

Student Handbook

2011-2012



WILLIAM CAREY UNIVERSITY

Hattiesburg • Biloxi • New Orleans

Mission Statement

As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.

The 2011-2012 theme verse is Romans 12:2, “Transformed by the renewing of your mind.” This theme supports William Carey University’s emphasis on challenge to the individual. The full passage from the Holman Christian Standard Bible reads: “Do not be conformed to this age, but be transformed by the renewing of your mind, so that you may discern what is the good, pleasing, and perfect will of God.”

This handbook does not constitute a contract between William Carey University and its students. The plans, policies and procedures described in this handbook are subject to change by the university at any time.

Failure to read this handbook and other sources of regulations governing college life at William Carey University does not excuse the student from the requirements and regulations described therein.

Nondiscrimination Disclaimer

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the university, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, age, gender, or disability in admissions or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school.

Accreditation

William Carey University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor, master, specialist, and the doctor of osteopathic medicine degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 407-679-4500 with questions about the accreditation of William Carey University.

Table of Contents

Introduction

Letter from SGA Presidents—	
Hattiesburg.....	5
Tradition.....	6

Academic Life

Classification of Students.....	7
General Degree Requirements	7
Attendance Regulations	7
Examinations, Grades, and	
Quality Points.....	8
Repeating Courses	8
Computation of Grades.....	8
Academic Integrity.....	9
Change of Class Schedule.....	10
Withdrawal from the University.....	10
Transcripts	10
Probation and Suspension	11
Business Office.....	11
Computer Labs	11

Library

Library Facility.....	12
Collections.....	12
Services	12
More Information.....	13

Emergency Warnings and

Hazardous Weather Procedures....13

Tornadoes and Hurricanes.....	14
Flooding.....	14

Campus Life

Hattiesburg—Student Life.....	15
Tradition Campus—Student Services	15
Student Activities	15
Student Government Association.....	18
Honor Societies.....	18
Campus Clubs	18
Campus Ensembles.....	19
Student Honors and Awards.....	19
Student and Other Campus	
Publications	19
Campus Calendar and	
Room Reservations.....	20
Religious Activities	20
Chapel.....	21
New Orleans Campus Prayer Rooms	22
Cultural Events.....	22
Athletics	23
Intramural Sports	23
Intramural Rules and Regulations.....	23

Residence Life/Housing

Hattiesburg Campus.....	29
Summer Housing Policy	29
Residence Life Officials.....	30
Residence Hall Facilities.....	30
Residence Hall Programming.....	31
Damage/Security Deposits.....	31
Room Keys/Lost Keys.....	31
Room Search.....	31
Room and Board Refund Policy.....	31
Roommates	31
Being a Good Roommate	32
Room Furnishings	33
Room Changes	33
Roommate Conflicts.....	34
Check-In.....	34
Check-Out.....	34
Vacation Periods	34
Interim Housing	34
Guests	35
Hall Visitation	35
Visitation in Johnson Apts	35
Room Inspection	35
Johnson Apartments Cleaning	35
Residence Hall Meetings.....	36
Maintenance Requests	36
Emergency Evacuation	36
Safety and Security.....	37
Telecommunications.....	38
General Information and	
Regulations.....	38
Room Decor.....	38
Residence Hall Lobby Hours.....	39
Violations and Citation Appeals	39
Overnight Closing of Campus	
and Residence Halls.....	39
Voter Registration.....	39

Campus Services

Identification Cards	40
Bookstore.....	40
New Orleans-Seminary	
Bulletin Boards.....	40
ATM Services	41
Check Cashing.....	41
Tradition Campus Security.....	41
Hattiesburg Campus Security	41
New Orleans Campus Police	41
Cafeteria.....	42
Café New Orleans.....	42
Parking Permits and	
Abandoned Vehicles.....	43

Financial Aid	43
Counseling	43
Health Services	43
Insurance	43
Lost and Found	43
Mail	44
Career Services	44
Student Support Services.....	44
External Relations	44
Name/ Address Change.....	44
Student Center.....	44
New Orleans Campus Student Lounges	45
New Orleans Vehicle Registration.....	45
Hattiesburg Vehicle Registration	45
Hattiesburg Parking Rules and Regulations	46
New Orleans Parking Regulations.....	47
Traffic Violations (Hattiesburg/Tradition) ..	48
New Orleans Traffic Regulations.....	48
Accidents.....	49
Responsibility for Damage	50
New Orleans Traffic Fines	50

Student Code of Conduct50

Disciplinary Action.....	53
Judicial Policies and Procedures.....	56
Appeal Procedure	57

General Policies

Solicitation Policy.....	58
Nondiscrimination Statement	58
Annual Notification	59
<i>The Red Book</i>	59
Designation of Directory Information	59
Student Support Services.....	60
Students with Disabilities	60
Discriminatory Harassment	61
Sexual Misconduct.....	61
Policy on Student Complaints	63
Drug Free Campus Policy.....	65
Mississippi Penalties for Operating a Vehicle While Under the Influence of Alcohol or Drugs (DUI).....	66
Mississippi Penalties for Illegal Alcohol Sales and Possession	66
Mississippi Uniform Controlled Substance Laws.....	67
Health Risks Associated With Drug or Alcohol Use	68
Counseling and Rehabilitation Resources	69

Communicable Disease Policy.....	70
Drug Testing Policy	70
Administrative Withdrawal	70
Annual Disclosure of Crime Statistics/Policies.....	70
WCU Student Government Association Constitution	71
Election Bylaws	80
Bylaws of the Student Government Association	83
Campus Directories	85

Student Rights and Responsibilities	
Academic Integrity	9
Academic Honor Pledge.....	9
Policy on University Withdrawal	9
Policy on Probation and Suspension.....	11
Computer Labs	11
Library	12
Student Organizations.....	15
Student Government Association.....	18
Chapel.....	21
Athletic Attendance	23
Intramural Sports	23
Housing Requirements.....	28
Identification Cards	40
Book Return Policy	40
Counseling	43
Vehicle Registration	45
Nondiscrimination Statement	58
Family Educational Rights and Privacy (FERPA).....	59
Directory Information Designation	59
Students with Disabilities	60
Discriminatory Harassment Statement.....	61
Sexual Harassment Statement.....	61
Sexual Assault Statement.....	62
Policy on Student Complaints	63
Annual Disclosure of Crime Statistics/Policies	70



William Carey University

Student Government Association

Dear Fellow Crusaders,

The Student Government Association and I take pleasure in welcoming you to William Carey University. We are thrilled that you have chosen Carey and assure you that you have made the right choice! Carey is an outstanding school with many things to offer. One of these things is the Student Government Association.

The SGA works to build a liaison between students and administration. This is accomplished by listening to each student's wants and needs and doing the best we can to make them happen. We work hard to represent you and are here to serve you.

The SGA also hosts many campus-wide student events throughout the year. I personally wish to extend an invitation to you to attend these events and help fill your college experience with wonderful memories. Some of our biggest events are Carey Fest, Homecoming Week, and the annual Crawfish Boil. We would be ecstatic to see you there!

I encourage each of you to get involved and leave your mark at Carey. While academics always have top priority, getting involved on campus is also vital in your college experience. We have several student organizations that you can join, and one of those is SGA. We have elections for freshmen and transfer representatives in the fall trimester. If you are interested in joining SGA, please come talk to me or another SGA member.

I am overjoyed to be serving as your SGA president. I am thankful for each SGA member that I will have the privilege of working alongside throughout the year. I would love to have you be a part of this group. If you need to voice a concern, would like to join SGA, or would just like to talk, please come by my office in the Student Center. I am excited to get to know you in this coming year. Again, I welcome you all to campus, and I pray you have a great experience here at WCU.

Cordially yours,

Chelsey Maywalt
SGA President



William Carey University—Tradition Campus
19640 Hwy. 67
Biloxi, MS 39352

Hello fellow students,

I would like to welcome all of you to an exciting school year at William Carey University—Tradition Campus. The school is an excellent place to meet new people, make friends, learn, and of course... HAVE FUN!

The SGA is an organization led by the students, and if you are a student, you are automatically a member. Being a member gives you a voice and allows you to speak your mind on any event or problem and be heard about the situation. So do not hesitate to speak up. We will listen.

As president of the SGA, I intend to plan a number of events to have fun around the campus and help with outside events to better the community. I hope that many of you will participate in these events as well.

The upcoming year will be filled with great excitement for us all, and I hope that all of you will become involved with these activities. With your help and participation, we can make this a year to remember. Always know that your college years can be the best years of your life, but you have to take that step to make them the best.

Sincerely,

SGA President

Academic Life

A significant part of the student's life at college is spent in the classroom. The student's principle objective should be to acquire the knowledge, understanding and skills needed for effective living.

CLASSIFICATION OF STUDENTS

- 0 – 29 semester hours passed is freshman status
- 30 – 59 semester hours passed is sophomore status
- 60 – 89 semester hours passed is junior status
- 90+ semester hours passed is senior status

GENERAL DEGREE REQUIREMENTS

William Carey University offers seven undergraduate degrees: Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Science (B.S.), Bachelor of Music (B.M.), Bachelor of Science in Business (B.S.B.), Bachelor of Science in Nursing (B.S.N.) and Bachelor of General Studies (B.G.S.).

All degrees require the successful completion of a minimum of 128 semester hours, except for the BSN degree, which requires 120 hours. An average grade of C is required. This means that the number of quality points earned must be twice the number of hours attempted. Not more than eight hours of PEG activity credit may apply toward the degree.

William Carey University has a "service learning" requirement to obtain a degree. This requirement can be met in a number of ways—taking a course with a service learning component, participating in a mission trip, Habitat for Humanity, a project, or any recognized "organized" group service project.

A minimum of 25% of the course credit required for a degree and the last 32 hours for any degree must be earned at William Carey University. Students who are candidates for May degrees are required to file applications for their degrees in the registrar's office by October 15 prior to graduation. Candidates for August graduation must file application for their degrees by March 31.

See the university catalog for specific degree requirements.

Students planning to earn a Mississippi teaching license should see their department chairs and the dean of the School of Education.

ATTENDANCE REGULATIONS

Students are expected to attend classes. Excessive absences may seriously affect the work of the whole class as well as that of the individual students who are absent. Undergraduate students must attend 75% of the class meetings in order to receive credit for the course. Graduate students must attend 80% of their classes. The total number of absences of each student shall be reported for each class by each faculty member at the time of filing trimester grade reports.

Children are NOT PERMITTED to attend class with their parents. Children are NOT PERMITTED to remain outside the classroom either supervised or unsupervised while the parent attends class. Parents are responsible for making child care arrangements for their children.

EXAMINATIONS, GRADES, AND QUALITY POINTS

Examinations are given during the last week of each trimester.

- No final examination may be held at any other time than that designated by the administration. A final examination by special arrangement may be given only by permission of the vice president for academic affairs.
- All fees must be paid before examinations may be taken.

No student will be granted a report of grades or a transcript of any kind until the account is settled in the business office.

Grades are issued to students electronically via the student's email account.

Grades and Quality Points per Semester Credit Hour

A	Excellent.....	4
B	Above average	3
C	Average	2
D	Below average.....	1
F	Failure.....	0
I	Incomplete.....	0
P	Pass.....	0
W	Course dropped in the third week of the trimester.....	0
WP	Withdrew passing.....	0
WF	Withdrew failing.....	0

A grade of "I" (incomplete) will be assigned only when unavoidable circumstances prevent completion of the work of the course on schedule. When the work is completed satisfactorily, the "I" may be changed to any grade. If a grade of "I" is not changed to a passing grade by the end of the next trimester, it will automatically become an "F."

Any junior or senior student is permitted to take one course each trimester on a pass/fail basis. The course must be selected at the time of registration, and it must not be in the student's major or minor fields or in the core curriculum requirements for all degrees. A total of four courses may be taken on this basis.

REPEATING COURSES

The first 18 hours of repeated courses at William Carey University will count as grade replacements. Thereafter, all grades will be calculated in the grade point average. Students who wish to repeat courses taken at William Carey University must repeat those courses at the university in order to receive the repeated courses' credit and quality points. The last William Carey University grade earned on a repeated course is the grade counted toward the degree requirements and in the grade point average. When courses are repeated, whether resident or transfer credits, the last grade earned is the one that is counted for degree requirements and in the grade point average, but previous grades will remain on the record. Scholarships may not be used to pay for repeated courses.

COMPUTATION OF GRADES

Grade point averages are based on the number of hours attempted rather than the number of hours passed. This will include all hours attempted at William Carey University and all transfer credits. Grades of "I" (current) "P," "W," and "WP" will not be counted in the total hours attempted. Also, for a course that is repeated, the most recent grade for the course will be counted in the hours attempted.

Sample on transcript:

ATT ERN *HRS **PTS ***GPA

ACADEMIC INTEGRITY

William Carey University seeks to create an environment that encourages continued growth of moral and ethical values, which include personal honesty and mutual trust. The university places high value on academic integrity and regards any act of academic dishonesty, including plagiarism, as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

Academic Honor Pledge

All students will sign the honor pledge below.

I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, or any other acts of academic dishonesty as defined by university policy which explains the disciplinary procedure resulting from violations of academic integrity. I understand that violation of this code will result in penalties, which could include suspension or dismissal from the university.

Academic Integrity Policy

It is the policy of William Carey University to provide an environment that encourages continual growth of moral and ethical values within a caring Christian academic community. This includes personal honesty and mutual trust. The university places high value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

Academic Integrity Procedure

1. It is the position of the trustees of William Carey University that emphasis should be placed on the prevention of breeches of academic integrity.
2. Faculty should require students in their classes to utilize available technology (Turn-It-In) to detect possible plagiarism before turning in major assignments.
3. When a faculty member suspects that an act of academic dishonesty has occurred, the faculty member should proceed as follows:
 - a. If it is the first breach of standards of academic integrity the faculty member should notify the student and arrange a conference to allow the student to respond to the charge. If it is obvious that the student lacks sufficient knowledge regarding proper documentation of sources or is unaware that the act fits the definition of academic dishonesty, the teacher shall provide a clear statement of why the act is unacceptable or, in the case of suspected plagiarism, refer the student to the refresher research course provided by the library.
 - b. If the student admits to the offense or if it is determined by the teacher that the student deliberately committed the offense and it is the first offense, the student will be given an opportunity to repent as the scriptures teach. In either case (a & b) the incident will be reported to the vice president for academic affairs for documentation.
 - c. For a second offense, a faculty member may assign a grade of "F" for an individual exam or assignment, provided the "F" does not result in failure of the course. If the offense is sufficiently severe, the instructor may confer with the department chair or dean and, with their concurrence, assign an "F" for the course. If the second offense seems premeditated or planned in collaboration with others, then a grade of "F" for the course could be more appropriate. If the work is a minor part of the course or if there appears not to have been advanced planning, then an "F" on the assignment, which does

not result in failure of the course, may be appropriate. If the instructor feels that more serious punishment is warranted, he/she may initiate an honor board hearing by making a request through the academic vice president.

- d. For a third offense, or the second offense, when the first offense was premeditated or planned, the teacher may assign a grade of "F" for the course and report the incident to the vice president for academic affairs for referral to the honor board. If the honor board finds that the offense is egregious, the honor board may recommend suspension or expulsion from the university.
- e. A student may not drop a course or withdraw from the university to avoid the penalties incurred as a result of an act of dishonesty.

CHANGE OF CLASS SCHEDULE (Dropping and Adding Courses)

- No change of schedule, either in dropping or adding a course, may be made except by permission of the student's academic advisor and/or dean. Other signatures may also be required.
- No student may register for a course after **10% of classes have met**.
- Courses dropped **within the first three weeks** of a trimester will be recorded as "W" (withdrawn). Courses dropped **after these dates and before the middle of a trimester** are recorded as "WP" (withdrawn passing) or "WF" (withdrawn failing), and courses dropped **after the midterm** are recorded as failures. Any student dropping a course at any time without the required approval of the vice president for academic affairs receives an "F" in that course.
- Courses offered in mini-terms or with special schedules will have add/drop dates proportionate to length of course.
- After the registration period, there will be a \$50.00 drop fee for dropping a course and causing the number of hours to decrease. There is no fee for dropping and adding a course if the hours remain the same on the drop/add slip. There is no fee for adding a course.

WITHDRAWAL FROM THE UNIVERSITY

- All students who desire to **withdraw from the university** must file a written request and obtain approval from the academic vice president. Resident students must also obtain approval of the vice president for student services.
- **Refunds** upon withdrawal will be made only on condition that official permission has been granted. See the procedure outlined in the catalog under the heading of "Financial Information."

TRANSCRIPTS

Transcripts are issued by the Office of the Registrar.

- An official transcript is one bearing the signature of the registrar and the seal of the university and is mailed directly or sent electronically to the person/address designated by the student.
- When a transcript (bearing the stamp "Issued to Student") is given to the person whose credits are transcribed thereon, the university assumes no responsibility for its accuracy after it leaves the registrar's office.
- Transcripts of credit will not be issued for those students who have any type of administrative holds on their records or accounts.

PROBATION AND SUSPENSION

Students not meeting the minimum cumulative GPA for good standing will be assigned one of the following designations.

Probation—Upon initially failing to achieve good standing, the student is placed on probation and is limited to a load of 10 hours for the subsequent trimester.

Continued Probation—If a student has not achieved good standing after a trimester on probation but has a term grade point average (GPA) that is above 2.0 and shows significant progress toward good standing, the student may be continued on probationary status.

Suspension—If, after one trimester on probationary status, the student fails to make significant progress toward good standing and has a term GPA below 2.0, the student is subject to suspension.

Letters of probation and suspension will be mailed shortly after the end of each trimester excluding the summer session. Suspended students who feel they have extenuating circumstances may appeal to the academic appeals committee. A student who is suspended may apply for readmission after one academic trimester. The applicant for readmission should meet the minimum academic standards required of current and transfer students.

BUSINESS OFFICE

The business office offers assistance to students needing advice concerning their financial obligations to the university. Information relating to tuition, fees, room and board, terms of payment and withdrawal/drop policies is listed in the “Financial Information” section of the university catalog. Business office policies can also be found on the website at wmcarey.edu under the *Business Office* link.

COMPUTER LABS

The Hattiesburg campus provides students with computer access in each of the dormitories and through four computer labs on campus. One lab is housed in the Rouse library, another is located in room 125 of Lawrence Hall, and two computer labs are located in the Thomas Business Building. Thomas Business room 107 is available for use in computer-related courses, and Thomas Business room 106 is available for classes or individual student work.

The Tradition campus provides students with computer access in B206. Classrooms on the Tradition campus have computer access, and all have wireless capability.

The New Orleans campus provides students with computer access through the N.O.B.T.S. computer lab. An N.O.B.T.S. ID card is required to use this lab.

Library

LIBRARY FACILITIES

The William Carey University Libraries provide resources, services, and facilities to support the teaching, learning, and research needs of WCU students and faculty. William Carey University libraries facilities include the main library on the Hattiesburg campus, and branches located on the Tradition and New Orleans campuses.

The Dumas L. Smith/I. E. Rouse Library, located in Hattiesburg, provides services, resources, and facilities that directly support students and faculty on the Hattiesburg campus. Additionally, library management and technical services for all WCU libraries are provided from this location.

The Learning Resource Center on the WCU Tradition campus in Biloxi provides collections and services to WCU students and faculty on the Gulf Coast.

The Learning Resource Center on the WCU New Orleans campus supports the resource needs of students and faculty in the New Orleans nursing program, which is located adjacent to the New Orleans Baptist Theological Seminary. The university also maintains a cooperative agreement with the NOBTS library to provide resources and services to support the program in New Orleans.

William Carey University also maintains a cooperative agreement with McBride Library at Keesler Air Force Base to provide resources and services to WCU students who are enrolled in classes at Keesler.

HOURS

Library hours are scheduled to meet the needs of each campus and are subject to change. Regular trimester hours as well as summer, intersession, and holiday hours are posted at each campus location and are available online on the libraries' website at <http://library.wmcarey.edu>.

COLLECTIONS

The William Carey University Libraries provide collections of print, media, and online resources that have been selected to support the curriculum offered at each campus. The book collection at each branch is shelved according to the Dewey Decimal system, and current and bound journal volumes are shelved alphabetically by title. Small media collections are also available at each branch location. Online resources which are available to all faculty and students, regardless of location, include over 40,000 electronic books, over 42,000 electronic journals, and 50 online databases, many with full text content.

SERVICES

A full range of library services is offered to WCU students and faculty at all branches, including the following:

- Reference services for answering research and directional questions;
- Internet accessible computers, with productivity software, including word processing, spreadsheet, and presentation programs;
- Instruction in the use of library services and resources, including workshops, research appointments, tutorials, and research guides
- Study space. Hattiesburg and Tradition locations have small group study rooms;
- Interlibrary loan services from other WCU library locations or from libraries outside the WCU system;

- Photocopying and printing;
- Online services, including email reference; off campus access to licensed databases, online renewal of circulating materials, electronic journals, and electronic books.

FOR MORE INFORMATION

More complete information about library resources, services, policies, and facilities is available at the WCU Libraries' website at <http://library.wmcarey.edu>. Telephone numbers for WCU Libraries branches are:

Smith/Rouse Library in Hattiesburg: 601.318.6169

Learning Resource Center at Tradition: 228.702.1890

Learning Resource Center at New Orleans: 504.286.3291

Email: Askalibrarian@wmcarey.edu

Emergency Warnings and Hazardous Weather Procedures

William Carey University utilizes two different systems for notification of impending emergency situations and hazardous conditions. The primary emergency notification system is known as Sader Watch. In the event of an emergency, a text message will be sent to the mobile number and/or email registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. To register for alerts, visit the website <http://wmcarey.edu/saderwatch>.

Announcements and other information regarding WCU operations will be provided by the institution and/or media outlets should it be necessary. The institution will maintain close contact with local law enforcement and civil defense agencies. Only under emergency or threatening conditions will the university be closed during normal operating hours.

