Student Services

Meredith students have the opportunity to participate in nearly 100 clubs and organizations offering more than 500 student leadership positions; athletic teams including cross country, basketball, soccer, softball, tennis and volleyball; and community-wide cultural events including theatrical productions, lectures and art shows. Meredith College offers a variety of offices and services to assist students with all aspects of College life. This section contains information on where to find anything a student needs to know – from dining options to the campus bookstore. For more information, contact the Office of the Vice President for College Programs.

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Academic and Career Planning
Marie Sumerel, Director, 919-760-8341
Dana Sumner, Associate Director, Employer Relations, 919-760-8428
Amy Losordo, Assistant Director, Career Development, 919-760-8343
Alex Davis, Assistant Director, Academic Advising, 919-760-8341
Brynn Mason, Assistant Director, Adult and Transfer Advising, 919-760-8062
Candice Fisher Webb, Assistant Director, Academic and Career Planning, 919-760-2255
Mary Ellen Philen, Office Manager, 919-760-2344
Ann Phillips, Administrative Assistant, 919-760-8341
Park Center, Second Floor

8 a.m. – 5 p.m., evening appointments arranged upon request www.meredith.edu/acp

Staff in Academic & Career Planning encourages students to reflect, explore, evaluate, and select academic majors and careers that encompass their interests, skills, values, and preferences.

- Guide and support students in understanding their academic choices and choosing majors that reflect their interests, skills, and values, and discovering what makes them strong.
- Provide programs that support students experiencing academic difficulties.
- Connect students and career professionals – creating an opportunity to learn about careers, make connections for internships, and full-time jobs.
- Conduct group sessions on how to study, time management, goal setting, and major exploration, in addition to career planning seminars.
- Help you discover your strengths and how they can be developed through academic, career, experiential, and financial planning.
- Advise students in planning their academic path including course selection, registration, and academic progress.
- Provide programs that support students experiencing academic difficulties.
- Assist students in navigating the employment community through resume development, interviewing, preparing for and participating in interviews, graduate school preparation, and conducting a successful job search.
Host career fairs, networking events, career and academic panels, practice interviews, and academic major selection events.

**Assistance for International and Multicultural Students**

Resource handbooks have been compiled for both international and multicultural students. Please make inquiries to the Vice President for College Programs, the Dean of Students, the Assistant Dean of Students, or the Director of Student Leadership and Service about available resource materials, handbooks, campus organizations as well as committees that address the needs of students from diverse populations. Staff members within the Division of College Programs and Office of International Programs are available to offer assistance, answer questions, address concerns and provide counseling.

**ATM Machine**

A Wells Fargo automated teller machine is located in the lobby of Cate Center. The machine will provide most of the services, except deposits, normally available at ATM machines. There is no fee to customers of Wells Fargo Bank, although a small fee will apply to customers of other banks who use the Plus or Relay network to access their accounts. The lobby of Cate Center is open from 6 a.m. until midnight.

**Bulletin Boards and Publicity**

Bulletin boards in Cate Center provide a communication center where campus offices and organizations post information about programs, projects, and meeting times. Each group using a bulletin board is responsible for posting its own announcements, and each publicity item should be stamped and approved by the Office of Student Leadership and Service. Individuals may use the bulletin boards on the first and second floors of the Cate Center to post information as long as they have the item stamped for approval. To provide adequate space for each group, all announcements are recommended to be posted no more than two weeks prior to the event, and all posted items must be removed within three days following the program. Unapproved announcements will be removed.

No publicity may be placed on outside doors of residence halls, on the doors of other campus buildings (including the dining hall), or on inside or outside walls. Only banners are allowed in breezeway areas if they are laminated and hung by string. Each residence hall has a designated bulletin board where fliers pertaining to campus events can be posted by the resident assistant. Upon receiving approval from Student Leadership and Service, students must drop off 28 copies to the Residence Director mailboxes in the Office of Residence Life.

In the on-campus apartments, students are able to post one flier in the mail room. If a student wants to place fliers in each mailbox, she must use quarter sheets and provide one per apartment. The student must consult the Apartment Manager to set up a time to place the fliers in the mailboxes. Fliers are not allowed to be placed in stairwells, elevators, or doors within the building.

