



SOUTHERN
ADVENTIST UNIVERSITY

Power for Mind & Soul

Post Office Box 370
Collegedale, Tennessee 37315
423.236.2000 • www.southern.edu

ACADEMIC PLANNER

2 0 0 9 - 2 0 1 0

Name: _____

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SOUTHERN'S COMMITMENT TO STUDENT RIGHTS

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

- Academic** Southern will provide substantive academic programs that are clearly communicated and are responsive to the educational needs and concerns of our students.
- Spiritual** Southern will promote the spiritual development of our students through the values we espouse, the programs we present, and individual nurturing we provide.
- Social** Southern will treat our students with dignity and cultivate an environment of respect for individuals, including privileges of expression and assembly in harmony with university standards.
- Personal** Southern will provide our students opportunity for development of personal potential by articulating and practicing high standards of healthful living, wellness, and entertainment.
- Corporate** Southern will clearly communicate what is required for all members of the university community and will apply our regulations with fairness, timeliness, and confidentiality.

STUDENT COMMITMENT TO RESPONSIBLE CONDUCT

AS A STUDENT AT
SOUTHERN ADVENTIST UNIVERSITY
I WILL CONSISTENTLY COMMIT MYSELF TO
ACADEMIC, SPIRITUAL, SOCIAL, PERSONAL,
AND CORPORATE RESPONSIBILITY.

ACADEMIC

I will follow directions in the university catalog and will apply my best effort to my academic program with inquisitiveness, propriety, honesty, and integrity. I will promote the same conduct among my peers.

SPIRITUAL

I will honor the university mission of seeking and teaching truth as revealed by Jesus Christ in the Bible. I will balance work, study, and recreation with Sabbath rest and spiritual enrichment.

SOCIAL

I will show respect for all members of the university community—their lives, property, and environment. This includes respect for diversity, ethical use of communication technologies, and community service.

PERSONAL

I will develop high standards of personal health, wellness, and entertainment and will promote the same for other members of the university community. I will avoid alcohol, tobacco, improper drug use, and sex outside of marriage.

CORPORATE

I will actively participate in the corporate life of the university, taking initiative to meet all my duties under its regulations. This participation includes financial obligations, program and class attendance, appropriate dress and behavior, vehicle procedures, and fulfillment of my designated role as a member of this residential community.

helpful information

Phone Numbers, Services, Operating Hours

Dial "8" before placing a call to an off-campus location.

| | |
|---|----------|
| General Information | 2000 |
| Academic Administration | 2805 |
| Oversees management of academic issues | |
| Monday-Thursday, 8a - 12p and 1p - 5:30p | |
| Friday, 8a - 12p | |
| Admissions | 2844 |
| Monday-Thursday, 8:30a - 4:30p | |
| Friday, 8:30a - 12p | |
| Adventist Book Center <i>adventistbookcenter.com</i> | 396.2814 |
| Sunday, 10a - 5p | |
| Monday-Thursday, 9a - 6p | |
| Friday, 9a - 3p | |
| Cafeteria Menu | 2399 |
| Weekday Hours | |
| Breakfast, 6:30a - 8a | |
| Continental Breakfast, 8a - 10:45a | |
| Lunch (Monday-Friday), 11:30a - 1:30p | |
| Grab and Go, 1:30p - 4p | |
| Supper (Monday-Friday), 5p - 6:30p | |
| Weekend Hours | |
| No breakfast on Saturday or Sunday | |
| Saturday, Lunch, 12p - 2p and Supper, 5p - 5:45p | |
| Sunday, Lunch, 12p - 1p and Supper, 5p - 6p | |
| Campus Kitchen (fast food) | 2488 |
| Sunday, 9a - 12p | |
| Monday-Thursday, 7a - 9p | |
| Friday, 7a - 2p | |
| Sabbath, Closed | |
| Campus Safety | 2100 |
| Vehicle registration, jump starts, lockouts, investigates crime incidents, Lost and found, on-campus escort (only at night or for health reasons) | |
| Monday-Thursday, 8a - 5p | |
| Friday, 8a - 12p | |
| Campus Shop <i>saucampusshop.com</i> | 2152 |
| Textbooks, school supplies, bath/beauty products, cards/gifts, Southern apparel | |
| Monday-Thursday, 8:30a - 5:30p | |
| Friday, 8:30a - 12p | |

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| Chaplain's Office and Campus Ministries | 2787 |
| Counseling, inreach and outreach programs; Student Missions; Student Wellness | |
| Monday-Thursday, 9a - 12p and 1p - 5p | |
| Friday, 8a - 12p | |
| Collegedale Church | 396.2134 |
| Monday-Thursday, 8a - 5p | |
| Friday, 8a - 12p | |
| Services: Vespers, 8p | |
| Adoration, 9a, 10:15a, and Renewal, 11:45a, Church | |
| Connect, 11:30a, Collegedale Academy | |
| Collegedale Credit Union <i>collegedale.org</i> | 396.2101 |
| Drive through open from 7:30a - closing | |
| Sunday, 11a - 2p | |
| Monday–Wednesday, 8a - 4p | |
| Thursday, 8a - 6p | |
| Friday, 8a - 2p | |
| Collegedale Police (non-emergency) | 396.3133 |
| Collegedale Post Office | 396.9498 |
| Monday-Thursday, 8a - 4:15p | |
| Friday, 8a - 12p | |
| Closed Saturday, Sunday, and Holidays | |
| Computer Labs | |
| <i>Business/English</i> (Brock Hall 3rd floor, check posted schedule for hours)..... | 2599 |
| <i>Computing</i> (Check posted schedule for hours) | |
| Advanced Computing Lab (Hickman 118) | |
| Computing Lab (Hickman 116)..... | 2706 |
| <i>Education 21st Century Classroom</i> (Check posted schedule for hours)..... | 2778 |
| <i>Journalism Mac Lab</i> (Brock Hall 1st floor, check posted schedule for hours)..... | 2933 |
| <i>Library</i> | 2788 |
| Sunday, 12p - 11p | |
| Monday-Thursday, 7:45a - 11p | |
| Friday, 7:45a - 12p | |
| <i>Nursing</i> | 2970 |
| Sunday, 11a - 10p | |
| Monday-Thursday, 8a - 10p | |
| Friday, 8a - 3p | |
| Departments and Schools (Academic) | |
| Departments | |
| Allied Health..... | 2926 |
| Biology | 2926 |
| Chemistry | 2931 |
| English | 2381 |
| History | 2381 |
| Mathematics | 2868 |
| Modern Languages | 2221 |
| Lab | 2742 |

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|---|----------|
| Physics | 2669 |
| Social Work and Family Studies | 2768 |
| Technology..... | 2860 |
| Schools | |
| Business and Management..... | 2527 |
| Computing | 2936 |
| Education and Psychology | 2765 |
| Journalism and Communication..... | 2330 |
| Editing Lab | 2332 |
| Photography Lab | 2933 |
| Music | 2880 |
| Nursing | 2940 |
| Learning Lab | 2970 |
| Skills Lab | 2969 |
| Physical Education, Health, and Wellness | 2850 |
| Religion | 2976 |
| Visual Art and Design | 2732 |
| Emergency (ambulance, fire, or police)..... | 8.911 |
| Enrollment Services | 2835 |
| Financial aid awards, scholarships, federal work-study, student loans, summer camp scholarships, annual application forms, financial-aid counseling Monday-Thursday, 8:30a - 4:30p Friday, 8:30a - 12p | |
| Graduate Studies | 2694 |
| Processes all applications for students seeking admission into Graduate Studies Monday-Thursday, 8:30a - 12:30p and 1:30p - 5:30p Friday, 8:30a - 12:30p | |
| Gymnasium (Iles P. E. Center) | 2850 |
| Intramural sign-up, reserving racquetball courts, equipment and facilities Ballfields: During daylight only Gym: Sunday, 5p - 9p Monday-Thursday, 8a - 10p (except during classes) Friday, 8a - 12p Tennis: Lighted and available at all times, except Sabbath Track: Lighted and available at all times Pool: Sunday-Thursday, 5p - 6:30p, open swimming Sunday-Thursday, 6:30p - 8p, laps only Monday-Friday, 6a - 7a, laps only Monday-Thursday, 12p - 1p, laps only | |
| Hair Designers | 396.2600 |
| Sunday-Thursday, 9a - 6p Friday, 9a - 4p | |
| Harassing Phone Calls (report) | 3200 |