The administrative dean for the Tradition campus will make the initial call for that campus location. The New Orleans School of Nursing will operate under the New Orleans Baptist Seminary emergency procedure plan.

In addition, for the Hattiesburg campus, Carey's ALERT horn, siren and public address system can be activated to alert members of the university community of an imminent threat to public safety. The following horns and sirens are used as part of this system.

EMERGENCY SIREN: This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.

ALL CLEAR HORN: This signal consists of three consecutive 5-second horn blasts and indicates that it is now safe to resume normal activities on campus.

RED ALERT HORN: This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location such as a building or vehicle away from the problem site until the "all clear" signal is given.

TORNADOES AND HURRICANES

All faculty, staff, and students will be alerted as to the emergency situation by Sader Watch, Emergency Siren, and by word of mouth. Upon notification of a tornado warning for the immediate area, all students and university personnel should go immediately to an interior room or hallway, stay away from glassed areas, and remain until the alert is lifted. Security and Sader Watch will be responsible for notifying persons on campus of warnings that occur in the evening or on weekends. Upon notification of a threat, residential staff will follow outlined procedures for student housing.

In the event of a hurricane threat to Mississippi, the Office of the President will make the official call for continued operation or closing of the university. Detailed hurricane procedures are available for each campus location. Should the university officially close because of a hurricane, notification of re-openings will be conducted via the website www.wmcarey.edu, local media, or by telephoning 1-800-962-5991. No structures on William Carey's campus are approved Red Cross shelters; therefore, no one will be allowed to remain on campus.

Residential students on the Hattiesburg campus will follow specific evacuation guidelines outlined through the housing office.

FLOODING

In the case of heavy rain that results in flooding, students and personnel will be instructed to evacuate buildings that are flooded until facilities and campus security approve re-entry. No one should wade or play in flooded areas.

The safety of all William Carey students, faculty, and staff is the utmost concern of the administration.

Campus Life

HATTIESBURG—STUDENT LIFE

The student life staff consists of the student activities director, intramurals director, residence life director, area coordinators, and support personnel. Staff members work together to assist students in many aspects of campus life. Examples should include the following:

Student Life	Student Activities	Housing/Residence Life
Rm. 127 Lawrence Hall	Student Center	Room 129 Lawrence Hall
Questions about <i>The Red Book</i>	Student organizations	RA applications/scholarships
Judicial policies	Student government	Roommate requests
Student rights and responsibilities	Intramural sports	Room assignments/changes
Parking permits	Cheerleaders	Maintenance needs
Honors and awards	Homecoming events	Moving in or out of room
Student ID cards	Student Center	Interim housing
		Meal plans

Please refer to this and other sections of *The Red Book* for details on these and other aspects of student life and services.

TRADITION CAMPUS—STUDENT SERVICES

The student services staff is responsible for providing services and activities necessary for a student's successful university experience and for the student's well-being. Staff members work together to assist students in many aspects of campus life. Examples include:

Leadership development	Judicial processes	Career development
Parking decals	Honors Day	Career and well-being seminars
Undecided major advisement	Study skills resources	Career counseling
Conditionally accepted student advisement	Personal counseling	Student ID cards
	Job fair	

STUDENT ACTIVITIES

The office of student activities in Hattiesburg offers social, physical, and educational programs and services within the context of a Christian community. Campuses in Hattiesburg and at Tradition each have an office of student activities.

The office coordinates campus student programs. The director of student activities is available as a resource to students and organizations in topics such as leadership development, effective event management, and conflict resolution. Because involvement in one's college community is integral in student success, the office of student activities prides itself on meeting student needs and encouraging personal growth.

Student Organizations

All student organizations on the Hattiesburg campus operate under the supervision of the office of student activities. Any club organized at William Carey University should be in keeping with the university's objective of intellectual excellence in an atmosphere of spiritual maturity.

To be approved at William Carey University, an organization must fulfill the following steps:

- Submit to the SGA (in Hattiesburg) or the director of student services (Tradition) a constitution with detailed information concerning (but not limited to) the name, nature and purpose, membership standards, goals, cost of initial and annual membership, time and place of regular meetings, and preferred sponsor's name.
- Upon SGA approval, the request for an organizational charter is forwarded to the Hattiesburg director of student activities or the Tradition campus administrative dean for final approval.

Annual renewal for student organizations—Active student organizations (at least five active members) at William Carey will be required to submit a request for renewal in order to continue as a campus organization for the following school year. This will provide an accurate account of all organizations, sponsors, presidents, and participation in the community service requirement.

Student activities calendar—All student activities, regardless of the group, must be placed in the master student activities calendar each year. This calendar has online access at www.wmcarey.edu in addition to the hard copy version from the student activities office. These calendars will be distributed the first week of school. Items for the calendar must be submitted to the director of student activities by the announced spring deadline. Noncompliance with this policy may result in unavailable facility services.

Organization Community Service Form—Active student organizations at William Carey will be required to report each community service activity by turning in the community service form found in the student activities office. This will allow the student activities office to document all community service events performed by student organizations in an effort to ensure that each organization is fulfilling all community service requirements.

Campus fundraisers—A student organization making a proposal to have a fundraiser on campus must submit the requested activity along with the organization's annual activity calendar during the announced spring deadline. All fundraisers and calendar of activities must be approved by the director of student activities and vice president of student services. Any fundraiser that is not submitted for the activities calendar will need to submit a request form (found in the student activities office) no later than two weeks prior to the fundraiser date. Any organization wishing to host a fundraiser on campus must also meet PRT (president's roundtable) meeting attendance requirements. Fundraiser and PRT attendance procedures and requirements are as follows:

- I. Fundraiser procedure
 - A. Approved through student activities office, SGA, and the vice president of student services.
 1. In order to have a fundraiser, organization must be in good standing:
 - a. Must have turned in a renewal
 - b. Submitted /approved a constitution
 - c. Reps at all PRT meetings (see II. below)
 - d. First come, first served
 - B. Strictly for fundraisers that go fully towards your budget:
 1. 100% profit to fulfill mission of your organization
 2. Only 2 per month
 3. On alternating weeks
 4. Precedence for already on calendar

- C. Donation fundraisers:
 1. No minimum required
 2. Each organization once a month
 3. Limit 1 per week
 4. First come, first served
 - D. Unlimited off campus fundraisers
 - E. Must submit a request for fundraisers to student activities office two weeks prior to intended fundraiser.
- II. PRT attendance requirements
- A. Must have a representative at *all* PRT meetings.
 - B. First offense: No fundraisers
 - C. Second offense: No events
 - D. Third offense: Removal of charter by the SGA.
- **Requirements for hosting an event or fundraiser on campus**—Organizations that wish to schedule any event or fundraiser during the school year must follow appropriate procedures to get their events on the master calendar.
 - Fill out an activity request form for every event.
Facilities setup, food services, and the student conference sound room.
 - Submit packet by deadline established by student activities.
 - New events not on master calendar must be approved by the student activities office. Fill out activity request form at least two weeks before the event. The activity request form is available in the student activities office, located in the student center.
 - Submit to student activities at least two weeks before event. Noncompliance may result in unavailable facility services
 - **Annual membership lists**—Tracking student involvement is very important to each organization, student activities, and the university. Each organization will be required to submit a membership list along with membership fee and coverage period each trimester to the director of student activities on a specified date.
 - **Financial requirements for student organizations**—All student organizations with established revenue from membership dues, fundraisers, etc., must obtain and keep accurate an account in the name of the student organization through the university business office. No off-campus accounts are allowed.
 - **Organization accountability**—All student organizations are expected to act in accordance with WCU policies and mission. As the overseer of student organizations on the campuses of William Carey University, the director of student activities and the vice president for student services may request a committee review of a student organization. An organization found acting against the policies and mission set forth by the university will be addressed by the director of student activities and the vice president for student services.

Entertainment and activities, whether sponsored on or off campus, should coincide with the mission and purpose of William Carey University. All William Carey University policies apply to organizations and all events, including:

- Any social function must be cleared on the university calendar of activities through the office of student services/student life.
- Each person present at a function must adhere to the rules and standards of the university.
- No alcoholic beverages, tobacco, or illegal drugs are allowed at any university activity on or off campus.

STUDENT GOVERNMENT ASSOCIATION

The SGA is the recognized voice of the student body in the decision-making process of the university. Each student enrolled in six or more hours at William Carey University is a member of the SGA and may attend meetings any time. Officers are elected annually and are given voting power during all SGA meetings. To be eligible for a student government office, an individual must be a full-time student in good standing and maintain a satisfactory academic average. The SGA Constitution is found at the back of this student handbook.

HONOR SOCIETIES

Alpha Chi, academic and leadership
Alpha Psi Omega, theatre arts
Chi Beta Phi, biology and chemistry
Delta Omicron, music
Kappa Mu Epsilon, mathematics
Kappa Pi, art
Omicron Delta Kappa, leadership honor society for juniors/seniors only
Phi Delta Kappa International, education
Pi Gamma Mu, social sciences society
Pi Kappa Delta, speech and debate
Sigma Beta Delta, business
Sigma Tau Delta, English
Sigma Theta Tau, nursing

CAMPUS CLUBS

(bold indicates both Hattiesburg and Tradition campuses; asterisk indicates New Orleans campus; regular type indicates Hattiesburg only)

African American Cultural Society Plus
Association of Campus Presidents (Presidents' Roundtable)
Baptist Student Union, BSU
Carey Connection
Carey Jitsu
Carey Scholars
Church Related Vocations Fellowship, CRV
Cobbler Newspaper
Crusader Cheerleading
Crusader Yearbook
Crusaders for Life (Students for Life)
Diamond Girls
Fellowship of Christian Athletes
Gamma Chi, women's social sorority
International Student Organization
Intramural Sports Program
Kappa Tau Xi, men's social fraternity
Panhellenic Council
Pi Omega, women's social sorority
Pine Belt Reading Council
Serampore Players, theatre arts
Society for Advancement of Management
Speech and Debate Team
Student Government Association, SGA*
Student Music Therapy Organization
Student Nurses Association*

CAMPUS ENSEMBLES

Carey Carillon
Carey Chorale
Carpenter's Wood
Chapel Choir
Instrumental Chamber Ensemble
Jazz Band
Piano Ensemble
Pep Band

STUDENT HONORS AND AWARDS

Outstanding undergraduate students are honored by the university and recognized at the annual Honors Day Convocation. Student-elected honors are chosen by the student body at-large, while university awards are chosen by faculty committee selection. All students honored must have passing grades in chapel for the current year.

Mr. and Miss William Carey University—Reserved for the undergraduate senior man and woman who best represent the ideals of William Carey University. This is the highest-elected honor of the student body. Nominated by the faculty/staff, this award is elected by the student body. The students nominated must be graduating seniors, and they must have a passing average in chapel in the school year in which they are nominated.

Homecoming Queen—Selected by students in a spring campus-wide election, the queen presides over homecoming activities surrounded by maids from each class. Two freshmen, two sophomores, two juniors, and three seniors are elected each year with one of the senior maids becoming homecoming queen. These students must have a passing average in chapel in the school year in which they are elected.

Favorites—Each year, students vote on a man and woman from each class to be honored as Class Favorites. The students nominated must have a passing average in chapel in the school year in which they are elected.

Beauties and Beaus—Elected campus-wide annually, one man and one woman shall be chosen from each class to be honored as campus beau and beauty. The students must have a passing average in chapel in the school year in which they are elected.

Leadership Award—The student life committee annually selects that senior student who best demonstrated and practiced leadership potential in all phases of college life. The honor is then announced at Honors Day Convocation.

Scholarship Award—In recognition of high academic standards, the university honors at commencement the senior graduating first in the class.

Jenkins-Chastain Award—Established in 1957, the Jenkins-Chastain Award serves as the university's highest honor. Selected in the spring by a faculty committee, it recognizes men and women who exemplify outstanding character, scholarship, leadership, and service. Traditionally this award is presented to one or more graduating seniors.

Academic Area Award—Faculty selected awards are presented to students in each academic area and are announced at the Honors Ceremony.

Who's Who—Nominations for *Who's Who in American Colleges and Universities* are submitted by university faculty and are based on outstanding contributions made in various phases of campus life.

STUDENT AND OTHER CAMPUS PUBLICATIONS

Student publications include *The Crusader* (yearbook), *The Cobbler* (newspaper), and *The Indigo* (literary journal). *The Crusader* and *The Cobbler* are funded by the university, supervised by the mass communications faculty, and are governed by the university's

general policies on student publications. *The Indigo* is produced through the language and literature department and is funded in part by sales of the journal. A complete description of the policy governing student publications is available in the offices of student life in Hattiesburg, the administrative dean at Tradition, or the director of administrative services in New Orleans.

Student publications and other campus publications include the following:

The Crusader—*The Crusader* yearbook is published annually by a staff of volunteer students. Scholarships are available for the editor and co-editor position. Advisor is appointed by the president of the university.

The Cobbler—*The Cobbler* newspaper is published periodically throughout the year reporting special events and highlights of campus life. Scholarship available for editor. Advisor is appointed by the president of the university.

The Indigo—*The Indigo* is a collection of literary works written by students and staff, published annually.

The Red Book—*The Red Book*, the student handbook, is published annually and distributed at the beginning of each academic year.

The Carey Call (Hattiesburg)—*The Carey Call* is printed weekly and distributed at chapel services as a chapel program and news bulletin. Anyone interested in placing an announcement in the *Carey Call* should email the announcement to btillery@wmcarey.edu by noon on the Friday preceding chapel. All announcements should relate specifically to the activities of William Carey University.

Student Activities Calendar—The student activities calendar is published annually and distributed at the beginning of each academic year.

Anything identified with William Carey University must be in keeping with the Mission Statement. Examples of such student speech exchange includes flyers, program content, or printed material text.

MASTER CAMPUS CALENDAR AND ROOM RESERVATIONS

One may place a meeting or activity on the campus calendar and/or reserve a meeting space on campus by calling the Office of External Relations at ext. 6192 in Hattiesburg and dean of academic programs at the Tradition campus.

RELIGIOUS ACTIVITIES

As an institution of the Mississippi Baptist Convention, William Carey University considers a student's spiritual growth and enrichment a primary responsibility. Many events are planned for the personal benefit of the student. The student is encouraged to take the initiative to become involved and profit from such. Spiritual Emphasis Week, Foreign and Home Missions Weeks, chapel services, and other special events comprise a large part of the spiritual atmosphere at the university. Organizations such as the Baptist Student Union and the Church-Related Vocations Fellowship work to promote the ideals of Christian service in all areas.

Under the supervision of the **BSU** director, the **Baptist Student Union** seeks to provide opportunities for fellowship, recreation, and Christian service by conducting weekly devotional services, missions fund drives, retreats, and Bible studies.

Ministries include summer missions appointments, annual missions trips, and local community mission projects. The BSU is an open fellowship to students of all denominational backgrounds.

The **Church-Related Vocations Fellowship** (Hattiesburg campus) meets each month for fellowship and dialogue. It is open to all students considering a career in any area of church vocation including pastor, church staff, missionaries, chaplains, and student workers.

Another important event is the William Carey Lecture Series, which focuses campus attention on missions.

CHAPEL

Chapel is held in Smith Auditorium on the Hattiesburg campus from 9:25–10:10 every Wednesday morning during the fall, winter, and spring trimesters unless a special convocation is scheduled on a Monday.

The purpose of chapel is to provide, through the regular assembly of the entire university, an opportunity for worship and inspiration, for learning in an inspirational context, and to help build a sense of community. Therefore, all William Carey undergraduate students are expected to attend chapel. Commuting students who do not have class on Wednesday mornings may request an exemption for the trimester in which they have no Wednesday morning classes.

All undergraduate students who live on campus and commuting students who have a Wednesday morning class will automatically be enrolled for chapel.

Students who receive institutional scholarship, work study, participate in athletics, theatre, forensics, musical ensembles, campus honor organizations, officers of campus clubs, or who represent the university in any capacity must maintain a passing grade average in chapel. In order to be chosen for any university honor or to be recommended by the university for licensure, certification or for graduate school admissions a student must maintain a passing average for chapel. In order to receive a passing grade, a student must attend seven chapel programs each trimester. Opening Convocation, Christmas Vespers, and Honors Day Convocation require mandatory attendance.

Chapel is held on the Tradition campus on Mondays at 11:30 a.m. and on the first Wednesday of each trimester at 5:30 p.m. On the New Orleans campus, seminary worship services are held at 11:00 a.m. on Tuesday and Thursday of the Fall, Winter and Spring terms and on Tuesday at 11:00 during the summer term. Attendance requirements for the New Orleans campus will be announced by the associate dean of nursing.

Chapel Regulations—On the Hattiesburg campus, attendance cards will be available at the auditorium for a period of fifteen minutes prior to each service. No chapel attendance cards will be issued after 9:30 a.m. Each student is to **print** his/her name and I.D. number on the card and give it to student development office personnel at the end of the program. Cards will not be accepted after these personnel have left the auditorium. Only one attendance card will be accepted from each student and the student's I.D. card may be requested as a condition for acceptance of the attendance card.

Any student who is tardy due to being detained in class should follow these procedures:

- Attend the chapel program.
- Notify the Cooper School of Missions office (Lawrence Rm. 112) of his/her attendance **immediately** after the conclusion of the chapel program.
- Present a written excuse from the professor to the Cooper School of Missions office by 4:00 p.m. Wednesday of that same week.
- Complete a chapel attendance card or attendance sheet.

Chapel Excused Absences — Students must seek advance approval of an absence due to an unavoidable commitment. Excused absences are granted for university related events and varsity sports activities. The requests for these excused absences must be submitted in

writing within a period of 24 hours prior to the beginning of the event by the sponsor/coach to the Cooper School of Missions office (Hattiesburg campus).

Chapel Attendance Exemptions—Requests for exemptions from the chapel requirement may be made by completing an exemption request form available in the Hattiesburg campus' Cooper School of Missions and Biblical Studies, Room 112 in Lawrence Hall. Students may be exempted from chapel attendance requirements for reasons of employment, student teaching, off-campus internships or practicums, or nursing clinicals. Groups who participate in extracurricular activities or varsity sports and who must be absent from chapel because of these activities must have their sponsor submit their names to the Cooper School of Missions office. Such excused absences will not alleviate the student's responsibility in attending the required number of chapel programs in order to pass chapel, unless such excused absences prohibit the student from attending the required number of chapel programs in order to pass. Students participating in the chapel program who are required to attend chapel must complete attendance cards.

NEW ORLEANS CAMPUS—STUDENT PRAYER ROOMS

The student prayer room is located on the first floor of the Bunyan Building and is open during regular class hours. The room contains a prayer bench, a desk, a Bible, and a daily devotional prayer book. Although the room is designated the student prayer room, it is open to everyone on campus as a place of prayer. A second prayer room is located in the "A" apartment of the Pennsylvania Building, 4460-A Iroquois Street. This prayer room is open 24 hours a day.

CULTURAL EVENTS

In addition to those that are planned as auxiliaries to academic classes, a number of cultural activities are available for student development.

The School of Music sponsors special music programs and recitals throughout the academic year.

Three theatrical productions are featured by the theatre department each year plus a series of one-act plays, and two dinner theatre productions in the summer.

The Lucile Parker Gallery, located in Thomas Hall on the Hattiesburg campus, is named after the nationally known artist and former Carey instructor. It features a collection of paintings in oil and pastels, drawings in pen and ink, and watercolors of wild flowers, portraits, and abstracts by Ms. Parker. The gallery also houses the Larry H. Day Collection and the William Carey Collection. Other works are exhibited on a regular basis. The gallery is open Monday-Friday, 1:00-4:00 p.m., except during university holidays.

The Sarah Ellen Gillespie Museum of Art houses more than 600 works by Mississippi artists collected by Ms. Gillespie over six decades. It is the most complete collection in existence of 20th century art works by Mississippians. The museum will also host special exhibits and related cultural programming. The museum is open Monday-Friday, 1:00-4:00 p.m., except during university holidays.

The Center for the Life and Work of William Carey, D.D. (1761-1834), located in Donnell Hall on the Hattiesburg campus, is a museum and research facility which houses a collection of artifacts from and about the British cobbler, botanist, and linguist who is known as the "father of modern missions" for his work in India. William Carey is also the university's namesake. The museum is open Monday-Friday from 1:00-5:00 p.m.

The Clarence Dickinson Collection is housed in the Smith/Rouse Library on the Hattiesburg campus. Named for Clarence Dickinson (1873-1969), the collection contains over 5,000 books, including many rare hymnals and psalters, scores, manuscripts, recordings, an antique piano, and memorabilia relating to the history of hymnology.

ATHLETICS

The intercollegiate athletic program consistently produces nationally ranked teams in several sports. These athletic teams are a focal point for school spirit and provide students with an excellent opportunity for sports entertainment.

The university fields men's and women's teams on the Hattiesburg campus. Intercollegiate basketball (M & W), baseball (M), fast-pitch softball (W), golf (M & W), soccer (M & W), tennis (M & W), and cross country (M & W) are available. The athletic program is a highly respected member of the National Association of Intercollegiate Athletics (NAIA). The institution is a member of the Southern States Athletic Conference (SSAC). Other SSAC institutions are located in Mississippi, Louisiana, Alabama, Georgia, Tennessee, and South Carolina.

Students should present their identification cards for free entrance to regularly scheduled games and matches.

INTRAMURAL SPORTS

Individual and team sports such as softball, soccer, volleyball, ultimate frisbee, disc golf, flag football, tennis, basketball, dodge ball, whiffle ball, kickball, badminton 3 v 3 basketball, home run derby, free throw contest, 3-point competition, sports trivia bowl, pool and ping pong tournaments, laser tag and bowling nights are offered throughout the year under the direction of student activities. Rules and entry forms may be obtained from the coordinator of intramural sports.