Approval for posting announcements in Cate Center of non-Meredith College events must be secured from the Office of Student Leadership and Service prior to posting. Approval for posting announcements in residence halls must be secured by the residence director in each hall or the director of residence life prior to posting. Unapproved announcements will be removed.
All announcements/flyers must identify the sponsoring organization and/or a contact person. Meredith College reserves the right to deny permission to post publicity from any group that is not in accord with the philosophy of the college. For additional publicity locations and contact persons, contact the Office of Student Leadership and Service. Other avenues for publicity are listed below with a name or office and phone number to contact for more information.

**Office of Student Leadership and Service**  
202 Cate Center, 919-760-8338

- Poster printer; sandwich board; banner paper; wipe-off board at information desk
- Detailed information is available on the Office of Student Leadership and Service website.

**Office of the Dean of Students**  
919-760-8521

- Commuter Mail Pockets in Cate Center Mail Room
- Commuter Bulletin Board in Cate Center Mail Room
- Commuter Bulletin Board in Commuter work station in Cate Center.

**Meredith Herald, Campus Newspaper**  
919-760-2824

Articles and Announcements can be submitted electronically to herald@email.meredith.edu.

**MCTV (Meredith Cable Television)**  
Channel 6.1 is Meredith’s 24-hour information bulletin board. It’s fast, easy and FREE! To post campus events, classified ads, etc., simply call 919-760-8048, or e-mail MCTV at manningj@meredith.edu. Make sure you leave a detailed message about your advertisement along with a contact number. Paid advertisements are not accepted.

**Campus Photography**  
Photographers and videographers will be photographing and filming Meredith College students’, guests’ and visitors; activities throughout students’ undergraduate and graduate years. The photos and videos may be used in various Meredith publications and presentations, including brochures, advertisements, magazines, newspapers and online
features, to promote Meredith and its programs and events. Please visit www.meredith.edu/marketing for more information.

**Campus Dining**
Website: [http://www.meredith.campusdish.com](http://www.meredith.campusdish.com)
Facebook: [www.facebook.com/MeredithCampusDining](http://www.facebook.com/MeredithCampusDining)
Instagram: Meredith_dining

Scott Lamond, Food Service Director 919-760-8656 lamondsc@meredith.edu
Julia Larkin, Location Manager 919-760-8377 larkinju@meredith.edu
Phil Smith, Chef Manager 919-760-8658 smith-philip@aramark.com

Belk Dining Hall
919-760-8377
campusdining@meredith.edu

BeeHive Café, Cate Student Center
919-760-8328
campusdining@meredith.edu

Catering Department – Oak Leaf Catering
919-760-8186
oakleafcatering@yahoo.com

**Belk Dining Hall**
In the RFoC (Real Food on Campus) at Belk Dining Hall, you'll find an abundant variety of fresh foods, prepared your way each day. Our team stands ready to serve up a changing menu of specialties cooked to your liking! Daily features include traditional, home-style meals and grilled favorites. Also enjoy a rotisserie, soups, a full service salad bar, deli and fresh made desserts. We also customize menus for diet specific students (vegetarians, vegans, & gluten-free) just to name a few.

- Belk Dining Hall is open for continuous service Monday–Friday from 7:30am-7:30pm and open for continental breakfast, lunch and dinner on weekends.
- Meal plan members must present their CamCard (student I.D.) to enter Belk Dining Hall
- Not on a meal plan? Commuter and Apartment students may purchase a meal plan (see below or visit our website for more details). Cash, credit card and declining balance are also accepted in all of our locations
- Guests of students must pay at the entrance to the Dining Hall to gain access.
- All meal plan members are provided with a reusable food container and reusable coffee mug free of charge to be used to take a meal “to-go.” If a student does not have her container she may purchase a to-go container at any time at the register for $1 (compost one) or $5 (replacement, reusable one). Students are required to wash and bring clean to-go containers into the dining hall for use. This is the only to-go container in use at the
dining halls. Non-meal plan members may purchase a container from the cashier at Belk Dining Hall for $5.00.

- Food, dishes, and glassware are not to be removed from the dining hall. Personal dishes and cups may not be used in the dining hall because of health department regulations.

Belk Dining Hall Hours of Operation
Monday – Friday Breakfast: 7:30 – 9:30 am
Continental Breakfast: 9:30 – 11 am
Lunch: 11:00 am – 2:00 pm
Late Lunch: 2:00 – 4:45 pm
Dinner: 4:45 – 7:30 pm

Saturday and Sunday
Continental Breakfast: 8:30 – 10:00 am
Brunch: 11:30 am – 1:30 pm
Dinner: 5:00 – 6:30 pm
***Dining hall is locked between meal periods on weekends to allow rooms to be reset and cleaned

Sunday – Thursday we also offer - Late Night Social Hrs in collaboration with RHA & SGA and provide Complimentary Coffee and Soda: 7:30 – 11:00 pm (Belk East only)

Belk Dining Hall will be closed during the following breaks: Fall Break, Thanksgiving Weekend, Semester Break, Spring Break and Easter Weekend.

