



NEBRASKA
WESLEYAN
UNIVERSITY

5000 SAINT PAUL AVENUE LINCOLN, NE 68504-2794

Nebraska Wesleyan University

2010/2011

WESLEYAN WATCH
IMPORTANT NUMBERS

Securitas Security

432-9238

Fire or Police (Emergency): 9-911

(Non-emergency): 441-6000

Student Health Services: 465-2375

The student handbook/planner contains information related to student services and resources, student activities, campus community standards, campus policies and the judicial process. All students are expected to have read, be aware of and adhere to the policies, regulations and rules outlined in the student handbook. The plans, policies and procedures described in the handbook are subject to change by the University (provided notice of the change has been provided in a timely manner). The information included in the student handbook will be reviewed during various student gatherings (New Student Orientation, residence hall meetings, etc.). Questions concerning any portion of the Student Handbook can be directed to the Student Life Office.

As an enrolled student at Nebraska Wesleyan University, I acknowledge that I have been provided with a copy of the 2010-2011 Student Handbook and that I have had the opportunity to review the Handbook and ask questions about its contents. I understand that I am responsible for conducting myself in accordance with the Student Handbook while both on and off-campus.

Property of: _____

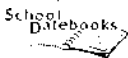
Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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STUDENT DECLARATION

In pursuing an education at Nebraska Wesleyan University we acknowledge the opportunity to explore our identity as students, as global citizens, and as individuals who recognize human dignity and the worth of all. By pursuing this opportunity, we voluntarily agree to a standard of conduct that exceeds minimum expectations for ethical and moral decency. With this commitment to Nebraska Wesleyan University, to the community recognizing that community has no boundaries, and to ourselves, we pledge:

Acceptance

To accept and encourage diversity as a vital part of our University and as a potential opportunity for personal and communal growth.

Responsibility

To assume responsibility for our academic actions through an environment in which personal and academic integrity are paramount.

Citizenship

To strive for global citizenship, by engaging in service learning in order to break cultural barriers and establish universal connectedness.

Humanity

To create an environment that is welcoming and unified, acts with respect and compassion and works to better itself for the sake of humanity.

Affirmed by Nebraska Wesleyan University Student Affairs Senate on March 9, 1999
Revised March 2007

MISSION STATEMENT

Nebraska Wesleyan University is an academic community dedicated to intellectual and personal growth within the context of a liberal arts education and in an environment of Christian concern.

Nebraska Wesleyan was founded by Nebraska Methodists and actively maintains its relation to The United Methodist Church. The University reflects the Judeo-Christian tradition in its efforts to integrate questions about meaning and value with the pursuit of learning and understanding. The University is committed to excellence of academic endeavor and to learning as a lifelong process. The curricula and programs are designed to assist students in gaining and expanding knowledge and skills, in developing their competence in rational thought and communication, in broadening their perspectives on humanity and culture, and in enhancing their spiritual, physical, emotional, and aesthetic resources. Nebraska Wesleyan intends that its students develop a sense of individual worth and become useful and serving members of the human community.

*Approved by the Board of Governors
February 8, 1979*

*Reaffirmed by the Board of Governors
May 12, 2000*

CORE VALUES OF THE UNIVERSITY

EXCELLENCE Nebraska Wesleyan University is committed to excellence in all aspects of academic endeavor; in the curriculum, educational facilities, residence halls, and all programs available to students; in the hiring and professional development of faculty and staff; in all administrative policies and procedures; and in the processes which ensure the continuing renewal of the academic community.

LIBERAL ARTS Nebraska Wesleyan University is an academic community committed to the centrality of the liberal arts and to “those habits of the mind” which derive from the liberal arts: intellectual curiosity, critical and rational thinking, creative and artistic expression, respect for history and traditional values, independent analysis, and effective communication—in short, an academic community dedicated to the joy and freedom of intellectual inquiry and learning. Nebraska Wesleyan also affirms the importance of professional programs validated and enriched by the traditions of the liberal arts.

PERSONAL ATTENTION TO STUDENTS Recognizing that each student is a unique individual, a person of dignity and sacred worth, the faculty and staff of Nebraska Wesleyan University are committed to providing encouragement and opportunities for all students to develop maturity, personal responsibility, and a sense of values and to enhance their intellectual, spiritual, physical, emotional, and aesthetic resources.

DIVERSITY Affirming our commitment to provide programs, resources, and policies that broaden perspectives on humanity and its diverse cultural expressions locally, nationally, and internationally.

COMMUNITY As an academic community that “cultivates the desire for learning and nurtures the growth of the whole person,” Nebraska Wesleyan University affirms its commitment to collegiality and to a community which unites students, faculty, staff, Board members, alumni, parents, and friends in an “environment of Christian concern,” a learning community whose members respect the dignity and worth of all members of the University and who seek opportunities to serve the wider human community recognizing that community has no boundaries.

STEWARDSHIP Recognizing the University’s distinctive United Methodist heritage and the values which derive from that heritage, Nebraska Wesleyan is committed to the careful stewardship and wise use of the human and financial resources needed to accomplish the mission of the University; at the same time, wise stewardship of resources also requires creativity and boldness in addressing the challenges which face independent higher education.

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CONTACT INFORMATION

Accounts (Student)	Business Office	2311	Smith-Curtis 202
Academic Advising	Academic Affairs	2251	Smith-Curtis 311
Alcohol Information	Student Life Office	2223	Student Center (UL)
Athletics	Athletic Dept.	2245	Weary Center
Audio Visual Equip.	Library	2400	Cochrane-Woods Library
Banners	Graphics Center- Center for Student Involvement	2412	Student Center (LL)
Books	Bookstore	2490	Student Center (UL)
Box Office	Theatre	2384	Elder Speech and Theatre Center
Career Counseling	Career and Counseling Center	2224	Student Center (LL)
Change of Major (or) Name/Address (or) Schedule/Course	Registrar's Office	2243	Smith-Curtis 206
Check Cashing	Business Office	2311	Smith-Curtis 202
Clubs and Orgs.	Center for Student	2412	Student Center (LL) Involvement
College Work-Study	Financial Aid Office	2166	Smith-Curtis 207
Community Service	Career and Counseling Center	2224	Student Center (LL)
Computer Services and Instructional Technology	Information Ser. Office	2341	Smith-Curtis 100
Computer Usage	Helpdesk	7777	Smith-Curtis 100
	Micro-Computer Resource Learning Center	2419	Cochrane-Woods Library
Counseling	Career and Counseling Center	2224	Student Center (LL)
Custodial	Custodial Supervisor	2321	Heating Plant/Security Office
Debt Management and Financial Counseling	Financial Aid Office	2167	Smith-Curtis 207
Discipline	Student Life Office	2223	Student Center (UL)
Drug Info/Counseling	Career and Counseling Center	2224	Student Center (LL)
	Drug Crisis Hotline	475-5171	
Education Credential Files	Career and Counseling Center	2224	Student Center (LL)
Emergencies	Security	432-9238	Heating Plant/Security Office
	Police/Fire	9-911	
	Student Health Services	2375	Pioneer Hall 1st Floor South
Employment			
Career/Professional	Career and Counseling Center	2224	Student Center (LL)
On-Campus	Financial Aid Office	2166	Smith-Curtis 207
Part Time (off campus)	Career and Counseling Center	2224	Student Center (LL)
Evening Classes and Adult Education	Wesleyan Advantage	2329	Burt Hall South

Fax Service	Cochrane-Woods Library	2400	Cochrane-Woods Library
Financial Aid Info.	Financial Aid Office	2167	Smith-Curtis 207
Financial Aid Info. - Advantage	Financial Aid Office	2582	Smith-Curtis 207
Fitness	Weary Center	2172	Weary Center
Food Service	Sodexo	2295	Student Center (UL)
Fraternity/Sorority	Greek Life Advisor	2412	Student Center (LL)
GLBT Issues	Center for Student Involvement	2412	Student Center (LL)
General Univ. Info.	Switchboard	0	Smith-Curtis 147
Graduation Information	Registrar's Office	2243	Smith-Curtis 206
Graphics	Graphics Center- Center for Student Involvement	2412	Student Center (LL)
Greek Life	Center for Student Involvement	2412	Student Center (LL)
HIPAA	Student Health Services	2567	Pioneer Hall 1st Floor South
Housing	Residence Life	2161	Centennial 1st Floor
ID Card Lost	Registrar's Office	2243	Smith-Curtis 206
Illness/Injury	Student Health Services	2375	Pioneer Hall 1st Floor
International Info. and Events	International Education Center for Student Involvement	2193	Student Center (LL)
Intramural Sports	Intramurals Office	2381	Weary Center
LEAD Retreat	Center for Student Involvement	2412	Student Center (LL)
Leadership Programs	Center for Student Involvement	2412	Student Center (LL)
Library Services	Cochrane-Woods Library	2400	Cochrane-Woods Library
Liturgies on-campus	University Ministries	2222	Old Main 105
Lost and Found	Mail Center	2121	Smith-Curtis 147
Mail	Mail Center	2121	Smith-Curtis 147
Maintenance	Maintenance	2323	Heating Plant/Security Office
Meeting Rooms	Center for Student Involvement	2412	Student Center (LL)
Microcomputers	Microcomputer Resource Learning Center	2419	Cochrane-Woods Library
Multicultural Info. and Events	Multicultural Affairs- Center for Student Involvement	2412	Student Center (LL)
Music Performances	Music Department	2269	Fine Arts Center (LL)
Newspaper	The Reveille	2417	Student Center (LL)
Notary Public	Business Office	2311	Smith-Curtis 202
Occupational Info	Career and Counseling Center	2224	Student Center (LL)
Orientation of New Students	Center for Student Involvement	2412	Student Center (LL)
Parking Violations	Buildings and Grounds	2321	Heating Plant/Security Office
Payment of Univ. Fees	Business Office	2311	Smith-Curtis 202

Personal Problems	Student Health Services	2375	Pioneer Hall 1st Floor South
	Career and Counseling Center	2224	Student Center (LL)
	University Ministries	2222	Old Main 105
	Student Support System	2777	Centennial 1st floor (Housing Office)
Photocopies	Library	2400	Cochrane-Woods Library
Plays (Theatre)	Theatre Box Office	2384	Elder Speech and Theatre Center
Poison Info.	Student Health Services	2375	Pioneer Hall 1st Floor South
	Poison Control Hotline	1-800-642-9999 (toll free)	
Posters	Graphics Center- Center for Student Involvement	2412	Student Center (LL)
Posting of Signs	Center for Student Involvement	2412	Student Center (LL)
Pregnancy	Student Health Services	2375	Pioneer Hall 1st Floor South
Rape Counseling	Student Health Services	2375	Pioneer Hall 1st Floor South
	Counseling Center	2224	Student Center (LL)
	Sexual Assault Resource Persons	2223	Office of Student Life Student Center (UL)
	Rape/Spouse Abuse Crisis Line	475-7273	
Records	Registrar's Office	2243	Smith-Curtis 206
Recreation	Weary Center	2172	Weary Center
Residence Life Coordinators	Heim/White Suites & Townhouses	2541	
	Centennial	2641	
	Johnson/Pioneer	2608	
	Plainsman/Burt North & Apartments	2516	
	Townhouses/Apartments	7579	
Room Change	See your Peer Assistant or Residence Life Coordinator		
Schedule of Classes	Registrar's Office	2243	Smith-Curtis 206
	University College	2329	Burt South
Scholarship Info.	Financial Aid Office	2167	Smith-Curtis 207
Security	Cellular	432-9238	Heating Plant/Security Office
Service-Learning	Career and Counseling Center	2224	Student Center (LL)
Sexual Harassment	Academic Affairs Office	2251	Smith-Curtis 311
	Human Resources	2311	Smith-Curtis 202
	Student Life Office	2223	Student Center (UL)
	Resource Persons	2223	Student Center (UL)
Smith-Curtis Classrooms	Registrar's Office	2412	Smith-Curtis 206
Speech Preparation and Assistance	Cooper Center for Academic Resources	2326	Cochrane-Woods Library
Student Government	Student Affairs Senate	2223	Student Center (LL)
Student Health	Student Health Services	2375	Pioneer Hall 1st Floor South

Student/Parent Loans	Business Office (Perkins loans)	2311	Smith-Curtis 202
	Financial Aid Office (others)	2167	Smith-Curtis 207
Student Organizations	Center for Student Involvement	2412	Student Center (LL)
Student Phone #s	Student Life Office	2158	Student Center (UL)
Student Support System	Student Life Office Housing Office	2777	Student Center (UL) Centennial 1st floor
Study Abroad	International Education Center for Student Involvement	2193	Student Center – Lower Level
Study Skills	Cooper Center for Academic Resources	2326	Cochrane-Woods Library 317
Suicide Prevention	Career and Counseling Center	2224	Student Center (LL)
	University Ministries	2222	Old Main 106
Telephone Repair	Fill out a help ticket with Information Services		
Transcript	Registrar's Office	2243	Smith-Curtis 206
Thefts	Security	2325	Heating Plant/Security Office
	Business Office	2311	Smith-Curtis 202
	Lincoln Police	441-7204	
Tutoring	Cooper Center for Academic Resources	2326	Cochrane-Woods Library 317
Ventures in Partnerships (VIP)	Career and Counseling Center	2224	Student Center (LL)
Verification of Attendance	Registrar's Office	2243	Smith-Curtis 206
Volunteering	Career and Counseling Center	2224	Student Center (LL)
W-2 Income Tax Info.	Business Office	2311	Smith-Curtis 202
Weary Center	Front Desk	2172	Weary Center
Wesleyan Entertainment	Center for Student Board Involvement	2412	Student Center (LL)
Writing Assistance	Cooper Center for Academic Resources	2326	Cochrane-Woods Library 317
Women's Resource Center	Center for Student Involvement	7597	Student Center (LL)

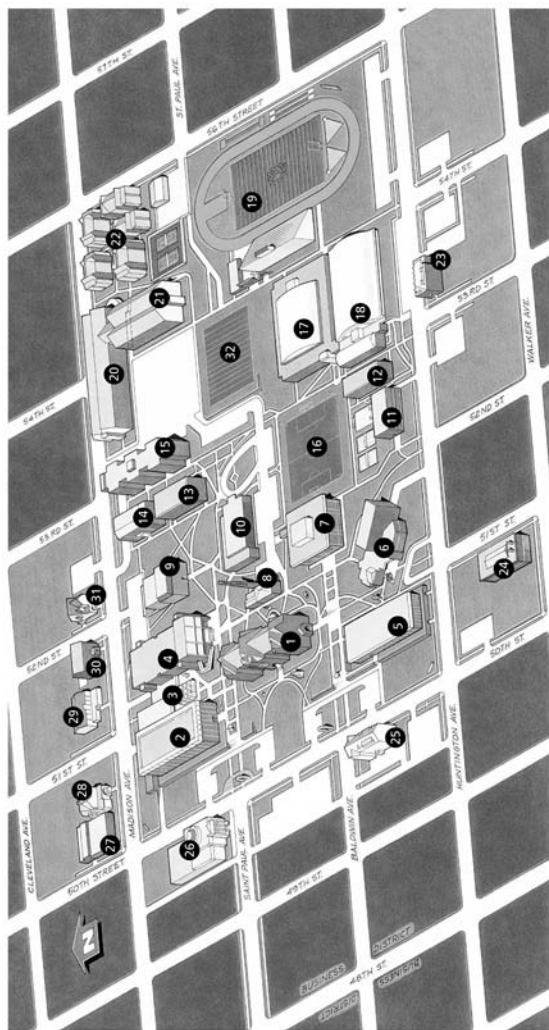
ADMINISTRATIVE DEPARTMENTS

Department	Phone	Office
Academic Affairs	2251	Smith-Curtis 311
Academic Advising	2251	Smith-Curtis 311
Admissions	2218	Smith-Curtis 207
Alumni	2123	Smith-Curtis 304
Athletics	2245	Weary Center
Baseball	2171	Weary Center
Basketball (M)	2538	Weary Center
Basketball (W)	2163	Weary Center
Cross Country/Track	2369	Weary Center

Football	2354	Weary Center
Golf (M)	2150	Weary Center
Golf (W)	2357	Weary Center
Soccer (M)	7516	Weary Center
Soccer (W)	7507	Weary Center
Softball	7515	Weary Center
Spirit Squad	7515	Weary Center
Head Trainer	7545	Weary Center
Assistant Trainer	7508	Weary Center
Volleyball	2373	Weary Center
Bookstore	2490	Student Center
Business Office	2311	Smith-Curtis 202
Business Manager	2116	Smith-Curtis 202
Career and Counseling Center	2224	Student Center (LL)
Center for Student Involvement	2412	Student Center (LL)
Counseling Center	2224	Student Center (LL)
Development	2124	Smith-Curtis 304
Event Management	7504	Weary Center
Financial Aid	2167	Smith-Curtis 207
Greek Life	2412	Student Center (LL)
Grounds Supervisor	2374	Heating Plant / Security Office
International Education	2193	Student Center (LL)
Intramural Sports	2381	Weary Center
Leadership Programs	2412	Student Center (LL)
Mail Center	2121	Smith-Curtis 147
Maintenance	2321	Heating Plant / Security Office
Marketing and Communications	2124	Smith-Curtis 310
United Methodist Historical Center	2175	Cochrane-Woods Library (LL)
Multicultural Affairs	2412	Student Center (LL)
Payroll	2117	Smith-Curtis 202
President	2217	Smith-Curtis 305
Provost	2110	Smith-Curtis 311
Registrar	2243	Smith-Curtis 206
Residence Life	2161	Centennial 1st floor
Reveille Newspaper	2417	Student Center (LL)
Security	432-9238	Heating Plant
Sodexo Food Service		
Dining Hall	2232	Student Center (UL)
Director	2295	Student Center (UL)
Student Life Office	2223	Student Center (UL)
Student Health Services Wellness	2375	Pioneer Hall 1st Floor South
Student Organizations	2412	Student Center (LL)
Union Programs (UP)	2412	Student Center (LL)
University Advancement	2314	Smith-Curtis 304
University Ministries	2222	Old Main 105
Weary Center	2370	Weary Center

ACADEMIC DEPARTMENTS

Department	Phone	Office
Academic Affairs	2110	Smith-Curtis 311
Art	2273	Lucas Hall 210
Biology	2445	Olin 201
Business Administration/Economics	2213	Smith-Curtis 240B
Chemistry	2257	Olin 301
Communication and Theatre Arts	2303	Elder Speech and Theatre Center
Information Services	2341	Smith-Curtis 100
Education	2275	Smith-Curtis 130B
Elder Art Gallery	2230	Rogers Center for Fine Arts
English	2343	Old Main 102
Forensic Science	2329	Burt Hall South
Graduate History	2461	Burt Hall South
Health and Human Performance	2340	Weary Center
History	2434	Old Main 320
Honors Academy	2333	Burt Hall South
Library		
Front Desk	2400	Cochrane-Woods Library
Reference Desk	2406	Cochrane-Woods Library
Math and Computer Science	2233	Olin 134
Modern Languages Office/Lab	2216	Old Main 216
Modern Languages	2343	Old Main 102
Music	2268	Rogers Center for Fine Arts 182
Nursing	2333	Burt Hall South
Philosophy	2343	Old Main 102
Physics and Astronomy	2235	Olin 134
Political Science	2434	Old Main 320
Psychology	2427	Smith-Curtis 340B
Religion	2343	Old Main 102
Sociology/Social Work	2296	Smith-Curtis 140
Costume Library	2390	Elder Speech and Theatre Center
Theatre Box Office	2384	Elder Speech and Theatre Center
University College	2329	Burt Hall South
Forensic Science	2329	Burt Hall South
Honors Academy	2331	Burt Hall South
MAHS – History	2461	Burt Hall South
Nursing	2333	Burt Hall South
Omaha Advantage	3555	Burt Hall South
Senior College	2329	Burt Hall South
Wesleyan Advantage	2329	Burt Hall South



- | | | | |
|----|---|----|----------------------------------|
| 1 | Old Main | 24 | Delta Zeta Sorority |
| 2 | Olin Hall of Science | 25 | Alpha Gamma Delta Sorority |
| 3 | Olin Lecture Halls & Planetarium | 26 | First United Methodist Church |
| 4 | Smith-Curtis Classroom Administration Building | 27 | Theta Chi Fraternity |
| 5 | Vance D. Rogers Center for Fine Arts | 28 | Omega Alpha Chi Fraternity |
| 6 | Elder Memorial Speech and Theatre Center | 29 | Willard Sorority |
| 7 | Cochrane-Woods Library | 30 | Zeta Psi Fraternity |
| 8 | Heating Plant/Security Office | 31 | Omega Chi Rho Sorority |
| 9 | Rachel Ann Lucas Hall | 32 | Harold G. Chaffee Practice Field |
| 10 | Roy G. Story Student Center | | |
| 11 | Plainsman Hall (coed) | | |
| 12 | Burt North Residential Community (coed) and Burt South (University College) | | |
| 13 | Pioneer Hall (coed) and Student Health & Wellness Center | | |
| 14 | Johnson Hall (women) | | |
| 15 | Centennial Hall (coed) | | |
| 16 | Taylor Commons | | |
| 17 | Marion and Marian Weary Health and Fitness Center | | |
| 18 | George A. Knight Field House | | |
| 19 | Abel Stadium, Woody Greeno Track, Weary Field | | |
| 20 | White Hall (Suite-Style) | | |
| 21 | Heim Hall (Suite-Style) | | |
| 22 | Townhouse Village | | |
| 23 | Phi Kappa Tau Fraternity | | |



NEBRASKA
WESLEYAN
UNIVERSITY

5000 SAINT PAUL AVENUE LINCOLN, NE 68504-2794

USING CAMPUS FACILITIES

Closing hours of buildings are established to protect persons as well as property. Please leave when the facility closes, and if you need extra hours to finish a project or to practice for a concert or competition, make sure you have the appropriate permission. If you are in a facility after it closes, notify security at 432-9238 of your presence and also when you leave. Always carry your student ID card, because if you are asked for identification by security or any University official, you must present it.

Building/office hours

Elder Theatre	Daily	7 am – midnight
Lucas Hall	Monday - Friday	7 am – 10 pm
Old Main	Monday - Friday	7 am – 5:30 pm
Olin Hall of Science	Monday - Friday	7 am – 10 pm
Residence Halls	Locked 24 hours a day	
Rogers Fine Arts Building	Monday - Thursday	7 am – midnight
		(doors lock at 9:00 pm and I.D. required for entry)
	Friday	7:30 am – 5:30 pm
	Saturday	noon – 5 pm
	Sunday	2 pm – midnight
		(doors lock at 9:00 pm and I.D. required for entry)
Smith-Curtis	Monday - Thursday	7 am – 10:30 pm
	Friday	7 am – 5:30 pm
	Friday	8:30 am – 5 pm
	Saturday and Sunday	CLOSED

GENERAL STUDENT INFORMATION

CAMPUS COMPUTER LABS

Labs across campus provide access to personal computers, as well as to the campus network and the internet. The Microcomputer Resource Learning Center (MRLC) in Cochrane-Woods Library contains more than 50 computers, roughly half running the Macintosh operating system and half running Windows. Other Macintosh labs can be found in Olin Hall of Science, Rogers Center for Fine Arts, and Lucas Hall. Other Windows-based computer labs are located in Olin Hall of Science and Old Main. Two computer labs in Olin Hall of Science provide 24-hour access to approximately 45 computers; both Macintosh and Windows-based computers are available. In addition, 50 computers are available in the residence hall general use areas. Evenly divided between Macintosh and Windows-based computers, the general use areas are open to residents 24 hours daily.

LOCATIONS AND EQUIPMENT

Microcomputer Resource Learning Center (MRLC)

Cochrane-Woods Library

28 HP dc5800sff, 26 iMac 20", 2 HP 4240n printers, 2 Epson scanners and 2 Epson PowerLite digital projectors (for instructor use), 2 VCR/DVD players

Hours

Monday – Thursday 7:45 am – midnight

Friday 7:45 am – 5 pm

Saturday noon – 6 pm

Sunday 2 pm – midnight

Olin Advanced Lab

Olin Hall of Science, Room 113

28 HP, HP 4240n printer, Epson scanner and Epson PowerLite digital projector (for instructor use), VCR/DVD player

Hours

Open 24 hours with access key; otherwise available during normal building hours.

Olin Macintosh Lab

Olin Hall of Science, Room 132

17 iMac 20", HP LaserJet 4240n printer, Epson scanner, Epson PowerLite digital projector (for instructor use) and VCR/DVD player

Hours

Open 24 hours with access key; otherwise available during normal building hours.