Carey Intramurals Rules and Regulations

Introduction

The William Carey intramural sports staff invites you to participate in an action-packed competitive intramural sports program. More than 21 activities and events are offered, featuring team and individual/dual competition. The goals of intramural sports are to be as diverse as possible and to offer each student the opportunity to participate, regardless of ability.

How to Enter

To enter any activity, please follow the suggested guidelines:

Team entries will be accepted at the intramural sports office. Check the activity information sheet for the times and dates of the sport entries. All individual and dual sports registration will take place on site at the event. Each participant must present a William Carey Student ID card and fill out the proper entry form in order to participate.

For team sports, an organization's intramural chair or team captain may register his/her team. All team rosters must be filled out completely on the proper entry form before 5:00 p.m. of the deadline date. Each roster must have the minimum number of required participants, with their WCU student ID number for that sport/event.

Individuals desiring to play in a team sport but who are not affiliated with any team or organization may come by the intramural sports office and sign up as a free agent. Team captains who are short a player or two are encouraged to draft players from the free agent list.

How to Organize and Manage

Fraternities, sororities, residence halls, and independent organizations should choose a manager or chair to be in charge of intramurals. Managers will be given information to pass on to other members of their team.

Assumption of Risk

Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance *prior to participation* in recreational sports activities. Individuals who participate in recreational sports will be doing so at their own risk. William Carey University is not responsible for any injury that may occur to an individual participating in any intramural sports activity. Participation in intramural sports is on a voluntary basis.

Ambulance Policy

The William Carey University intramural department will follow the following guidelines for the use of an ambulance:

1. The intramural coordinator will determine if an ambulance is to be called.
 - a. Head trauma
 - b. Uncontrollable bleeding
 - c. Spine/Neck injury
 - d. If injured player would need the immediate skills and/or equipment of paramedics or emergency medical technicians.
 - e. If injured player's condition could worsen and become life-threatening on the way to the hospital
2. If an ambulance is not an absolute need, the intramural director will then let the injured player decide if he/she wants to use an ambulance or not. Since students participating in intramural sports at William Carey University are responsible for their emergency care costs, they should have the choice if they want an ambulance or not.
3. If the injured player decides he/she does not want an ambulance, the intramural coordinator will be in charge of arranging transportation to the hospital.

Intramural Sports Program Competitive Concept

The intramural sports program is designed to match equally skilled organizations in various activities to meet physical as well as recreational needs. Team, individual, and dual competitions will take place. Awards for active participation and success should not be the only goal in an intramural program, but such awards do add to the competitive spirit of such an activity. It is with this idea in mind that the intramural sports program will offer awards to the champions of each sport.

An All-Carey Intramurals Champion plaque will be awarded to the organization/team that accumulates the most points throughout the school year.

The intramural sports program reserves the right to put into effect emergency rules relative to the program in order that the program might function in a secure manner.

Eligibility Rules

Each participant must present a current WCU student ID card before each contest to be eligible to participate in intramural sports.

Eligibility Investigations: The intramural sports staff will assume responsibility for investigation of the eligibility of all participants, upon request. WCU student ID cards will be required during all intramural activities. If an individual in question cannot provide valid identification, that individual, or his/her team, will forfeit the game or match.

Professional Athletes: Students ineligible for varsity competition because of professional rank are prohibited from competition in the intramural sports program.

Varsity Letter Winners: A person who has received a varsity award at any university or four-year college within the last year is ineligible to compete in the sports for which they received the award.

Junior College Letter Winners: A junior college letter winner shall be eligible in all sports.

Student-Athletes: No athlete whose name appears on a varsity, junior varsity, or freshman roster will be eligible in intramural sports for that particular sport during that academic school year. Red-shirted athletes may participate if they obtain a written consent from their intercollegiate coach.

Alumni: All alumni are ineligible for participation in intramurals. You must be a current student/faculty/staff member of WCU to participate in intramurals.

Rosters: In order for an individual to be considered eligible for intramural competition, his or her name and WCU student ID number must appear on the team roster. Additions or deletions to the team roster may be made during the hours of 8 a.m. – 5 p.m., Monday through Friday, at the intramural sports office.

Competing on Two Teams: Players participating with one intramural team are not eligible to play for another team in the same sport.

Exception: Individuals may play in either the men's or the women's program, plus the co-rec program.

Team Transfer: Any individual wishing to transfer from one team to another team must have the approval of the coordinator of intramural sports.

Ineligible Player: Any person participating in an intramural activity without his/her name and WCU student ID number on the team's roster or who is found in violation of the rules and regulations of intramural sports is ineligible.

1. Any person participating in an intramural activity found to be ineligible shall be suspended from that activity for the remainder of the season.
2. Any team using an ineligible player shall forfeit all games in which the ineligible player participated.
3. A player competing under an assumed name will be suspended from intramural competition for the remainder of the season and placed on probation for the remainder of the school year.
4. All players participating in a game/match using a player who is not a current WCU student, faculty, or staff member shall be suspended from intramural sports for the remainder of the trimester and placed on probation the remainder of the school year.

Forfeit Policy

Forfeit time is game time; however, a 15-minute grace period will be allowed. After this time the intramural director will declare the contest a forfeit, thus resulting in the following:

1. The forfeiting team will automatically relinquish the points designated for that game.
2. The winning team must record its lineup for the forfeited games and must have at least a minimum of the official number of players for that sport.
3. If you think your team will not have enough people for a game, please notify the intramural director at least 24 hours before the scheduled game.

Postponements

Intramural sports program is willing to cooperate in extraordinary circumstances by allowing occasional postponements of contests, but because of the number of entries and short seasons, these must be kept to a minimum. For such postponements, the coordinator of intramural sports must be notified at least one working day prior to the scheduled time of the contest.

Rain-outs

These will be rescheduled at the discretion of the coordinator of intramural sports.

Protests

In order for a team to be eligible to file a protest in a sport, an organization's intramural chair (or someone from the team's roster) must attend the mandatory preseason managers' meeting.

Rule Interpretations

Protests involving rule interpretations will be considered on the field or court immediately following the incident in question. The game is suspended, and the intramural supervisor will be called to the game site. Play should not continue until the supervisor renders a final decision. **NOTE:** If a team continues to play without calling the supervisor to the game site, then that team forfeits its right to a protest.

Player Eligibility

Protests concerning player eligibility must be made to the intramural sports supervisor before, during, or immediately after the contest in question. The protest will be ruled on by the coordinator of intramural sports the following day.

Conduct of Teams, Individual Participants, Coaches, and Spectators

Sportsmanship

A part of the philosophy of the intramural sports program is that good sportsmanship is vital to every intramural contest. In order to encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions to warn, penalize, or eject players/teams/spectators for poor sportsmanship. These decisions are final.

Prohibited Conduct

No player, coach or spectator shall:

- use abusive language, threaten or abuse any other player or intramural sports employee before, during, or after any intramural contest. Any offending language is not tolerated and will result in ejection and possible suspension from program.
- participate in a game for which he/she is ineligible.
- argue with the game official. Only the captain may address (courteously) the game official concerning the interpretation of a rule.
- intentionally strike, shove, or exhibit any other unsportsmanlike conduct towards another player or employee of intramural sports.
- mistreat the facility, equipment, or supplies of intramural sports.

Fighting

Under no circumstances will fighting be tolerated. Participants involved in any fighting shall be immediately removed from the contest and subject to further disciplinary action. (See Mandatory Penalties)

Spectators and Equipment

Team captains are responsible for their own spectators and equipment. Spectators are subject to the policies and regulations of the intramural sports program. (See Mandatory Penalties)

Verbal Abuse

Verbal abuse of intramural sports employees will not be tolerated. William Carey University specifically prohibits the use of grossly abusive language that insults, taunts, or challenges another person. This includes swearing, obscenities, epithets directed at an individual's race, color, ethnic identity, religion, sex or that which is personally abusive, degrading, and insulting.

Alcohol or Drug Abuse

Alcoholic beverages and drugs are not permitted on or in the vicinity of intramural sports contests or facilities on WCU property. Participants who are considered to be under the influence of alcohol or drugs will not be permitted to participate in intramural sports contests.

Mandatory Penalties

1. Any individual who is ejected from a contest must leave the facility (sight and sound) immediately upon notification by the intramural supervisor.
2. No individual may participate in or watch any intramural activity during his or her suspension.

Violation: Shoving, striking, or physically abusing an official or supervisor

Penalty: Automatic suspension from intramural sports for one full calendar year

Note: Penalty also includes being reported to the director of student life and possible assault charges at the county courthouse. Penalty may also include the individual's team's elimination from further participation in that sport for the remainder of the sport's season.

Violation: Ejection or misconduct during or after the last game of a season in a sport

Penalty: Possible suspension from all intramural sports activities during and including the next major team sport

Note: Each case is heard separately by the coordinator of intramural sports.

Violation: Continuous evidence of unsportsmanlike conduct by individuals, teams, or organizations

Penalty: Suspension from intramural sports for a minimum of one trimester

Violation: Ejection from a game due to a rule infraction

Penalty: Suspension from the team's next game and probation for the remainder of the sport's season.

Note: Each case will be heard separately by the coordinator of intramural sports

Violation: Ejection from a game due to unsportsmanlike behavior

Penalty: Automatic suspension from the team's next scheduled game and probation for remainder of the sport's season.

Violation: Ejections from a game due to fighting (individuals)

Penalty: Automatic suspension from team's next two scheduled games and probation for the remainder of the sport's season.

Note: Any player, coach, or spectator who leaves the team area and enters the playing field/court during a fight is considered to be involved in the fight.

Violation: Sidelines emptying onto the playing field (team)

Penalty: Automatic forfeit of game by both teams and mandatory meeting of team captains with the intramural sports director. The offending team or organization will be placed on probation for the remainder of the trimester (1st violation). A second violation of this rule by a team will result in automatic forfeit of the game and mandatory meeting with intramural sports director by the following day. In addition, a second violation will result in that team or organization not being allowed to have spectators for the remainder of that semester.

Note: If only one sideline empties onto the playing field, the game will be forfeited to offending team's opponent.

Disciplinary Cases

Cases involving individuals or teams violating the rules and regulations of the intramural sports program will be heard by the intramural sports disciplinary board. The individuals or teams involved will be suspended from intramural competition pending a decision by the board.

Residence Life/Housing

Hattiesburg: Lawrence Hall, Room 129, ext. 6102, or 6214

Purpose and Philosophy—Campus living areas are designed to support the educational mission of the university by providing convenient, comfortable, and affordable residences in a living-and-learning environment. Living on campus provides an increased opportunity for developing better student relationships, encourages the exchange of cultural and intellectual thought, and promotes an environment for living and learning as part of the overall educational mission of the university.

HATTIESBURG CAMPUS

All full-time undergraduate students are required to live on campus with board unless they meet one of the following criteria: age 21, commute from home of parents (within a 50-mile radius), are married, or have children. Resident Hall students who turn 21 during the term in which they wish to live off campus, have senior classification, and are in good standing with the university may apply to live off campus. Any unmarried student under age 21 living off-campus without official approval will be required to pay full room and board charges for the trimester in which the violation occurs. Students who are on scholarship and either choose to move off campus or are required to move off campus for disciplinary reasons, will have financial aid reduction.

Students must furnish their own linens, pillows, and, if desired, window curtains. Mini-blinds are furnished. Local telephone service is available through the university's telecommunications system. However, students must furnish their own telephone set and pre-paid long distance calling cards.

All resident students must make room reservations prior to each trimester. A one-time \$150 deposit (\$200 for Braswell, Byrd, and Johnson apartments) is required of all new campus residents (see Damage/Security Deposits). Upon receipt of a written request from the student, the deposit will be refunded within 90 days of the student's permanent check-out. The amount of the refunded deposit is reduced by any unpaid charges, fines, or assessments for damage to the room or its furnishings.

The university reserves the right to inspect rooms and to move any student to another assignment for reasons of space management or for the maintenance of order. At the beginning of each school term, students without roommates may choose one of three options: 1) move together voluntarily with another student who is without a roommate, 2) be reassigned with another student who is without a roommate, or 3) pay the private room rate if space is available. Whatever the option chosen, the student must coordinate his or her actions with the resident hall director.

Students will not be allowed to remain in student housing for any period of enrollment in which they are not registered for course work.

SUMMER HOUSING POLICY

Student housing may not always be available during summer terms, since the majority of major repairs and renovations take place during the summer. If housing is available, students may elect to live on or off campus. All students who choose to live on campus during the summer must participate in a campus meal plan. This includes Johnson Hall residents.

RESIDENCE LIFE OFFICIALS

Supervision of the residence hall system is provided collectively by the vice president for student services, director of residence life, hall directors, and the RA (resident assistant) staff. Operating under the jurisdiction of the university administration, hall directors and RA staff members are considered university officials and are vested with the level of authority necessary for supervising activities within their respective halls. Descriptions of each of the residence life official positions are as follows:

- **Director of housing and residence life:** (Lawrence Hall, Room 129, ext. 102) The senior administrator for residence life and housing; directly supervises hall directors and area coordinators; oversees all operations of residence life; plans, coordinates, and implements the overall program of resident education, RA recruitment, selection, and training; room reservations/assignments; and other system-wide functions such as coordination of the opening and closing of the residence halls throughout the year. Makes recommendations concerning major maintenance and or equipment needs to the vice president for student services.
- **Area coordinator:** A mid-level administrator in housing and residence life who serves as director of one hall, and is responsible for all housing operations in a particular area of campus. Supervises RAs and RD in their area of responsibility. Actively participates in RA recruitment, selection, and training. The area coordinator is responsible for many residence life functions, including communicating and enforcing university policy among campus residents, coordinating residence hall opening and closing, making room assignments and assisting the director of housing and residence life as needed.
- **Resident director (RD):** the live-in advisor for a particular residence hall; directly supervises the RA staff of his/her hall; participates in process of RA recruitment, selection, and training; assists director of residence life with implementations of educational programming and room assignments; serves as advisor to Hall Council; makes work order requests to the office of physical services for minor maintenance needs and recommends major maintenance and equipment needs to the director of residence life.
- **Resident assistant (RA):** serves as a peer advisor, student advocate, and administrative representative to students in his/her residence hall; remains available to assist students at all times; enforces university policies and individual hall regulations; conducts educational, and social programming for hall residents; assists in staffing the office of residence life; provides a listening ear, offers encouraging words, and models good citizenship and scholarship.

RESIDENCE HALL FACILITIES

Men's Halls

- **Bryant Hall** accommodates approximately 100 men at full occupancy. Single occupancy rooms may be available at additional charge.
- **Polk Hall** accommodates approximately 94 men at full occupancy. Single occupancy rooms may be available at additional charge.
- **Braswell Hall** accommodates approximately 89 men at full occupancy. Single occupancy rooms may be available at additional charge.

Women's Halls

- **Bass Hall** accommodates approximately 140 women (all classifications) at full occupancy. Single occupancy rooms may be available for additional charges.
- **Ross Hall** accommodates approximately 55 sophomore, junior, and senior women at full occupancy. Single occupancy rooms are not available in Ross Hall.

- **Johnson Hall Apartments** accommodate approximately 46 women (junior and senior classifications only) at full occupancy. Each apartment accommodates either three or four women.
- **Byrd Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge.

RESIDENCE HALL PROGRAMMING

Residence halls are more than just a place to sleep. They are also centers for learning and socializing. Each hall is a small community in which the residents can have an active role in its growth and progress. The residence life staff in each hall assist students in planning and organizing activities and programs of common interest. Programming in residence halls is intended to help students grow and develop life skills that will assist them in college and beyond.

DAMAGE/SECURITY DEPOSITS

Applicants for campus housing must pay a one-time deposit of \$150 before receiving a room assignment in Bass, Bryant, and Polk Halls. Residents of Johnson Apartments and Braswell and Byrd Halls must post a deposit of \$200. This deposit is refundable less any assessment for damage or neglect of the room, its furnishings, or other areas of the residence hall, provided the proper procedures for check-out are followed (see section on “Check Out”). Damage or neglect includes, but is not limited to nail holes, cleanliness, furniture damage or loss, and similar offenses.

ROOM KEYS/LOST KEYS

A charge of \$50.00 is levied for a replacement key. Each time a student forgets his or her key, requiring the resident assistant or hall director to unlock the door, a fine of \$5.00 will be levied. A fee of \$10 will be charged for unlocking doors after midnight.

ROOM SEARCH (also see Room Inspection)

The vice president for student services or a designee may, at any time, conduct a room search for the following reasons: (a) in the event of an emergency; (b) health and safety concerns; (c) to retrieve missing or stolen property; (d) suspicion of violation of university policy.

ROOM AND BOARD REFUND POLICY

Students withdrawing from the university after the start of classes will not receive a refund for residence hall or board fees. Deposits are returned in accordance with the agreements under which they are made.

ROOMMATES

Students may request other students as roommates. Efforts will be made to honor such requests; however, due to space limitations and other factors, requests may or may not be possible. Private rooms are available only if space allows and if an even number of students are requesting roommates. At the beginning of each term, students without roommates may choose one of three options: 1) move voluntarily into the room of another student who is without a roommate; 2) be assigned to the room of another student who is without a roommate; 3) pay the private room rate. Again, all room changes must take place with written permission from the director of residence life.

BEING A GOOD ROOMMATE

Living in a residence hall at William Carey University provides the opportunity for students to become involved in the total life of the university and to develop human relations skills essential for success in all areas of life. For many students, this will be their first experience of living in a small room with another person who is not an immediate family member and in sharing the life of a small community as an independent citizen.

Residence halls are, indeed, small closely-knit communities. It is important that students seek to establish positive rapport with their roommate and those living in close proximity as soon as possible after receiving their room assignment. These suggestions are intended to help you achieve those goals.

Above all others, three basic principles should govern the relationship roommates establish with each other:

- Roommates should be open and honest with each other. Small problems and points of conflict can become major issues if they are not resolved early. A healthy relationship is not one in which there are no problems, but one in which those problems can be discussed and resolved.
- Roommates should recognize that each is a unique person with his/her own likes and dislikes and accept those differences in each other. Neither should expect the other to conform totally to his/her lifestyle, but rather to seek to come to a common understanding in those areas where values and preferences differ.
- Roommates should acknowledge that each person has certain rights that should be honored. They should also understand that there are reciprocal responsibilities that accompany those rights. Residents must also understand that living in a residence hall community within the standards and values of the university place limitations on the individual rights of students.

Experience has shown that certain aspects of living with a roommate frequently can become points of conflict. In addition to simply getting to know your new roommate, you should be certain to discuss these sensitive topics and reach agreement on how you will handle each.

- **Sleeping habits.** In addition to the basic decision of the time each goes to bed and gets up, roommates should agree on the use of lights, computers and radios when the other person wishes to sleep.
- **Study habits.** Where and when does each person plan to study? How quiet does the room have to be?
- **Room cleanliness.** Student rooms can be found in conditions from complete clutter to perfect neatness. Roommates should agree on the condition they will maintain their room.
- **Music and TV tastes.** Preferences range widely on these items and roommates should agree on type, time and loudness of radios and TVs.
- **Food and snacks.** Roommates should talk about if they are willing to share or keep their own items.
- **Using each other's property.** Determine a mutual policy regarding the use of your and your roommate's personal property including everything from clothing to cars, what items are OK and which are strictly off limits. Do not go through your roommate's personal belongings (in their closet, desk, chest of drawers, etc.) without permission; respect their "turf" in the room you share.
- **Room decorations and furnishings.** Roommates should determine in advance which items each will bring (such as TV, phone, etc.) and what type decorations

are acceptable to both as the room is totally shared space. If you are in an apartment, do the same for the space that is shared by all roommates.

- **Guests in the room.** Some students value privacy more than others. Be sensitive to your roommate's wishes to have or not to have friends in the room. Talk about it in advance!

Always keep in mind that the resident assistants (RAs) are there to help you discuss these issues with your roommate. They are your resource!

The quality of the relationship you will have with your roommate is largely up to each of you to determine. Some specific suggestions have already been listed. Personal attitudes are very important also. Keep these additional helpful tips in mind as you and your roommate build your relationship:

- Never assume things. Always ask questions or permission before doing something with which your roommate might agree.
- Discuss your feelings and opinions openly and do not let small problems or disagreements become major issues before talking about them.
- Ask permission before using your roommate's personal property or before having friends in your room. Express appreciation when your roommate does you a favor.
- Avoid being judgmental. Recognize your roommate's right to be him/herself just as you expect to be allowed to be yourself.
- Be willing to compromise. A solution achieved by both parties reaching agreement is always better than when one decides over the other.
- Truly listen to your roommate and make sure you understand how he/she feels; listen as much as you speak.
- Be willing to talk to your RA or resident director when you need help or advice.

The skills, abilities and attitudes you develop in being a good roommate will have lifetime application. Give your best to this relationship and hopefully, you will have friendships you will value forever.

ROOM FURNISHINGS

Each student rooming in a university residence hall is responsible for the condition of his/her room, its furnishings, and the appearance of the residence hall in general. Charges will be made for damage or neglect of the furnishings, walls, ceilings, floors, windows, screens, and the hall doors of rooms, payable by the resident(s) of the rooms so damaged or neglected. Charges for the damages to the halls, lobbies, fixtures, etc. of any university residence will be pro-rated among the particular residents if individual responsibility for such damages cannot be established.

Furniture may not be arranged for use which is incompatible with its intended design. All original equipment (beds, chests, dressers, desks, etc.) must remain in the room. Students moving furniture out of the room will be fined. Furniture and appliances brought into the halls must be agreeable to all occupants of the room. Damage to university property will result in a fine equal to the cost of repairing or replacing the damaged property. Students may not bring in extra beds or construct loft beds.