The BeeHive Café
Located on the 2nd Floor of the Cate Student Center, the BeeHive Café is the retail location where you’re able to use your Dining Dollars to eat and perfect for a quick bite or a leisurely meal with friends. This retail Food Court has everything from fresh made-to-order hamburgers at GrilleWorks, to a wide variety of sandwiches and wraps at Montagues Deli. If you’re in a rush, the BeeHive offers a selection of salads, Montagues Deli sandwiches and wraps, fresh fruit cups, and more in their AirScreen.

In collaboration with Meredith’s sustainable initiative, you will also find the following on a daily basis to add to the variety of choices:

- **Krispy Kreme** brought in fresh daily each morning
- **Manhattan Bakery** assortment of their best muffins, scones, and Danish
- **F’Real** Shakes & Smoothies
- **Chick-Fil-A** every Monday, Wednesday, & Friday
- **Papa John’s** Slices every Tuesday & Thursday

BeeHive Café Hours of Operation
Monday – Thursday: 7:30am – 6:30pm
Friday: 7:30am-4:30pm
Saturday – Sunday: CLOSED
For more information, please visit our website at www.meredith.campusdish.com.

Please note: Belk Dining Hall and The BeeHive Café service hours may be adjusted because of inclement weather. Changes will be posted in Belk Dining Hall and on our website.

**Meal Plans**

Whether you’re eating on campus every day or just a few times a week, you could be saving money with a meal plan. Tons of options help you choose the plan that offers the best value for your busy schedule. Excellent service and clean environments make dining more pleasant and convenient locations on campus mean you don’t have to give up your parking space. A meal plan might just make dining the most relaxing part of your day!

**Residential Meal Plans**

Residential meal plans provide you with a set allotment of all-you-care-to-eat meals per week in Belk Dining Hall and Dining Dollars per semester to spend in the BeeHive Café. Your CamCard identifies you as a meal plan member and must be presented at each meal. The cost of both plans is the same. Dining Dollars expire at the end of each semester.

**Unlimited Meals per Week + $50 Dining Dollars**

All resident students (except those living in the apartments) are automatically signed up for this plan. Not just for big eaters! An Unlimited meal plan is like having mom’s kitchen right outside your residence hall. Grab what you want, when you want it or just go to socialize. The Unlimited meal plan gives you unlimited access to Belk Dining Hall. This includes meals, snacks, drinks, or to visit with friends. Just swipe your CamCard at the door to identify that you are an Unlimited meal plan member.

**15 Meals per Week + $200 Dining Dollars** Sophomores, Juniors and Seniors may change to this plan through the end of the tenth day of classes of each semester (September 2, 2014 for the fall semester, January 23, 2015 for the spring semester) by completing a Change of Plans card online form that will be available during the change periods on the dining website.

**12 Meals per Week + $300 Dining Dollars**

Juniors and Seniors may change to this plan through the end of the tenth day of classes of each semester (September 2, 2014 for the fall semester, January 23, 2015 for the spring semester) by completing the change of Plans online form that will be available during the change periods on the dining website.

**Commuter/Apartment Living Meal Plans**

Off-Campus Meal Plans provide you with a set allotment per semester of all-you-care-to-eat meals in Belk Dining Hall PLUS Dining Dollars to spend in the BeeHive Café. Depending on the plan, you can save you up to 20% off the regular door rate at Belk Dining Hall when you use a meal instead of cash or Dining Dollars. Additional blocks of 10 meals may be added at any point in the semester if you’re running low. Your CamCard identifies you as a meal plan member and must be presented at each meal. All students residing in the apartments and commuters are eligible for these plans. Dining Dollars and meals expire at the end of each semester.

**60 Meals + $200 Dining Dollars**  
60 all-you-care-to-eat meals/semester • $200 Dining Dollars • $595 / semester • Add an additional block of 10 meals for $65.00
40 Meals + $200 Dining Dollars* • 40 all-you-care-to-eat meals/semester • $200 Dining Dollars • $480 / semester • Add an additional block of 10 meals for $65.00

20 Meals + $200 Dining Dollar*
20 all-you-care-to-eat meals/semester • $200 Dining Dollars • $355 / semester • Add an additional block of 10 meals for $65.00

*Meals and Dining Dollars must be used within the semester they are purchased and do not rollover to the following semester.

