on University-controlled property — is prohibited. This includes sexual harassment.

6. Disregard for University Authority

Failure to comply with directions of University officials acting in the performance of their duties, including failure of the student to respond to requests for conferences on matters pertaining to the student at the University, whether the request is by mail, telephone, messenger, or in person.

7. Disruption of Activities

Intentionally disrupting or obstructing teaching, research, student proceedings, administrative proceedings, disciplinary proceeding, or any other institutional proceeding. It shall be unlawful for students to assemble on campus for the purpose of creating a riot, destruction, or disorderly diversion which interferes with the normal operation of the University.

8. Disruptive Classroom Behavior (see Policy for Disruptive Classroom Behavior)

9. Drugs

Possession, use, manufacture or distribution of drugs, drug paraphernalia or narcotics, including stimulants and depressants, sedatives, tranquilizers, hallucinogens, marijuana or other illegal substances on University-owned or controlled property or at a University-supervised activity. (See drug/alcohol policy)

10. Evidence of Felony

If the Evidence that a student has committed a felony and is a potential danger to the university community.

11. False Alarms and Arson

Misusing, tampering with, or otherwise disturbing without proper cause any fire safety and/or prevention or control equipment — including, but not limited to, thermal, smoke detectors or emergency fire alarms — in University buildings. The unauthorized possession, sale, furnishing, or use of any incendiary device shall be unlawful.

12. Firearms

Possession or discharge of any weapon, ammunition, explosives, or any other offensive weapon on University property or at events sponsored or supervised by the University or any recognized University organization. Weapons will include any item that is designed to replicate or simulate actual firearms or other weapons.

13. Fraud

Obtaining or attempting to obtain something of value, or preferential treatment through trickery, deceit, or threatening means. Furnishing false information to any representative of the institution in any way; misusing any University documents, records, or identification to forge, alter, lend, or sell with the intent to defraud; or passing a worthless check in payment to the University.

14. Gambling

Encouraging, promoting, or participating in gambling on campus is prohibited, except games or raffles approved by the Vice President for Student Services.

15. Hazing

Any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. (For a detailed description of hazing see the “Student Activities and Organization” section of this guide.)

16. Littering

Dispersing litter of any form onto University grounds or facilities.

17. Noise

Unapproved use or moving of stationary sound systems on campus in such a manner as would disrupt or disturb the normal functioning of the University.

18. Parking and Traffic Violations

Obstruction of the free flow of traffic on university property.

19. Perjury

Failure to present factual or truthful testimony during a University Student Court or administrative hearing.

20. Reckless Conduct

Conduct that creates a substantial risk to another.

21. Residence Hall Violations

See “Community Living” section in this publication.

22. Sexual Harassment

See Sexual Harassment Policy defined in Section III of this publication.

23. Stalking

Conduct that reasonably causes another to fear their safety is at risk.

24. Student Organizational Violations

Any breach of university student organization policies.

25. Theft

Unauthorized use, taking, or withholding of anything of value belonging to another individual.

26. Threats of Violence (against another person)

27. Trespass

Unauthorized entry onto, or into, the property of others, including computers, computer accounts, and computer systems, and/or unauthorized possession of keys to University facilities.

28. Vandalism

Abuse, damage, destruction, or defacement of University, state, federal, public, or private property.

29. Violating University Policies

Violation of written University policies and/or rules and regulations relating to use of campus buildings and other University facilities or services that are disseminated to the campus community.

30. Violation of Ordinances or Laws

Any violation of civil or criminal ordinances or laws which brings into question the student’s integrity or brings discredit upon the University.

Student Judicial Procedures

Disciplinary Responsibility

The VPSS, or his/her delegated authority, is assigned the responsibility of receiving and dealing with all disciplinary matters concerning the behavior of individuals, groups, and/or student organizations. When a disciplinary matter is reported to the VPSS office, it will be reviewed promptly. If there is a basis for charges, written notification will be sent to those involved outlining initiated proceedings.

Disciplinary procedures are initiated on individual or organizational behavior upon receipt and analysis of an official incident report or valid complaint. The VPSS (or his/her delegated authority) investigates to determine if there is sufficient cause to proceed with disciplinary action. Should sufficient cause be determined, the VPSS/delegated authority will conduct an administrative hearing. MUW disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the VPSS.

Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Judicial Process

- A. The student affected shall be notified in writing by the VPSS (or designated authority) of the charges. The time and place of the hearing and the names of witnesses who are expected to testify will be provided. The letter of notification will include a due process form that informs the student of the following:
1. That she/he may bring any witnesses to the hearing to testify on her/his behalf;
 2. She/he may be accompanied by an advisor of her/his choosing during any time that she/he may appear before the council or board. An advisor must be a member of the university community unless otherwise approved. If the advisor is an attorney, the VPSS's Office must be notified 48 hours prior to the hearing.
 3. That the student, not the advisor, is responsible for presenting her/his case. The advisor may not speak or participate directly during the hearing, including written communication.
 4. While not required, if direct questioning is in the best interest of the proceedings, the accused shall be permitted to question witnesses testifying against her/him at the hearing. Questioning may be conducted indirectly through the Conduct Board.
 5. That the hearing shall be conducted in accordance with policy set forth in Hearing Procedures (Section C); and
 6. That a record of the hearing will be made and filed with the office of the VPSS.

The letter of notification shall be sent to the student's current local address as recorded in the Office of the Registrar and shall be postmarked no less than three (3) days prior to the time designated for the student's appearance before the council or board, unless a shorter period of notification is acceptable to the student.

- B. Rights of the Victim — a student who files a disciplinary complaint which results in a judicial hearing has:
1. The right to be kept informed throughout the process.
 2. The right to have the presence of a counselor or advisor.
 3. An advisor must be a member of the university community unless otherwise approved. If the advisor is an attorney, the VPSS's Office must be notified 48 hours prior to the hearing. The counselor/advisor may not speak or participate directly in proceedings including written communication.
 4. The right to present witnesses and pertinent information for consideration.
 5. The right to remain present throughout the judicial hearing excluding council deliberations, unless the victim is to be called as a witness. If the victim is to serve as a witness, the victim(s) will not be allowed to remain present during periods of questioning that may impede fair and objective response. (see Section C)
 6. The right to submit, orally or in writing, a victim impact statement to any disciplinary council.
 7. The right to have past unrelated behavior excluded from any hearing.
 8. The right to be informed to the outcome of the judicial hearing.

C. Hearing — The purpose of the hearing is to arrive at a decision regarding a student's responsibility for violation of University rules or regulations to provide due process for the accused, and to recommend a sanction. Such decisions affect students and their relationship to the University. The hearing is closed. The integrity of the confidentiality of all student cases should be maintained.

Decisions of the Conduct Board shall be by majority vote. The agenda for the hearing is as follows:

1. Call to order.
2. Presentation of the charge(s).
3. Response of the accused to the charge(s): Responsible, not responsible, or no plea.
4. Presentation of case against the accused student, which may include testimony of witnesses and supporting information on the charges. The accused may ask questions of these witnesses.
5. The accused will present a response which may include testimony of witnesses and supporting information.
6. All witnesses will be called separately and may not hear each other's testimony.

7. Examination and questioning by members of the Conduct Board will follow both the presentation by the University and the defense of the accused.
8. The decision is reached by the board as to whether or not the student is responsible for the violation she/he is charged with. These deliberations will be closed to all but the members of the board. The deliberations may extend beyond the scheduled hearing date.
9. The decision of responsibility is determined by the Board. The Board may also make recommendations for sanctions or recommend that sanctions be determined by the VPSS.
10. The VPSS will take any recommendations for sanctions under review. The VPSS may concur with sanctions recommended by the Board, may recommend other sanctions in consultation with the Board, or if no recommendations regarding sanctions are brought forward, may issue sanctions.
11. The conclusions of the hearing will be communicated to the accused in writing as soon as possible. Sanctions will be included in communications with the student.

If, at the formal hearing of the case, the accused student or her/his representative fails to appear or provide the hearing body with adequate prior notice of a reasonable excuse for not appearing, the case will be disposed of in a manner that is deemed just. The case may be reopened if the defendant presents sufficient excuse for his/her absence within five days following the disposal of the case. However, in any case where the defendant pleads not guilty, he/she must be present at the hearing.

- D. Disciplinary Sanctions — The following are possible disciplinary measures which may be imposed upon a student for a violation of a University rule, regulation, city, state or federal law. This cannot be considered an exhaustive list, as it may be enlarged or modified to meet the circumstances of a given case.
1. Expulsion — permanent severance of the student’s relationship with the University.
 2. Disciplinary suspension — temporary severance of the student’s relationship with the University for a specific period of time no less than one semester.
 3. Temporary Suspension — Prompt and decisive action may be taken by the VPSS in extreme cases before there is opportunity to conduct a hearing, as in the cases in which a student’s continued presence on campus constitutes immediate threat or injury to the well-being or property of members of the University community or to the property or the orderly functioning of the University. Students suspended or expelled under such conditions will receive a prompt hearing on the charges against them.
 4. Disciplinary probation — notice to the student that any further disciplinary violation may result in suspension.
 5. Restrictions — exclusion from a particular activity, suspension of self-regulated hours, etc., for a specified period of time.
 6. Judicial and/or administrative reprimand — oral or written statement of disapproval to the student that continuation or repetition of conduct found wrongful within a specific period of time may be cause for more severe disciplinary action.
 7. Restitution — reimbursement for damage or misappropriation. The monetary reimbursement can be part of, or in addition to, other disciplinary action.
 8. Forced withdrawal — from the academic course in which the offense occurred without credit for the course (WP or WF in course).
 9. Change in grade — for the course in which the offense occurred or for the project or paper involved.
 10. Residence hall probation — notice to the student that any further disciplinary violation may result in his/her removal from the residence hall.
 11. Loss of residence hall living privilege — The student will be removed from the residence hall only after he/she has demonstrated that he/she is unable to conform to a community living environment and that his/her presence proves to be detrimental to himself/herself or others.
 12. Work sanction or special assignment — assignment of work hours, activity planning, program development, review of pertinent materials or required attendance at a “help” agency.
 13. Off-campus disciplinary action — If a local, state or federal regulation/law has been violated, a student may be adjudicated by the proper authorities in addition to being subjected to a University hearing and disciplinary action.
 14. Required educational programming

15. Parental notification

For resident students, contract probation and/or termination from the residence hall or university, withdrawal of privileges, performance of work assignments, changes in housing assignment, suspension or expulsion may result because of inappropriate behavior within the residence hall. Residents should be aware of specific regulations and policies of the residence hall system outlined in the Community Living Section of this handbook and the student's rights and responsibilities (also outlined in this handbook).

E. Withdrawal For Psychological Reasons

Students at Mississippi University for Women may either be required to take a mandatory leave of absence for psychological reasons or may voluntarily request this leave of absence. Students may also be removed from the residence halls for psychological reasons if their behavior seriously interferes with the living environment of the other students in the residence halls.

Treating Professional's Re-enrollment Questionnaire: It is the practice of MUW that any student subject to mandatory withdrawal (from this or any other institution) for reasons that are deemed a serious threat to the student or the university community, must submit a Treating Professional's Re-enrollment Questionnaire from the treating psychiatrist, other physician, and/or license psychologist. The enclosed form, a brief statement of recommendation fro reenrollment on office letterhead, and a treatment summary must be submitted to the University before the student will be considered for reenrollment.

Mandatory Leave of Absence

The university may require a student to take a leave of absence based on the recommendation of the professional Counseling Center staff or upon recommendation of the University Threat Assessment Team. The Vice President for Student Services may impose this leave of absence if the student poses a threat to the lives or safety of himself/herself or other members of the MUW community as evidenced by overt behavior or as evidenced by a medical condition or behavior that seriously interferes with the student's ability to function or seriously interferes with the educational pursuits of other members of the MUW community.

Notice will be provided that a student may be subject to involuntary withdrawal. A representative of the Vice President for Student Services will enlist assistance from the Department of Community Living's Counseling Services and a faculty member from the student's academic division to assist in making decisions about requiring students to take a leave of absence for these reasons. A leave of absence may be for any amount of time deemed necessary. The student may be required to be evaluated by a counselor or other licensed psychologists as part of a plan to allow the student's return to the university.

It is the practice of MUW that any student subject to mandatory withdrawal (from this or any other institution) for reasons that are deemed a serious threat to the student or the university community, must submit a Treating Professional's Re-enrollment Questionnaire from the treating psychiatrist, other physician, and/or license psychologist. The enclosed form, a brief statement of recommendation fro reenrollment on office letterhead, and a treatment summary must be submitted to the University before the student will be considered for reenrollment.

Voluntary Leave of Absence

A student may also petition the Vice President for Student Services to receive a leave of absence for psychological reasons. The leave of absence may or may not be granted, based on the circumstances of the request and an interview with either the Assistant Director of Community Living for Counseling Services, a licensed counselor or a licensed physician. For this leave of absence to be granted, the request must come prior to the last three weeks of the semester.

Removal from Residence Halls

Students may also be removed from the residence halls for psychological reasons if their behavior seriously interferes with the living environment of the other students in the residence halls but is not severe enough to warrant a student being required to take a mandatory leave of absence from the university. The Director of Community Living may recommend the decision to not allow a student to continue living in a residence hall. Notice will be provided that a student may be subject to involuntary withdrawal. A representative of the Vice President for Student Services will enlist the Assistant Director of Community Living for Counseling Services to assist in making decisions about requiring students to take a leave of absence for these

reasons. The student may be required to be evaluated by a counselor or a physician as part of a plan to allow the student back into the residence halls.

A student may appeal a mandatory leave by presenting his/her case to the President of the University. A student will be given an opportunity to examine the evaluation and discuss it with a university representative before a final determination is made.

- F. Appeal Procedures — All decisions may be appealed to the President of the University. A student wishing to appeal a ruling must notify the Office of the President within 48 hours after receiving notice of said ruling.

The Honor Code

Mississippi University for Women is known for high academic standards, ideals and traditions. Each student who enrolls as a student at MUW is expected to uphold this code.

“I pledge myself to uphold the highest standards of honesty in all phases of university life both alone and with many and accept my responsibility for helping others to live up to such standards. All this I will do that my University may become greater, better and more beautiful than when I entered it.”

General Rules on Student Organizations

Students’ Role in Institutional Decision-making

MUW students are represented by their SGA and are represented on the Administrative Council and Academic Council, as well as other university committees, such as the Traffic Appeals Committee. MUW students are encouraged through Orientation, “University 101,” and their faculty advisors to take an active role in University affairs and institutional decision-making. The SGA offers students excellent opportunities to serve on committees internally that seek to promote growth and change in University policies.

Involvement in campus organizations can significantly contribute to a student’s total education. The value of experiences gained through group participation is directly related to the types of programs and activities offered. A student organization’s continued existence and growth depends upon how successful it is in meeting the needs of its members and exposing them to meaningful experiences.