ROOM CHANGES

Hall directors will designate a "room-change day," roughly two weeks into the fall trimester. Students wishing to change rooms and/or roommates may do so at this time through a carefully coordinated process led by the resident director. At no time (including "room-change day") may residents change rooms without permission from either the hall director or the director of housing. After this designated day, room changes will only be

considered for **very serious reasons**. Any room change after this special day must be approved in writing by the director of housing.

There is a \$25 charge to change rooms after the designated “room change day,” unless approved. To request a room change, students must obtain a “permission to move” form from the Residence Life Office and have it signed by the director of residence life. Students who move or exchange keys without permission will be subject to disciplinary action.

ROOMMATE CONFLICTS

Serious roommate conflicts are rare; however, such conflicts are the most often cited reason for requesting a room change. Conflict, however, is viewed not as a negative experience, but as an opportunity for learning. Rather than avoiding conflict, residents are encouraged to work through these situations in order to develop important life skills such as communication, conflict management, assertiveness and individual responsibility. Resident directors and the RA staff are available to assist residents as they work together on their differences. A room-change request will be considered after all parties have exhausted all attempts to reconcile differences.

CHECK-IN

The resident assistant will go with the student to his/her assigned room to fill out a room inventory sheet and issue a room key.

CHECK-OUT

A student must have all of his/her belongings out of the room before an official check-out procedure begins. The resident assistant will check the room for cleanliness and damages and will furnish a check-out form to the student on the day he/she vacates the room. The student then presents his/her room key to the resident assistant, who then presents the key and the check-out form to the hall director. The resident director submits the key and check-out form to the director of housing and residence life. Students must vacate and check-out of rooms by the housing closing time as posted in the residence halls. **Students who fail to follow this procedure completely will be charged \$100.00. Students who fail to return the room key will be charged \$50.00. Students who return the room key without checking out properly will be charged \$75.00. A minimum charge of \$50.00 per person will be assessed for room damages and rooms left uncleaned.**

VACATION PERIODS

The residence halls and cafeteria may be closed at any time the university is not in official academic session. Because these breaks involve multiple weeks throughout the year, residents should make plans for alternative living arrangements during holidays and breaks. Examples of such holidays include (but are not limited to) Thanksgiving week, Christmas week, New Year’s week, and spring break. Residence halls do not close during “one-day” holidays such as Good Friday, Labor Day, or trimester breaks.

INTERIM HOUSING

Interim housing may be available during the academic year for the week-long break periods (Thanksgiving, Christmas, and spring break). Students with no history of financial or disciplinary problems who have no other housing alternatives may apply to live on campus during these time periods at a rate of \$50 per week. Application must be made at least one week in advance. Payment must accompany the application. Students may or may not be assigned to their regular room during the interim period.

GUESTS

Students may host overnight guests, age 15 and older, by obtaining prior permission from the area coordinator for their area of campus. For the safety, security, and comfort of both guests and residents, no one under 15 is allowed in the residence halls at any time. Handbook regulations apply to all guests. Student hosts are responsible for the behavior of their guests. Guests may be registered in the residence life office (121 Lawrence Hall) from 9 a.m. to 5 p.m. If permission to host a guest is made prior to 5 p.m., the rate is \$10 per night. Requests made after 5 p.m. may be made in the host's residence hall and will carry a \$15 per night charge. Receipts serve as a "pass" for guests and may be required for admission to campus. Requests made after 10 p.m. will be denied. Guests are limited to spending three nights total per trimester on campus (in any room). Carey students may host no more than three guests per trimester. Students hosting unauthorized guests will be subject to disciplinary action, and guests will be asked to leave campus immediately. Any unregistered guest is required to be off campus by midnight.

HALL VISITATION

Residence halls are designated as single-gender facilities. As such, visitation is permitted **ONLY** in the lobby of the hall between the hours of 8 a.m.–12 midnight daily. Visits outside of these times must be cleared by the hall director. Visitation in individual rooms and apartments will be allowed on a bi-weekly basis in each residence hall. Each residence hall will have two nights of visitation (one night being Saturday) two weeks each month. The specific nights will be determined by the hall staff at the start of each term. All visitors must check in with the housing staff in the lobby and sign the visitation contract. Failure to do so will result in progressive disciplinary action.

VISITATION IN JOHNSON APARTMENTS

Male visitors are allowed in Johnson Apartments **only** at the designated days and times as established by the director and staff of the Office of Housing and Residence Life in conjunction with the student life committee. Each resident of Johnson Hall will receive a schedule of visiting hours. Residents are responsible for the behavior of their guests, and for ensuring that visiting hours are strictly observed by male guests. All male visitors must sign the guest book, and log entrance and exit times when visiting in Johnson. Failure to do so will result in progressive disciplinary action, up to including loss of all visitation privileges for both the host and the guest.

Visitation will be a maximum of three nights per week, and Sundays. The specific nights for visitation will be determined by apartment residents and housing personnel during each term.

ROOM INSPECTION (also see Room Search)

University administrators and the residence life staff reserve the right to inspect student rooms at any time for any reason. Regular weekly inspection for cleanliness and orderliness will be made by RA staff members. Citations are issued to students who fail to meet inspection standards. Repeated citations may result in more severe penalties. Sweeping or placing debris out of the room and into the hallways will result in an automatic failure of room inspection. Students are responsible not only for the conditions of their individual rooms, but collectively, as a floor unit, must not abuse the privilege of professional house keeping services by excessive or improper use of common areas.

JOHNSON APARTMENTS CLEANING

It is the responsibility of Johnson Apartment residents to clean their own bathrooms, fixtures, and appliances. Additionally, apartment residents must regularly dust baseboards and vacuum carpets. Air filters, light bulbs, and smoke detector batteries will be replaced by

facilities personnel unless abuse is taking place. Apartment residents will be assessed for abuse or neglect of apartment furniture and furnishings.

RESIDENCE HALL MEETINGS

Attendance at all residence hall and floor meetings is required. A minimum 24-hour notice will be given for all meetings. A fine of \$15 will be levied for missing a meeting. Any student who needs to be excused from a floor or hall meeting must notify the resident director prior to the meeting. Only in cases of extreme circumstances will students be excused from residence hall meetings. Students who have an assigned room but do not actively live on campus must complete a form with the director of residence life in order to be exempt from meetings.

MAINTENANCE REQUESTS

Residents may make maintenance requests through the housing office (ext. 6102), from 8 a.m. to 4 p.m., Monday through Friday. Emergency requests may be made through an RA or resident director at other times as the need arises.

EMERGENCY EVACUATION

These procedures should be observed for your own safety and protection. Be certain your roommates and your guests know what to do if an emergency arises. The evacuation routes posted on your floor should be used, if at all possible, in the event of an actual emergency.

If your normal evacuation route is not passable during an actual emergency, use the best exit available. If you need to report an emergency, contact your resident director, resident assistant, security (ext. 6300), or ext. 6214.

When the alarm sounds...

Leave immediately, no matter what you are doing! Leave your valuables, clothes, etc., in the room. If you don't it may be too late for you to get out of the building. It is your responsibility to evacuate the building.

Walk out exit

1. Walk, don't run or stampede.
2. Watch out for other students in the hallways and on stairways.
3. Don't cause a jam and possible injury to fellow students.

In case of fire...

1. Feel the door and observe cracks around the door. If the door is hot or there is smoke, *do not open the door.*
 - A. Under these conditions, stuff the cracks around the door and open your window.
 - B. If the window is too high for a safe exit, stay by the window and wait for a fireman to bring a ladder. Raise blinds and turn on the lights so that firemen can see into your room.
2. If door is not warm, open it cautiously, checking both for smoke and noxious fumes. If the hall is clear, proceed to the nearest fire exit. Wear shoes and coat. Carry towel or coat to protect your face from flames or smoke.
3. If you find yourself in a hallway suddenly enveloped by smoke or fumes, the safest spot is close to the floor and against the wall. Cover nose and mouth and proceed to exit.

Do not try to locate or fight fire when alarm sounds...

1. By this time, it is usually too late to do any good and you could be trapped inside.
2. If you are not near your assigned exit, leave through the nearest safe exit and report to your designated area outside the building for roll call. It is your responsibility to see that your presence is recorded.
3. Remain at your assigned evacuation meeting place until you are given further instructions.

In case of tornado or other inclement weather...

Go to the first floor of your building and stay away from windows until the emergency passes. *Do not go outside!*

FIRE OR SMOKE ASSEMBLY AREAS:

Bass Hall:

1st floor—Tatum Court, front porch
2nd floor—Tatum Court, front steps
3rd floor—Tatum Court, front sidewalk

Braswell Hall:

All residents—Wilkes sidewalk on west side

Bryant Hall:

1st floor—Lawrence Hall, west wing parking lot
2nd floor—Lawrence Hall, back center parking lot
3rd floor—Lawrence Hall, east wing parking lot

Byrd Hall:

All residents—Wilkes front porch

Johnson Hall:

All residents—Clinton gym entrance

Polk Hall:

1st floor—Green Science, near front glass doors
2nd floor—Green Science, front concrete area
3rd floor—Green Science, concrete area

Ross Hall:

1st floor—Tatum Court, southwest parking lot
2nd floor—Tatum Court, southwest steps

SAFETY AND SECURITY

Residence halls are not public buildings and their facilities, including soft drink and vending machines, rest rooms, laundry machines, and water fountains, are not to be used by the public. Unauthorized persons, including children, are to be reported to the resident director or resident assistant.

Firearms, such as rifles, shotguns, pistols, weapons, explosives, ammunition, stun guns, tasers, firecrackers, air guns, bows and arrows, etc., are not permitted in the residence hall. Violators face disciplinary dismissal.

Students are encouraged to leave messages with the resident director when they will be gone overnight or for several hours, indicating where they can be reached in case of an emergency.

If a student finds an item missing, he/she should provide the resident director with a written description of the same immediately. Homeowners or family insurance policies

should be consulted for coverage of lost or damaged personal property inasmuch as the university is not responsible for such.

A **smoke detector** is provided in each room. It is not to be removed, disconnected, tampered with, or rendered inoperative in any way under subject of fine and/or imprisonment by the City of Hattiesburg as per Ordinance 2378 in accordance with Standard Fire Prevention Code, Section 603.6.1 (Fines range in amount to \$550). The student is to report any defective or malfunctioning smoke detector to the resident director immediately. Periodic inspections of detectors will be made by university officials. An inoperative smoke detector which has not been reported will result in a fine of \$25.00.

TELECOMMUNICATIONS

All students who live on the Hattiesburg campus are charged for local room service as part of their room fees for each term. Students must provide their own phone or cell phone. Long distance calls can be made by using prepaid phone cards.

GENERAL INFORMATION AND REGULATIONS

The following represent a general, but not exhaustive list of additional regulations that students should know.

Food—

- All students living in the campus housing must participate in a cafeteria plan.
- There are to be no hot plates or other excessive electrical appliances such as toasters, ovens, electric frying pans, indoor grills, etc. used in rooms.
- Students may purchase and use small refrigerators up to 4.4 cubic feet capacity.
- Permissible appliances include: coffee maker, popcorn popper, microwave oven.

See section on Cafeteria for additional requirements about food service.

Noise—Courtesy quiet hours are in effect 24 hours a day. Enforced quiet hours are in effect daily from 10:00 p.m. until 7:00 a.m.

Pets—Pets are not permitted in the residence halls. Aquariums approved by the resident director are allowed for an additional \$50.00 damage deposit.

Babysitting—Babysitting is not allowed in the residence halls, and children in general are not allowed for reasons of safety and comfort.

Tobacco—Tobacco is prohibited in campus buildings and anywhere on campus.

Dartboards—Dartboards are prohibited in the residence halls. There will be a \$50.00 fine for anyone found to have a dartboard in the residence hall.

Skateboards and Skates—Skateboarding and skating are prohibited on the campus at all times.

Laundry—Only officially assigned residents may use the campus laundry equipment.

Fire Safety—The burning of candles and incense is not allowed in campus residence halls, including Johnson apartments.

ROOM DECOR

Resident directors will advise students of the specific device for each residence hall. No “sticky squares” are to be used, nor are decals to be placed on doors, each of which receives a minimum \$10.00 citation. No furnishings advertising alcoholic beverages or tobacco products (posters, pictures, lamps, etc.) are permitted. Pornographic or obscene materials are strictly prohibited.

RESIDENCE HALL LOBBY HOURS

8:00 a.m . - 12:00 midnight daily.

Every visitor to a hall lobby must be accompanied by a hall resident. The visitor is the responsibility of the hall resident. Visitors who are not accompanied by a hall resident will be asked to leave the lobby.

VIOLATIONS AND CITATION APPEALS

- Payment of fines is required within five business days in the residence life office. Failure to comply will result in increased fines.
- Uncollected fines must be paid before a student's account is cleared in the business office.
- Disciplinary action will be taken against behavioral disturbances such as excessive noise, repeated room inspection failure, vandalism, and excessive public display of affection.
- Appeals: citations may be appealed to the director of housing.

OVERNIGHT CLOSING OF CAMPUS AND RESIDENCE HALLS

The campus may be closed to all persons not associated with the university between 12:00 midnight and 6:00 a.m. daily. Only those persons who can identify themselves as faculty, staff, and resident students will be allowed to enter the campus while it is closed.

From midnight until 6:00 a.m., students may be escorted to their residence hall by a nonresident guest. However, the guest must leave campus immediately upon reaching the residence hall. Students may not congregate outside between midnight and 6:00 a.m. except for activities and programs authorized by university officials such as director of student activities, director of athletics, etc. Also, residence halls are closed daily from midnight until 6:00 a.m. to anyone who is not a full-time resident of that particular hall. This includes campus residents from other halls. **Vehicles entering and exiting campus between 7:00 p.m. and 6:00 a.m. must stop and present identification and other relevant information to campus security officers upon request.**

VOTER REGISTRATION

William Carey University encourages all students to participate in the electoral process by registering to vote, and voting in every election. To expedite this process, voter registration forms for the State of Mississippi are available to residential students upon checking into the residence hall and in the Student Life Office, Lawrence Hall, room 127. According to Mississippi law, you must register to vote at least 28 days prior to each election to be eligible to vote in that election.

You may register to vote either by mail or by visiting the Forrest County Circuit Clerk, 630 N Main Street, Hattiesburg, MS.

Campus Services

IDENTIFICATION CARDS

Every student should secure an identification card (ID) from the office of student life on the Hattiesburg campus, the Office of Student Services on the Tradition campus, or from N.O.B.T.S. dean of students' office in New Orleans. (NOBTS ID has an attached fee of \$37.50.) Students must present their copy of the registration form in order to be issued an ID card. The ID card is the student's official university identification and should be carried at all times. **University officials, including faculty, staff, and security officers may ask students to present a valid WCU student ID at any time. Failure to present one's ID will result in severe disciplinary action.** Full-time students use the card for admission to school-sponsored activities, as a voting permit during student body elections, for securing a copy of the *Crusader*, and for library privileges. Part-time students have library privileges through the use of their ID card.

Misuse of ID cards subjects the user to disciplinary action.

A fee of \$10.00 is charged for the replacement of ID cards. **Only one free ID card will be issued to a student during a five year period.**

Student life office hours are 8:00 a.m.–5:00 p.m. Monday-Friday; 8:00 a.m.–6:00 p.m. the first week of each trimester.

BOOKSTORE

The university bookstore carries not only textbooks, but also school supplies, art materials, snacks, soft drinks, Carey gifts, and clothing.

Store Hours—Monday through Friday from 7:45 a.m. to 5:00 p.m.; however, Monday through Thursday of the first week of each term, the bookstore will remain open until 6:00 p.m.

Book Return Policy—Full refunds on textbooks will be given during the first seven class days of each trimester (during the first five class days for summer school or short-term classes) with a dated cash register receipt. Return privileges will be extended to the first 30 days of class with a drop slip or cancelled class verification.

The following conditions also apply:

- To receive a full refund of the price of new books, the books must be in new condition (no marks, no bent comers or pages, no name or other damage). The bookstore manager's decision on condition and salability is final.
- Packaged books must be unopened to be eligible for a refund.
- The refund will be credited to students' accounts for those students having account balances.

Book Buy-Back—Books will be bought back year-round. Up to 50 percent of the retail price may be paid for books used in the following trimester. Wholesale prices will be given for titles that are not currently in use.

Books for the Tradition and New Orleans campuses will be available at www.wmcarey.bkstore.com or call 601-318-6123.

NEW ORLEANS-SEMINARY BULLETIN BOARDS

Bulletin boards are located in each classroom in the William Carey Building. All postings must be approved by the director of prenursing/student and administrative services.

ATM SERVICES

The Hattiesburg campus has an ATM machine located inside the entrance to the post office in the McMillan building. The service is available from 7:00 a.m. – 11:00 p.m.

CHECK CASHING

On the Hattiesburg campus, students may cash personal checks in the business office. The amount of the check must not exceed \$30.00. A \$40.00 charge is made for each returned check. Check cashing hours are 8:00 a.m. until 5:00 p.m. Monday through Friday.

TRADITION CAMPUS SECURITY

Tradition campus security may be reached by telephone at 228-223-1807. Security officers serve to enhance and protect the safety and security of the entire campus community. Officers are also available to provide security escorts between on-campus buildings or to personal vehicles parked on university property. In time-sensitive or emergency situations, campus security officers are authorized to make the necessary decisions to ensure the immediate safety and security of faculty, staff and students. Such decisions must be in agreement with local, state, and federal laws, university policies and/or special directives (written or verbal) from the university official to whom security officers report.

All incoming and outgoing traffic must stop at the main entrance/exit. Security personnel will record the names and tag numbers, and destination of all entering traffic, and the names and tag numbers of all exiting traffic.

HATTIESBURG CAMPUS SECURITY

Security officials at the Hattiesburg campus are private law enforcement officers who are licensed by the Hattiesburg Police Department. These officers have the authority to apprehend and detain persons engaged in suspicious or criminal activity. The mission of Campus Security is to provide protection and assistance to students, faculty, staff and guests, and to safeguard the physical property of the university. Officers are available at any time to provide security escorts between on-campus buildings or to personal vehicles parked on university property. Campus security officers also enforce parking regulations, and issue citations for parking, and other violations of campus policy. Two-way radio contact is maintained between Campus Security and the Hattiesburg Police Department, Forrest County Sheriffs' Office, Hattiesburg Fire Department, and the Hattiesburg/Forrest County Emergency Management Office. Campus security can be reached at extension 6300.

NEW ORLEANS CAMPUS POLICE

1. **Purpose:** The seminary campus police intend to provide protection and service for all the members of the seminary community. The campus police seek to prohibit and to prevent the destruction of/or stealing of seminary property as well as private property within the boundaries of the seminary. The campus police also seek to protect and prevent injury to the lives of all members of the seminary community as well as all guests visiting our campus. If the campus police can be of any assistance to you or your family at any time, please do not hesitate to call upon them. They are here as a service to you and your family.
2. **Campus Police Personnel:** The Seminary Campus Police are commissioned by the New Orleans Police Department. These officers are also authorized by the Seminary to enforce certain Seminary regulations, including traffic and automobile rules. These officers have the authority to make criminal arrests.
3. **Campus Police Schedule:** The Campus Police Department is operative 24 hours a day, seven days a week. The office is located in Hardin Student Center.

4. **Emergency and Complaint Procedures:**

- a. Use this number for emergencies *only*: 944-7711. For non-emergencies, call 286-3593.
- b. New Orleans Police or Fire Dept. – Dial 9 then 911. Because your call is going out over a seminary trunk line, your seminary phone number (286-xxxx) and your address on campus will NOT be displayed on the emergency dispatcher’s computer. Instead, the 911 operator will see only the phone number of the trunk line and the address next to the housing office. Slowly and distinctly, you **MUST** tell the 911 dispatcher your name, phone number, correct street address, and the nature of the emergency.

CAFETERIA (HATTIESBURG CAMPUS)

Located in Wilkes Hall, the cafeteria serves meals on a set schedule:

Breakfast:	7:30–9:00 Monday-Friday 9:00–9:30 Continental 9:00–10:00 Saturday (self-serve)
Lunch	11:00–1:30 Monday-Friday 12:00–1:30 Saturday and Sunday
Dinner	4:30–7:00 Monday-Friday 4:30–6:30 Saturday & Sunday

Occasionally changes in serving hours are necessary and will be posted in the cafeteria as the need arises.

All students living on campus are required to have a meal plan. Exemptions may be granted to those student teaching, in the last term of nursing school, or with special medical needs. Please contact student life for further information.

The university offers three meal plans for campus residents—10, 14, or 20 meals over a seven-day period. The board rates are figured on a nonprofit basis on the average number of meals taken during the term by all campus students; therefore, no allowance can be made for meals missed. If a student wishes to change his/her meal plan, the student life office must be contacted by the end of the first week of classes for the term.

Meals may be carried out for students who are ill. Permission must be granted by the student’s residence director or the director of housing.

Dishes, silverware or glassware must not be carried out of the cafeteria without permission of the cafeteria manager.

Appropriate dress is required for all meals. Students are to wear shoes and shirts in all food service areas. As the cafeteria also serves members of the community for the Sunday noon meal, students are to dress appropriately.

Students are expected to conduct themselves in a courteous manner while waiting to be served and eating. Questionable behavior will be dealt with by the designated authorities in the Office of Student Services.

School groups may schedule meetings in private dining rooms by consulting the Office of External Relations.

CAFÉ NEW ORLEANS (NEW ORLEANS CAMPUS)

The full service coffee shop is located in the Hardin Student Center. A wide variety of gourmet coffee and tea is available, as well as fresh croissants, muffins and sandwiches.

PARKING PERMITS AND ABANDONED VEHICLES

As a security measure, all vehicles driven or parked on campus on a regular basis must properly display a current William Carey University parking permit. Parking permits are available in the student life office. Vehicles without a current WCU parking permit will be ticketed.

Vehicles that are parked on campus for 72 hours (or more) without current parking permits, or special permission from the student development office, will be considered abandoned. A professional towing service of the university's choosing will be authorized to tow abandoned vehicles at the owner's expense. William Carey University assumes no responsibility for any damage or inconvenience that may result from the enforcement of this policy.