Dining Dollars
Pay as you go. Dining Dollars work like a bank debit card. Your purchases in the BeeHive Café are subtracted from your account balance. If you’re Dining Dollars run low, just add to your account with cash, check, money order, or charge to your student account. When you want to replenish your Dining Dollars, just go to the Accounting Office in Johnson Hall or visit our website.

Oak Leaf Catering
Oak Leaf Catering is the exclusive catering company here at Meredith College and able to assist with all of your on-campus and off-campus catering needs. From light refreshment breaks for clubs and resident hall socials to formal luncheons and dinners, our goal is to ensure the success of every event. To see all what we have to offer & more, please feel visit our catering website at the following website - www.meredithcatering.catertrax.com where you are also able to order at your convenience. Our other contact information is listed below:

By email: Oakleafcatering@yahoo.com
By phone: (919) 760 8186
By Web: www.meredithcatering.catertrax.com

Gift Packages & Birthday Cakes
We have now started to offer wonderful gift packages you can send to friends or your daughter at just a touch of a button. These include, but not limited to:
   Get Well Packages
   Exam Crunch Packages
   Stock Your Room! Packages

In Addition, our on campus bakery can create decorated cakes for any occasion. To arrange catering services (please note—we require a three business day notice for most orders) please use CaterTrax, our online catering ordering system, available through the Catering page on our website or directly at http://meredithcatering.catertrax.com.

Students requesting catering services for an event, please fill out our “Catering Check List for Meredith Students” located on our website before you schedule an event.
FAQ’s

What plan is right for me? Not sure which plan will best meet your needs? Let our Meal Plan Wizard guide you. Visit our website and click on the wizard to get started.

How do I sign up? Students living in the apartments and off campus may sign up for a meal plan by calling 919-760-8363 or by completing a Meal Plan Sign Up form and returning it to the Accounting Office in Johnson Hall. Forms are available in Belk Dining Hall, the BeeHive Cafe, the Accounting Office and our website. Students living in an on campus residence hall will be signed up automatically.

What If I Have a Meal Plan Question?
We have a FAQ section on our website that addresses and answers many of the questions students ask about our residential, apartment and commuter meal plans. You may also e-mail us anytime at campusdining@meredith.edu or call us in the Dining Services office at 919-760-8656.

What If I Have Special Dietary Needs or Restrictions?
We will do everything possible to accommodate your dietary needs, restrictions and preferences. Currently our chefs work diligently with those that are gluten free, vegan and vegetarian to provide meals at each service period. Please contact us at any time. Email us at campusdining@meredith.edu or call us in the Dining Services office at 919-760-8656.

Where can I find Nutritional Information and Menus?
The menu is posted on the dining website and updated daily. If you have a smart phone, we also offer a quick and easy app called “CampusDish” – just type this into your search bar, and identify “Meredith College” as your school and you can get this information on the fly. Located inside Belk Dining Hall we also have a Healthy 4 Life interactive kiosk which highlights menu offering and nutritional information.

Office of the Chaplain
Rev. Stacy Pardue, Chaplain, 919-760-8346
8 a.m.–5 p.m. (Monday – Friday)

Meredith College offers opportunities for spiritual growth to its students as an integral part of the life of the campus. The Office of the Chaplain provides guidance for the development of religious programs as well as a pastoral presence for the campus community. The Chaplain and staff are available to the College community for counseling pertaining to religious questions, religious vocations, and personal issues.

Recognizing its Baptist heritage, Meredith strives to provide meaningful Christian ministry and offers a weekly Wednesday 10:00 a.m. Gathering for topical discussion or informal services. The ministerial staff also serve as advisers to the Meredith Christian Association (MCA) and offer lectures, programs, and small group experiences.
Baptists bring a tradition of religious freedom with respect for different belief systems, and the Office of the Chaplain seeks to foster an environment respectful of all religious traditions and belief systems. The Office of the Chaplain advises the student group, The Interfaith Council, that organizes interfaith discussion opportunities, educational events and service projects. There is also an interfaith prayer and meditation room in Jones Chapel.