For more information on student organizations, contact the Office of Student Life, Cochran Hall, 329-7350.

MUW Procedures Governing Student Organizations

Involvement in a campus organization can significantly contribute to a student’s total education. MUW recognized organizations are afforded certain privileges and are expected to discharge certain responsibilities to retain recognition. There are eight types of organizations at MUW:

1. Departmental
2. Honorary Societies
3. Performing
4. Publications
5. Religious
6. Service
7. Social
8. Special Interest

Privileges

- A. May reserve facilities and use university services on behalf of the organization.
- B. Recruit new members on campus.
- C. Schedule the use of University buildings, grounds and equipment when they are available through the Office of Resources Management.
- D. Use services available through the Office of Student Life (poster paints, program advertisement, calendar, leadership training, etc.).
- E. Utilize services provided by the University such as facilities, storage, food service, campus mail, and public affairs. A copy of all such requests must be filed in the Division for Student Services.

- F. Participate in any University event which is intended to highlight the availability of student organizations.
- G. Solicit funds on campus (including charging for attendance at programs offered by the group) for the support of organizational activities. Permission to hold a fundraiser must be approved in advance by the Office of Student Life. Fundraisers involving credit card solicitation are forbidden.
- H. Participate in leadership training activities offered through the Division for Student Services.

Requirements

- A. Membership. Members of all organizations must be enrolled at Mississippi University for Women.
 - 1. All members must maintain an overall 2.0 grade-point average. An organization may set a stricter grade-point average requirement.
 - 2. Membership may not be restricted based on race, color, age, creed, sex, national or ethnic origin, handicapping condition or veteran status. An affirmative action statement must be included in the constitution.
 - 3. To be eligible for membership in a social organization a student must have a minimum 2.0 GPA from the previous semester and completed 12 semester hours at MUW.
- B. Advisors. Each organization must have an advisor. Each organization is free to choose its faculty or staff advisor who, by accepting appointment, agrees to maintain contact with the organization so as to be familiar with its programs and personnel, having in mind not only the objectives of the particular group, but also the best interests of the University.
 - 1. Additional responsibilities of advisors
 - a. advise and consult with the organization and its officers in its financial affairs to see that proper budgets are formulated, as well as proper disbursement of, and accounting for, funds of the organization and to see to proper security for payment of debts of the organization;
 - b. accepts any responsibility of advisor including transmitting communications between any University office and the officers of the organization;
 - c. maintains contact with the organization and its officers so as to be familiar with its program, financial status, and personnel.
 - d. be present for the entire time their organization uses Carrier Lodge.
- C. Required paperwork. The following minimum information MUST be on file in the Office of Student Life: the name of a faculty or staff advisor, a current constitution, an officer list. Social organizations must provide a membership list.
 - 1. Each constitution must include the following:
 - Purpose
 - Affirmative Action Clause
 - Method-Membership Selection
 - Method-Membership Termination
 - Officer Selection and Duties
 - Officer Term of Office
 - Financial Obligations
 - Type/Frequency of Meetings
 - a. If controversy arises within an organization, the official copy of the constitution will be used to determine points in question.
 - 2. Every registered student organization must submit an annual report by May 1 of each year. Forms will be mailed to each organization in April and extra copies will be available in the Office of Student Life. Failure to submit the needed information by the published date will result in inactive status.
 - a. Organizations are required to update their file at any time changes occur in officers or advisors.
 - b. Changes and additions in the constitution and/or by-laws of the organization must be submitted to the Office of Student Life within seven (7) days after adoption.
- D. Post Office Boxes. All recognized student organizations are required to have a Post Office box on campus. The organizations must have their own box. No organization may use an advisor's or division's box. Campus Post Office boxes are reserved strictly for MUW and MSMS faculty, staff, students, and

organizations. If an organization fails to meet the requirements for recognition or fails to pay the box rental, the post office box will be closed until information or payment is received. The privilege of bulk-rate may be used under certain regulations and guidelines of the Federal Post Office. Questions concerning bulk-rate or mail service should be directed to the MUW Post Office at 329-7408.

Rules Governing Social Organization Activities

Pledging/Member Intake for ALL Social Organizations and Greek Chapters

1. Pledging/member intake activities may only occur between the hours of 7am and 11pm, Sunday through Thursday, regardless of on-campus or off-campus location. Friday and Saturday hours are not restricted.
2. There are to be no pledging/member intake activities in the residence halls.
3. A list of all events during the pledging/member intake must be submitted in writing to the Office of Student Life for approval no later than two weeks prior to the first pledging/member intake activities. Organizations may not begin any activity prior to receiving written approval from Student Life.
4. Pledging/member intake activities may not begin prior to the first day of class each semester.
5. No pledging/member intake activities may occur during the week of midterms or finals.
6. The hazing policy will be strictly enforced during the pledging/member intake process.

Greek Recruitment

1. The Office of Student Life must approve the recruitment and intake process for all Greek organizations prior to beginning the process each semester.
2. Prior to bringing students online and having any member intake activities, the Office of Student Life must approve the list of students the chapter wishes to invite for membership.
3. During the fall semester, lines may only be picked up between September 1st and November 15th. During the spring semester, lines may only be picked up between February 1st and April 15th.
4. Failure to comply with these rules will result in disciplinary action for the organization.

Member records for Social Clubs and Greek Organizations

Member rosters should be submitted by each social and Greek organization to the Office of Student Life on the following dates: the last Monday in August, October 15th, the last Monday in January, and April 15th. Should these dates fall on the weekend, they will be due the next business day. The roster should include actives, pledges, neophytes, callees, and candidates.

Planning Student Organization Programs

- A. The Office of Student Life must be made aware of and approve all activities sponsored by student organizations. A facility reservation form must be completed and signed by the advisor and the Office of Student Life to sponsor an activity.
- B. An organization should not assume that an activity is acceptable only because it is not specifically prohibited. In planning all activities, an organization should consult with its advisor. When there is a doubt to the appropriateness of an event (on- or off-campus), the organization should contact the Office of Student Life.
- C. A recognized organization will not use its official status for any purpose other than its own organization. This shall include, but not be limited to, sponsoring activities, reserving facilities or carrying on business for an unchartered group.
- D. Written approval from the Student Life Office is necessary for a student organization to sponsor an event with an off-campus or unchartered group.
- E. Organizations may use sidewalk chalk in front of Hogarth Student Center and other specified areas to advertise events. A plan for such advertising must be approved by the Office of Student Life. Chalk is not to be used on any building or on building steps.
- F. Security at all social functions on campus which are open to the general public, either free or through paid admission, the sponsoring student organization must hire security guards to assist with maintaining control over who attends and the behavior of those in attendance. (Security must be registered with University Police.) The number of security guards needed, will depend upon the size and nature of the event and will be determined in consultation with the University Police.

G. Student organizations cannot be the sole sponsor for events in which high school students will be the primary audience and/or primary entertainment for the event. These events must also be sponsored by a campus office with a faculty or staff member of the sponsoring office present.

Hazing

Programs for members, new members or pledges in all organizations at MUW should be designed to support the University and local community and to broaden the individual's educational experiences.

Every organization is required to inform new members and/or pledges in writing of the specific requirements necessary to complete the organizations new member and/or pledge program. A copy must be submitted to the Office of Student Life for approval. Only active members of an organization who are currently enrolled as students at MUW may formulate and/or implement programs for new members or pledges.

All organizational experiences should encourage academic excellence and provide opportunities for personal growth; therefore, all organizations shall ensure that their members, alumni, pledges or other persons do not participate in any hazing ceremony, activity, or practice.

Hazing is defined as any action taken or situation created intentionally or unintentionally— whether on or off campus — to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing includes servitude, which is often defined as “personal favors.” Specifically, hazing includes, but is not limited to, the following:

1. Activities and situations which create excessive fatigue.
2. Physical abuse and psychological shock.
3. Wearing apparel which is conspicuous and not normally in good taste.
4. Public stunts and jokes or activities.
5. Morally degrading, humiliating or embarrassing games, stunts, jokes or activities.
6. Late-night sessions (past 12:00 midnight) or requirements which interfere with scholastic activities.
7. Any activity which requires an unreasonable or inordinate amount of the individual's time or which impairs the individual's academic efforts.
8. The placement of any liquid or solid matter in the mouth or the rapid consumption of food or liquid.
9. Any action which would place the individual in immediate danger. Obstructing vision is strictly prohibited.
10. Paddling in any form to include the threat of paddling.
11. Any activity which requires a student to miss class or a work assignment.
12. Requirements which compel the individual to participate in any activity which is illegal, contrary to the individual's genuine moral or religious beliefs, or which is contrary to the rules and regulations of the University and the State of Mississippi.

Drug and Alcohol Policy (see page 73 under Policies)

Alcoholic Beverage Guidelines for Student Organizations

A sponsoring organization and its officers may be held legally accountable for incidents arising from the misuse of alcoholic beverages, including consumption by persons not twenty-one years of age or older. The following suggested guidelines should be followed when an organization permits alcoholic beverages to be brought to a function away from the campus. Student organizations planning to sponsor events off campus at which alcoholic beverages will be consumed are asked annually to meet with a member of the Student Life staff to discuss legal problems and other concerns related to such events.

1. Events utilizing alcoholic beverages should be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members or guests comply with applicable laws and university policies. Alcohol is not permitted on the campus of MUW.
2. The organization should emphasize that participants should not drink and drive.
3. Non-alcoholic beverages should be made available. Food should always be served when alcohol is present. These should be high protein items (cheese and crackers, hot dogs, pizza, etc.) If popcorn and peanuts are served, they should be unsalted.
4. Intoxicated individuals should not be served. Non-drinking individuals should be in attendance to monitor the consumption of alcoholic beverages.
5. Alternatives to drinking should be offered. Diversions should be available (dancing, television, etc.)

6. The organization should stop guests from consuming alcoholic beverages at least one hour before the function ends.
7. No contest involving alcohol should be encouraged.
8. Open parties, meaning those unrestricted, which are structured around the consumption of alcoholic beverages, are prohibited.
9. The organization and its members should not force drinks on their guests.
10. Social clubs, fraternities, sororities and other organizations should develop and support programs that seek to educate members on alcohol awareness.
11. An effective system should be in place to transport drinkers home (e.g., buses or non-drinking designated drivers).

Withdrawal of Recognition/Registration

A decision by the Office of Student Life to withdraw registration of a student organization may come about in one of five ways: (1) the organization fails to maintain compliance with the initial requirements for registration; (2) the organization ceases to operate as an active organization; (3) the organization requests withdrawal of registration; (4) the organization fails to submit required reports to the Office of Student Life; or (5) the organization operates or engages in any activity in violation of city, county, state, or federal laws or in conflict with rules and regulations enacted by the university or the Mississippi Institute of Higher Learning.

In the event the University seeks to impose withdrawal of registration or suspension of an organization on the basis of (5), the organization will be subject to the disciplinary procedures outlined in this guide.

Serenades/Marches

Organizations may schedule a serenade or a march on the campus of MUW. Marches are not allowed inside the residence halls. All campus marches must take place between 7:00 a.m. and 11:00 p.m.

Organizations wishing to schedule a serenade, march, or similar event must complete a Facilities Reservation Form. The following information must be supplied:

1. Sponsoring organization
2. Location where the serenade or march will begin
3. Route to be taken
4. Time and date
5. Final destination

Signatures on the form must be obtained in the following order:

1. Organization president or vice-president
2. Organization advisor
3. Assistant Director of Student Involvement or Assistant to the VP for Student Services

The form must then be taken to the Office of Resources Management. Guidelines referred to in the following section are applicable to serenades and marches by any organization.

Scheduling Events, Facility & Grounds Reservations, Set-Ups, and Equipment and Requisition

Scheduling

All events, on and off-campus, sponsored by student organizations must be scheduled through the Office of Student Life. Before finalizing plans for a campus event, please secure approval from the Office of Student Life to prevent duplication of programming and conflicts in scheduling. Events will not be approved if they conflict with another event already scheduled.

All events, on and off-campus, should be scheduled at least 10 days in advance of the requested day.

Student organizations wishing to co-sponsor an event with an off-campus organization not registered with MUW must have special written permission from the Office of Student Life.

Events scheduled for “W” Day, Scholars Day and Homecoming must be approved by the campus office that coordinates all activities during those times.

Facility Reservations

Mississippi University for Women facilities are designed to support the university and its mission. The University's facilities shall be used for educational, cultural or charitable purposes determined to be in the best interest of the university. The following procedures and guidelines have been established by Student Services and the Office of Resources Management.

Procedure for Student Organizations & MUW Divisions/Departments

1. Obtain a facilities reservation form from the Office of Student Life in Cochran Hall or the Office of Resources Management.
2. Complete and sign the reservation form.
 - 2a. Only the president or vice-president of a student organization may reserve a campus facility for his/her organization. No exceptions.
 - 2b. The recognized organization's advisor must approve and sign the request for facility use prior to submission to the Office of Student Life.
3. The form must be signed by the Assistant Director of Student Involvement, the Assistant Vice President for Student Services, or the Vice President for Student Services.
4. After filling out a Facilities Reservation Form and obtaining the proper signatures/initials, the organizational event will be recorded on the master schedule in the Office of Student Life.
5. Send the completed form to the Resources Management Coordinator at W-1611 or take it by the office.
6. The Coordinator for Resources Management will mail written confirmation to the organization. An activity should not be considered approved until this written confirmation is received.

Reservation Guidelines

1. All facility requests must be received by the Office of Resources Management in writing no later than 10 days prior to the scheduled event.
2. All applications for facility use will be considered in order of receipt.
3. Scheduled academic activities and continuing education events will have priority for the use of a facility.
4. The University may occasionally cancel a scheduled event. When cancellation is necessary, the unit or groups holding the reservations shall be given notice as far in advance as possible.
5. All activities sponsored in Carrier Lodge by student organizations must have a faculty advisor (or approved substitute) present during the entire event.
6. There will be a fee assessed to organizations for the use of Carrier Lodge.
7. The Carrier Lodge supervisor must be contacted in the event of an accident or emergency. The lodge supervisor will then notify the proper authorities.
8. Groups needing audiovisual equipment, piano, etc. should direct those requests to the Resources Management Coordinator at 329-7126.
9. Set-up and equipment requests must be made 10 working days prior to the event.
10. The utilization of electrical or mechanical systems must be supervised by qualified University personnel.
11. Persons are expected to return the facility and its furnishings to the same condition as found.
12. A fine may be assessed for negligence or damage.
13. All University regulations apply during any scheduled event.
14. The sponsoring organization and advisor are responsible for the conduct of all the participants at events.
15. If the regulations relating to the use of the facility are not observed, the University may withdraw the privilege of further use.
16. Tentative reservations for an activity or a facility will be held for three days; after that time, the activity and/or facility reservation will be canceled if not finalized.
17. MUW reserves the right to determine the time, place, and manner of any event.