The university is not responsible for damage to automobiles left parked outside of the view of the security guards.

FINANCIAL AID

Financial assistance is offered to students through scholarships, work-service, and grants. The office of financial aid handles all matters related to financial assistance. Any student receiving all F's or I's in any trimester will lose all institutional scholarship aid for the next trimester of attendance.

COUNSELING

Personal counseling is available to students free of charge. To schedule a confidential appointment on the Hattiesburg campus, contact the office of the vice president for student services at (601) 318-6188. On the Tradition campus, contact the administrative dean. On the New Orleans campus, contact the director of student and administrative services at (504) 286-3275.

HEALTH SERVICES

Hattiesburg and the Coast area are well-equipped with excellent hospitals and emergency outpatient treatment centers. Students are responsible for the financial obligations resulting from such medical services.

William Carey University does not provide emergency medical services to students who are in need of medical attention. Students are advised to take all appropriate precautions to protect their own health and safety. When a medical emergency arises, persons are advised to call 911 to summon emergency assistance. The student services office (Hattiesburg) or the student services office (Tradition) also should be notified. Students are responsible for paying the cost of medical services.

INSURANCE

Students are strongly encouraged to participate in a medical plan which meets their needs. All **international students** are required to carry United States hospitalization policies. Insurance information may be obtained in the Office of Student Services.

LOST AND FOUND

Lost articles found on campus are to be turned in at the Office of Student Services. Call 601-318-6779.

MAIL

The post office is open from 8:00 a.m. to 4:45 p.m. Monday through Friday and is located in McMillan Hall on the Hattiesburg campus. All on-campus students are required to have a post office box; off-campus students may have one if so desired. Students can acquire a post office box by filling out a form in the post office. Mail is usually distributed by 10:00 a.m. Monday through Friday and is picked up and taken to the Hattiesburg post office by 2:30 p.m. Mail should be addressed to:

Student Name
WCU Box __
498 Tuscan Avenue
Hattiesburg, MS 39401

A student may retain a box throughout his/her tenure at Carey. Upon leaving Carey, students should notify the post office of their forwarding address.

Mail will not be delivered to names other than registered students.

CAREER SERVICES – Hattiesburg Campus, Lawrence Hall

Career services at William Carey University is designed to facilitate the transition of students from academic life into a rewarding career experience. Career services offers assistance aimed at the improvement of student job search skills in areas such as resumé preparation, interviewing techniques, and networking. The career library is maintained to assist students in locating possible job opportunities. In addition, the center offers testing to help students identify career areas of interest, which can be beneficial to determine a course of study.

STUDENT SUPPORT SERVICES – Hattiesburg Campus, Lawrence Hall

Student Support Services is 100% federally funded by a grant from the U.S. Department of Education. It is an academic support program for students who are first generation, disabled, or from low income families. Services include reading and study skills improvement, academic classes, a computer laboratory, tutorial services, career services, academic advisement, vocational and personal counseling, new student mentoring, as well as referrals to appropriate agencies or schools when needed.

EXTERNAL RELATIONS – Wheeler Alumni House, Hattiesburg (for all campuses)

The Office of External Relations supplies news releases for local and hometown papers. A photographer is available for coverage of various on-campus events, and students are encouraged to avail themselves of the opportunity of publicity in their hometown papers as well as in the university's publications.

NAME/ADDRESS CHANGE

All students are expected to notify the Office of the Registrar of any change in name or address during their enrollment.

STUDENT CENTER

The student center provides for the enjoyment of the campus community. Hours of operation are posted.

Use of Center

- Facilities are intended for use by students, faculty and staff for extra-curricula activities only.

- Meetings of groups and organization must be scheduled and details must be arranged in the Office of Student Activities.
- All patrons must adhere to university dress regulations.
- Alcoholic beverages and gambling are strictly prohibited.
- Tobacco use is **NOT** permitted.
- Individuals shall be held responsible for any negligent or intentional damage to student center property.
- Posters or any other type of display or decoration may **NOT** be attached to the walls, doors, or windows of the student center.
- Posters and notices to be placed on the student center bulletin boards are subject to approval by the student activities director.
- Equipment and furnishings assigned to the student center shall not be removed from the building or rearranged except by permission of the student activities director.
- Children under 13 years of age are not permitted in any area of the student center unless accompanied by an adult.
- Pets (animals, birds, etc.) are not permitted in the student center.

Games

Individuals shall be responsible for any damage to the games and may be asked to leave the student center if they do not act responsibly.

NEW ORLEANS CAMPUS—STUDENT LOUNGES

Students may use the lounge area in the Hardin Student Center. This area closes for chapel services Tuesday and Thursday from 11:00 a.m.–12 noon. No food or beverages are allowed in the carpeted area.

NEW ORLEANS VEHICLE REGISTRATION

- Student, faculty, and staff members must register all motor vehicles. This includes, but is not limited to autos, trucks, recreational vehicles, and motorcycles.
- Vehicle registration constitutes displaying a current decal. Student, faculty, and staff decals are obtainable from the William Carey admissions office.
- Every motor vehicle being operated by a student must be registered and have a decal displayed according to instructions given at time of purchase.
- Every vehicle must conform to state and city laws with regard to registration and safety requirements. Seat belts must be worn at all times by passengers in the front seat and by children under age six. Louisiana law requires all children under the age of three years old to be secured properly in a child restraint safety seat.
- Anyone who drives in the state of Louisiana must carry liability insurance.

HATTIESBURG VEHICLE REGISTRATION

All faculty, staff, employees and students, full or part-time, who operate and park a vehicle on university property regularly or occasionally, are required to register their vehicles and display a parking decal. Complete information is required on the registration form including tag number.

Registration Procedure

- The office of student life (Lawrence 127) will issue decals during regular office hours (8:00 a.m.–5:00 p.m.) Monday through Friday when the university is in session.
- Students may also obtain a parking decal through the WCU Indigo Portal (online). A student may choose to register his/her vehicle online and pick up the decal in the student life office or have it mailed.
- Before a motor vehicle may be registered, the person whose name in which the motor vehicle is being registered must present a copy of current student registration at the university.
- Upon being registered and having required fees paid, each motor vehicle will be issued an appropriate decal which shall be valid up to the stated expiration date and for the zoned locations specified.

Parking Decals

- Decals must be displayed on the rearview mirror.
- Decals may not be traded or switched between different motor vehicles. Every vehicle must be registered with the university.
- Individuals sharing or using a decal not issued to that vehicle will be ticketed and subject to fines.
- University personnel will be issued decals that identify the appropriate zones in which university employees may park. Spouses of university personnel driving cars which display these decals will be given the privilege of parking in zones reserved for university personnel. Dependents of university personnel are not authorized with employee privileges.
- Lost decals may be replaced for both students and university personnel at a cost of \$5.00 per decal.
- Replacement decals will be issued upon payment of a \$5.00 fee only in the following cases:
 - If a registered motor vehicle is no longer to be used on campus (i.e. replaced by a new or different motor vehicle.)
 - If the decal of a registered motor vehicle is stolen or destroyed. (Documented evidence will be required.)
 - If the decal is defective due to faulty manufacturing. In this case, the decal will be replaced free of charge.
- Any motor vehicle operated on campus by a student or university personnel must have a decal and be registered according to the regulations stated.
- Only one valid decal will be displayed on any vehicle at one time.
- To be considered valid, decals must be displayed by hanging from the rearview mirror of the registered vehicle with the decal number facing outward.
- Reproducing, altering, or defacing a decal or permit in any way is prohibited. Lost or misplaced decals must be replaced immediately.

HATTIESBURG PARKING RULES AND REGULATIONS

All vehicles are to be parked on the streets and parking lots on the campus only in areas assigned and marked as parking areas. All "NO PARKING" areas are in effect 24 hours a day, seven days a week. Failure by any person to find a legal parking space shall not be an excuse for a violation of the regulations.

Students and university personnel are to park in the appropriate zone. Residential students: parking outlined in red. Commuting students, faculty, and staff members: parking outlined in white.

Color Indicators:

- Green15 minute parking only
- BlueHandicapped parking only
- YellowNo parking area
- Red stripesFire lane

Any motor vehicle, which is parked in violation of university regulations, will be subject to ticketing. Specific violations of the parking regulations include the following:

- Parking on campus without a current registration decal or permit, with the exception of short-term visitors on campus.
- Parking in an area of the campus that is restricted to a specific time limit in excess of the posted time limit (e.g. spaces in front of the post office and bookstore).
- Parking in a "No Parking Zone" or service drive. These areas are restricted 24 hours a day, seven days a week.
- Double parking.
- Parking against the flow of traffic.
- Parking in a pedestrian crosswalk.
- Parking in or blocking a street, driveway or impeding the free movement on any street or parking area at any time.
- Parking on a sidewalk or grassy area of the campus without special permission.
- Parking outside the lines that identify an individual parking space.
- Parking in any space other than the assigned zone during restricted hours (7:30 a.m.–3:30 p.m.)
- Parking any trailer, camper, or other personal property on campus without special permission from the student life office. Any vehicle, trailer, etc., in violation of this regulation will be towed at the owner’s expense.

NEW ORLEANS PARKING REGULATIONS

- Designated street parking is permitted only on one side of the street, except in the trailer park, where both sides are designated for tenant parking. Parallel parking on Leavell Lane / Providence Place between Gentilly Boulevard and Mirabeau Street is not permitted on either side of the street. Parallel parking on Seminary Place is allowed only on the East side of the street. There is no parallel parking on Selma, which is located on the south side of Berry Athletic field.
- All parked vehicles must be properly positioned within the boundaries of the place designated, (**no backing into diagonal/ slanted spaces or one way areas**). Vehicles must enter and exit parking areas only according to indicated traffic flow patterns.
- Handicapped parking places are reserved 24 hours per day and are not intended for people with minor temporary handicaps.
- Inoperable vehicles are considered abandoned two weeks after being identified and are subject to being towed at the owner’s expense.
- Students are not allowed to park in designated faculty / staff area. Parking areas are designated: Green–Student; Blue–Faculty; Red–Staff. (See admissions office for WCU regulations.)

- No parking is permitted in driveways, turn-around areas, sidewalks, loading zones, or where the street curb is painted yellow. **No driving or parking on the grass is allowed under any circumstances**, except for emergency and/or service vehicles.
- Trailers (camping, boating, moving, etc.) and trucks (other than pickups) are to be parked in the designated parking area near the tennis courts on Iroquois Street and must bear a NOBTS decal, or a temporary parking permit, which can be secured at the Campus Police Office or Providence House.
- Parking in the library turn-around is for authorized vehicles only. Authorized vehicles should park facing south.
- General parking behind the Hardin Student Center is prohibited. These spaces are for designated staff and faculty only. Traffic flow in the area is one way—west to east—towards Press Drive.

TRAFFIC VIOLATIONS (HATTIESBURG/TRADITION)

Reported traffic violations will be subject to fines. Fines are to be paid in the student life office within five days of the traffic violation notice. Appeals for violations must be in writing and turned in within five school days of the notice to the student life/ services office.

All matters pertaining to traffic violations will be handled by the traffic committee. All decisions of this committee are final.

Speed Limit

The speed limit on campus is 10 m.p.h.

Traffic violation fines

- Traffic violations:
 - a. Speeding (over 11 mph).....\$30.00
 - b. Reckless driving*.....30.00
 - c. Driving wrong way in traffic lane.....25.00
 - d. Noise violations.....25.00

*Reckless driving is a broad category that consists of any unsafe operation of a motor vehicle.

- Parking violations:
 - a. Blocking trash dumpster.....\$50.00
 - b. Parking in handicapped space.....60.00
 - c. Parking in tow away zone.....50.00
 - d. Parking in a “Visitors Only” space30.00
 - e. Parking on grass or other area set aside as lawn.....20.00
 - f. Parking out of assigned zone.....15.00
 - g. Parking in a “No Parking” zone.....15.00
- Displaying a decal not registered to vehicle in question.....60.00
- Parking or operating a vehicle on campus without current decal40.00
- False registration.....20.00

Students who falsely register their vehicles could lose their on-campus vehicle privileges.

- Driving while eligibility is suspended—not less than \$10.00 or more than \$30.00.
- The student life office will collect all traffic fines or parking fines imposed by the university. Grades and transcripts will be withheld from the students who have

unpaid violations from the university. Unpaid fines will be turned over to the business office.

- Repeated traffic violations could result in the termination of on-campus vehicle privileges.
- Second offense of parking in a tow-away zone will result in vehicle being towed at student expense.

NEW ORLEANS CAMPUS TRAFFIC REGULATIONS

1. The speed limit on Seminary Place is 25 mph as it is on Providence Place between Lipsey St. and Mirabeau St. On Lipsey, Dement, Mirabeau, Selma, and Iroquois Streets, it is 15 mph.
2. The speed limit on Leavell Lane from Gentilly Boulevard to Lipsey Street is 20 mph from 7:00 am until 5:30 pm Monday-Friday. Any other time the speed limit is 25 mph.
3. All parking areas and street other than those named above are 10 mph speed zones.
4. The trailer park area speed limit is 10 mph from Providence Place at Mirabeau to Seminary Place at Farnsworth driveway exit.
5. If you observe an emergency vehicle behind you, pull to the right side of the street or into a parking lot and stop. Do not block traffic. The officer may or may not be pursuing you.
6. The following vehicle movements are prohibited:
 - Failure to stop or yield at appropriate signs.
 - Failure to obey signs regulating movement.
 - Exceeding the speed limit, or exceeding a safe speed for special conditions, such as severe weather or traffic or pedestrian congestion.
 - Reckless driving and/or endangering life or property.
 - Passing moving cars going the same direction.
 - Following too closely.
 - Driving on the wrong side of the street, or driving the wrong way on a one-way street or in a parking lot.
 - Failure to yield to vehicle having the right-of-way.
 - Driving against the natural flow of traffic.
 - Driving without a current license plate.
 - Driving without a current driver's license.
 - Driving without proper insurance.
 - Failure to yield to an emergency vehicle.
 - Failure to yield to pedestrians crossing at a marked crosswalk. All vehicles should yield to pedestrians at any time or place when it is necessary to avoid an accident.

ACCIDENTS

Any accident involving a motor vehicle resulting in personal injury or property damage must be reported to security or Campus Police immediately. The involved vehicle(s) should not be moved and the person(s) involved **must not leave** the scene of the accident.

RESPONSIBILITY FOR DAMAGE

Neither William Carey University nor New Orleans Baptist Theological Seminary are responsible for damage caused by another vehicle in the process of parking or driving on campus. All vehicles are operated or parked on campus at the owner's or operator's risk. WCU/NOBTS are unable to assume responsibility for vehicles or their contents.

NEW ORLEANS TRAFFIC CITATIONS AND FINES

1. Parking and speeding tickets will be issued by the campus police and/or the New Orleans Police Department.
2. Parking and speeding fines will be posted to the violator's account.
3. Fine Schedule:
 - Failure to properly display a vehicle decal.....\$5.00
 - Parking violations except as stated below.....\$7.50
 - Unauthorized parking in handicapped spaces.....\$12.00
 - Moving violations (speeding, failure to yield or stop, reckless driving, etc.)
 - 1st offense.....\$15.00
 - 2nd offense.....\$25.00
 - 3rd offense.....\$35.00
4. Three moving or six parking violations in a year may result in a revocation of one's parking permit and all driving privileges on campus. Violations resulting in injury or damage may result in the immediate suspension of driving privileges, regardless of the number of previous offenses.
5. Any questions concerning a ticket should be addressed to the Chief of Campus Police. Any person wishing to contest a ticket must fill out a violation complaint form, obtainable in the Campus Police Office, within 5 working days of the violation.

Student Code of Conduct

Community life at William Carey University is founded upon the moral principles of Jesus Christ. Simply stated, the Student Code of Conduct is a pledge on the part of each student to conduct himself or herself in a manner befitting a Christian at all times.

The university prohibits personal behavior whether on or off campus that: 1) interferes with the university's pursuit of its educational and Christian objectives; 2) fails to exhibit a regard for the rights of others; or 3) shows disrespect for the safety of persons and property. The following statements of prohibited conduct are not inclusive but are intended to give a student an idea of the types of behavior that may result in disciplinary action.

- **Pornographic material.** Pornography is addictive, degrading, and destructive. As such, pornographic material will not be tolerated. Campus policy prohibits possession of pornographic material anywhere on campus including dorm rooms, cars, lockers, etc. Students in possession of pornography in any media form including, but not limited to print, audio, video, photography, and/or electronic media will face disciplinary action.
- **Computer responsibility.** The computer resources at William Carey University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. Users are responsible for seeing that computer resources are used in an effective, ethical, and legal manner. Policy violations generally fall into four categories:

- * harassing or threatening specific individuals or class of individuals
 - * interfering with the activities of others
 - * downloading, installing or transporting across university networks material that is illegal, proprietary, in violation of license agreements or copyrights, or otherwise damaging the institution including the distribution of pornographic materials
 - * damaging or interfering with computer or network resources or computer data, files, or other information
- **Social media responsibility.** William Carey University supports usage that leads to positive outcomes for its students. Social media technology affords interaction with individuals and organizations that establish strong connections and participation. Social media can also be a factor for increasing student engagement on campus and assistance for transitioning to college life, all of which may be considered positive effects. The negative effects of social media technology are likewise a university concern that stems from the limited context available in digital communication. Online social spaces provide privacy limitations, and students using social media are expected to be careful, respectful, responsible, and accountable. Unacceptable behavior by university students through such technology includes but is not limited to the following:
 - * behavior that promotes or produces an unlawful end;
 - * action that promotes an act of violence or harm;
 - * action that meets judicial standards of harassment, defamation, and obscenity;
 - * action that is counterproductive to the mission of the university;
 - * action that violates guidelines outlined in the handbook.

William Carey University's policy on student and employee use of social media will be strictly enforced.

- **Alcohol and other drugs.** In keeping with the university's commitment to remaining a "drug-free campus," the possession or consumption of alcohol and other drugs is prohibited. (Possession shall be defined to include the presence of alcohol or illegal drugs in the student's university residence or automobile.) The prohibition against the use, possession, or distribution of alcohol and illegal drugs shall include the possession of alcohol containers, promotional literature and/or drug paraphernalia. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs, either in the room or on the student's person, or conduct suggesting that the student is under the influence of such substances. Students in violation of this policy will face disciplinary action. This policy applies to students who return to campus under the influence of alcohol or drugs.
- **Tobacco.** The use of tobacco is not permitted on the university premises. This includes streets and right of ways adjoining the campus. Violation of this policy may result in loss of any scholarships, ineligibility for participation in any campus organization/ activity, suspension from the university or expulsion from the university.
- **Academic dishonesty (see also Academic Integrity).** Plagiarism, dependence on others for assistance in assignments, tests and exams, as well as aiding others in their academic work beyond that expressly approved by the instructor are prohibited.
- **Property violations.** The intentional or unintentional taking, damaging or destroying of property belonging to the university, members of the university community or visitors of the university is prohibited.
- **Harassment.** Harassing another person because of his or her race, color, gender, sex, national origin, age, or disability is prohibited. This includes verbal harassment such as antagonizing or taunting.

- **Threats.** Threats of violence or statements that indicate an intention to harm others are prohibited.
- **Disruptive behavior.** Conduct that disrupts or interferes with the educational purposes of the university is prohibited.
- **Fire safety violations.** Damaging, defacing, destroying, cancelling, removing, ignoring or tampering with a fire alarm or other fire safety equipment is prohibited. Failing to vacate a residence hall when a fire alarm sounds, or returning to a residence hall following the activation of a fire alarm without the permission of an appropriate university official are grounds for disciplinary action.
- **Gambling.** Engaging in or encouraging, promoting or aiding participation in any game of hazard or chance for money or other valuable items is prohibited.
- **Hazing.** Recklessly or intentionally endangering the mental or physical well being, health or safety of an individual for the purpose of initiation, admission, or membership, or affiliation with an organization is not allowed. Prohibited activities include: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, sleep deprivation, forced exclusion from social contact, or forced conduct that could result in embarrassment.
- **Dating faculty.** Student and faculty dating relationships are not permitted.
- **Immoral social conduct.** Students are prohibited from engaging in conduct which is contrary to the Christian values and principles of the university.
- **Sexual misconduct.** Engaging in or advocating engagement in sexually immoral acts or lifestyles is not permitted. Such acts and lifestyles deemed sexually immoral by the university are participation in sexual relations outside of marriage, adultery, incest, premarital and extramarital behavior, and sexual abuse.
- **Vulgar or abusive language.** The university has a no tolerance policy for abusive, lewd, obscene, or vulgar language or expression that is contrary to its Christian values and principles.
- **Lying and falsification.** Intentionally giving false information, whether written or oral, to student government councils, judicial councils, university officials or faculty members is not permitted. The falsification, alteration, fabrication, or misuse of a university form, document, record or identification card is prohibited.
- **Failure to cooperate.** Failure to cooperate in investigations, including withholding information, and failure to respond to requests to meet with a dean or committees is not permitted.
- **Violation of residence hall guidelines.** All students are expected to uphold the guidelines stated in the residence hall section of *The Lance*.
- **Disrespectful behavior.** The university will not tolerate contemptuous or disrespectful treatment of university students, administrators, faculty members, or staff persons. Interference with or the failure to cooperate with the reasonable requests of any university administrator, faculty member, or staff person is prohibited.
- **Firearms and weapons.** The use or possession of firearms, explosives, fireworks, or weapons is prohibited. This includes such items as guns, knives, or "homemade" weapons.
- **Trespass.** Students are not permitted the unauthorized entry into or occupation of university facilities.
- **Unauthorized recording.** The university does not permit the unauthorized recording of the voice of a member of the university's governing board, an administrator, faculty member, staff person, or other student.