Social ministry is a priority of the Office of the Chaplain. God not only calls us into personal relationship, but also calls us to be God’s hands and feet to a world of need. There are opportunities to engage in poverty initiatives, local and global women’s issues, racial reconciliation discussion and activity, and interfaith dialogue. Partnering with a number of Raleigh non-profits, Rev. Pardue started a poverty initiative called The Children’s Collaborative of Wake County that is based in a neighborhood five minutes from Meredith that provides many volunteer and service learning opportunities. Meredith became the 36th college chapter of The Campus Kitchens Project as the food insecurity piece of the Children’s Collaborative, collecting leftover food from local grocers and cooking and serving a dinner meal weekly to the children in the Collaborative’s after school program.

Sisters United is a student group that supports vulnerable girls, locally and around the world. Local efforts focus on anti-human trafficking through a prevention mentorship program for girls in foster care and female refugees. There are also international opportunities. Sisters United sponsors the educational needs of four girls at the Rehema Girls’ Rescue Centre in Nyahururu, Kenya, and one girl at the Beacon House Orphanage in Accra, Ghana. In December, 2012, Rev. Pardue led a student group to Beacon House, leading a literacy program for the children, planting fruit trees on their property and partnering with the NC State Department of Poultry Science, had a chicken house built; the orphanage has 400 hens, enough eggs to feed the children and have an egg selling business. The Chaplain is leading a second Ghana Service Trip in July, 2015. The Office of the Chaplain also works in Belize, Central America, and has led several trips to Belize, working in an elementary school and local church there.

Students seeking a place of worship in the Raleigh community may contact the Chaplain for assistance. Information is available for all faith traditions, and transportation can usually be arranged. Students are invited to make use of the Jones Chapel Meditation Room and Reading Room.

**Campus Police/Parking**
David Kennedy, Chief, 919-760-8888
In case of an emergency, call Campus Police at 919-760-8888, Extension 8888 from an on-campus telephone, or from a “Blue Light Call Box” located in or near selected parking areas. Parking regulations are enforced 24 hours per day, seven days per week, even when school is not in session.

**Check Cashing**
Check cashing services are provided in the Meredith Supply Store to all students with a Meredith CamCard or other picture I.D. The amount is limited to $50 per day. Family members and friends sending checks to be cashed by students in the Supply Store should keep this dollar limit in mind. There is a $35 service fee for each returned check. Returned
checks are automatically redeposited before they are charged to the student. In cases in which two checks have been returned, check cashing privileges are suspended.

**Commuter Life**
Tomecca Sloane, Assistant Dean of Students, 919-760-8631
8 a.m.– 5 p.m.

Commuter students are encouraged to become fully immersed in the life and leadership of Meredith College by taking advantage of the opportunities for involvement in a wide variety of campus organizations and committees. Staff members within the division of College Programs are available to serve as a resource for students desiring to increase their level of participation and involvement in campus organizations, events, and activities. The responsibility of seeking these leadership opportunities rests on the shoulders of each individual student.

The Office of the Dean of Students provides programs and services that address the needs of commuters as well students from racial and ethnically diverse backgrounds. A primary goal of the office is to help students find ways to connect with Meredith College by becoming involved in campus organizations or by attending events and activities within the campus community. The Assistant Dean of Students is located on the first floor of the Park Center.

In addition to the support and services provided by the Office of the Dean of Students, commuters can take advantage of the Cate Center lounges, study areas, computers, the BeeHive Café, a telephone, a vending machine area, as well as a microwave.

Other services include:

- Commuter Meal Plan
- Association of Meredith Commuters (AMC)
- Freshman Commuter Orientation

**Rules & Regulations Governing Commuter Students**
Commuter students are expected to follow all College policies, rules and regulations as set forth elsewhere in the Student Handbook. See specific policies or regulations for details.

**Diversity Programs**
The Assistant Dean of Students also provides assistance and support to students from diverse populations. Please see the following for more information: *Multicultural services include*:

- Summer Symposia
- Association of Cultural Awareness (ACA)
- Campus Dialogues on Diversity
  - Safezone Training
Services for International students are supported by the Office of International Programs and the Assistant Dean of Students:

- Meredith International Association (MIA)
- Orientation for New International Students
- International Student Handbook

Copy Center
Kevin Walker, Director, 919-760-8677 8 a.m.–5 p.m.

The main responsibilities of the copy center include producing high quality digital prints in both black and white and full color, monitoring the on-campus copiers and performing any minor maintenance when needed. Requests for printing can be made by bringing the job to the Copy Center and via email to copycenter@meredith.edu. Requests sent through inter-office mail will not be accepted. The Copy Center requires a minimum 24 hour turnaround time for all jobs (standard turnaround time is 24-48 hours and larger jobs may require additional time). Requests can be made for same day turnaround for an additional charge. Contact our staff for these additional charges. When submitting requests, the account number must be included. Failure to include your organization/department account number could result in delays in processing your requests.

