



# Newberry College

## 2014-2015

### STUDENT PLANNER AND HANDBOOK

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## THE STUDENT HANDBOOK

The Student Handbook provides information about aspects of college life for students and the College community. The content of this Student Handbook is subject to change as deemed appropriate by Newberry College in order to fulfill its role and mission. Any such changes may be implemented without prior notice or obligation and, unless specified otherwise, are effective immediately and will be posted in WolfDen and/or on the Student Affairs website. This handbook is intended for informational purposes and does not expressly or implied, create any contractual rights between Newberry College and any student.

The Newberry College Student Code of Conduct was revised during the summer of 2014 and a copy of the new Code will be shared with students during Check-in in August 2014.

## A MESSAGE FROM THE PRESIDENT

Welcome (back) to Newberry College. As a small residential college, Newberry is a student-centered, liberal arts, undergraduate institution that provides a wide variety of majors and a seamless integration of learning across liberal arts and professional disciplines. In a small college such as Newberry, with a low student-to-faculty ratio, students come to know their professors on a personal basis. Our faculty, coaches, staff, and administrators take great pride in guiding you through your intellectual and personal journey toward a successful and fulfilling career.



Newberry College not only provides an outstanding academic education but fosters the moral, ethical, and spiritual growth of its students as well. The Lutheran intellectual tradition of faith, reason, freedom, diversity and inclusivity is our foundation. Together we will discover innovative and creative ways to navigate through the uncharted waters of the future.

These are your years; this is your college. Become engaged and share your enthusiasm. There is always something to do! Own your experience here at Newberry. You will be challenged through value-based learning to become a critical thinker. You will find not only knowledge, but purpose.

You are a member of the Newberry College family. Dream big and unleash the greatness within you. Have a great year!

Morrie Scherrens  
President

*“Life isn’t about waiting for the storm to pass....it is about learning to dance in the rain.”*

*~ Author Unknown*

## A MESSAGE FROM THE DEAN OF STUDENT AFFAIRS

Dear Newberry Student:

Welcome! Whether you are new to Newberry College or are a returning student, we are so glad you are here! We have been working diligently in preparation for your arrival, and 2014-15 is surely going to be a year to remember.

This past May, after serving as the Interim Dean of Students from November 2013 – April 2014, I was honored to be named the new Dean of Student Affairs. I look forward to serving in this role working with you to make the Newberry College student experience better than ever.

A couple of notes about this handbook, and some things you will notice:

Size: This book is smaller than in previous years and is designed to fit in your book bag for use as an academic planner and a quick reference when you need to access the student handbook.

Events: This year we decided to not include a listing of FALs, student events, academic dates and athletic schedules in the planner. This was intentional. We know dates and times change and we want to make sure you have access to current, accurate information all year. That said, we will be utilizing a SmartApp called “**Check I’m Here**” which we believe will provide you with real-time information about activities on campus and allow you to sync those events with your calendar. More information will be provided throughout the semester about this new tool.

Student Conduct: The code of conduct for Newberry College is being revised to make the process, definition of infractions, and sanctions clearer and more consistent. A copy of this code will be provided to each student at the beginning of the semester.

Newberrian Creed: A copy of the Newberrian Creed can be found on page 6 of the Handbook. This is for your reference throughout the year. You will be asked to sign a copy of this creed each semester at check-in, and expected to abide by this Creed as a member of the Newberry College community.

New Faces: If you are a returning student you will quickly notice new faces in Student Affairs. We have hired several new people in Residence Life, a new Associate Dean of Students and graduate students from USC to work in Academic Support and Student Engagement. Please take time to welcome these folks into the family, as I know they will want to get to know you.

Finally, thank you for being a part of the Newberry family. Those of us who are blessed to work at Newberry College want nothing more than to see you succeed. Please reach out to any faculty, coach or staff member if you need help, in or out of the classroom. Our doors are open for you!

Have a great year!

Cheers,

Jane Willis

Dean of Student Affairs



## IMPORTANT CONTACT INFORMATION

Academic Affairs	Holland Hall	803-321-5110
Athletics Office	O.L. Casey Center	803-321-8166
Billing Office	Holland Hall	803-321-5116
Bookstore	Kaufmann Hall	803-321-5144
Campus Pastor	Holland Hall	803-947-2052
Campus Technology	Wright Hall	803-321-5646
Center for Student Success	Wessels Library	803-321-5362
Counseling Services	Health and Counseling Center	803-321-5373
Dean of Student Affairs	Derrick Hall	803-321-5146
Financial Aid	Welcome Center	803-321-5127
Health Services	Health and Counseling Center	803-321-5373
Library Resources	Wessels Library	803-321-5229
Mail Center	Wright Hall	803-321-5150
Registrar's Office	Holland Hall	803-321-5124
Residence Life Main Office	Derrick Hall	803-321-5350
Residence Life On-Duty Phone	Derrick Hall	803-944-1344
Security 24/7	Brokaw Hall	803-940-0672
Security	Brokaw Hall	803-321-5600
Student Engagement	Derrick Hall	803-321-5501
Tutoring and Writing Center	Wessels Library	803-321-5229

## MARTICULATION PLEDGE

*"In good faith Newberry College provides me with the services of its Faculty and the use of its physical facilities and will confer a degree upon the satisfactory completion of minimum requirements. In turn, I agree, upon my admission to Newberry College, to abide by the rules and regulations announced by the College and I acknowledge myself subject to the authority and discipline of the College. I recognize a contractual relationship between the College and myself."*

## NEWBERRIAN CREED

As a student at Newberry College, I accept the obligations of citizenship, which include an ethical code of behavior, exemplified by the Christian mission of Newberry College.

As a Newberrian I will honor the code of honesty in my academic and social life. I will respect the rights of every other member of this community as a person and creature of God. I will actively support the rights of others as a keystone to ensuring the integrity of Newberry College as a place of free and open inquiry."

My signature of affirmation on this statement of citizenship means I will live and work within the Christian environment of Newberry College and will actively build this community to serve future generations. I will discourage behavior which threatens the freedom and respect of fellow citizens. And with all other citizens I vow to uphold the principles of citizenship and the heritage of Newberry College set forth here.

## **ALMA MATER**

Though small nor rich in worldly goods,  
Our Alma Mater dear,  
We bless thy name, fresh crowned with fame,  
In every passing year.  
Oh, Newberry, we pledge to thee  
Our hearts and hands this day;  
Our love, our faith, our loyalty,  
Hail Scarlet and the Gray.  
Our love, our faith, our loyalty,  
Hail Scarlet and the Gray.

When years have passed and college days  
Become but memories,  
Though far or near, we'll all hold dear  
Thy name, thy victories.  
Where'er we go, come weal or woe,  
For thee we'll work and pray.  
Thy loyal ones; we'll ever hail  
The Scarlet and the Gray.  
Thy loyal ones; we'll ever hail  
The Scarlet and the Gray.

## **NEWBERRY COLLEGE FIGHT SONG**

I'm Newberry born,  
I'm Newberry bred,  
And when I die,  
I'll be Newberry dead.  
So rah, rah Newberry – berry,  
Rah rah Newberry – berry  
Rah Newberry Rah.

## COMPLIANCE & ACCREDITATION

Newberry College is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, national origin, sex, religion, age, gender, veteran status, genetic characteristic, and disability in employment or the provision of services.

Newberry College is in compliance with Title IX of the *Higher Education Act* of 2008; Title VI and Title VII of the *Civil Rights Act* of 1964; and Section 504 of the *Rehabilitation Act* of 1973, as amended; the Americans with Disabilities Act, as amended; the *Student Right-to-Know and Campus Security Act* of 1990.

Newberry College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges to award Bachelor's Degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Newberry College. The Commission is to be contacted **only** if there is evidence to support an institution's significant non-compliance with a requirement or standard.

Newberry College also holds current accreditation from the Collegiate Nursing Education (CCNE) to award a bachelor of science in nursing; the National Association of Schools of Music (NASM); the Council for the Accreditation of Teacher Preparation (CAEP) (formerly NCATE), which is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for the preparation of teachers and other professional school personnel. Other CAEP-related accrediting bodies by which Newberry College is accredited include, the National Association for the Education of Young Children (NAEYC), the Association for Childhood Education International (ACEI), the National Council for the Social Studies (NCSS), the National Council of Teachers of Mathematics (NCTM), the National Council of Teacher of English (NCTE), the National Science Teachers Association (NSTA) and the National Association for Sports and Physical Education (NASPE).

Accreditation compliance reports and letters of notification of accreditation status are on file in the Office of Institutional Effectiveness.

Newberry College is also a member of the Council of Independent Colleges; the American Association of Colleges for Teacher Education; the Lutheran Educational Conference of North America; the South Carolina Association of Colleges and Universities; the South Carolina Independent Colleges and Universities; and the National Collegiate Athletic Association (Division II).

For information about accreditation, please see:

<http://www.newberry.edu/academics/accreditation.aspx>.

# OVERVIEW OF STUDENT LIFE AND CAMPUS SERVICES

Newberry College is dedicated to enhancing the student experience by providing relevant academic support and resources, engaging student activities and programs, providing strong community within our residential living environment, insuring resources for health and safety, and providing strong student advocacy. Please reference the following descriptions of our services and activities to make sure you know all that is available to you as a Newberry College student.

## HEALTH AND SAFETY

### CAMPUS SECURITY

The Office of Campus Security ensures that our staff, faculty, and students live and thrive within a safe and orderly environment. Contracted with Allied Barton Security Services, our officers are commissioned by SLED bringing with them over 50 years of combined law enforcement/security experience. They are important and respected members of the College community, with the authority to act in the best interests of the College.

#### Contact Information

Security Office:	803-321-5600
Security Cell phone:	803-940-0672
Director of Campus Security:	803-321-5602

#### Patrols

Campus Security patrol the campus and answer calls on a 24-hour, 365-days-a-year basis. The primary duty of the security officers is to observe and report any suspicious activity and act as necessary to enforce all college rules, policies and procedures. On duty security officers will wear visible identifications as members of Allied Barton Security, and will identify themselves by name when asked to do so. A security officer may request and record identification information of any person in the event that:

- Any person(s) pose(s) a physical threat to him/herself or others;
- A college policy is being, about to be, or has just been violated;
- A violation of public law is being, is about to be, or has just been committed;
- The person is a likely witness to a violation of college policy or public law;
- There is reason to believe that the person is trespassing or that the person's conduct is not authorized on college property;

Securing identification information is necessary to discharge the officer's responsibilities and does not violate college policy or public law. **Refusal to present identification upon request from a campus security officer OR College employee is a violation of college policy.**

#### Safety Escort Service

Campus Security is available to any students who need an escort to their vehicle, residence hall, or campus building. Please allow time for the Security Officer to finish any current assignment before he/she arrives. If a student becomes ill or is injured, Campus Security will assist you as they can and/or contact the appropriate health care professionals.

#### Lost and Found

All lost and found items should be turned over to security by contacting 803-940-0672 so that a security officer may meet with the student to collect the item at the security office in Brokaw Hall.

#### Student Safety Tips

- Avoid carrying or keeping large sums of money on hand.
- Keep residence hall room doors locked. **DO NOT** leave room doors unlocked for roommates. If roommates do not have keys, have them wait until you arrive to unlock the door or until they can obtain their own key.