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| Hulsey Wellness Center | 2850 |
| The Kayak smoothie bar, climbing wall, indoor and outdoor walking tracks, fitness center, aerobics room, hot tub, therapeutic-massage pool, lockers rooms with steam baths and dry sauna. | |
| Sunday, 12p - 9p | |
| Monday-Thursday, 5a - 11p | |
| Friday, 5a - 2p | |
| Information Systems | |
| Campus Cards and replacements, phone cards | 2707 |
| Monday-Thursday, 8a - 5p | |
| Friday, 8a - 1p | |
| Computer support desk | 2712 |
| Monday-Thursday, 7:30a - 5p | |
| Friday, 7:30a - 12p | |
| Voice mail, telephone services | 2701 |
| Monday-Thursday, 8a - 12p and 1p - 5p | |
| Friday, 8a - 12p | |
| Kayak | 2592 |
| Smoothie and sandwich bar | |
| Monday-Thursday, 11:30a-9p | |
| Kiddie Campus | 396.9253 |
| Monday-Thursday, 6:30a - 6p | |
| Friday, 6:30a - 4p | |
| KR's Place (snack shop) | 2719 |
| Sunday, 6p - 9p | |
| Monday-Thursday, 9a - 4p and 5p - 9p | |
| Friday, 9a - 1p | |
| Library (McKee) | 2788 |
| Databases, Lincoln Civil War Collection, videos, and other types of media | |
| Sunday, 12p - 11p | |
| Monday-Thursday, 7:45a - 11p | |
| Friday, 7:45a - 12p | |
| Records and Advisement/Transcripts | 2899/2921 |
| Registration, class schedule, class add/drop, grades, transcripts, verifications for student loans or good student driving discounts, major or adviser changes | |
| Monday-Thursday, 8:30a - 4:30p | |
| Friday, 8:30a - 12p | |
| Residence Halls | |
| Talge Hall for Men | 2994 |
| Thatcher Hall for Women | 2904 |
| Thatcher South for Women | 2910 |
| <i>Sunday-Friday, lobbies close at 10p</i> | |
| <i>Saturday, lobbies close at midnight</i> | |
| Sheriff (non-emergency) | 622.0022 |

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| Student Association (Check posted schedule for hours) | 2723 |
| Festival Studios | 2678 |
| Social Activities | 2447 |
| Southern Accent | 2721 |
| Southern Memories | 2722 |
| Student Center | 2611 |
| CNN and ESPN, video games, national and campus newspapers, pool table, air hockey, ping-pong, and various table games | |
| Sunday, 5p - 10:30p | |
| Monday-Thursday, 11a - 10:30p | |
| Friday, 11a - 1p | |
| Student Employment (Human Resources) | 2276/2278 |
| Information about on/off-campus jobs. | |
| Monday-Thursday, 8a - 12p and 1p - 5p | |
| Friday, 8a - 12p | |
| Student Finance (see Enrollment Services) | |
| Student Life and Activities | 2484 |
| Coordinates social activities and student organizations, assists community students | |
| Monday-Thursday, 8a - 12p and 1p - 5p | |
| Friday, 8a - 12p | |
| Student Park | |
| Reservations | 2801 |
| Cave | 2785 |
| Open the first Saturday of each month from 1:30p - 5p | |
| Goliath Wall amphitheater reservations, ropes course, and tower | 2785 |
| Student Services | 2814 |
| Oversees management of student life—residence halls, Student Success Center, Student Life and Activities, Campus Ministries, Convocation records, and enforcement of university rules and regulations. | |
| Monday-Thursday, 8a - 12p and 1p - 5p | |
| Friday, 8a - 12p | |
| Student Success Center | |
| Counseling and Testing Services | 2782 |
| Counseling, career planning, testing, international student advisement | |
| Monday-Thursday, 8a - 12p and 1p - 5p (closed for Convocation) | |
| Friday, 8a - 12p | |
| Disability Services | 2574 |
| Learning Success Services | 2838 |
| Academic support, college survival skills, disability services | |
| Monday-Thursday, 8a - 5p | |
| Friday, 8a - 12p | |

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|---|------|
| Teaching Materials Center | 2661 |
| Laminating, copying, binding, easy-punch lettering, videos, books, games, video viewing machines, free pictures for projects, multicultural costumes and artifacts, bulletin board materials. | |
| Sunday, 3p - 8:30p | |
| Monday-Thursday, 9a - 8:45p (Closed during Convocation) | |
| Friday, 9a - 12p | |
| Transportation Services | 2716 |
| Transportation to airport, bus station, medical services, etc. (fees charged) | |
| Monday-Thursday, 7:30a - 12p and 1p - 5p | |
| Friday, 7:30a - 12p | |
| University Health Center southern.edu/universityhealth | 2713 |
| Visit the UHC first if sick, minor illnesses or injuries, wound care, infirmary, lab tests, immunizations, physicals, referrals to area doctors. Check the Student's Self-Care Guide online. | |
| Monday-Thursday, 8a - 12p and 1p - 5p | |
| Friday, 8a - 12p | |
| Village Market (Health Food Store) | 2300 |
| Sunday, 9a - 6p | |
| Monday-Thursday, 7a - 8p | |
| Friday, 7a - 4p | |
| Wright Hall | |
| <i>Academic Administration</i> | 2805 |
| Monday-Thursday, 8a - 12p and 1p - 5:30p | |
| Friday, 8a - 12p | |
| <i>Accounting</i> | 2820 |
| Monday-Thursday, 8:30a - 4:30p | |
| Friday, 8:30a - 12p | |
| <i>Cashier</i> | 2826 |
| Monday-Thursday, 8:30a - 4:30p | |
| Friday, 8:30a - 12p | |
| <i>Enrollment Services</i> | 2835 |
| Monday-Thursday, 8:30a - 4:30p | |
| Friday, 8:30a - 12p | |
| <i>Human Resources</i> | 2276 |
| Monday-Thursday, 8a - 12p and 1p - 5p | |
| Friday, 8a - 12p | |
| <i>President's Office</i> | 2801 |
| Monday-Thursday, 8a - 12p and 1p - 5:30p | |
| Friday, 8a - 12p | |
| <i>Records and Advisement</i> | 2899 |
| Monday-Thursday, 8:30a - 4:30p | |
| Friday, 8:30a - 12p | |
| <i>Transcripts</i> | 2921 |
| Monday-Thursday, 8:30a - 4:30p | |
| Friday, 8:30a - 12p | |

WSMC Radio (FM 90.5)2905

Public radio station
Monday-Thursday, 9a - 4:30p
Friday, 9a - 12p

Frequently Called Numbers

Telephone Voice Mail User's Guide


Voice Mail

On campus, dial 2400

Off campus, dial 236-2400, press *, your extension

| | |
|---|---------------|
| Make Messages..... | 6 |
| Review | 7 |
| Discard | 8 |
| Exit to Main Menu..... | 9 |
| Message addressing..... | 6 |
| Confidential..... | 2 |
| Receipt Request | 7 |
| Urgent..... | 8 |
| Future Delivery..... | 3 |
| Exit options menu..... | 9 |
| Play Message..... | 7 |
| Play | 7 |
| Pause for 30 sec..... | 1 |
| Move back 5 sec..... | * |
| Move forward 5 sec..... | # |
| Skip to the next message | 8 |
| Go to the beginning..... | 8* |
| Answer | 2 |
| Forward..... | 4 |
| Keep | 5 |
| Make..... | 6 |
| Discard | 3 |
| User Options | 8 |
| Change greeting..... | 4 |
| Change name | 6 |
| Change passcode..... | 7 |
| Distribution lists..... | 5 |
| Call Schedule options..... | 2 |
| Tutorial | 8 |
| Exit to main menu..... | 9 |
| Transfer to operator | 0 |
| Transfer to extension | #+text |
| To leave msg w/out ringing dial 2400, press *, dial ext. # | |
| Exit | 9 |

Prepaid calling cards are available for purchase at the Campus Card Desk (236.2707)



STUDENT HANDBOOK

2 0 0 9 - 2 0 1 0

STUDENTS are expected to know and follow the policies

appearing in this handbook. The information presented

is a statement of the student-life policies of Southern

Adventist University at the time of printing. Southern

reserves the right to change policies without prior no-

tice. Student Services or a residence hall dean may be

contacted for further information on particular items.