Counseling Center
Beth Meier, Director, 919-760-8427
Jill Triana, Assistant Director, Coordinator of Disability Services, 919-760-8427
Henriette Williams-Alexander, Assistant Director, Coordinator of Graduate Internships 919-760-8427
Brittina Creecy, Disability Counselor, 919-760-8427
Jeremy Bryant, Disability Counselor, 919 760-8427
Donna L Haye, Administrative Assistant, 919-760-8427

Carroll Hall, Second Floor 8 a.m.–5 p.m. (M-F); evening and early morning hours available upon request. 919-760-8427

The Counseling Center/Disability Services is committed to providing confidential, culturally-competent and evidence-based counseling and disability services to students. Our philosophy encourages students’ empowerment, the development of individual strengths, greater independence, and self-advocacy.

Counseling Services
www.meredith.edu/on_campus_services/academic_and_support_services/counseling_center

College is a time of transition, reflection, change and growth – both academic and personal. The Counseling Center is a safe place to talk about anything you want! And all of our services are free and confidential.

We offer students a safe place to work through individual challenges and stressors. We provide the following services:

- Individual, short-term counseling
- Crisis services
- Disability services
- Psychological consultation
- Outreach and training
- Resources and referral

Counselors are licensed in the mental health field and are experienced in assisting students with the unique challenges that college students may face. The Center offers a problem solving drop-in hour Mondays, Wednesdays, and Fridays at 10 a.m. for students with counseling or disability concerns. During the fall and spring semesters the center provides the community with a counselor on call to assist in crisis situations.

The counselor on call can be accessed by calling Campus Police at (919)760-8888. The Counseling Center also offers a 1:00 p.m. walk-in hour Monday through Friday. Ultimately, services for acute psychological crises are provided by local hospitals. If you or someone you are assisting is experiencing a life-threatening mental health emergency, and you are off campus, call 911 immediately. If you are on campus, call Campus Police at (919)760-8888, so they can direct emergency vehicles to the correct location.

For more information on determining what is/is not a mental health emergency, please visit our website at: www.meredith.edu/on_campus_services/academic_and_support_services/counseling_center/emergencies/

**Daisy Trade**
The Daisy Trade is Meredith’s reuse store located in the Poteat Residence Hall lobby. Donate gently used clothes, accessories, room décor and more 24/7 at the Donation Location. Pick up new things anytime the store is open. No need to bring something to take something.

**Disability Services**
http://www.meredith.edu/on_campus_services/academic_and_support_services/disability_services

Meredith College values the diversity of its community and works to promote the academic endeavors of its students. As such, we strive to create an accessible community where people are evaluated on their abilities, not their disabilities. Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Meredith College prohibits the discrimination of students with disabilities and is determined to provide reasonable and appropriate accommodations to otherwise qualified students with disabilities.

In college, students with disabilities are expected to advocate for themselves. Therefore, the responsibility of declaring a disability, requesting accommodations, and filing grievances falls on the student. Individuals seeking reasonable accommodations are responsible for providing Disability Services with current, comprehensive documentation to support the
request for reasonable accommodations.

Disability Services is responsible for establishing eligibility based on current in-depth documentation, meeting with the student, and determining reasonable accommodations. Accommodations are determined on an individual, case-by-case basis. It is important to remember that not every student with a disability needs an accommodation; and even though two individuals may have the same disability, they may not need the same accommodation.

In addition to providing accommodations, Disability Services offers a variety of services designed specifically for students with disabilities. These include:

- Mediation
- Disability-related counseling
- Reading technology
- Other assistive technology
- Resource and referral

**Events**
Bill Brown, Director, 919-760-8533
All reservations for rooms, buildings and outdoor spaces are confirmed through the Office of Meredith Events. Please e-mail requests for the use of campus spaces to Natalie Herrmann (Events Coordinator) at: events@meredith.edu.

**Facilities Services, Maintenance, Grounds and Housekeeping**
919-760-8560
Requests for maintenance, housekeeping and grounds keeping may be made to the Facilities Services Office, 760-8560, or by completing a work order form at www.meredith.edu/service/facserv/facserwo.htm.