Facility Set-Up and Equipment Requisitions

Work orders for services from Sodexho/Facilities Management should be submitted on a Facilities Reservation Form to the Office of Resources Management 10 days prior to the event, so that work orders can be forwarded to the proper departments.

Groups needing audiovisual equipment, pianos, etc., should direct these requests to the Office of Resources Management. Organizations are responsible for equipment used in their programming. All equipment must be returned by 8:15 a.m. to the Office of Resources Management the morning following the event. Fines may be imposed for late returns. Organizations will be charged for equipment not returned or for replacement of damaged equipment.

University property is not to be removed from the campus. Student organizations or organizational representatives are prohibited from removing University property without written authorization from the Office of Resources Management.

When an organization needs to move its own property on a weekend, a representative should make the request to the Office of Resources Management 12 days prior to the event. The Office of Resources Management will forward the request to Public Safety to have the building opened.

Security

Organizations are responsible for notifying the Office of Public Safety of all major events. A major event shall be defined as a serenade, march and all other events where off-campus people will be present.

Part III: POLICIES

Academic Dishonesty Policy

Students enrolled at Mississippi University for Women agree to abide by the university's Honor Code "to uphold the highest standards of honesty in all phases of university life" and, therefore, agree to refrain from any dishonest behavior in academics.

Students should consult the MUW Bulletin for definitions, consequences, and appeal procedures.

Advertising, Sales, Solicitation and Fund Raising Policy

Advertising is defined as the posting, distribution or display of any material or information or the use of public address systems on the MUW campus. All off-campus individuals or entities desiring to advertise or place exhibits on campus or to recruit students must request written permission from the Office of the Vice President for Student Services.

Posters, banners, signs or circulars displayed on campus must bear the name of the sponsoring organization. No pictures or references to alcohol shall be permitted on advertisements unless it is the name of the event. Persons responsible for individual buildings may determine where advertisements may be placed in the building. Advertisements are not to be placed on painted walls. Banners may be hung only in designated areas on campus.

The on-campus distribution of handbills or circulars on cars or car windshields will not be permitted without written permission from the Office of the Vice President for Student Services. Any form of advertising or solicitation that obstructs traffic entering or leaving university buildings is prohibited.

The campus mail system is not to be used for personal or commercial solicitation or advertisement. Advertisement, through the campus mail system, of approved activities or fund-raising events conducted by administrative units and student organizations is permitted.

Social organizations have a designated bulletin board reserved exclusively for their use. Only social organization information is allowed on this board. Social organizations are allowed to post on this board without the Office of Student Life's approval, as long as it pertains to social club information.

Any advertisement which is not posted according to the guidelines will be removed, including campaign materials. The university will not be responsible for notifying an organization or individual that materials have been removed.

Organizations may use sidewalk chalk only on concrete walkways in front of Hogarth Student Center and other specified areas to advertise events. Chalking is prohibited in front of all academic buildings, Welty Hall, Fant Library and on any brick facing/walkways. Only sidewalk chalk may be used. A plan for such advertising must be approved by the Office of Student Life.

Recognized University organizations or administrative units may conduct on-campus sales or fund-raising activities in Hogarth Student Center, residence hall lobbies or other designated areas. To prevent duplication, sales or fund-raising activities (on- or off-campus) should be coordinated through the Office of Student Services. The Director of Development/MUW Foundation must approve all off-campus fund-raising activities, including all forms of advertising. The fund-raising event form is available in the Office of Student Life for organizations to complete before planning the fund-raiser. This form will be forwarded to the Development/Foundation Office for approval.

Sales or fund-raising activities should be scheduled by completing a Facilities Reservation Form. These activities will be approved on a first-come basis and scheduled to avoid interfering with the success of another.

Products which are available in The Goose or The Bookend may not be sold. Product sale drives will be limited to three consecutive days, unless special approval is obtained.

Student sponsored raffles require special written permission from the Office of Student Life.

A student organization may be requested to give a financial statement of the fund-raising project to the Office of Student Life. Approved fund raising by University groups scheduling sales in the Residence hall lobbies will adhere to the following guidelines:

1. Sales must be scheduled with the Director of Community Living.
2. The Community Advisor or Community Director's permission for the sale must be obtained.
3. Sale items are limited to one table.
4. Sales may be held between 2 and 9 p.m.
5. Door-to-door sales are not permitted.

Solicitation Policy

A. Solicitation shall be defined as any advertisement or promotional effort through any means of communication or sale of tickets, products, services, and giveaways.

B. Please be advised that any individual student, faculty/staff member, non-university affiliate is required to obtain permission from the Office of the Vice President for Student Services. This includes, but is not limited to, businesses, as well as nonprofit and religious organizations. Request for approval should be submitted two (2) working days in advance of the visit date. A copy of a picture identification and social security card is required with application. It should be submitted to the VPSS's office in Cochran Hall, or mailed to MUW-1624, Columbus, MS 39701-5800. This permit should remain with the solicitor at all times while he/she is on campus and will expire after five (5) continuous days from the date of the visit.

The University will not be responsible for or provide storage space for goods that solicitors sell.

C. Upon arrival on campus, a driver's license or \$25.00 for the deposit should be submitted to the VPSS office. All outstanding fees owed should be paid by 4 p.m. at the conclusion of the permit. When all fees are paid, the license or deposit will be returned.

D. Solicitation may not occur during exam week; which begins two (2) working days preceding the week during which final exams begin and extends through exam week.

E. The cost for the campus operation of sales shall be fifteen percent (15%) of the revenue collected per day, or a minimum of \$60. In addition, there will be a seven percent sales tax if the solicitor does not pay his/her own tax. The cost for any type of advertisement or promotional effort shall be \$60 per day, except for posting information in approved areas, which will be free of charge.

F. If reservations are not cancelled within 24 hours of the date reserved or if monies owed are not paid on the reservation date, the \$60.00 fee will be assessed before any future reservations are allowed. Three no-shows in an academic year will result in revoked privileges for a solicitation permit.

G. Door-to-door solicitation is not allowed in residence halls, faculty/staff housing, or in the offices of academic and staff personnel. Solicitation will be allowed in the areas designated by the VPSS Office.

H. Solicitors are subject to the rules and regulations of the university and the laws of the state of Mississippi. Approval may be suspended or cancelled by the VPSS office or the office of Student Life.

I. Credit card and cash advance promotions, as well as solicitation for sale of products already available on campus is prohibited.

J. Solicitors cannot ask for or receive advance deposits on any product that is to be mailed to the purchaser.

K. Solicitors shall not be permitted to post printed advertisement on campus, except on inside bulletin boards, reception areas, and other approved areas after approval is granted by the VPSS Office

L. Printed advertisement, materials, or wearables shall not contain obscene material as defined by community standards; advertise the sale, or use of alcohol, tobacco, or illegal drugs; or contain libelous information.

M. Noncompliance with any of the provisions of these guidelines shall constitute a violation.

N. Appropriate legal action may be taken against individuals and non-university affiliates refusing to comply with regulations.

O. The university assumes no responsibility for the content, quality, or delivery of any product, but rather acknowledges and records that this solicitor will be on campus during the above mentioned dates.

Anti-Discrimination Grievance Procedure

The purpose of this procedure is to provide for the prompt and equitable resolution of an applicant's or student's grievance. A grievance is a school-related condition (1) that a student alleges to be unfair, inequitable, or a

hindrance to the student's effective performance or 2) that an applicant or student alleges to be discriminatory on the basis of race, color, religion, gender, age, national origin, disability (when reasonable accommodations can be made), disabled veteran status or veterans of the Vietnam era status. Retaliation against an applicant or student who files a grievance will not be permitted.

Applicants or students should contact Mississippi University for Women's Office of Academic Support Services concerning program or service-related complaints related to disability issues. The Director for Academic Support Services, who serves as the University's Disability Services Coordinator, may be contacted at 1100 College Street MUW-1633, Columbus, MS 39701, (662) 329-7138.

1. Applicants or students should first attempt to resolve the problem informally by meeting with the faculty/staff member involved.
2. If a solution cannot be reached, the applicant or student may request a meeting with the Director of Academic Support Services who is available to help facilitate a resolution. If the complaint is related to a specific course or service, the Department Chair or College Dean may be asked to assist.
3. The applicant or student may request a meeting with the Chief Academic Officer only after the attempts for resolution at the program level have been unsuccessful, or if the grievance concerns the Office of Academic Support Services. If a resolution is not reached, the student may present the grievance in writing to the Chief Academic Officer, explaining the grievance and the attempts to resolve the problem.
4. The Chief Academic Officer will convene the Student Grievance Committee.
5. Upon receipt of a grievance, the Student Grievance Committee must meet within three regularly scheduled school days to determine what data and materials to request from the student and faculty/staff member. Such requests for materials will be made in writing from the Committee to the persons involved. Materials or information requested from the Office of Academic Support Services concerning the student's disability will be provided unless the student denies permission to release information. The Committee may conduct a hearing regarding the grievance.
6. Evidence and background material concerning a case should be submitted to the Committee at least three regularly scheduled school days before the hearing, if one is held.
7. At the time of the hearing, students appearing before the Grievance Committee have the right to have a representative of their choice with them at the meeting. The student's representative may advise the student but will not be permitted to speak on behalf of the student during the hearing.
8. The decision of the Committee must be based on sufficient and credible evidence. The decision will be made by the Committee in closed session. All persons involved in the grievance will be notified in writing of the decision of the Committee within one week of the hearing.
9. Decisions made by the Committee must be immediately enforced by both faculty/staff members and students; however, both students and faculty/staff members have the right of appeal to the Chief Academic Officer.
10. The decision of the Chief Academic Officer may be appealed by students or faculty/staff members to the President for a final decision.

Disruptive Classroom Behavior Policy

Instructors have the right to tell a student who is disrupting class to leave the class for THAT particular class period. In extreme cases, campus security can be called to remove the student. Instructors may not remove a student from the whole course without due process for the student. Students who have violated the Student Code of Conduct are subject to disciplinary action (as defined in the Student Handbook).

Disruption of classroom activities is defined as intentionally disrupting or obstructing teaching, research or classroom activities.

Drug and Alcohol Policy

Alcoholic Beverages

A. No person may consume or possess any alcoholic beverages, containers, or bottles in the residence halls, or for student events in university buildings, or on any property or public location belonging to Mississippi University for Women.

B. The possession, sale, distribution or furnishings of alcoholic beverages is prohibited in the residence halls, or for student events in university buildings, or on any property or public location belonging to Mississippi University for Women.

- C. Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
- D. The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the university.
- E. Common source containers are prohibited in residence halls and on University owned property.
- F. Possession of any alcohol paraphernalia is prohibited.
- G. Empty alcoholic beverage containers (bottles, can, etc.) are prohibited in/on University owned or controlled property.

Drinking Age Law, Mississippi

Effective Oct. 1, 1986, it is illegal for any person under the age of 21 to possess or be sold, given, or furnished beer or light wine. This law has serious consequences for persons who provide or sell beer and light wine to individuals under 21, as well as for underage drinkers.

Drug-free Schools/Campuses

Mississippi University for Women acknowledges and adheres to the laws of the state of Mississippi. The University also complies with the Drug-Free schools and Communities Act Amendments of 1989. In compliance with federal and state laws, at Mississippi University for Women the following will apply:

Drugs

- A. The possession of any drug controlled by federal or state laws on or off campus is prohibited.
- B. In compliance with state and federal law, it is illegal to possess, consume, use, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of Mississippi University for Women or at event sponsored or supervised by the University.
- C. The manufacture, intent to manufacture, to furnish, or intent to furnish drugs controlled by federal or state law is prohibited.
- D. The sale, intent to sell, purchase, intent to purchase, deliver, or intent to deliver drugs controlled by federal or state law is prohibited.
- E. Possession or use of any drug related paraphernalia is also prohibited. The University reserves the right to initiate judicial action if drug violations occur on or off-campus. Students found to be in violation of the drug policy will be subject to disciplinary action which may result in suspension or expulsion.
- F. Over the counter or prescription medications should not be used in any way except the manufactures intended purpose or as prescribed.

Sanctions for Drug and Alcohol Offenses

Purpose

To provide appropriate developmental/educational experiences for students who violate the university's policy regarding drug and alcohol and to support the sections of the Student Code of Conduct which relate to drugs and alcohol.

Policy

It is the policy of Mississippi University for Women to maintain a safe and healthful environment for its students, faculty, and staff. Therefore, the university has established policies for students concerning alcohol use on campus. It is a violation of the Mississippi University for Women Student Code of Conduct for a student to possess, consume, or sell alcohol on campus. It is incumbent on students to become knowledgeable of these policies, whether for individual decision-making or for the planning of programs and events for student organizations.

Procedure

Alcohol Policy Infraction

A student who is currently found guilty of an alcohol policy infraction, and who is not on probation for previous alcohol-related infractions will face the following sanctions:

First Offense – The student will attend a meeting with a representative of the Vice President for Student Services. The student will receive a verbal reprimand, an alcohol policy flyer, and a description of the consequences for future infractions. This meeting will be followed by a letter which contains the same information, and the student will be placed on administrative probation.

Second Offense – The student will be required to attend the Drug/Alcohol Education Program, and a letter will be sent to the parents/guardians notifying them of the student’s violation of Mississippi University for Women drug/alcohol policy.

Third Offense - A student who is already on probation for drug/alcohol infractions, and who is found guilty of any other drug/alcohol infraction, will be suspended from the university for a minimum of ten weeks and not less than one semester (not to include the summer term) and will be required to attend the Alcohol Education Program during the first semester of re-enrollment following the suspension. A student suspended under this portion of the policy will be placed on indefinite probation when he/she re-enrolls.

Drug Policy Infraction

A student who is found guilty of a drug policy infraction and who is not on probation for previous drug or alcohol related infractions will face the following sanctions:

First Offense – The student will attend a meeting with a representative of Vice President for Student Services in which the student will receive a verbal reprimand and a drug and alcohol flyer. If the student is living on campus, he/she will be suspended from the residence halls. The student will be placed on administrative probation and a letter will be sent to the parents/guardians notifying them of this offense. The student will be required to attend the Drug and Alcohol Education Program. Students found guilty of selling or distributing controlled substances will be administratively suspended.

Second Offense – A student who is already on probation for a drug policy violation will be administratively suspended for a minimum of ten weeks and not less than one semester (not to include the summer term).

Health Risks Associated with Substance Abuse

The substance abuser faces many health risks if abusive behaviors continue. Physical as well as psycho-social problems may be present as a result of the continued use of alcohol or drugs.