SERVICES



ATHLETICS

See *Athletics* in the Policies and Procedures section.

AUDIO VISUAL

Campus Services Building, 236.2411, garyh@southern.edu

The department supports AV technology in all classrooms and assists the SA and Student Services with special events and programs. Call or email to arrange for sound, video, and lighting services.

BOOKSTORE/CAMPUS SHOP

Fleming Plaza, 236.2152, saucampusshop.com

The Campus Shop sells textbooks and supplies for all classes. Students may purchase books using their Campus Card. Students have seven days after the first day of classes (two days during summer sessions) to return textbooks for credit. No credit is given without the original receipt. Only partial credit is given for damaged books or books with writing in them.

At the end of each semester, students may sell their used textbooks at the Campus Shop to its designated buyer. Students must show their Campus Card when selling books as part of the Campus Shop's system for identifying books that have been reported as lost or stolen. Anyone attempting to sell stolen books will be disciplined by the university.

**CALLING CARDS**

Campus Card Desk, Wright Hall, 236.2707

Prepaid calling cards are sold at the Campus Card desk.

CAMPUS SAFETY

**Campus Services Building, 5061 Industrial Drive, 236.2100,
campussafety.southern.edu**

Campus Safety is available 24 hours a day, seven days a week, and provides services related to: life safety, security, emergency response, building access, parking, life- and fire-safety training, safety escorts, and vehicle lockouts and jump-starts. City, state, and federal laws apply on campus.

Parking permits require pre-qualification by Campus Safety and are obtained online at thepermitstore.com.

CHAPLAIN'S OFFICE, CAMPUS MINISTRIES

Student Center, 236.2787, chaplain.southern.edu

The personnel in these offices are available to support the spiritual life of students. Thirty to forty ministry activities and spiritual programs are offered on and off campus, such as Flag Camp, Patton Project, Advent Home, Adoration, Prayer Rooms, Axiom, Blood Assurance, Encounters Weekends, and Student Week of Prayer. Confidential counseling is available as well as premarital preparation options, directed Bible study, prayer focus, and small-group involvement. The Student Missions program is managed from the Chaplain's Office. Campus Ministries programs are student-led and organized.

COMPLAINTS

Written student complaints should be referred to Student Services where they will be addressed by the vice president for Student Services, director of Student Life and Activities, or the Student Services Committee.

40 SERVICES

COUNSELING AND TESTING SERVICES
Student Success Center, Lynn Wood Hall, 236.2782,
counsel.southern.edu

Various resources to help students adjust to university life are available. Personal and career counseling, consultation, testing, advisement for international students, and referral services are provided in a confidential, caring environment.

Counseling Services. Appointments are free to all currently enrolled students and made through the secretary. Referral services to professionals in the community are also available. Communication between counselors and students is privileged as defined by Tennessee law.

Testing Services. Counseling and Testing Services coordinates and administers testing and assessment programs that include national admission and certification tests, institutional assessment programs, individual diagnostic assessments, and career assessments. Southern is an established non-Saturday National Test Center for the administration of entrance examinations for students applying to graduate and professional programs. Contact Counseling and Testing Services for test applications and test date information.

Career Services. Students are invited to discuss career options, self-assessment, interests, goals, resume preparation, interview techniques, and job seeking skills with a counselor. The Counseling and Testing library contains a wide variety of information on topics such as occupations, job opportunities, graduate schools, and career development.

Transition Services. Services are provided for introducing parents and students to the demands and expectations of living and learning on a university campus. The Transition Services Coordinator is available to help international students navigate the rules and regulations of attending a United States university.

DISABILITY SUPPORT SERVICES
Lynn Wood Hall, Third Floor, 236.2574, dss.southern.edu

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

EMAIL/USER ACCOUNT

To create a Southern email account, go to www.southern.edu and click "Future Students." Go to "Account Management" and click "Create Account," and then enter your six-digit student I.D. number. If you do not know your number, contact the Campus Card Desk at 236.2707.

EMERGENCY NOTIFICATION SYSTEM
southern.edu/alerts

Southern uses an external notification system to send text or voice messages in the event of an emergency on campus. Students sign up for emergency notification and provide the phone number for alerts. It is the student's responsibility to keep the phone number current. All telephone numbers provided will be kept confidential. The system is used only for conveying emergency notifications and testing the system.

EMPLOYMENT RECRUITING

Transition Services, Lynn Wood Hall, 236.2782, southern.edu/careers

Potential employers are invited to campus to interview students. Structured programs are scheduled for recruiting students for summer jobs, internships, and full-time employment. Organizations wishing to appear on campus should direct inquiries to the Career Services Coordinator.

EVENSONG

Evensong is a worship service held each Sabbath in the church, beginning about 20 minutes before sundown. Residence hall students receive worship credit for attending.

FOOD SERVICES (DINING HALL)

Wright Hall, 3rd Floor, 236.2708

Three nutritious meals are served daily in the dining hall. Students may use their Campus Cards to charge meals on their monthly statements. You must have your Campus Card with you in order to charge. Cash is also accepted for payment. Students who steal, throw food, or deface or destroy anything in the dining hall are subject to a \$100 or more fine.

The Campus Kitchen in Fleming Plaza, The Kayak in the Hulsey Wellness Center, and KR's Place in the Student Center provide fast food items and are operated by Food Services.

Special luncheons and banquets for groups may be arranged with the director of Food Services at least two weeks in advance. Food Services is usually closed on Thanksgiving Day, Christmas Day, New Year's Day, and the week during Christmas vacation that the residence halls are closed.

GRADUATE STUDIES

Wright Hall, 236.1694, graduatestudies.southern.edu

Graduate Studies processes all applications for students seeking admission into graduate studies. Students seeking to attend classes as degree or non-degree status must submit an application along with the required supporting documentation. When an applicant's file is complete, it is forwarded to the appropriate school for acceptance.

GRADUATION

Academic Administration, 236.2912, academics.southern.edu

Graduation is coordinated by Academic Administration. Announcements and regalia are ordered online at shop.jostens.com. Deadlines for ordering are printed in the calendar.

LEARNING SUCCESS SERVICES

Student Success Center, Lynn Wood Hall, 3rd Floor, 236.2838

Learning Success Services provides assistance in academic survival skills for students to implement throughout college.

LIBRARIES

236.2788, library.southern.edu

McKee Library, the Knowledge Commons, provides print, non-print, and electronic resources for students and faculty. The library website is a portal to library resources and provides information about library services. Professional librarians and library staff are available to help with individual and group reference and instruction. Wireless access and patron computers are provided.

The Teaching Materials Center, an educational curriculum library, is located on the second floor of Summerour Hall. It contains elementary and secondary textbooks, curriculum guides, teaching aides, Ellison dies, laminator, copier, computers, and video viewers.

In addition, users can visit the William G. Dever Research Library, which houses a premier collection of archaeological resources, and the music collection, located in the School of Music.

MISSION OPPORTUNITIES

Chaplain's Office, Student Center, 236.2786

Information on student missionary and taskforce opportunities is available in the Chaplain's Office.

STUDENT ASSOCIATION

Student Center, 236.2723, sa.southern.edu

The SA is an organization for the undergraduate student body and provides opportunity for leadership training. SA officers are responsible for planning specific student activities on campus and for acting as a voice for the student body. The officers are elected and appointed each spring to serve the following school year.



Under the authority of the Student Media Board, publications of the Student Association include the *Joker*, a pictorial directory of students and staff; the *Southern Accent*, the campus newspaper; and *Southern Memories*, the yearbook. The role of the Student Media Board is detailed in the Student Media Policy, which is on file in Student Services.

Undergraduate students enrolled for a minimum of eight semester hours are members of the SA and are eligible to receive the various services provided by the SA.

STUDENT ASSOCIATION SENATE

The legislative body of the Student Association is the SA Senate, which is elected by the members of the SA.

STUDENT CENTER

K.R. Davis Promenade, 236.2611

Located in the Student Center are lounges, KR's Place (snack shop), a game room, prayer room, Student Association offices, Chaplain's Office, Campus Ministries, Student Services, and Student Life and Activities.

Two television sets are in the Student Center broadcasting CNN in the amphitheater and sports in the game room.