**Financial Assistance**
Kevin Michaelsen, Director, 919-760-8565
Betty Harper, Associate Director, 919-760-2245
Belinda Styron, Assistant Director, 919-760-8155
Tammi Dittmar, Assistant Director, 919-760-8841
Katie Nagel, Financial Assistance Counselor, 919-760-2829
Trea Marvin, Financial Aid Specialist, 919-760-8165
Deborah Dalziel, Office Manager, 919-760-8078
8 a.m.–5 p.m. (M–F) 8 a.m.–6 p.m. (during Drop/Add periods)

The Office of Financial Assistance, which is located on the third floor of Johnson Hall, is committed to working with you and your family to help guide you through the financial aid process. We strive to provide all the information and resources available in order to help you make your education affordable.
The Office of Financial Assistance administers a variety of scholarships, grants, and loans programs. Any student who feels she needs assistance in order to attend Meredith or who has questions about an award that has been received should contact the Office of Financial Assistance.

A student must file a Free Application for Federal Student Aid (FAFSA) for each year she wishes to be considered for assistance. Returning students must file this form by March 15; it is available online at www.FAFSA.gov or in The Office of Financial Assistance. Awards are made beginning in early June and usually consist of a package of several types of assistance.

If you are interested in finding an off-campus baby, pet, or house sitting position or an off-campus tutoring position, please enroll in the Financial Assistance online Blackboard course for student employment to see current open positions. This service is provided for students seeking off-campus employment and is available to all students.

First Year Experience
Chrissie N. Bumgardner, Co-Director, 919-760-8050
Jennifer Bell, Co-Director, 919-760-2205

Committed to the success of every first year student, the First Year Experience staff is available to assist with transitional issues, academic concerns, and other personal needs. Orientation, student advisers, Freshman Discovery, Summer Reading Program, Fire and Water Dinner and First Year Experience classes are among the programs coordinated through this office, located on the first floor of the Park Center.

First Year Experience Course
First Year Experience is a course open to all first year students and is designed to facilitate a successful transition for women entering Meredith. Each section is taught by a faculty or staff member who places emphasis on academic success, personal growth, and campus and community resources. Topics in this course include StrongPoints, study skills, communication skills, interpersonal/ community relationships, ethical decision making, personal discovery, and appreciating differences in others. Students who enroll and successfully complete the course will receive one hour of course credit.

Advisers, Student
Student advisers are upper-class women who have been selected and trained to assist freshmen in working through transitional issues that new students may encounter, particularly during the first few weeks of school. Adult and transfer student advisers assist new adult and transfer students. A chief student adviser and chief adult and transfer adviser are selected through an application process to lead the student adviser team. Student advisers must have a 2.4 GPA and cannot concurrently hold a major campus office without permission from the FYE office. Students with concerns about their student advisers and students who are interested in becoming student advisers are encouraged to contact staff in the First Year Experience Office located on the first floor of the Park Center. Application deadlines for student advising positions are listed in the Student Planner.
new adult and transfer students. A chief student adviser and chief adult and transfer adviser are selected through an application process to lead the student adviser team. Student advisers must have a 2.4 GPA and cannot concurrently hold a major campus office without permission from the FYE office. Students with concerns about their student advisers and students who are interested in becoming student advisers are encouraged to contact staff in the First Year Experience Office located on the first floor of the Park Center. Application deadlines for student advising positions are listed in the Student Planner.

Fitness Center
The Margaret Weatherspoon Parker Fitness Center, available only to Meredith students, faculty, and staff, is located in the Weatherspoon Building. The center offers a full range of weight machines, free weights, and cardiovascular equipment. Students, faculty, and staff who wish to use the facility must complete an online orientation, which will introduce them to the equipment, rules, and regulations. Refer to the pool and fitness hours on the college website for the schedule of available hours. The Parker Fitness Center is not open during designated campus holidays or Fall or Spring semester breaks.

Health Services
Sherri Henderson, MHS, PA, Director of Health Services
Melinda McLain, RN-C, Staff Nurse
Anne Smithson, MD, College Physician
8:30 a.m.–4:30 p.m. (M–F)
Phone: 919-760-8535
Fax: 919-760-8534

Carroll Health Center provides confidential clinical care for minor illnesses, minor emergency care, disease prevention services, health education and promotion for students. The Health Center has a physician, physician assistant, and a registered nurse on staff to serve our students, faculty, and staff. A student health form must be completed (including all immunizations documented and updated), prior to matriculation. All health forms are due on the specified date on the instruction sheet. Students should try to schedule dental and/or visual exams before school begins or during school breaks. The Health Center hours are 8:30 a.m.–4:30 p.m., Monday–Friday. Students must make an appointment to see the physician at the Health Center by calling 919-760-8535.