Modern Language Lab

Old Main, Room 217

24 iMac 21.5", HP LaserJet 4100n printer, Epson digital projector (for instructor use), Epson scanner and Canon color inkjet printer

Hours

Monday – Friday 8 am – 4 pm

Sunday – Thursday 6:30 pm–8:30 pm

eDesign Lab

Lucas Hall, Room 104

15 iMac 20", 8 Epson scanners, 1 HP LaserJet 4250n printer, Epson PowerLite digital projector (for instructor use), VCR/DVD player

Hours

Limited by semesters' class and studio schedules

Rogers Music Lab

Rogers Fine Arts Center, Room 168

8 iMac 17", 8 Yamaha keyboards, 1 HP LaserJet 4050n printer

Hours

Open during normal building hours.

GENERAL USE AREAS

Burt North, Second Floor

2 Dell Optiplex 755, 2 iMac 20", 1 HP LaserJet
4240n printer

Hours

Open 24 hours for residents.

Centennial Hall, First Floor

7 Dell Optiplex 755, 7 iMac 20", 1 HP LaserJet
4240n printer

Hours

Open 24 hours for residents.

Johnson Hall, Fourth Floor

5 Dell Optiplex 755, 4 iMac 20", 1 HP LaserJet
4240n printer

Hours

Open 24 hours for residents.

Pioneer Hall, First Floor

4 Dell Optiplex 755, 4 iMac 20", 1 HP LaserJet
4240n printer

Hours

Open 24 hours for residents.

Plainsman Hall, First Floor

5 Dell Optiplex 755, 4 iMac 20", 1 HP LaserJet
4240n printer

Hours

Open 24 hours for residents.

White and Heim Halls, First Floor

1 Dell Optiplex 755, 1 iMac 20", 1 HP LaserJet
4250n printer

Hours

Open 24 hours for residents.

White and Heim Halls, Second Floor

4 Dell Optiplex 755, 3 iMac 20", 1 HP LaserJet
4240n printer

Hours

Open 24 hours for residents.

White and Heim Halls, Third Floor

3 Dell Optiplex 755, 4 iMac 20", 1 HP LaserJet
4240n printer

Hours

Open 24 hours for residents.

MEETING ROOMS

If you wish to reserve meeting rooms or facilities for your organization, study group or other legitimate functions, contact these offices according to the facility desired:

Place	Contact	Phone Number
Academic Classrooms (in Smith-Curtis)	Registrar's Office	2243
Callen Conference Center	Academic Affairs Office	2251
Chapel	University Ministries	2222
Elder Gallery	Art Department	2273
Great Hall	Admissions Office	2218
Olin A, B	Physics Department	2246
Student Center	Center for Student Involvement	2412
Athletic and Recreational Facilities	Director, Recreation and Athletic Facilities	2370

Abel Stadium
Greeno Track
Nebraska Wesleyan Field-Woods Park
Outdoor Basketball Courts
Practice Field
Sand Volleyball Courts
Outdoor Tennis Courts

Weary Health and Fitness Center:	Director, Recreation and Athletic Facilities	2370
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Knight Field House
Snyder Arena
Swimming Pool
Taylor Commons (The Green Space)
Tower Conference Room
All-American Room

BOOKSTORE

You can buy texts, school supplies, gift items, cards, and clothing, in the Prairie Wolves bookstore, upper level of the Story Student Center. Shop early for used textbooks and save 25 percent. Textbooks may also be rented. Check with Prairie Wolves bookstore for program availability. Full refunds or exchange for purchased textbooks will be given if:

- books are returned within the first two weeks of school opening for fall and spring semester, one week for summer and winter sessions
- books are returned the first week with a receipt and the second week with a receipt and a drop/ add slip and
- books are returned in the same condition in which they were purchased. No refunds will be given during the last three weeks of a semester or last week of summer and winter sessions.

You can anticipate books and supplies averaging \$700 per semester. Books and apparel can also be purchased online at www.prairiewolves.com. Cash, checks, and major credit cards are accepted.

Unattended books can be stolen. Keep your books with you at meals, in the library, etc. If you are the victim of book theft, report it immediately to the bookstore before the thief tries to sell it. You should put your name in all your books. Do this in several locations in the book, e.g., close to the spine on a page corresponding to your birthday or using some other code. This will help the bookstore identify the proper owner.

Students desiring to sell unused texts may do so throughout the school year. However, the best time to sell books is during finals week in May and December. At those times of the year we have a list compiled of texts to be used the next semester and will pay more for titles on that list.

CAREER AND COUNSELING CENTER

The Career and Counseling Center houses three distinct areas: career services, counseling and service learning. Counseling and Service Learning are described later in this section.

CAREER SERVICES

As you move from being a first year student to a senior, the Career and Counseling Center will assist you in identifying logical career and life choices. Located in the lower level of the Student Center, the Career and Counseling Center can help you choose a major, find a job or internship, or apply to graduate school. The following are some of the career services available:

- One-on-one career counseling.
- Inventories to assess your interests, skills and temperament.
- Career Assistance Network (CAN): over 900 alumni willing to visit with you about their careers and assist you in your job/internship search: <http://10.9.1.10:88/careerctr>.
- Job search, résumé writing, interviewing and graduate school search workshops or one-on-one appointments to discuss these issues.
- Handbooks on writing résumés, interviewing, job hunting, and applying to graduate school.
- Internship notices available on the web.
- Listings of current summer, part-time, and full-time job opportunities on the web.
- A career library full of information on thousands of occupations, advice on job and graduate schools searches, and much more.
- A website linking you to career exploration, employment and graduate school information: www.nebrwesleyan.edu/current/careercenter/index.php.
- On-campus interviewing, résumé referral and online career fairs.
- A week of activities focusing on graduate and professional school.
- "Career Week," a week of programming featuring alumni and community members sharing career and major insights and culminating with an employer/student reception.

COCHRANE-WOODS LIBRARY

The Cochrane-Woods Library provides services such as references, audio-visuals, periodicals and books. The library also includes study rooms and the Cooper Center for Academic Resources. To promote appropriate noise levels, the library designates certain areas for group study.

NWU IDs are required to check out materials including items put on "reserve" for classes. Materials should be returned on time or renewed.

Food and tobacco are not allowed in public areas.

Available Services

- Get help answering questions and finding information by stopping by the reference desk on the first floor.
- Check out books and non-print materials for use outside the library; other material may be used inside the building.
- Use your Nebraska Wesleyan ID to get library cards from the Lincoln City Library, UNL Libraries, or Union College.
- Find information using books, journals, computer databases, videotapes, and more.
- Have books and articles sent to you from other libraries by filling out a form for interlibrary loan service.
- Use a MAC or PC in the microcomputer lab to write a paper, access the net, or communicate by email.

COMMUTER STUDENT SERVICES

Students who live off campus as commuter students can still find their place at Nebraska Wesleyan. There are a number of organizations and services that commuter students can use. All first year commuter students will attend a special orientation in the fall and are eligible to participate in the Connecting to Campus program, connecting each with an on-campus residential facility. Students may wonder:

Where can I go when I am not in class?

Weary Center, Story Student Center, Smith-Curtis and Great Hall lounges, other lounges in academic buildings

Where can I study?

Cochrane-Woods Library, lounges, computer labs

Where can I store my stuff?

Lockers are available in the hallway between Olin Hall and Smith Curtis. They are free for student use.

What if I have car trouble or need to park on campus?

Students park free at Nebraska Wesleyan.

Physical Plant/Security staff will assist if there are vehicle problems (flat tire or need for a jump-start, for example). The Physical Plant Office (2321) is located in the heating plant in the center of campus. After 5 pm and on weekends contact security at 432-9238.

Where can I eat?

Stop in the Sodexo Office located in the Story Student Center dining hall to purchase munch money for discount meals.

Vending machines are in the walkway between Olin Hall and Smith-Curtis and other buildings throughout campus.

The Coffee House is located in the lower level of the Story Student Center.

How can I meet other students on campus?

Check out the Involvement Fair during the first week of the fall semester or second week of spring semester.

Sign up for an intramural team. If you do not have a team then you can sign up as a "free agent." Fill out the form at the intramural sports bulletin board across from the Weary Center front desk and place it in the team entry folder. The intramural staff will work to place you on a team.

Each Monday, read the all-campus email to find out what is going on at NWU.

Consider an on-campus job.

What other services are available?

Courtesy phones are available for student use at the entrance to all campus buildings.

Residence hall rooms may be rented on a per-night basis for occasional use (exam periods or inclement weather, for example). Contact Housing and Residence Life at 465-2161 for more information.

COOPER FOUNDATION CENTER FOR ACADEMIC RESOURCES (WRITING, SPEAKING AND STUDY SKILLS CENTER)

The Cooper Center for Academic Resources provides free services to all members of the Nebraska Wesleyan community. Cooper Center consultants can assist you with written and oral communication as well as study skills in a one-on-one setting. They can also direct you to department-specific tutoring services. The Cooper Center for Academic Resources is located in Room 317 of the Cochrane-Woods Library. Hours are Sunday through Thursday, 3:30 – 5:30 p.m. and 8 – 10 p.m. during the fall and spring semesters. You can also reach Cooper Center staff at ext. 2326. Visit the website: <http://www.nebrwesleyan.edu/current-undergraduates/student-supports/cooper-foundation-center-academic-resources>

COPY AND FAX SERVICES

Copy machines are available in the library for students' personal use. Copying services in the Copy/Mail Center are not available on a cash basis. They are for departmental use only.

A fax machine is available for student, faculty and staff use at the library. Request forms are available at the circulation desk during the following hours:

- Sunday, 2:00pm -12:00am
- Monday–Thursday, 7:45 am–12:00am
- Friday, 7:45am–5pm
- Saturday, noon–6pm

Please note: Check the Library website for Holiday and Special hours. library@nebrwesleyan.edu

There is no charge for incoming faxes; outgoing fax charges are:

- United States and Canada, \$1 for first page and \$.25 for each additional page.
- All other locations, \$2 for first page and \$.50 for each additional page.

Incoming faxes are held at the circulation desk until the next weekday, and then sent to the recipient via campus mail. Outgoing originals are held at the circulation desk until the next weekday, and then returned to the sender via campus mail. The library fax machine number is 465-2189.

COUNSELING SERVICES

Five appointments with a licensed mental health counselor are provided annually at no cost. After your first five visits, a nominal \$5 fee per visit is charged. Counselors are available to discuss personal issues such as eating disorders, stress and pressure, chemical abuse, depression, and anxiety. Contact the Career and Counseling Center (ext. 2224) or email counseling@nebrwesleyan.edu to schedule an appointment.

FINANCIAL AID SERVICES FOR FULL-TIME TRADITIONAL STUDENTS

Through a program consisting of grants, scholarships, loans and other options, three-fourths of Nebraska Wesleyan students receive need-based assistance. On-campus employment opportunities include approximately 500 part-time jobs, some of which are funded through the Federal Work-Study Program, and others that are funded by Nebraska Wesleyan. The Financial Aid office is located in Smith-Curtis Room 207 (Ext. 2167).

FOOD/DINING SERVICES

All first-year students living in Plainsman, Centennial, Pioneer, Johnson and Burt North Halls will be required to be on the Gold plan as part of the Room and Board contract. The Gold plan provides 23 meals a week. Upperclass students living in these halls or Heim/White Halls have the option of purchasing either a Gold plan or an Express plan, providing 130 meals per semester. Townhouse and apartment residents also have the option of purchasing either of the above plans or preparing their own meals. Students' housing fob allows access to the Dining Hall. All board plans have \$25 worth of Munch Money per semester to allow flexibility of dining in the Dining Hall and Coffee House

Munch Money offers flexibility and is ideal for commuter students, faculty, and staff. Munch Money is discounted 10% at the time of purchase in the Sodexo Office. For example, if you purchase \$100 in Munch Money, you will be given \$110 to use in the Nebraska Wesleyan Coffee House or the Dining Hall. Munch Money balances will carry over from fall to spring semester. Unused balances of Munch Money shall be forfeited at the end of each academic year. Stop by the Sodexo Office in the Story Student Center to learn more about dining options.

Dining Hall Policies

- All customers (students, faculty and staff) must wear shirt and shoes in the dining hall.
- With the exception of Grab 'n Go meals, no food may be removed from the dining hall
- Personal cups or glasses are prohibited in the dining hall
- You must have a residence hall fob, a valid ID, or pay cash for your meal to enter the dining hall
- Meals and cards are non-transferable. Guests must pay cash.
- Dishes are to remain in the cafeteria.

Dining Hall Prices

	Door Rate
Breakfast	\$4.75
Lunch	\$6.50
Dinner	\$7.50
Special Meals	\$7.75

Dining Hall Hours

Monday-Friday

7:15 am - 10:30 am	Continental Breakfast
7:30 am - 9:15 am	Full Breakfast
11:00 am - 1:15 pm	Lunch
1:15 pm - 5:30 pm	Dining Hall Closed**
5:30 pm - 7:30 pm	Dinner
7:30 pm Dining	Hall Closed**

Saturday and Sunday

11:30 am - 1:00 pm	Brunch
5:30 pm - 7:00 pm	Dinner

Coffee House Hours

Monday-Friday

7:15 am - 11:30 pm	Coffee House Open
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Saturday

5:00 pm - 11:30 pm	Coffee House Open
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Sunday

7:00 - 11:30 pm	Late Night Menu
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Students can check out the Sodexo webpage to view menus, upcoming specials, hours, and food news from Sodexo. It can be accessed through the Nebraska Wesleyan home page under the "Current Students" link. Sodexo can provide food for your campus functions with an extensive catering menu. Faculty, staff and students call 465-2295 or 465-2297 to make arrangements or email us at sandra.johnson@sodexo.com or tarcarnicle@sodexo.com.

ID CARDS

A student photo ID card is provided when a student begins classes for the first time. The cost of replacing a lost ID is \$25. For your safety and security, you may be requested to present your student ID to campus security or University officials. If you are asked for identification by security or any University official, you must present it. Use your ID for campus activities, check cashing, intercollegiate athletic events, library loan, meals at the dining hall, student elections, theatre and music presentations, and Weary Center access.

LIED CENTER

Nebraska Wesleyan students have the opportunity to purchase discounted tickets to most performances at the Lied Center for Performing Arts, located at 301 North 12th Street. Nebraska Wesleyan student activity fees cover the remaining cost of discounted tickets. Reservations can be made at the box office in person or by telephone (472-4747). An NWU student ID is required for purchase of tickets and for entrance to the performance.

MAIL CENTER

If you are a full-time student you have your own student mailbox whether or not you live on campus. Stop by the Mail Center with some form of ID to obtain your box number and combination. Check it frequently for campus announcements, letters, package notices, official University communications and special event notices.

Your campus address:

Name
Nebraska Wesleyan University
5000 Saint Paul Ave., SMB # _____
Lincoln, NE 68504-2794

NOTE: SMB means Student Mailbox. If SMB does not precede your mailbox number, your mail will go to a Lincoln area post office which has an identical number. Your campus address is used for US Postal delivery, UPS package delivery, campus mail and special deliveries, such as flowers. This format is imperative for prompt delivery.

MULTICULTURAL PROGRAMS AND SERVICES

The Multicultural Programs Office is located on the lower level of the Story Student Center in the Center for Student Involvement. The office is staffed by the Special Assistant to the Provost for Student Success and Diversity, along with student coordinators, and provides campus wide programs and services that promote multicultural awareness, cross-cultural and inter-cultural understanding, and inclusion of all students. The office also provides support services to all students, in particular students of color and other under-represented groups, through various programs such as mentoring, tutoring, scholarship resources, and advising. The Multicultural Programs Office works closely with the President's Council on Cultural Diversity. For more information, call ext. 2412.

OFF-CAMPUS STUDENTS

Students living off-campus in rental units should be aware of their rights and responsibilities as tenants. A booklet explaining those rights and responsibilities is available from the NWU Housing Office. A written lease is a legally binding document, and it should be read carefully before signing. If you believe your rights as tenants have been violated, you should contact Nebraska Legal Services at 435-2161.

Internet Access for Students Residing Off Campus

Students living off campus may reach many NWU information resources (e.g., email, Blackboard, Web Advisor) through accounts with local Internet service providers. Contact Computer Services (ext. 2341) or Student Life (ext. 2223) for more information.

PREGNANCY AND CHILDCARE ADVOCACY TEAM

This team, comprised of faculty and staff, provides a mechanism to aid students who face difficulties due to pregnancy or childcare responsibilities. Team members are available to consult with individual students and to foster understanding among faculty and staff about these issues. Further information about the Pregnancy and Childcare Advocacy Team is available in the Women's Resource Center, Student Health, the Career and Counseling Center, and the Student Life Office.

Pregnancy and Childcare Advocacy Team Members:

Janelle Andreini	465-2414
Kathy Benischek	465-2269
Robyn Drake	465-2203
Dr. Joan Gilbreth	465-2424
Lisa Lockman	465-2228
Kim McLaughlin	465-2377
Dr. Scott Stanfield	465-2342
Dr. Meghan Winchel	465-2437

RESOURCE PERSONS FOR PEOPLE OF COLOR

The resource persons for people of color are available to provide information and support regarding all issues relating to race and ethnicity. The members listed below are available to help students work through questions and concerns relating to intercultural issues. Further information about the resource persons for people of color is available in the Multicultural Programs Office.

Dr. Gerise Herndon	465-2347
Candice Howell	465-2149
Dr. David Iaquinta	465-2426
Dr. Angela McKinney-Williams	465-2259
Ashley Wimes	465-2545
Dr. Yuko Yamada	465-2271

LGBTQ RESOURCE PERSONS

LGBTQ Resource Persons are available to provide information and support regarding all issues relating to sexual orientation. In an effort to support the NWU Student Declaration, this program helps to create a safe and welcoming atmosphere for all students. The LGBTQ resource persons listed below have identified themselves as individuals who are willing to help students work through a variety of questions and concerns related to gender and sexuality. In addition, there are many other faculty and staff who consider themselves allies to the gay, lesbian, bisexual, and transgendered community. These persons are identified by the "Safe Person, Safe Space" ally cards with the pink triangle, which are displayed in their office spaces.

Lisa Borchardt	465-2422 (Sabbatical 2010-2011)
Dr. Jay Scott Chipman	465-2386
Geri Cotter	465-2159
Dr. Sara Jane Dietzman	465-7550
Robyn Drake	465-2203
Dr. Gerise Herndon	465-2347
Patti Kirk	465-7579
Dr. Rita Lester	465-2300

RELIGIOUS/SPIRITUAL LIFE

A healthy spiritual life is an important part of a happy and successful college experience, and growing spiritually is as vital as growing physically, socially, and intellectually as you encounter the challenges of college life. One guide along the path of your spiritual journey is our University Minister, who serves as campus pastor to all members of the Wesleyan community regardless of their religious affiliation.

The University Ministries office conducts a gathering for the entire campus Thursdays at 1 pm in Miller Chapel. Other "Thoughtful Thursday" activities include Faith Journeys, Community Celebrations and Community Conversations. Internship and service-learning opportunities are available in the University Minister's office and in local, national and international religious communities. For more information about religious life activities and/or organizations, contact University Ministries in Old Main 105 or 106, ext. 2222.

SPIRITUAL RESOURCE PERSONS

Nebraska Wesleyan's Spiritual Resource Persons help students work through religious and spiritual questions, issues and concerns. They provide a listening ear, and offer suggestions from their own individual perspectives. These persons are scholars and practitioners who value intellectual inquiry and the clash of different ideas and opinions while maintaining their faith and spirituality. They are available to serve as partners in students' spiritual journeys, and they are also prepared to make referrals to assist students in faith matters. This program is coordinated through the University Ministries office, and more information is available by calling ext. 2222.

The Spiritual Resource Persons have provided their own descriptions and are listed below.

Loretta Fairchild: a believer in Christ, long used to struggling with doubts and concerned about social justice. (American Baptist) 465-2204

Matt Kadavy: a traditional Roman Catholic, here to help and guide others through their transition into and through college life while keeping their faith. 465-2323

University Minister: 465-2398

Kim McLaughlin: a Roman Catholic with access to resources for all students seeking counsel and resources concerning the Catholic faith. 465-2377

Cathy Nelson: an Evangelical Christian who believes in a personal relationship with Christ, and understands the questions, doubts and struggles that one faces even while desiring to develop that relationship. 465-2399

Rachel Pokora: a liberal, reform-minded, committed Catholic. 465-2391 (Sabbatical 2010-2011)

Grady Turner: a fourth generation Methodist, who searched elsewhere until his late 20's.

Ashley Wimes: an active member of the Nazarene church available to help students transition into college while maintaining their Christian values. 465-2545

Ira Zeff: a conservative Jew available to talk with students about their spiritual concerns. 465-2360

RECYCLING

Recycling is important to the Nebraska Wesleyan community. Plastic, aluminum cans, three kinds of paper, and cardboard are currently being recycled. Designated bins and trash cans are located across campus. Grade 1 paper, including notebook and computer paper, is recycled. There are deposit bins at the Library, Mail Center, Olin, Weary and in each of the residence halls. Grade 1 paper does not include magazines, newspapers and/or glossy colored paper. If you have any questions regarding the recycling program, please contact the Maintenance Dept. (ext. 2321)

SERVICE LEARNING

Nebraska Wesleyan University provides students many opportunities for practical, real-life educational experiences through its Service Learning program. Students have opportunities to develop their talents and skills through service that also benefits the many non-profit organizations and schools in the Lincoln community.

The Service Learning office can assist you with the following:

- Curricular service learning in specific classes that apply academic course content through arranged-service opportunities in the community.
- Service projects your club or organization could undertake.
- Service opportunities appropriate for your interests.
- Ways to get involved and make a difference!

In addition, the Service Learning Office coordinates Lend a Hand to Lincoln, an organized day of service during New Student Orientation which gives new students an opportunity to get acquainted with the Lincoln community through service to one of over 30 non-profit organizations.

For more information, contact the Service Learning Coordinator's office located in the Career and Counseling Center (Lower Level Story Student Center) at 2413 or email Service@NebrWesleyan.edu.

Global Service Learning

Global Service Learning is a student organization that annually participates in local, national and international service learning projects. For additional information regarding Global Service Learning, contact the Service Learning Coordinator in the Career and Counseling Center.

SMOKING POLICY

The University recognizes that tobacco smoke is a hazard to the health of the University community. To protect the health of the University community, the University designates all buildings as smoke-free. The use of smokeless tobacco is prohibited in all locations on campus. Smoking in vehicles owned or leased by the University is prohibited. Visitors to Nebraska Wesleyan University are included under this policy as temporary members of the University. The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. The University community shares in the responsibility for adhering to and enforcing this policy. Non-compliance will be addressed in the same way as other policy violations. Student concerns about their treatment under the policy will be handled through the existing resolution process.

STUDENT HEALTH SERVICES

Student Health Services is located on first floor of Pioneer Hall. All students who pay the student activity fee have paid for basic services offered, so use them as needed. There are registered nurses on staff from 8 am-12 pm and 1 pm-5 pm. In addition to full weekday services through the nurses' and doctors' hours, the Center provides a variety of other services. Visit www.nebrwesleyan.edu/offices/studenthealth

IMPORTANT: Student Health must have a completed confidential health history form on file for each student. It includes the following information:

- Address, phone numbers, insurance company name and policy number
- Family/self history
- Current immunizations
- Emergency instructions

Our Commitment to Your Privacy

Our practice is dedicated to maintaining the privacy of your individually identifiable health information (IIHI). We will create health records regarding you and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with notice of our legal duties and the privacy practices that we maintain concerning your IIHI. By federal and state law, we must follow the terms of the Notice of Privacy Practices that we have in effect at that time. The full text of the Notice of Privacy Practices is available in the Office of Student Life, Student Health Services, and on the website.

SERVICES

- Walk-in physician service
 - Monday and Wednesday 10:00am-11:45am
 - Tuesday and Thursday 2:30pm-4:45pm
- Referral to specialists
- Routine physical: assessment, diagnosis, and treatment
- Pelvic exams, diagnostic procedures
- Lab work (direct insurance billing): throat cultures, urinalysis, mono, strep, pregnancy tests, blood tests, etc.
- Allergy injections
- Shots/immunizations—flu, hepatitis A and B, tetanus, allergy, etc.
- Sexual responsibilities/birth control information, programs and testing
- Alcohol/drug awareness information
- Stress management/awareness information
- Blood pressure/cholesterol screening
- CPR/AED classes
- Birth control counseling
- Resource library, videotapes, and printed materials
- Health Fair
- Assistance in filing insurance claims

NOTE: Some services have fees assessed to defray special costs not covered by your activity fee. These costs are typically well below those charged by other health providers. Prescriptions can be filled at any pharmacy. If transportation is a factor, Student Health can call Four Star Drug or National Pharmacy, which provide free delivery.

ADDITIONAL EDUCATIONAL SUPPORT

- Illness
- Birth control information
- Health insurance
- Acne, skin problems
- Dietary concerns
- Nutritional and exercise information
- Sexually transmitted diseases (STD)

STUDENT SUPPORT SYSTEM

Faculty, staff and students who are concerned about a student's academic progress, general health, or other issues may contact the Student Support System, using sss@nebrwesleyan.edu. This is a confidential service that assists students who may need special help. The Assistant Dean of Students and Student Life staff will take steps to help the student obtain necessary assistance.