Physical

- Long-term substance abuse may lead to heart muscle damage, increase the risk of heart disease, and lead to heart failure
- Liver destruction
- Severe damage to the digestive tract
- Damage to the reproductive system
- Can cause birth defects if alcohol or drugs are used during pregnancy
- Physical dependence with abuse of certain substances
- Malnutrition
- Blood disorders
- Risk of AIDS or Hepatitis if drugs are injected

Psychological

- Mood swings
- Mental disorders
- Depression

Social

- Personal tragedy
- Family violence
- Divorce
- Loss of friends
- Ruined career

- Legal problems
- Financial problems
- Accidents (e.g. motor vehicle accidents, drowning, poisoning, overdosing)

Additional information about how the use of drugs and/or alcohol affects your health is available in the Counseling Services Office in Kincannon Hall, 1st floor.

Mississippi University for Women does not currently provide drug/alcohol counseling, treatment, or rehabilitation programs for students. Referral to community treatment facilities may be made in appropriate cases. For a list of drug and alcohol programs in the community, contact the Department of Community Living or go to <http://www.muw.edu/personnel/policy/PS6704NEW.html>.

Mississippi University for Women will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol. Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation, and in appropriate cases, suspension from the University. The university reserves the right to contact parents of students who violate rules and regulations regarding the use, possession, or distribution of alcohol, when deemed appropriate. In addition, residence hall students will be removed from the housing system for the use or possession of illegal drugs. Referral for criminal prosecution may be made in appropriate cases.

Individuals involved in the sale or distribution of illegal drugs will be suspended from the University and referred to the appropriate authorities for criminal prosecution.

All employees, including students, agree as a condition of employment to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the workplace include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the workplace no later than five days after the conviction.

Firearms

Possession of firearms (or other statutorily defined weapons) on campus is a violation of state law and campus regulations. The only exceptions to a general prohibition of possession are those specifically noted by law.

For more information: MUW Police Department 241-7777

Non-Discrimination Policy

Mississippi University for Women does not discriminate on the basis of race, color, religion, gender, age, national origin, disability (when reasonable accommodations can be made), disabled veteran status or veterans of the Vietnam era status in admission or access to, or treatment or employment in, its programs and activities.

The University complies with Section 504 of the Rehabilitation Act of 1973 and Public Law 101-336 (Americans with Disabilities Act). The University provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the University's academic and employment requirements. Those needing assistance may call the Director of Academic Support Services at (662) 329-7138 or (662) 241-7471(TTY), or e-mail cfrazier@acadsupp.muw.edu.

Privacy Rights of Students and Parents

Students have the right to inspect and review their educational records upon written request to the University official responsible for maintaining the records. The University has 45 days in which to respond to such a request. Parents of students who claim these students as dependents for federal income tax purposes will be permitted to inspect and review the students' educational records unless the students have executed a written request denying the parents named therein the right to inspect and review the records. Students or their parents will receive an explanation of any part of their records.

The University will not deny students the right to review their records except for records that are specifically exempted from the provisions of the law. A denial of the right to review a record may be appealed to a faculty committee described later in this statement.

No charge will be made for searching out or retrieving records. However, if students request a copy of their records, processing and photocopy charges will be made.

Students may request a change in educational records they believe to be inaccurate or misleading. The University must reply to this request within a reasonable period of time. A decision to deny such a request may be appealed to a committee designated to hear grievances arising from the application of this act. A request for a committee hearing should be addressed to the Chief Academic Officer.

If the hearing causes the record to be amended, the amendment will be made and the student so notified.

If no amendment is made, the student may place an explanatory statement in the record, to be kept there so long as the record is maintained. The record shall not be shown, in whole or in any contested part, unless this statement is also shown.

The following records are not considered “educational records” and are not subject to review upon request by students or parents:

1. Records of instructional, supervisory and administrative personnel and ancillary educational personnel who are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.
2. Records of a law enforcement agency of MUW which are maintained solely for law enforcement purposes, maintained apart from the students education records, and are not disclosed to individuals other than law enforcement officials of the same jurisdiction.
3. Employment records, except for student records.
4. Medical, psychiatric and psychological records maintained for use in connection with the treatment of a student.
5. Records containing only information relating to a person after that person was no longer a student.
6. Records pertaining to persons who have never been in attendance, such as an applicant for admission to the MUW Graduate School by an undergraduate student at MUW.
7. Financial records and statements of parents.
8. Confidential letters and statements of recommendation placed in an educational record prior to January 1, 1975, provided they were understood to be confidential and are used only for the purposes for which they were specifically intended.
9. Confidential letters placed in the educational records on or after January 1, 1985, concerning admission. The University has the right to destroy an application to the University and an application for employment or the receipt of an honor, PROVIDED the student has waived his/her right to review these statements.
10. Other materials that the student has waived the right to see. MUW may REQUEST such a waiver but NOT REQUIRE IT. Such a waiver must be in the form of a written, signed and dated statement and must specify the class of education record involved, the class of the person involved, and the instructions involved. This waiver may be revoked at any time. The revocation must be in writing, signed and dated, and will apply only to material added to a record after the date the waiver is revoked.

The following records are educational records and are maintained by the MUW official indicated:

1. Records of dates of attendance, courses taken, grades and quality points earned, quality-point averages, probation and exclusion, academic majors, degrees awarded, name and address of students and parents — Registrar, Welty Hall.
2. Standardized test results — Assistant Director of Career Services, Cochran Hall and Vice President of Academic Affairs, Welty Hall.
3. Job placement materials — Assistant Director of Career Services, Cochran Hall.
4. Recommendation for students applying for internships, including student teaching — the Division head administering the program.
5. Files on student disciplinary matters and on general student personnel matters — Vice President for Student Services.
6. Financial records other than those excluded — Comptroller, Welty Hall.
7. General directory information — Director of Public Affairs, McDevitt Hall.

The Post Office address for these respective MUW officials is Mississippi University for Women, 1100 College Street, Columbus, MS 39701.

The University has a right to destroy an educational record unless (1) there is an outstanding request to review it; (2) it is an explanation by a student commenting upon the information in the educational records of the student and/or setting forth any reason for disagreeing with the decision of MUW not to change the student’s education records, as provided above; or (3) it is a record of access to a record that is being maintained.

The University will not disclose personally identifiable information from the students’ educational records without their prior written consent, except as follows:

1. To parents who claim the student as dependent for federal income tax purposes. It will be presumed that a parent under the Constitution has a right to information from a student’s educational records unless the student has requested in writing that a parent be denied this right or unless there is a legally binding

instrument on file to the contrary. If the parent's right is contested, the parent may submit an affidavit stating that the student is a dependent for federal income tax purposes.

2. To University personnel — including teachers, counselors, administrators and clerical workers — who must have the information to conduct usual University business.

3. To representatives of the Comptroller General, the U.S. Department of Education, and the State Department of Education for the purposes prescribed by the Title 20, United States Code Annotated Section 1232 (b)(3).

4. In connection with financial aid for which a student has applied or which a student has received, provided that personally identifiable information from the educational records of the student may be disclosed only as may be necessary for such purposes as:

a. To determine the eligibility of the student for financial aid.

b. To determine the conditions which will be imposed regarding the financial aid.

c. To enforce the financial aid.

5. To state and local authorities requiring such information under statutes adopted prior to November 19, 1974.

6. To organizations conducting studies for, or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction — PROVIDED that the studies are conducted in a manner that will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted.

7. To accrediting organizations when needed to carry out their accrediting functions.

8. To comply with a judicial order or lawfully issued subpoena in advance of compliance therewith.

9. To appropriate persons in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Prior written consent of the student is required before the University will release personally identifiable information, except as previously noted. The written consent must be signed and dated and shall include a designation of the specific education record to be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

MUW will maintain a Record of Disclosure for each request for and each disclosure of personally identifiable information from the educational records of the student. This Record of Disclosure will indicate (1) the parties who have requested or obtained the personally identifiable information from the educational records of the student and (2) the legitimate interests the party has in requesting or obtaining the information. Disclosures to the student; disclosures to parents; disclosures pursuant to the written consent of the student, which consent is specific with respect to the party or parties to whom the disclosure is to be made; disclosures of the official mentioned above; and disclosures of directory information will not be recorded.

Personally identifiable information shall only be transferred to a third party by MUW on the condition that such party will not permit any other party to have access to such information without the consent of the student.

MUW will disclose directory information as it deems appropriate unless the students notify the Registrar no later than two weeks after their registration for any semester that they do not want such information disclosed. The following information is considered directory information about students: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) the most recent educational agency attended by the student, (11) names and addresses of parents and guardians, and (12) e-mail address.

Notice that MUW complies with section 438 of Public Law 90-247, Title IV, as amended, will be carried in the catalogs and the Campus Guide.

Required Testing

As a part of curriculum assessment, MUW has instituted an evaluation, the Collegiate Assessment of Academic Proficiency (CAAP) Test. Those students who have completed at least 55 semester hours are required to take this test.

In addition, student assessments administered as part of a course may be retained by the University for use in program and/or University assessment of effectiveness.

Consult the MUW Bulletin for additional information.

Scholarship Policy

- Total MUW award package, including state, federal, institutional, and private funds may not exceed total cost of attendance¹. Scholarship awards will be adjusted should the total amount exceed this cost.*
- The total amount of institutional scholarships² awarded by the university may not exceed the total cost of tuition, room, board and a book stipend.
- Because Centennial Scholars and first year Hearin Scholars are required to live on-campus, they would lose award if living off-campus (unless approved to continue, but in this case, institutional scholarships may not exceed the cost of tuition).
- Those not maintaining required GPA³ will lose award.
- In addition to federal and institutional financial aid programs, Graduate Studies offers financial aid in the forms of graduate assistantships and partial scholarships. Graduate students who receive financial aid must maintain a 3.0 GPA.
- If departmental award causes institutional funds to exceed tuition, room, board, and a book stipend, previously awarded institutional funds will be reduced to reflect institutional costs. (This change will be made by Financial Aid.)

*In case of over-awards, the Financial Aid Office will reduce institutional scholarships first, primarily those scholarships awarded from General Fund.

Search and Seizure

In the event it is determined that search and seizure proceedings are indicated in the course of disciplinary action, the following standards will be followed:

A. If a student is under suspicion of concealing a restricted material, the University official shall acquire appropriate authorization before searching the premises and/or personal possessions of the student in question. Appropriate authorization may include:

1. Consent of the student under suspicion to search with the understanding that the search is for illegal or restricted materials.
2. A campus search authorization will be issued by the Vice President for Student Services or by a professional staff member only after reasonable grounds for said search have been established, based on a sworn statement from a person known to be reliable to the Vice President for Student Services or designated staff member. A copy of the authorization will be left at the site of the search or with the student under suspicion. A statement identifying any contraband confiscated will also be left at the site of the search, or with the student. Officials conducting a search under either of the conditions listed above must be accompanied by the student in question if available. In each case, the items being sought should be specifically identified. If any other illegal or restricted materials are found, the student will also be subject to prosecution for these violations.
3. A search instituted on the authority of a search warrant issued by a judge. The warrant is authorized by the judge on the basis of the police officer's sworn statement that there was probable cause to believe that the premises or person to be searched and the evidence proposed to be seized violates the law.

B. Another circumstance which would authorize a search by a University official consists of said official observing or otherwise determining through his/he physical senses (sound, smell, etc.) that a violation is taking place at any given time. For example, if a University official can see illegal contraband in a residence hall room, he or she does not need an authorization or consent of the student legally to enter and confiscate said contraband.

¹ Cost of attendance – tuition and fees, room and board, personal expenses, transportation, books and supplies, and loan fees (total budget as determined by Financial Aid)

² Institutional Scholarships – General Fund and Foundation Scholarships

³ See specific scholarship guidelines

C. In the event of a meeting involving off-campus speakers which may be attended by strong emotional feelings, or where there is a reasonable possibility that a speaker, members of an organization, or others may violate federal, state, or local laws or campus regulations in the course of the meeting, the president or his/her representative may authorize the search of persons entering the meeting.

Sexual Harassment Policy and Procedures

Mississippi University for Women seeks to foster an atmosphere of respect for all members of the University community. To this end, the University is committed to maintaining a work and learning environment free of sexual harassment.

Sexual harassment is a violation of federal law, as well as the rules and regulations of the University. Sexual harassment by faculty, staff, or students will not be tolerated at the University. Offenders may be subject to appropriate University disciplinary action up to and including dismissal or expulsion.

As used in this policy, the term “faculty” or “faculty member” includes all instructional staff, including graduate students with teaching responsibilities.

Definition and Examples

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile, or offensive learning or employment environment.

In order to constitute sexual harassment, it is essential that the behavior be unwelcome. Examples of sexual harassment include, but are not limited to, the following:

1. Physical harassment, including rape, assault, and unwelcome touching;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, academic status, or letters of recommendation;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity;
5. A course or pattern of conduct — particularly, comments of a sexual nature or sexually explicit questions, jokes or anecdotes — which embarrass or humiliate a student or employee;
6. A course or pattern of conduct which causes discomfort or humiliation to a reasonable person at whom the conduct was directed, including one or more of the following:
 - (a) Unnecessary touching, patting, hugging, or brushing against a person’s body;
 - (b) Remarks of a sexual nature about a person’s clothing or body;
 - (c) Remarks about sexual activity, sexual prowess, or sexual deficiencies;
 - (d) Repeated or unwanted requests for dates
7. Sexually degrading or vulgar words to describe an individual;
8. Leering, whistling, touching, pinching, and brushing the body, suggestive or obscene comments or gestures;
9. Gratuitous display of sexually suggestive objects, pictures, posters, or cartoons;
10. Verbal abuse of a sexual nature.

•Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their coworkers or fellow students.

•The display of sexually suggestive materials in the course of academic instruction should be considered within the context of the subject matter being taught.

Protection against retaliation

Retaliation against a complainant, whether by the alleged offender or from another source, is considered harassment. Retaliation against any individual for reporting sexual harassment will not be tolerated and will be

treated with the same strict discipline as the harassment itself. Retaliation is a serious violation of this policy and should be reported immediately.

Consensual relationships

The educational mission of the Mississippi University for Women is promoted by professionalism in faculty-student and supervisor-employee relationships. This professionalism is fostered by an atmosphere of mutual trust and respect. Actions of students and faculty members and supervisors and their employees that tend to harm this atmosphere undermine professionalism and hinder fulfillment of this University's mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the academic community.

Faculty members exercise power over students and supervisors exercise power over their employees, whether in giving them grades or promotions, praise or criticism; evaluating them or making recommendations for future employment; or conferring other benefits on them. Amorous relationships between students and faculty members or employees and their supervisors are obviously inappropriate when the faculty member or supervisor has professional responsibility for, and thus power over, the student or employee. Such situations greatly increase the probability that the faculty member or supervisor will abuse this power and sexually exploit the student or employee.

Given the fundamentally asymmetric nature of, and the "power differential" inherent in, such relationships, any appearance of voluntary consent on the part of the student or employee is suspect. Moreover, others in the department may be affected by such unprofessional behavior because it places the faculty member or supervisor in a position to advance or favor one student's or employee's interests at the expense of others, and implicitly makes obtaining benefits contingent on amorous or sexual favors.