- **Inappropriate dress.** Awareness of the appropriate dress for each occasion is an essential element in the social development of the individual. The university expects students to dress in a manner that complements the activity in which they are engaged and within the bounds of good taste. An administrator or faculty member may determine whether a given mode of dress disrupts the office or classroom process. More formal dress, if announced by the appropriate authority, may be required for special events or occasions. Shoes are required in all buildings except the living areas of the residence halls. Shirts are required in the dining hall. Sagging pants on students are strictly prohibited at WCU.

New Orleans campus:

Caps, casual shorts, thongs, and ragged shirts are considered to be inappropriate attire in the classroom. Individuals who are dressed in such attire may be asked to leave the premises at the discretion of a representative of the seminary.

- **Body piercing.** Visible tattoos and body piercings that are inappropriate in a Christian setting or pose a health or safety hazard are not permitted. Students involved in student organizations or performing groups that represent the university may not have body piercings or tattoos that shed a negative light on the university.
- **Financial irresponsibility.** A student is responsible for making certain that his/her financial obligations to the university are met. Continuation in the university may be dependent upon timely payment of university charges.
- **General infractions.** Students are expected to comply with all the rules and regulations, whether found in the student handbook, the university catalog, the SGA constitution, or departmental policy statements. Further, students must adhere to standards of public and private behavior consistent with the philosophy and purpose of the university, and with state and local laws.

DISCIPLINARY ACTION

Disciplinary action is a consequence of violation of university regulations hereafter defined. Disciplinary action may also be initiated against students by the university for misconduct which may originate off campus when the student is in violation of federal, state, or local laws and which materially and adversely affects an individual's suitability as a member of the university community.

Not all infractions of William Carey's regulations and standards of behavior are of equal seriousness. Violations are divided into four levels according to severity and sanctions, and each offense is progressive. This means that a second offense in any of the four levels in any trimester or consecutive trimesters will result in the second offense automatically moving to the disciplinary action of the next level. Examples of offenses by level include but are not limited to those listed.

The president of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university.

Guide for Disciplinary Decisions

Level I Offenses

Possible sanctions: A letter of warning, fine, or work assignment is the usual disciplinary action taken; however, other disciplinary action may be added by the adjudicating officer or committee. Fines may not be paid with scholarships or grants.

Fine Level — \$20 – \$150

Alcohol policy - \$75

Visitation policy - \$150

Failure to identify or comply

Fire safety (candle policy, incense, unauthorized use of fire doors)

Health/safety hazard

Inappropriate disposal of trash/garbage

Noise

Traffic

Tobacco

Level II Offenses

Possible sanctions: A letter of disciplinary probation and fine, work assignment, restitution, restrictions, and/or living unit probation is the usual disciplinary action taken; however, other disciplinary actions and restrictions may be added by the adjudicating officer or committee.

Fine Level — \$40 – \$300

Repeat of "Level I" offenses

Demonstration of flagrant disregard for living unit policies

Harassment, other than sexual harassment

Minor vandalism and criminal damage

Fire safety (fireworks unauthorized use of fire extinguisher)

Tobacco—2nd offense \$50

Visitation policy—\$300

Level III Offenses

Possible sanctions: A letter of disciplinary probation, living unit dismissal, and restitution is the usual action taken; however, other disciplinary actions and restrictions may be added by the adjudicating officer or committee.

Fine level \$100 – \$500

Theft

Physical or emotional abuse

Major vandalism or criminal damage

Fire safety (false fire alarm, tampering with fire safety equipment)

Any violation committed while on disciplinary probation

Demonstration of flagrant disregard for living unit or university policies on sexual harassment and/or state/local laws.

Sexual misconduct

Tobacco—3rd offense \$75

Level IV Offenses

Sanctions: A letter of disciplinary dismissal is the usual disciplinary action taken.

Any offense or series of offenses which indicates that the student is a threat to the university community and/or himself/herself is grounds for dismissal from the university.

Sexual assault

Possession of firearms, knives (except nonspring pocket knives), or other weapons

Use, possession, sale or distribution of illegal drugs

Counseling

In some cases when there is a violation of the Student Code of Conduct, participation in the university's counseling program may be required as part of the required disciplinary action.

DEFINITION OF TERMS

A student found to be in violation of the Code of Conduct or any specific policies or social regulations in this handbook may be disciplined according to the nature of the offense. The following disciplinary actions represent standard and recognized university-wide sanctions:

Written warning—a written notice to the student offender that he/she has violated university rules and that further violations will result in more severe disciplinary action.

Fine—a monetary sanction imposed by the vice president for student services, director of student services on the Tradition campus, or housing director, or designee for violation of university regulations.

Work assignment—the requirement that a student perform some service or engage in some activity (usually having some relationship to the offense) that would benefit both the student and the university community.

Living unit probation—a prescribed period during which another violation of policy may result in the student forfeiting the privilege to live in a university residence hall and reduction of scholarship.

Living unit dismissal—the requirement that a student leave his/her residence hall. The student may not be entitled to any refund from room and board including deposit.

University probation—a prescribed period during which another violation of policy will result in added restrictions, suspension, or dismissal.

Restrictions—additional sanctions imposed along with the period of probation appropriate for the offense (work details, research, etc.) Restrictions may also take the form of the privilege to

- hold a position/office in a campus residence hall, and/or
- represent the university in intercollegiate athletics or other public events.

Disciplinary suspension—exclusion for the offending student from the university campus, its classes, and other privileges or activities for a prescribed period.

Disciplinary dismissal—permanent termination of student status effective upon the date of dismissal specified.

JUDICIAL POLICIES AND PROCEDURES

Philosophy, purpose, and authority.

The purpose of the student judicial process is to investigate allegations of student misconduct, and in those cases in which it is determined that the student has engaged in misconduct, to impose appropriate sanctions. The goal of disciplinary sanctions is to redirect inappropriate student behavior toward behavior which will contribute to the social and academic development of the student and the overall well being of the university community.

The president of the university has delegated responsibility (subject to review hereinabove mentioned) for the student judicial affairs to the vice president for student services, who has in turn, delegated it to the director of student services (Tradition campus), or the dean of the School of Nursing (New Orleans). It is the responsibility of these designees to initiate, implement, and supervise the student judicial process. These designees are assisted in the judicial process by various councils including the following:

- administrative/student judicial council
- Student Government Association judicial council

Procedures for Judicial Review

Campus security, resident hall staff, faculty members, students, and any other member of the university community should report incidents to the vice president for student services (Hattiesburg) or the director of student services (Tradition). On the New Orleans campus, incidents should be reported to the director of pre-nursing or director of nursing. This official or designee will initiate the investigation. Once the investigation is complete, the adjudicating officer will determine if there is sufficient reason and evidence to continue the judicial process.

1. **Pre-hearing conference:** If the process is to continue, the adjudicating officer will meet with the student and determine the course of action. At this time, the accused will have the opportunity to provide information pertaining to the charges.
2. **Judicial hearing:**
 - A. **Notice of hearing.** Student accused of misconduct will receive prior notice of his/her obligation to appear for a hearing, usually 24 hours in advance. However, the vice president/dean or designee, may forego this waiting period in unusual or serious cases, or where urgency is necessary.
 - B. **Representation & witnesses.** The accused may not be represented at the hearing by anyone other than himself/herself. Witnesses for the accused will be permitted if approved in advance by the vice president/dean or designee. Witnesses must appear at the time and place of the hearing.
 - C. **Decisions and sanctions.** Decisions will be sent in writing to the accused student. If the decision calls for disciplinary sanctions(s), a description of the sanction(s) or action will also be included. Failure to comply with sanctions will result in additional penalties of greater or equal severity.

At any stage of this process, a student will be deemed to have pled guilty of charges if he/she fails to cooperate, ignores, or does not respond with 24 hours of notification of incident.

The adjudicating staff member will review the incident, taking into consideration the information provided by the student. For complex violations, the adjudicating staff member may refer the hearing to the student life committee for student disciplinary decisions. A determination will be made and the student advised of the decision. *Judicial decisions that do not involve suspension or loss of housing privileges are final.*

Student(s) will be verbally advised of the decision with written notification to follow. In cases of suspension or loss of housing privileges, a student may appeal to the student life committee on the Hattiesburg campus; Tradition appeals should be made to the Coast administrative dean; and appeals for New Orleans students will be directed to the vice president for student services. A written letter of appeal must be received within 48 hours. The president of the university may hear final appeals and take whatever action he deems to be in the best interest of the university.

Conduct violations of a less serious nature may be handled by the director of housing or his/her designee. Citations written by a member of the housing/residence life staff and traffic appeals may be appealed through the SGA judicial council.

Student Life Committee Standing Members

The committees have representation from administration, faculty, and students. Each faculty member serves a one-year term; members of administration may have standing appointments. Student appointment is made from the Student Government Association judicial council. If any of the faculty and/or administrators are unavailable, the vice president, dean, or directors may choose up to two substitute members in order to avoid delaying the adjudication of the case. The vice president, dean, or directors will convene the group, moderate the meetings, and present any witnesses or pertinent evidence.

Hattiesburg—director of athletics, housing director, registrar, two faculty, and two students

Tradition—associate dean of academic programs, four faculty, and two students

New Orleans—three faculty, one administrator, and two students

No student representatives will be called for committee action on Level IV violations.

APPEAL PROCEDURE

1. Only decisions of suspension and dismissal may be appealed by an accused student.
2. The student must write a letter of appeal and submit the appeal within 48 hours after receiving notice of disciplinary sanctions.
3. The appeal form must be complete and detailed. The student life committee for Hattiesburg will review appeals for Hattiesburg students; the administrative dean in Tradition will review appeals for Coast students; and the vice president for student services will review appeals for New Orleans students. The vice president for student services will review extended appeals coming from Tradition or New Orleans students.
4. The student will be provided an official written notification detailing the decision to accept or deny the appeal within 48 hours.

The president of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university.

General Policies

The William Carey University board of trustees adopted the following policy governing access to the WCU campuses by outside groups:

SOLICITATION ON OR ACCESS TO CAMPUS BY OUTSIDE INDIVIDUALS OR GROUPS

It is the policy of William Carey University that solicitation by outside groups, or access to WCU property by outside groups, shall not be permitted unless such activity is by invitation of William Carey University and contributes to the achievement of the mission of William Carey University. In cases where solicitation or distribution by outside groups has been authorized, such authorization will be revoked where any activities or conduct by outside groups results in the disruption or interference with university, administrative, educational, or operational activities. The university will not, under any circumstances, provide any access to outside groups whose activities, in the judgment of designated university officials, are inconsistent with the stated mission of William Carey University.

For purposes of this policy "solicitation" shall mean commercial and noncommercial activities, including, but not limited to, campaigning, canvassing, demonstrating, distributing or posting books, coupons, flyers, leaflets, literature or other documents, lecturing (outside of regularly invited and approved speakers for scheduled courses), petitioning, or selling.

The purpose of this policy is to ensure that any solicitation or distribution on university property by an outside group does not interfere with the university's commitment and mission to provide quality higher education and related activities to its students. Access and regulation of nonuniversity related individuals, groups or organizations on all WCU property is intended to safeguard the health, safety, and freedom from harassment of university personnel, students, and guests.

A request to distribute information (advertise) to students and university departments must be submitted and approved by the Office of Student Services prior to solicitation. Persons requesting approval should mail or present in person samples of all material to student services before any distribution or set-up takes place. The Office of Student Services is located in Lawrence Hall; the telephone number is 601-318-6188; e-mail bwaldrip@wmcarey.edu.

Similar requests for the Tradition campus should be submitted to the administrative dean of the campus at 228-897-7102; e-mail jbracey@wmcarey.edu. The New Orleans School of Nursing operates under the guidelines of the New Orleans Baptist Theological Seminary for advertising and solicitation.

NONDISCRIMINATION STATEMENT

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the university, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, age, gender, or disability in admissions or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school. In compliance with COCA standard 2.8, William Carey University does not discriminate on the basis of religion.

ANNUAL NOTIFICATION

Each year this institution gives notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). You are notified of the following:

- **Right to inspect:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.
- **Right to prevent disclosures:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
- **Right to request amendment:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
- **Right to complain to FERPA office:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202, concerning this institution's failure to comply with FERPA.
- **Right to obtain policy:** You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from: Registrar, William Carey University, 498 Tuscan Avenue, Hattiesburg, Mississippi 39401. A copy is also available in its entirety on the registrar's page of the WCU website. The document is entitled, "Institutional Policy on the Privacy Rights of Students."

THE RED BOOK

The university updates the student handbook annually, and current and new students are issued current copies at the opening of the academic year. Residential students sign for copies when checking into the resident hall. Returning commuter students sign for copies in the student life office when renewing vehicle campus permits. New students sign for the handbook at orientation at each of the three campus locations or in the student life office when a student identification card is made.

DESIGNATION OF DIRECTORY INFORMATION

The university has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (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 and awards received, (10) the most recent previous educational agency or institution attended by the students, (11) academic level, (12) enrollment status (FT/PT), and (13) other similar information.

Directory information may be disclosed by the institution for any purpose in its discretion, without the consent of a student. Students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In

that case, this information will not be disclosed except with the consent of a student, or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to the effect with this institution at the registrar's office on or before the first day of classes of each trimester/term. Forms for this purpose are available in the registrar's office.

In the event a refusal is not filed, this institution assumes that a student does not object to the release of the directory information designated.

STUDENT SUPPORT SERVICES

Student Support Services is 100% federally funded by a grant from the U.S. Department of Education. It is an academic support program for students who are first generation, disabled, or from low income families. Services include reading and study skills improvement, academic classes, a computer laboratory, tutorial services, career services, academic advisement, vocational and personal counseling, new student mentoring, as well as referrals to appropriate agencies or schools when needed.

STUDENTS WITH DISABILITIES

Policy

Every reasonable effort will be made to meet the special needs of students who qualify under Section 504 and ADA disability criteria. Eligibility for special accommodations will be available to students who are officially enrolled at William Carey University, who meet all university program requirements, and who meet the definition of disability as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The definition of disability includes any person who "...has a physical, emotional, or mental impairment which substantially limits one or more of life's major activities; has a record of disability, or is regarded as having a disability" (P . L. 101-336).

Obtaining services

To obtain service, a student must first identify him/herself as one in need of special considerations. This must be done by contacting the Office of Student Services. Depending upon the nature of the special request, the student will be asked to present documentation from an appropriately licensed or certified professional with expertise related to a student's disability. Such documentation must explain how the disability limits a major life function, thus impacting a student's participation in courses, programs, services, activities, and facilities. Detailed documentation requirements for specific disabilities may be obtained from the Office of Student Services as well as an application for services. In some cases, evaluations for the purpose of documentation must have been completed within three years. After providing the required documentation, the student must meet with the coordinator of disability services in the office of student services and submit a written request for specific accommodations and services. The request for services must be renewed for each academic term.

Accommodations are designed to meet the individual student's needs and are planned and implemented in consultation with the student. The university may, however, be unable to meet a need or implement an accommodation, adjustment, auxiliary aid, or service which would impose a fundamental alteration on a program or activity of the university, or which would impose undue hardship on the university, or which would substantially modify academic standards, programs, or course work.

Grievances

If a student's request for accommodations or special service is denied and the student wishes to appeal the decision, the appeal should be in the form of a typewritten, signed letter to the vice president for student services. The president of the university or designee may hear final appeals in such matters.

DISCRIMINATORY HARASSMENT

William Carey University is committed to providing an environment in which all persons are safe from harassment and intimidation based on his or her race, color, gender, national origin, age or disability. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, national origin, age or disability, or that of his/her relatives, friends or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's academic or job performance; or (3) otherwise adversely affects an individual's educational or employment opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the university community, student, staff and faculty.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, national origin, age or disability; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on campus or circulated on campus.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge, if appropriate. Students who have a complaint regarding harassment should contact the dean on the Tradition or New Orleans campus and the vice president for student services who will conduct an investigation in accordance with the complaint and grievance policy.

SEXUAL MISCONDUCT

Commitment Statement

William Carey University is committed to providing an environment that fosters learning, living and working and promotes an environment free of all forms of harassment. The university utilizes education, equal educational and employment opportunity, training, and establishment of procedures to ensure the protection of student rights.

Sexual Harassment

William Carey University reaffirms its principle as well as Title IX (students) of the Civil Rights Act that all students have a right to be free from sexual discrimination in the form of sexual harassment/sexual violence. Harassment can include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, activities, or education; or

(2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting said individual; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic, activity, or work performance or creating an intimidating, hostile, or otherwise offensive working or educational environment.

A student may report an alleged violation of this policy to the administrative dean of the Tradition campus or the vice president for student services on the Hattiesburg campus. On the New Orleans campus, complaints should be reported to the director of student and administrative services. An investigation will be conducted in accordance with the complaint and grievance policy for students, faculty, or staff as it relates to the complaint. The university will consider the welfare of the alleged victim and the university community

as well as the rights of the accused. Retaliation against a student who brings a complaint is prohibited and will not be tolerated.

In addition to violating the university's policy, sexual harassment may be a violation of state and federal laws. Therefore, a student who feels that his/her rights have been violated may bring legal action, in addition to making a complaint to the university.

Sexual Assault

William Carey University will not tolerate sexual assault or sexual violence in any form to include acquaintance or date rape and forced and unwanted sexual contact. The use of alcohol or drugs by either party will not diminish the responsibility for sexual assault. Acts of this type not only violate the policies of the university and its community, but also the criminal laws of the State of Mississippi. In cases involving allegations of sexual assault, mediation will not be used to resolve sexual assault complaints. William Carey urges students who believe they have been victims of sexual assault to initiate a complaint not only with the university, but to pursue criminal or civil charges against the individual(s).

Procedures for Reporting a Sex Offense

- The student should go to a safe place as soon as possible.
- The student should seek medical treatment immediately for assessment of injuries, determination of risk of sexually transmitted diseases, and collection of evidence in case criminal prosecution is pursued. The student should not shower, bathe, or change clothes until after medical treatment is obtained.
- Contact the vice president for student services. The student will be provided with options regarding counseling and other resources for dealing with the situation.

Procedures for Responding to Accusations of Sexual Offense

- The victim of an alleged sexual offense is entitled to and will receive the following:
 - 1) a caring response to the complaint with emphasis on a concern for his/her well being;
 - 2) a complete investigation of all allegations;
 - 3) notification of the outcome of the investigation and, if applicable, the hearing;
 - 4) the opportunity to appeal an unsatisfactory decision.
- A student accused of a sexual offense is entitled to and will receive the following:
 - 1) a clear description of all charges;
 - 2) advance notification of a hearing;
 - 3) a fair hearing conducted without unnecessary delay after the investigation;
 - 4) prompt notification of final decision by the person or judicial council which hears the case;
 - 5) the opportunity to appeal an unsatisfactory decision.
- After the incident is reported, the vice president for student services will initiate an investigation in which the alleged victim, the accused, and others may be questioned.
- A written report of the results of the investigation will be prepared. The accuser will be notified of the outcome of the investigation. If evidence confirms the allegations, the vice president for student services will then implement appropriate disciplinary action.
- The victim of a sexual offense will also be notified of any disciplinary action taken.

- If the accused or the accuser has a complaint about the way in which the case was handled or about the outcome of the process, he/she may appeal the case to the president of the university.

Legal Options of the Student

The student is not obligated to pursue disciplinary action or legal prosecution. However, hospitals are required by law to report anonymously incidents of rape and institutions of higher education are required to report anonymously all crimes on campus which are officially reported.

Available Campus and Community Counseling Services

Free and confidential counseling services are available for enrolled students through a local licensed counselor who is under contract to the university. Students should contact the office of student services for information on these services.

Confidential counseling services are also available through the Sexual Assault Crisis Center in Hattiesburg (264-7777) and the Gulf Coast Women's Center in Tradition (435-1968) or toll free 1-800-800-1396.

Options for Changing Academic and Living Arrangements

The university will make every effort to provide appropriate academic and residential environments for all parties involved in sexual offenses.

POLICY ON STUDENT COMPLAINTS

William Carey University seeks to provide each student with a positive educational experience. Students who experience difficulty are encouraged to make every attempt to resolve the problem informally by discussing the problem with those who are as closest to the source. However, students who wish to file formal complaints related to university policies, procedures, faculty, employees, or other issues may do so by following the guidelines presented below. The following chart is intended as a guide for successfully completing the four procedural steps outlined below the chart. None of the parties involved in a student complaint may be represented by anyone other than himself/herself during any phase of the complaint procedure.

**Direct the typewritten complaint to (in sequential order:
For complaints relating to:**

- | | |
|--|--|
| 1. Academics
(course-related issues
that are not grades) | 1) faculty member, 2) department chair,
3) dean of school, 4) vice president for academic
affairs |
| 2. Academics
(course and grade-related issues) | 1) faculty member, 2) department chair,
3) dean of school, 4) vice president for academic
affairs |
| 3. Academics
(issues related to faculty) | 1) faculty member, 2) department chair, 3) dean of
the school, 4) vice president for academic affairs |
| 4. Academics
(issues related to college
academic policies) | vice president for academic affairs |
| 5. Admissions | dean of enrollment management |
| 6. Athletics | 1) head coach of the sport involved, 2) director of
athletics |
| 7. Business Services | associate vice president for business affairs |
| 8. Counseling | vice president for student services |
| 9. Discriminatory Harassment | vice president for student services |
| 10. Financial Aid | dean of enrollment management |
| 11. Housing & residence life | 1) director of residence life, 2) vice president for
student services |
| 12. Physical facilities | director of physical facilities |
| 13. Sexual offenses | vice president for student services |
| 14. Student activities | 1) director of student activities, 2) vice president for
student services |
| 15. Student support
services | 1) director of student support services, 2) vice
president for student services |
| 16. Student judicial
affairs | vice president for student services |
| 17. Other student issues:
(security, cafeteria, etc.) | vice president for student services |

Procedural steps:

STEP 1) A typewritten, signed complaint should be filed with the faculty member or administrator who is closest to the source of the complaint except for course and grade appeals. Course and grade appeals must be initiated on the appropriate form within 30 working days of the beginning of the subsequent term unless the student does not enroll, in which case initiation must be within 30 calendar days. The Grade Appeal Form must be picked up in the office of the vice president for academic affairs. Complaints not resolved at one level should be presented to those at increasingly higher levels of responsibility and authority as outlined above.