STUDENT EMPLOYMENT

Human Resources, Wright Hall, 236.2276

Students are encouraged to obtain part-time employment in the university's industries, services, or academic departments in order to help pay school expenses. Students are expected to be punctual and to maintain their work schedule during the entire semester, including examination week. To be absent from work appointments without cause or previous arrangement or without notification in the case of illness is sufficient reason for discharge. Students may apply as volunteers for the fire department, ambulance service, or the police reserves if they maintain a cumulative grade point average of at least 2.00.



STUDENT FINANCE
Wright Hall, 236.2835

Enrollment Services advises students about the availability of loans, grants, and scholarships from private and government sources, and manages student accounts.

Most financial aid is awarded based on need, so students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) to qualify.

Enrollment Services processes financial aid information and sends an award letter notifying students of their eligibility. Once the aid is accepted and the student enrolls at Southern, the financial aid, including any loans applied for from the Federal Family Educational Loan program, are credited to the student's account.

Students are encouraged to work with a student finance counselor to develop a financial budget to cover any remaining amount owed. Except for accounts paid in advance, students and parents are billed monthly. Bills must be paid by the due date in order to continue enrollment at Southern and in order to continue receiving government or university financial assistance. Students or parents should contact Enrollment Services if their financial situation changes.

A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid. Student Finance will explain to any affected student the requirements for regaining eligibility for federal financial aid.

STUDENT LIFE AND ACTIVITIES
Student Center, 236.2484, southern.edu/activities

A wide variety of social programming is coordinated through Student Life and Activities including Saturday night activities, Student Association events, special programs, ethnic weeks/months, Christmas Tree Lighting, Parents Weekend, Cookies on the Promenade, etc. The director of Student Life and Activities collaborates with over 40 student organizations to provide additional social opportunities.

The director of Student Life and Activities serves as a special advocate for student interests and problems and a coordinator for a food-assistance program for student families.

STUDENT MISSIONS
Chaplain's Office, Student Center, 236.2786,
southern.edu/studentmissions

Currently, more than 100 student missionaries are serving for 9-12 months all over the globe. International and national opportunities are offered. It is our goal to send out ten percent of the student body in a dedicated year of service. Many returned students speak of the strong spiritual impact the year of student missions has had on their lives.

STUDENT RECORDS ACCESS**Wright Hall, 236.2814**

Southern is committed to meeting all Family Education Rights to Privacy Act (FERPA) requirements. Students have the right to inspect and review official records, files, and data directly related to them kept by any unit of the university. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request has been filed. The Act stipulates a reasonable fee may be charged if copies of the material in the file are desired.

STUDENT SERVICES**Student Center, 236.2814**

Student Services consists of Chaplain's Office, Campus Ministries, Student Success Center (Counseling and Testing Services and Learning Success Services), residence halls, and Student Life and Activities.

The vice president for Student Services provides administrative leadership, support, and direction for all matters related to student services, and student life, and is a member of the President's Cabinet.

STUDENT WELLNESS**Student Center, Chaplain's Office, 236.2787**

The Student Wellness program is designed to help improve the quality of life for people on our campus and in our community. Student leaders plan, implement, and evaluate programs that promote better living. Student Wellness assists students in pursuing a wholistic, temperate lifestyle full of purpose and satisfaction. This is accomplished through encouraging changes that create a balanced life spiritually, socially, environmentally, physically, intellectually, emotionally, vocationally, and financially.

Some of the activities sponsored by Student Wellness include a yearly Student Wellness Week that brings speakers on campus; worship services that promote wellness; the Blood Assurance program; positive social activities; after-vespers social gatherings; blood pressure and body composition assessments; and exercise and nutrition programs.

TECHNOLOGY ON CAMPUS

More than a dozen computer labs (Mac and PC) and email stations are available on campus for students. Southern provides wireless Internet access from almost everywhere on campus. Several undergraduate general education classes are offered online, and all classes have an online component called Eclass where professors can post syllabi, online quizzes, grades, recorded lectures, and other resources.

TRANSPORTATION SERVICES**Park Lane, 236.2716, southern.edu/transportation**

Students needing local transportation (for something such as a medical appointment) may contact Transportation Services for availability. Services are offered from 8 a.m. to 5 p.m. Monday through Thursday.

UNIVERSITY HEALTH CENTER**4687 University Drive, 236.2713, southern.edu/universityhealth**

Current students may obtain care at the University Health Center (UHC). Spouses and dependents 10 years of age and older who have Southern's student health insurance may also be seen.

UHC is directed by a nurse practitioner under the supervision of a physician. The nurse practitioner works regular office hours and the physician will see students at UHC at pre-arranged times. A registered nurse is on-call evenings, nights, and weekends for emergencies except for listed vacations and summer months. In an emergency, a nurse may be available to go to sites on campus.



UHC provides health education and medical services for primary and acute/sub-acute conditions, illnesses, and injuries rather than comprehensive medical care for major problems. Chronic health conditions may be managed by the student's primary care physician. UHC is available to make referrals to area health care providers and hospitals for individuals with student insurance.

To get to UHC from campus, head south on University Drive toward the student apartments. UHC is on the right.

For after-hours care (evenings, nights, weekends):

1. Check Student Self-Care online for additional information.
2. To page the nurse and get help, call Campus Safety (236.2100), an RA, residence hall dean, or residence hall front desk worker (Talge at 236.2994, Thatcher at 236.2904, Thatcher South at 236.2910).
3. Call by 10 p.m. for problems that cannot wait until regular office hours.
4. Call any time for emergencies, such as severe pain, fractures, moderate to severe bleeding, cuts that need suturing, red streaks from an infection, head or facial injury, allergic reactions, asthma attacks, and seizures.

5. During scheduled vacations/summer hours, there is no after-hours nurse. Erlanger East Urgent Care on Gunbarrel Road is open daily from 9 a.m. - 8 p.m.

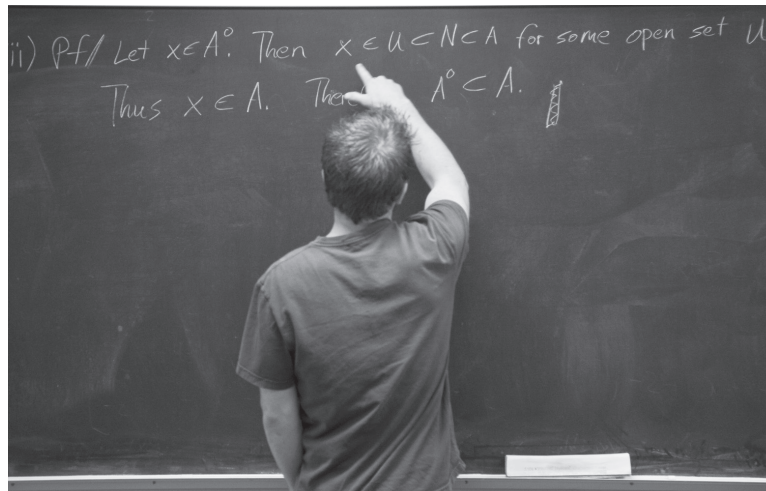
Medical Costs: Students taking less than six credit hours pay a small office fee for the first three visits, after which services will be provided as for students taking six or more credit hours, which includes free and fee-based services. You should plan to file your own insurance. If you are using Southern's student insurance, the UHC will file for you.

Free Services

- Visits for minor illness or injury
- Wound care, bandages
- Blood pressure checks
- Ear irrigations
- Equipment loans
- Referrals to area health care providers
- Health education

Fee-based Services

- Visits for expanded medical problem or requiring a prescription
- Lab tests
- Physical exam, and GYN exams with pap
- Immunizations and Tuberculin PPD skin test
- Over-the-counter or prescription medication
- Doctor's visit



VESPERS

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

WRITING CENTER

McKee Library, Lower Level, 236.2384, writingcenter@southern.edu

The Writing Center offers free writing assistance for any assignment in any class. The staff helps students develop the skills needed to become a confident, competent writer. Undergraduate students may sign up for one 30-minute, one-on-one session per day. Walk-ins are welcome.

Students may seek assistance at any stage of the writing process—from brainstorming to the final draft. Writing Center tutors are trained to help with essay writing, research papers, documentation, resumés, and grammar.