The University therefore views it as unethical for faculty members to engage in amorous relationships with students who are enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship.

A consensual relationship between a supervisor and an employee reporting directly to the supervisor is also viewed by the University as inappropriate and unethical, regardless of whether both parties appear to have consented to the relationship.

Consensual Relationships Within the Instructional Context — No faculty member shall have an amorous relationship (consensual or otherwise) with any student who is enrolled in a course being taught by the faculty member or whose academic work (including work as a teaching assistant) is being supervised by the faculty member.

Consensual Relationships Outside the Instructional Context — Amorous relationships between students and faculty members, even those occurring outside the instructional context, are suspect by nature and may lead to difficulties. Particularly when the student and the faculty member are in the same academic unit or in units that are academically allied, relationships both parties view as consensual may appear to others to be exploitative. If a complaint of sexual harassment is made in such a situation, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

Further, in such situations (and in others that may occur in the future, which neither party can anticipate) the faculty member may face serious conflicts of interest. In certain instances, it may be necessary for a faculty member to withdraw from participation in activities or decisions that tend to reward or penalize the student involved. A faculty member who fails to recognize such conflicts of interest and withdraw accordingly may reward or penalize a student with whom the faculty member has had an amorous relationship. In such cases, the faculty member has violated her or his ethical obligations to the student, to colleagues, and to the institution. Moreover, actions that occur after the breakup of such relationships may cause problems; e.g. the lack of a favorable recommendation for the student from the faculty member may be viewed as retaliation for "breaking up" and may be actionable.

For all of these reasons, therefore, the University considers consensual relationships between faculty and students, even if outside the instructional context, as unwise and strongly discourages such relationships.

Consensual Relationships within a Supervisor-Employee Context - For the reasons cited above, the University considers a consensual relationship between a supervisor and an employee within the supervisor's scope of authority to be imprudent and unprofessional and strongly discourages such relationships.

Obligation to report. Should an administrator, supervisor or faculty member have knowledge of conduct involving sexual harassment or receive a complaint of sexual harassment, the administrator, supervisor or faculty member must take immediate steps to promptly report the suspected conduct or complaint to the appropriate

Affirmative Action Grievance Officer (AAGO) (see “Informal Procedures” following) so that the proper procedures may be implemented.

Due to the potential naiveté of some students, faculty members, in particular, should be sensitive to and, if appropriate, report situations in which one student appears to be sexually harassing another student.

Confidentiality

Procedures for prompt, appropriate corrective action are an essential part of the University’s effort to deal with sexual harassment. The University has established two procedures to address complaints of sexual harassment: an informal process and a formal process. All reasonable steps will be taken to assure that the complainant and the alleged offender are protected by the highest degree of confidentiality possible. Both parties are advised, however, that once an inquiry or an investigation has begun, anonymity may be impossible.

Informal procedures

Any individual who feels that she or he has been sexually harassed should make a complaint and seek relief through one or both of the following options:

Option 1: Discuss the alleged violation with the immediate supervisor of the alleged offender; or

Option 2: Report the alleged violation to any academic or administrative officer of the University, including any vice president, dean, executive director, department director, head, supervisor, or faculty member.

Under Option 1 or Option 2, the supervisor or officer receiving the complaint of alleged harassment will report it immediately to either the Vice President of Academic Affairs who serves as the Affirmative Action Grievance Officer (AAGO) for the academic area or the Vice President of Finance and Administration, who serves in the same capacity for the nonacademic area, whichever is appropriate. Either or both will hold a discussion with the complainant to determine the nature of the complaint, assist the complainant in defining the complaint, and provide the complainant an explanation of the informal and formal procedures available to the complainant.

If it appears that the basis of the complaint may be alleviated by obtaining information or making inquiries, and if such resolution is agreeable to the complainant, the AAGO will attempt such actions. If the complainant is satisfied by the information or answers received, the AAGO will annotate and date the complaint accordingly, and the complaint will be considered settled.

If the complaint remains unresolved and the complainant so chooses, the AAGO will meet with the alleged offender, will assist him or her in interpreting the complaint, and will request information on the alleged offender’s position. If desirable and agreeable to both parties, the AAGO may bring together the complainant and alleged offender and/or others who may be able to contribute to the resolution of the complaint.

If a resolution satisfactory to the parties is reached, the complaint will be concluded. The AAGO will write a statement indicating the agreement reached and sanctions or disciplinary actions, if any, taken. The statement will be signed and dated by the AAGO, the complainant and the alleged offender.

Where appropriate, an AAGO may appoint as his/her representative the Director of Human Resources, the Vice President for Student Services or other suitable individual to resolve through informal procedures a sexual harassment complaint.

Formal procedures

Since the formal procedural is quite detailed, it is not reproduced in this Student Handbook. Copies are available in the Office of Human Resources

Trips

Students on academic and/or disciplinary probation may not participate in MUW sponsored trips unless special permission is granted by the head of his/her Academic Division in the event of academic probation, or the Vice President for Student Services if on disciplinary probation.

Non-recognized student organizations or groups are prohibited from using University facilities or vehicles.

Part IV: Community Living

WELCOME

It is my pleasure to have you as a member of our residential community. Our residence halls are a vibrant and exciting part of campus life. We are committed to developing and building communities with you in mind. However, Community Living is more than just residence halls...it's about developing you as a student and a person.

Residential living is an integral part of the collegiate experience. National studies have found that students who live on campus participate in a greater number of co-curricular activities, interact more frequently with faculty and peers in informal settings, illustrate higher graduation rates, and are more significantly satisfied with their institution and collegiate experience.

Our residence hall program is designed to provide you opportunities for cultural, recreational, social, and academic growth as well as enabling you to develop your leadership skills. Our counseling services are designed to help support your various needs through a variety of support groups, individual counseling and/or outreach programming. Our Residence Hall Association (RHA) is an excellent organization for you to apply your leadership skills and to develop a positive and productive community environment in your residence hall.

The staff who work for MUW's Department of Community Living are committed to helping you resolve any concerns that may arise during your time in housing. Please do not hesitate to contact any of our staff if you need assistance. We hope that your time with us will be enriching and enjoyable and that we can support you in achieving your goals while here at MUW.

Please feel free to contact me at any time if you need assistance in any way!

Sirena L. Parker

Director of Community Living

TELEPHONE NUMBERS

<u>Office</u>	<u>Office Phone</u>
Community Living Office (M-F 8am-5pm)	(662) 329-7127
Callaway Front Desk	(662) 329-7422
Kincannon Front Desk	(662) 329-7748
Columbus Front Desk	(662) 241-6326
Jones Front Desk	(662) 329-7428
University Police (In case of emergencies)	(662) 241-7777

Community Living Staff

The Department of Community Living is overseen by the Director who has several support staff in place to assist with the daily operations. Staff includes two Assistant Directors, three Community Directors, two administrative assistants and numerous student staff.

The Assistant Director of Community Living for Housing Services and the Assistant Director of Community Living for Counseling and Community Development both oversee the daily housing operation. The Community Directors work with these Assistant Directors in the management of each residence hall and its student staff. Student staff includes Community Advisors (CAs), and Resident Technical Advisors (RTAs).

Community Advisors are assigned to various areas where they live on the floors with the residents of that area and serve as peer educators/peer counselors in helping residents connect to the campus; and Resident Technical Advisors serve in the various areas where they oversee the computer lab responsibilities and work closely with ITS on campus.

There are two areas on campus—North Campus which includes Callaway, Grossnickle, Hastings-Simmons and Columbus Halls. Kincannon Hall, and Jones Hall make up south campus. Each area has a desk operation that runs from 7pm-1am (Sunday through Thursday) and 7pm-2am (Friday-Saturday) that serves as the main point of contact for housing questions after normal university business hours.

North Campus is overseen by a professional Community Director housed in Columbus. Callaway is home to the social clubs; Hastings-Simmons is home to upper-class female students; Grossnickle is home to freshmen and sophomores in the Residential Honors Program; and Columbus is home to upper-class male students.

Jones and Kincannon are both overseen by professional Community Directors. Jones is home to upper-class female students while Kincannon is home to the freshmen Hearin Leadership Program students as well as the general freshmen class population.

COMMUNITY LIVING STAFF DIRECTORY

Director	Sirena Parker	sparker@ss.muw.edu
AD of Housing Services	Nick Cordingly	ncordingly@muw.edu
AD of Counseling & Community Development	Deanna Wilkins	dwilkins@muw.edu
Jones Community Director	Jami Kerkstra	jkerkstra@muw.edu
Kincannon Community Director	Nakkike Wallace	nwallace@muw.edu
Callaway/Columbus/Hastings-Simmons Community Director	Nate Wilson	Jnw3@muw.edu
Counseling & Community Development Administrative Assistant	Margaret Barry	mbarry@muw.edu
Housing Services Administrative Assistant	Brent Cissom	bcissom@ss.uww.edu

GETTING INVOLVED

Living in the residence halls provides countless opportunities for involvement. CAs plan initiatives for each floor and building, and the RHA provides opportunities for leadership development as well as social and educational activities. Your involvement is limited only by your desire and initiative. The residence halls provide a great environment to make the most of your MUW experience.

Residence Hall Activities

The staff of each building sponsors a variety of community development, cultural, educational, recreational, and community service initiatives. Many of these events are sponsored by both RHA and the Office of Student Life. However, many times your CA will host an event designed especially for the floor you live on. CAs should solicit ideas from residents but as a resident you should feel free to share your ideas for events/programs openly as well. With that, feel free to join your CA and/or plan a program that your CA can help you with.

You are encouraged to become involved in the many activities that occur in your building. Not only will you learn some new and valuable information, you will also meet many interesting people who may become your closest friends.

Residence Hall Association (RHA)

RHA is an organization that represents the students who live on campus and is the governing and programming board for all seven residence halls. Input from all RHA members is utilized to develop campus-wide social events,

respond to the issues and needs of on-campus students, and enhance the total residence hall living experience. RHA provides an excellent opportunity for students to get involved on campus and gain leadership experience!

National Residence Hall Honorary (NRHH)

NRHH is a sub-organization of RHA. Established in 1965 by the National Association of College and University Residence Halls, Inc. NRHH gives national and local recognition to students who have made outstanding contributions to the residence halls on their campuses. The organization consists of the top 1% of residential leaders on campus. Members are selected by current NRHH members. The organization strives to promote awareness and recognition to the residence hall students as well as Community Living student staff.

IMPORTANT THINGS TO KNOW

Cable

Cable television is available in every residence hall room. Students need to bring a cable cord.

Email

All MUW students have the capability to register for a free university email account. This account will be the official email correspondence that Community Living will use to contact you. If you wish to use a different account other than your MUW email, you must notify the Department of Community Living to change your contact preferences.

Housekeeping

Sodexo custodial staff daily clean all public areas—bathrooms, corridors, study rooms, lounges, and lobbies of the residence halls. All residents are responsible for the cleanliness of their own rooms, bathrooms, and the common areas in the suites. During health and safety checks, should a resident fail their room inspection, they will be given a time frame in which to clean their room, have another inspection take place, and, should they fail again, disciplinary actions will occur. Rooms and bathrooms must be left clean upon termination of occupancy. Failure to do so will result in a cleaning charge.

Insurance

If a student wishes to have personal property insurance, they may be covered by their parent's home policy or they may take out an insurance policy through an insurance company. The university is not responsible for damage to or loss of personal property in the residence halls due to fire, theft, interruption of water, heat or other utilities or other causes. Thefts, damage to property, etc. should be reported to Community Living and a report should be filed with the MUW Police department.

Internet Service

High-speed access to the university's campus network is provided to each student residing on campus. This network provides students access to the Internet, email, library, and other services. Information on connecting to the Internet is available through contacting your RTA and/or stopping by the ITS office in McDevitt Hall. If there are any problems with the Internet service, the RTA should be notified.

Laundry

Washers and dryers are located in all residence halls. There is no charge for laundry usage. However, it is very important that students remove their clothing from the washers and dryers immediately upon completing their cycle. Laundry services are to be used by residence hall students only. Dyes of any kind are not permitted in washing machines. For the convenience of other students and the safety of your property, clothes should not be left unattended. Anyone violating this policy is subject to disciplinary action.

Maintenance Requests

All maintenance requests should be reported to the CA of your residence hall. Unless the maintenance request is an emergency, five (5) working days should be allowed for repairs. In the case of an emergency situation (flooded room, broken window, overflowing sink, or toilet, etc.) please report the problem to the CA; however, in the event, the CA is unavailable, contact either the Community Director or the Department of Community Living so that the Physical Plant can immediately be contacted. In case the emergency situation takes place after hours, contact the front desk of your area for instruction.

Package Service

All packages sent to campus for residential students are delivered to the Kincannon front desk. Once a package has been delivered, proper notification will be sent out to the student's MUW Box. At that time, the student can present this notification with a picture ID to the Community Living staff member at the Kincannon front desk to obtain his/her package.

Storage

There is no available storage for students to keep their personal belongings on campus during the summer. Students wishing to keep their personal belongings in Columbus during the summer can contact a storage facility in town.

Telephones

There are common area phones for student use to make local and/or 9-911 calls. These phones are located at various areas in each residence hall for residential use only. Students wishing to have personal phones should contact a cell phone distributor. Community Living may ask for a telephone number to reach you for urgent matters and you may choose to give the cell phone or decline it. However, keep in mind, that another means of communication may be less likely to get urgent information in a timely manner than by providing your cell number.

Vending Services

Coin-operated vending machines containing snack foods and beverages are located on the lower floors of each hall. Any loss of money in vending machines should be reported to the vendor located on the machine. In the event that this issue is not resolved properly, please notify your Community Director. Refunds are made by the vending companies only.

W-Box

All residential students can sign up for an MUW mailbox in the post office located in Hogarth. All official mail correspondence from Community Living will be delivered to the W-Box unless it is an urgent matter. Students wishing to use another address need to contact the Department of Community Living to notify of any changes.

ROOM ASSIGNMENTS/CHANGES/CANCELLATIONS

Your residency with us as a student all begins with the assignment process. Whether you are a new student or a returning student, this information should help answer most questions pertaining to securing a room assignment. Please note that while the following sections will give a better understanding of the assignment process, this is not a full list of the housing contract conditions and students are encouraged to read the contract in its entirety for understanding.

General Room Assignments

New students will find the housing contract online at www.muw.edu/communityliving as well as in the admissions application. Students may also call our office to have one sent to them via mail and/or fax. Returning students generally go through room draw to secure their rooms for the next academic year but may also sign up through the regular contract application.

The housing contract serves as your application for assignment. Being a legal and binding document, we encourage you to fully read over all the articles in the contract before signing and returning along with your deposit. The deposit is to ensure that you are going to come and a portion of the deposit will be used as a credit on your account for the upcoming academic year (a portion is also non-refundable for handling charges). Your deposit (minus the handling charge) is refundable up until June 1st. After that point, you are locked into the contract for the room and the charge will be assessed on your student account.