STUDY ABROAD

Students who desire to live in an interdependent, culturally diverse world and study abroad for an entire academic year, a semester, or during the summer may receive information from the International Education Office. Faculty-led study tours, volunteer work abroad, or participation in an exchange program with Nebraska Wesleyan's more than 110 partner universities located in 36 countries are all possibilities. The International Education Office, located on the lower level of the Student Center in the Center for Student Involvement, has information on study abroad programs and scholarships for study abroad. Contact the Director of International Education (ext. 2193) with any questions.

WEARY CENTER FOR HEALTH AND FITNESS

Students, faculty or staff must present their valid NWU ID or residence hall fob to gain admittance for Open Recreation.

The Weary Center includes the following facilities for student use:

- three racquetball courts
- Aerobics room
- Knight Field House indoor facility
- Cardiovascular exercise room
- Circuit training room
- Free weight room
- four recreational locker rooms

Information regarding hours and accessibility are posted on the website and made available at the front desk (ext. 2172).

Entering the Facility: Entry to the Weary Center for Health and Fitness must be made through the front tower entrance. All users entering the Weary Center must check in with the front desk supervisor when using any of the workout/recreation areas. Students, faculty, and staff must present a valid and encoded University ID card or residence hall fob to gain admittance. Identification cards and fobs are not transferable. IDs and fobs not belonging to the bearer will be confiscated. Athletes in season do not need to show ID to enter the facility for a scheduled practice. However, they must stop and indicate to the supervisor on duty that they are attending a practice. Special guests must present their Weary Center user card (issued at the time of fee payment).

General Facility Policies: Food and drinks are restricted to designated areas. Pets, bicycles, skateboards, scooters, and roller blades are not allowed in the Weary Center.

The Weary Center facilities can be used to accommodate traditional outdoor sporting activities; however, all events must be scheduled and supervised. Exceptions to this policy must be cleared through the Director of Recreation and Athletic Facilities. Nebraska Wesleyan University is not responsible for lost or stolen items. If it is necessary to bring valuables to the Weary Center, they should be secured in lockers during workouts. "Lost and Found" items can be claimed at the front desk during open recreation hours.

Open recreation hours may occasionally be disrupted by scheduled activities. Changes in the schedule will be posted at the front desk entry.

Weight/Circuit/Cardiovascular/Aerobics Rooms and Pool User Policies: Shirts, athletic shoes, and proper athletic attire must be worn at all times; shirts must be worn over sports bras. Users are responsible for all valuables and personal items.

Users should not attempt to use equipment on which they have not received instruction. Ask the supervisor on duty if instruction is needed. Users should immediately report any injury or facility/equipment problems to the supervisor on duty. Users must remove and rack all weights after using a piece of equipment. Dumbbells must be returned to the proper storage station. Users should not move equipment around, or modify equipment in any way. Users must not rest weights on the benches between sets.

No chalk is allowed in the work out areas. Slamming or dropping of free weights is prohibited. Weights should not be leaned against walls, glass, or equipment. Spotters are encouraged when appropriate.

Users must obey all the time limits placed on equipment during peak times. Screaming or use of offensive language will not be tolerated in the facility. Equipment shall not be removed from the Weight Room, Circuit Room or Cardiovascular Room at any time for any reason. Radio/TV station selection and volume will be monitored by the supervisor.

Weary On Wheels - Bike Checkout

The Weary Center is offering a voluntary bike checkout program to encourage the NWU community to recreate outside of the Weary Center. The program is open to all students and employees with a valid NWU ID card. To be eligible to participate in the program, the student or employee must complete a Bike Checkout Agreement at the Weary Center Front Desk and be able to present an NWU ID card. The user's ID card will be kept at the front desk for collateral and will be returned upon check-in of the bicycle. A fob will not be accepted as a form of ID for checkout. Users are allowed to take the bicycles off-campus, provided all state and local bicycle laws are followed. Users must also remain on streets, sidewalks, and bike trails as these bikes are not suitable for off-road terrain. *For complete rules and guidelines, please go to the Weary Center front desk.*

Guest Policy: Users may bring one guest per day. Daily guest passes (valid for one entire day) must be purchased for \$5 at the Weary Center front desk during open hours. Guest passes are not transferable. Guests must be at least 18 years of age and have a sponsor who can show a valid Nebraska Wesleyan ID. Guests may use all facilities that are open for recreational use. Only sponsors can check out equipment to be used by guests. Sponsors are responsible for any misconduct or damage by their guests

Lockers, Locks and Towels: Students, faculty and staff will have access to lockers located in the locker rooms by the pool at no rental charge. Lockers must be reserved at the Weary Center front desk and can be reserved for one semester at a time. Users must provide their own locks and towels.

Racquetball Court User Policies: No street shoes are allowed. Eye guards must be worn during racquetball and handball and are available for checkout at the front desk. Reservations for court three are made at the front desk during open hours, and may be made 24 hours in advance. Courts one and two are available on a first-come, first-served basis. Reservations are to be made for the top of each hour, reserved for one hour.

Snyder Arena User Policy: All activities must be scheduled for use of this facility.

Knight Field House Track User Policies: The indoor track is for running, jogging and walking only. Runners/walkers should move to outside lanes when other activities are taking place on the center floor. Distances for the track are one mile = 10 laps on inside lane and eight laps on outside lane.

Weary Center Snow Day Hours: If classes are cancelled due to weather, the Weary Center will be open from 5 pm to 8 pm. If only evening classes are cancelled, the Weary Center will close upon request of the University. Intramural Sports and Fitness Classes are cancelled on all snow days.

GENERAL STUDENT POLICIES AND PROCEDURES

EQUAL OPPORTUNITY

Nebraska Wesleyan University provides equal opportunity for all qualified persons in all areas of University operation, including education, employment, and decisions regarding faculty appointment, promotion or tenure, without regard to race, religion, age, sex, creed, color, disability, marital status, national or ethnic origin, or sexual orientation.

ACADEMIC POLICIES

(For additional policies, consult the Nebraska Wesleyan Course Catalog.)

Academic Integrity Statement

Academic integrity is one of the basic principles of a university community. Nebraska Wesleyan University encourages and expects the highest standards of academic honesty from all students. The Code of Student Conduct states that academic dishonesty is subject to disciplinary action.

Class Attendance

Each professor determines the specific attendance policy for each course; however, regular class attendance is expected of all students. Your professors will provide a written statement of the attendance policy for each class during the first week of the semester (usually on the course syllabus).

Down Slips

In order to alert students of less than acceptable academic performance, professors may submit “down slips” for deficiencies in the following areas: tests, attendance, assignments, daily preparation, and homework/labs/papers. Since some faculty do not submit down slips, you should talk with your professor if you have any concerns about your performance.

Notices of less than acceptable academic performance (commonly called “down slips”) are e-mailed to your advisor and to you at the midpoint of each semester. You will be notified through campus e-mail and instructed to go to WebAdvisor for the details. Academic Information including midterm deficiency reports, may be shared among administrators for the purpose of providing students with academic assistance and monitoring student retention.

Faculty Evaluation

You will be asked to complete course evaluation forms in most of your classes. All faculty are evaluated at least once a year, and untenured faculty are evaluated every semester. The results of the evaluations are provided to each faculty after final grades have been submitted, and student evaluations are carefully considered by the Faculty Evaluation Committee in recommending promotions and tenure.

Culmination Period

The culmination period is a weeklong interval in which no lecture examinations, tests or quizzes are given (laboratory practical examinations, activity examinations, final performances, make-up or repeat examinations, and self-paced examinations are exceptions). The Dean of the College of Liberal Arts and Sciences may grant other exceptions.

Commonly referred to as “Dead Week”, this period begins at 8 am seven days before final examinations commence and remains in effect until the beginning of Finals Week.

Final Examinations

All students, including seniors, take final examinations in each course for which they are registered unless the instructor exempts individual students from this requirement. All classes, including those whose entire enrollment has been exempt from the final examination, must meet for no fewer than 50 minutes during the period specified in the final exam schedule.

Graduation

Faculty advising and a check system by the Registrar’s Office help students monitor their progress toward graduation, but each student is ultimately responsible for making sure that he or she has met all degree requirements.

Candidates for all baccalaureate degrees must complete the following general requirements: a minimum of 126 credit hours of which at least 18 are earned in upper-level courses. Students are referred to the catalog for more detailed information on requirements.

Grade Appeals

Grade appeals should be resolved informally with your instructor whenever possible. If the matter is not resolved, an informal discussion with the department chair is the next step. If you continue to feel aggrieved over your semester grades, a formal process is in place for you to follow. The following summary outlines the process; however, you are encouraged to contact the Academic Affairs Office for detailed information before filing a formal complaint.

- Step 1 Informal discussion with the instructor.
- Step 2 Informal discussion with department chair (or division chair).
- Step 3 Filing of a Formal Written Grade Appeal with the Dean of the College of Liberal Arts and Sciences (within four months of the end of the semester)
- Step 4 Hearing with the Divisional Grade Appeal Committee (within three weeks of Step 3).
- Step 5 Decision of the Divisional Grade Appeal Committee (within seven days of the completion of Step 4).
- Step 6 Appeal to the Chief Academic Officer (within two weeks of Step 5). The Chief Academic Officer's decision is final.

You may also challenge the contents of your educational records under the Family Educational Rights and Privacy Act (see University Catalog).

ABSENCES FOR CURRICULAR AND CO-CURRICULAR ACTIVITIES

Students, coaches, sponsors, and directors should communicate as early as possible with faculty about schedules and anticipated absences. Students must take responsibility to be in touch with faculty regarding their anticipated absences for curricular and co-curricular activities and make arrangements to make up work as expected. Students who anticipate absences because of curricular or co-curricular activities should make every effort to avoid other absences from classes.

For more information about these guidelines, contact the Academic Affairs Office or the Student Life Office.

Curricular activities are those that relate to or are connected with a class that may be either mandatory or optional, including performing arts, and in some instances, athletics.

Co-curricular activities are those that enhance and extend the college experience and are fully supported by the institution, including athletics, some performing arts, departmental clubs, and student government involvement. Faculty, along with coaches, directors, and sponsors of these co-curricular activities, should collaborate to ensure both academic and participatory success for students.

Extracurricular activities are those that, while still important, are viewed as secondary to the academic program. Examples include intramurals, employment, and Greek activities.

Excused absences are those related to a curricular or co-curricular activity. In addition, professors may give excused absences for various circumstances: e.g. illness, death in the family, or a specific extracurricular activity.

Unexcused absences are those not related to a curricular or co-curricular activity, or to a student's circumstances that a professor deems not excusable. Some professors, however, do not distinguish between excused and unexcused absences.

PROFESSIONAL ETHICS

Nebraska Wesleyan has a statement of professional ethics that governs all faculty and staff. The statement includes four sections, two of which are titled Use of University Affiliation and Professional Responsibilities. The two other sections are of particular relevance to students:

Professional Integrity

Professional integrity is essential at Nebraska Wesleyan University and is expected of its students and employees alike. Employees at Nebraska Wesleyan University observe copyright laws and credit sources in their work, use university facilities and resources only for professional purposes, and model for students the highest standards of academic honesty in written and oral discourse. Employees of the university will not use materials produced by students for any purpose other than that for which the materials were produced without the students' consent, with the exception of materials collected for the internal assessment of student learning.

Human Dignity

All students and colleagues will be treated fairly and respectfully without regard to any personal differences. Relationships between Nebraska Wesleyan University employees and students enrolled at the university are, above all, professional. These professional relationships must not be compromised by social, emotional, romantic, or sexual attachments. More information on this statement is available from either the Dean of the College of Liberal Arts and Sciences (ext. 2312) or the Dean of Students (ext. 2153).

NEBRASKA WESLEYAN UNIVERSITY POLICY FOR EVENTS INVOLVING CANDIDATES FOR ELECTED POLITICAL OFFICE

Requests to host events on campus featuring or actively promoting candidates for elected political office shall be submitted in writing to the Vice President for External Relations (or, in her absence, the Provost) with sufficient time prior to an event for planning and announcements. Include the following information with the request:

- Purpose of the event (NWU cannot be a site for any event associated with political fundraising)
- Name(s) of the candidate(s)/supporter(s) being featured
- Event sponsor(s)—both on and off campus, if applicable
- Contact information for campus sponsor and speaker(s) organization
- Preferred location, date, and time of the event, and activities, if any
- Expected attendance

Policy for Events Involving Candidates for Elected Political Office

Events held on the Nebraska Wesleyan University campus that are attended by candidates for public office or are part of the candidate's general effort to build support for candidacy shall be free of charge and open to the general NWU community. (This requirement does not apply to small organizational meetings or class sessions.) An open invitation is defined as one for which no fewer than one-half the available seats or spaces are available to the general college community based on a distribution of tickets on a first-come, first-served or other unbiased basis. It is expected that these events will be structured in a way that encourages and accommodates a free exchange of ideas among individuals of diverse and divergent points of view. NWU programming will take precedence in scheduling of outside events. Use of NWU facilities are governed by the existing facilities rental agreement provisions.

POLICY ON CONSENSUAL RELATIONSHIPS

To ensure a learning environment which supports the university's mission, it is prohibited for a faculty member to engage in romantic and/or sexual relationships with any student unless they are married to each other, even when both parties believe the relationship is consensual. This prohibition applies even if the student is not under the faculty member's instruction, evaluation, or supervision.

POLICY ON STUDENT RIGHTS IN THE ACADEMIC CONTEXT

Students are free to discuss and express all views relevant to the subject matter of a course, subject only to the responsibility of the instructor to maintain meaningful progress in the course. Students have the right to academic evaluation that is neither arbitrary nor capricious. Students have the right to expect faculty members not to disclose information given by students in confidence about their views, beliefs and/or political associations to faculty members in their roles as instructors, advisors, or counselors. Such information may only be disclosed under legal compulsion or with written permission of the student. Questions relating to intellectual or skills capacity are not subject to the confidentiality standard.

PRIVACY AND SAFEGUARDING OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974 provides for specific rights to students regarding the privacy of their educational records. Directory information may be disclosed by Nebraska Wesleyan without student consent; however, students have the right to withhold its disclosure. Directory information includes name, home and local addresses, home and local telephone numbers, email address, classification and major, date and place of birth, dates of attendance at Nebraska Wesleyan, degrees and awards received at Nebraska Wesleyan, institutions attended prior to admission to Nebraska Wesleyan, photo, participation in recognized activities and sports, and weight and height of members of athletic teams. If students do not wish directory information to be released without consent, they must notify the Registrar in writing during the first week of classes. Nebraska Wesleyan will not disclose the contents of students' educational records to other parties, except under circumstances allowed by the Act, without students' consent.

Student educational records are available for review by students in accordance with the Act. Students may request Nebraska Wesleyan to amend their educational records if information contained therein is inaccurate, misleading, or in violation of their privacy rights. Students have the right to challenge the contents of an educational record under the prescribed procedures and to file a complaint with the federal government if there is a violation of the Act.

The Federal Trade Commission (FTC) requires colleges and universities to establish policies and procedures for safeguarding customer financial information by complying with the Gramm-Leach-Bliley Act (GLBA). The GLBA also includes specific requirements regarding the privacy of customer financial information. The FTC has ruled that being in compliance with the Family Educational Rights and Privacy Act (FERPA) satisfies the privacy requirement of the GLBA, but does not satisfy the safeguarding provisions. As stated above, the University complies with FERPA. In addition Nebraska Wesleyan University has adopted a policy that focuses on the safeguarding of customer information. The objectives of this policy are to:

1. Ensure the security and confidentiality of customer records and information.
2. Protect against any anticipated threats to the security or integrity of such records.
3. Protect against unauthorized access to, or use of, such records or information that could result in substantial harm or inconvenience to any customer.

A full copy of this policy is available in the Academic Affairs Office, and the Student Life Office.

OFFICIAL MEANS OF UNIVERSITY COMMUNICATION TO STUDENTS

Official University communication to students may take any of the following forms:

- Student Mail Boxes (SMB)
- Email on a student's NWU account
- Student-provided telephone number
- Correspondence to a student's permanent address (Students are responsible for reporting any change in permanent address to the Registrar's office).

Enrolled students are expected to check these sources regularly for important information from the university. Students are responsible for all official university communication that comes to them through any of the above media. This policy applies throughout students' enrollment at Nebraska Wesleyan. During the summer months, the student's permanent address will always be used as a means to communicate official university information.

AMERICANS WITH DISABILITIES ACT (ADA)

Federal law requires that Nebraska Wesleyan make "reasonable accommodations" to ensure that people with disabilities will have equal access to all educational programs, activities, and services. Therefore, Nebraska Wesleyan University, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), recognizes the University's obligation to make reasonable accommodations for qualified students with disabilities.

A "reasonable accommodation" is defined as any change in an environment or in the way things are customarily done that:

- (1) enables an individual with a disability to enjoy equal opportunities
- (2) does not fundamentally alter the nature of the activity, service, or program.

A "disabled" person is defined as one who has a physical or mental impairment that substantially affects one or more major life activities.

To facilitate plans for any reasonable accommodations, it is the responsibility of students with disabilities, following their admission to Nebraska Wesleyan, to notify the University of their disabilities, to document their needs and to request accommodation. Students should contact Sandra J. McBride, Services for Students with Disabilities Coordinator (Ext. 2346).

RESOURCE PERSONS FOR STUDENTS WITH DISABILITIES

Janelle Andreini	465-2414
Dr. Jeri Brandt	465-2336 (Sabbatical, Spring 2011)
Geri Cotter	465-2159
Dr. Maxine Fawcett-Yeske	465-2291
Dr. Joan Gilbreth	465-2424
Dr. Berniece Jones	465-2364
Patti Kirk	465-7579
Sandy McBride	465-2346
Dr. Becke Voight	465-2335
Rita Webb	465-2341

STUDENT HEALTH AND ACCIDENT INSURANCE

Nebraska Wesleyan University requires that all full-time undergraduate students in the College of Liberal Arts and Sciences carry health insurance. The University offers a 12-month accident and health insurance plan at a cost set annually. All students will be automatically enrolled and billed for this plan on their August tuition bill. Students insured through an existing policy may waive the Nebraska Wesleyan University plan by documenting existing coverage. Students who waive coverage will receive a credit on their tuition bill for the full amount of Wesleyan's insurance plan. The Wesleyan plan may also serve as an effective supplementary policy to help with deductibles, co-insurance, and prescription costs not covered by a primary insurance plan, but it is important to check with one's primary insurer to verify that the primary coverage is not affected by the NWU policy.

Nebraska Wesleyan provides a basic accident benefit for the nine-month academic year that provides up to \$1,000 for expenses relating to an accident occurring on or off campus at no cost to all full-time undergraduate students in CLAS.

Student athletes who use the Nebraska Wesleyan University accident and health insurance plan as their primary insurance must understand that it does not meet the primary insurance coverage requirements for intercollegiate athletics. These requirements can be met by documenting existing coverage or through the purchase of a short-term plan that covers the athlete's season. Questions regarding insurance may be directed to the Office of Student Life or Student Health Services.

MAIL CENTER POLICY AND PROCEDURES

Individuals wishing to send mail or leave a message for a student must include the student's name and mailbox number on the mail piece or message. All mailings must be larger than one-fourth of a sheet of paper or they will not be inserted in the boxes. All mass distribution by student organizations must be approved by the Director of the Center for Student Involvement or the Student Life Office. In the case of materials to be distributed for classes (for example, surveys), the class name and professor's name must be visible on all materials. In addition, all mail must include a return address and the name of the individual or sponsoring organization distributing the material. Mass mailings will be distributed by Mail Center staff, or by student organization members under the supervision of Mail Center staff. Persons should allow two complete business days for on-campus mail to be delivered. Special deliveries (for example: flowers) are accepted at the Mail Center. A pick up notice will be put in the mailbox and as time allows a voice mail will be sent. The Mail Center also serves as the Lost and Found Center.

REFUND POLICIES

Students who withdraw from school for any reason shall receive refunds for tuition according to the following percent of the semester rates:

During the Second Week	80%
During the Third Week	60%
During the Fourth Week	40%
During the Fifth Week	20%
After the Fifth Week	0%

If the withdrawing student has received a credit for a Nebraska Wesleyan funded scholarship and/or grant, such financial aid will be cancelled and may not be used to pay the tuition charges assessed for the period the student was enrolled.

Calculations are based upon the date of the first meeting of classes. Items designated as fees will not be refunded. Room and board payments will be refunded as stated in the current housing contract. No refunds are made to a student who withdraws from a special program, activity or field trip after the deadline for acceptance into the program has passed. Students should consult the director of the special program.

If a student registers for more than 18 hours and later wishes to reduce the load for any reason, the student must complete the procedure for withdrawal during the first five weeks of the semester to qualify for any refund of tuition charges for extra hours. Such refunds will be reduced by the original charge for each successive week of the semester as stated in the tuition refund schedule above.

If individuals believe extenuating circumstances merit a departure from the tuition refund schedule, they may appeal in writing to the Dean of the College of Liberal Arts and Sciences for special consideration. The Higher Education Amendment of 1998 established a new procedure for the return of Title IV Federal Student Aid when a student who is receiving Title IV aid withdraws from college before the end of the semester. The new Return of Title IV Funds policy follows:

The Business Office will calculate the percentage of the semester that a withdrawing student was enrolled for that semester based upon the student withdrawal information on file in the Registrar's Office. The date of withdrawal is the date the completed "Withdrawal from University" form is given to the Registrar's Office. The number of days enrolled will include weekends but will not include scheduled breaks which are five days or longer.

For example, if a student withdraws at the end of five calendar weeks, the percentage of the semester attended would be calculated as follows: 5 weeks x 7 days = 35 days divided by the number of days in the semester (not including scheduled breaks of five days or longer, $35 \div 112 = 31\%$). In this example, the student will be entitled to 31% of the Title IV aid but 69% will have to be returned to the Federal Government. When a student has attended 61% or more of the semester (68 days in this example), no title IV aid has to be returned. Returned aid is allocated in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, Federal SEOG Grant, and LEAP.

If there is a balance due on tuition and fees and/or room and board after the return of Title IV Federal Student Aid, the student will be responsible for the balance due.

COMPUTER USE POLICY

What can you do?

- You may use NWU Computing Resources for activities relevant to your role at NWU.
- You may use NWU Computing Resources for academic and educational purposes, including involvement in professional organizations.
- In using NWU Computing Resources you must respect the rights of other members of the NWU community and of the larger internet community.
- You may use NWU Computing Resources only while you are a currently enrolled student, an employee, or a faculty emeritus of Nebraska Wesleyan University, or as a participant in an on-going program of the University.
- You may use NWU Computing Resources for your personal entertainment or communication, but must relinquish the resources if they are needed for an academic or educational purpose.
- You must use NWU Computing Resources in an ethical and responsible manner.
- You must abide by all security restrictions on NWU Computing Resources.

What can't you do?

- You may not allow another person to use your username and password, nor use another person's username and password, to access NWU computing resources.
- You may not use NWU computing resources to support or advocate any commercial, political, or nonprofit organization without the written permission of the NWU Administration.
- You may not use NWU computing resources for any illegal or deceiving purpose including, but not limited to, unauthorized copying of software.
- You may not violate other NWU policies in your use of NWU computing resources.
- You may not be wasteful of NWU computing resources, use them unfairly, or disrupt their intended use.
- You may not intentionally damage NWU computing resources.
- You may not use NWU computing resources for unauthorized access to other resources.

What happens if you don't comply?

- Failure to comply with these guidelines will result in disciplinary action according to standard University policies and procedures.
- The Code of Student Conduct includes as conduct subject to disciplinary sanctions that relating to theft or other abuse of University computer resources.

NOTE: While NWU respects the privacy of email messages, safety, liability concerns, and business may require the University to access any email on its system. All materials on or in NWU computers are the property of NWU and accessible by NWU administration.

WEBSITE PROCEDURES

A wide range of information about NWU, both academic and co-curricular, can be found on the University's website (<http://www.nebrwesleyan.edu>). The University information pages are maintained by the Marketing and Communications Office. All University-related pages must comply with the Policy on Appropriate Use of Computer Resources, Code of Student Conduct, as well as state and federal laws. Instructional, administrative, department, and personal pages for faculty and staff are supported on the University's web server. **Details are available from Computer Services/Instructional Technology** (<http://www.nebrwesleyan.edu/csit>). Web pages for students or student organizations are supported on the student web server (<http://students.nebrwesleyan.edu/>). The Marketing and Communications Office and Computer Services are jointly responsible for monitoring Nebraska Wesleyan's website. Linked pages with content that violates the University's policies and/or federal and state laws will be removed.

UNIVERSITY CLOSING DUE TO INCLEMENT WEATHER

If weather conditions appear dangerous or threatening, Nebraska Wesleyan may cancel classes. The University will announce any cancellations through the Wesleyan Alert System, the University website, and on the participating television and radio stations.