To best use our services, students should

- Arrive on time to the appointment.
- Bring a copy of the assignment.
- Be ready to ask specific questions.
- Plan ahead by making the appointment several days before the assignment is due. This allows for time to make revisions and return to the writing center with another draft, if desired.
- Have reasonable expectations. While you may want an A on your paper, our goal is to help you progress as a writer.

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POLICIES AND PROCEDURES



ACADEMIC POLICIES

Students should familiarize themselves with their particular programs of study as outlined in the *Catalog*.

ALCOHOL AND OTHER DRUG USE

An alcohol- and drug-free lifestyle is fundamental to Southern's safe and healthful university environment. Manufacturing, distributing, possessing, and using alcohol and illicit drugs are strictly prohibited. Serving alcohol is regarded as inappropriate and this should be considered when seeking employment. Illicit drugs include substances such as opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs prohibited by law. Lawfully prescribed drugs being taken under a physician's directions are permitted.

By enrolling at Southern, all students agree to submit to drug testing. The vice president for student services and residence hall dean may require a chemical screening when evidence or a reasonable suspicion of alcohol or drug use exists. The student is obligated to pay the expenses of the C.A.D.A.S. assessment and any mandated screening. Violations constitute grounds for disciplinary action, which may include permanent dismissal. Applicable federal, state, and local laws related to alcohol and drug use apply. A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid.

ASSAULT

Physical, sexual, and/or verbal assault is not tolerated. Students involved in this type of behavior, including spouse or child abuse, are subject to discipline, including dismissal.

ATHLETICS

Southern provides organized sports activities through the intramural program administered by the School of Physical Education, Health, and Wellness. The program is committed to excellence and offers activities that foster a positive, safe, and active social and moral environment. The goal of the intramural recreation program is to provide a wide variety of positive experiences for as many students as possible.

Participation in intramurals is open to:

1. Undergraduate students (enrolled on campus for 6 credit hours) and spouses.
2. Graduate students (enrolled on campus for 3 credit hours) and spouses.
3. Full-time employees of Southern and spouses.
4. Full-time employees of the Greater Collegedale School System and Collegedale Church and spouses.

In order to protect the physical well-being of students and the liability of the university, Southern prohibits participation in sports with excessive physical contact, such as tackle football.

Southern does not sponsor or participate in athletic competition with other educational institutions or churches.

AUTOMOBILES AND MOTORCYCLES

Using motor vehicles on campus is a privilege. All vehicles driven or parked on campus must be registered with Campus Safety and comply



with Tennessee Vehicle Code and local ordinances (current license plate, operable, proof of insurance, and university vehicle code, etc.). Free temporary permits for guests are available at Campus Safety. Students or employees can get temporary permits under certain conditions. To register your vehicle:

1. Contact Campus Safety to be pre-qualified for the proper permit.
2. Go to thepermitstore.com (destination Southern).
3. "Apply" for a permit.
4. Use your campus (or local) mailing address.
5. Print and use temporary permit until sticker arrives (about a week).
6. Activate by following directions that come with the permit and apply the sticker permit to the lower-left corner of front windshield.
7. Renew permit (same sticker) each semester

Parking permits are charged to student accounts. Reactivation of permit is required each academic session. A student attending classes for two weeks or less is required to register his/her vehicle and obtain a free temporary parking permit.

Motor vehicles are not permitted on lawns, sidewalks (including the Promenade), or any other place not intended for vehicular use.

BICYCLES

Traffic rules of Southern and the City of Collegedale apply to bicycles.

Bicycle safety tips:

1. Park and lock the bicycle in a bicycle stand.
2. Keep bicycle at a safe speed when riding on sidewalks.
3. Riding bicycles inside buildings is prohibited.
4. Register your bicycle and affix the sticker provided. This identifies it as yours and can help with recovery in the case of loss or theft.

Bicycles should be parked outside of buildings or in storage areas provided by the residence halls. Abandoned bicycles may be picked up and stored by Campus Safety or the residence halls. Unclaimed bicycles are disposed of after 90 days. Riders age 12 and under are required to wear a safety helmet.

Free registration of your bicycle with Campus Safety identifies it as yours and can help with recovery in the case of loss or theft.

Prohibited activities include:

1. Towing in-line skaters, scooters, and skateboarders.
2. Riding with a passenger except for a tandem bike, approved "Burlley" cart, or mounted child safety seat.
3. Riding up or down stairways.
4. Riding in buildings—halls, stairs, or classrooms.
5. Any other unsafe activity.

BULLETIN BOARDS

Bulletin board material must be approved and stamped by Student Services prior to posting. Inappropriate bulletin board material will be removed by Student Services personnel.

CAMPING

Students who wish to leave campus for weekend camping trips must submit a request through the regular weekend-leave process. The following guidelines must be verified: specific identification of camping site, approved adult sponsor to accompany mixed-gender groups, and separate sleeping arrangements for each gender. Campus organizations and non-residence hall students are expected to follow these guidelines. Wilderness camping on campus property (e.g. Biology Trail and White Oak Mountain Range) requires a permit issued by Campus Safety.

CELL PHONES AND PDA USE

Cell phone use policies promote a positive learning environment and respect for others. Cell phones must be silenced and off during classes, Convocation, concerts, worship services, in the library, and in designated study areas. Text messaging is inappropriate in public meetings. During testing, use of any electronic devices not approved by the professor is considered cheating. In areas of personal privacy electronic devices with cameras must be out of sight with the camera off. These areas include but are not limited to restrooms, locker rooms, and showers.

CLASS VISITATION

Classes at Southern are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells, hence visitors may not enter such gatherings unless they are official guests with legitimate business in a classroom or have the permission of the instructor. Visitors who attend classes may not engage in the discussions unless invited to do so.





CLASSROOM CONDUCT

Professors and the institution reserve the right to remove students from classes if their behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom. Professors conducting extension classes from other institutions on the Southern campus share the rights spelled out by this policy.

CLERY ACT

Southern complies with federal CLERY requirements for providing information to the public. A Daily Crime Log, monthly statistics, and other safety information is available upon request. Please contact Campus Safety for information.

CLUBS/STUDENT ORGANIZATIONS

Over 40 academic and special-interest organizations are approved each school year. Each organization must file a Student Organization Registration Form listing the organization's purpose, officers, and faculty advisers with Student Life and Activities. The Student Activities Committee reviews student organizations for formal university recognition. Only approved organizations are to function on campus.

COMMUNICABLE DISEASE POLICY

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

COMMUNICATION

Students are expected to communicate when contacted by university administrators. A student who refuses to respond may be subject to suspension.

CONVOCATION, VESPERS, CHURCH, AND RESIDENCE HALL WORSHIP

In order to provide for spiritual fellowship essential to a Christian campus, Southern has a regular program of student attendance at Convocation, church service, Sabbath School, residence hall worship, and vespers.

Convocations serve several purposes including spiritual nurture and cultural enrichment, as well as general information and community fellowship. Convocations are held in the church or Iles Physical Education Center each Thursday at 11 a.m. Occasionally, Convocations begin at 10:30 a.m. or are held in the evening. Double credit is given for some special evening programs. Alternate programs at various times and places may also receive approval for Convocation credit.

Students are to attend at least 14 Convocations each semester. Students who fail to attend the required number of Convocations are assessed \$10 per Convocation that they are short of the required number. Students who miss more than five Convocations may be subject to cancellation of registration. Reinstatement will occur only after the above penalty plus a \$25 re-registration fee are paid and arrangements are made to prevent future deficiencies.

Vespers is coordinated through the Chaplain's Office and meets each Friday night at 8 p.m.

Sabbath church services are designed to be the apex of spiritual life at Southern and attendance is required of resident students. The Collegedale Church of Seventh-day Adventists is for Southern students. Those who do not regularly attend church services may be subject to discipline. Residence hall worships are also a part of the spiritual nurturing and fellowship at Southern. Residence hall worships are conducted by residence hall deans. See the *Residence Hall Handbook* for details.



CRIME ON CAMPUS

Campus Safety, 236.2100, campussafety.southern.edu

Southern is required by the State of Tennessee and the United States government to report criminal activity occurring on campus to the Tennessee Bureau of Investigation monthly and the office of Postsecondary Education annually. Faculty, staff, and students are to report known or suspected criminal activity to Campus Safety and the Collegedale Police.