- Refrain from leaving personal belongings unattended in public areas.
- Secondary entrances to residence halls are locked and are not to be used after posted hours.
- **DO NOT PROP OPEN DOORS** as this compromises security by allowing unauthorized individuals to enter the residence halls.

### **Emergency Alerts**

All students should sign up online to receive emergency alert message from Newberry College. Access this system at [www.e2campus.net/my/newberry](http://www.e2campus.net/my/newberry).

For additional information during or after an emergency call the campus notification hotline: 1-855-622-5378.

For local media information tune into the following:

WKDK 1240 AM Radio

Z93.1 -The Lake Radio

WIS TV 10 – Columbia

WSPA TV 7 – Spartanburg

WLTX TV 19 - Columbia

Campus Security should be notified of any problems, emergencies or crimes on campus, and always call 911 if needed.

## **HEALTH AND COUNSELING CENTER**

The Health and Counseling Center at Newberry College contributes to the physical, academic, emotional, and social development of students by providing quality health care for students who are physically ill, experiencing emotional or behavioral problems, and health education to promote healthy behaviors for all students. The Center operates with a commitment to confidentiality, ethical behavior, health, and mental healthcare practices that reflect current research, professional standards and adherence to the state code of law.

Located behind the Science and Math building, the office is staffed with a licensed Nurse Practitioner, Certified Medical Assistant and a Licensed Counselor. Physician services are contracted with Compass Family Medicine for expanded services and allergy injections. For emergency or after hours care, services are available through the Newberry County Memorial Hospital Emergency Room or Doctor's Care.

### **FORMS AND INSURANCE**

Each new student is required to complete a medical history form and a record of immunization, including a copy of the student's health insurance card prior to registration. Students are also required to have a Tuberculosis Test within one year prior to admission. If the above health information is not on file within the health services office, medical services other than as required in an emergency will not be provided.

Students are required to have health insurance coverage. Students may enroll in a plan through the National Healthcare Exchange at [www.healthcare.gov](http://www.healthcare.gov) or a provider of their choice.

### **CERTIFIED MEDICAL ASSISTANT**

Students have access to medical care five (5) days per week - walk-in or call for an appointment at 803-321-3316.

### **NURSE PRACTITIONER**

Students have access to a nurse practitioner two (2) days per week for medical treatment and prescriptions. To make an appointment, please call 803-321-3316. Please check WolfDen for specific services and hours.

### **COUNSELING SERVICES**

Individual and group therapy sessions are available to all full-time students on campus, Monday – Friday, free of charge. All sessions are strictly confidential and provided by a professional, licensed therapist. To make an appointment, please call 803-321-5373 or email [martha.dorrell@newberry.edu](mailto:martha.dorrell@newberry.edu).

## BOOKSTORE

The Bookstore, located in the Kaufmann Hall, provides the campus with academic texts and other supplies. In addition, a variety of Newberry College paraphernalia, school supplies, snacks, and other items are available. Please see the website for more information about the Bookstore, including hours, important dates and online ordering: [www.newberrycollegestore.com](http://www.newberrycollegestore.com).

## CENTER FOR STUDENT SUCCESS

*The Center for Student Success* at Newberry College is part of the Student Affairs Division and is located in Wessels Library. The mission of the Center for Student Success is to support each student's educational goals by offering opportunities to enrich and enhance their academic environment. This mission is reached by working individually with students to assist in creating a personalized plan enhancing academic knowledge and life-long skills. The following units comprise the Center:

### EDUCATIONAL SUPPORT

It is our goal to provide students with the skills needed to become motivated, independent learners. Our experienced staff offers one-on-one assistance free to enrolled students wishing to improve their organization, time management, and/or study skills. Additional information concerning the Center may be obtained by calling (803) 321- 5362.

### RETENTION

The Center for Student Success works closely with various campus departments/offices in helping students cope with barriers and roadblocks. This includes coordinating student interactions with faculty, staff and other students which ultimately help to promote student success in social and academic development. Our intent is to provide students with the challenges and support they need to be successful in and out of the classroom.

### DISABILITY SERVICES

Newberry College provides support and assistance for all students with a diagnosed physical or learning disability, although it does not provide a special program or curriculum for students with identified disabilities. Our objective is to recognize and address the particular needs of individual students so as to enhance their opportunity for academic success.

The *Americans with Disabilities Act* of 1990, and Section 504 of the *Rehabilitation Act* of 1973, specifies that students must formally notify the collegiate institution of their disability in order for the institution to provide reasonable accommodations. Professional documentation of the disability or disabilities must be furnished no later than two weeks prior to the desired commencement of accommodations. In addition, the legal and/or medical documentation must be current within a three-year period prior to the student's enrollment at Newberry College. All documentation, requests for information, etc., must be sent to the *Disabilities Support Services Office*.

Upon receipt of notification and required documentation, a meeting will be scheduled between the student and the *Disabilities Support Services Office*, the purpose of which is to reach an *Accommodations Agreement*, which will be communicated to the student's instructors. The *Accommodations Agreement* will be reviewed each semester at the request of the student. The *Disabilities Support Services Office* will monitor each identified student's progress and interact with the student and his/her instructors, as necessary, to ensure that the College is complying with all requirements.

In dealing with students with disabilities, Newberry College carefully considers students' right to privacy and handles all disabilities-related documentation and communication in a highly confidential manner. If parents of students with disabilities wish to be included in meetings and communications with the *Disabilities Support Services Office*, they need to make sure their student signs the appropriate waiver, upon enrollment, as required under the Buckley Amendment. Newberry College does not provide student disabilities-related documentation to any third parties except as required by law. All student disabilities- related documentation is destroyed when the student graduates or otherwise ceases to be enrolled at Newberry College. Additional information concerning disability services may be obtained by calling (803) 321-5187.

## **GENERAL ACADEMIC ADVISING**

Accurate and relevant academic advising is essential to a student's academic success. The Center for Student Success oversees all freshmen advising and subsequent advising for students who have not declared their major. The focus is on relevant scheduling that continues the forward momentum towards completion of a degree.

## **CAREER SERVICES**

The *Office of Career Services* seeks to facilitate career development for all Newberry College students. All students begin the career exploration process early in their freshmen year. This process is initially facilitated through the use of assessments with supplemental programming designed to focus students on their strengths, interests and passions. Upperclassmen are encouraged to participate in career development programs and employer events relevant to their chosen career path. Several online systems are utilized to facilitate interaction between employers and students, and various job fairs and employer activities are scheduled throughout the year to help students obtain internships and fulltime positions. Career and professional development training is offered to all students and is designed to prepare students to articulate their skills and career goals and present themselves appropriately in social and professional situations. Students will also understand personal branding, the use of social media in job search and networking and have a well-developed marketing plan with resume and cover letter. Additional information concerning career services may be obtained by emailing us at [career.services@newberry.edu](mailto:career.services@newberry.edu).

## **INTERNATIONAL STUDENTS**

Newberry College welcomes students from countries outside the United States. International students are valued for the great cultural resources they bring to the college community. The Office of Enrollment Management and the Center for Student Success work with international students during the admissions and immigration process to insure appropriate Visa documentation is obtained for study in the US.

## **FIRST YEAR EXPERIENCE AND FRESHMEN MENTORING PROGRAM**

The Newberry College First Year Experience (FYE) is a partnership between the Center for Student Success and the Office of Residence Life. All activities and academic programs associated with FYE are designed to prepare students through mentorship academically, socially, emotionally and spiritually for success at Newberry College. Freshmen students will examine the values and goals the college celebrates, develop and improve their academic skills, assimilate into the NC Community, and engage as a citizen with the local community and world. In addition to classroom experiences, Residence Advisors and Alpha Leaders serve as mentors and guides assisting with transition and acclimation challenges, and facilitating conversation about important topics.

## **DINING SERVICES**

Newberry College has contracted the services of Sodexo to provide the College's Dining Services for students, faculty, staff, and the community. We believe in creating environments of fun, relaxation and most importantly, a sense of community. The Dining Hall offers numerous stations to give everyone a choice such as: Classic Entrees, Grill, Pizza, Salad Bar and International.

In addition, students are invited to use the declining balance dollars on their meal plans at Subway, Jazzman's, and Simply To Go.

## DIVERSITY EDUCATION

The Office of Diversity Education is housed in the Wessels Library and believes that diversity enriches one's educational experience and personal growth. We also believe that diversity cannot thrive without inclusivity. The primary purpose of this office is to support the QEP, strategic plan, and the mission and goals of Newberry College through programming efforts relating to diversity. Our goals are to develop awareness, respect and appreciation of the diverse cultures and heritages on our campus and to recognize and celebrate that we are all different and can positively contribute to society.

To support the objective of inclusivity, the SAFE Zone program was implemented in fall of 2012. This program is designed to promote acceptance and understanding of diversity on our campus and is an area that is designated to be safe and free from discrimination and judgment. SAFE Zone areas are identified by a sticker displayed somewhere in that area. This program is made available to ALL of our students, faculty, and staff who may be having issues and/or concerns of any type and feel the need to share their thoughts and concerns with an individual in confidence. These individuals are considered to be SAFE ZONE ALLIES. It is our goal to help all individuals on our campus feel accepted, respected, and free to voice their problems and/or concerns, free of judgment.

Please note that all SAFE Zone ALLIES go through a SAFE Zone training program before becoming Allies. The training is open to all interested students, faculty, and staff. If you are interested in becoming an ALLY feel free to contact Peggy B. Winder at 321-5161.

## LIBRARY AND TUTORING RESOURCES

Wessels Library is located on the campus quad. It provides a variety of resources and services to make your experience at Newberry a successful one. The Front Desk in the main lobby is your first stop for:

- Asking questions—we are here to help you!
- Checking out materials - including items that your professors have put on reserve
- Signing up for tutoring – peer tutors are available daily
- Logging enrichment hours

The Library houses resource collections (print, CDs, DVDs) as well providing:

- **Librarian led instruction and research assistance:** professional librarians are available to help you locate and utilize resources for research, projects and assignments
- **PCs for student use:** 18 are available during library hours
- **Wireless capability throughout the building**
- **Networked printers for student use:** main and lower floors
- **Study rooms and other quiet study areas:** for quiet study only visit the lower floor directly off the lobby
- **A large Library Commons for collaborative study:** main floor, a not-so-quiet space
- **Tutoring and the Writing Center:** free peer tutoring and writing assistance during library hours; tutor schedule is posted in the library, on library website and Wolf Den; tutors available by appointment as well
- **The Center for Student Success**

**The Library also provides access to high quality electronic resources through its Website. Available from on or off-campus, resources include magazines, newspapers, journals, ebooks and more. Click on the Library link at the bottom of the Newberry College homepage or from Wolf Den.** (Check Wolf Den for more information about off-campus access.)

Have questions? Contact the Library at 803-321-5229.

# STUDENT ENGAGEMENT AND LEADERSHIP

## GETTING INVOLVED

Being involved in campus life as a leader, planner, organizer, musician, athlete or group member is one of the most important things you can do to enrich your college experience. In addition, the experiences enhance your leadership and management skills, and help build your resume. We encourage you to participate in as many co-curricular activities as possible, making sure that you balance this involvement with your academic requirements. To learn more about all that is available to you please access the “Check I’m Here” app or website. You can also contact the Director of Student Engagement at 803-321-5501 to learn about ways you can get engaged.