- | | |
|-------------------------------|-----------------|
| • KOLN-TV (Channels 10/11) | • KTGL 92.9 FM |
| • KLKN-TV (Channel 8) | • KRKR 95.1 FM |
| • KXVO-TV (Channel 42, Omaha) | • KZKX 96.9 FM |
| • KETV (Channel 7, Omaha) | • KFGF 98.1 FM |
| • WOWT-TV (Channel 6, Omaha) | |
| • KMTV (Channel 3, Omaha) | |
| • KKAR 1290 AM (Omaha) | • KBBK 107.3 FM |
| • KFAB 1110 AM (Omaha) | • KIBZ 104.1 FM |
| • KFOR 1240 AM | • KLNC 105.3 FM |
| • KLIN 1400 AM | • KFRX 106.3 FM |
| • KLMS 1480 AM | |

Please do not call Nebraska Wesleyan officials to find out if classes are cancelled. Classes will be held unless there is an announcement to the contrary announced through the media, all-student email, on the University website, and through the Wesleyan Alert System.

Since Nebraska Wesleyan is a residential campus, the residence halls and the Student Center will remain open during University closings, and walks will be shoveled for safety by the night or morning snow removal emergency crew. The Library and the Weary Center, at the discretion of the directors, will offer limited hours of operation for students on campus. Library hours will be announced through a recorded message on the main Library telephone line. Weary Center hours will be announced on the main Weary Center telephone line and will be posted on the front doors of the Weary Center. Athletic practices will take place during hours that the Weary Center is open for students on campus. The Athletic Director and Dean of Students will determine if intercollegiate athletic contests are postponed or cancelled due to weather, and the Sports Information Director will follow procedures already established for notifying the media.

The City of Lincoln may issue a parking ban due to snow, which includes fines or towing for unmoved vehicles.

SAFETY AND SECURITY POLICIES AND PROCEDURES

PERSONAL SAFETY

Nebraska Wesleyan places a high priority on keeping its campus safe for students, employees, and visitors. The University works to lessen the chances of crime. Although Nebraska Wesleyan deals with the possibility of crimes through various measures, prevention and the reporting of crimes are ultimately the individual's responsibility.

Various programs designed to aid students in learning safe personal living habits are provided in the residential facilities and the Greek houses. The college newspaper, *The Reveille*, also runs various articles related to campus safety.

The University is obligated to inform students when crimes are known to have occurred. The type of communication and its delivery will depend upon the circumstances of the crime. These announcements are made to alert community members of security precautions they may wish to take.

All members of the University community have the responsibility of reporting crimes to the local police. In emergency situations, dial 911. It is extremely important to report crimes promptly. Doing so will aid the University in providing timely notice as well as helping authorities investigate and apprehend suspects. For crimes reported in the evening, also notify NWU security (432-9238) and the police. For crimes reported in the daytime, notify the Physical Plant (ext. 2323) in addition to the police.

RESIDENTIAL FACILITIES SECURITY

The following descriptions are examples of the University's efforts to provide a residential environment sensitive to student safety and security. No systems, however, can guarantee individual safety. Everyone must exercise personal caution and accept individual responsibility for the safety of your person and property:

- Each facility has a professional staff member, a Residence Life Coordinator assigned to and/or living in the facility. In most instances several Peer Assistants (PAs) live on site. All are trained in CPR, basic first aid, and fire prevention.
- PAs make rounds of Plainsman, Burt North, Centennial, Pioneer, Johnson, Heim and White suites, and Town houses each evening. PA's also check outside doors and first floor windows during rounds.
- All residence halls are secured 24 hours a day. Only the residents of each building or commuter students participating in the Connect to Campus Program can enter using an electronic key access system.
- All rooms have "coded" keys. If a room key is lost, the finder will not know the room number or the building of the key. Once a key is reported lost or stolen, the "core" of the lock can be readily changed to prevent entry by the person who found the key. Thus, the coded keys have a two-step protection system.
- A cellular phone is attended by a student life staff member on duty to ensure communication with other residence hall staff, security and the Lincoln Police Department.
- Emergency lighting will come on if there is a power loss in the hallway and stairs. Each facility has fire alarms, extinguishers, smoke detectors, and sprinkling systems on each floor.
- Each room door has a peephole to enable residents to establish identity before admitting anyone (with the exception of the on-campus apartments).
- All windows are equipped with screens and locks. They must never be removed.
- Security cameras are operational at most residential facility entrances as well as at other locations throughout campus.

GREEK HOUSING SECURITY

The fraternity and sorority chapter houses on the perimeter of the campus are not operated by Nebraska Wesleyan University; however, Greek chapter houses meeting approved University Housing standards are considered to be approved housing. The 1990 Campus Security Act includes these facilities within the jurisdiction of the Act. Members should familiarize themselves with the particular safety and security procedures for their individual chapters. Members who detect any physical structures that present a safety or security risk should report them to the house manager, chapter president, or house parent/house director. Members should follow the procedures for emergencies established by each chapter; generally these are to call 911 for life-threatening situations and to report criminal activity to the Lincoln Police Department. The University's security guards are not authorized to provide services to the interiors of Greek chapter houses.

Access to Greek chapter houses is restricted to members and their invited guests. Chapters differ in their security systems for key distribution and access to external doors. House Managers or chapter presidents will inform members of these policies and procedures. Ultimately, the security of each chapter house depends upon the full cooperation of every resident and member. It is each member's individual responsibility to be aware of safety and security concerns and to comply with those policies and procedures that affect the safety of persons and property of residents.

NWU SECURITY

Nebraska Wesleyan employs a security agency to provide security for students, faculty, staff and facilities. Their purpose is to be the "eyes" and "ears" of our campus, and to assist the Lincoln Police Department.

Having security personnel is a proactive measure with the intent to prevent crimes. In conjunction with students' own precautions, security guards can be an immediate resource in preventing crime.

Security staff are trained in crime prevention, fire prevention, safety, patrol techniques, first aid and public relations. Each guard also receives training on campus to familiarize him or herself with the facilities and procedures.

Security staff are equipped with a cellular phone (432-9238) to take calls. Security staff duties are twofold: to protect students and other persons, and to protect University property. Their responsibilities include: securing buildings, checking offices and laboratories, noticing signs of break-ins, patrolling campus grounds and parking lots, providing an escort when requested, and reporting security related maintenance requests.

Nebraska Wesleyan University is under the jurisdiction of the Lincoln Police Department's Northeast Team. Lincoln police have the right and the obligation to come onto campus property. Security staff is independent of local and state police agencies; however, they provide regular reports of crime to the Lincoln Police Department and may call the LPD for service as conditions warrant. The Police Department communicates to the University on a timely basis any criminal activity engaged in by our students.

The Fire Department responds to all 911 calls to the campus and is authorized to investigate and prosecute incidents regarding false fire alarms, fire extinguisher tampering and any fires of suspect origin.

CAMPUS ESCORT SERVICE

Security officers can escort students, faculty and staff on campus 24 hours a day 7 days a week. The security officer on duty will escort the individual as he/she is available. More information about the program can be obtained through the Physical Plant.

PARKING

Nebraska Wesleyan University encourages the use of alternative transportation such as car pooling, city bus service and/or bicycling.

Vehicle hang tags for enrolled full- and part-time students are required on all vehicles regularly using Nebraska Wesleyan University's parking areas, and can be obtained at the Physical Plant. With the exception of the 24-hour reserved lot located south of the Townhouse Village and lot 6, there is no fee for parking.

Nebraska Wesleyan University parking areas are designated by a sign near the lot entrance or individual stall signs. Vehicles without the appropriate permits as specified on the signs during the designated times are subject to violation tickets and/or towing. "No Parking" areas are designated by signs or by red curb painting. Parking is prohibited in entrance driveways, fire lanes, near fire hydrants, in delivery and service drives, at street crossing areas, blocking other vehicles, on sidewalks and on grass.

This policy is enforced by parking violation tickets and/or vehicle towing. Security (cellular 432-9238), and/or Physical Plant staff (ext. 2323) are authorized to enforce compliance of the parking policy.

PARKING POLICY

Vehicle hang tags are required on all vehicles using NWU parking lot areas. Each student and faculty/staff member will be assigned one hang tag for the academic school year at no charge. Student parking hang tags can be found in each student's mail box. If the hang tag is lost or stolen, the cost for replacement will be \$20 for first replacement and \$50 for second replacement. Tag owners are responsible for any violations committed with their tag.

All parking areas have signage specifying whether they are restricted, reserved or general parking. Areas will be monitored Monday-Friday 7 a.m. to 5 p.m. The areas are marked by color coding on parking lot entrance signs.

Student Only Areas: (Green hang tag required)

- Area 5 (East of Centennial and Pioneer Halls)
- Area 6 (North side of Madison Street) –reserved paid lot
- Area 8 (South side of Huntington Avenue between 52nd and 53rd Streets)
- Street parking on North side of Huntington (vehicle must be moved very 24 hours as required by the City of Lincoln)

Student, Faculty/Staff Areas: (Green or gold hang tag required)

- Area 1 (West side of 50th Street)
- Area 2 (West side of 50th Street)
- Area 3 (Corner of 50th Street and Huntington Avenue)
- Area 4 (North side of Huntington Avenue between 54th and 56th Streets)
- Area 7 (North side of Lucas Hall)
- Area 9 (South side of Huntington Avenue between 53rd and 54th Streets)
- Area 10 (South side of Huntington Avenue between 54th and 56th Streets)

Faculty/Staff Only: (Gold hang tag required)

- Area A (Horseshoe area west side of Olin Hall of Science and Old Main)
- Area B (West side of Lucas Hall)
- Area C (Horseshoe driveway outside McDonald Theatre)

The complete Parking Policy is also posted inside all campus buildings.

PARKING VIOLATION TICKETS

Tickets will be issued to improperly parked vehicles. This includes vehicles parked in parking lots without proper permits, driveways, delivery areas, "No Parking" and reserved areas, sidewalks, grassy areas, and vehicles parked over the lines in parking lots. The cost for a ticket is \$15. This amount will be added to NWU student/ employee accounts as applicable. Payment can be made at the Business Office window. Consistent with City of Lincoln policies, a \$100 fine applies for parking in fire lanes, near fire hydrants, or handicapped areas.

TOWING POLICY

After accumulation of three (3) unpaid tickets within the academic year, violators are subject to tow upon the next violation. Our 24-hour towing company is Capital Towing, 101 Charleston (477-7676). Capital Towing will accept cash or bank card only. NWU is not involved in the towing, storing, or release of vehicles, and assumes no liability for vehicles.

CAMPUS SAFETY VIOLATION FINES

To protect the safety of all Nebraska Wesleyan students, visitors and other community members, individuals who operate vehicles on the campus beyond approved drives, and individuals who are on the roof of any campus building will be automatically assessed a \$300 fine. In addition, these individuals may be subject to further disciplinary action under the Code of Student Conduct.

WEAPONS

Possession, storage or use of any type of firearms or weapons including, but not limited to knives, paintball guns, B.B. and air guns, or explosive material of any kind, including but not limited to fireworks and flammable liquids are not allowed on University property or in Greek Houses. Firearms or other weapons confiscated by Nebraska Wesleyan officials will be turned over to the Lincoln Police Department for appropriate disposal and the student will be referred to the student judicial process.

TORNADOES AND STORMS

Severe weather usually comes in the form of high winds, hail and rain in Nebraska. There are cases in which severe weather will result in a tornado. The following definitions and precautions should be understood and taken seriously:

- Tornado Watch: indicates that the weather conditions are such that a tornado could form in our area (Lancaster County).
- Tornado Warning: indicates that a tornado has been sighted which places the area in immediate danger.

Radio warnings and the public address siren (which is tested every Wednesday morning) will be heard. You must seek shelter immediately.

If you are outdoors without shelter, lie flat in a ditch or low area. Protect your head.

If you are in your car, leave your vehicle for a ditch or low spot. Never try to drive away from a tornado.

If you are in a residence hall/apartment building or Greek living unit go to the designated shelter area (often the basement). Stay away from all windows, doors and outside walls. Protect your head.

If you are in a large building, interior hallways on the lowest floors, or a basement, offer the best protection.

LEGAL SERVICES FOR STUDENTS

Nebraska Wesleyan provides no legal assistance for individual students or student groups unless they are functioning as an authorized representative of the University. Nebraska Legal Services is available at 435-2161.

ALCOHOL AND DRUGS POLICY

Because of the serious problems related to the use of alcoholic beverages and controlled substances, and because this practice can lead to a loss of effectiveness in human life and does not contribute to the teaching-learning process, the Nebraska Wesleyan community reaffirms its position of serious concern about and opposition to the use of alcoholic beverages and/or controlled substances in this college environment. The Nebraska Wesleyan community urges that all of its members exercise mature judgment and social responsibility when making decisions regarding the use of alcoholic beverages and other drugs. This University community further denounces and prohibits the sale, possession, distribution or use of illegal drugs by students, faculty or staff. The University is committed to helping individuals who are suffering from a chemical dependency or drug abuse problem, and we urge the members of this academic community to become actively engaged in drug and alcohol education, prevention and treatment programs where appropriate.

While the Board of Governors recognizes the rights of students to be protected from intrusive drug testing, the Board acknowledges that substance abuse or illegal drug usage may hinder a student's performance (academic, athletic or other), health, or safety. Additionally, the Board recognizes that such abuse or use may adversely affect the interests of the University community. As such, it is the determination by the Board of Governors that Nebraska Wesleyan is authorized to implement appropriate procedures to protect the interests of the students and the University community. Such procedures may include the implementation of a screening process or the request for an evaluation from a qualified professional to determine the seriousness of the problem. In the implementation of these procedures, Nebraska Wesleyan is committed to protect the due process and privacy rights of students.

Violations of law and/or violations of the Code of Student Conduct shall be adjudicated by the proper judicial bodies.

IMPLEMENTATION OF ALCOHOL AND DRUGS POLICY

In implementing this policy, the following guidelines will be followed:

1. The laws of the State of Nebraska pertaining to the possession and use of alcoholic beverages shall be followed specifically. This means that it is a violation of the alcohol policy for students under the legal drinking age (21 years of age) to consume or possess alcoholic beverages on campus. It is also illegal for a person under the age of 21 to be present at gatherings where alcohol is present.
2. The laws of the State of Nebraska pertaining to the unlawful possession, use or distribution of illegal drugs and controlled substances shall be followed specifically. These laws may be reviewed on the Alcohol and Drugs Policy page on the Nebraska Wesleyan University website. Violations will be referred to the University Judiciary and/or local authorities. If a person's behavior simultaneously violates a University regulation and the civil law, the University may take disciplinary action independent of that taken by civil authorities.

3. Neither the college nor any group which owes its existence to Nebraska Wesleyan, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds held by the institution for the purchase of any kind of alcoholic beverage, without approval of the Administration.
4. Nebraska Wesleyan University cannot accept responsibility for the conduct of individuals while they are off campus. Neither can the sale of alcoholic beverages to members of the Nebraska Wesleyan community by the management of off-campus businesses be regulated by the University. The establishment shall be responsible for checking identification when alcoholic beverages are purchased. Nebraska Wesleyan University organizations may not provide alcoholic beverages at off-campus functions. No alcoholic beverages of any kind will be permitted at any on-campus function involving any students, faculty, administrators, board members, alumni or other persons on the Nebraska Wesleyan University grounds or in any area other than in areas approved in Residence Halls and Greek Houses. All members of the Nebraska Wesleyan University community are responsible for abiding by this policy and for its enforcement.
5. Individuals and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of beer, wine, distilled spirits or other drugs. The University will not tolerate the endangerment or injury to any person, including the self, while under the influence of any alcohol or drugs.
6. Guests of students are bound by the same rules regarding alcoholic beverages and illegal drugs as are students. Violators will be asked to leave the campus and/or referred to local authorities.
7. The procurement of alcoholic beverages for minors is not only a violation of state law; it is an act which raises severe personal liability for a student and his/her parents should a minor be injured or injure another while under the influence of alcoholic beverages. Because it is so potentially devastating from a liability perspective, the University will take action against students involved in procuring alcoholic beverages for minors. Such actions preclude warning and will be considered in the same fashion as repeated violations of this policy.
8. It is a violation of the law, as well as Nebraska Wesleyan's Alcohol and Drugs policy, to be under the influence of, to possess, to distribute, to use or to sell illegal drugs or any other controlled substance or agent having the potential for abuse, except pursuant to a physician's or dentist's prescription, or to possess paraphernalia for drug use on University-owned or controlled property.
9. Violations of the Alcohol and Drug Policy may be referred directly to local authorities and/or action may be taken by the Student Life Office. The University will impose sanctions on students for violations of the Alcohol and Drugs Policy (consistent with local, state and federal law). The local authorities may impose legal sanctions that may include incarceration and/or fines for those found guilty of violating the local, state, and federal law. These laws in potential sanctions may be viewed on the Alcohol and Drugs Policy page on the Nebraska Wesleyan University website.
10. The Student Life Office, with the cooperation of Student Affairs Senate, other members of the Nebraska Wesleyan University community, and living unit representatives, shall develop and implement an alcohol education program in which the college community is provided information related to the use of alcohol in our society and to the enforcement of the Nebraska Wesleyan University policy. It is expected that the total Nebraska Wesleyan University community will accept and abide by the standards implicit in this policy.

Alcohol Policy for Any Residential Facility

Students who choose to consume, provide, or serve alcohol, with an understanding of the responsibilities imposed by Nebraska state law and the policies of Nebraska Wesleyan University, should do so with a sense of responsibility and concern for themselves and others. Students have the responsibility to confront others whose behavior under the influence of alcohol is inconsistent with their own welfare and the welfare of others in the community.

Alcohol Tolerant

As permitted by law and university policy, all students have the opportunity to declare their room/suite, apartment, theme house or townhouse unit either “alcohol tolerant” or “alcohol free.” In order to help with the enforcement of this policy, the residence life staff will be given a list of those rooms that have been declared alcohol tolerant. Only students 21 years of age or older can live in alcohol tolerant rooms. No alcohol tolerant room may permit minors in the room if there is alcohol present. Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room. The University has decided that the “safe and manageable occupancy” may not exceed twice the number of residents assigned to that room. (Four-person suites or townhouses may have a total of eight people in the room, counting the assigned residents; a double room may have four people in the room; and a single room may have two people in the room). If it is discovered that underage drinking is occurring in an alcohol tolerant room, all residents present at the time of the offense will be held responsible.

To declare a room/suite/unit alcohol tolerant, all roommates must go to the Residence Life and Housing Office located in Centennial Hall, show a legal form of identification to a Residence Life and Housing professional staff member, and sign an alcohol tolerant card for their living space. This process can take place after all roommates have reached the age of 21.

Alcohol free rooms cannot have any alcohol present in the room at any time, even if one or more of the residents living there are 21 years of age.

- All persons (residents and their guests) consuming and/or possessing alcohol must have a valid ID, which contains their date of birth.
- Consumption or possession of alcohol is prohibited in any public area, such as basements, dining rooms, halls, lounges, bathrooms, utility closets, shower rooms, kitchens and computer rooms. Public areas also include any vehicle on campus property.
- No open containers of alcohol may ever be carried or transported anywhere on campus.
- Students who are 21 years of age may only consume alcohol in rooms designated alcohol tolerant; doors to alcohol tolerant rooms must be closed when alcohol is being consumed.
- Persons who are under 21 years of age may not possess or consume any alcoholic beverage or possess alcoholic beverage containers – full or empty – anywhere on campus (this includes any type of bottle or can display which contains alcohol containers).
- Residential students, regardless of age, may not display any alcohol beverage containers visible from outside a campus building.
- Public intoxication and/or disruptive behavior related to the consumption of alcoholic beverages will be considered a violation of the alcohol policy.
- Public intoxication and/or disruptive behavior related to the consumption of alcoholic beverages by an under-age student will be considered a violation of state law prohibiting such behavior.
- Bulk containers holding more than one liter of alcohol (i.e. kegs, party balls, pony kegs, multipackages of beer, large quantities of wine or hard alcohol, etc.) or any common source containers of alcohol (including any mass produced drinks such as “trashcan” punches, margaritas etc.) are not permitted in any campus living unit or on any campus property.
- Possession or use of any objects to enhance the ingestion of alcohol, such as beer bongs, funnels, shot glasses, etc. is not permitted on campus. All drinking games are prohibited.
- No grain alcohol (i.e. Everclear, etc.) is permitted on campus.
- Beer in glass bottles is prohibited.
- Students may not consume alcohol or possess an open container of alcohol, even if only in their rooms, if a minor is present.
- It is illegal for any student of legal age to sell or supply minors with alcoholic beverages of any kind.

Information regarding sanctions for violation of the alcohol policy in residential units is found under *Residential Conduct Procedures Regarding Misconduct of the University's Alcohol Policy*.

Alcohol Policy for Any Greek Living Units

Greek houses (fraternities and sororities) meeting criteria for approved campus housing are subject to the laws governing beverage alcohol and illegal drugs and are subject to the policies governing the possession and consumption of alcoholic beverages established by Nebraska Wesleyan University, by national fraternity organizations and alumni boards. Alcoholic beverage policies and procedures affecting Greek houses are established by the Interfraternity Council and the Panhellenic Council and are enforced by the appropriate judicial bodies. Kegs, party balls, or other bulk containers holding more than one liter of alcohol are prohibited in fraternity and sorority houses year-round. University policies do not prevent a chapter from invoking other restrictions.

Health Risks

The health risks of using illegal drugs and/or alcohol are difficult to predict due to the unknown chemicals involved in these substances. Beverage alcohol is a central nervous system depressant. It slows down bodily functions such as heart rate, pulse and respiration. Drinking large enough amounts of alcohol over a period of time can produce psychological and physical dependence or alcoholism. Prolonged heavy drinking can lead to stomach irritation, ulcers, malnutrition, high blood pressure, lowered resistance to disease, and possible irreversible brain and nervous system damage. Alcohol can be harmful to unborn babies, resulting in fetal alcohol syndrome. The safest choice is not to drink at all during pregnancy. Operation of a motor vehicle or boat while under the influence of alcohol or drugs can result in impaired driving, presenting a health risk to the driver, passengers and others. There is also a wide range of health risks associated with the use of illegal drugs such as marijuana, cocaine and anabolic steroids. The diminishment of intellectual ability, long-term genetic damage and other health risks may be severe and lead to permanent impairment or even death. Even occasional use or experimentation can have significant negative consequences.

If you or someone you know is having difficulties because of alcohol or substance abuse, please seek assistance. The campus and the Lincoln community include individuals and agencies with the resources to help. The staff in Student Health Services (ext. 2375), Career and Counseling Center (ext. 2224) and/or the Lincoln Council on Alcoholism and Drugs (475-2694) are good places to start. These resources can provide information and access to counseling, treatment, support groups and rehabilitation programs.

NOTE: Nebraska Wesleyan University complies with the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) through the publication of the Alcohol and Drugs Policy and other written materials distributed annually to students and employees. Further information is available from the Student Life Office (ext. 2223).

SEXUAL VIOLENCE OR MISCONDUCT

Nebraska Wesleyan will not tolerate sexual violence or misconduct in any form, including acquaintance or date rape, non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact, non-disclosure of STD information, or sexual exploitation.

Sexual violence or misconduct is identified as misconduct that will be adjudicated by the University Judiciary, using policies developed specifically to respond to sexual violence and misconduct, if a complaint is filed. Sexual violence or misconduct resource persons are available to assist any students. A complete copy of the campus judicial procedures for sexual violence or misconduct is also available in the Student Life Office.

Sexual Violence or Misconduct Resource Persons

Janelle Andreini	465-2414
Dr. Jerry Bockoven	465-2433
Lisa Borchardt	465-2422 (Sabbatical 2010-2011)
Dr. Jeri Brandt	465-2336 (Sabbatical Spring 2011)
Dr. Gerise Herndon	465-2347
University Minister	465-2398

SEXUAL HARASSMENT

Sexual harassment is a violation of the principle that all members of the Nebraska Wesleyan community are treated fairly and equally, with dignity and respect, and thus it is a violation of the freedom of others. It is the policy of Nebraska Wesleyan University that no member of its community may sexually harass another.

Sexual harassment is a form of sexual discrimination. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is either an implicit or explicit condition of an individual's employment or education, (2) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

It is the responsibility of all members of the Nebraska Wesleyan community to participate in understanding, preventing, and combating sexual harassment. Any activity perceived as sexual harassment should be reported. Any person found to have violated this policy may be subject to disciplinary measures.

Students who believe that they may have been sexually harassed may speak with a sexual harassment resource person, or with the Dean of Students. A complete statement of sexual harassment policies and procedures is available in the Academic Affairs Office, the Student Life Office, and the Business Office.