Crime-on-campus statistics are available to the public at Campus Safety during business hours or online. In compliance with TBI, FBI, and OPE requirements, statistics are kept on: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor violations, drugs, weapons, arson, larceny, and hate crimes.

The following situations should be reported to Campus Safety and to the Collegedale Police Department:

- Suspicious activities, persons, or vehicles
- Criminal activities
- Accidents involving vehicles and/or pedestrians
- Missing persons
- Alcohol and drug incidents
- Weapons on campus
- Concerns for personal safety
- Threats

The following situations should be reported to Campus Safety:

- Unauthorized person(s) in closed areas
- Fire, intrusion, mechanical or vehicle alarms
- Accidents involving personal injuries
- Open doors/windows to buildings and areas supposed to be locked
- Illegally parked vehicles
- Fires on grounds or in buildings
- Violation of safety regulations
- Harassing phone calls

CROSSWALKS

Pedestrians crossing the streets on campus should cross at the designated cross walks and use the lighted warning system, where available. Tennessee law requires drivers to yield the right-of-way to pedestrians in crosswalks. However, no pedestrian shall suddenly leave a curb or another place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. If the pedestrian does not allow reasonable time and distance for the driver to stop, the driver has the right-of-way.

CURFEW

Residence hall lobbies are closed at 11 p.m. Sunday-Thursday, 10:30p Friday, and at midnight on Saturday. Campus curfew is midnight. The campus is closed between midnight and 5 a.m. During this time, the

walking/running track and the tennis courts may be used for their intended purpose with the provision that a valid university Campus Card be shown if requested by the Campus Safety officer on duty. Loitering on campus after buildings close is prohibited. Residence hall students will be asked to return to their residence. The Student Park closes at sundown unless prior arrangements have been made through the President's Office. Ropes courses and Biology Trails are closed at sundown.

DISABILITIES SUPPORT SERVICES

Lynn Wood Hall, 236.2838, dss.southern.edu

Students with disabilities should contact Disabilities Support Services when they decide to attend. When they arrive on campus, they should visit the office. Southern is in compliance with Section 504 of the Rehabilitation Act (1973) and is dedicated to the elimination of architectural and prejudicial barriers which prevent any qualified person from attending. Furthermore, Southern has established the DSS to assist in advocating for reasonable accommodations. However, the university does not assume responsibility for providing accommodations or special services to students who have not voluntarily (and confidentially) identified themselves as having a qualifying disability or to those who have not provided the DSS with appropriate documentation of their disabilities.

DISCIPLINE

All major disciplinary procedures are under the direction of the vice president for Student Services. Discipline for minor infractions may be administered by the residence hall deans. The dean of men and dean of women in consultation with each other have the authority to suspend students in the event that the vice president for Student Services is not available. A student who may be subject to discipline is counseled by the appropriate residence hall dean and/or vice president for Student Services regarding the student's rights, including voluntary withdrawal from school and possible disciplinary action. If suspension is a possibility, the student will meet with the vice president for Student Services, a dean from each residence hall and/or other appropriate university officials. The decision regarding the appropriate disciplinary action is made and communicated by letter. The student accepts this decision or has the right to appeal to the Discipline Review Committee within 48 hours. The vice president for Student Services has the prerogative to refer any case to the Discipline Review Committee. This committee includes the director of Student Life and Activities, chair, dean of men, dean of women, two faculty selected by University Senate, and one faculty selected by chair from a list of three provided by the student.

Categories of discipline are: residence hall restriction, citizenship probation, suspension, on-campus suspension, withdrawal at the end of the semester, immediate withdrawal, expulsion.

Residence Hall Restriction is imposed by the resident hall deans for policy violations. Possible restrictions may include some or all of the following:



1. No late leaves
2. No weekend leaves
3. No late entries
4. No grace period extensions
5. Community service options

Citizenship Probation places the student on notice that his/her registration may be interrupted or cancelled. It also carries some or all the following restrictions:

1. One approved weekend leave per month to home
2. Alteration of motor vehicle privileges
3. No late leaves
4. Only one off-campus leave per week; no personal car use; must obtain a ride for this leave via permission from a dean and return to campus by sundown
5. A perfect record of presence for night checks and regular attendance at classes, Convocations, worships, and Sabbath church services
6. Loss of all student leadership positions, including Student Association and religious activities
7. No participation in off-campus public appearances which represent the university except for class activity
8. Other restrictions deemed appropriate

Suspension requires a student to leave campus for a specified period or the complete term in which case he/she is dropped as a registered student. A student who has been suspended indefinitely must submit a request for re-admission to the vice president for Student Services. Violations usually leading to suspension are alcohol and drug use, stealing, spending the night unsupervised with a member of the opposite gender, sexual immorality, and repeated violations of university policy.

On-campus Suspension allows a student to remain on campus during the suspension with specific appropriate restrictions.

Withdrawal at end of semester or session allows completion of course work for that semester or session if the student's conduct is acceptable for the interim.

Immediate Withdrawal means that students agree to move away from the university community; unwillingness to do so may result in formal dismissal.

Expulsion means that a student will not be eligible for re-admission.

The university discipline process is separate from any criminal procedures. Discipline decisions may rely in part on information received from civil authorities, but are not dependent on civil or criminal proceedings.

A student who receives any discipline will receive a letter from the vice president for Student Services or a residence hall dean. This letter is made part of the student's official record and is used as reference in evaluating future behavior and may be used when making future recommendations. Copies are sent to the parents of dependent students and to the residence hall dean, if applicable.

A student who has been administered discipline by the deans of either residence hall may appeal the decision to the vice president for Student Services. The vice president's decision may be appealed to the Discipline Review Committee. The president is the final point in the appeal process.



DISTRIBUTION OF INFORMATION

Anyone who desires to distribute information via pamphlets or papers on the campus of Southern must receive permission from the Administrative Council through Student Services.

DRESS CODE

As a Christian educational institution, Southern has established a dress code emphasizing modesty, cleanliness, neatness, and professional appropriateness. Students are to meet the following requirements:

Men

1. Modest pants worn at the waist with shirts or sweaters.
2. Sabbath services (Vespers, Sabbath School, church): Suits or sport coats with shirts and ties or turtleneck sweaters.
3. Beards and mustaches clean and well groomed.
4. Modest recreational apparel.

Women

1. Modest dresses, skirts, or pants with shirts or sweaters.
2. Sabbath services (Vespers, Sabbath School, church): Modest skirts, dresses, or dress pants with shirts or sweaters.
3. Makeup and nail polish should be natural in appearance.
4. Modest recreational apparel including one-piece swimsuits.

Men & Women

1. Shorts are not to be worn in classroom buildings or during Convocation programs. Shorts are permitted in the dining hall during suppers and Sunday lunch.
2. Shoes and shirts are required in all non-recreational public places.
3. Hair: Clean, neat, and without radical styles.

Specifically prohibited in public are:

1. Sloppiness, tank tops, pajamas/loungewear, and clothing that is torn, frayed, or with printing that contradicts university standards.
2. Tight fitting and revealing styles, sheer fabrics, low-cut tops, bare midriffs or shoulders, exposed camisoles, miniskirts, skirts with deep slits.
3. Jewelry including bracelets, friendship bands, necklaces, chains, medallions, earrings, and rings. (Married students may wear wedding bands. Medical alert chains and bracelets are allowed.) Students who wear jewelry will be fined and may be suspended.

Students not compliant with the dress code are subject to discipline.

Guests at Southern are encouraged to comply with the dress code.

ENTERTAINMENT

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

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Southern is committed to following all the requirements of FERPA. For specific information, contact Records and Advisement or see the *Student Records Access* heading.

FIRE DRILL

Fire drills are required for all buildings each semester. When an alarm sounds, occupants are to follow the announced procedure promptly. There is a \$200 fine for not evacuating the building.

FIRE EQUIPMENT

Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject a student to a \$200 fine and discipline. Anyone covering, tampering with, or removing a fire-system device is subject to a fine of up to \$200 and is responsible for damages. Tampering with fire equipment or violating fire regulations can result in civil and/or criminal charges and arrest.

FIRE HAZARDS

Use of candles, candle warmers, torch lamps, spider lamps, hot plates, toaster ovens, toasters, incense, open-flame lamps, or any other item that could cause a fire or smoke-related incident will result in a fine of up to \$200.