## Joining an Organization

Newberry College has a variety of clubs and organizations on campus. Membership in a student organization gives a student the opportunity to develop friendships and explore new areas of interest. The co-curricular programs and student organizations, including fraternities and sororities, are under the general supervision of the Associate Dean of Students. New organizations should seek official recognition from the Office of the Student Engagement and Leadership. Recognition allows clubs and organizations the following privileges:

1. The right to publicize events on campus and utilize the “Check I’m Here” app
2. Use of College facilities, when available, at no cost.
3. Organization Post Office box.
4. Right to Request funds from the SGA.

Being a recognized student organization means that the college offers you official recognition and does not imply an acceptance for legal or financial obligation, nor does it imply an acceptance of liability for the actions of the organization or its members. “Recognition” does not necessarily imply endorsement of an organization’s particular philosophy or activity. The college reserves the right to deny recognition to groups whose purposes or activities are opposed to the mission of the college. Please stop by the Student Engagement and Leadership office in Derrick Hall for information regarding this process.

All organizations are expected to have an advisor. The advisor of a student organization must be a Newberry College Faculty or Staff employee and is solely responsible for offering continuity, leadership and guidance to the organization. Acknowledgment by the college that this person is an advisor of an organization should not be perceived to imply acceptance of responsibility either legal nor financially for his/her actions. In essence, the advisor assumes full recognition that he/she is acting outside the role and scope of his/her position with the college; and therefore any financial or legal implications that may arise due to his/her advisor position is his/her own responsibility and not that of Newberry College.

For a complete listing of student organizations, please refer to the Student Life tab in Wolf Den. For meeting and event details, please access the “Check I’m Here” app or webpage.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) exists to serve and represent the interests, concerns, and ideas of the Newberry College student body in association with the Division of Student Affairs. The association seeks to promote the welfare of every student and to create an opportunity for students to enhance their leadership skills and assist in determining the policies that shape their college experience. SGA is advised by the Director of Student Engagement & Leadership and the Associate Dean of Students. A percentage of the student activity fee is used as funding campus events and programs sponsored by SGA as well as services provided for all students.

SGA is composed of every student who pays a student activity fee. All elected and appointed officials of the association shall be full-time students while seeking office and throughout the duration of their term in office. Specific eligibility requirements and the duties of each position are described in the association's Constitution and Bylaws. The constitution is supervised and supported through the Division of Student Affairs. Copies of these documents are available to any student upon request in the Student Government Association office, and the office of Student Affairs. The following positions compromise the Student Government Association:

#### **Executive Board**

- President
- Vice President
- Secretary
- Treasurer

#### **Class Officer Positions**

- President
- Senator

#### **Appointed Positions**

- Public Relations
- Ombudsman

### **GREEK LIFE**

Fraternities and sororities promote scholarship, provide leadership opportunities, build lasting friendships, encourage community service and philanthropy and allow for social and personal growth. The Office of Greek Life currently advises 6 fraternities and 4 sororities. Each organization is governed by their respective councils: National InterFraternity Conference (IFC), College Panhellenic Council (CPC) and National Pan-Hellenic Council (NPHC). Female students interested in joining a CPC sorority participate in a process called *Recruitment*. Male students interested in joining an IFC fraternity participate in a process known as *Rush*, and those interested in NPHC organizations participate in *Membership Intake*.

**IFC Fraternities include:** Kappa Alpha Order, Theta Chi, and Tau Kappa Epsilon

**CPC Sororities include:** Alpha Xi Delta, Kappa Delta, and Sigma Sigma Sigma

**NPHC organizations include:** Kappa Alpha Psi Fraternity, Phi Beta Sigma Fraternity, Omega Psi Phi Fraternity and Zeta Phi Beta Sorority.

Please note that hazing is an illegal activity and is defined as "any action taken or situations created, whether on or off fraternity premises, which recklessly or intentionally produces mental or physical discomfort, embarrassment, harassment, or ridicule." Examples of hazing include but are not limited to the use of alcohol, paddling, and the creation of excessive fatigue, scavenger hunts, public stunts, morally degrading or humiliating games and activities. Education regarding hazing is a tool in the elimination of this behavior.

### **IDENTIFICATION CARDS**

Upon registration for the first semester of attendance at Newberry College, each student is issued an identification card. This ID card also serves as the meal card for dining services and a building access card for Residence Halls. In addition, it is required for checking materials out of the library and attendance at athletic events. Students retain the same ID number throughout their stay at Newberry College. New ID cards will not be issued each year. Students are required to carry their ID card at all times. ID cards are only to be used by the student which it is issued. A \$25.00 fee is charged for replacement of a lost, stolen ID card or damaged card. To get a replacement ID card, please go to the Office of Student Affairs in Derrick Hall. The office is open Monday through Friday from 8:00 am to 5:00 p.m.

## **MAIL CENTER**

Located in Wright Hall, students can send and receive mail and packages, and purchase stamps from the Post Office. Students will receive their mail box number during the first week of class and will keep the same box number throughout their career at Newberry College. Upon graduation, or if a student transfers or withdraws, they must return their mailbox key to the Mail Center and provide a forwarding address. Mail will be forwarded for six months. After this, all mail will be returned to sender.

Faculty, staff and students at Newberry College routinely communicate with each other via the mail system. Students and Student Organizations must check their mailboxes at least twice a week. Students are responsible for complying with the information placed in their mailbox and failure to do so may result in a fine for failure to comply. The Mail Center is open from 8:00am-3:00pm Monday – Friday and follows the Newberry College academic calendar, and emergency alert system for closings.

## **RESIDENCE LIFE**

### **LIVING IN A COMMUNITY**

When several hundred people live and/or interact on a college campus, it is important to remember the rights of individuals and the importance of mutual respect. Policies, rules, and regulations are established for the campus community, and particularly for the residence halls, in order to help maintain an optimal living-learning environment. As members of this community, students also have the right and responsibility to question other students when aware that they are not adhering to a College policy. They are also expected to notify the appropriate authority if they have any concern for a fellow student's safety or wellbeing. Failure to follow these policies, or to report concerns, can endanger personal safety and the safety of others. In addition, students who do not follow these policies may be infringing on the rights of others.

To understand the rights and responsibilities within the residence hall community and within the Newberry College community as a whole, each student is expected to be familiar with the information in this handbook.

### **FOOD SERVICE**

All residential students must purchase a meal plan from the options available. Students who commute may choose to purchase the commuter student meal plan. Please note that food services will not be available when the residence halls are closed during periods of vacation.

### **UNDERSTANDING AND WORKING WITH RESIDENCE HALL STAFF AND REGULATIONS**

Each residence hall is supervised by a Residence Hall Director (RD) and houses several Resident Advisors (RAs) that live on the floors. RDs are fulltime professional staff members that work with RAs to provide assistance to students living in the residence hall. Each RD is responsible for the leadership of an entire building(s) and for supervision of the RA staff. RDs maintain office hours in one of their respective residence halls.

Resident Advisors (RAs) are upper-class students who have been specially selected and trained to work with students in the residence halls at Newberry College. They are peers who live on the same hall with students and work to create a positive living-learning environment for students. Together with the help of other staff members and students, RAs work to plan educational programs, hall socials, help enforce residence hall policies, and assist in promoting positive roommate/suitemate relations.

Any student or guest of Newberry College is obligated to follow the directions of a residence hall staff member. Failure to do so may result in disciplinary action. Also, falsification or misrepresentation of self (or other information) or refusal to provide that information to residence hall staff is prohibited. Any attempt to inhibit or interfere with staff members in the performance of their duties is prohibited. A residence hall staff member has the right to enter any resident's room with or without the permission of the resident in pursuance of their official functions as a staff member.

# **RESIDENCE HALLS POLICIES AND PROCEDURES**

## **AGE LIMIT**

Students over the age of 23 years old will not be allowed to live on campus without the permission of the Director of Housing and Residential Life. Any student over 23 years old will be allowed to live off-campus no matter their class standing.

## **ALCOHOLIC BEVERAGES/ILLEGAL SUBSTANCES**

Alcoholic beverages are prohibited in all Community style housing, including Brokaw Hall, Cromer Hall, Smeltzer Hall, Derrick Hall and Kinard Hall. Alcohol may be consumed in a private apartment in Walker Hall and the Oakland Mill Complex, if a student is 21 years of age or older and no underage students or guests are present. Open containers are not allowed anywhere outside an individual's room. Liquor, paraphernalia including, but not limited to beer bongs, funnels, keg, beer pong tables, empty alcohol boxes and containers, keg taps, etc. are prohibited. For more detailed information please refer to the Alcohol Beverage and other Drugs Policy in this handbook.

## **ASSIGNMENT POLICIES**

Normally, only students who are officially enrolled full-time (12 hours or more) in classes at Newberry College may reside in the residence halls. If a student is enrolled for less than a full academic load, permission may be granted by the Director of Housing and Residential Life or designee to live in the residence halls. To reside on campus during the summer months, a student must be enrolled in summer school classes at Newberry College or have prior permission from The Office of Residence Life.

## **CHECK-IN\CHECK-OUT**

Completing check-in or check-out procedures when living in a residence hall is the responsibility of each student and must be completed by check-in or check-out deadlines. Students will be notified of all check-in or check-out procedures in advance by the College. Additionally, students are responsible for any and all damages to their assigned room that occurs while they are living within the residence hall. Pre-set charges will be placed on a student's college account if damages occur.

## **EMERGENCY PROCEDURE**

If Newberry College is closed because of bad weather or other emergencies, announcements will be made on the following radio and television stations: WKDK-AM (1240), Newberry; WVOC-AM (560), Columbia; WIS-TV (Channel 10), Columbia; [www.newberry.edu](http://www.newberry.edu), or call 321-5010. A notification will also be sent through the College's Emergency Alert Notification System. Notification will also be sent out via the Campus Notification System.

## **FIRE SAFETY EQUIPMENT**

Fire doors, alarms, pull stations, extinguishers and smoke detectors have been installed in all of the residence halls for the safety of all residents. Breaking, covering, tampering with, disassembling, or illegal use of any of the above mentioned devices will result in a fine up to \$1,000.00, cost of repairs, and possible criminal charges. Any false alarm will result in a fine(s) for individual(s) involved. If it cannot be determined who pulled the alarm, then a community fine will be assessed to all residents of that residence hall. It is mandatory to evacuate a college building when a fire alarm sounds.

## **FIRES**

In case of visible flame or smoke in the building, pull the local fire alarm, and then notify the Newberry Fire Department at 911 immediately. If there is not an operable fire alarm in the building, shout "FIRE!" Secondly, if your life is not in imminent danger, contact Campus Security at 803-940-0672. It is mandatory to evacuate a college building when a fire alarm sounds.

## **FIRE DRILLS**

The Residence Life Office will schedule a minimum of one announced and one unannounced fire drill each semester. The drill will be a complete exercise of the fire plan. It is mandatory to evacuate a college building when a fire alarm sounds.

## **SMOKE SMELL**

If you smell smoke call Newberry College Campus Security (803-940-0672), who will notify emergency service agencies. If unable to reach security, call 911 and have them contact the security officer on duty via police radio.

## **BOMB THREAT**

A bomb threat is a violation of Federal and State Laws. Anyone apprehended for such a threat can be punished by imprisonment for a maximum of nine (9) years. Full cooperation by everyone is required to stop such crimes.