Sexual Harassment Resource Persons

Dr. Jerry Bockoven	465-2433
Lisa Borchartd	465-2422 (Sabbatical 2010-2011)
Candice Howell	465-2149
Brian Keller	465-2354

PERSONAL HARASSMENT

Nebraska Wesleyan University is committed to freedom of speech and expression as published in the Code of Student Conduct. As a liberal arts University and an academic community, we affirm the rights of our members to freedom of expression. We also affirm the right of members of our community to an academic and campus living environment in which acts of violence and harassment are not tolerated.

Conduct which abuses or degrades another person is inconsistent with the mission and values of the University and will be confronted and challenged as unacceptable.

Persons who feel they have been subjected to acts of violence or personal harassment should refer such incidents to the President of the University, a University Vice President, Provost, Dean, or other designated individuals.

Personal Harassment Resource Persons

Dr. Jeri Brandt	465-2336 (Sabbatical Spring 2011)
Jo Bunstock	465-2355
Dr. David laquinta	465-2426
University Minister	465-2398
Geri Cotter	465-2159

HEALTH AND WELFARE OF THE CAMPUS COMMUNITY

Nebraska Wesleyan University intends to provide to all members of the academic community (students, faculty and staff) a healthy and supportive campus environment as well as information that contributes to the community's health and welfare. The University provides health and wellness support within the context of an educational program, including information on the dangers of HIV and sexually transmitted infections. Students will have access, at University-authorized locations, to an array of educational information and personal products relevant to such matters. The University may also authorize individual students or organizations to provide specific information and personal products in conjunction with class presentations or other educational programs. The availability of any of the foregoing should in no way suggest an endorsement of student sexual activity. Furthermore, the University does not warrant or represent that the use of any specific educational information or product ensures that sexual activity is either appropriate in the circumstances or safe from risk. The University specifically encourages and expects students to accept full, final responsibility for their own choices and actions.

HEALTH, SAFETY AND ACADEMIC SUCCESS

Nebraska Wesleyan cares deeply about students' physical and mental health and provides services to support students. Some students may experience such extreme health conditions that their ability to function successfully and/or safely as students is significantly impaired. In the most extreme emergency circumstances the University may take action for the welfare of the individual student and the community including but not limited to requesting assessment of condition, regular meetings with the Dean, hospitalization, and in the rarest circumstances medical interim suspension. The University has adopted procedures to address these emergency medical or psychological conditions. The procedures are available upon request from the Dean of Students (ext. 2153) or Dean of the College of Liberal Arts and Sciences (ext. 2312). *Hospitalized students may be required to meet with the Dean of Students before returning to campus.*

COMMUNICABLE DISEASES, PROCEDURES FOR RESPONDING

The University's attempts is to follow appropriate laws in reporting cases of communicable diseases and to take appropriate measures to alert the University community to the risk of disease when circumstances warrant such caution. The University intends to respect individual confidentiality and to treat individuals on a case-by-case basis, consistent with the advice of qualified medical and professional personnel.

The University has adopted guidelines for institutional response to AIDS. These guidelines are available upon request from the Student Health Services (ext. 2375) and the Student Life Office (ext. 2223).

IMMUNIZATION RECORDS

In accordance with the recommendations of the Nebraska State Department of Health, and the American College Health Association, all new students born after 1957 are required to present documented proof of vaccinations for measles and rubella. Documentation should be included with the completed health form and must be received by the Nebraska Wesleyan Student Health Services before enrollment for the semester. Meningitis vaccine is required for all first-year students. Information is available from the Student Health Services. (ext. 2375).

PARENTAL NOTIFICATION

NWU strives to support students in their academic and personal endeavors. We believe in the importance of confidentiality; however, state law and NWU's mission require that confidentiality guidelines do not apply to students who are at risk of hurting themselves or others.

In the event that a student in a residential facility attempts and or seriously threatens suicide or harm to self or another student, the Residence Life Coordinator, the Dean of Students or the staff of the Student Health Services will notify the student's parents or guardians regardless of the student's age. Hospitalized students may be required to meet with the Dean of Students before returning to campus.

WESLEYAN ALERT SYSTEM

Nebraska Wesleyan University places a high priority on keeping its campus safe. Nebraska Wesleyan offers the "Wesleyan Alert System," a campus-wide text message alert system that allows subscribers to receive emergency messages via cell phone. During an urgent situation, an emergency or safety notice will be delivered within seconds to a subscriber's cell phone. To register, go to <http://www.nebrwesleyan.edu/about-nwu/campus-safety/wesleyan-alert-system>. Once registered, participants will need to join the "safety notification" group to receive all emergency and safety messages. Only those with Nebraska Wesleyan email accounts are allowed to subscribe to this service.

WESLEYAN WHEELS

Wesleyan Wheels is Nebraska Wesleyan's safe ride program for all students. It is funded by student fees and administered through the Student Affairs Senate under the direction of a student Wesleyan Wheels Coordinator. Nebraska Wesleyan contracts with a Lincoln cab company to provide one-way rides for Nebraska Wesleyan students to their registered home or school address within the Lincoln city limits from 7:00 pm to 7:00 am seven days a week. Students must show a validated student identification card to be eligible for transport. For additional information, call the Student Life Office, 465-2223. or email wesleyanwheels@nebrwesleyan.edu.

RESIDENCE LIFE AND HOUSING

RESIDENTIAL LIFE

The Nebraska Wesleyan Residence Life program provides an environment that supports the institution's mission. More than residential facilities, the residential environment cultivates the academic and social achievement as well as growth of all residents. Living on campus is a privilege and residents who do not make academic progress by not attending class, turning in assignments on time may be asked to leave their living unit. First year students live together in one of five traditional residence halls. Generally upper-class students have options of Heim/White Suites and Burt North and then in subsequent years Townhouses and on campus apartments. The varied types of facilities have different goals to encourage the special needs of the residents.

First Year Residential Living:

Living on campus is a significant learning experience in a residential liberal arts college. Students who live on campus are often better connected to the University because of the community that is created and developed by the students on their floor, pod or building.

Residential students learn critical life skills from living with others. To assist in building a community, professional educators and Peer Assistants staff all first year buildings. Through programs, service opportunities and informational resources, they also teach skills that help residents learn to live and study together in the halls. Their role is to assist each resident in becoming more assertive, understanding of diverse perspectives, lifestyles and experiences, learning how to resolve conflicts in a civil manner, developing individual identity as a person of worth, developing healthy relationships, and becoming a citizen leader.

Upper-class Residential Living:

Upper class living at NWU is characterized by a semi-independent living philosophy. Students are expected to be engaged in a residential liberal arts environment and live in communities based on the freedom of choice. By making individual choices, students meet the challenges of Nebraska Wesleyan's rigorous academic program and rich out-of-classroom experience. Self-governance in the residential campus encourages students to become responsible, respectful, and accountable members of their community by upholding the Code of Student Conduct, residential policies, and developing standards in residential facilities and with room/unit mates in the Burt North, Heim/White Halls, the Townhouses and on-campus apartments.

Expectations of self-governance include responsibility for:

- The residential community,
- personal choices,
- preventing individual actions from infringing on or violating others' rights,
- speaking and listening to others to reach shared understanding,
- addressing situations and communicating concerns about issues that undermine the community.

The staff structure is intentionally designed to challenge and support residents related to these expectations by providing opportunities for deeper personal discovery related to issues of career, global citizenship, leadership, academic progress, spirituality, ethical choices and financial health.

RESIDENCY POLICY

As a residential campus, it is the residency policy of Nebraska Wesleyan University that undergraduate students reside in approved on-campus living units for three years or six semesters not including summer terms. All first year students must live in University-administered residential facilities. Students in their third through sixth semesters who are members of sororities or fraternities may reside in Greek houses meeting criteria for approved residential facilities.

Students may apply for an exemption to this policy if they live with parents/guardians (as defined by Section 30-220917 of the Nebraska Probate Code) within 30 miles of the Nebraska Wesleyan campus; have reached their 21st birthday prior to the start of the fall semester; live with a spouse; are enrolled for fewer than 12 credit hours per semester as a part-time student; have received a special exception for financial exigency, health issues, or other extreme or emergency condition.

If a student's living arrangements are in violation of the residency policy, the student will be in violation of the Code of Student Conduct and will be subject to disciplinary action. Violation of this policy does not excuse financial obligation to the University.

BREAK/VACATION HOUSING

Centennial Hall remains open throughout the academic year while other residence halls close over Thanksgiving, winter, spring, and summer breaks. Those students who anticipate a need for continuous housing should request an assignment in Centennial Hall. Heim/White Suite Complex will be open for residents from December 27, 2010, until January 17, 2011, for winter term at an additional cost. Additional residential units may be open for semester break based on student demand but will be closed Thanksgiving, spring, and summer break. Townhouse Village, Theme House and On-Campus Apartment residents signing an academic year contract may stay over all breaks with the exception of summer, while those with 12-month contracts may occupy their unit throughout the year unless graduating in May, at which time the contract ceases.

GREEK LIVING

Students who are active members in good standing have the option of living in a sorority or fraternity chapter house after two full semesters in a residence hall with the permission of the Dean of Students in collaboration with each chapter president. The Greek system is self-governed, yet professional staff advisor(s), chapter advisors and live-in chapter directors/parents assist students and individual chapters with the challenges of living and learning in Greek chapter houses. Greek houses meeting appropriate standards are considered approved campus housing. Copies of "Approval of Greek Chapters as Approved University Housing," including the standards, and "Procedure for Greek Chapter Houses to Fulfill University Residency Policy" are available in the Center for Student Involvement and Residence Life and Housing offices.

ROOM/SUITE AND UNIT MATES

The majority of students living in residential facilities at Nebraska Wesleyan University have a room/suite or unit mate. Most first year students will be required to get acquainted with, learn about, and adjust to living with another person. First year students are encouraged to contact their roommate over the summer and decide who is responsible for bringing what items. All roommates will need to talk a great deal to work out the initial rooming together issues. Upper class students need to consider more issues depending on facility choice during the spring sign up. Communication and coordination is the key to living in an upper class residential unit so we suggest members of each unit get together before they leave for the summer to discuss how they plan to live as a group and who will bring what to make their units a home.

ROOM AND BOARD CONTRACTS

All students must sign a room and board contract and provide a \$95 deposit to secure their space in a facility. Only students who are registered for classes (for the upcoming term) may sign a housing contract. The contract is a legal document and should be read carefully in its entirety before signing.

Students who break their room and board contract for reasons including, but not limited to, moving home, transfer to another institution, or withdrawal from Nebraska Wesleyan University will be assessed a \$250 fee for breaking the contract (\$400 for breaking 12-month contracts in Townhouses, Theme Houses and On-Campus Apartments). New students will not be assessed this penalty if they break their contract prior to the Monday of the second week of the first semester of the contract term. Returning students, who sign contracts during spring selection and lottery, apply, and are granted an exception to the residency policy must notify the Residence Life and Housing office within a week of receiving an exception or forfeit their housing deposit. All other returning students have until June 1 for a two-semester contract and new and returning students must notify the Residence Life and Housing Office prior to January 1 for spring semester contracts to avoid the \$250 penalty. Residents selecting a 12-month contract for the Townhouses, Theme Houses and on-campus Apartments must notify Residence Life and Housing Office by March 1, to avoid the \$400 penalty.

The following exceptions will waive the penalty: documented medical necessity/withdrawal, graduation, marriage, academic requirements such as student teaching or study abroad, drop to part-time status, academic suspension, or institutional termination of housing contract for disciplinary reasons.

RESIDENTIAL CONSOLIDATION (USE OF ALL SPACE)

Consolidation will occur several times throughout the year starting with current student room selection and the lottery process in the spring. Beginning May 1 and continuing throughout the summer, if there are available rooms or apartments not being used to maximum capacity the Residence Life and Housing Office reserves the right to move remaining residents to similar rooms or units, preferably in the same building, to ensure maximum occupancy and efficiency in all units. When consolidation is necessary students will be notified.

For entering students, consolidation may be used at the end of the fall semester. This consolidation process is used to ensure new students retain roommates as spaces in residence halls become empty. Residents are notified of the process. The right to consolidate is in the room and board contract.

ROOM/UNIT CHECK-IN AND CHECK OUT PROCEDURES

When a resident moves into a room, suite or unit he/she will fill out a Room Condition Report form (RCR). It is the student's responsibility to record any pre-existing damage. Any damage beyond what was recorded at check in on the RCR will be assessed as damage and charged back to residents at or after checkout. At check-in students are given a room key and outside door fob. When any student moves out of a room, suite or unit for any reason, a formal checkout with the residence life staff must occur to avoid improper checkout penalties. At checkout time the resident and a staff member will go over the RCR and record any damages. The Residential Life Coordinator or Coordinator of Housing Operations will assess damages. Any resident failing to check out properly will be assessed an improper check out fee of \$35 as well as costs for key and fob replacement, lock change and new unit keys.

ROOM/ROOMMATE CHANGE POLICY

No moves or roommate changes will be granted if concerned students have not addressed the issues directly with their roommate(s). Successful roommate pairings do not always involve students who consider their roommate a best friend, but describe a relationship and room/unit environment that is restful, friendly, and respectful. Living with another person takes time and work and the residence life staff is committed to helping room/unit mates learn skills that will enable them to have good living experiences. The following steps are required in almost all situations before a room change is considered.

1. An initial discussion with the roommate(s) to determine possible compromises
2. A re-examination/revision of the room/unit roommate standards agreement
3. If issues are not resolved, residents will talk to their Peer Assistant about a mediation meeting to resolve any issues of tension or conflict.
4. If roommate issues are still not resolved, the residents should contact the Residence Life Coordinator about other methods of resolving the conflict.

If after all these measures have been tried and a resident still finds his/her living arrangements unacceptable, a resident may request a room change. No requests are granted for roommate changes until the fourth week of the academic semester unless deemed necessary by the Residence Life Coordinator.

If the Residence Life Coordinator finds a room change necessary, the resident making the complaint will be the one to move out. In a case where both students want to stay in the room, the residents can draw straws, pick a number, or use the deposit date to determine who will move.

Before moving, the resident leaving the original room must complete a Room and Hall Change Request form. This includes filling out the student information, obtaining the signatures of the original roommate, the present peer assistant, and the present Residence Life Coordinator. The Residence Life Coordinator will not allow any student to move without this completed form. The Residence Life Coordinator and peer assistants stay neutral in roommate conflicts and try their best to work with students' living situations. Any moves or roommate changes are at the discretion of the Residence Life Coordinator. The Coordinator of Housing Operations will keep waiting lists for all units and will contact students as space becomes available.

TEMPORARY ROOM ASSIGNMENTS

Students assigned to a particular facility may be placed in temporary housing when they first arrive. Spaces in permanent rooms become available as late cancellations and withdrawals occur during the first week of classes. Temporarily assigned students will be the first individuals able to move. Our goal is to place any student in a temporary assignment into permanent room assignments by the end of the first week of classes. Residence Life Coordinators will keep students informed.

PEER ASSISTANTS

Peer Assistants (PAs) are instrumental in helping residents to create a community focused for student success. PAs are primarily responsible for creating a personally supportive, but challenging, connected community so that all residents feel welcomed. They develop programs with residents, create issue oriented bulletin boards, and facilitate meetings to discuss community standards, provide resources, and serve as peer helpers.

A year round training program is provided to prepare Peer Assistants for their service and leadership experience. Each receives specific training in CPR and general first aid, conflict management, program development, academic and peer helping skills, and general crisis management. Applications for PAs are available in January for the following academic year. The best resources to answer any questions about the job and application process are current Peer Assistants and/or a Residence Life staff member.

OTHER HOUSING POLICIES

ALCOHOL AND DRUG POLICY

The Nebraska Wesleyan University Board of Governors has created the alcohol, illegal drugs, and other controlled substances policies and procedures and the Residence Life staff is fully supportive of the University's stance on alcohol and drugs, and is dedicated to upholding all state and federal laws pertaining to controlled substances.

APPLIANCES AND ELECTRONICS

All facilities: The misuse or illegal use of electrical equipment or appliances creates serious hazards in residential facilities. Only safe, low wattage appliances and electronic equipment are permitted in individual rooms. Approved low-wattage appliances include the following: hair dryers, curling irons, non-halogen desk lamps, radios, televisions, stereos, electric blankets, computers, fans, thermostatically controlled coffee makers and hot pots, popcorn poppers. Space heaters and window air-conditioners are not permitted under any conditions. If you bring appliances or expensive electronic equipment you are strongly encouraged to keep a log of all serial numbers in a separate location.

Centennial, Johnson/Pioneer, Burt North, and Plainsman: Appliances not allowed include the following: toaster ovens, microwave ovens, electric coil cook tops, or appliances like George Foreman grills. Microfridge units may be rented directly from the approved NWU vendor. These units are the only microwaves allowed in the residence hall rooms. Students may bring compact refrigerators but they can be no more than five cubic feet.

Heim/White Suite Complex: Each unit is supplied with a refrigerator/freezer, as well as a countertop microwave. Residents are not allowed to bring any additional refrigerators or microwaves. Items that are not allowed include the following: toaster ovens, microwave ovens, electric coil cook tops, griddles/open skillet, pizza cookers or appliances like George Foreman grills.

Townhouse/Apartments/Theme Houses: Each apartment is supplied with a full size, fully functional kitchen. Any resident living in the Townhouses and Theme Houses is prohibited from bringing extra microwaves, refrigerator/freezers or electric coil cook tops.

BICYCLES

Residents who bring bikes are encouraged to register them with the Lincoln Police Department. Theft of bikes is a growing concern on every college campus. Use of a casehardened chain and lock to secure bikes to outside racks is suggested. Bicycle racks are provided near each residence hall and by most academic buildings. Bicycles are not permitted to be attached to any other structure (this includes trees) other than the provided rack. Bikes are not permitted in residential stairwells, hallways, lounges or corridors. Residents of the Townhouses/Apartments/Theme Houses and the Heim/White Suites may keep their bikes in their units if all residents agree and they do not block doors or windows or access paths.

CABLE TV HOOKUP

All facilities (with the exception of the Townhouse Village, Theme Houses and Apartments) have common area lounges with TVs that are connected to Time Warner Cable. Therefore, it is not necessary for residents to purchase cable for their rooms/suites. Each residential facility room is equipped with a cable TV hookup. Heim/White and townhouse residents have the option of purchasing cable for their common unit area and/or for their bedrooms. During the first week of the fall semester, Time Warner Cable will allow students to preview the cable options. Each student desiring to have cable for the academic year must purchase a cable package directly from Time Warner Cable. The company will be on campus the first week of classes. During finals week, Time Warner will be back on campus to collect equipment rented by students. If cable is ordered, it is the student's responsibility to terminate service. Failure to do so will result in continued billing. Students are not allowed to bring/purchase satellite service, Direct TV, TiVo, etc. The misuse of cable includes but is not limited to splicing, and room/unit sharing. Misuse of cable is considered theft and is subject to the Code of Student Conduct.

CANDLES AND OPEN FLAMES

All candles are strictly prohibited in all residential facilities. Additional sources of ignition that are prohibited include but are not limited to: incense, lanterns, charcoal, lighter fluid, Bunsen-type burners and propane. In addition candle warmers are prohibited. Smoking is strictly prohibited.

CARPET

Johnson/Pioneer, Plainsman, and Centennial: Residents are welcome to bring carpet as long as it is not secured with carpet tape or glue. Glue and carpet tape leave a residue, which will result in extra cost to remove. Residents will not be allowed into their room prior to check-in to lay carpet.

Heim and White Halls, Burt North, Apartments and Townhouses: Each suite, room, and townhouse has been carpeted from wall to wall (excluding the kitchen and the bathrooms). You may not bring carpet for any room that has carpet provided. Any type of glue or carpet tape residue that is found at the time of move out will result in an extra cost to each person in the living unit.

CO-EDUCATIONAL HOUSING POLICY

Johnson Hall: Johnson Hall is an all women's building.

Pioneer Hall: Pioneer Hall is co-educational typically by floor sections: half of the floor houses women and half men. Bathrooms are not co-educational.

Plainsman Hall: Plainsman Hall is co-educational by floor: men on first and second and women on third. Bathrooms are not co-educational.

Centennial Hall: Centennial is co-educational by pod. Each pod is to be divided into halves; each half is either all female or all male. Thus, a pod may be half male and half female, all male, or all female. Bathrooms are not co-educational.

Burt North Hall: Burt North is a co-educational facility by floor.

Heim/White Halls: The suite style buildings are co-educational by suite/unit. Each floor houses both men and women. Each individual suite must be all one gender and groups must sign up as two to four-person suites.

Townhouse Village: Within the townhouse village, two buildings are designated as co-educational units. The 12 units in these two buildings can house two men and two women in each unit. The remaining three townhouses are designated as same sex units although they will remain co-educational buildings. Each four-person unit must sign up as a group to live in the unit. Bathrooms are not co-educational.

Apartments: All on-campus apartments are single sex units.

Theme Houses: Theme Houses are co-educational and bedrooms are designated male or female by bedroom.

GUEST AND VISITATION POLICY

Only residents assigned to that room or unit are allowed to live there and keep their belongings in that assigned space. The presence of someone else's clothing, toiletries, bedding, etc. can be interpreted as cohabitation. Any person or persons found in violation of the guest and visitation policy are subject to disciplinary action and possible assessment of housing fees.

Guests: All residents may entertain their friends and/or family in their rooms or units at any time. It is expected that residents will regulate guests according to the following policies:

- A call box is located at the entrance of each traditional residential facility, which operates as a campus phone. Guests may call residents from the call box for an escort into the building.
- The rights of the roommate/unit mate always supersede those of a guest. Permission to have a guest must be obtained from the room-mate/unit mates prior to a guest's arrival.
- Rights to sleep and study take precedence over social uses of any room, suite or housing unit.
- Residents are responsible and can be sanctioned for all of their guests' activities and actions while on University property.
- Residents must not give out their key or building access fobs to anyone. Doing this puts the security of the buildings at risk; it is a policy violation to do so.

Visitation: Residents may have overnight guests provided the following guidelines are followed:

- Overnight guests must be registered with a peer assistant or Residence Life Coordinator by 10pm the evening that the guest will stay in the room, suite/unit.
- The rights of a roommate/unit mate or townhouse always supersede those of an overnight guest.
- Guests cannot stay on a regular basis in any facility (stay overnight for two nights, leave for a night, and then stay for the next two nights, etc.) Guests may not stay more than two nights in any seven-day period and must have the permission of all roommates prior to the guest's arrival.
- The residence life staff reserves the right to limit overnight guests at certain times of the year or in the event of a disruption to the community due to the behaviors or presence of a particular guest.

ESCORT POLICY

Residents are responsible for their guests at all times in any University residential facility. This includes friends, family and other NWU students. Residents must meet all guests at the front entrance and escort them to a room/unit. Guests must be escorted at all times while in a residential facility, even as they leave the building. (Specific escort policies may be formed in single sex residence halls based on community agreements.) Failure to escort your guests can endanger the safety of the residential community and is a violation of residence hall policy. (See the guest policy above)

DELIVERY POLICY

Residents must meet delivery personnel at the main entrance of the residential facility in order to receive any type of delivery. The delivery personnel may be invited into the entryway of the hall; however, they may not enter any residence room or unit area. The call boxes located by the entrances may be used to call residents in order to receive deliveries.

COMMON AREAS

Damages to common area furniture, computers, recreational furniture, TVs, beverage or snack machines, walls, stairwells, bathrooms, etc. which cannot be assigned to individual residents are charged equally to every student living in the residential facility. All damages are deducted from the refundable part of the security/refurbishment deposit. If a resident's deposit falls below \$75 of the original \$95 deposit, the student will be required to bring the deposit back up to the appropriate level before validation each fall. Common area furniture taken to rooms/units or from the facility can result in community or individual fines for replacement.

Appeal procedures for damages: Any student wishing to appeal his/her housing charge may write a formal letter to the Coordinator of Housing Operations giving detailed evidence that justifies an appeal. Because we emphasize student learning and development in all our procedures, letters must be written by the student charged and will not be accepted from parents or third parties. Appeal letters will be accepted from July 1 through November 1 for the previous academic year. If the appeal has been approved, the Coordinator of Housing Operations will notify residents prior to January 1 of the following calendar year. If the Coordinator of Housing Operations does not notify a resident, the appeal has been denied based on insufficient evidence.

COMMUNITY STANDARDS

All residential facilities at Nebraska Wesleyan University operate using Community Standards. Standards offer residents an opportunity to become more responsible, interdependent members of a community. Standards are the agreements made by the suite, unit and/or floor residents concerning how residents will relate to and treat each other. Developing standards is a process by which individuals begin forming a community through dialogue, compromise, and commitment. Standards set by a community are always evolving – they should not be thought of as a task to complete, but as a means by which community interactions occur. All first year residential facilities have limited community standards during the fall semester.