STEP 2) After receiving a complaint in the first three categories (numbers 1-3) above, the faculty member will respond to the complaint within seven working days after receiving the complaint. If the student is not satisfied with the response, he/she may appeal to the higher level of authority. Each level of authority must respond to the complaint within seven working days of receiving the complaint. If the student does not receive a response in the allotted time, he/she may proceed to the next level of authority without the previous level signature.

If the complaint is related to any category after the first three above (numbers 4-17) an administrator will initiate a full investigation of the complaint which will be completed in 30 working days or less. If an investigation is required to deal with the complaint during this investigative phase, the investigator will determine a response to the complaint that will provide as much corrective action as possible from his/her level of authority.

During the investigation, none of the parties involved may have an attorney present.

STEP 3) The investigator will then meet with the student who filed the complaint and explain what action will be taken to correct the situation.

STEP 4) The complainant may then accept the corrective action as offered, or appeal the decision to the person at the next level of authority. Any complaint not resolved at the highest level should be presented in writing to the president of the university (or designee) who will provide the final response to the complaint.

For clarification of any part of this process, please contact the office of student services.

DRUG FREE CAMPUS POLICY

William Carey University expects its students to obey the law. A violation of alcohol or drug laws while enrolled at the university violates the university's expectations of its students.

Further, William Carey University prohibits its students from using, possessing and distributing or causing the use, possession or distribution of alcohol and illegal drugs on campus, at any university-related, sponsored, or recognized activity, whether on or off campus, and off campus in a student's university residence. Students are prohibited from using prescription drugs in any fashion other than as directed by a physician.

Possession shall be defined to include the presence of alcohol or illegal drugs in the student's university residence or automobile. The prohibition against the use, possession or distribution of alcohol and illegal drugs shall include the possession of any alcohol containers, promotional literature and/or drug paraphernalia. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs or conduct suggesting that the student is under the influence of such substances. William Carey University reserves the right to go forward with campus judicial procedure regardless of the status of local, state or federal investigations into conduct in violation of this policy. Sanctions may include suspension or expulsion. In addition to university sanctions, any

student found in violation of the drug and alcohol policy may be referred to the appropriate authorities for criminal prosecution.

Students who observe or learn about conduct in violation of this policy shall immediately report the conduct to the director of student services.

MISSISSIPPI PENALTIES FOR OPERATING A VEHICLE WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS (DUI)

First Conviction: Fine of \$250 to \$1,000 or up to 48 hours in jail, or both; license suspended for one year, or 90 days if an alcohol safety education program is completed.

Second Conviction (within 5 years): Fine of \$600 to \$1,500 and 10 days to one year in jail, and 10 days to one year community service; license suspended for two years or one year if an alcohol/drug abuse treatment program is completed.

Third Conviction (within 5 years): Felony. Fine of \$2,000 to \$5,000 and one year to five years in the state penitentiary; license suspended for five years or three years if an alcohol/drug abuse treatment program is completed. Vehicle may be seized.

Out of State Convictions: Convictions in other states for DUI alcohol or other substances shall be counted for purposes of determining if a violation is a first, second, third, or subsequent offense and the penalty that shall be imposed upon conviction for a violation of driving under the influence.

Conviction of driving while driver's license is suspended because of DUI: Fine of \$200 to \$500 and 48 hours to six months in jail; license suspended an additional six months.

Conviction of negligent operation of a motor vehicle causing serious injury or death: Felony. Up to 25 years in the state penitentiary.

MISSISSIPPI PENALTIES FOR ILLEGAL ALCOHOL SALES AND POSSESSION

Any person under 21 who falsely states or falsely presents a document stating that he or she is 21 or older for the purpose of buying light wine, beer, or other alcoholic beverage may be subject to the following penalties:

- Light wine or beer—misdemeanor
Fine \$25 to \$500 and/or up to 30 days community service.
- Alcoholic beverage—misdemeanor
Fine up to \$200.

Any person under 21 who buys or possesses any light wine, beer, or other alcoholic beverage may be subject to the following penalties:

- Light wine or beer—misdemeanor
Fine \$25 to \$500 and/or up to 30 days community service.
- Alcoholic beverage*—misdemeanor
Fine up to \$100.

Any person who knowingly buys light wine, beer, or other alcoholic beverage or gives it to a person under 21 may be subject to the following penalties:

- Light wine or beer—misdemeanor
Fine \$100 to \$500 and/or up to 30 days community service.
- Alcoholic beverage*—misdemeanor
1st offense—Fine \$500 to \$1,000.
2nd or subsequent offense—Fine \$1,000 to \$2,000 and/or up to one year in jail.

*Alcoholic beverage means any liquid containing greater than four percent of alcohol by weight.

Any person who sells or furnishes any alcoholic beverage to any person who is known to be insane or mentally defective, visibly intoxicated, known to habitually drink alcoholic beverages to excess, or known to be an habitual user of narcotics or other habit-forming drugs will be guilty of a misdemeanor. Upon conviction there will be a fine of not more than \$500 and/or six months in jail.

Any person under 21 is not in violation of the law if he or she buses tables that have light wine or beer, waits on tables and takes orders for light wine or beer, or stocks, bags, or handles another's purchase of light wine or beer.

MISSISSIPPI UNIFORM CONTROLLED SUBSTANCE LAWS

Sale

(Unlawful to sell, barter, transfer, manufacture, distribute, dispense, or possess with intent to sell, barter, transfer, manufacture, distribute or dispense.)

<u>Schedule</u>	<u>Maximum Penalty</u>
1. I or II, except marijuana	30 years and/or \$1 million*
2. III or IV	20 years and/or \$250,000*
3. V	10 years and/or \$50,000*
4. Sale of marijuana	
A. 1 kilogram or more	30 years and/or \$1 million*
B. less than 1 kilogram but more than 1 ounce:	
(1) first offender	20 years and/or \$30,000*
(2) second or subsequent offense	30 years and/or \$1 million*
C. 1 ounce or less	3 years and/or \$3,000

Possession

<u>Schedule</u>	<u>Maximum Penalty</u>
1. I or II, except marijuana	30 years and/or \$30,000*
2. III, IV, or V	1 year and/or \$5,000
3. Possession of marijuana	
A. 1 kilogram or more	20 years and/or \$1 million
B. more than 1 ounce but less than 1 kilogram	1 year and/or \$1,000 or 3 years and/or \$3,000
C. 1 ounce or less:	
(1) First offense**	\$100 - \$250 fine (summons)
(2) Second offense within 2 years**	5 - 60 days and/or
(3) Third or subsequent offense within 2 years	5 days - 6 months and/or \$250 - \$500 fine (misdemeanor)
D. Operator of a motor vehicle who possesses 1 ounce or less but more than 1 gram in the passenger area of a motor vehicle	90 days and/or \$1,000

Other Offenses

Penalty

Acquiring or obtaining possession of controlled substance or prescription by misrepresentation, fraud, and the like	1-5 years and/or \$1,000
False representation as a controlled substance	1 year and/or \$1,000

*A fine of at least \$1,000 must be imposed upon conviction of this offense.

**A first or second conviction is non-criminal and is private, nonpublic for two years, and after which it must be expunged.

Enhanced Penalties

Sale of a controlled substance (Schedule I through V) to a person under 21 may result in a double term of imprisonment. Persons convicted for second and subsequent drug offenses face double fines and terms of imprisonment.

Sale of a controlled substance (Schedule I through V) while in possession of a firearm may result in double fines and terms of imprisonment.

The penalties may be doubled for sale or possession with intent to sell a controlled substance in, on, or within 1,500 feet of a public or private elementary, vocational or secondary school building or 1,000 feet of real property comprising such schools. Second and subsequent offenses of selling around schools can result in penalties being tripled and imprisonment of not less than three (3) years.

Except as otherwise authorized in Section 41-29-139 Mississippi Code of 1972, any person 21 years of age or older who knowingly sells, barter, transfers, manufactures, distributes or dispenses during any 12 consecutive month period: (1) ten pounds or more of marijuana; (2) two ounces or more of heroin; (3) two or more ounces of cocaine or any mixture containing cocaine as described in Section 41-29-105 (s), or (4) 100 or more dosage units of morphine, Demerol or Dilaudid, shall be guilty of a felony and, upon conviction thereof, shall be sentenced to life imprisonment and such sentence shall not be reduced or suspended nor shall such person be eligible for probation or parole.

Persons trafficking drugs may also be subject to federal penalties.

HEALTH RISKS ASSOCIATED WITH DRUG OR ALCOHOL USE

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Depressants such as barbiturates and quaalude can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase in the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

COUNSELING AND REHABILITATION RESOURCES

Students who experience problems with alcohol or other drugs may seek help from several sources. The university provides individual counseling through the office of student services (Hattiesburg ext. 6779) or Dr. Carol Jones on Tradition campus (ext. 7237).

Information and assistance are also available from several off-campus sources:

Hattiesburg

Pine Belt Mental Healthcare Resources.....601-544-4641
 Alcoholics Anonymous.....601-582-1475

Tradition

Harrison County Mental Health Center.....228-863-1132
 Alcoholics Anonymous.....228-865-0156

New Orleans

New Orleans Mental Health Center504-361-6211
 Alcohol Anonymous.....504-525-1178
 Al-Anon/ Al-ateen504-888-1356
 Cocaine Abuse Addiction Information.....504-363-9167
 Narcotics Anonymous.....504-899-6262

Toll-free Numbers

Alcohol Abuse Accredited 24 Hour
 Helpline and Treatment.1-800-238-2600
 National Institute on Drug Abuse Helpline.....1-800-967-5522
 Narcotics Anonymous1-800-627-3543
 Al-Anon.1-800-356-9996
 American Council on Alcoholism Helpline1-800-527-5344
 Cocaine Hotline1-800-477-6751
 National Institute on Drug Abuse Hotline1-800-662-HELP
 Alcohol Abuse 24-hour Helpline1-800-417-6237

William Carey University does not endorse or affirm the competency of effectiveness of the services offered by these agencies.

In accordance with the Drug Free Workplace Act of 1988, any student who receives a federal Pell grant and who is convicted of a criminal drug offense that occurred during a period of enrollment covered by the Pell grant must report the conviction in writing to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3124, GSA Regional Service Building No. 3, Washington, D.C. 20202-4571. This report must be made within ten calendar days of the conviction. Failure to report such a conviction may subject the student to suspension or termination of the Pell grant, and ineligibility for other types of federal financial assistance.

COMMUNICABLE DISEASE POLICY

It is the policy of the university that students with contagious, infectious, long-term, life-threatening, or other serious diseases may continue to participate in the university's programs and activities as long as, with reasonable accommodation, they physically and mentally meet the academic and technical requirements of the program without undue risk to their own health or that of other members of the campus community.

After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate students with contagious diseases. Their determinations will be based on the consideration of factors. Among the factors to be considered are:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The imminence of the potential harm.

DRUG TESTING POLICY

It is the policy of William Carey University to conduct entry and random drug testing to meet the requirements of agencies receiving William Carey University students in clinical settings, practica, internships, athletics, performing and competitive groups, and other such courses. University administration are also authorized to develop procedures for testing of other groups of students who represent the university in some official capacity. All drug testing procedures will receive the approval of legal counsel before implementation.

ADMINISTRATIVE WITHDRAWAL

William Carey University reserves the right to require the immediate withdrawal of any student whose conduct poses a direct threat to the health and safety of the student or others.

ANNUAL DISCLOSURE OF CRIME STATISTICS/POLICIES

In compliance with its duties under federal law, William Carey University makes annual disclosure of campus crime statistics and campus security policies. These disclosures are made to current students and, upon request, to prospective students.

William Carey University Student Government Association Constitution

PREAMBLE

We, the students of William Carey University, Hattiesburg campus, desiring to promote the welfare of the student body; to develop a sense of leadership and responsibility for growth through initiative, discipline, and self-direction; to establish democratic procedures for self-government; to select an intelligent leadership that may be followed in openness and trust; to provide an organization for the administration of student government, student activities, and student services; to promote academic freedom and academic responsibility; to maintain constructive student-faculty and administration relationships; to promote the Campus Code and objectives of William Carey University; and, recognizing the need of guidance from the Lord Jesus Christ in the attainment of these goals, do ordain and establish this Constitution by the authority of the students of William Carey University, as recognized by the board of trustees and the president of William Carey University.

ARTICLE I – NAME OF ORGANIZATION

The name of this organization shall be the Student Government Association—Hattiesburg Campus (herein after referred to as the SGA). The campuses in Tradition and New Orleans will operate under a modified version of this Constitution.

ARTICLE II – MEMBERSHIP AND PRIVILEGES

Section 1—Every student at William Carey University, Hattiesburg campus, shall be a member of this organization, and therefore is subject to all rules and regulations as may herein and hereafter be enacted by this organization.

Section 2—Members of this organization shall be entitled to all rights and privileges and subject to all rules and regulations as may herein and hereafter be enacted by this organization.

Section 3—By right of vote in the SGA election, by the voices of one’s representatives, and by the right of personal petitions, each member shall be able to participate in the SGA.

ARTICLE III – GENERAL ORGANIZATION

Section 1—The government of the SGA shall be organized into the executive, legislative, and judicial branches.

Section 2—The council members of the SGA shall be composed of the members of the executive, legislative, and judicial branches.

Section 3—The terms of office in the SGA shall extend from the time of an officer’s installation to the time of the successor’s installation, which shall extend three trimesters.

Section 4—Qualifications, procedures of elections, campaign regulations, installations, and procedures of filling vacancies for all the SGA offices shall be followed as set forth in the bylaws of this organization.

Section 5—Each SGA officer shall hold only one office in the SGA at any time.

Section 6—The SGA shall be bound by the provisions of the Constitution and bylaws and rulings as may herein and hereafter be enacted by the council members or by referendum of the SGA.

Section 7—All SGA members must maintain the minimum cumulative GPA that was required for the elections into the office in which they hold the entire term that they serve on

the SGA. Grades will be checked by the SGA advisor after the completion of every trimester. If grades are not maintained, the individual will be dismissed from the SGA.

Section 8

All SGA members must attend and maintain a passing average in chapel during their year of service.

ARTICLE IV – ADVISOR

Section 1—The advisor to the SGA shall be appointed by the president of the university.

Section 2—The advisor to the SGA shall have the power:

- A. To advise the various governing bodies of the SGA.
- B. To advise and counsel any and all SGA officers.
- C. To appoint other responsible leadership to assume duties when necessary.
- D. To assist the SGA president and treasurer in the preparation of the SGA budget at least one trimester prior to the trimester for which the budget is to be enacted.
- E. To attend any SGA meeting.
- F. To advise and counsel any and all SGA committees.

Section 3—At least one advisor for the organization must be present for meetings where officers are elected or major business decisions are transacted.

ARTICLE V – EXECUTIVE BRANCH

Section 1—The executive power of the SGA shall be vested in the president of the SGA, who shall be assisted by the cabinet and such administrative officers as he/she shall appoint in accordance with this Constitution.

Section 2—The cabinet shall be composed of the appointed and elected members who meet the qualifications as set forth in the bylaws of this Constitution.

A. The following cabinet members shall be elected:

- President
- Vice president
- Chief justice
- Secretary
- Treasurer

B. The President of the SGA shall appoint the following members:

- Chief of Staff
- Commissioner of student affairs
- Commissioner of elections
- Commissioner of entertainment
- Commissioner of public relations

Section 3—The president of the SGA shall have the power and duty:

- A. To uphold the Constitution and bylaws of the SGA.
- B. To execute the laws of the SGA.
- C. To call and preside over all cabinet and council meetings.

- D. To call special meetings of the SGA and branches of the SGA.
- E. To prepare, with the SGA treasurer and SGA advisor and with majority approval of the cabinet, the proposed SGA budget and submit it to the council members for approval one trimester before the enactment of the budget.
- F. To assign duties to any executive officer or appointees relative to the duties he/she was elected to perform.
- G. To appoint temporary or standing committees, except for those otherwise provided for in this Constitution, to assist the work of the SGA.
- H. To approve or veto each bill passed by the legislative council, or to allow its passage without his or her approval after seven calendar days. All bills vetoed shall be returned immediately to the legislative council, listing each objection.
- I. To present bills passed by the legislative council to the administration of the university if any need its approval in order to take effect.
- J. To organize and motivate the SGA and the university administration around the needs and desires of the students, making needed recommendations concerning such needs.
- K. To inform the student body, university administration, SGA council members, or the bodies of SGA of pertinent affairs of the SGA, making needed recommendations to them.
- L. To require from the student court, when requested, a written interpretation of any portion of this Constitution or bylaws of the SGA.
- M. To appoint persons to fill vacancies in elected positions of the SGA until the time of a new election and installation shall be held.
- N. To remove, with a two-thirds majority vote, any officer that he or she has appointed.
- O. To appoint any officers necessary to carry on summer business in the absence of an SGA officer.
- P. To conduct all official correspondence of the executive branch of the SGA.
- Q. To vote with the council members only when the body is equally divided.
- R. To appoint representatives and solicitors to represent the SGA before campus judicial bodies.
- S. To co-sign with the advisor disbursements of the SGA funds, with the knowledge of the treasurer.
- T. To approve or veto any and all acts of committee.
- U. To appoint the SGA members to a committee.

Section 4—In the vacancy of the presidential office, the vice president will be installed as president within three school days.

Section 5—The vice president shall have the power and duty:

- A. To assume the duties of the president upon his/her absence.
- B. To become president upon the president's resignation or removal from office.
- C. To serve as speaker of the house of the legislative branch.
- D. To perform such executive duties as the president of the SGA may assign him or her.

- E. To assist the president and other cabinet members in preparing the budget for the SGA.
- F. To serve as parliamentarian of the council.
- G. To aid the president in appointing SGA members to a committee.

Section 6—The chief justice of the SGA shall have the power and duty:

- A. To appoint persons to fill vacancies in the position of justice on the SGA until the time of a new election and installation shall be held.
- B. To receive campus organizations' constitutions, meet with justices, and approve or veto said constitutions.
- C. To keep an attendance record of each SGA meeting, receive written excuses from members not attending an SGA meeting, and inform any SGA member of their probationary status and punishment received from the unexcused absences. (See Constitution, Article VII and Bylaws, Article V.)

Section 7—The secretary of the SGA shall have the power and duty:

- A. To file and maintain all the SGA records and properties.
- B. To record and file minutes of all the SGA meetings prior to the next meeting.
- C. To maintain an accurate and permanent record of the SGA.
- D. To make a periodic report of all the SGA activities to be published in the student newspaper.
- E. To make a report at all council meetings.
- F. To publish an agenda prior to the next meeting.

Section 8 —The treasurer of the SGA shall have the power and duty:

- A. To keep a current, permanent record of all funds coming into the SGA and all disbursement of such funds.
- B. To work with the SGA president and the SGA advisor in the planning of the budget.
- C. To co-sign with the advisor disbursements of the SGA funds.
- D. To present to the council members an SGA financial report at each meeting and to file it in the permanent SGA records.
- E. To appoint and/or work the sale of t-shirts at all SGA functions.

Section 9—The commissioner of student affairs of the SGA shall have the power and duty:

- A. To assign duties to the members of the student affairs commission and the varying committees of student affairs.
- B. To initiate, plan, supervise, and coordinate SGA student services.
- C. To conduct student opinion polls approved by the cabinet or councilmen.
- D. To make a report at all council meetings.
- E. To appoint a chairperson of the food service committee of the university.
- F. To coordinate community service efforts.

Section 10—The commissioner of elections of the SGA shall have the power and duty:

- A. To assign duties to the members of the election commission.
- B. To conduct and regulate all SGA elections in accordance with the provisions of the Constitution and bylaws of the SGA.
- C. To present an official written report of the results of all the SGA elections to the president and council members of the SGA with his/her signature and that of a student witness and that of an advisor.
- D. To have all the SGA regular and special elections and deadlines for petitions publicized at least seven days in advance; in the case of a run-off election, at least three school days in advance. Publication of deadlines must include the chapel bulletin and posters on all the SGA bulletin boards.
- E. To make a report at all council meetings.

Section 11—The commissioner of entertainment of the SGA shall have the power and duty:

- A. To assign duties to the members of the entertainment commission.
- B. To initiate, plan, and coordinate all the SGA entertainment and social functions.
- C. To select, with approval of the entertainment commission, all entertainment groups and movies to appear on campus.
- D. To take initiative in proposing any additional entertainment to council members as well as the varying organizations of student activities.
- E. To assign or delegate organizations to execute an event.
- F. To inform organizations of the event budget.
- G. To work with the organizations and the SGA treasurer to provide the necessary funds to host that event.
- H. To evaluate the execution of the event.
- I. To make a report at all council meetings.

Section 12—The commissioner of public relations of the SGA shall have the power and duty:

- A. To assign duties to the members of the public relations commission.
- B. To publicize all events of the SGA not otherwise provided for in this Constitution at least three days in advance.
- C. To coordinate and plan, with the public relations commission, any and all campaigns for the SGA which promote participation, involvement, or growth of these varying bodies as well as the university.
- D. To remove posters and other publicity immediately after events.
- E. To make a report at all council meetings.

Section 13—The chief of staff of the SGA shall have the power and duty:

- A. To assist the president in the implementation of parliamentary proceedings.
- B. To serve as a liaison between all branches of the SGA.
- C. To conduct a parliamentary procedure workshop at the onset of each academic year at the annual SGA retreat.
- D. To coordinate and plan, with the approval of the executive and legislative council, any proceedings that require formal legislation.