Persons receiving a telephone call indicating a bomb threat should try to get as much information as possible from the person making the call. Report the threat immediately to a campus security officer. If not available, contact the Newberry Police Department at 911 to request immediate assistance.

## **SEVERE WEATHER**

### **Tornado**

A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. Normal activities should continue but the following precautions should be taken. Upon receiving information of a tornado watch, the Associate Dean of Students or designee will alert each staff member, and the entire campus community will be notified by Chief of Security or designee. Listen to local radio stations WKMG-AM (1520), WKDK-AM (1240), and WNIX-FM (106) and TV channel 10 (WIS) for updates. Also check the Newberry College website at [www.newberry.edu](http://www.newberry.edu) or call 276-5010 and listen to the recording. A notification will also be sent through the College's Emergency Alert Notification System. Notification will also be sent out via the Campus Notification System.

A tornado warning indicates when a tornado has touched down in the vicinity and may be approaching. A public warning system of a steady four-minute blast on the city's emergency siren will be implemented. Additionally, the campus community will be notified by the College's Emergency Alert Notification System. All students are required to evacuate upon request by Residence Life staff or non-compliance fines will be assessed. Students should seek immediate shelter in the following areas:

### **Residence Halls**

- Brokaw Hall- in the basement hallways
- Cromer Hall- first floor hallways in between fire doors
- Derrick Hall- basement
- Walker Hall – first and second floor service rooms
- Kinard Hall- basement and first floor hallways
- Smeltzer Hall- first floor with the exception of lobbies
- Oakland Mill Complex – first floor hallway areas

### **Classroom Buildings**

- Alumni Music Center- first floor hallway (DO NOT use central corridor)
- Langford Communications Center- proceed to McClurg Center
- MacLean Gymnasium- ground floor hallway
- McClurg Center- ground floor hallway
- Physical Education Complex- first floor front hallway
- Science and Math Building- ground floor hallway
- Wessels Library and Center for Student Success- basement level

### **Administrative Buildings**

- Holland Hall- Wiles Chapel Theatre - basement
- Kaufmann Hall- hallways
- O.L. Casey Center- bathrooms or kitchen area
- Wiles Chapel- Wiles Chapel Theatre - basement

Staff and faculty will proceed with all students to these designated tornado shelter areas. Avoid areas with windows, auditoriums, gymnasiums, or other structures with open spaces.

## **SNOW/ICE**

If snow or ice is predicted please listen to Local radio stations WKMG-AM (1520), WKDK-AM (1240), and WNIX-FM (106) and TV channel 10 (WIS) for further updates. Also check the Newberry College website at [www.newberry.edu](http://www.newberry.edu) or call 276-5010 and listen to the recording. Notification will also be sent out via the Campus Notification System.

## **RESIDENCY REQUIREMENTS**

All full-time Newberry College students are required to live on campus to the extent that space is available, and subscribe to a meal plan, with the exception of students who:

- Live within a reasonable distance with a parent, grandparent, or spouse.
- File an appeal with the Financial Aid Committee and are granted approval
- Provide written documentation from a licensed physician that there is a need
- Are military veterans
- Are enrolled part-time
- Are student teaching or completing the final year of nursing clinicals
- Are married or living with their dependents

All requests to live off-campus must be approved, in advance, by the Director of Housing and Residential Life. All students will be charged for room and board until given permission to live off campus in writing.

## **ROOM AND ROOMMATE ASSIGNMENT**

Signing a Residence Life housing contract and application does not guarantee a particular room or roommate. The college reserves the right to make and change all room assignments in order to fill an unoccupied space in rooms or to relocate students as deemed necessary. All room assignments are made without regards to race, creed, color, religion, or national origin and room changes will not be approved on this basis.

## **RESIDENCE HALL APPLICATION AND CONTRACT**

All students desiring on-campus housing are required to sign the residence hall application and contract, which denotes the terms and conditions, general procedures, and policies of occupancy of the residence halls. This contract is an agreement that applies for the entire academic year that the student is enrolled. This contract provides housing only during times the college is in session. Housing is limited over periods of breaks or vacations to students involved in college-sanctioned activities. Without such involvement, a student must obtain permission from their respective Residence Hall Director to be housed over a break. The residence halls are closed for Thanksgiving, Christmas, Spring, and Summer Breaks.

## **CANCELLATION OR SUSPENSION OF HOUSING AGREEMENT**

The housing agreement may be terminated by the student if:

- Withdrawing from college.
- If academic ineligibility occurs.
- Upon completion of graduation, marriage, or other circumstances deemed by the College to be beyond the students control.
- Documentation may be required to show cause of termination.

The housing agreement may be terminated by the College if:

- A student fails to meet all terms and conditions stated in housing agreement
- A student violates college policy.
- A student's residency poses danger to life, health, emotional or general well-being of a student or other member of the college community.
- A student behavior is not conducive to the educational mission of the college.

## **MEDICAL FORM**

All students must complete a medical form, immunizations and records, copy of insurance cards on file with the Director of Health and Counseling.

## **ROOM ENTRY AND INSPECTION**

The College reserves the right to enter rooms, including organization rooms, for the purpose of making routine administrative and safety inspections, and when an authorized agent of the College has reasonable cause to believe:

- That an occupant may be physically harmed or endangered.
- That significant damage is being done to college property.
- That college policy or an applicable law has been or is being violated.
- That housekeeping, maintenance and/or repair is necessary.
- Vacation inspections consisting of a visual search for fire, health and policy violations.

Entry by Newberry College authorities into assigned rooms in residence halls will be divided into three categories: inspections, search and emergency.

- **Inspection** – the entry by college officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical conditions of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant(s).
- **Search** – The entry by college officials into an assigned room for the purpose of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances that require immediate attention. Two college officials will conduct searches of rooms. Searches are not necessarily conducted in the presence of the room occupant(s). Searches conducted by local, state or federal police will require a valid search warrant or consent of the party whose person or property is to be searched.
- **Emergency** – The entry by college authorities into an assigned room when there is perceived imminent danger to persons, properties or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant(s).

## **ROOM AND ROOMMATE ASSIGNMENTS**

Only students assigned to a room may reside there. New student residence hall assignments are made as much as possible according to the students' stated preferences for residence halls and roommates as requested on the housing application. The College reserves the right to make and change all room assignments, to fill an unoccupied space in a room or to relocate a student as deemed necessary. All room assignments are made without regards to race, creed, sexual orientation, color, religion or national origin and room changes will not be approved on this basis.

## **ROOM CHANGES**

The Office of Residence Life must approve all room changes. These changes will be made on a case-by-case basis. Any room changes made without permission is prohibited and will result in housing sanctions for the responsible parties.

## **ROOMMATE NO SHOW**

Residents must check into their assigned rooms by 4:00 p.m. of the first day of classes at the beginning of each semester or they will be considered a "no show" and their room reservation will be cancelled.

## **CONSOLIDATION REQUIREMENT**

All students who occupy a double room by themselves may be required to participate in the consolidation process. These students will be notified by the Office of Residence Life of the consolidation requirement and procedures. Students choosing not to participate in consolidation will be charged a pro-rated private room rate for the remainder of the semester. It is the responsibility of the student to find a complete consolidation to avoid private room charges.

## **SINGLE ROOMS**

Single rooms will be assigned according to availability and are not guaranteed. The Office of Residence Life reserves the right to convert a private room into a double occupancy room if needed. If single rooms are available, returning students will have the opportunity to request a single room at Room Rush each spring.

## **SALES AND SOLICITATION**

Only duly constituted College auxiliary enterprises are authorized to vend merchandise on the campus. Any student or organization wishing to vend merchandise on the campus or in College buildings must obtain permission from the Associate Dean of Students or designee. No student organization, group of students, or anyone acting for an organization or group may make contracts or other financial obligations without the written approval of the Vice President of Business Affairs.

## **BODILY FLUIDS**

Those responsible for bodily fluids inappropriately appearing in public areas of residence halls are subject to fines and /or disciplinary action.

## **CHILDREN/BABYSITTING**

Students who bring children into the residence halls as guests should only do so for a minimal amount of time. Babysitting in the residence hall is prohibited. Children are not allowed to stay overnight in the residence halls.

## **COMMUNITY DAMAGES/FINES**

Residents of residence halls or an individual floor may be required to share the expense of repair or replacement of any property in areas commonly used by residents and their guests if the student(s) responsible for the damage cannot be determined. Charges for damages and/or cleaning will be assessed against the student(s) by the College and must be paid promptly. The College, at its sole discretion, shall make determination of the amount of such loss or damage. Failure to pay assessed fees may result in a hold on student's registration, graduation or issuance of a transcript.

Community areas include but are not limited to lobbies, study rooms, bathrooms, kitchens, hallways, stairwells and lounges. The damage to these areas will be divided among a particular hall or floor, unless person(s) responsible are identified.

## **DAMAGES – ROOM & FURNITURE**

The student is responsible for the condition of the room and all furnishings that are assigned to him/her and shall reimburse the College for all damage to, or loss of, these accommodations and furnishings.

Each student room is provided with certain items of furniture and furnishing as verified by a room inventory at the time of moving in. Students may not move additional college items into their rooms from public areas of the residence halls or other resident rooms, nor remove items that are placed in the room by the College. Furthermore, room furniture must be properly assembled at all times (i.e. beds cannot be stacked on dressers placed sideways, etc.)

At the time of vacating the room, students are responsible for making sure the room is returned to its original condition. If anything is missing or damaged, students will be charged for replacement or repair. Upon finding damages or lack of furnishings when moving into a room, residents are required to report them immediately to the appropriate resident advisor.

Students are responsible for maintaining the cleanliness of their rooms and for not littering the hallways of residence halls. The cost of cleaning hallways, which are carelessly and excessively littered by residents, shall be charged to an individual or to the residents of the floor. (SEE COMMUNITY DAMAGES)

## **CANDLES/INCENSE**

Candles and incense are strictly prohibited. All candles and incense will be confiscated on site.

## **CINDER BLOCKS AND BRICKS**

Cinder blocks and bricks are prohibited. All cinder blocks and bricks will be removed on sight and could result in a removal fee for room occupants.

## **FIREARMS/EXPLOSIVES AND HUNTING EQUIPMENT**

Individuals on the Newberry College campus are prohibited from possessing ammunition, firearms, hunting and target equipment, including but not limited to air rifles, pellet guns, paint ball guns, brass knuckles, knives, blank pistols, look-alikes, and bows and arrows. These items in any and all areas of campus, including the inside of automobiles are prohibited.

The possession or use of fireworks of any type is prohibited on the Newberry College campus and in any of its buildings. Possession or use of fireworks will subject the student to disciplinary action.

## **GAMBLING**

Gambling for money or for stakes representing money is prohibited on the Newberry College campus. Gambling by students will subject them to disciplinary action.

## **GUESTS**

Guests of students may be housed in student rooms (with roommate's permission) for a maximum of two consecutive nights. The Residence Hall Director must approve situations requiring additional nights in advance. This policy is designed to accommodate the occasional visitor, and not to provide temporary housing for students or non-students. Newberry's Office of Residence Life reserves the right to determine whether a resident is abusing this privilege. Students are responsible for guest's behavior, compliance with guidelines, damage, and vandalism and cleanup of residence hall areas. Any student's failure to fulfill his/her responsibilities will result in sanctions for any damage, and possible judicial action. Newberry College student are responsible for the behavior and conduct of their guests and must escort them at all times. **A non-member of the Newberry community whose behavior is detrimental to the College may be declared "persona non grata" and have his/her visiting privileges revoked.**

## **HALLWAY OBSTRUCTION**

Residence Hall hallways must remain free of all obstructions and debris. Obstructions alter the designed rated performance of a hallway or exit corridor. This includes any item left in the hallway with the exception of college furnished garbage cans. Items left in the hallway will be removed by and disposed of by Residence Life staff.