FIREWORKS, FIREARMS, AND OTHER WEAPONS

Items of explosive nature, firearms, guns (including pellet, BB, or paint ball), bows and arrows, knives, numchucks, throwing stars, and brass knuckles are not allowed on campus. Possession of explosive fireworks or combustible chemicals is prohibited. Violators subject to fines, discipline and arrest on local, state, and/or federal charges.

FUNDRAISING

Fundraising by student organizations requires approval by the Student Activities Committee. Soliciting an amount exceeding \$500 requires approval by the Fundraising Committee. For further information, contact the director of Student Life and Activities. Approval must be received before any fundraising activities begin. Only those organizations with current approval status may request permission to raise funds.

HAZING AND OTHER IRREGULAR ACTIVITIES

Hazing by organizations or individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass, or injure a fellow student is subject to discipline, including dismissal.



HEALTH INSURANCE

The university requires all students to have adequate accident and health insurance covering both inpatient and outpatient services. The same coverage is encouraged for spouses and dependents. Students taking six or more hours (three or more hours during any summer session), or living in university housing are automatically enrolled in the university health and accident plan at the time of registration, and continue to be enrolled each successive fall semester unless a waiver is completed along with proof of other insurance. Students who have signed a waiver form may later request enrollment at any time.

A refund of the premium is allowed only upon entry into the military services or by providing evidence of other insurance prior to mid-term.

HIV/AIDS

The university is committed to acting with Christian compassion toward those with HIV/AIDS. Southern is also committed to protecting the members of its community from exposure to HIV/AIDS. It is the university's position that abstaining from sexual relations outside of marriage and from intravenous drug use is the most effective way to avoid exposure to HIV/AIDS. A detailed procedure to accomplish these goals has been officially established and is on file in the office of the vice president for Student Services.



HORSES

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

HOUSING AND RESIDENCE REQUIREMENTS

The total social and educational program at Southern is based on the premise that this is a residential university, not a commuter institution.

Single students under the age of 23 enrolled for more than three semester hours, and who do not live with their parents or legal guardians, must live in the residence halls. Exceptions are made for students who have completed a bachelor's degree or four years of college.

In order to live elsewhere a student must present a written request to the Housing Exceptions Subcommittee through Student Services. Such a request must include parental approval, specifics regarding residence requested, and the reasons an exception to the policy is being requested. Students under the age of 22 and who are not scheduled to graduate at the end of the academic year should not expect their request to be approved. Requests will not be considered if a student is on citizenship probation.

Students who do not abide by the residence requirements will have their registration cancelled. When a student has been given special permission to live off campus, no change in residence may be made without the permission of the Housing Exceptions Subcommittee.

All first-year and new transfer students must reside in the residence hall or with their parents during SmartStart even though they may be taking three hours or less.

Except for student families and university approved situations, Southern students of any age may only live with individuals of their same gender.

A student who lives in the residence hall must be registered in classes. Anyone who drops classes will need to make living arrangements outside of the residence hall. Exceptions to this policy must be cleared through the residence hall dean, the vice president for Student Services, and Enrollment Services.

Student family housing is available through Financial Administration. Only currently enrolled students may live in student housing.

HOUSING AGE REQUIREMENTS

The residence halls are designed for currently enrolled undergraduate students under 24 years of age. Those who are 24 to 29 years of age may live in the residence halls if space permits, but only after all students under the age of 24 are placed.

IMMUNIZATION REQUIREMENTS

- **Two MMRs** (Measles, Mumps, and Rubella) after 12 months of age for students born after 1956 or attach lab copies of titers showing immunity for all three diseases
- **Hepatitis B** (Series of 3)—Students must sign to acknowledge having received a fact sheet and choose either to be vaccinated or sign a waiver
- **Menactra or menomune** (Meningococcal vaccine) within 5 years. Students must sign to acknowledge having received a fact sheet and choose either to be vaccinated or sign a waiver.

Proof of vaccinations must be provided by submitting a copy of an official immunization record or a form by a medical provider verifying the vaccination dates.

LIBRARY

236.2788, library.southern.edu

McKee Library policies are available from the Library and are summarized online. Consideration for the library facility, resources, other patrons, and library staff is expected.

LOST AND FOUND

236.2100, campussafety.southern.edu

Campus Safety maintains a lost-and-found system for cataloging, storing, and disposing of items found on campus. To search online for a missing item, visit campussafety.southern.edu, click "Lost and Found," and follow instructions.

To claim or report a missing item, please visit Campus Safety at 5061 Industrial Drive during business hours, or call 423.236.2100. Be prepared to provide detailed information and identification when claiming an item.

Campus Safety holds items for 90 days before disposing of them in accordance with Tennessee law.

MEDIA TECHNOLOGY

Southern is committed to providing an environment that encourages and enables the development of critical thinking and decision making skills. Because media technology has the potential to hinder learning and motivation, the university reserves the right to establish policies and practices regarding student access to media technology. Instead of regulating all facets of student life, boundaries in critical areas are established.

Students who enroll at Southern are expected to live by the principles of the Student's Commitment to Responsible Conduct. This includes honoring the provisions of the Acceptable Use Policy signed through Information Systems as a condition of receiving an email account and access to the Southern network. Disregard or violations of these standards puts the student in jeopardy of both disciplinary action by Southern and criminal charges through the courts.

Students are expected to select media content by applying the Biblical standards: true, honest, just, pure, does not degrade God's creation, elevates and ennobles the mind, and brings honor to God.

Media must be confined to the student's own room or vehicle without affecting other rooms, common areas, or the general campus. Confiscation and/or fines are appropriate responses to unwise student choices that have a negative impact on their own or another student's grades and/or spirituality.

MEDICAL EMERGENCIES ON CAMPUS

1. Call 8-911 for an ambulance if symptoms threaten life, such as not breathing and no pulse, unconscious, difficulty breathing, severe bleeding, head/neck injury, choking, severe injury, etc.
2. To page the nurse and get help, call Campus Safety (236.2100), an RA, residence hall dean, or residence hall front desk worker (Talge at 236.2994, Thatcher at 236.2904, Thatcher South at 236.2910).
3. Give name, location, and problem when calling 911 and Campus Safety.

MEDICAL LEAVE OF ABSENCE/WITHDRAWAL

The university will implement a medical leave of absence or medical withdrawal for a student whose physical or psychological condition prevents acceptable performance either academically or socially. The vice president for Student Services or the associate vice president for Academic Administration will make this decision in consultation with an appropriate medical and/or psychological professional and, if applicable, the residence hall deans. A student may also request a medical leave or withdrawal from either of the above administrators. Students should contact Enrollment Services for information regarding the effect this will have on financial aid.



MINOR STUDENTS

Students under the age of 18 are subject to specific regulations appropriate to their age in relationship to the university. If they do not live with their parents or legal guardians as commuting students, all minor students must reside in one of the residence halls. A parent or legal guardian must sign all release forms for the university, University Health Center, and the residence halls. Signatures may be sent by fax with the initial application, but must be followed with the actual signed document. Prior to a student's departure on university-sponsored trips off campus, a parent or guardian must sign the release form specific to the event or activity. Minor students must follow all requirements specified in the *Residence Hall Handbook* pertaining to their age, including curfew, late leaves, overnight leaves, employment, and automobiles. A student under the age of 16 must reside with his or her parents.

MOVIES/VIDEOS/DVDS

The Film Sub-committee must approve in advance any feature-length films to be shown on campus or any university-related function. Current copyright laws prohibit universities and sub-organizations from publicly showing movies that are intended for private use. Requests for the showing of films should be directed to the chair of the Film Sub-committee.

Academic departments/schools and residence halls may approve films for specific non-academic use. In such cases the chair/dean plus one or more additional departmental faculty must participate in the approval process. Prior to the approval process, the department/school must contact the chair of the Film Sub-committee, who will provide film approval criteria.

MUSIC STANDARDS

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God. To assist with the responsibility, a screening committee is appointed by the University Senate each year to screen student programs before they are presented. Student groups should contact the chair of the Screening Committee in ample time before their scheduled performance so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.

NONDISCRIMINATION

The university does not discriminate on the basis of race, color, gender, ethnic or national origin, disability, or age in compliance with all applicable federal and state regulations.