- E. This position shall be appointed within the council after elections and may be held in conjunction with any position with the exception of president and vice president.

ARTICLE VI – LEGISLATIVE BRANCH

Section 1—All legislative power shall be vested in the legislative council.

Section 2—The legislative council shall be composed of the elected members below who meet the qualifications as set forth in the bylaws of this Constitution.

- A. The senior class shall elect two members to the legislative council.
- B. The junior class shall elect two members to the legislative council.
- C. The sophomore class shall elect two members to the legislative council.
- D. The freshman class shall elect two members to the legislative council.
- E. Commuter students shall elect two members to the legislative council.
- F. International students shall elect two members to the legislative council.
- G. There will be five justices that will be elected to the legislative council.

Section 3—The vice president shall:

- A. Serve as speaker of the house of the legislative council at all legislative council meetings.
- B. Shall vote only when the legislative body is equally divided.

Section 4—Procedure of the legislative council meeting shall be established in the bylaws of the SGA.

Section 5—The legislative council shall have the power and duty:

- A. To meet at least once during the regular fall, winter, and spring trimester.
- B. To approve or reject all appointments for an SGA office by a simple majority of a quorum except those positions otherwise provided for in this Constitution.
- C. To override a presidential veto by a two-thirds vote of the membership of the legislative council.
- D. To grant written charters to student organizations as may be deemed necessary or beneficial to the general welfare of the student body. The legislative council may revoke the charter of any student organization that becomes inactive, a detriment to the spirit and goals of the university or the SGA, or which goes beyond its powers as stated in its charter.
- E. To enact or revise all bylaws by a two-thirds vote of the membership of the legislative council.
- F. To propose amendments to this Constitution by a two-thirds vote of the membership of the legislative council.
- G. To approve the SGA budget and all allocations for disbursement of funds not provided for in the budget.
- H. To enact by a majority vote of the membership of the legislative council articles of impeachment against any officer of the SGA for failing to comply with and uphold to the best of the person's ability any part of the Constitution or bylaws of the SGA that affect him/her. Following the impeachment hearing, an officer may be relieved of his/her duties by a two-thirds vote of the membership of the legislative council to do so.

- I. To veto acts of a commission, or to override a presidential veto of a commission by a two-thirds vote of the membership of the legislative council.
- J. To enact such legislation, which reflects the needs of the university, the campus code and/or purposes of the SGA as stated in the preamble of this Constitution.
- K. Any appointments made by the newly elected president of the SGA shall be confirmed by his/her legislative council.

Section 6—Any action by the legislative council may be repealed by a majority vote in any regular or special election after the receipt of a petition bearing the signature of 100 William Carey University, Hattiesburg campus, students and containing a statement of the reasons for the repeal being sought. The president of the SGA shall direct that an election be held within two weeks after his or her receipt of the petition. A majority vote will be final.

ARTICLE VII – JUDICIAL BRANCH

Section 1—The judicial power of the SGA shall be vested in the student court.

Section 2—The judicial power of the SGA shall extend over all cases involving violations of this Constitution and the bylaws of the SGA and the residence life policies as set forth in the student handbook, *The Lance*, and the regulations of the university designed for student control.

Section 3

- A. The student court shall be composed of the elected and appointed members who meet the qualifications as set forth in the bylaws of this Constitution.
 - 1. The chief justice, who shall be elected by the student body, shall have the power and duty:
 - a. To call and preside over sessions of the student court.
 - b. To enforce the Constitution and bylaws on the operation of the court.
 - 2. In order to hear cases brought before the Student Court, at least three regular justices must be present as well as the chief justice.
- B. Jurisdiction
 - 1. The student court shall have jurisdiction in all cases involving the interpretation of the Constitution and bylaws of the SGA.
 - 2. It shall have the supreme jurisdiction in all cases involving alleged violations against the Constitution and bylaws of the SGA.
- C. Duties of the student court
 - 1. The student court is bound to hear all cases brought before it in accordance with its jurisdiction.
 - 2. The student court shall meet within two days during which classes are in session after a case has been referred to it under its jurisdiction unless otherwise directed by the chief justice.
 - 3. It shall elect at the first meeting a clerk from among its members who will be responsible for keeping a complete record to be kept on file in the SGA office. The names in all disciplinary records will be deleted after the students involved graduate. All interpretations of the constitutional records will be kept permanently. The clerk will also conduct official written correspondence of the student court and file copies of the correspondence.
- D. Decisions of the student court can be appealed to the student appeals committee of the university, except for those appeals otherwise provided for in this Constitution.

- E. The procedure of the student court meetings shall be established in bylaws of the student court.

Section 4—The council shall have original jurisdiction in all cases involving impeachment. The chief justice shall preside over all impeachment trials. Voting shall be done by secret ballot, and only members of the council shall have the voting power.

Section 5—Rights of the Accused

- A. Any SGA member appearing for disciplinary action before the student court may choose someone other than a member of the student body to appear before the court as his/her representative, or he/she may represent himself/herself.
- B. A student may call any witness to give testimony concerning any alleged conduct when appearing before a judicial body herein.
- C. Any accused student or his/her representative shall have the right to question any witness that testifies before the student court in which he/she is being tried.
- D. All students accused of alleged violation and being prosecuted before any judicial body herein shall be notified at least two full days in advance of the scheduled hearing and the nature and cause of the accusation shall be explained to him/her.
- E. Witnesses testifying in favor of the accused must be countered by at least one witness not in favor of the accused if guilt is to be later established.

Section 6—Rights of the Prosecution

- A. The prosecution shall have the right to call any witness before a judicial body.
- B. The prosecution shall have the right to question any witness appearing before the judicial body.
- C. The accusers shall appoint among themselves one person to represent the prosecution before the student court. The representative shall not be a member of the judicial body which hears the case.

Section 7—Punishment

- A. The student court shall have three optional penalties when guilt is ascribed to the accused:
 - 1. Letter of Reprimand. This shall be sent to the student informing him/her of the student's violation, the requirement of the SGA and the university that he/she improve, and that further violations shall incur stiffer penalties as stated below.
 - 2. Conduct Probation (can be recommended to university disciplinary committee). The student is placed on probation for a certain period of time during which certain restrictions will be placed upon him/her. These restrictions will include:
 - a. loss of institutional aid
 - b. ineligibility to hold office
 - c. ineligibility to represent the university in any activity
 - d. any other reasonable restriction deemed appropriate
- B. If any officer shall be found guilty upon impeachment, one penalty shall be given as follows: the student shall be removed from office and shall not be permitted to hold SGA office for a two-year period of enrollment.

ARTICLE VIII – ORGANIZATIONAL FUNDING

Section 1—The advisor of the SGA is responsible for the distribution of school funding for campus organizations. The advisor of the SGA shall decide which organizations shall receive the school funding by means of reviewing applications for funding which are turned into the advisor no later than the date to be decided by the advisor upon returning for classes at the beginning of each new trimester.

Section 2—The criteria by which an organization shall be reviewed to possibly receive funding are as follows:

- A. Must be in good standing with the university.
- B. Must display campus leadership.
- C. The organization must have a grade point average entry requirement of no less than 2.5.

Section 3—Upon receiving the funding, each organization must:

- A. Host one event each trimester that they receive funding.
- B. Uphold the mission and values of William Carey University.
- C. Present the SGA with minutes of each meeting the organization holds. These minutes shall be presented at the first SGA meeting of each month.
- D. Must turn in receipts for all items purchased to execute the event.
- E. Accept any other responsibilities (within the mission and values of William Carey University) that the council deems necessary.

Section 4—Failure to comply with the expectations set forth by the advisor of the SGA shall result in a probation period of one trimester in which the student organization shall not receive funding. However, if the organization desires to retain the funding again, they must prove themselves worthy recipients of it by carrying out an event with no incentive for one trimester. The SGA may vote against a decision made by the advisor by a majority vote only if justification can be given as to why the SGA does not agree with the advisor’s decision.

ARTICLE IX – REFERENDUM

Section 1—A referendum may be conducted after one of the following:

- A. A majority vote of the membership of the council members.
- B. A petition bearing 100 signatures of the SGA.

Section 2

- A. Every proposed amendment must be published at least five days prior to the referendum in which it is considered.
- B. Every proposal in a referendum shall be voted on by members of the legislative council and shall be approved by a majority.

ARTICLE X – AMENDMENTS

Section 1—All proposed amendments to this Constitution shall be referred to a student body vote by one of the following methods:

- A. By two-thirds vote of the quorum of the legislative council.
- B. By a petition bearing the signatures of 100 members of the SGA.

Section 2

- A. Every proposed amendment must be published at least five days prior to its consideration in an election.
- B. Proposed amendments shall be voted on by members of the SGA and shall be adopted by a two-thirds vote of those voting in any regular or special election.

Election Bylaws

ARTICLE I – ELECTION OF SGA OFFICERS

Section 1—Requirements of Candidates

- A. Candidates of all offices must be enrolled as full-time students and must remain full-time students throughout their term.
- B. All candidates for election shall have at the time of election a cumulative grade point average of not less than 2.5 of college work. Candidates for a cabinet position must have a cumulative grade point average of not less than 3.0. The president and vice president must have a cumulative grade point average of not less than 3.0 of college work.
- C. Anyone not meeting the grade point average requirements to run for a particular office and wishes to appeal must do so within 48 hours of their notification of failure to meet such requirements. All appeals must be typed and delivered to the advisor of the SGA.
- D. Each candidate shall have a petition with the signatures of 16 or one-fourth of his or her electors, whichever is least, turned into the registrar's office at least five full business days prior to the beginning of the election.
- E. The members of the cabinet shall reside within the city limits of Hattiesburg, Mississippi, or the immediate areas, during their term of office.
- F. The president shall be at least a junior during the term in which he or she serves.
- G. The president, vice president, secretary, and treasurer shall have at least one term of experience as a council member before being elected.
- H. The chief justice must have at least one term of experience as a justice before being elected.

Section 2—Elections

- A. A simple one vote majority of a candidate's electors voting is required to be elected in all SGA elections.
- B. All elections will be held on Tuesdays and Wednesdays from the hours of 11:00 a.m. and 1:00 p.m. and on Wednesdays immediately before chapel (9:00 a.m.–9:30 a.m.) and after chapel (10:10 a.m.–10:30 a.m.). Ballots will be distributed upon presentation of William Carey University I.D. and signature at tables according to class and submitted into a locked box.
- C. Only the election commissioner, the advisor, and any SGA officer appointed to do so by the election commissioner will do the counting of the ballots. The results shall be posted immediately upon determination of the results except for the SGA superlative elections.
- D. The president shall be elected in January, one week after returning from Christmas break.

- E. The members of the cabinet, legislative, and judicial branches shall be elected and/or appointed the second week upon returning from Christmas break as designated by the election commissioner and the new SGA president.
- F. In the event that a candidate does not receive a majority vote, the chief justice shall call a run-off election between the two leading candidates for each position within a week following the election.
- G. If no one seeks a particular vacant elected position, this position remains vacant. It shall be the responsibility of the president to appoint someone to fill this vacancy.
- H. The president, vice president, commissioners, representatives, and justices, upon their election shall sign a Pledge of Office at the installation ceremony. This pledge shall be kept on file in the SGA office during the term of office. The installation service will be conducted by the former officers in consultation with the advisor.

Section 3—Installation of Officers

- A. Each newly elected or appointed officer shall officially take office within the month of cabinet elections. Each elected SGA officer shall serve until the officers elected the following winter officially take office.
- B. Each newly elected SGA member must attend the SGA transition ceremony in order to be on the SGA.

Section 4—SGA Campaign Regulations

- A. Any campaign signs, posters, etc. should NOT be posted until one week before the election and must be removed on the day following the election.
- B. Candidates should avoid putting signs and posters on buildings and glass where this is prohibited.
- C. NO campaigning within 50 feet of the voting area.

ARTICLE II – SUPERLATIVE ELECTIONS

All superlative elections (Mr. and Miss WCU, favorites, beauties and beaus, homecoming, etc.) shall be conducted by the election commissioner and publicized by the publicity committee. All people elected to these positions must pass chapel the trimester following their election, unless they are elected in the spring trimester. If they are elected in the spring trimester, they must have passed chapel in the preceding fall and winter trimesters prior to their elections. If a person fails to comply to these standards, they will lose their title, and it will be awarded to the runner-up. If all runners-up do not meet these standards, the award will not be given for that school year.

Section 1—Mr. and Miss WCU

These students are elected to be the best representatives of the objectives and philosophy of WCU as outlined in the university catalog. These students must be graduating seniors and have a minimum cumulative GPA of 2.5. The definition of “graduating senior” is 1) senior classification; 2) enrolled for undergraduate coursework during academic year of election; 3) graduating in current academic year of election. Nominations will be made from faculty, staff, and administration. All nominated students must maintain a passing average for chapel in the year of their election. The student body will vote on the nominees who are approved and appear on the ballot.

Section 2—Homecoming Elections

- A. Nominations and elections for homecoming court shall occur for the following:
 - 3 senior maids (one of whom shall be elected queen)
 - 2 junior maids
 - 2 sophomore maids
 - 2 freshman maids
- B. Homecoming queen elections shall be held the week prior to homecoming festivities during the times that the current constitution specifies.
- C. The maids are required to participate in homecoming festivities unless excused by the advisor and/or election commissioner.
- D. The maids' electors shall be composed of those students of same classification by hour at the time of the nomination and/or election.
- E. All nominees must maintain a passing average for chapel in the year of their election to be placed on the official ballot.
- F. Any SGA official appearing on the ballot for a run-off election may not work the election and shall be exempt from any duty associated in carrying out election proceedings.

Section 3—Class Favorites

Each class shall elect, by popular vote, one male and one female as that class favorite at a time designated by the election commissioner and the SGA council. The students must maintain a passing average for chapel in the year of their election.

Section 4—Beauties and Beaus

Each class shall elect, by popular vote, one male and one female as that class beauty and beau at a time designated by the election commissioner and the SGA council. The students must maintain a passing average for chapel in the year of their election.

Section 5—Professor of the Year, Administrator of the Year, and Staff Member of the Year

The council members of the SGA shall determine Professor of the Year, Administrator of the Year, and Staff Member of the Year. The decision will be based on essay submissions to the SGA council describing why the said faculty or staff member deserves this award. Students shall be notified three weeks prior to the due date. A member of the faculty, staff, or administration cannot receive the same award in consecutive years.

Section 6—Both nominees and electors will be classified by hours accumulated at the time of the nomination.

Section 7—All superlative elections requiring nominations by the student body must receive two nominations by students classified with the same number of hours as the student being nominated at the time of nomination.

Bylaws of the Student Government Association

ARTICLE I – THE PRESIDENT OF THE SGA

Section 1—The president shall take the chair on every legislative session.

Section 2—The president shall preserve order and decorum, and in case of disorderly conduct by visitors, may cause the same to be dismissed from the session.

Section 3—The president shall not be required to vote in ordinary proceedings except where his/her vote would be decisive.

Section 4—All committees shall be appointed by the president unless otherwise specifically directed by the council members.

Section 5—During the absence of the president, the vice president, who shall be elected by the student body, shall preside over the session of the council members.

ARTICLE II – THE VICE PRESIDENT OF THE SGA

Section 1—The vice president shall preside over the council only at the absence of the president.

Section 2—The vice president acts as parliamentarian of the council.

ARTICLE III – THE CHIEF OF STAFF

Section 1—The chief of staff shall serve as the administrative officer of the SGA, serving all branches and departments of the SGA as accountability officer and chief administrative coordinator of all SGA business, primarily legislative sessions.

ARTICLE IV – THE SECRETARY OF THE SGA

Section 1—The secretary shall keep a record of the proceedings of the council and at each session shall read over the minutes of the preceding session to the council members. He/she with the assistance of the president, shall number, file, and preserve in its proper order each bill, resolution, or other papers introduced to the council members.

Section 2—When a bill is passed, the secretary, who shall note thereon the day it passed, shall certify it.

Section 3—The secretary shall compile a list of council members and their campus post office box number, address, and phone number.

Section 4—The secretary shall inform each council member of all unscheduled meetings.

ARTICLE V – COUNCIL PROCEDURES

Section 1—No appropriation bill shall be passed by the legislative council that does not fit the maximum sum thereby authorized to be drawn from the treasury.

Section 2—Any bill or recommendation may be referred to a committee at the discretion of the president or by the membership of the legislative council.

Section 3—Every bill introduced to the legislative council shall have a title, and the title shall indicate clearly the subject matter or matters of the proposed legislation.

Section 4—If the legislative council rejects a bill, it shall not be introduced again or considered again during the same session. A bill so offered for reintroduction shall be regarded as the same if it deals substantially with the same subject matter.

ARTICLE VI – SGA MEETING ATTENDANCE POLICY

Section 1—Each SGA officer is permitted two unexcused absences per trimester.

Section 2—A valid written excuse must be received by the chief justice no later than 12 noon the day before the intended missed meeting.

1. The chief justice has the power to approve or deny written excuses.
2. The chief justice must inform the officer if his/her excuse is denied before the intended missed meeting
3. The SGA member may appeal a decision made by the chief justice through the judicial council with the chief justice sitting out.

Section 3—Three unexcused tardy arrivals will be equivalent to one unexcused absence. A valid written excuse must be received by the chief justice no later than 12 noon the day before the intended tardy arrival to an SGA meeting.

1. The chief justice has the power to approve or deny written excuses.
2. Before the intended tardy arrival, the chief justice must inform the officer if his/her excuse is denied.
3. The SGA member may appeal a decision made by the chief justice through the judicial council with the chief justice sitting out.

Section 4—After an SGA officer accrues two unexcused absences, he/she will be issued a letter from the chief justice that informs him/her of his/her attendance record.

Section 5—Upon a third unexcused absence, the SGA member will be put on probation.

1. 1st offense: The member will receive a \$5 fine.
2. 2nd offense: The member will receive a \$5 fine and will also be required to work the next event/election for its entire duration unless the event/election conflicts with class/work, and if so, the member must work the next event/election.
3. 3rd offense: The member will be removed from the SGA.

The administration of the institution may nullify any action of the organization if it conflicts with the mission of the university or reflects negatively on the university.

Revised by William Carey University
Student Government Association
April 2011

Hattiesburg Campus Directory

Academic Affairs.....ext.	6101
Admissions.....	6103
Alumni Office	6561
Arts, Humanities, and Sciences.....	6118
Athletic Department	6415
Baptist Student Union	6161, 6386
Baseball Office.....	6110
Bass Dorm Director.....	6303
Bass Lobby.....	6226
Biology Department.....	6119
Bookstore	6123
Braswell Hall Director.....	6634
Bryant Resident Hall Director.....	6359
Bryant Lobby.....	6304
Business Office.....	6127
Business, School of.....	6199
Byrd Hall Director.....	6635
Cafeteria.....	6132
Chapel	6115
Chemistry Department.....	6532
Common Grounds	6448
Cooper School of Missions.....	6115
Copy Room	6146
Education Department	6600
English Department.....	6592
Financial Aid	6153
Gym	6588
History and Social Science Dept.....	6164
International Student Affairs.....	6564
Housing/Residence Life	6102
Intramural Sports	6443
Languages (Spanish/Hebrew & Greek) ..	6440/6115
Library.....	6169
Maintenance	6155
Math Department.....	6173
Menu Line	6472
Music, School of.....	6175
Nursing, School of.....	6147
Osteopathic Medicine.....	6610
Physical Education Department	6186
Polk Residence Hall	6356
Polk Lobby	6471
Post Office.....	6158
President's Office.....	6495
Psychology Undergrad Dept.....	6122
Psychology Graduate Office.....	6470
Registrar's Office.....	6195
Religious Activities	6161
Ross Dorm Director	6234
Ross Lobby	6362
Security	6300
SGA.....	6742
Softball Office.....	6551
Student Activities	6444

Student Life.....	6214
Student Services.....	6779
Student Support Services.....	6208
Switchboard Operator	0
Theatre and Communication Dept.....	6218
Theatre Box Office.....	6221
Transcript Request	6195
Tutoring.....	6208

Tradition Campus Directory

1-228-702-xxxx

Admissions	ext. 1815
Art Department.....	1775
Biology Department	1880
Baptist Student Union.....	1835
Business Office	1810
Business, School of.....	1848
Dean's Office.....	1802
Education Department.....	1842
Financial Aid.....	1809
Library	1889
Nursing Department	1825
Psychology	1851
Registrar	1814
Religion.....	1835
Security	228-223-1807

New Orleans Campus Directory

1-504-xxx-xxxx

Admissions	ext. 3289
Bookstore	3282
Business Office.....	3282
Financial Aid.....	3282
Library.....	282-4455, ext. 8018
New Orleans Baptist Theological Seminary	282-4455
Nursing, Dean of.....	1-800-962-5991
Nursing, Director of.....	3281
Nursing, School of.....	3275
Registrar.....	3292
Security (NOBTS) Emergency	944-7711
Security (NOBTS) Non-emergency	944-4455
Student Government Association.....	3275
Student Services	3275
Transcript Request.....	3292

WCU Campuses

Hattiesburg.....	800-962-5991 / 601-318-6051
New Orleans.....	504-286-3275
Tradition (Biloxi).....	228-897-7100
Keesler.....	228-377-0090

THE ALMA MATER

Text: Ruth Joan Geiger

Music: Robert L. Gauldin

William Carey, we will love thee,
Loyal we will be
And we will ever sing thy praises;
Hail, all hail to thee.
Lifting high the light of knowledge,
Answering the clarion call,
Thou hast made thy sons and daughters
Staunch crusaders all.

Thou hast taught us love and honor,
Taught us truth and right,
While fitting ev'ry new crusader
With thine armor bright.
May the God, who made thee worthy,
Keep thee ever truly free;
May His spirit, Alma Mater,
Ever dwell with thee.