Section 1001.2 of the Fire Code makes it unlawful to alter the capacity of a means of egress (exit) and Section 1011.2 of the same requires hallways to be continuously free of obstructions that would hamper instant use. Violations of both of these codes would constitute ordinance summon able offenses on the part of the violator.

## **LOCKOUTS**

If a resident becomes locked out of their residence hall room, Campus Security should be contacted at 803-940-0672. The student's College ID must be presented to the security officer either upon or before entering the room. A student may contact security up to two (2) times per semester before a charge of \$5.00 will be assessed.

## **PAINTING**

Painting by students is prohibited. Unapproved painting will result in sanctions and subject responsible individuals to appropriate repainting charges.

## **PERSONAL PROPERTY**

Although precautions are taken to maintain adequate security, the College cannot assume responsibility for the loss of, or damage to, student possessions, including loss or damage due to water damage, fire, wind, electrical power surges or power outages. Students and/or parents are strongly encouraged to carry appropriate insurance to cover such loss. Students who have concerns about the security of their belongings should report such concerns promptly to Campus Security or their RD so that any appropriate actions can be requested.

The College does not assume any obligation or responsibility for the loss or damage to items or personal property that occur in college buildings or on college property. The College is not responsible for any items(s) that are left in the residence hall after a student has checked-out, withdrawn or taken a leave of absence from the College. All property that is left abandoned in the residence halls will be retained or disposed of at the discretion of the College.

## **PETS**

No animals are allowed in college housing, with the exception of fish in a properly maintained aquarium of 10 gallons or less. A per diem fine for non-compliance may be assessed. In rare cases a pet may be approved if relevant and thorough medical documentation is provided.

## **QUIET HOURS**

**Brokaw, Cromer, East and Kinard, Derrick: Sunday – Thursday: 11:00 pm – 8:00 am and Friday & Saturday: 12:00am (midnight) – 8:00 am.**

**Smeltzer: Sunday – Thursday: 10:00pm – 8:00am**

**Friday & Saturday: 12:00am (midnight) – 8:00 am.**

**Brokaw Quiet Floor – Sunday – Saturday: All hours**

College housing units are group living environments; it is necessary, therefore, to have respect for others' study, quiet, and sleeping needs. While quiet hours are designated as stated above, the right to reasonable quiet shall, at all times, supersede noise making. During reading day and final exams, this right to quiet is enforced 24 hours a day. Courtesy hours should be observed 24 hours a day.

## **TOBACCO**

The use of all tobacco products is prohibited in all buildings on campus to include the residence halls. This includes smokeless tobacco. Tobacco products can be used only in designated areas no closer than 15 feet from any entrance to a building. Additionally no tobacco products will be used in any vehicle transporting students to college sponsored events.

## **VISITATION RULES AND REGULATIONS:**

- A. Visitors not attending Newberry College must be 18 years of age (excluding immediate family members). These persons must show proof of their age by a driver's license or ID card when asked.
- B. All non-residents must be escorted at all times in the residence halls by their host.
- C. Unescorted guests will be asked to leave the hall.
- D. The use of designated restrooms by members of the opposite gender, for which the facility is intended, is strictly prohibited.

## **WATER FIGHTS**

“Water fights” including, but not limited to, water balloons, garbage cans, snow balls, and the discharging of water guns are prohibited indoors, including the residence halls, lobbies, entrance ways and hallways.

## **FACILITIES REGULATIONS**

### **BED BUNKING AND LOFT POLICY**

All beds provided in the residence halls are bunk-able. However, only certain beds in Walker Hall are loft-able and must be lofted with the college provided loft kit. Outside loft kits are strictly prohibited. Beds in Brokaw, Cromer, Derrick, Kinard, and Smeltzer Halls are prohibited from being lofted.

### **CONSTRUCTION AND SURFACE ATTACHMENTS**

Maximum care must be taken to ensure the safety of the interior of the rooms. It is recommended that 3M strips be used for affixing items. Students may no use screws or nails in walls or furnishings. The installation of shelves, paneling and wallpaper or other architectural changes is prohibited.

**DISPLAYS** – In recognition of special events on campus, groups of students may obtain permission to erect hall displays or decorations. In such instances the following procedures must be followed:

- Students in consultation with the RA must develop the theme of the proposed display or decorations.
- The appropriate RD will or will not grant permission for the display.

The displays or decorations must be removed within 24 hours after the event.

## ELECTRICAL APPLIANCES

The residence halls were built and electrically wired in accordance with the standards and use in existence at the time of construction. Students may not make any changes to the electrical system. The College will not assume any responsibility for damages to any electrical appliance, TV set, radio or other electrical device due to variations in the electric current; nor to any device connected to a college-provided service such as cable TV or the data network. Residence halls have definite limits on the capabilities of their electrical systems. Overloading these systems can present a fire and safety hazard.

The following appliances **ARE NOT ALLOWED** be used in student rooms:

- Halogen Lamps;
- Christmas lights;
- Spider Lamps; Non U/L approved appliances;
- Open-faced electrical or heating appliances, such as irons (without automatic shut off), coffee pots, hot plates, broilers, space heaters, immersion heaters or toaster ovens, George Foreman type grills;
- Sun lamps;
- Air conditioners (excepts as provided by the College);
- Only refrigerators no larger than 1.2 to 2.0 amps or larger than 3.2 cubic feet.
- *Any form of extension cord.*

The following appliances **ARE ALLOWED** be used in student rooms:

- Portable television sets are permitted in student rooms.
- Radios, stereos, desk lamps, etc., are permitted provided the total electrical requirements do not exceed the capabilities of the system and equipment is kept in safe operating condition. No outside antennas are permitted.

Persons setting, or causing to be set, a fire through use of prohibited appliances or careless use of permitted appliances will be solely responsible for any and all damages.

## EXTENSION CORDS/POWER STRIPS

The South Carolina Code states, "No extension cord can be used as permanent wiring for any device." Students must use multiple outlet power strips with built-in circuit breaker, which are U/L listed for 15 amps/120 volts (3 prongs).

## FURNITURE

College provided furniture is not to be removed from its assigned room. **Lounge furniture is for the use of all students and is not to be removed from the lounge areas.** A fine will be assessed if such furniture is found in a student's room or not in the designated lounge area. Any subsequent personal misuse of lounge furniture may result in sanctions. Theft, or unauthorized use of property of the College is prohibited.

## DISASSEMBLED/MISSING FURNITURE

Students are responsible for reassembling all furniture and fixtures to their original state as found at check-in. All beds and dressers must be stacked and placed on the floor as originally found using metal pins. A fine will be assessed if the furniture is not reassembled as stated above.

## DOOR PROPPING

Doors should remain locked and closed at all times for the safety of all residents. Propping of any outside entrance door is strictly prohibited and violators will be fined \$100.00. Community fines of \$100.00 per prop will be assessed to any building with propped doors if those responsible cannot be identified.

## **KEYS**

### **Room Keys**

All residents will be issued keys to their rooms. Students, who misplace a key, should contact their RD. If the student's key is not found, the room door lock will automatically be changed with new key(s) issued to the student and any roommates. Before a new key will be issued, the student who lost the key must pay a charge of \$50.

### **Building Key Cards**

All residence hall residents are issued access cards to their respective buildings. Due to the extra security concern that these access cards entail, special rules apply:

- A. Guests will not be issued keys or access cards.
- B. Residents assume full responsibility for the use of their room key(s) until they are returned.
- C. **Anyone found loaning a key or access card will face sanctions for breaching college security.**
- D. If an access card is lost, a \$25.00 fine will be imposed. Students should go to the Office of Student Affairs during business hours to have a new access card made.
- E. Propping of any outside entrance door is strictly prohibited and violators will be fined.

### **SIGN POLICY**

Only signs approved by the Office of Student Affairs are allowed to be displayed in the residence halls. Approved signs can only be displayed in specific areas. Students should contact their RD for sign display criteria. All signs that are not approved will be taken down and discarded.

### **TELEPHONES**

Telephones connections are not provided in residence hall rooms.

### **TRASH REMOVAL**

- A. All trash should be placed in the college provided trashcans or designated trash room. Personal trash is prohibited from bathroom trash cans.
- B. All cardboard boxes must be broken down and placed by trashcans.

### **WINDOWS**

Throwing, causing to fall, or allowing any object or substance to fall out of a window of a residence hall is prohibited and is subject to sanctions and possible disciplinary action. Box fans must not be put in residence hall room windows without the window screen first being securely in place. Repeated violations of this requirement will result in a fine of \$25 per room/per day.

## **CAMPUS MINISTRIES**

### **LIVING IN GOD'S AMAZING GRACE!**

- **Grace:** proclaimed in worship in chapel and the gatherings of our religious organizations
- **Rest:** provided through opportunities to relax, share in conversations and enjoy free time
- **Activities:** such as service projects and social events
- **Community:** encouraged in prayer, worship, religious organizations and outreach
- **Education:** learning about God, ourselves, and others

As you explore and grow in your faith, Campus Ministries is here to proclaim God's grace in many and various ways. We will journey together as we live in God's Amazing Grace! It is our mission to promote spiritual growth through worship, conversation, study, student leadership development, and enhanced communication across departments and programs.

Several different worship experiences, study and fellowship opportunities are offered each week for the Newberry College students and community. Regular services are held each Wednesday morning throughout the fall and spring semesters in Wiles Chapel. The various campus ministry student groups also share leadership opportunities in leading chapel. No meetings or classes are scheduled during this time period in order to encourage the community to gather together for worship.

The Weber Campus Ministry Center is open for students for conversation or study, work on service projects, or talk with the Pastor. Please note that the campus pastor is available to speak with anyone if the need arises, and will always maintain confidentiality.

## **MINISTRY ORGANIZATIONS**

Varieties of student ministry groups meet in the evenings and are open to all students, regardless of denominational affiliation (see section on student organizations for more information). Campus Ministry programs are guided by the Religious Life Advisory Board, which includes leaders of each campus ministry group as well as faculty and staff members.

These student led groups include:

- GROWTH
- CHRISTIANS LIVING AMONG YOU (CLAY)
- LUTHERAN STUDENT MOVEMENT (LSM)
- FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)
- METOKA GALEDA GOSPEL CHOIR
- PRE-SEMINARY GROUP
- EACH COMMITTED TO HELPING OTHERS (ECHO); a community service group.

To learn more about these organizations, or about Campus Ministries in general, please refer to the Student Life tab in WolfDen.

## **CAMPUS TECHNOLOGY SERVICES**

Newberry College supports a fiber optic network that connects all campus buildings. All faculty & staff offices and all classrooms & labs in the McClurg Center, Science and Mathematics Building, Academic Skills Center, and the PE Complex, as well as all residence halls, are equipped with network connections. The entire campus, offie buildings, classroom buildings, residence halls and most green space is covered by a “wireless cloud,” which provides Wi-Fi connectivity for compatible laptop computers, tablets and smart phone devices. Additionally, there are computer-equipped classrooms in Room 107 of the McClurg Center, second floor of the Alumni Music Center, Wessel’s Library and the Center for Student Success. The Office of Campus Technology (OCT) is housed in Wright Hall and is the principal planning, supervisory, consultation, and support office for all forms of electronic technology on campus. Help desk services are available.