PARENTS

Student Services at is committed to facilitating appropriate communication with parents. At the beginning of each regular semester, parents may participate in scheduled meetings with administrators. The university publishes *Panorama*, a parent newsletter four times a year. Parents weekend takes place in the winter of odd-numbered years. Any communication with parents takes place in the context of specified legal mandates including FERPA (see the Student Records section of the *Catalog*).

PARKING

See the *Automobiles and Motorcycles* heading.

PERSONAL IDENTIFICATION

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



PETS

Pets are not allowed any university buildings, including residence halls and student family housing. Students are fined \$200 if pets, excluding fish, are found in their rooms.

PROTECTION OF PERSONAL PROPERTY

Southern is not responsible for damaged, stolen, or missing personal property. Students should lock their rooms or apartments, vehicles, bicycles, and store and lock personal items in an appropriate place.

Missing items should be reported to Campus Safety, with a description and serial number if applicable.

Insurance is available for covering loss or damage of your items. See a residence hall dean for more information.

PUBLIC DISPLAY OF AFFECTION

Students are expected to conduct themselves with discretion and in a manner which will not embarrass other people.

QUESTIONNAIRES, SURVEYS, AND RESEARCH

Proposed student research must undergo a review process prior to research activity. This includes questionnaires or surveys by student organizations as well as research for class assignments. Further information and the required approval forms may be obtained from the vice president for Academic Administration or vice president for Student Services.

RESIDENCE HALL EVICTION

Residence hall housing is designed for currently enrolled undergraduate students under 24 years of age. A student must vacate Southern housing when registered for fewer than 6 credit hours during the first or second semester. A dean will notify in writing that the student will have 48 hours to vacate the residence hall. This policy also applies during summer terms if a student does not retain his/her accepted status. If the student does not vacate housing within the allotted time, his/her personal belongings is placed in storage and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the deans with Student Services and approval of Enrollment Services.

RESIDENCE HALL ROOM RESERVATIONS

After a student has been accepted by Southern and the \$250 Commitment/Housing deposit has been paid by June 1, a confirmed room reservation can be made. This deposit is held in reserve until the student graduates and/or permanently moves out of the residence hall. Refunds are not made until after 30 days of residency and all residence hall obligations have been satisfactorily cared for such as assuring that the room is left clean and undamaged. University policy provides residence hall living space for students 24 and older only if space is available. Currently, students up to age 24 may reserve a residence hall room.

ROOFS

Any individual who is on the roof of a university building without authorization will be fined \$200. This constitutes trespassing and can also result in civil charges.

RECREATIONAL VEHICLES (RVS)

Use of recreational vehicles on campus is restricted to designated areas. Arrangements for reservations and required permits may be made by calling Campus Safety at 236.2100.

SABBATH OBSERVANCE

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

SELLING

Sales people are not allowed to function on Southern's general campus, including the Student Center. Exceptions to his policy for the residence halls must be approved by the head dean.

SEXUAL HARASSMENT AND ASSAULT

Southern students, faculty, and staff will not engage in or tolerate sexual harassment, which is defined as "unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature." Any sexual behavior which creates an intimidating, hostile, or offensive working or school environment is a violation of Christian standards as well as applicable state and federal regulations and should be reported to the appropriate supervisor or residence hall dean, or the director of Student Life and Activities. Any student, faculty member, or staff member guilty of such activity is subject to discipline, including dismissal and criminal prosecution.

If you are a victim of sexual harassment or assault

1. Go to a safe place.
2. Do not shower or change clothes, as this may destroy vital evidence.
3. Do not blame yourself.
4. Call a close friend to be with you for support.
5. Call the residence hall dean on duty.
6. The following resources are also available:
Sexual Assault Crisis Center at 423.755.2700
Counseling and Testing Services at 236.2782
Campus Safety at 236.2100
Director of Student Life and Activities at 236.2484

SKATEBOARDING AND SKATING

Southern allows skating (on skates, in-line skates, skateboards, and scooters) as a means of transportation. Skating is not permitted in buildings or parking lots, at Fleming Plaza, or on curbs, stairs, tennis courts, roadways, or the track. Trick skating and skating that in any way could cause injury to people or damage to property, or where prohibited by a university official, is not permitted. Skating is at the sole risk of the skater and a helmet is required.

**STANDARDS OF BEHAVIOR**

Students are expected to establish a Christian lifestyle which fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer, Bible study, and Christian-service activities; practicing good study habits; selecting a balanced and nutritious diet and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibly and respectfully to other persons. Behaviors which do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco, and illicit drugs; gambling; dancing; improper sexual behavior, including homosexual behavior; and attendance at entertainments which are spiritually or morally destructive. It is inappropriate for students of the opposite gender who are not married to each other, to spend the night together. Students who engage in such behavior will be subject to discipline.



STEALING

Protection against stealing is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should always take precautions to protect their personal belongings. The act of individuals taking without permission any item which they do not own is regarded as stealing. Students who are involved in theft are subject to prosecution and suspension or dismissal.

STUDENT ORGANIZATION OFFICERS

Minimum qualifications for holding office in any student organization and university committees are:

1. Be a current student.
2. Maintain a minimum cumulative grade point average of 2.00.
3. Maintain a record of good citizenship.

In addition, to run for or hold any Student Association office, including SASAU Senate, or be appointed by the Student Media Board to be director or editor, a student must have and maintain:

1. Student Association membership during current and at least one previous semester.
2. A cumulative GPA of 2.5 or a 2.75 GPA for the previous semester with a minimum cumulative average of 2.25.
3. Residence within 30 miles of Collegedale.

SUICIDE/SELF-HARM

Any student who attempts suicide, displays behavior which could lead to such an act, or demonstrates a tendency toward self-harm will be placed on an open-ended medical leave of absence. Continuation as a student will occur only after the student has presented documentation of an approved therapy program, applicable releases, and a written commitment to avoid harmful behavior.

TELEVISIONS

Television viewing is not allowed in residence hall rooms. A television viewing room is available in each residence hall. Programming on the sets in these rooms is under the direction of the residence hall deans. There are also two television sets located in the Student Center, under the supervision of the director of Student Life and Activities.

TITLE IX

In compliance with Title IX of the U. S. Higher Education Amendments (1972) Southern does not discriminate on the basis of gender. The director of Student Life and Activities in Student Services is the Title IX officer. Student grievances under the Title IX should be presented to the director of Student Life and Activities who will either resolve the grievance or present it to the Student Services Committee for resolution. The director of Human Resources is the designated Title IX officer for non-student employees.

TOBACCO

Although tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. It is Southern's policy to remain a safe and healthful environment. Possession, use, or distribution of tobacco products by Southern students is strictly prohibited. Violation is grounds for disciplinary action up to and including dismissal.

USER ACCOUNT/EMAIL

See the *Email/User Account* heading in the Services section.

VEHICLE SALES

Only university-owned vehicles are permitted to be left on campus, including Fleming Plaza, for the purpose of advertising for sale.

WEAPONS

See Fireworks, Firearms, and Other Weapons.

Notes

ADMINISTRATION

alumni.southern.edu
southern.edu/**president**
records.southern.edu
senate.southern.edu

ACADEMICS

southern.edu/**academics**
archaeology.southern.edu
art.southern.edu
biology.southern.edu
southern.edu/**business**
chemistry.southern.edu
edpsych.southern.edu
english.southern.edu
graduatestudies.southern.edu
history.southern.edu
journalism.southern.edu
library.southern.edu
math.southern.edu
modernlangs.southern.edu
music.southern.edu
nursing.southern.edu
pe.southern.edu
physics.southern.edu
religion.southern.edu
southern scholars.southern.edu
swfs.southern.edu
technology.southern.edu
writingcenter.southern.edu

SERVICES

southern.edu/**activities**
campussafety.southern.edu
saucampusshop.com
southern.edu/**careers**
chaplain.southern.edu
church.southern.edu
counsel.southern.edu
erc.southern.edu
southern.edu/**hr**
infodisp.southern.edu
is.southern.edu
southern.edu/**marketing**
southern.edu/**plannedgiving**
risk.southern.edu
southern.edu/**studentmissions**
tmc.southern.edu
southern.edu/**transportation**
southern.edu/**universityhealth**
vm.southern.edu

STUDENT ASSOCIATION

accent.southern.edu
sa.southern.edu
southern serves.com

Notes