Along with community standards, Nebraska Wesleyan University also uses roommate standards. Each group of roommates will be given the task of setting the standards for their rooms. They will be encouraged to discuss the use of each other's personal belongings, study times, sleep times, guests, using the phone, taking messages, confronting each other, and other topics. Through this process they should develop a set of standards, which should help eliminate any major issues that could arise. Should an issue arise, the standard can be changed, or a consequence can be set.

COMPUTER CONNECTIONS

Each residence hall room is wired to the campus network and internet. As a result, students may use their personal computers to send and receive email, check online discussion forums, access online course and library materials and use local or international resources for research. The information below offers both minimum system requirements for connecting to the campus network as well as recommended system configuration which provides greater performance and utility:

Minimum System Configurations

Macintosh

Intel Core Duo (1.83GHz) processor
2GB RAM
160GB hard drive
SupreDrive
10/100/1000BaseT network card
Mac OS (10.4 or later)

Windows/Intel

Pentium 4 (2 GHz) processor
1GB RAM
120GB hard drive
CD-RW/DVD
10/100/1000BaseT network card
Windows XP Pro or later

Recommended System Configurations

Macintosh

Intel Core 2 Duo (2.6GHz) processor
4GB RAM
250GB hard drive
SuperDrive
10/100/1000BaseT network card
Mac OS X 10.6

Windows/Intel

Intel Core 2 Duo (1.8 GHz) processor
2GB RAM
160GB hard drive
CD-RW/DVD
10/100/1000BaseT network card
Windows XP Pro or later*

[*Note: CS/IT does not recommend Windows Vista Home Basic.]

If you are considering purchasing of a new computer, we recommend you examine the online educational purchase options provided by such computer manufacturers as Apple Computer, Dell, Gateway, HP and IBM. A new computer will considerably exceed the minimum system configurations above. Information on connecting to the Nebraska Wesleyan network is available from Computer Services/Instructional Technology (Smith-Curtis 109), by calling 402.465.7777 or on the Web at http://www.nebrwesleyan.edu/csit/get_connected.

We strongly recommend that students bringing any computer to the Nebraska Wesleyan University campus either download the anti-virus software made available by CS/IT once they reach campus or invest in some other anti-virus software to protect their computer from the many computer viruses that circulate over the internet. There are many reputable publishers of such software, including (but not limited to) Network Associates, Symantec and Trend Micro. We also recommend regular use of spyware/adware scanning software. Many options are available, including some available for download from the CS/IT downloads page at <http://www.nebrwesleyan.edu/csit/downloads.php>. (Note that, due to licensing restrictions, some software available for download is only accessible from the NWU campus network.)

CS/IT computer labs feature a variety of software for student use. We have standardized Microsoft Office as our preferred personal productivity application suite. (Current versions are Office 2007 for Windows and Office 2008 for Macintosh.) We advise students purchasing their own productivity software and who are concerned about compatibility with software in campus computer labs to purchase one of the several editions of Microsoft Office. We suggest you avoid Microsoft Works or WordPerfect (popular alternatives to Microsoft Office), since these suites generate file formats which are not easily interchangeable with the Microsoft Office applications available in our labs.

We also recommend reliance on USB "thumb" or "flash" drives as your primary removable data storage device. These devices are widely available in various densities and are more reliable and more versatile than other types of removable storage. We actively discourage the use of 3.5" disks and/or ZIP disks for data storage and transport; neither 3.5" disk drives nor ZIP drives are available in CS/IT computer labs.

CS/IT does not have the resources to maintain or troubleshoot student computers. We suggest that students having problems with their computers consult the documentation that came with their computer, the computer manufacturer's support service, a more tech savvy friend, or a computer repair and support business.

CONDUCT IN THE RESIDENCE HALLS

If a student's behavior does not meet community standards/expectations or is in violation of the policies outlined in the residence hall contract, this handbook, or the Code of Student Conduct, disciplinary action should be expected.

First contact will most likely occur with the Peer Assistant during the documentation process. Documentation will cause a meeting with the Residence Life Coordinator. Primarily in first year buildings, the meeting will focus on education and corrective behavioral sanctions. A resident's conduct file follows the student from year to year while on campus. A Residence Life Coordinator may refer a student to the Residence Hall Peer Review Board or the University Judiciary depending on the type of misconduct. Corrective actions by a Residential Judicial Officer may include:

1. Written documentation
2. Required community work and/or educational sanctions
3. Parental notification in the case of alcohol consumption (after the second violation)
4. Monetary restitution for damages or expenses incurred
5. Reassignment to another residence hall room
6. Reassignment to another residence hall
7. Residence hall suspension

The Residence Hall Peer Review Board (PRB) represents a cross section of residential hall students who have been selected to serve based on their ability to use sound reason without passion or prejudice in cases pertaining to residence hall violations. The President of the student body appoints the PRB members, each fall. The Board follows procedures described in the Code of Student Conduct and as described in the PRB procedures document. The Board reviews conduct, determines responsibility, holds students accountable and imposes sanctions for misconduct as defined below.

The PRB shall hear alleged acts of misconduct when:

- 1) A student does not accept responsibility for an alleged policy violation and chooses a PRB hearing rather than have the Residence Life Coordinator assess responsibility,
- 2) A student fails to attend a conduct meeting with the Residence Life Coordinator and/or the Residence Life Coordinator determines that the PRB experience would serve as an appropriate course of action,
- 3) The incident involves multiple students, buildings, or violation types,
- 4) A student does not complete sanctions imposed by a Residence Life Coordinator.

For a copy of Peer Review Board Procedures, see the Residence Life and Housing Office and the Student Life Office. The PRB Appellate Committee hears appeals of PRB decisions. An appeal of a Residential Judicial Officer should be made to the Director of Residential Education.

Residential Conduct Procedures Regarding Misconduct Related to Alcohol, Other Illegal and Controlled Substances

The University reserves the right to conduct inspections in appropriate circumstances in order to enforce its policies and to confiscate any beverages, illegal drugs or controlled substances on University property in violation of the University's Alcohol Policy. The following list describes, in more detail, violations related to other illegal drugs and controlled substances in the residential facilities.

- It is considered a violation to possess, sell or use illegal or controlled substances in the residential facilities.
- The presence of residue or paraphernalia, including but not limited to bongos, hookahs, scales, and pipes is prohibited.
- Prescription drugs are controlled substances and the use, sharing or selling of prescription drugs for non-medical purposes or by the individual prescribed the drug is prohibited.
- Finally, we reserve the right to consider "existence of odor" in illegal and controlled substances violations.

The institution may conduct a search of a student room in a residential facility to determine compliance with rules of NWU, federal, state and local criminal law and in connection may confiscate items, where there is cause or belief that a violation has occurred or is taking place.

Staff members may request to enter a room if they believe a violation has occurred or is taking place. If a resident refuses to allow access to the room, a dated and written statement that cause has been determined by the Dean of Students (or designee) shall be presented to the occupant or to the Residence Life Coordinator before a search is conducted.

The search will be conducted by at least two of the above stated individuals and shall take place no later than 24 hours after cause has been determined.

Judicial officers will determine the appropriate behavioral sanctions on an individual basis with regard to the severity of any alcohol or drug infraction. At any time, a student or group of students may be referred to the Peer Review Board or the University Judiciary for any alcohol/drug violation.

The Residence Life Coordinator on duty or RLC responsible for the living unit can determine individual sanctions or floor sanctions for misconduct related to the Alcohol and Drug Policy. Documentation will be kept on file in the Student Life Office for five years, after which it will be destroyed. In the meantime, the documentation will be available for use as supporting evidence if the student is involved in other policy infractions at Nebraska Wesleyan University.

NOTE: Resident students who experience roommate difficulties regarding the use of alcohol or drugs may request a room change for a roommate with compatible attitudes toward the use of alcohol/drug violation. In such cases, the residence life staff will attempt to meet all reasonable requests.

EMERGENCY SITUATIONS

Emergency information is posted on the PA Doors and other information areas.

- If the emergency is life-threatening call 911 first
- If the emergency is not life-threatening and the student is still talking and walking, immediately contact the PA on duty (440-1866) or the Residence Life Coordinator on duty (601-2114).
- If the emergency occurs during business hours (8 am-noon and 1-5 pm), contact Student Health Services at ext. 2375. One of the nurses will guide you to the proper intervention.

EXTENSION CORDS/ELECTRICAL FIXTURES

Nebraska State law prohibits the use of regular extension cords in all approved on-campus living environments. Residents may only use "surge protector" power taps to link their electronic equipment to the limited number of outlets in their rooms. All power taps purchased should be grounded and provide three prong adapters. Power taps are available in most hardware stores and come in a variety of sizes. Power strips attached to other power strips are considered extension cords.

Electrical light fixtures should not be modified in any way. Cords may not be nailed or pinned in place and may not be covered. Nothing should be placed over a ceiling light. No halogen lights are allowed.

FIRE SAFETY/EMERGENCY EQUIPMENT

Disciplinary action will be taken against anyone who falsely, intentionally, or negligently tampers with or activates fire safety equipment. Fire safety equipment includes smoke/heat detectors, sprinkler heads, fire extinguishers, pull stations, alarm panels, and exterior doors. Tampering with a smoke detector or other fire safety equipment can result in a \$250 fine. All on campus residential units are equipped with fire sprinklers. Tampering with any facet of the sprinkler system, including hanging items on the sprinkler head or pipes will result in a \$250 fine; additional restitution may be incurred for damage or loss due to a student's intentional or negligent actions.

FIRE DRILLS AND EVACUATIONS

Each residential facility is required to have fire drills each semester in order to prepare and educate residents about fire safety issues in community living situations. The residence life staff will educate residents regarding evacuation procedures and destination locations for residents to gather.

Student staff and professional staff will periodically check smoke detectors in all rooms. Drills and smoke detector checks will not always be announced. During break periods, the residence life staff will check rooms for safety before closing the buildings. Failure to evacuate the building during a fire and/or drill will result in a \$250 fine as well as the possibility of additional sanctions as outlined in the Code of Student Conduct.

FURNISHINGS, ROOM AND HALL

Residence Halls and Heim/White Halls: Custodial services are provided for all bathroom facilities, corridors, and floor lounges, as well as any other public places in the building. Students are required to maintain a clean, safe and healthy living environment in their own rooms/suites. Each facility will have the following other facilities for student use:

- 24-hour quiet study space—these areas are designated by the residents in the building.
- Community TV/lounge and activity space—all halls have at least one public TV area and recreational spaces.
- Kitchen facilities—each facility has a kitchen for limited cooking (baking cookies, heating up a pizza, getting ice from the ice machine)
- Laundry rooms—each hall has washers and dryers supplied by an outside vending contractor. You must supply your own quarters and laundry detergent. Laundry cards are available in the Heim/White Halls for machines in those buildings. Laundry cards used in other on campus residential facilities can be purchased in the Story Student Center on the upper level next to the Student Life Office.
- General use computer areas—24-hour computer facilities are located in the residence halls (see below)
- Vending—each building has limited vending
- NOTE: Sinks, urinals and water fountains are not places to discard food, chewing tobacco, or other disposables. A \$50.00 fine will be assessed for clean up and plumbing issues related to misuse of community kitchen, bathroom, or drinking fountains.
- Inspections for safety and health may occur from time to time with 24-hour notice.

Johnson/Pioneer, Plainsman, and Centennial—additional information: Rooms are furnished with the basics including blinds, dresser or drawer space, beds, closets and a student desk and chair. Mattresses are all standard 36" wide and almost all are over 80" in length. Not every room has the same type of furniture. Some have built in cupboards so we do not provide dressers, and others have very small student desks that may not be able to accommodate larger computer hardware.

Burt North—additional information: Burt North has loft beds, ergonomic desks, two position chairs, temperature control window air-conditioners, cupboards, a shared closet space (or a free standing wardrobe), and blinds. All rooms in Burt North are carpeted. All furniture must remain in the room.

Heim/White Halls—additional information: The shared living rooms in the suites are furnished with blinds, a small storage space, a couch, and two bar stools for the snack bar. The bedrooms are furnished with one desk, a two-position chair, a loft system bed, and two drawer stackable units per student. The beds measure 39" x 80". The desks measure 30" deep, 42" wide, and 30" high and should accommodate most computer hardware. All furniture is movable, but must remain in the suite unit. The snack bar has a microwave, a small set of cupboards, sink, counters and a refrigerator.

Townhouse Village—additional information: The kitchen comes equipped with a full size refrigerator, stove, microwave, dishwasher, and sink. Each unit is also furnished with a full size stackable washer and dryer. The single bedrooms are furnished with one desk, a two-position chair, a four-drawer chest of drawers, and one bed per resident. The beds measure 39" x 80", and the desks measure 30" deep, 42" wide, and 30" high and should accommodate just about any computer hardware. Blinds are also provided, as well as a small storage space. All furniture is movable, but must remain in the townhouse unit.

Apartments and Theme Houses—additional information: The kitchen is equipped with a refrigerator, stove and sink. Units are furnished with a bed, desk and desk chair per resident. Blinds cover windows. Residents must furnish the common area furniture. Students are required to clean their units.

GENERAL USE COMPUTER AREAS

Johnson/Pioneer, Plainsman, Burt North, Centennial, and Heim/White Halls: The 24-hour general use computer areas in the halls are to be used only by the residents of the hall. All policies pertaining to the "Appropriate Use of Computer Resources" apply to the residence hall computers as well (see page 32).

Three policies are especially important in the general use areas:

- No food or drink may be used near the computers
- Headsets are required when students are listening to music while working on a computer
- Computers in the residence halls are considered common area property. If a computer is damaged and the responsible party is not identified, residents of the building will share the cost of the damage using the common area damage policy.

COMMUNITY COUNCILS/ASSOCIATIONS AND STUDENT AFFAIRS SENATE REPRESENTATION

Each facility has its own Community Council or Association that organizes and sponsors a variety of programs. The members of each Community Council can take an active part in creating some of the policies that affect the students in the halls. The Student Affairs Senate representatives as well as members from Residential Food Service Committee and NRHH (National Residence Hall Honorary) form the Residence Hall Advisory Committee. The group meets bi-weekly on issues that affect students living in all on-campus facilities.

GRILLS/FIRE PITS

Outdoor grilling is only allowed with University provided and authorized grills that are located north of Plainsman Hall and between White/Heim suite complex and the Townhouse Village. Personal grills are not permitted on University property. Greek chapters have individual policies related to outdoor grills. Only University owned Fire Pits may be used under the direction of a student life professional staff member for special events. No student/resident may own or use a Fire Pit on University property.

HOLIDAY/PARTY DECORATIONS

Holiday and party decorations have contributed to fire damage and loss of life in residential halls around the country. Therefore, no live holiday trees or foliage are permitted in rooms, lounges and/or apartments. Decorating materials should be treated with flame retardant. No strings of lights or rope lights are allowed in student rooms/units or suites during the regular academic year (decorations are permitted from after Thanksgiving break until winter break). Local retailers sell flameproof materials and holiday decorations. For special decorations on windows and room doors see the "windows and room doors policy."

KEYS (ROOM AND FOB)

All residents receive a room key and an entrance fob (electronic key) for the hall/townhouse. Not all apartment entrances have fobs. The entrance to each facility is locked 24-hours a day. Fobs are programmed for individual resident use only and grant access to an assigned residential facility. Notification of lost keys or fobs should be made directly to the Residence Life/Housing office at ext. 2161. A replacement cost for a lost key fob is \$25, \$15 for a lost key, and \$35 to re-core a door.

DOORS

Exterior doors must never be propped except during specific times designated for move-in or move-out. If an exterior door is found propped, a \$250 fine is assessed to the community or resident found responsible. If there continues to be a problem with propping doors in a residence hall, the fine will be the community's responsibility. Call boxes are located near the front doors so guests can call residents for an escort into the building. Students should never, under any circumstances, give out their key or building access fobs to anyone. Doing so puts the security of the building at risk. Students are encouraged to always lock their room or unit doors. No doors within a unit or room are to be removed for any reason. Removal of a door will result in a \$50 charge to replace it.

LOFTS, HANDI-CRAFT BEDS AND BEDDING ALTERATIONS

All handmade or wooden lofts are strictly prohibited in all campus owned facilities.

Johnson, Pioneer, Plainsman, Apartments, Theme Houses and Centennial: The only lofts allowed in the traditional residence halls are those supplied for rent by the University approved vendor or metal lofts purchased by the student. No handcrafted wood lofts are allowed. Lofts may not be placed along windows, which permit an alternative evacuation route should an emergency need arise. Only single/twin beds are allowed in residential facilities. Information about the loft rental program is available through the Residence Life and Housing office each summer.

Heim/White Halls and Burt North: A loftable bed system is supplied for each resident.

Townhouses: A single bed is provided in each single room. Only single beds can be used in the townhouses.

LOCKOUTS

In the event that a resident is locked out of his/her residence hall room/ suite unit, the student should contact a Peer Assistant in the building. If it is Saturday or Sunday between 7am and 7pm, students should call the Peer Assistant on call at (402) 440-1866. If students are unable to contact a Peer Assistant, they should contact the Residence Life Coordinator on call at (402) 601-2114. In all cases, the student will be charged a standard fee of \$1 from 8 am to 5 pm, and \$5 from 5pm to 8 am.

If a resident is locked out of his or her Apartment or Theme House, the student should call the Residence Life and Housing Office at (402) 465-2161 Monday-Friday 8am-5pm or the on-call professional staff member.

MAILING ADDRESS

Your mailing address is not your residence hall or university apartment. Please be certain not to include your hall in the address line. All students are issued a Student Mail Box (SMB) and mail comes to a central location in Smith-Curtis.

MICROFRIDGE RENTAL PROGRAM

Microfridge units are the only microwaves allowed in Johnson/Pioneer, Plainsman, Burt North and Centennial Halls. The microfridge rental program allows residents of the traditional residence halls to have the convenience of a microwave, refrigerator and freezer that is safe for our halls. Units may be rented in the summer for the upcoming academic year through the University approved vendor.

PETS

No pets are allowed with the exception of fish in 10 gallon or smaller aquariums in any on-campus residential facility (this includes townhouses and apartments). Spiders, lizards, turtles, or any other creatures that typically live in an aquarium type container are also prohibited.

POSTING MATERIALS IN THE RESIDENTIAL FACILITIES

All materials to be posted in the residence halls must be approved by the Residence Life Coordinator or Office of Student Life. Signs and posters for residential facility distribution should be left at the Residence Life and Housing Office for distribution. Groups wishing to post posters/ signs on all bulletin boards in residential facilities should provide at least 40 copies (1-3 copies per floor depending on the building). Only Residence Life Coordinators may approve posters for bathroom stalls. Housekeeping staff will remove posters placed in bathroom stalls each Monday unless a specific date for removal is placed on a poster. Posters may not be placed on painted walls, glass doors, and exit and entrance doors to buildings, restrooms, or fire doors. Residence Life Coordinators have authority to place banners in main lounges using 3M removable tape for special events and information.

QUIET HOURS/NOISE

Residents are responsible for maintaining a noise level satisfactory to other community members. During "quiet hours," the level of noise must be contained within the confines of each room and not be heard from outside the room. A neighbor, staff and/or security officer may address any violation. Quiet hours are defined as 11 pm-7 am during the first semester of the academic year for all first year buildings. After this time, each individual floor community has the ability to set its own quiet hours as a part of their Community Standards process. These quiet hours must be eight consecutive hours. The University asks that students always observe "courtesy hours" when quiet hours are not in effect. Hall staff will mediate disputes over differing perceptions of acceptable noise levels. A violation of "courtesy hours" is defined as noise coming from an individual room that can be heard from four doors away. In all matters concerning noise at an unacceptable level, community members are asked to first confront the situation before contacting a hall staff member about the disturbance.

REPORTING DISABILITIES/HEALTH CONCERNS

It is suggested that residents with disabilities (mental health, physical or learning) report them to the ADA Coordinator, Sandra McBride, and on their personal emergency forms. This information assists the staff in providing appropriate help in the case of evacuations and emergencies and special housing accommodations. Reporting is strictly voluntary and confidential. If at any time a resident becomes physically disabled due to an injury or illness the Coordinator of Housing Operations will help make temporary accommodations.

RESIDENTIAL UNIT/ROOM ENTRY

Nebraska Wesleyan University reserves the right to access a student room, townhouse/apartment unit to determine compliance with the provisions of applicable multiple dwelling laws for improvement and repairs, with advance notice of residents. Fire drills and checking fire safety equipment do not require advance notice of residents. Advance notice is provided in the break closing information received by all students before a break (fall, winter, spring). During all break closings, all residents' rooms will be checked for health and safety concerns by residence life staff. There may be entry without notice in emergencies where imminent danger to life, safety, health or property is reasonably feared.

RESIDENTIAL UNIT DAMAGES

The process for determining residential unit damages is outlined in, "Room Unit Check In and Check Out Procedures."

ROOM MODIFICATIONS

The majority of residential facilities are painted white, off-white or pastel. We paint as many rooms and units as we can during the summer. Residents may not paint their own rooms/units.

Personalizing rooms with posters, pictures, small decorative lamps as well as the essentials of comforters/bed spreads, towels and linens make residential facilities more homelike. A few rules apply to personalizing a residential room/unit.

The use of any nails or tape (double sided foam, duct, scotch, masking etc.) to hang items on walls or furniture is prohibited. The only hanging device allowed is 3M removable hooks and poster tape. There is a \$5 charge per square inch of foam tape and/or nail hole. Mirror tiles are not allowed on the walls, ceilings, or floors. No contact or wallpaper should be used. No drapery rods may be mounted in any facility including Johnson Hall. In Plainsman Hall, nothing may be placed on the painted walls; all posters should be put up on the paneled section of the room. Strings of lights, including rope lights, may not be used in any facility with the exception of use during the holiday season (see Holiday/Party decorations policy). All fire safety issues listed in the fire and security section apply. No room modifications may be made to a room or unit unless pre-approved in writing by the Residential Life Coordinator and the maintenance department.

SMOKING

Smoking is not permitted in any on-campus residential facility (most Greek chapter houses are also smoke free). Students smoking outside of a residential facility must do so at least fifteen feet from the building. All cigarette butts must be placed in the receptacles provided.

SPORTS IN THE HALLS OR COMMON AREAS

No sport activity of any kind is permitted in the hallways or any common area of the residential living facilities. Sport activity may include, but is not limited to, basketball, running, bowling, Frisbee, throwing any kind of ball, hacky-sack, rollerblading, gymnastics, etc.

STORAGE

Centennial, Johnson/Pioneer and Plainsman: Storage space in these facilities is very limited. No personal items may be stored in a residential hall storage area. Students may store furniture provided by NWU if they do not plan to use it in a residence hall room. All furniture must be stored in a designated storage area in each building. All furniture must be registered on the storage sheet found in each building. Box springs and mattresses may be stacked separately. All furniture must be placed in storage by Friday of the first week of classes for fall and spring semesters. If furniture is found anywhere in the building after the date a \$35 storage fee will be issued to the community. Students are responsible to return all furniture stored to their rooms at checkout; charges are assessed for the failure to do so. No NWU provided furniture is to leave campus and be stored at an alternate location; doing so will result in a fine.

Suites, Burt North, Theme Houses, Apartments, and Townhouses There are no community storage rooms in the suites, Burt North, theme houses, apartments, or townhouse units. All personal items must remain in your rooms/units and be removed at the end of the academic year. All furniture provided by NWU must remain in the suite or townhouse unit. There is ample room within each unit to store these items. No NWU provided furniture is to leave campus and be stored at an alternate location; doing so will result in a fine.

Townhouse/Apartment Summer Storage Program. Students who will not be residing in their townhouses over the summer may elect to store personal belongings in their unit through the "summer storage program" as long as they will be occupying that unit the following academic year. All residents seeking to store their furniture rather than remove it and bring it back may do so as long as they pay a \$150 summer storage fee, show proof of renters' insurance, and sign the summer storage program agreement. All personal belongings will be required to be locked in individual bedrooms, although large furniture can be left in the unit's main living and dining areas. The unit will be locked for the summer although routine maintenance will occur in the units.

TELEPHONE SERVICE VOICEMAIL

Each residential facility is provided with an NWU phone and a room, suite or unit phone number. It is the resident's responsibility to provide the Registrar with their personal telephone number. Residents may request voicemail to be activated on their room phone by contacting the Coordinator of Housing Operations at 465-2161. Each residential unit is equipped with at least one local/long-distance telephone line. Local community and campus calls are free. You may obtain a personal PIN number to access long distance ability through Computer Services and Information Technology (CSIT). If you elect NWU long distance, individual residents will receive monthly bills. There are no sign-up fees, no monthly service fees and no per call surcharges with the NWU long distance service. Voice mail is available as well, free of charge, so there is no need to bring an answering machine. In order to receive your building key at check in, your voice mail must be set up and confirmed by a residence life staff member.

Pre-paid phone cards are the only other way to use the NWU room/unit phone to place long distance calls. You may not sign up for calling cards or other long distance plans (including internet service providers) that are billed directly to a room telephone number. Incoming collect, third number, and local number charge-backs are not allowed. Townhouses and suite facilities will receive more information about optional private lines and costs during the summer.