### **NETWORK ACCOUNTS**

All faculty, staff, and students are provided with a network account upon entering Newberry College. All accounts have unique user names and passwords, and are required to use any devices accessing the Newberry College campus network. All accounts are created and maintained by the Office of Campus Technology. New students will receive their account information before or during orientation.

### **WOLF DEN, EMAIL, PRINTING & PROVIDED SOFTWARE APPLICATIONS**

Faculty, staff, and students at Newberry College routinely communicate with each other via “Wolf Den” (intranet portal) and college email, accessed from within Wolf Den. Third-party email (e.g. Gmail, Yahoo, AOL, etc) is not supported. In addition to communicating with faculty & staff, college email can be used for communicating with fellow students as well as family and friends. All students are provided with a Wolf Den account, including user ID and password, during the enrollment process. Wolf Den is both a website, accessible on any internet-capable computer, and as a mobile app, accessible on tablets and smart phones running Apple or Android operating systems. Students are encouraged to log in to Wolf Den at least daily to communicate with their instructors and to keep up with important information regarding student housing, financial aid, course registration, and important meetings that may require attendance, etc.

Students are provided with wireless printing from compatible laptops, tablets and smart phones from most locations on campus (covered by the wireless cloud). Information about how to use this facility, including applicable restrictions, can be found under the Technology tab in Wolf Den.

Within the Wolf Den environment, students are provided with a free “Microsoft 365” account which provides access to such MS applications as Word, Excel, PowerPoint and other popular software tools. Also provided is a “One Drive” facility which is secure, cloud-based storage for documents and files. Like Wolf Den, MS 365 services can be accessed either via the web with an internet-capable computer (Windows or MAC) or with an available app on tablets and smart phones.

## **POLICY FOR RESPONSIBLE USE OF CAMPUS TECHNOLOGY AND ANTI-PIRACY FOR NEWBERRY COLLEGE STUDENTS**

Newberry College provides computing, information, and communications resources for its students to support their learning and research. Access to these resources is a privilege and requires adherence to this Campus Technology Policy as well as to other College policies, including in the Newberry College Student Handbook. Users of the College’s technology resources are bound not only by College policy, but also by all laws and regulations that are specific to computing, telecommunications, and networks, as well as by all other international, federal, state, and local regulations and statutes that apply.

This Policy applies to all use of the College’s computing, information, and communications, resources, whether administered by the Office of Campus Technology, departments, or off-campus units that connect remotely to the College’s network and operate under the auspices of Newberry College. Privately owned equipment, while connected to the College network, is subject to the same policies as College owned equipment.

Responsibility for the use of the College’s computing, information, and communications resources by minors (persons under 18 years of age) rests with their parents or legal guardians.

### **REGULATIONS FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY**

1. Students must abide by the terms of copyright laws, software licensing agreements, and contracts that pertain to the College’s computing, information, and communications resources. Reproduction or distribution of copyrighted works, including, but not limited to, images, video, text, audio or software, without permission of the owner may be an infringement of the U.S. Copyright Law.
2. The College’s technology resources are intended to be used to fulfill the College’s mission. Use of any of the College’s technology resources for personal profit or gain or for commercial purposes is prohibited.
3. Students must be considerate in the use of shared resources and not perform acts that are wasteful of computing resources or that unfairly monopolize resources. Examples include but are not limited to junk mail, chain letters, and games, creating unnecessary network traffic, or printing an excessive number of copies of any documents such as resumes, theses, and dissertations.
4. Students may not access, send or store any messages and/or material that is found to be fraudulent, harassing, or in violation of any local, state, federal, international law.
5. Students are responsible for the security of their computer accounts, including the changing of passwords on a regular basis. Students are also responsible for all activities that originate from their accounts. Computer accounts are College property and are deactivated according to Newberry College policies and procedures.
6. Allowing another individual to use one’s computer account and/or password is strictly prohibited.
7. Students may not attempt to access another user’s electronic communications, nor may they read, copy, change or delete another user’s files and software.
8. Use of the campus network to gain unauthorized access to any computer account of the computer system, to attempt to bypass data protection schemes, to uncover a security loophole, or to mask the identity of a computer account or machine is prohibited.
9. Although the College respects the privacy of an individual’s electronic communications, students should be aware that files and mail messages are not guaranteed to be private or secure. Files and messages may be viewed in the course of routine management of computing, telecommunications, and network services. In the event of a security breach, suspected illegal activity, or suspected violation of College policy, files and/or mail may be accessed by authorized personnel.

10. Students may not deliberately perform an act that will interfere with the normal operations of computers, terminals, peripherals, or network. This includes but is not limited to, tampering with any component of a local area network (LAN), Intranet, or wide area network (WAN), blocking communication lines or interfering with the operational readiness of a computer.
11. Students may not install, run, or give to another user a program that is intended to or is likely to damage a file or computer system and/or reproduce itself on College computer systems. This includes but is not limited to programs known as Trojan horses, viruses, root kits, or worms.
12. Software and/or information that infringes upon the rights of another or that gives unauthorized access to another computer account or system must not be placed on any College-owned computer system or computer connected to the College's network.

#### **ENFORCEMENT OF POLICY:**

Alleged or suspected violations of the "Policy for Responsible Use of technology – Newberry College Students" should be reported to the Office of Campus Technology (OCT) Help Desk (ext 5646). All alleged or suspected violations will be reviewed in collaboration with the Student, Business, and Academic Affairs Offices. Abuse of technology privileges is subject to disciplinary action, which may include the loss of these privileges and other disciplinary sanctions up to and including dismissal. A student who abuses the College's computing, information, and communications resources may also be subject to civil action and/or criminal and/or civil prosecution. Newberry College will pursue criminal and civil prosecution of violators when appropriate. Individuals will also be responsible for any financial loss to the College that results from inappropriate use of information technology resources.

## **COLLEGE POLICIES AND PROCEDURES**

### **ALCOHOLIC BEVERAGES AND OTHER DRUGS**

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226; Final Regulations published on August 16, 1990) required all colleges in the United States to certify to the U.S. Department of Education by October 1, 1990, that they adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Newberry College supports and abides by the laws of South Carolina which make the selling, serving, and consumption of alcoholic beverages to individuals under the age of 21 an illegal act. Failure to obey the law may subject the student to prosecution by law enforcement authorities, both civil and criminal. Failure to obey the law may also subject a student to judicial action on campus including but not limited to removal from the residence hall and or suspension from the college. Being under the influence of alcohol shall not excuse any student from the legal and disciplinary consequences of offensive, disorderly, or unlawful conduct.

The College encourages students to seek assistance if they find they are unable to control their consumption of alcohol, or if they find themselves dealing with problems due to their drinking. **Confidential assistance is available through the Health and Counseling Center.** The College commits itself to educating its constituencies regarding alcohol consumption and its physiological, psychosocial, and behavioral effects. Therefore, in addition to the regulatory policies, the College requires each entering new student to complete the Alcohol Edu computer based program as an educational tool on the effects of alcohol consumption and behavior.

The sale, serving, consumption and possession of alcoholic beverages are prohibited in all public areas of the college unless authorized as an official college event by an appropriate administrative office. This includes but is not limited to areas such as bathrooms, lounges, kitchens, hallways, lobbies, parking lots, entrance areas, unauthorized tailgating locations and outdoor campus grounds.

#### **Students Over the Age of 21**

When occupants of campus residential communities are 21 years of age or older, private use for individual consumption is allowed in Walker Hall and Oakland Mill except that kegs, beer balls, beer bongs, liquor and other common source containers are not permitted. Alcohol use is limited to the confines of the room/suite/apartment and to those students age 21 or over.

If, at any time, students who are twenty-one or older gather in a room with students who are not twenty-one, to avoid confusion, the College expects that all persons present will abstain from drinking alcohol. Underage students present in a room where alcohol is present, whether consuming or not, will be considered to be in violation of the Alcohol Policy and subject to disciplinary sanctions.

### **Specific Guidelines for Use of Alcohol**

These guidelines establish the minimum expectation of the College regarding the use of alcohol on campus. The college reserves the right to modify this policy and impose additional restrictions as deemed necessary.

1. The observance of the laws of South Carolina is a matter of individual responsibility; and students are expected to accept personal accountability for any decision regarding the use of alcoholic beverages on or off campus.
2. Public use or public possession, which includes any open container is prohibited on campus unless in designated tailgating locations or authorized campus events by an appropriate administrative office.
3. Public intoxication and intoxicated behavior associated with it are neither appropriate nor permitted:
  - i. Noise associated with the use of alcohol that disturbs others either on campus or in the community will not be tolerated. Students causing the noise or present with others causing the noise are subject to disciplinary action.
  - ii. Individuals responsible for damaged property, injury to person or endangering the health and welfare of students while under the influence of alcohol are subject to disciplinary action and will be held responsible for the cost of repairs and/or medical treatment.
  - iii. Failure to comply with requests made by any College personnel acting in the performance of their duties, while under the influence, will result in disciplinary action.
4. Bulk containers and “common sources” of alcohol are prohibited on campus.
5. Students under the age of 21 years may not consume or possess any open or unopened containers of alcoholic beverages on campus in public areas such as but not limited to bathrooms, campus parking lots, sidewalks adjacent to campus, campus grounds and buildings including hallways and classroom and alcohol free residence halls.
6. Collections of used alcohol bottles (trophy bottles) are not permitted in a room or suite where any resident is under 21.
7. No student shall provide alcoholic beverages to another student or guest under the age of 21 years.
8. Alcohol found in the possession of or in the residential community room assigned to anyone under the age of 21, whether student or guest, will be confiscated and discarded.
9. Persons over 21 years of age in possession of a bulk container and/or serving to minors will have the alcohol confiscated and discarded. Further, alcohol will be confiscated and discarded whenever any of the rules contained in this policy are violated, regardless of the age of the individuals involved.
10. Persistent offenses by any one individual may subject the offender to more serious penalties, including removal housing privileges and/or suspension from the College.
11. The College holds the right to have the alcohol confiscated and discarded.
12. Students are responsible for the actions of their guests while they or their guest are under the influence of alcohol. Guests are expected to abide by all policies of the College and South Carolina state law.
13. Alcoholic beverage containers, empty or full, and signs, advertisements, or displays advertising alcohol, may not be visible in windows, ledges, on doors or in general public areas and spaces.

14. Drinking contests or games which center on or encourage binge drinking and the abuse of alcohol on campus, and the paraphernalia associated with such contests or games (such as funnels, beer bongs and pitcher), are not permitted.
15. Students should be made aware that the College may inform parents or legal guardians of incidents involving alcohol violations.
16. If alcohol is found in a room and the residents of the room are not present, all residents will be held responsible until otherwise determined by college officials.

### **Alcohol Counseling Services**

Drug and alcohol counseling is available to students and employees of Newberry College off campus at:

Westview Behavioral Health Services  
800 Main Street  
Newberry, SC 29108  
Phone: (803) 276-5690

### **Sanctions for Violations of Alcohol**

Please refer to the College's Code of Conduct for a description of possible sanctions for any abuse of the Alcohol policy.