Once a student applies for housing and has completed the application process (which entails submitting both a contract and deposit along with being admitted to the university), they are assigned to a space within the residence hall that best fits their class standing and/or request. Students wishing to live together as roommates must request each other on their housing applications or at room draw to be accommodated. There are no guarantees on requests for private rooms and all efforts will be made to offer private rooms as they become available during the consolidation process.

Check-in Procedures

Upon move-in, students will be given a Room Condition Report (RCR), their keys and will have either already had an ID made or will get their ID made upon check-in. Students will be escorted to their room and will be greeted by their CA who will help walk them through the RCR process if needed. This is not a time for students to swap rooms. Room changes will be honored during the consolidation process.

Private Rooms

When space permits, a student may request a private room for an additional charge being placed on their student account. The Department of Community Living will attempt to honor all requests for private rooms; however, the university reserves the right to consolidate private rooms should crowded conditions exist. Students will be contacted prior to any consolidation. Priority for private rooms will be given in this order: nontraditional (25 years or older) students, seniors, juniors and sophomores. Due to space limitations, freshmen are not allowed to have private rooms (unless there are exceptions including medical exemptions). If a private room resident later opts to accept a roommate, they will receive a pro-rated refund of their private room charge.

Over-Assignments

The Department of Community Living may assign a third occupant to a double room when the need arises. Normally, the third occupant in a double room will be reassigned within the first two weeks of class.

Yet to be Assigned List

There may be times when Community Living reaches its housing capacity. In these instances, students wishing to live on campus will be placed on a “yet to be assigned” list and are assigned as space opens in the summer. These students are assigned based on their original priority number (date that completed application was received by the Office of Admissions). No guarantee of housing and/or roommate preference can be honored for students placed on this list.

Reallocation of Space

Every year, due to changes in the student body and special interest groups that need housing, the Department of Community Living reevaluates current housing patterns and reallocates space accordingly. Due to these allocations, some residents may be required to move from their current room assignment and are unable to homestead their room assignment for the following year. These residents are not given any special consideration or treatment during room draw.

Medical Documentation for Special Housing

Students at MUW who are requesting special housing or dining accommodations or termination of their housing contract because of a medical or psychiatric condition must first submit appropriate documentation of the condition to the Department of Community Living. The student’s physician or therapist should provide justification of the requested accommodation if this is not evident from the provided documentation.

Decisions regarding eligibility for these requests can be reached only after appropriate documentation of the diagnosis and supporting data have been received. Students requesting this special housing should provide this documentation as soon as possible because of the time required to respond to individual requests. Requests for special housing accommodations are reviewed on a case-by-case basis and receipt of the documentation does not guarantee that the accommodation will be granted.

Guidelines for written documentation of a student’s medical or psychiatric condition are:

- Written statement from a licensed physician or licensed therapist.
- Associated lab, x-ray, and test data (if appropriate).
- Recommendation by the physician or therapist concerning specific housing or dining requirements.
- Justification by the physician or therapist of recommended housing or dining requirement (if not evident by #1 and #2).

Special Notes:

- ADHD and learning disabilities do not merit special housing or dining considerations.
- All residence halls are air-conditioned and smoke-free. Allergic rhinitis does not merit special housing considerations.

Room Consolidation

Room consolidation is the process in which during the first 14 days of the semester, any student who becomes the sole occupant of a room will receive a written notice from the Department of Community Living indicating to the student that they must do one of the following:

- Find a new roommate. The Department of Community Living will provide a list of students looking for roommates.
- Be reassigned a new room or roommate.

- Claim the room as a private with the added private room charge being placed on the student account.

Students who do not respond to the written notification in the first 14 days will, at the discretion of the Department of Community Living, either be:

- Reassigned a different room.
- Assigned a new roommate.
- Applied a private room charge.

Community Living will make the final decision on all moves during room consolidation. In the event that room consolidation occurs within a learning community, themed housing and/or other special interest housing, Community Living will work in cooperation with the respective department, social club, faculty, and/or staff member to ensure the best overall consolidation plan for that community.

Room Changes

It is the philosophy of Community Living that room changes are not the answer to all roommate problems. An important aspect of the collegiate experience is living and learning with different types of people with varying interests and traits. Residents working together, with the assistance of their CAs, can help solve problems. This experience can benefit everyone involved and in the end, residents will be better equipped to work with different types of people.

Room changes, whether within a hall or between halls, may not be initiated except during the time period determined by the Department of Community Living (known as room consolidation). Room changes may not occur without the consent of Community Living. All requests must be submitted to the Community Director in writing by the dates posted in the residence halls each semester. Anyone changing rooms improperly will be subject to disciplinary charges.

In the event there are roommate/suitemate issues and a resident wishes to change their room assignment, and all courses of mediation have been exhausted, the person requesting the move will be responsible for moving out of the room unless it has been determined that the result of the move is due to behavioral issues on the part of a roommate/suitemate. In these situations, the Community Director, reserves the right to make the final room change.

Meal Plan Changes

During the first 14 days of classes of each semester, students may change their selected meal plan. To change a meal plan option, a resident must contact their Community Director and request a change. Please allow 48 hours for the change to take place. After the 14th day, meal plans may not be changed for any reason.

Cancellation of Housing Contract

The Community Living housing contract is a nine-month contract that begins with the start of classes in the fall semester and ends with commencement in the spring semester. Students who sign the housing contract are required to live in a residence hall for both the fall and spring semesters if the student is enrolled at the university. Exceptions to this housing contract policy include those students who are fulfilling the requirements of their academic program through an internship, graduating, marriage, or withdrawing from the university (see the housing contract for specific details). Individuals who wish to file an appeal for the above stated reasons need to complete a cancellation form/contract appeal form in the Department of Community Living. Any appeals must include rationales with supporting documentation. Any appeal that does not include this information will not be considered by the appeals committee. The appeals committee will hear all contract appeals and will make the final decision. This committee

only meets twice each semester. In the event that a contract appeal is approved, the student will be charged a \$250 contract breakage fee.

If a student withdraws from the university during the semester, they must notify the Department of Community Living in writing to cancel their residence hall contract. They must check out of the residence hall within 24 hours of withdrawal from the university. A student should bring a copy of the university withdrawal form to the Department of Community Living to begin the cancellation process.

Remember the housing contract is a legally binding contract that is in effect for the entire academic year. Once a student moves into the residence halls, unless the student withdraws from the university within 10 days of registration he/she will be not be refunded for any housing charges. Also, failure to cancel a room assignment prior to the start of classes will result in a forfeiture of any deposits made as well as a full room charge being placed on the student account.

Also note that if a student is released from their housing contract prematurely through the appeals process, there is a charge assigned to the student's account for early release.

Termination of Contract by the University

The university reserves the right to terminate the hall contract of a student at any time. The university will attempt to give advance notice of such termination, but such advance notice shall not be required. Reasons for termination include (but are not limited to) disciplinary action that results in suspension and/or expulsion; health and safety concerns reported by appropriate personnel/faculty and/or staff; and building closings due to extenuating circumstances (i.e. natural disasters, building issues, Act of God, etc.).

Check-out procedures

A resident who wishes to move out of their residence hall room for any reason (withdrawal, room change, etc.) must officially check out of their current room assignment by:

- Completing and signing the Room Condition Report (RCR).
- Having the room checked for cleanliness and damages.
- Returning the room key and identification card to the CA.

Charges will be assessed to cover the cost of improper check-out procedures; services required to remove personal belongings; and damages/cleaning (labor and/or replacement cost) that has resulted from a resident's actions. The university will not be held responsible for loss of or damage to items left in a room. Any charge a student incurs must be paid before the student re-enters the university or receives official transcripts.

If a student is checking out of a room due to a room change, they must also properly check in to their new assignment.

Students checking out at the end of an academic term must do so within 24 hours after their last final exam. Any exceptions to this rule must be cleared through their Community Director.

Students may also check-out using the express check-out option. Students choosing this option may leave at the end of their contract and just turn their key in to their CA. By using this method, students do not have to do a walkthrough with their CA upon leaving. The CA will complete the RCR upon the student's departure and any

charges assessed during this time will not be up for appeal. Only those charges submitted from walkthroughs with the student will be open to appeal.

Please note that CAs do not decide the condition/outcome of whether a charge will be assessed for a room or not. That is the discretion of the Community Director and all appeals are heard by the Assistant Director of Community Living for Housing Services.

ROOMMATES/SUITEMATES

You may have come to campus having never shared a room with someone else. Being a good roommate and enjoying living with a roommate will depend upon your ability to listen, to communicate, and to compromise.

Obviously, you and your roommate are individuals with special interests, hobbies, likes and dislikes. It is not essential that you each share similarities in every aspect of college life in order to be good roommates. As with any relationship, conflicts will arise. How you handle those conflicts will determine your success!

One of the most rewarding aspects of Community Living is the opportunity to establish close friendships with people from a variety of backgrounds. Whether the roommate is a close friend from home or whether you are meeting for the first time, the roommate relationship can work and even be fun. For many, sharing a room is a new experience and can sometimes result in a few misunderstandings. It is important to realize that not only do you have a roommate, but you are a roommate. Getting along usually requires work, but the benefit of establishing friendships makes the work worthwhile. Even if a lifelong friendship is not established, learning to respect each other's differences without infringing on one another's freedom can be a valuable part of your education.

You and Your Roommate

Learning and living in close quarters with a person you do not know very well presents a challenge for you: to create an atmosphere between you that permits studying, relaxation and sleeping to occur, privacy needs to be met, and perhaps even a deep friendship to develop. All of the above are more likely to happen if the two of you communicate openly and listen willingly. Start by becoming acquainted with each other's background, attitudes, habits and moods so you know what to expect of each other. Keep in mind that your roommate will not be a carbon copy of you. There will be differences. You both need to adjust, accommodate, and compromise.

Hints to Make It Work

- Communicate — The key to a successful relationship with your roommate is communication. Sit down and talk about habits, preferences, moods, and values.
- Be understanding — Everyone has those days when everything seems to go wrong and bad moods are a result. Try to be understanding and help one another through the hard times.
- Establish "House" rules — To avoid misunderstandings, it's important to establish ground rules regarding each other's belongings, room cleaning (it's a wide spectrum between neat-freak and total slob), phone use, and visitation.
- Give each other some space — Togetherness is great, but you can have too much of a good thing. Consider your roommate's need for time alone and establish your own quiet time.

Roommate/Suitemate Agreement

If you find that you and your roommate and/or suitemates could use some help getting a discussion of issues started, your CA can help. He or she can provide you with a "Roommate Agreement" or a "Suitemate Agreement" to complete. This agreement will focus your discussion on areas of potential conflicts and help you and your roommate come to mutual solutions.

Protocols for communication/addressing concerns and issues

As a residential student, there will be times when you will face questions and/or situations that need to be answered and/or addressed. Whenever there are any concerns, please approach your CA first to communicate these issues/questions. The CA is a valuable resource who can put you in contact with the appropriate university personnel and/or direct you to the appropriate department. Also, the CA can be a general guide in assisting you with questions concerning the campus, Columbus and/or the residence hall in general. If you feel that the CA is not addressing your concerns, please contact the Community Director of your area to address any concerns.

Resident → Community Advisor (CA) → Community Director (CD) → Asst. Director →
Director → VP Student Services → President

Community Living Expectations

When we talk about Community Living, we are speaking about a totally different philosophy than Residence Life. In Community Living, we are looking to the students to govern themselves, to educate themselves, to promote service and activism. Furthermore, we are looking to student leaders, such as yourself, to help lead by being examples (i.e.—pillars of the community).

Every community must have a basic framework within which all members are expected to live cooperatively. The residence hall setting presents a special kind of living situation where students are living in close and constant contact. In this special living situation, it is most important that all residents be informed and respect the guidelines that help maintain a harmonious environment.

As a member of the residence hall family, you are responsible for becoming aware of and observing all published rules affecting your status with the university. Residence hall students are expected to follow the “Code of Student Conduct.” In addition, students are expected to comply with directives from the Community Living administrators and student staff. Failure of students to cooperate with any member of the Community Living staff when acting as representatives of the university will result in disciplinary action ranging from an educational sanction to eviction from housing.

RESPECT FOR PERSONS

Resident Bill of Rights

- Right to be respected.
- Right to a clean environment in which to live.
- Right to free access to one’s room.
- Right to personal privacy.
- Right to host a guest/visitation.
- Right to address grievances.
- Right to be free from fear of intimidation.
- Right to contribute freely in the exchange of ideas.
- Right to expect timely communication of matters that pertain to residency.

Right to be respected

As a resident at MUW, you are a respected individual on campus, including in your residence hall. This respect should be expected at all times. With this, however, comes the expectation that you will also respect others and the expectations of living in a community.

One of these expectations is acting in a manner which allows others the quiet enjoyment of the residence hall. Residents are to avoid causing excessive noise and/or disruptive behavior.

All persons who are present in the residence halls between the hours of 10:00 p.m. and 8:00 a.m. will be expected to observe quiet hours. Reasonable quiet hours are expected at all times and are strictly enforced. It is your right, as well as your responsibility, to let offenders know if their activities are in violation of quiet hours.

During Finals Week there will be 24-hour quiet hours to allow for an atmosphere conducive for studying purposes.

Students may play stereos, radios, computers, video games, TVs, VCRs, DVDs and musical instruments within the confines of their room. Students, while utilizing their equipment, are required to respect their floor members' rights not to be disturbed. Amplifiers, subwoofers, and Bose system use is not permitted in residence hall rooms.

Any time you feel that the noise level is unacceptable, please address the situation with the person who is making the noise. However, if the situation escalates or your request is ignored, please contact your CA to address the situation. Students found making excessive noise will receive a verbal warning from their CA. After a verbal warning has been issued, the student will be subject to further disciplinary action if they continue to be found making excessive noise. Disciplinary action may include the student removing any musical instruments or electronic and/or sound equipment involved in this policy violation.

Right to a clean environment in which to live

As a resident, you are entitled to a clean room and living environment. Anytime you feel that there are problems that are under the control of the university, please contact your CA with your concern. If the issue is due to a roommate/suitemate issue, you should try to address the issue with the individual(s); however, in the event that the situation escalates and/or is ignored, please contact your CA.

Residents are responsible for what occurs in their rooms and for keeping their living quarters free of safety and sanitary hazards for congenial group living. Reasonable sanitary conditions must be maintained at all times.

The university reserves the right to inspect, maintain and repair all residence hall rooms at any time. If the inspection reveals objects that constitute safety or sanitary hazards, the owners will be required to remove them.

Residents will be assessed service charges and/or repair costs whenever masking tape, adhesive picture holders, nails, thumb tacks, decals, etc., cause damage to walls and doors as well as other wood and metal surfaces in student rooms and public areas.