THEFT AND VANDALISM IN RESIDENTIAL FACILITIES

Unfortunately, theft can be a problem in any community living situation. For this reason, students are strongly encouraged to always keep their room doors locked. Although students report that they feel safe in their buildings, the outside security system only works when residents do not let others into the building. Be sure that some form of insurance covers personal possessions brought to campus either as part of parents' homeowners policy or by a separate renter's insurance policy. If a theft occurs residents should notify a Residence Life Coordinator and report it to campus security at 432-9238, and in some cases the Lincoln Police at 441-6000.

UTILITY FAILURES

In the event that you witness a water pipe break, an electrical failure or a physical plant emergency in the halls, notify Maintenance (ext. 2323). After hours, notify the Peer Assistant on duty or campus security at 432-9238.

VANDALISM

Theft, vandalism, destruction or unauthorized movement of University (common area or room) property is prohibited. Vandalism or damage charges to common areas are at the discretion of the Residence Life Coordinator.

WATERBEDS

Due to weight restrictions and possible damage from accidental puncture, water-filled furniture is not permitted in any residential facility.

WEAPONS IN RESIDENTIAL UNITS

All weapons including, but not limited to firearms, knives, paintball guns, B.B. and air guns, or explosive materials of any kind including, but not limited to fireworks and flammable liquids, are strictly prohibited in all approved residential units. Hunting equipment is prohibited on campus. Firearms or other weapons confiscated by Nebraska Wesleyan officials will be turned over to the Lincoln Police Department for appropriate disposal. See Weapons policy on page 36.

WINDOW SCREENS

Room or unit window screens must be left in place and closed including all screens in the suites and townhouse unit community areas. A \$30 fine is assessed for each violation of this policy. Entering a room or unit through a window is strictly prohibited and will result in additional fines as well as disciplinary action.

WINDOWS AND ROOM/UNIT DOORS

Windows and doors are a reflection of the community rather than a resident's personal space. All window decorations are strictly prohibited. The only exception is the tasteful display of holiday lights during the Christmas and Hanukkah season from the first day after the conclusion of the Thanksgiving break until the last day of the fall semester. Stringing multiple sets of lights together or plugging in other electrical devices into the end of a string of lights is considered an extension cord. Use only one string of lights for decoration and do not plug anything into the end.

Alcohol displays, displays that demean others, and displays that include obscenities are not allowed as door decorations. Doors and windows reflect the entire campus. Any public display on the entrance door or that can be seen from the window is subject to removal based on the discretion of the Residence Life Coordinator. Can and bottle collections are not allowed due to health and safety standards. No street signs or highway signs may be in windows or rooms.

STUDENT ACTIVITIES AND ORGANIZATIONS

LEADERSHIP

Nebraska Wesleyan University has adopted this definition of leadership: "Leadership is the ability to empower others to achieve shared goals that promote the common good." Through study, practice, and experiences, students will be challenged and supported to acquire knowledge, develop skills, and clarify values in the pursuit of effective leadership. Nebraska Wesleyan University has numerous involvement opportunities, which are an integral part of the college experience. It is through these experiences that leadership activities are nurtured and developed. Nebraska Wesleyan is committed to providing a wide variety of leadership experiences. Here are some of the opportunities in which students are encouraged to take part:

- More than 60 student organizations
- Intercollegiate athletics, including 18 sports
- Greek letter organizations
- Residence hall councils
- Peer Assistant programs
- Cooperative learning in courses and co-curricular organizations
- Internship program
- Teaching assistant opportunities
- On-campus student employment
- Leadership skill training and discussions
- LEAD (Leadership Education and Development) Retreat
- Full voting student representation on Board of Governors
- Student representation on more than 20 major campus committees, commissions and councils
- Student Affairs Senate

STUDENT ORGANIZATIONS-PROCEDURES FOR STARTING AND MAINTAINING

1. Campus organizations and student groups may be established for any legal purpose compatible with the policies of the institution.
2. A group shall become an organization when formally recognized by the University. A group shall submit the following proof and evidence to the Center for Student Involvement and to the Student Affairs Senate through the Student Affairs Committee:
 - a. A list of names of a minimum of five Nebraska Wesleyan student members, any officers, faculty or staff member agreeing to act as an advisor/consultant, and copies of the constitution and bylaws. The constitution and bylaws shall include a statement of purpose, officer information, procedures for conducting business, and a statement which indicates the organization will not discriminate on the basis of race, religion, age, sex, creed, color, disability, marital status, national or ethnic origin or sexual orientation. Note: Certain organizations such as social fraternities and sororities are not subject to the discrimination clause on the basis of sex. Department of Education Title IX guidelines will be followed in determining this exemption.
 - b. Where there is affiliation with a non-campus organization, that organization's constitution and bylaws shall be filed with the Center for Student Involvement and the Student Affairs Committee of SAS. All amendments shall be submitted within a reasonable time after they become effective.
 - c. All sources of income outside of student activity funds shall be disclosed as to the group seeking recognition and to any non-campus organization with which it is affiliated.
3. An organization is considered to be officially recognized by the University when the Student Affairs Senate passes a bill recommending recognition.
4. All recognized student organizations must submit updated forms to the Center for Student Involvement as requested each fall or as group information changes. Failure to do so will result in the organization being declared inactive, being unable to reserve University facilities and request or receive funding from the SAS.

5. Upon recognition of an organization, the University and organization shall make clear that the recognition implies neither approval nor disapproval of the aims, objectives, and policies of the organization.
6. Membership in all organizations, within limits of their facilities, shall be open to any member of the University community who is willing to subscribe to the stated aims and who meets the stated obligations and requirements of the organizations.
7. University facilities may be assigned to regular student organizations, groups, and individuals within the University community for regular business meetings for social programs and for programs open to the public.
 - a. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
 - b. Preference may be given to programs designed for audiences and consisting primarily of members of the University community.
 - c. Allocation of space shall be made based on priority of request and the demonstrated needs of the organization, group or individual.
 - d. Charges may be imposed for any unusual cost for use of facilities.
 - e. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
 - f. The individual, group, or organization requesting space must inform the University of the general purpose of any meeting open to persons other than members, and provide the names of outside speakers.
 - g. It should be made clear to the academic community and the community at large that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University.
 - h. University facilities may not be assigned in cases where violence is a reasonable possibility.
8. The authority to allocate University funds derived from student fees for use by organizations shall be delegated to the Student Affairs Senate.
 - a. Approval of requests for funds is conditioned upon submission of a budget to, and approval by this body.
 - b. Financial accountability is required for all allocated funds, including statements of income and expenses on a regular basis. Otherwise, organizations shall have independent control over the expenditure of allocated funds.
9. No individual, group, or organization may use the University's name without the express authorization of the University except to identify the institutional affiliation. University approval or disapproval of any policy or action shall not be stated or implied by any individual, group or organization.

STUDENT ORGANIZATIONS AND HONOR SOCIETIES

Nebraska Wesleyan offers a variety of clubs, organizations and honoraries to suit students' interests. If we don't have a group in which you're interested, you can help us start one. A complete listing of all active student organizations, officers, and advisors is available at www.nebrwesleyan.edu. under the "Current Students" tab.

STUDENT ACTIVITY FEE

The Student Activity Fee allocations are determined by the University's Board of Governors based upon recommendations by the Student Affairs Senate. Your activity fee is used to support these activities, services and organizations:

Athletics	Mixed Media
Center for Student Involvement	M.O.S.A.I.C
Forum	Nwire
Intramurals	NWU CSI
Student Health	Opera/Theatre
Theatre	Order of Omega
ACDA	Panhellenic
ATSA	Plains Pride
Baccus/Gamma	Pre-Health Club
Band	Psychology Club
Beta Beta Beta	Publications
Campus Crusade for Christ	Residence Hall Advisory Council
College Republicans	Spirit Squad
Collegiate Bus. Assoc.	Student Education Assoc.
Enviro. Action Club	Jazz Choir
FCA	Wesleyan Entertainment Board
Flintlock	United Methodist Student Organization
Global Service Learning	University Choir
History Club	USA Today Readership Program
IFC	Wesleyan Communication Association
IRO	Wesleyan Theatre Company
Lambda Pi Eta	Wesleyan Wheels
Lied Center Discount	Women's Resource Center
Math Club	Young Democrats
MENC	

The exact amount of support provided to these organizations can be attained by contacting an SAS Officer. Registered student organizations may petition SAS for activity fee allocations by contacting the Office of Student Life or the SAS office for procedures.

GREEK LIFE

We encourage new students to participate in formal recruitment activities and to consider becoming a part of our Greek community at Nebraska Wesleyan. After meeting with members of the chapters, you will be able to make an informed choice about whether or not Greek affiliation is for you.

If fall recruitment is not convenient for you, there may be other opportunities to become a part of Greek Life later in the school year. Contact the Greek Life (ext. 2412) if you have any questions.

Nebraska Wesleyan supports Greek organizations because they are uniquely positioned to provide a setting conducive to enhancing the overall quality of student life. Greek life strengthens students' academic, leadership and service experiences and encourages interaction with Greek alumni, developing lifelong relationships, and lifelong chapter involvement.

Fraternities

Omega Alpha Chi
Theta Chi
Zeta Psi

Sororities

Alpha Gamma Delta
Delta Zeta
Omega Chi Rho
Willard

INTERCOLLEGIATE ATHLETICS

Men's

Football
Soccer
Basketball
Cross Country
Track (Indoor and Outdoor)
Baseball
Golf
Tennis

Women's

Volleyball
Soccer
Basketball
Cross Country
Track (Indoor and Outdoor)
Softball
Golf
Tennis

Nebraska Wesleyan is a dual member of the NCAA and NAIA and competes in the Great Plains Athletic Conference (GPAC). These associations have different eligibility and participation criteria and regulations affecting competition. For information about participation contact the Athletic Director or the respective head coach. Entrance to regular season home events is free with a NWU ID. Tickets for post-season competition must be purchased at the athletic department.

INTRAMURAL SPORTS

The Intramural Sports Program is designed to provide the entire Nebraska Wesleyan community (students, faculty and staff) with the opportunity to participate in a variety of recreational sports activities. The programs offered are based on student interest and the availability of resources and facilities.

SPORTS OFFERED:

Basketball	3 on 3 Basketball
Flag Football	Dodgeball
Indoor Soccer	Broomball
Wallyball	Sand Volleyball
Volleyball	Ultimate Frisbee
Kickball	Wiffleball

Easter Egg Hunt

Check the Intramural Board across from the Weary Center front desk or visit the Nebraska Wesleyan Intramural Facebook Page more information.

Registration: Entry forms may be obtained from the Intramural Bulletin Board across from the Weary Center front desk. Fully completed entry forms must be returned to the Intramural Board; entries received after the deadline will be accepted if time and space allow.

Captains' Meeting: Each team captain (or a representative of the team) must attend the specified captains' meeting in order for the team to participate. The purpose of the meeting is to explain the role of the captain, rules, policies, playing schedules, and to answer questions.

Eligibility: Only NWU students, faculty and staff are eligible to participate. Each team captain is responsible for the eligibility of his/her team members. An individual may not play on more than one team within a division of a sport. Any player who competes in intramural sports under an assumed name will be disqualified in that sport for the rest of the sport season, and any team fielding a player using an assumed name will forfeit all games in which that individual played.

No team may have on its roster more than two members who are also members of varsity or junior varsity intercollegiate athletic teams in the sport or corresponding sport that is being played. Due to NCAA rules, no varsity or junior varsity basketball players may play intramural basketball, even out of season, during the same academic year. Any person trying out for a varsity sport who quits or is cut from the team after the second contest of the season is considered a member of that varsity or junior varsity team for the remainder of the academic year. These rules may change based on the sport. Check with the director for current information.

For an individual to be eligible for the playoffs, s/he must have played at least once, with the team, during the regular season and meet all other eligibility requirements.

Free Agents: If you would like to play but do not have a team, fill out a “free agent” form. Forms are located on the intramural bulletin board across from the Weary Center front desk. When completed, place it in the completed team entry folder and the Intramural Sports staff will do their best to place you on a team.

Forfeit Procedures: Game time is forfeit time. The minimum number of players required must be on site and signed in at game time. The minimum number of players to avoid a forfeit varies depending on the activity. If a team cannot avoid forfeiting a contest, the Director of Intramural Sports and the opponent should be notified. If both teams fail to have the minimum number of players required, then a double forfeit is called. Two forfeits by any one team during league play will eliminate that team from the league and tournament. Teams have the option to reschedule by contacting the Director of Intramural Sports no less than two business days before the scheduled contest.

Ejection Policy: Any participant or spectator who commits, incites, or aids others in committing any of the following acts of unsportsmanlike or misconduct shall be subject to disciplinary procedures:

If a participant or spectator in an Intramural Sports program is ejected from any program, contest, or activity, s/he is immediately ineligible for further participation in any Intramural Sports program until s/ he is cleared by the Director of Intramural Sports. Whenever an individual is ejected from an intramural sports program, s/he must immediately leave the facility or playing area entirely.

Sportsmanship: The goal of the Intramural Sports program is to promote lifetime skills through the venue of sports that offers meaning beyond that of a win or a loss. All players are expected to play within the context of the Intramural Sports Program’s Spirit of Competition. A copy of Intramural Sportsmanship Policies and Procedures is given to each team captain and may also be obtained from the Intramural Director.

Injuries/Liability: Participation in the Intramural Sports Program is voluntary. Individuals who participate in Intramural Sports activities do so at their own risk. Nebraska Wesleyan University and the Intramural Sports Department assume no responsibility for any injuries incurred during participation in any intramural sport or program. The Intramural Sports Department does take necessary safeguards to protect participants. All accidents are reported and reports are kept on file.

COMMUNITY SERVICE

Nebraska Wesleyan has a strong commitment to support and serve its community—the University Place community in which we reside, the greater Lincoln community, and the broader national and global communities of the world. As a student at Nebraska Wesleyan University, you have many opportunities for civic engagement with these communities. For more information contact the Service Learning Coordinator in the Career and Counseling Center at 465-2224.

VENTURES IN PARTNERSHIP (VIP)

Nebraska Wesleyan University maintains a partnership with Huntington Elementary School. Huntington Elementary students have often been on our campus during such activities as the Involvement Fair, Alcohol Awareness Week and athletic workshops. Huntington students are invited to serve as ball boys or girls for our athletic teams. They also have provided cards on special occasions such as Valentine’s Day when every Nebraska Wesleyan student and every campus office receives a handmade card. Every Thanksgiving, NWU students, staff and faculty provide food baskets to Huntington families. Many students and student organizations work with the Huntington Elementary School children on philanthropy or service projects by serving as tutors or readers, having holiday parties, sponsoring athletic teams and sharing musical or theatrical talents. If you or an organization you belong to is interested in having some fun and being a part of VIP, contact the Service Learning Office.

STUDENT AFFAIRS SENATE (SAS)

The Student Affairs Senate is the formal governing body for students. Its purpose is to enact legislation to enhance student life and to act as a liaison between students and administration/faculty. Elections take place annually for academic and living unit representatives. Senate meets at 1:00 pm most Tuesdays in Callen Conference Center. Everyone is welcome to attend and is encouraged to become involved. Senators serve on at least one of the six standing committees (Academic Affairs, Budget, Buildings and Grounds, Multicultural Affairs and Minority Viewpoints, Public Relations and Elections, Student Affairs). The Student Affairs Senate office is located on the lower level of the Story Student Center. Copies of the constitution are available at the SAS Office or through the Student Life Office.

STUDENT PUBLICATIONS

Nebraska Wesleyan's student publications include *The Reveille*, the student newspaper published eight times each semester. The Publications Board consisting of students, faculty and staff members, oversees student publications. Policies regarding student publications are included in a publications manual that is the responsibility of the Publications Board. The foundation for all policies regarding Nebraska Wesleyan publications is this: the student press shall provide fair opportunity for expression of differing opinions.

The editors and managers shall not be arbitrarily disciplined because of student, faculty, administration, alumni or community disapproval of editorial policy or content. This editorial freedom entails a corollary obligation under the canons of responsible journalism. All student communications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the institution or its students. More information on student publications and publication policies is available from the publications advisor (ext. 2352) or the Student Life Office (ext.2223).

PROGRAM PLANNING AND CAMPUS EVENT REGISTRATION

Program planning and registration is a **REQUIRED** process that student organizations must complete before any event with the professional staff in the Center for Student Involvement.

By registering your events, your organization will receive:

- Inclusion on the weekly Monday & Friday email to all students
- Staff assistance with planning the event and eliminating red tape in the process
- Some liability coverage which is dependent upon the type of event that is being planned

Recognized student organizations or honoraries need to register their events and meetings when any of the following conditions exist:

- Money is exchanged and/or donations are solicited; all fundraising events
- Insurance is needed (the activity is open to the public and NWU or city buildings/grounds are used). Please note that if additional insurance coverage is needed, your organization may incur the cost of insurance
- Any special permits are necessary
- The event is a field trip
- Food is prepared or sold (if event is on campus, groups must use Sodexo)
- Event requires a contract from any outside source, i.e. band, vendor, etc.
- Reservations for campus facilities are required
- Raffles must follow specific procedures as governed by Nebraska state law
- The event is co-sponsored with a commercial or contract service

Greek events open to the public should be registered with the Center for Student Involvement when any of the following conditions exist:

- It is a raffle, other fundraiser, or philanthropy
- It is co-sponsored with a commercial enterprise
- It is held in or on NWU campus buildings/grounds
- It involves a contract for goods or services
- It requires any special permits

Notification of Greek social events must be made to the Student Life office on the upper level of the Story Student Center. All other events, including recruitment activities and philanthropic events, must be registered in the Center for Student Involvement on the lower level of the Story Student Center.

OUTDOOR DISPLAYS AND CHALKING BY RECOGNIZED STUDENT ORGANIZATIONS

Recognized student organizations have a right to express themselves and their opinions at Nebraska Wesleyan University without disciplinary recourse unless the expression adversely affects the University's educational mission or violates the Code of Student Conduct. Only recognized student organizations will be granted permission to place displays or chalk on campus grounds. Certain obligations must be upheld by those who seek to use outdoor space on campus for displays or chalking purposes.

- Reservations must be made with the Center for Student Involvement. Chalking will only be allowed Aug - Oct 31; March 22 - May 7 due to weather restrictions.

- Student organizations must register outdoor displays or chalking with the Center for Student Involvement. The Center for Student Involvement staff must receive a full description or drawing of the display before it is approved.
- The student organization will work with the Maintenance staff to determine an appropriate outdoor space for the display. Taylor Commons will not be used for public displays without permission from the director of the Recreation and Athletic Facilities and the Maintenance Department.
- The display or chalking must clearly indicate the sponsoring student organization's name and must include dates the outdoor display will be viewed.
- The display may not infringe on the rights of other members of the University community through intentional obstruction, which may interfere with the freedom of safe pedestrian or vehicle traffic in the area of the display
- The display or chalking must not be lewd, indecent and/or obscene nor disrupt the academic activities or other normal operations of the University.
- The display must be removed within two days by the sponsoring student organization immediately following the end of the approved date for it to be approved.
- Chalking is only allowed on sidewalk areas exposed to the weather so that it can be easily washed away by rain. In the event that rain does not wash away the chalking at the end of the event or display, the student organization must work with Grounds to clean up the display.
- Chalking and/or marking walls, brick, outdoor fixtures or the exterior on any building is prohibited.
- Chalk will be provided by the Center for Student Involvement. No other chalk is to be used.

POSTING, SELLING, AND DISTRIBUTION OF WRITTEN MATERIAL

Nebraska Wesleyan University defines "posting" as publicly placing any written materials including posters, flyers, banners and signs for display on any campus property. In order to post any materials on the Nebraska Wesleyan campus these guidelines must be followed:

- All materials must be stamped and approved by an authorized staff member in the Center for Student Involvement (including materials to be distributed at booths reserved in the Great Hall and to students through their student mail boxes). Materials that are not stamped will be removed by housekeeping staff or facility managers. The only exception is professionally-produced posters for Nebraska Wesleyan events, which do not need to be stamped.
- If there are questions or concerns about the appropriateness of material, a decision will be made by the Dean or his representative. Either individual has the authority to revoke an approval inadvertently made, a fraudulently stamped posting, or an approval that constitutes an error in judgment.
- All materials must identify the sponsoring Wesleyan group or organization. These may include a recognized student organization or a University department or organization. Any other group must receive special approval to post or distribute materials. That organization is responsible for removing posted materials according to the date stamped.
- Materials may be posted only on designated bulletin boards. Materials may not be posted on glass surfaces, waxed floor surfaces, painted walls, brick or tile surfaces or wood surfaces including banisters. Approved materials may be posted on the wood surface above the student mailboxes outside the Mail Center in Smith Curtis.
- All table tents with the exception of those commercially produced must fit in the table tent holders in the Dining Hall, Coffee House, lower level of Smith Curtis and Library and must be approved by the Center for Student Involvement.
- Table tents are reserved on a first come, first serve basis. Reservations for placement of table tents will be made through the Center for Student Involvement. The table tent holders will accommodate a 7" x 5" card of information to publicize an event. The Graphics Center can assist with making these cards. Table tents may only be posted for one week.
- Materials must not contain obscenities of any kind, racist, sexist, or homophobic implications, and must not have alcohol, drugs or smoking as the focus of the posting (educational materials about alcohol, drugs, or smoking may be approved for posting). Materials (with the exception of those approved for posting on the Sales and Services board) must not contain any advertisements for private companies or individuals (materials relating to approved co-sponsored activities may be allowed with prior approval by the Center for Student Involvement).

- Any materials that do not follow these guidelines will be removed. Persons defacing or removing approved, unexpired materials are subject to disciplinary action.
- A student, group, or organization may hand-distribute materials on the campus grounds outdoors without prior approval only if the authors and publisher are clearly identified, and such distribution does not disrupt any operations of the institution. Distributed materials must not contain any obscenities or lewd implications.
- Advertising from off-campus vendors and individual for-sale or service postings must be approved and stamped and must be posted only on the board designated for this purpose, which is located in the Mail Center. Any off-campus vendor soliciting members of the Nebraska Wesleyan University community is referred to the Vice President for Finance and Administration prior to any selling or solicitation (unless a co-sponsorship agreement has been executed with the Center for Student Involvement).
- All materials to be distributed through the Mail Center must be no smaller than one-fourth sheet of paper or they will not be inserted in boxes. Any mass distribution by student organizations must be approved by the Center for Student Involvement. In the case of materials to be distributed for classes (for example, surveys) the class name and professor's name must be visible on all materials. In addition, all mail must include a return address and the name of the individual or sponsoring organization distributing the material. Mass mailings will be distributed by Mail Center staff, or by student organization members under the supervision of Mail Center staff. Persons should allow two complete business days for on-campus mail to be delivered. Advertising from off-campus vendors must be approved by the Office of Student Life prior to distribution through mailboxes.
- Booths in Great Hall may be reserved through the Office of Student Life by recognized student organizations or University departments or by organizations of particular interest to our community for distribution of information, approved fundraising activity, elections, or related activities. Display tables in the Student Center may be reserved through the Center for Student Involvement for these same purposes.
- Banners may be displayed in Great Hall in such a way that they assist in campus promotion in an attractive and effective format. Banners must be created so that they are aesthetically pleasing and grammatically correct. The Center for Student Involvement will approve banners that are deemed to be attractive and correctly presented (no misspellings, for example). Up to two banners may be displayed at any one time on the east, south, and west banisters of Great Hall. The north lower stairway railing may be reserved only for professionally-produced banners for major events (for example, Wesleyan Weekend). No banners will be hung across the Great Hall. Exceptions for non-banner materials to be hung in this location (for example flags) must be approved by the Dean of Students. Banners may be hung for a maximum of two weeks.
- Any *off-campus* employer soliciting employees must be approved by the Director of the Career and Counseling Center.

GREAT HALL POLICY

The principal purpose of the Great Hall is to provide a passageway into and out of the offices and classrooms located in the Smith-Curtis Classroom-Administration Building. Preserving this access is necessary. In addition, the Great Hall serves as a gathering space for students and others and as a place for approved information distribution.

Events will typically not be scheduled in the Great Hall. In the rarest of circumstances in which an alternate facility cannot accommodate the unique needs of a particular event, the Great Hall may be reserved. A proposal for use of the Great Hall for a special event must include a complete description of the event; set-up information; how the event will be scheduled to avoid disruption of teaching and administrative functions. The proposal will require a minimum of two weeks for consideration.

The Office of Admissions has responsibility to administer this policy. Any appeal to a decision by this office may be made to the Provost.