### **ATHLETIC DRUG AND ALCOHOL TESTING**

The athletic department utilizes a drug-testing program to detect alcohol or illegal drug use among student athletes. Students who fail drug tests will be reported to appropriate Student Affairs administrator. Early detection and counseling services provided by the college are incorporated into the program.

### **CAMPUS SOLICITATION**

Newberry College has the duty and responsibility to maintain a safe and healthy environment conducive to its principal mission of education. At the same time, the College recognizes and respects the constitutional protection of free speech as well as the individual student's right to privacy. Accordingly, the College hereby adopts this solicitation policy for the purpose of establishing reasonable time, place and manner for campus solicitation.

Solicitation is defined as contact for the purpose of:

1. Soliciting funds or sales or demonstrations that may result in sales;
2. Distributing advertising or other materials;
3. Compiling data for surveys, programs, or other purposes;
4. Recruitment of members or support for an organization or cause;
5. Providing educational information sessions (exclusive of formal Newberry College academic classes).

Solicitation activities may not substantially disrupt or materially (or significantly) interfere with the educational, administrative, contractual or operational activities of the College. Commercial speech which is false, fraudulent, or misrepresentative is not permitted. Events which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the College are prohibited.

An event that places an undue burden on campus facilities, interferes with the use of campus facilities by other persons, disrupts normal operations, infringes on the protected rights of others, and/or has as a principal goal to incite a riot or to disrupt other activities, may be denied the privilege of using College facilities (or grounds) for solicitation.

## **Distribution of Literature**

1. Distribution of literature by College or non-College individuals or organizations is subject to the solicitation policy in order to prevent harassment of students and to maintain the campus environment.
2. The posting of literature by College or non-College individuals or organizations is restricted to appropriate reserved areas of bulletin boards in College buildings per the procedures outlined in the Student Handbook and the Office of Student Affairs.
3. The posting or attachment of flyers, posters, advertisements, or announcements of any type on the external/internal sides of buildings, trees, sidewalks, light posts, parked cars, or other similar structures is prohibited.

## **Direct Mail Solicitation**

1. The College post office is responsible for providing services for faculty, staff, and students for official College business only.
2. College Intra-Campus Mail Service cannot be used by faculty, staff, students, or outside businesses or organizations for advertising, campaign notices, solicitation, or for any purpose that is not determined official College business. No campus mailing list will be available for use other than for official College business. Student organizations may be contacted through the Office of Student Affairs.

Approval to solicit on the Newberry College campus shall not be granted in an arbitrary or capricious manner on the basis of the content of the proposed speech related activity. Any constitutionally protected speech will be permitted within the reasonable time, place, and manner parameters of this policy.

## **Eligibility**

1. College Organizations and Departments - Registered student organizations, academic units, or College departments may solicit in designated areas and under prescribed conditions as listed in the Student Handbook and the Office of Student Affairs.
2. Non-College Organizations and Individuals - Any non-College organization or individual wishing to come on campus for the purpose of solicitation must be sponsored by a registered student organization, academic unit, or College department.
3. Employee Solicitation - Employees of the College may not solicit for non-College sponsored activities during working time (see College Policy E.SO.704-43).
4. Solicitors and Tradesmen - Solicitors and tradesmen, including students, faculty, or other College personnel are prohibited from entering the grounds or buildings of the College for the purpose of transacting business with students, faculty, or other College personnel, unless they have been issued a letter of permit for this purpose by the Office of Student Affairs and/or the Office of Operations and Campus Planning.

## **Guidelines**

1. College Organizations and Departments
  - a. The organization or department must complete a Reservation request and receive approval from the Associate Director of Operations.
  - b. The Office of Student Activities (or designee) must approve student fundraising activities.
2. Non College Organizations or Individuals
  - a. Non-College organizations or individuals must be sponsored by a College student organization, College Department, or academic unit. The reservation/registration procedure must be properly completed by the appropriate registered student organization, academic unit, or College department prior to the non-College group setting up on campus.
  - b. Upon obtaining sponsorship, all other applicable guidelines must be adhered to as outlined in this policy. Questions regarding sponsorship should be directed to the Office of Student Affairs.

- c. The sponsoring College organization shall be responsible for ensuring that the non-College group is informed and in compliance with College policies and guidelines at all times during the registered event.
- d. The following additional guidelines for non-College organizations and individuals must be adhered to:
  - i. A member or designee from the sponsoring student organization, academic unit or College department must be present at the solicitation location at all times.
  - ii. All advertising or “giveaways” must be in compliance with College policies.
  - iii. No food, beverage, alcohol or illegal items may be sold.
  - iv. The appropriate business license and sales tax remission form (if applicable) must be provided upon request; registration with the Better Business Bureau may be required.
- e. Non-College entities that are major sponsors of College-wide programs or services (such as Freshman Orientation), and non-College entities that provide services that are integral to an on-going College-wide function of a specific College department (such as Employment Recruiters registered with the Career Services) may be exempt from the sponsor attendant. Exceptions must be requested in advance in writing and shall be subject to the approval of the Office of Student Affairs.

### **CONSENSUAL RELATIONS POLICY**

Newberry College is committed to maintaining an environment where the education of students is of the greatest importance. Dating, romantic, or sexual relationships between College employees and students, even if consensual, can negatively affect the educational environment for students. Power differentials, real or perceived, can diminish a student’s ability to give meaningful consent to such a relationship. An employee’s ability to provide College services without partiality is suspect when the employee and the student have a dating, romantic, or sexual relationship. Even when the employee and student act with intentions of integrity, others may perceive bias, partiality, or influence.

Furthermore, the dissolution of these relationships can create discord and significantly impair the normal operations of the College. For these reasons, dating, romantic, or sexual relationships between students and College employees, including relationships that occur when College is not in session or students are on leave, are prohibited.

In rare instances, it is conceivable that a College employee might have a prior dating, romantic, sexual or marital relationship with an individual who later becomes a student. It is also conceivable that a person engaged in a prior relationship with a student could apply, interview and be hired by this College. In such instances, it is the obligation of the employee to disclose that relationship or marriage to the Director of Human Resources. It is the obligation of the College leadership, via the Director of Human Resources, in consultation with appropriate academic or administrative personnel, to take the steps that he or she deems necessary to insure that the educational experience of the student, and other students in the College, is not materially affected by the dating, romantic, sexual, or marital relationship.

Employees who violate this policy are subject to disciplinary action up to and including termination of employment. Perceived violations of this policy should be reported to the Director of Human Resources.

### **CONTRACT POLICY**

No student organization or group of students or anyone from any organization or group may make contracts or other financial obligations on behalf of the College without the written approval of the Vice President for Business Affairs. Outside vendor solicitation is prohibited.

## **EVENTS**

To avoid conflicts between events and to encourage attendance at worthwhile activities, the College strongly encourages that no two events (social, athletic, cultural, religious, etc.), open to students generally or to a major segment of the student body be scheduled at the same time in conflict with each other. This applies to all such events held on the campus or within the local area whether sponsored by student organizations, academic departments, administrative offices, or the athletic department. The college recognizes that some conflicts are unavoidable, but all efforts should be made to prevent them from happening.

Any preplanned organizational gathering of students or other individuals beyond a residence hall room shall be considered an event. Events may include, but are not limited to, fundraisers, meetings, and social events. This definition excludes officially sanctioned athletic events, including intramurals.

Information regarding campus facility scheduling and policy for hosting off campus events can be found online on the student activities webpage:

<http://www.newberry.edu/student-affairs/student-activities.aspx>

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law intended to protect the privacy of students. It deals primarily with access to student records and release of information about students. Parts of the law are presented below.

### **The right of access includes:**

- The right to be provided with a list of the types of records maintained by the College and the name of the office in which the records are located.
- The rights to inspect and review those records and obtain copies of those records (normally a fee for this service is required).
- The right to a response to reasonable request for explanations and interpretations of those records.
- The right to a hearing to challenge the content of those records (providing differences cannot be resolved in an informal way).

**NOTE:** In the case of records that contain information about more than one student, an individual student has the right to review only that portion of the document pertaining to him/her.

### **EDUCATION RECORDS DEFINED:**

“Education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by the institution or by a party acting for the institution. The term “education records” does not include:

- A. Records of instructional, supervisory, administrative, and certain educational personnel, which are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual, except his/her designee.
- B. Records relating to a student which are created or maintained by a physician, psychiatrist, or other recognized professional or paraprofessional, to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than individuals providing such treatment, so long as the records can be personally reviewed by a physician or other appropriate professional of the student’s choice.

### **RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION:**

The College may not permit access to or the release of education records or personally identifiable information contained therein, other than directory information, without the consent of the student, to any party other than the following:

- Other school officials who have legitimate educational interest.
- Officials of other schools in which the student seeks to enroll.
- Certain federal government officials.
- In connection with a student’s request for, or receipt of, financial aid.
- State and local officials authorized by state.

- Certain government and educational organizations engaged in research, providing the information is kept within the organization.
- In compliance with the judicial order or lawfully issued subpoena.
- Accrediting organizations.
- Persons in an emergency situation (see below).
- Parents of a student, unless the student has declared his/her independence, according to Internal Revenue code of 1954, section 552.

**DIRECTORY INFORMATION DEFINED:**

Newberry College has defined directory information as follows:

- Name, date of birth, address, and telephone number.
- Dates attended the college.
- Current status (enrolled, not enrolled).
- Scholastic standing (expressed in general terms without specifying grades).
- Degrees/ certificates earned.
- Major/minor programs.
- Honors received (if any).
- Program information for College-sponsored public events.

NOTE: The student has the right to restrict or limit the disclosure of any or all of the above. This must be in writing for each period of enrollment and on file in the Office of Registrar and Public Relations.

**RELEASE OF INFORMATION FOR HEALTH OR SAFETY EMERGENCY:**

Information may be released from educational records to appropriate people in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student. Factors to be considered are:

- The seriousness of the threat to the health or safety of the student.
- The need for such records to meet the emergency.
- Whether the persons requesting the information are in a position to deal with the emergency.
- The extent to which time is of the essence in dealing with the emergency.

NOTE: Request for information from the records of students should be referred to the Office of the Registrar or the Office of Student Affairs as may be appropriate

**FINES AND HOLDS**

The Administration, Faculty or Staff has the right to fine a student failure to follow college policies and procedures. If the student does not respond after letters, phone calls, and email attempts, the meal plan will be placed on hold. The hold will remain until the problem is resolved.

• Discharging a fire extinguisher	\$ 1,000.00
• Pulling a false fire alarm	\$ 1,000.00
• Prank 911 call	\$ 150.00
• Tampering with exit signs	\$ 200.00
• Breaking a window (excluding accidents)	\$ 200.00
• Entering a prohibited or closed area on campus	\$ 25.00
• Door propping	\$ 100.00
• Failure to follow proper check-in/out procedure	\$ 25.00
• Removing furniture from lounges (per day)	\$ 25.00
• Smoking in the residence halls	\$ 25.00
• Failure to follow bunk bed/loft guidelines	\$ 25.00
• Littering in residence halls or on College grounds	\$ 300.00
• Pets in residence halls (per day)	\$ 25.00
• Loss of or Failure to return a residence hall key (per key)	\$ 50.00

## **INTELLECTUAL PROPERTY RIGHTS**

Newberry College is committed to providing an environment that supports the teaching and research activities of its faculty, **students**, and staff. As a matter of principle and practice, the College encourages all members of the Newberry community to publish without restriction their papers, books, and other forms of communication in order to share openly and fully their findings and knowledge with colleagues and the general public. This policy is intended to promote and encourage excellence and innovation in scholarly research and teaching by identifying and protecting the rights of the College, its faculty, staff, and **students**.