In the event that room repairs are needed, students are to write up a maintenance report form found at every CA's door and deposit it directly to the CA and/or under the CA's door. When making a maintenance request, students should be very specific as to the location and nature of the problem. The maintenance staff will exercise reasonable care while cleaning and repairing rooms, but the university is not responsible for personal items that are lost, damaged or stolen.

Also see "health and safety checks" policy in the general housing policies section.

Right to free access to one's room

Every resident is entitled to free access to their room and personal belongings at all times. However, there will be times when the university is closed and/or emergencies exist that may prevent the immediate access to your room/belongings. During these times, you are to contact the front desk of your area for access to the Community Director on duty.

Upon check-in, one room key/access card is issued to each resident. The key is the responsibility of the resident and must be returned upon check-out. The resident will bear the financial responsibility for any lost key/access card. If a key is lost or stolen, you are responsible for reporting it to your CA and for paying to have the lock changed. If your ID access card is lost or stolen, you are responsible for reporting it to Card Services and paying for a replacement. If there are any issues with access after receiving your ID, please notify your CA.

The following policy applies to students who get locked out of their rooms. This policy is in effect as a safeguard for both you and the university:

1. Student room doors will be opened only for the occupant(s) of a room. If you are not known by the staff member, you may be required to show some form of picture identification.
2. Custodians will not unlock your room for you. You will be referred to a CA.
3. If residents are locked out of their room at any time, they should contact their CA. If a staff member is not immediately available, the resident should contact the main office of Community Living during normal business hours. After normal business hours, the CD on duty should be contacted.
4. In the event of a lockout, the first time is free. However, repeated lockouts will result in a fine of \$5.00.

Right to personal privacy

All due respect is given to the privacy that residents enjoy in their own rooms. Occasionally, circumstances present themselves which necessitate authorized university personnel to enter a student's room. Authorized staff has the right of entry into a student's room for purposes of repair and maintenance, assessment of damages, inventory of university property, determination of violations of public health and sanitary regulations, compliance with university rules, regulations and policies, and emergencies where imminent danger of life, safety, health, or property is reasonably suspected. When possible, advance notice of need for entry will be given to the student occupants. Also see "health and safety checks" in the general housing policies section.

Right to host a guest/visitation

Residents are entitled to have guests visit them in the residence hall. This visitation is subject to certain rules and/or procedures.

Visitation is defined as the time when non-residents of that room are allowed to visit the room of their host. The hours of visitation are from 8am-1am Sunday through Thursday and from 8am-2am Friday and Saturday in all residence halls. Guidelines for visitation are as follows:

- Guests must be 18 years of age or older after 9pm unless they are MUW students.
- Guests are required to produce official picture identification when asked by university staff and must have a valid ID on their person at all times. Failure to comply will result in removal from the hall, the MUW campus, and possible loss of future visitation. All guests must always be escorted by host resident.

- Each host/hostess will be limited to two (2) guests at a time. Guests must enter and exit through the front door and are not allowed in stairwells other than for emergency situations.
- Residents may not check-in friends, family members or classmates for other residents who have lost visitation privileges.

Visitation Procedures:

- Host must meet his/her guest at the lobby to escort them to their room.
- Guests must always have an escort and a valid ID on them at all times.
- At no time is a visitor permitted to remain in the room or hall without the host. The host is responsible for the actions and behavior of his/her guest.

Residents are permitted to have guests of the same gender stay overnight in their rooms if:

- Guest is registered with Community Living at least 24 hours prior to staying overnight.
- Guest overnight stays must be approved by the roommate of the host.
- Only guests of the same gender may remain overnight.
- Guests are to stay no longer than two nights per month.
- Guests must be 18 years of age or older unless they are MUW students.

Remember that as an assigned occupant of the room, you are responsible for the behavior of guests and visitors in your room. You can only occupy and place belongings in your assigned room. Residents must allow residence hall staff entrance into their room during a social gathering to ensure adherence to all university policies and procedures. Refusal to allow entry into the room could result in the involvement of Mississippi University for Women Police Department as well as serious disciplinary action.

Right to address grievances

As a resident, you have the right to address any issue that you feel is warranted. As a member of the community, you need to let your CA know of any problems that are not being addressed so they can direct you where to follow through with your grievance.

Right to be free from fear of intimidation

As a resident, you are entitled to enjoy your room assignment without fear of intimidation from any potential roommate/suitemate. Behavior which attempts to force a roommate out of a room, and behavior which discriminates against a current roommate or against a newly assigned occupant will be considered by the university to be sufficient grounds for reassigning the existing occupants. In matters where there are roommate and/or suitemate disagreements, Community Living will work with the students through mediation including the use of a roommate/suitemate agreement. Any resident found guilty of intimidating and/or disruptive behaviors that would violate the agreement may have to move or pay additional charges for any unoccupied space.

Residents engaging in disruptive behavior (i.e., physical abuse, fighting, malicious destruction of property, uncontrolled horseplay, water fights, sports in the hallways, pranks, other rough play, etc.) that could endanger their own health and safety and/or that of other residents and guests will be subject to disciplinary action that could include (but is not limited to) immediate suspension from the residence halls.

Obscene conduct and public profanity will not be tolerated. Furthermore, Community Living respects and celebrates the diversity of residents housed therein. Statements of intolerance and/or harassment due to race, ethnicity, sex,

religion, disability, or sexual orientation are not appropriate and will not be tolerated. Violations will be subject to disciplinary action.

Loitering in the residence halls by persons who are not residents of that hall is prohibited. Guests must be accompanied by a resident host. Guests in the main lobby must be there for the specific purpose of visiting an identifiable resident.

Right to contribute freely in the exchange of ideas

Residents have the right to have open discourse in the exchange of ideas within the educational setting. While some views may not be as popular as others, each resident is entitled to be able to contribute freely in the community. However, this free exchange cannot come at the harm of another. This includes inciting violence and/or acts of intimidation towards others.

Right to expect timely communication of matters that pertain to residency

There will be times when Community Living will need to make adjustments to your residency status. This may include room consolidation, roommate changes and/or new assignments. In these times, Community Living will provide timely communication with you to ensure that you are not surprised at the last minute.

However, as residents, you are required to comply or cooperate with any university staff member's reasonable request. A university staff member is defined as any university employee, including all residence hall staff. Any behavior viewed as failing to cooperate, comply and/or interfere with a university staff member while in the performance of his or her duty also may result in disciplinary action.

RESPECT FOR SELF AND COMMUNITY

Part of the obligation of living in a community is to help safeguard the living environment. Literally hundreds of people, both residents and non-residents, have access to the halls. Because of this, you are encouraged to keep your room locked at all times when you are not in it and also to report people who seem to be tampering with locks, etc., to a staff member. In respecting one's self and the community in which they live, there are certain procedures in place to ensure your successful persistence as a student.

Campus Safety

Community Living staff works hard to provide the safest environment possible in the residence halls. In return, you are asked to take the time to think about your own safety by considering the policies and procedures outlined in this document.

Remember to report all suspicious behavior to both MUW Police and to Community Living staff. MUW Police are located in Hogarth on the second floor and can be reached through the blue phones on campus or by calling (662) 241-7777.

Remember:

- Never lend your keys or ID card to anyone.
- Never prop open or tamper with security locked doors.
- Always lock your room door.
- Never open a locked exterior door for anyone.
- If you lose your keys or ID card, report them immediately to MUW Police or a Community Living staff member.

Fire Prevention

The most important ingredient in preventing a fire is you. The following are residence hall policies and guidelines for preventing fires:

- Candles, oil lamps, and other open-flame or continuous burning objects are not permitted (even for decoration purposes).
- Students may not place or store furniture, trash or personal belongings in the hallways.
- Keep posters and other combustible decorations to a minimum.
- Incense is not permissible. Air freshener is acceptable as a plug-in or spray.
- Check electrical cords and appliances to insure they are in proper working order. Extension Cords are not allowed, only surge protectors can be used; however, only one surge protector may be used per outlet (surge protectors may not be plugged into other surge protectors).
- Check electrical outlets and surge protectors to insure they are not overloaded. Residence hall staff reserves the right to confiscate any electrical outlet or surge protector for health and safety reasons.
- Stairwell, hallway and fire doors should never be propped open.
- Halogen lamps, lava lamps and bulbs are prohibited in resident rooms.
- To avoid fire hazard, live Christmas trees are not permitted in your room. Low-heat bulbs and flame-retardant materials may be used to decorate your room.

Students violating any of the above guidelines will face disciplinary action.

Fire and Safety Equipment

The State Fire Code prohibits anyone from tampering with fire and safety equipment in the residence halls or in any campus building. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors. Interference with smoke detectors mandates immediate attention. Students responsible will be assessed for the damages and for the hourly rate of the repair person's labor. All violators are subject to disciplinary action and possible criminal prosecution. The maximum civil penalty for malicious use of fire and safety equipment will be enforced.

Fire Drill Procedures

MUW residence halls are required to conduct periodic fire drills each semester. Failure to respond appropriately to fire alarms will necessitate the scheduling of additional drills and disciplinary action against the resident(s) involved. If a resident fails to respond to a fire alarm he/she may incur a fine as well as be subject to further disciplinary action. Community Living staff and University Police reserves the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.

In Case of a Fire:

- Sound the fire alarm.
- Evacuate the building.
- Call the MUW Police Department at extension 7777.

When an alarm sounds:

- Feel the door from top to bottom with your hands. If it is hot, do not open it!
- If the door is cool, crouch low and open it slowly. If there is heavy smoke, close the door quickly.
- If the hallway is clear, exit via the nearest stairwell.

- Do not use the elevator.
- If you encounter heavy smoke in the stairwell, do not proceed; but go to a different stairwell.

If Trapped in a Room:

- Stuff towels or clothing under the door.
- Open windows – attract someone’s attention.
- Stay near the window for fresh air.

Tornado Drills

As a student at MUW, there will be times when a tornado warning goes into effect. It is imperative that you react quickly, yet in an orderly fashion, when the tornado siren alarms.

In the event of a tornado/hurricane warning (or other natural disaster):

- Close all doors behind you as you move toward the center of the building.
- Move to the appropriate location designated in each building.
- Lie face down with knees drawn under you and cover your head with your arms.
- Wait for further instructions from university or hall staff.

Keep the following in mind during a natural disaster:

- Stay away from windows and glass doors.
- Remain indoors until Campus Police, local law enforcement, or hall staff gives the “all clear” notice.
- Do not walk in, play in or drive through flooded areas. Floodwater contains hidden hazards and may be deeper and faster moving than it appears. Wear sturdy shoes (e.g. sneakers) at all times.
- Stay away from downed power lines.
- Keep handy the telephone numbers of family and other contacts as well as a road map of your locality.
- You may need to take alternative or unfamiliar routes if major roads are closed or clogged.
- Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions.
- If advised to evacuate, do so immediately! You will need to follow instructions from university and hall staff in the event of an evacuation.
- If you are outside, move quickly inside to a sturdy building. Go to the basement if one is available or stay on lower floor.
- If a building is not available, lie flat in a ditch or low-lying area.
- If you are in a car, get out of your car and head for safety.

Counseling Referrals

As a resident, you are entitled to utilize the counseling service that is part of Community Living. This service is a free, brief, individual service with a licensed counselor who can make referrals to appropriate mental health personnel if needed.

There may be times when a professor, staff member and/or CA feels that you are in need of counseling attention. This is not to assume that you need psychological help and/or medication; but rather, to refer you to counseling to address a behavior and/or a concern that has been observed. Remember, that while you may talk to your CA about anything, the CA is not a licensed counselor and cannot keep certain information confidential to the resident only. When residents that try to physically harm themselves, with or without the intent to kill themselves, or verbalize

their intent to kill themselves, or display any other psychologically inappropriate behavior, the CA must refer the situation to the Assistant Director of Community Living for Counseling and Community Development.

In extreme circumstances where there is an imminent threat to the safety of yourself and/or other residents, you may be removed from the hall pending a counseling diagnosis to return. Residents who are removed due to these extreme circumstances will not be allowed to return to the residence halls until they meet with the Vice President of Student Services and complete a psychological evaluation done by the Assistant Director of the Community Living for Counseling and Community Development. The Vice President of Student Services, Director of Community Living and Assistant Director of the Community Living for Counseling and Community Development will decide whether the student is capable of returning to the residence halls and under what conditions they can return.

In case of medical emergencies, Mississippi University for Women Police Department will be contacted to determine how seriously ill or injured the student is and will call emergency services for medical assistance if needed. University employees, including all residence halls staff, cannot transport residents to hospitals, doctor's offices or clinics for medical assistance. Medical assistance can be obtained on campus at the Campus Health Center. Students who are capable of denying medical attention may do so at no liability to the university. CAs must always contact the Community Director on duty whenever a uniformed agent/agency is on campus for an incident in the residence hall (i.e. police, fire, medical personnel).

Any questions or concerns about the procedures used in handling psychological and medical emergencies can be answered or addressed by the Assistant Director of Community Living for Counseling and Community Development.

GENERAL HOUSING POLICIES A-Z

While many housing policies are listed in other sections of this document, here are a few of the policies that have either not been mentioned or were not as defined as they are here.

Administrative Room Changes

Community Living reserves the right to require single occupants living in double rooms to move into another room or to take a roommate for consolidation.

Advertising in the Halls

Groups may advertise programs, activities and events through fliers, posters, banners and table tents. To have a sign posted within the halls, you must provide a copy of the posting and present it to the Kincannon desk for approval. Once the approval is given, it is the students/groups' responsibility to make copies. All copies must be turned in to the Kincannon front desk for posting. Community Living is responsible for posting all approved flyers. All advertisements must be pre-approved 24 hours in advance by the Department of Community Living before posting or distribution (this is in addition to any other approvals for posting given by Student Services, academic departments, etc.).

Any signage that has not been approved by the Department of Community Living will be taken down immediately. Violators of the advertising policy may lose their opportunity to advertise future events. They also may face disciplinary action.

Air Conditioners/Space Heaters

Individual air conditioners and/or heaters are not permitted in the residence halls at any time. Although all the halls are air conditioned, residents may wish to bring small fans for use in their rooms. See “health and safety checks” in the general housing policies section for more information.

Alcohol Policy

Mississippi University for Women is a dry campus. No alcoholic beverages or alcoholic paraphernalia (empty alcoholic beverages used as decoration) are allowed in any of the residence halls at any time. If any alcoholic beverages or paraphernalia are found in a room during safety room checks, the items will be confiscated and the student will be charged with violating the student code of conduct.

See “drug and alcohol policy” in the front section of the student handbook

Balconies/Roofs

Balconies are closed and secured for the safety of all residents. At no time can a student attempt to gain access to a balcony and/or roof of a residence hall.

Violations of this policy will result in disciplinary action, which may include restitution for damages to secured doors/hatches.