RAFFLES/SMALL LOTTERIES

Any student organization must receive approval from the Center for Student Involvement for any fundraiser, including small lotteries and raffles before any printing or distribution of tickets. The organization is responsible for complying with Nebraska State law when engaging in these activities. Detailed procedures are available in the Center for Student Involvement and includes these steps:

1. Register your raffle with Center for Student Involvement and the Business Office.
2. Make sure that the proceeds will not exceed \$5,000 and will be used for charitable or community betterment purposes.
3. Determine that sales tax on the prizes has been or will be paid.
4. Print tickets that are validated; sequentially numbered; and the same size, shape, and weight.
5. Bring raffle tickets to the Business Office for an audit before you begin to sell the tickets.
6. Bring raffle ticket stubs, any remaining tickets, and all money collected to the Business Office for an audit after you have finished selling the tickets, but before the drawing.
7. If proceeds are expected to exceed \$5,000, please contact the Business Office regarding the appropriate procedure.

VIDEO COPYRIGHT

Federal copyright law restricts the use of video to private showings and prohibits their public performances. A public performance is one at a place open to the public or any place where a substantial number of persons gathered outside of a normal circle of a family or its social acquaintances is gathered. The performance of a video by students in a residence hall, common area, or lounge is considered by Nebraska Wesleyan to be violation of copyright law and such performances are prohibited. They are likewise prohibited in the Story Student Center unless performance rights have been purchased from the copyright holder. For information about purchasing performance rights, contact The Center for Student Involvement (ext. 2412).

NEBRASKA WESLEYAN UNIVERSITY CODE OF STUDENT CONDUCT

Revised 2007

I. PHILOSOPHY

Nebraska Wesleyan University is a community of scholars in which the ideals of freedom of inquiry, thought, expression, as well as freedom of the individual are sustained. Exercise and preservation of these freedoms require a respect for the rights of all in the community.

People grow and mature in communities that depend upon the knowledge, integrity, and decency of others. The best communities help individuals mold behavior and values that enable them to achieve personal satisfaction, including that associated with helping to make a better world. The University establishes expectations that are designed to protect individual liberties and other values included in the University's mission statement, especially the commitment to "integrate questions about meaning and value with the pursuit of learning and understanding."

In a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university or with the rights of other members of the community is not tolerated. Nebraska Wesleyan University students assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. Student conduct, therefore, is not considered in isolation within the college community, but as an integral part of the educational process. Each student at Nebraska Wesleyan University is responsible for knowing, understanding, and abiding by this Code of Student Conduct; ignorance of its terms does not excuse misconduct.

II. AUTHORITY FOR STUDENT DISCIPLINE

Ultimate authority for student discipline rests with the Board of Governors of Nebraska Wesleyan University. The Board delegates disciplinary authority to University administrators, faculty members, committees, and organizations as set forth in this Code, or in other appropriate policies, rules, or regulations adopted by the Board.

The senior student life officer has responsibility to recommend to the President of Nebraska Wesleyan University for transmittal to the Board of Governors the approval of policies for the administration of the judicial system, and to develop procedures for the conduct of hearings that are consistent with provisions of the Code of Student Conduct. The senior student life officer also has the authority to appoint judicial officers to take disciplinary actions and will determine which judicial body or judicial officer will be authorized to hear each case.

Decisions made by a judicial body and/or judicial officer will be final pending the appropriate appeal process.

III. JUDICIAL BODIES

- A. The University Judiciary reviews student conduct, determines responsibility, holds students accountable, and imposes sanctions for misconduct as defined in the Nebraska Wesleyan University Code of Student Conduct. Members are appointed or elected in accordance with procedures established by the Nebraska Wesleyan University Faculty Constitution and the Student Affairs Senate Constitution with approval of the President of Nebraska Wesleyan. The University Judiciary follows procedures described in this Code and also contained in the document entitled "Nebraska Wesleyan University Judicial Procedures," which is approved by the President of Nebraska Wesleyan University and available in the Office of Student Life.
- B. The University College Hearing Panel reviews conduct, determines responsibility, holds students accountable and imposes sanctions for misconduct as defined in the Nebraska Wesleyan University Code of Student Conduct. Members are appointed by the University College Judicial Officer. The University College Hearing Panel follows procedures described in this Code and also contained in the document entitled "University College Judicial Procedures," which is approved by the President of Nebraska Wesleyan University and available in the Office of Student Life and the administrative offices of University College.

- C. The Residence Life Peer Review Board reviews conduct, determines responsibility, holds students accountable and imposes sanctions for misconduct as defined in the Nebraska Wesleyan University residence life policies. Members are appointed by the President of the Student Body. The Residence Life Peer Review Board follows procedures described in this Code and also outlined in the document entitled "Nebraska Wesleyan University Residence Life Peer Review Board Procedures," which is approved by the President of Nebraska Wesleyan University and available in the Office of Student Life.
- D. The Interfraternity Council Judiciary reviews conduct, determines responsibility, holds students accountable and imposes sanctions for misconduct as defined in Interfraternity Council policies and regulations. The "Nebraska Wesleyan University IFC Judiciary Process" defines membership and procedures for this Board which is also subject to the provisions of this Code. The document is approved by the President of Nebraska Wesleyan University and is available in the Office of Student Life.
- E. The Panhellenic Council Judicial Board reviews conduct, determines responsibility, holds students accountable and imposes sanctions for misconduct as defined in NWU Panhellenic and National Panhellenic Conference guidelines. The "Panhellenic Council Judicial Procedures" defines membership and procedures for this Board which is also subject to the provisions of this Code. The document is approved by the President of Nebraska Wesleyan University and is available in the Office of Student Life.
- F. In the event of any conflict between the provisions of this Code and any other document governing the conduct of any campus judicial body described above, the provisions of this Code will govern.

IV. DEFINITIONS

- A. The term "University" means Nebraska Wesleyan University.
- B. The term "student" includes all persons enrolled and taking courses at Nebraska Wesleyan University, both full-time and part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly engaging in misconduct as outlined in the Code of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" for the purposes of this Code of Student Conduct. The Code of Student Conduct applies on all University premises and at all University-sponsored activities.
- C. The term "faculty member" means any person employed by the University to conduct teaching activities or who is otherwise considered by the University to be a member of its faculty.
- D. The term "University official" includes any person employed by the University to perform assigned administrative or professional responsibilities.
- E. The term "member of the University community" includes any person who is a student, faculty member, University official, or any other person employed by the University. A person's status in a particular situation will be determined by the senior student life officer.
- F. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks, whether or not leased to, or operated, occupied or used by unrelated entities.
- G. The term "student organization" means any group of persons who have complied with the formal requirements for University recognition.
- H. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the Code of Student Conduct, Student Handbook, and University catalogs.
- I. The term "complainant" means anyone who institutes a judicial proceeding under this Code, alleging misconduct by a student or student organization.
- J. The term "respondent" means the student or student organization whose conduct is the subject of a judicial proceeding under this Code.
- K. The term "judicial administrator" means the senior student life officer except in cases when he/she is absent from campus. The role of the judicial administrator will be to provide administrative and procedural support to the University Judiciary. In no event will the judicial administrator serve as a member of the University Judiciary. Because the judicial administrator has no role in the process that would influence the decision of the University Judiciary, and is not a member of the University Judiciary, the judicial administrator cannot be removed from the hearing on allegation of personal bias, although specific interpretations or recommendations of the judicial administrator may be included in the justification for an appeal.

- L. The term “judicial officer” means a University official appointed by the senior student life officer to impose sanctions upon students found to have engaged in misconduct as described in the Code of Student Conduct or violated other Student Life policies.
- M. The term “Judicial Appellate Panel” means persons authorized by the President of Nebraska Wesleyan University to consider an appeal from a complainant or respondent in any University Judiciary proceeding. The document entitled “Judicial Appellate Panel Procedures” defines membership and procedures for this panel. The document is approved by the President of Nebraska Wesleyan University and is available in the Office of Student Life.
- N. The term “day” means any weekday excluding University holidays.

V. MISCONDUCT

Any student or student organization found to have committed the following misconduct is subject to disciplinary sanctions.

A. Academic Misconduct

Faculty members have full authority in determining the action to be taken in cases of academic misconduct. Faculty members may choose to take one or a combination of these actions: assign a failing grade in the course; lower or assign a failing grade to an examination or assignment; require the student to take another examination or redo the assignment; report the action to the office of the Registrar; file a complaint with the University Judiciary. Examples of academic misconduct include, but are not limited to:

1. Cheating: copying homework assignments from another person; working together on a take-home test or homework when not permitted by the instructor; looking at and receiving information from a source not authorized by the instructor during an examination; looking at and using notes during an examination when not specifically permitted.
2. Tendering of information: giving one’s work to another student to be copied; providing answers to another person for examination questions before, after, or during an exam; giving or selling a term paper or any work that is to be handed in to the instructor.
3. Plagiarism: copying assignments from a text, either printed or electronic, to hand in for a grade; quoting text or other works on an examination, term paper, or homework without citations; handing in a paper purchased from a research service; reproducing someone’s paper and handing it in as one’s own; citing resources deceptively for written assignments.
4. Unauthorized collaboration: planning with one or more students to commit any form of academic misconduct; giving one’s work to another student whom one suspects will represent it as his or her own; working with one or more students on any assignment unless specifically allowed by the faculty member.
5. Misrepresentation: having another student do one’s work; lying to improve one’s grade; having another student take one’s exam; submitting the same work for a grade in two different courses without permission from the course instructors; misrepresenting the amount or type of work done; altering a graded work after it has been returned and then submitting it for re-grading without the instructor’s knowledge.
6. Bribery: offering money or any item or service to a faculty member or another person to gain academic advantage for oneself or another student.
7. Abetting misconduct: observing cheating on an examination or any other form of academic misconduct without reporting it to the faculty member; passing answers for an examination from one student to another; failing to report plagiarism by another student; assisting a student in obtaining a paper from a research service.

B. Other Misconduct

1. Acts of dishonesty, including but not limited to furnishing false information to any university employee or office; forgery, alteration, or misuse of any university document, record, or instrument of identification; tampering with an election conducted by any recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities including public service functions on or off campus or other authorized non-university activities when the act occurs on university premises.
3. Conduct which threatens or endangers the well-being of any person, including, but not limited to physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion, or hateful behavior.

4. Sexual misconduct, including sexual assault and sexual harassment.
5. Knowingly initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.
6. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other private or public property.
7. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they constitute hazing within the meaning of the rule.
8. Failure to comply with directions of University officials or security personnel acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises or personal property.
10. Violation of University policies, rules or regulations.
11. Violation of federal, state or local law.
12. Use, possession, manufacturing or distribution of narcotic or other controlled substances except as expressly permitted by law.
13. Public intoxication, use, possession, manufacturing or distribution of alcoholic beverages except as expressly permitted by law and University regulations. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one years of age.
14. Illegal or unauthorized possession of firearms, other weapons, explosives, fireworks, or dangerous chemicals on University premises.
15. Participation in an on-campus or off-campus demonstration or other activity which disrupts the normal operations of the University or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
16. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
17. Conduct which is disorderly, lewd, or indecent; disturbing the peace; aiding, abetting, or procuring another person to disturb the peace on University premises or at functions sponsored, or participated in, by the University, whether or not on University premises. Disorderly conduct includes, but is not limited to an audio or visual depiction of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a depiction is likely to cause injury or distress. This also includes the display or distribution of any unauthorized audio or visual depiction without the subject's prior knowledge, or without the subject's effective consent when such a depiction is likely to cause injury or distress.
18. Theft or abuse of University electronic resources, including but not limited to:
 - a. Unauthorized access of a file to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer or duplication of a file.
 - c. Use of another individual's identification or password.
 - d. Use of computing facilities or resources to interfere with the work of another student, faculty or staff member.
 - e. Use of computing facilities or resources to send obscene, abusive, or harassing messages.
 - f. Use of computing facilities or resources in violation of any laws, including copyright laws.
 - g. Use of computing facilities or resources to interfere with normal operation of the University computing systems or the systems of any other person or organization.
 - h. Unauthorized use of computing facilities or resources to support or advocate any commercial, political, or nonprofit organization.
 - i. Unauthorized operation or attempted operation of servers, routers, switches, bridges, wireless access points or other network equipment.

19. Abuse of the University's judicial system, including but not limited to
 - a. Failure to obey a notice from a judicial body or a University official to appear for a meeting or hearing as part of any conduct process.
 - b. Falsification, distortion, or misrepresentation of information before any judicial body.
 - c. Disruption or interference with the orderly conduct of any judicial proceeding.
 - d. Knowing instigation of any judicial proceeding under this Code without just cause.
 - e. Any attempt to use intimidation to discourage an individual's rightful participation in, or use of, the judicial system.
 - f. Any attempt to influence the impartiality of a member of a judicial body prior to or during the course of any judicial proceeding.
 - g. Harassment (verbal or physical) of a member of any judicial body prior to, during, or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Code of Student Conduct.
 - i. Influencing or attempting to influence another person to abuse or violate the judicial system.
 - j. Making public confidential information from a judicial proceeding.

C. Violation of law and University discipline

1. University disciplinary proceedings may be instituted against a student who has been or may be charged by federal, state or local authorities with violating the law for the same incident if both the legal violation and the misconduct described in this Code arise from the same facts. Proceedings under the Code of Student Conduct may be carried out prior to, simultaneously with, or following any civil or criminal proceedings off-campus. Determinations made or sanctions imposed under this Code will not be subject to challenge as a result of the dismissal, reduction of, or resolution of civil or criminal charges arising from the same facts.
2. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Student Conduct, however, the University may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within the University community. The University will attempt to cooperate fully with law enforcement and other agencies in the enforcement of criminal law on any University premises and in the conditions imposed by criminal courts for the rehabilitation of student violators.
3. If a student is convicted of an off-campus violation of federal, state, or local law, but not with any other misconduct described in the Code of Student Conduct, disciplinary action may be taken and sanctions imposed for serious misconduct that demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law, has declined to contest such charges, has entered into any pre-trial diversion program of a court, or has entered into an agreement with prosecutors which results in the imposition of any sanctions whatsoever.

VI. MEDIATION

Mediation, as described in the document entitled "University Judiciary Mediation Procedures," is encouraged as an alternative means to resolve many disciplinary cases. A judicial officer or representatives of the University Judiciary may recommend mediation to resolve disputes within the University community. Mediation is appropriate only when all parties involved (complainants and respondents) voluntarily agree to engage in the mediation process. In cases where a complaint is filed by a University Official serving solely in that role, mediation is not an option. Mediation will involve resolution of the incident, including sanctioning when needed. If mediation fails, the case will be forwarded for a formal hearing by a judicial body.

VII. JUDICIAL PROCESS: UNIVERSITY JUDICIARY

- A. Any member of the University community may file a complaint against any student or student organization for misconduct. Complaints will be prepared in writing and delivered to the Office of Student Life.
- B. The judicial administrator will conduct an investigation of the complaint and present the findings to a committee of the University Judiciary who will determine whether or not the offense falls within the jurisdiction of the University Judiciary and whether or not a hearing is warranted.

- C. If the University Judiciary committee determines that a hearing will be held, the complaint will be presented to the responding student or student organization in written form. A time will be set for a hearing, not less than two nor more than seven days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial administrator.
- D. Hearings conducted by the University Judiciary will adhere to the following guidelines:
 - 1. Admission of any person to the hearing will be at the discretion of the University Judiciary. Every attempt will be made to respect the confidentiality of the parties.
 - 2. In situations involving more than one responding student, the hearings concerning each student usually will be conducted separately.
 - 3. The complainant and the respondent have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or the respondent is responsible for presenting his or her own case and, therefore, advisors are not permitted to address the University Judiciary or to participate directly in any hearing before the University Judiciary, although they may consult with the individual(s) to whom they are serving as advisor.
 - 4. The respondent is required to appear at the hearing. If the respondent fails to appear at the hearing, the University Judiciary reserves the right to conduct a hearing on the basis of the information submitted, or to postpone the hearing. Except in the case of a complaint against a student for failing to obey the summons of the University Judiciary or University official acting on behalf of the University Judiciary, no student may be found to have violated the Code of Student Conduct solely because the student failed to appear before the University Judiciary. In all cases all information collected through the investigation will be presented and considered.
- E. All procedural questions are subject to the final decision of the President of the University Judiciary, in consultation with the judicial administrator.
- F. After the hearing, the University Judiciary will determine whether the student is responsible for engaging in any misconduct.
- G. If the University Judiciary determines that the student is responsible for engaging in misconduct, members will determine sanctions.
- H. Formal rules of evidence are not applicable in judicial hearings.
- I. Any determination of responsibility will be supported by a written finding that is placed in the respondent's disciplinary file and will be made available to the respondent.
- J. There will be a single record, kept in the form of an audio recording, a video recording or a hand transcription of all hearings before the University Judiciary, not including deliberations. Deliberations will not be recorded. The record is the property of the University.
- K. All students involved in the judicial process are entitled to the following:
 - 1. To be informed of the complaint and the alleged misconduct on which the complaint is based.
 - 2. To receive to an expeditious hearing of the case.
 - 3. To participate in the structured judicial process including a formal University Judiciary hearing, except during the last ten days of each semester and during summer sessions, during which the senior student life officer or his/her designee will address conduct matters.
 - 4. To have reasonable time to prepare and present their own case. Respondents are not required to make any statement to the University Judiciary.
 - 5. To speak on their behalf throughout the hearing. However, complainants or respondents are not required to make any statement to the University Judiciary.
 - 6. To bring persons having pertinent information to the hearing as witnesses, and to question any witness.
 - 7. To be assisted by an advisor of their choosing, at their own expense. During the hearing, the advisor may speak only to the individual being advised, and may not speak directly to the University Judiciary.
 - 8. To be assured of confidentiality in accordance with the terms of the Federal Educational Rights and Privacy Act.

9. To request that any member of the University Judiciary be removed from the judicial process because of personal bias, provided, however, that except in extraordinary circumstances, such as the discovery of new information, this request is made prior to the beginning of the hearing.
 10. To a presumption that they have not engaged in misconduct, until the University Judiciary decides that it is more likely than not that misconduct has occurred.
 11. To appeal the decision of the University Judiciary.
- L. In the case of complaints alleging sexual assault or sexual harassment the University Judiciary will implement "Campus Judicial Procedures for Sexual Assaults" which is approved by the President of Nebraska Wesleyan University and available in the Office of Student Life.

VIII. SANCTIONS

The following sanctions may be imposed upon any student found to have engaged in any misconduct described in this Code of Student Conduct:

- A. Warning: A notice in writing to the student that the student is engaging or has engaged in misconduct.
- B. Probation: Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have engaged in any additional misconduct during the probationary period. A copy of the document imposing disciplinary probation will be sent to a dependent student's parent or guardian.
- C. Loss of Privileges: Denial of specified privileges for a designated period of time.
- D. Fines: Previously established and published fines may be imposed.
- E. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or property replacement.
- F. Discretionary Sanctions: Work assignments, essays, service to the University, or other related discretionary assignments.
- G. Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student will be eligible to return, subject to conditions for readmission which may be specified. No housing payment refunds will be made if a student is suspended from the residence halls. A copy of the document imposing residence hall suspension will be sent to a dependent student's parent or guardian.
- H. Residence Hall Expulsion: Permanent separation of the student from the residence halls. No housing payment refunds will be made if a student is expelled from the residence halls. A copy of the document imposing residence hall expulsion will be sent to a dependent student's parent or guardian.
- I. University Disciplinary Suspension: Separation of the student from the University for a defined period of time, and exclusion from university premises, privileges, and activities. No refunds of tuition, fees, room and board will be made if a student is suspended from the University. Notice of this action will appear on the student's transcript until such time as the student is re-admitted. At the end of the period of suspension, the student is eligible to return, subject to any conditions for re-admission that may be specified. A copy of the document imposing disciplinary suspension will be sent to a dependent student's parent or guardian.
- J. University Disciplinary Expulsion: Permanent separation of the student from the University and permanent exclusion from university premises, privileges, and activities. No refunds of tuition, fees, room and board will be made if a student is expelled from the University. Notice of this action will appear permanently on the student's transcript. A copy of the disciplinary letter imposing disciplinary expulsion will be sent to a dependent student's parent or guardian.
- K. Withholding Degree: The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Student Conduct, including the completion of all sanctions imposed, if any.
- L. More than one of the sanctions listed above may be imposed for any single instance of misconduct.
- M. Other than University disciplinary suspension or expulsion, disciplinary sanctions will not be made part of the student's permanent academic record, i. e. transcript, but will remain part of the student's confidential disciplinary file which is maintained in the Office of Student Life. Cases involving the imposition of sanctions other than residence hall expulsion, University disciplinary suspension or disciplinary expulsion will be expunged from the student's confidential disciplinary record five years after final disposition of the case.

- N. The following sanctions may be imposed upon student groups or organizations:
1. Those sanctions listed above in Section A through F.
 2. Student Organization Suspension: loss of privileges, including University recognition, for a specified period of time. At the end of the period of suspension, the student organization is eligible to seek University recognition and privileges, subject to any conditions for re-instatement that may be specified.
 3. Student Organization Expulsion: permanent loss of University recognition.
 4. Accountability: Any group or organization may be held accountable for the actions of any of its members if the misconduct described in this Code of Student Conduct is in any way related to the group or organization. Group misconduct need not have been officially approved by the entire membership in order to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire group. An appropriate test to determine whether a group may be held accountable for the conduct of individuals is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the group or, if, by group action, the incident was encouraged, fostered, or might have been prevented.
 5. In cases where a group or organization faces judicial action, a complaint may also be filed on an individual basis against each person participating in the misconduct. Such an action will not constitute double jeopardy.
- O. In each case in which the University Judiciary determines that a student or student organization has engaged in misconduct, the sanction(s) will be determined by the University Judiciary. The judicial administrator will monitor progress and completion of the sanctions. Following the hearing, the University Judiciary and the judicial administrator will advise the student or student organization in writing of the determination of the University Judiciary and of the sanction(s) imposed, if any.
- P. Interim suspension: In certain circumstances, the senior student life officer, or a designee, may impose University disciplinary or residence hall suspension prior to the hearing before the University Judiciary. Interim suspension may be imposed:
1. To ensure the safety and well-being of members of the University community or preservation of University property.
 2. To ensure the student's own physical or emotional safety and well-being.
 3. If the student poses a credible threat of disruption to or interference with the normal operations of the University.
- During the interim suspension, students will be denied access to the residence halls or to the campus (including classes), and/or to all other University activities or privileges for which the student might otherwise be eligible, as the senior student life officer may determine to be appropriate. However, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may explain why his or her continued presence on the campus does not constitute a threat and at which he or she may contest whether a campus rule was violated. The interim suspension does not replace the regular process, which will proceed on the normal schedule, up to and through a University Judiciary hearing, if required.
- Q. Administrative holds: Administrative holds may be placed on a student's registration, transcripts, diploma or graduation to ensure that students respond to a disciplinary matter, and to enforce certain disciplinary sanctions. These holds may prevent a student from registering or graduating, or from receiving copies of his/her diploma or transcripts pending the resolution of a disciplinary matter or while a sanction of suspension, expulsion or delay of graduation is in force.

IX. APPEALS

- A. A decision reached by the University Judiciary or a sanction imposed by the University Judiciary may be appealed by the complainant or the respondent to the Judicial Appellate Panel. An individual or organization may appeal only one time for each University Judiciary decision. Such appeals will be in writing and will be delivered to the judicial administrator within five days of receipt of the notice of the University Judiciary’s decision.
- B. Except as required to explain the basis of new information, an appeal will be limited to review of the taped or transcribed record of the initial hearing and supporting documents for one or more of the following purposes:
 - 1. To determine whether the original University Judiciary hearing was conducted fairly in light of the complaint and the information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Code of Student Conduct was violated, and giving the responding student a reasonable opportunity to prepare and present a response to the complaint.
 - 2. To determine whether the decision reached regarding the respondent was based on substantial information, that is, whether the facts in the case were sufficient to establish that it was more likely than not that misconduct as described in the Code of Student Conduct did occur.
 - 3. To determine whether the sanction(s) imposed were appropriate for the misconduct for which the respondent was found responsible.
 - 4. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original University Judiciary hearing.
- C. A decision by the Judicial Appellate Panel to uphold the original decision of the University Judiciary is final and binding upon all involved. However, at the conclusion of any appeal, the Appellate Panel will forward the appeal file and resulting correspondence to the President of the University, who may or may not reverse, affirm or modify it.
- D. If the Judicial Appellate Panel upholds the appeal, the members will determine whether to return the matter with written guidance to the University Judiciary for reconsideration, or to make a final decision themselves.
- E. All decisions regarding appeals will be communicated in writing within five days of the filing of the appeal to the complainant(s), the respondent(s), and the University Judiciary.

X. INTERPRETATION AND REVISION

Any question of interpretation or application regarding the Code of Student Conduct will be referred to the senior student life officer or his or her designee for final determination. The Code of Student Conduct will be reviewed every five years, beginning May, 1997, under the direction of the senior student life officer.