Copyright ownership and the rights thereto are concepts defined by federal law. College policy is structured within the context of the federal copyright law. The long-standing academic tradition that creators of works won the copyright resulting from their research, teaching, and writing is the foundation of the College's intellectual property rights policy. Exceptions to this rule may result from contractual obligations, from employment obligations, from certain uses of College facilities, or by agreement governing access to certain College resources. This policy addresses these exceptions.

The following types of material may be subject to copyright: books, journal articles, texts, bibliographies, study guides, laboratory manuals, syllabi, tests, proposals, lectures, musical or dramatic compositions, unpublished scripts, films, film strips, charts, transparencies, and other visual aids, video and audio tapes and cassettes, live video or audio broadcasts, programmed instruction materials, and computer programs. Other material may also be subject to copyright.

It is tradition at Newberry and other colleges and universities for books, articles, and other copyrightable materials by a faculty, **students** or staff member to be deemed the property of the creator, who is considered to be entitled to determine how the works are to be disseminated and to keep any income they produce. This applies to books written or other material produced, on campus or off, during a term of teaching, vacation, sabbatical, or faculty fellowship, with normal use of office space, library, and computer resources, but with no other direct College assistance. In recognition of that long-standing practice, the College disclaims ownership of works by faculty, staff, and **students**, except in the following cases:

- (1) **Assigned Tasks:** Ownership of copyrightable material developed as a result of assigned College duty resides with Newberry College.
- (2) **Outside Agreements:** When copyrightable material is developed through a sponsored grant or contract, the special provisions contained in that grant or contract must prevail. In the absence of such special provisions, the normal College policy applies.
- (3) **Significant Use of Newberry College-Administered Resources:** When the development of copyrightable materials is significantly assisted by the use of College facilities, resources, or personnel, the College is entitled to a share of any royalty income pursuant to this Policy. For these purposes, significant use is the use of resources other than those "ordinarily available" to most of all faculty, staff, or students. Such ordinarily available resources include office space, personal office equipment, office computer workstations, library and other general-use information resources, and the means of network access to such resources. Textbooks developed in conjunction with class teaching are excluded from the significant use category, unless such textbooks were developed using Newberry College-administered funds paid specifically to support textbook development. Incidental involvement of students receiving funding from the College is also excluded from the definition of "significant use."

## **MASS NOTIFICATION POLICY**

When an incident occurs that may have a bearing on the present safety of the campus community, the College, within 24 hours of the first report of the incident, notifies members of the campus community. Information on the type of incident and threat is given, along with recommended prudent safety practices and procedures related to the incident. Information is sent directly to students, faculty, and staff members by use of the College e-mail system and NC-ALERT phone and text system. Depending on the perceived needs at the time, the school may additionally choose to post written notices in residence halls, distribute information through the College Web site, post information in the College Post Office or notify through appropriate media. The community is urged to heed any advisories issued by the institution and work together in the joint effort of making the campus a safe place to live, work, and learn.

Laws and the College's conduct rules operate independently, though Campus Security and law enforcement agencies work cooperatively. When a crime has been committed, the College is obligated to notify the proper authorities so they may discharge their duty under the law. In such a case, the law does not substitute for Newberry College's rules and the College may pursue its own procedures for adjudicating alleged violations of the College's conduct rules independent of any legal proceedings. Campus Security reports to the Office of Student Affairs any violations of College policies and regulations.

## **PARKING REGULATIONS**

All student and faculty staff parking permits are issued by the Chief of Security. You must first register your vehicle on Wolf Den and your permit will be assigned and placed in the student's campus mailbox. The faculty and staff will have theirs delivered to their locations. If you have any questions concerning parking, call the Chief of Security at 803-321-5602 or go by his office in Derrick Hall office # 7.

### **NEW FOR 2014-2015**

- All parking permits will be \$120.00.
- All parking will be classified as student, faculty/staff, reserved, visitor and handicap parking only.
- Designated, residential and commuter parking areas have been changed to student parking only.
- All white lined spaces and graveled lots are for students.
- All students are required to have a Newberry College parking decal affixed to their vehicle to park on college property.
- All faculty/staff red spaced parking on the entire campus is 24/7/365 including nights, weekends, holidays and breaks. All others will be ticketed and towed at owner's expense. Students are not allowed to park in a red space or reserved parking space at any time.
- All faculty/staff are required to have a faculty staff decal affixed to their vehicle on the right side lower corner of the front windshield.
- All reserved spaces are for the college officials on the signage in front of the reserved parking space 24/7/365.

## **PARKING SERVICES GUIDE**

To assist in understanding the topic of parking and transportation at Newberry College, this is a review of parking policies, procedures and regulations. All regulations are subject to change at any time, without notice, as new parking issues may arise throughout the year. Every effort will be made to notify the campus community of any changes.

In order to be parked legally on property owned by Newberry College, you must purchase and correctly display a valid Newberry College permit. To correctly display a parking permit, the permit must be fully adhered to the outside top right hand corner of the rear window with the permit fully visible.

The college assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. All vehicles should be locked when left unattended and valuables should be removed.

Parking and driving on Newberry College property are permitted in accordance with the regulations and information contained in the Parking Services Guide and the website, which are designed to maximize the use of parking space and assist in maintaining lots.

## **RIGHT TO TICKET, TOW AND IMMOBILIZE.**

Newberry College reserves the right to ticket, tow, and or immobilize any vehicle in violation of established parking regulations at the owner's expense. This includes the right to collect any fines or fees associated with the ticketing, towing and or immobilization of a vehicle. In addition, persistent violators may have their parking privileges revoked.

Vehicles parking on Newberry College property that accumulate over 3 violations will be ticketed and towed beginning on the 4th violation and each time a violation is issued to the same vehicle thereafter. Vehicles with student decals parked in a red faculty/staff space will be ticketed and towed on the first and subsequent violations. Continued and blatant disregard for Newberry College parking regulations is unacceptable and subject to ticketing and towing. Vehicles whose owner cannot be identified through motor-vehicle records or whose owner is not a current student or employee may be towed without notice at the driver's expense any time the vehicle is found parked on the college campus. In addition, if the operator is found to be a student, unpaid tickets will be billed to the student's account and a financial hold may be placed on the student's record until all outstanding fines are paid, thus preventing registration and access to transcripts.

Vehicles are subject to ticketing towing at any time for any of the following violations:

- Students parking in a faculty/staff space
- Failure to move a vehicle during lot closing or lot renovation
- Illegally parked in a handicap space
- Parking in a fire lane
- Parking in a reserved space
- Parking in a visitor space
- Others may be towed as depending on the circumstance at the time.

## **VISITOR AND TEMPORARY PARKING PERMITS**

- It is the responsibility of the students, faculty and staff to make sure their visitors and guests know the visitor parking regulations and assist them in obtaining the proper permits.
- All visitor parking permits for those that are visiting students, departments and officials are issued by campus security. Call campus security at 803-940-0672 to meet your visitor at the Brokaw Hall security office. Temporary parking passes will also be issued by campus security at the Brokaw Hall security office. Faculty and staff may also obtain the visitor pass for your visitor from security before they arrive on campus.
- A visitor permit will be issued to the visitor with instructions where to place the permit and where to park.

## **HANDICAP PARKING**

Use of handicapped parking spaces are restricted to those vehicles with a state-issued handicapped license plate or displaying a state-issued placard. South Carolina state law requires enforcement of handicapped parking spaces on a 24-hour basis, seven days a week, including holiday periods. Quick errands, deliveries or drop-offs are not valid excuses for parking in or obstructing handicapped spaces. Vehicles parked in spaces designated for the handicapped without this permit will be ticketed and towed by the Newberry College Campus Security.

## **APPEALS PROCESS**

Appeals must be made filed within five (5) days from the date of the violation or the right to appeal is forfeited. Appeals forms can be found on WolfDen. All appeals are to be made to the Chief of Security by email at [paul.whitman@newberry.edu](mailto:paul.whitman@newberry.edu).

## **POSTING REGULATIONS**

The College provides bulletin strips throughout the campus for the purpose of disseminating information to members of the College community. Bulletin strips are available for posting by faculty, staff, and students, including notices from student organizations and other groups directly related to the College. Since bulletin strips are provided for meaningful communication within the College community, all notices should be relevant to faculty, staff, and/or students and should comply with accepted standards of good taste.

In order to facilitate effective campus communication, the following regulations have been adopted for all posted materials. Failure to comply with the regulations may result in suspension of posting privileges or monetary fines

- All posted materials must be stamped and dated for approval by Director of Student Engagement & Leadership.
- **No** postings on any glass, door or ceiling.
- Materials may be placed only on bulletin strips or designated posting areas.
- Posting may be placed on bulletin strips or designated areas for a maximum of two weeks.
- Posting must be removed within 72 hours after the event to avoid a monetary fine.
- The use of materials on windshields is prohibited.
- Materials depicting or announcing activities at which alcohol is consumed or promoting activities sponsored by alcoholic beverage manufacturers are prohibited.
- No reference to alcoholic beverages may be made on any sign or announcement.
- All indoor postings must be on a bulletin strip. Duct tape may be used on outside brick walls.
- Sidewalk chalk displays must be approved for content and location.

## **STUDENT COMPLAINTS/GRIEVANCES**

Any student filing a complaint or grievance must first attempt to resolve it by consulting with the involved faculty or staff member. In the event no resolution is reached, the student should bring or send the complaint or grievance, in writing, to the appropriate Officer of the College (e.g., the Executive Vice President for Academic Affairs for academic matters, the Dean of Student Affairs for student life matters, the Vice President for Administrative Affairs and Chief Financial Officer for problems with fees or business matters, or the Senior Director of Enrollment Management for financial aid concerns) or to the office of the President of the College, who will assign the complaint or grievance to the appropriate Officer.

Students who have concerns regarding classroom practices and procedures should first attempt a resolution through discussion with the faculty member. If concerns are not resolved, students should contact the faculty member's Department Chair or, if the faculty member is a Chair, the Executive Vice President for Academic Affairs. If a student is not satisfied with the response of the Chair, the issue may be brought to the attention of the Executive Vice President for Academic Affairs.

## **TAILGATING POLICY**

The college wants Newberry Athletics to be enjoyable for our fans as well as visiting team fans and our number one priority is your safety! For those reasons, tailgaters will be expected to abide by the College's tailgating policy. Exceptions may be granted by the Director of Athletics and/or the Dean of Students. The tailgating policy can be found on the athletic website: <http://newberryathleticsite.com/>.

## **TOBACCO POLICY**

The use of all tobacco products is prohibited in all buildings on campus to include the residence halls. Tobacco products can be used no closer than 15 feet from any entrance to a building. Additionally no tobacco products will be used in any vehicle transporting students to college sponsored events.

# CALENDAR YEARS

## 2014

<b>January</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## 2015

<b>January</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>March</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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## 2016

<b>January</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b>	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March</b>	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>May</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>July</b>	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>September</b>	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b>	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b>	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