Bicycles

Bicycles cannot be parked in stairwells, hallways or doorways and they may not block or prohibit the use of fire exits or hall entrances. Bicycles may not be stored in your personal room or anywhere inside the residence hall. Bike racks are available outside of each residence hall for the proper storage of your bike. It is the resident’s responsibility to secure their personal bike to the rack. The university is not responsible for damage or theft of bicycles while on campus. Students are required to register bicycles with the MUW Police Department. At the end of each academic year, Community Living will require all residents to take their bikes home. Two weeks after the close of the academic year, all bikes present on residence hall bike racks will be removed and properly disposed. Any student wishing to keep their bike on campus during the summer must be enrolled in summer courses and/or must speak to the Community Director of their area.

Charges/Fines/Fees

Community Living has the right to levy and collect fines for unauthorized use or alterations of rooms, equipment or halls as well as for other judicial situations calling for restitution and/or recovery of damages as well as fines.

Computer Lab Usage

Each residence hall has a computer lab that is located in each building for the use of resident hall students. If there is a maintenance problem with any of the computers or printers, please report it to an RTA. Tampering with the computers may result in disciplinary action, along with charges and/or assessment of repair and replacement costs.

Priority for computer lab usage is given to residence hall students doing academic assignments. Students should not use the computers to play games or use e-mail and chat rooms. Students are strongly encouraged to be courteous to

their peers in their usage of the computer lab. If there are any problems related to behavioral issues in the computer lab, please report them to any CA.

Cooking and Appliance Policy

Due to the nature of residence hall living, the physical facilities of the halls, and the concerns for fire and safety standards, only microwave cooking is permitted in student rooms (unless your suite is equipped with a kitchenette). MicroFridges (combination microwave, refrigerator, and freezer) are provided and the proper use of the MicroFridge is the responsibility of each student. Students are not allowed to have an additional refrigerator/microwave in his/her room. Cooking appliances (such as percolators, toasters, toaster ovens, electric skillets, crock pots, and hot plates) are not allowed in student rooms. George Foreman grills or similar products are also not permitted. Also see “fire prevention” in respect for self and community section.

Damages and Vandalism

You are responsible for the condition of your room at all times. Furniture must remain in the same condition in the room as it was upon check-in. Upon check-in to the residence hall, a Room Condition Report (RCR) will be issued for your room. This form should be filled out carefully when you move in because it is used to determine damages which occur during the year. If you have any questions regarding the RCR and/or check-in/check-out process, please talk to your CA. If damage other than normal wear and tear occurs, you will be charged for any repairs.

The condition of public areas is the responsibility of all students. Please help maintain these areas by treating them with care. Damages which occur in public areas will be paid for by those persons doing the damage but can be charged to entire wings, floors or building if no perpetrator is identified. You can help keep your costs down by encouraging others to respect public areas and to assume responsibility for their actions.

Door Propping

Propping entrance doors and other such actions that allow other students or strangers to gain access to any residence hall are not permitted. If you are caught propping any exterior door to a residence hall or give access to an unauthorized person, you will be subject to disciplinary action.

Please note that the Department of Community Living is not liable for any missing or damaged property as the result of leaving doors unlocked, allowing others access to your personal room or by leaving your property unattended in public spaces. You are encouraged to secure your belongings at all times and to purchase renter’s insurance for any missing/damaged items prior to your arrival to campus.

Drug Policy

Students must observe federal and state laws regarding the use and possession of illegal drugs. The university does not permit the sale, distribution, use or possession of illegal drugs on campus, nor the use or possession of drug paraphernalia (i.e., bongs, pipes, hookah pipes, roach clips, etc.). Prescription drugs only are to be used by the person to whom they are prescribed and must be clearly marked on all bottles/receptacles, etc.

Students violating this policy will be subject to disciplinary action, which could include immediate suspension or expulsion from the residence halls. Also see “drug and alcohol policy” in the front section of the student handbook

Entering and Exiting Buildings

Residents are allowed to exit the building through any door that has not been listed as a prohibited exit. Residents may only enter through card accessible doors. Residents allowing access to a building by violating the door propping policy or holding the door open for another person may be subject to disciplinary actions.

Firearms/Weapons

Firearms and weapons are prohibited in the residence halls. Any resident in possession of a firearm may be subject to immediate suspension from the residence halls. Weapons include but are not limited to firearms, ammunition, hunting knives, switchblades, laser pointers, paint ball guns, slingshots, wrist rockets, air soft guns, BB guns, clubs or other instruments intended for use in personal combat. Any violations of this policy are subject to disciplinary action. Weapon storage is not provided on campus. Residents possessing these items may be subject to removal from residence halls.

If you have any other questions on whether something is considered a weapon and/or is prohibited, please contact the Department of Community Living.

Other weapons that are prohibited are listed in the “health and safety check” section of the general housing policies. Also see “firearm policy” in the front section of the student handbook.

Fireworks

Fireworks are not prohibited in or near the residence halls. Any violations will be subject to disciplinary action.

Furniture

Residents may not remove furniture assigned to their room. Beds should not be on dressers or blocks, but should remain on the floor or in a bunked position. No waterbeds are allowed at any time. Residents may not bring other beds or chests other than university property into their room.

Furniture placed in lounges and other public areas are for the use of all residents and may not be moved into your personal room and/or suite area. The university reserves the right to check rooms for furniture or other university property at any time such property is missing. Students found removing lounge furniture, study room furniture or any other university property will be subject to disciplinary action.

Hall Closings/Exceptions to Stay

All residents are required to leave the residence halls during designated holiday recesses and semester breaks. Holiday recesses and semester breaks are not included in room and board fees.

Housing may be provided for individuals who demonstrate an exceptional need to stay late, overnight or during an entire holiday recess or semester break after the halls close. All exceptions must be approved by Community Living. Any student given an exception to stay is still subject to all policies and regulations of the student handbook.

Health and Safety Checks

Community Living reserves the right to administer health and safety checks of rooms, suites and halls at various times throughout the year. These checks will be administered by CAs. Any prohibited items found during these checks will be confiscated and policy violations will be documented. Prohibited items include but are not limited to: flammable items (candles, incense, fireworks, propane tanks, lighter fluid, etc.); weapons (firearms, knives that

have more than three inches of blade, switchblades, paintball guns and any other item deemed as a weapon by reasonable standards); alcohol (including empty bottles and paraphernalia); drugs (and drug paraphernalia); appliances (more than one refrigerator/microwave); George Foreman grills (or similar items); coffee makers; open heating elements; toaster ovens; halogen lights (or other high-intensity lamps); extension cords as permanent outlets; unauthorized furniture; waterbeds; road signs/public works signs from the MUW campus and/or local area; prohibited animals; lava lamps; space heaters; grills; etc.

The following will also be documented:

- Excessive trash/extreme uncleanliness.
- Obstruction/tampering of smoke detectors and/or fire alarms.
- Overloading of outlets/unauthorized modifications to electrical fixtures.

Violations of these and other health and safety measures will result in disciplinary action.

Lofts

Lofts are not permitted in residential rooms. Any violations of this policy will be subject to disciplinary action.

Lounge/Lobby Usage

Hall lounges/lobbies are intended for the common use of residential students. Therefore it is not acceptable for these areas to be used for storage; for furniture to be removed from these areas; and for these areas to be used for group activities that would infringe upon the rights of other residents to use these spaces.

Groups may use these spaces with the consent of the Community Director for events/programs. Also, Community Directors may authorize residents the approval of painting the area and/or decorating the area.

Pets

Fish are the only pets allowed in the residence halls. Aquariums must not exceed five gallons in size. Any violations of this policy will be subject to disciplinary action.

Room Decorating Policy

Community Living wants you to feel at home in your room and encourages you to decorate it. In order to help maintain the condition of the rooms, certain rules must be observed when decorating:

- Students are reminded that the use of nails or glue on walls is prohibited.
- Masking tape should be used to attach posters and pictures. No scotch or duct tape should be used at any time.
- Permanent adhesives (double-sided masking tape, contact paper, etc.) are not to be used.
- Wall borders of any type are not permitted.
- All items brought into the facilities during the year must be removed from the building at checkout.
- All upholstered furniture brought into the student's room must meet commercial fire code.

Smoking Policy

Smoking is not permitted in any location in the residence hall area including all student rooms, suite rooms, lounges, closets, laundry room, hallways, bathrooms and balconies. Students wishing to smoke are required to smoke outside of the buildings. Smoking should not occur on front steps or entrances to buildings. Students wishing to smoke outside of the building must be 25 feet away from the building. Residence hall students and their guests violating this policy will be subject to disciplinary action.

Solicitation

Soliciting (by persons not affiliated with MUW) is not permitted in the residence halls. Ask salespersons to leave the building if approached. If they refuse, call MUW Police to have them removed. Any other forms of solicitation (fund-raising, etc.) must be approved by the Department of Community Living.

Community Living Judicial Process

Goals of Discipline

It is the intent of the Community Living staff to build the foundation of an educational experience through the disciplinary process. It is our hope that through the process students will accept responsibility for their actions and redirect their behavior more positively in the future.

The ultimate goal of the process is for students to learn to consider, in advance, the consequences of behavior and the impact it may have on themselves and others in the university community and making the appropriate decision based on that consideration. It is your responsibility to be familiar with contents of this handbook and the expectations it outlines for you as a student.

The Discipline Process

Although the primary responsibility for discipline rests with you, Community Living staff may initiate disciplinary procedures as appropriate. The Community Living Judicial Process is as follows:

1. When an incident occurs within the residence halls, an incident report is completed by the person addressing the situation (this may be a uniformed agent, an CA and/or a student)
2. The incident report should be signed by the person(s) involved in the incident. Signing the report simply indicates that the person(s) involved are aware of the documentation. It does not imply the bearing of guilt.
3. The student(s) involved in the violation will receive a letter to meet with the Community Director within three (3) days of the event to schedule a pre-adjudication hearing in which the student's due process rights will be discussed. Failure to meet with the Community Director constitutes a violation of policy. Students charged with violations will be given an option for an administrative hearing or a meeting with the residential review board.
4. The appeal process is as follows:
 - a. Incidents handled by Community Director will be appealed to the Asst. Director of Housing Services
 - b. Incidents handled by the Asst. Director of Housing Services will be appealed to the Director of Community Living
 - c. Incidents heard by the Director of Community Living will be appealed to the Vice President for Student Services
 - d. Incidents heard by the Vice President for Student Services will be appealed to the President of the university.

All appeals must be made in writing to the Community Living within 48 hours (2 working days) after meeting with the respective judicial officer/board hearing the case.

Judicial Sanctions

Community Living administrators have jurisdiction over any residence hall, policy violation, and/or individuals who allegedly violate said policies. Community Living staff reserve the right to consult with the University Counsel when necessary. Violations of residence hall rules and regulations will be dealt with through sanctions that will be determined by:

- Assessment of the seriousness of the violation.
- Consideration of mitigating circumstances of the case.
- The student's previous disciplinary record, if entered into the hearing or incident report.
- Consideration of previous cases bearing similarities in violation infractions.
- Directing a sanction with substantial educational impact so as to help the student understand the policy and prevent future violation.
- Imposing sanctions or taking actions aimed at preserving the community while considering the victim's rights.

Mississippi University for Women will not administer sanctions by policy violation due to possible extenuating circumstances. The sanctions listed below will range in severity without specificity to the violation but to the individual student and case. This list is not inclusive of all possible sanctions:

- Disciplinary warning
- Transfer to a different room, floor, or hall
- Housing probation
- Removal from residence hall system (which may be temporary, permanent, and/or immediate)
- Restriction from visitation privileges
- Restitution for damages
- Educational sanctions

PART V: MUW SONGS

Hail To Thee

Oh, hail to thee, oh, hail to thee,
Mississippi State so fair,
Thy loyal daughters sing to thee,
Our college beyond compare,
Oh, hail to thee, oh, hail to thee,
Thy name an emblem of light.
We rally to thee, to the yellow and white.

(Repeat from first)

The spirit of our M.S.C. is one of loyalty
And true fidelity.
It is the spirit of our glorious name
That gives our college its spread of fame.
The spirit of our M.S.C. is one of loyalty
And true fidelity.
We raise our voice to you with all our hearts.
Sing Sis-A-Boom!
Sis-A-Boom!
Rah! Rah! Rah!

Here's to our uniform of blue,
Here's to our friends so staunch and true
And to the faculty and president so wise.
Our hearts' allegiance never dies.

Here's to our ivy-covered walls
And to the golden days
That we have spent with thee,
Our dear old M.S.C.
MI-double-SI-double-SI-double-PI,
MI-double-SI-double-SI-double-PI,
ST-ST-STATE-State.

Here's to our uniform of blue,
Here's to our friends so staunch and true
And to the faculty and president so wise.
Our hearts' allegiance never dies.
Here's to our ivy-covered walls
Chapel and academic halls
And to the golden days
That we have spent with thee,
Our dear old M.S.C.

ALMA MATER

Serene as the dawning
Your promise now unfolds
To new heights of wisdom
Proclaiming truth foretold
With courage undaunted
Honor the challenge,
Guiding your purpose bold.
Sing praise to our great Alma Mater,
Oh, sing and cherish your mem'ries forever.
Profound our allegiance;
Secure our belief in God.
This creed of our heritage
Illumines the path untrod.

Magnolia Chain Song

To you, college comrades,
Dear friends of our youth,
We tell of our love in our song
Though distance may part us,
Our hearts will enshrine
Mem'ries of days that are gone.
Chain of magnolias we carry today,
Emblem of hopes and of fears.
Its flowers may perish, its petals may fall,
But it binds us to you through the years.

Friends

We were strangers for such a long time
But now we're friends till the end of time.
Our hearts were joined together
By the mighty bonds of love
The bonds of love.

We met one September.
I'll always remember
The tears we've shed here
The joys we've shared here
And as we leave here,
May we always be friends,
Always be friends.
God bless my friends.
Good-bye, my friends.

Freshman Class Song

We are the freshmen
Oh, the freshmen are we
We're razzed by the seniors

'Cause we're green as can be.
We know we're the best that can be
'Cause now we're members of M.S.C.
We're sorry for the Seniors
'Cause it's their last year
Oh, say by golly, we're glad we're here
Four more years for us
We'll be the best or bust!
Damn it all, we're glad we are
The Freshman Class!

Sophomore Class Song

Hey, Hey Sophomores!
We're the best you know.
Hey, Hey Sophomores,
Get hep and let us go —
Got the Spirit —
Got just what it takes —
We're not behind the eight ball.
We're playing for high stakes.

Junior Class Song

We are the Juniors of M.S.C.
We're out to win another victory
We've got the spirit
You can't surpass
We are the dear old Junior Class.

Senior Class Song

Hail, Senior Spirit!
Our class stands highest.
Four years we've been here,
Now we're the finest.
First we were freshmen,
Sophomores and juniors.
We are on top now —
Hail to the Senior Class!