Physician hours:
Monday and Tuesday 11:30 a.m. to 2:30 pm
Wednesday 9 a.m. until 12 p.m.
(Gynecological services are available on Wednesday for a nominal fee)
Thursday 9 a.m. to 12 p.m.
Friday 10 a.m. to 12 p.m.

At night (4:30 p.m.–8:30 a.m.) and on weekends (from 4:30 p.m. Friday–8:30 a.m. Monday), for medical emergencies, call EMS at 9-911 from a campus phone or 911 from another phone, then call Campus Police 919-760-8888 to alert them that EMS has been called. The resident director on duty may be reached at
Health fees, which are included in the residence fees, cover the costs of most services rendered in the Health Center. The Health Center provides some prescription and over-the-counter medication to students without additional charge. Gynecology exams, student teacher physicals, TB skin tests and some laboratory tests performed at the Health Center must be paid for by the student and can be paid by cash or charged to the student’s account. Any medical services provided off campus are the responsibility of students, including, but not limited to labs, x-rays and consultations with off-campus physicians.

**Residents of The Oaks apartments and commuter students must pay the Health Center fee, $100 per semester, to receive supplies or services at the Health Center.**

Health Center policies are as follows:

- Written class excuses are not provided by the Health Center. The Health Center will, however, verify the illness of a student at the request of a faculty member. Specific medical details will not be released without written permission of the student to faculty, staff, parents or others.

- The health services staff is responsible for the diagnosis and treatment of minor illnesses and emergencies. Major illnesses will be referred off campus to family physicians or specialists.

- The health services staff is also responsible for the maintenance of health records. All records are confidential and are not part of a permanent educational record at Meredith.

- The notification of parents regarding serious illness of students is the responsibility of the Health Services staff.

- Transportation to the Health Center may be provided by Campus Police for students who are unable to get there on their own.

- Other avenues of health care available to students are private physicians off campus, urgent care facilities, and the hospital emergency department.

- Transportation to off campus medical appointments can be provided by a local cab company and charged to the student’s account.

In the Health Center, you will find many brochures, magazines, and books on health issues such as nutrition, health maintenance, and disease. Scales and blood pressure apparatus are available for student use in the Health Center.

**Meredith PEARLS (Peer Educators Advocating Responsible LifeStyles) is a program created in the fall of 2013. PEARLS is a student-led initiative that addresses health topics related to college-aged students. The goal of PEARLS is to provide Meredith students with the necessary information to help them make informed decisions about their health. PEARLS help educate the Meredith community on the following topics: nutrition; fitness; healthy**
relationships; sexual health; sleep; stress management; alcohol, tobacco, and other drugs; sun safety and cold/flu prevention.

**Inclement Weather**
919-832-8878
During inclement weather, information about possible class cancellation is available on the inclement weather line at (919) 832-8878. In case of class cancellation, the College will also run announcements on local radio and television stations, as well as the College’s web page. When the College has not elected to cancel classes, individual professors have the option of canceling their classes, and professors will have inclement weather and class cancellation information on their syllabi. Student organizations should consider canceling organization meetings in conjunction with the cancellation of classes.

**Information Desk, Cate Center**
The Information Desk is located on the first floor of Cate Center across from the Meredith Supply Store. Some of the resources available at the Information Desk are:

- Daily Listing of Campus Activities
- General Announcements

For further details about the Information Desk or to post information about a campus-sponsored event, please contact the Office of Student Leadership and Service at 760-8338.

**Insurance**
Meredith College values the health and welfare of its students. To serve the health needs of our student community, Meredith requires health insurance as a condition of enrollment for all full-time undergraduate students (12 credit hours or more) and dietetic interns to ensure that students have access to health care services beyond what is available on campus. A waiver or opt out form must be completed on-line if you currently maintain health insurance comparable to the current plan Meredith offers. To view Meredith’s current plan and waiver process, please go to the following website www.meredith.edu/students/health. If a student does not maintain a current health insurance policy, a charge will be added to the student’s account to provide the College’s current student health insurance plan to the student.

**International Student**
Elizabeth Yaros, 919-760-8835
The international student adviser is available to assist international students with a variety of issues related to immigration regulations and cultural adjustment, among others. She also coordinates a day-long international student orientation prior to the campus-wide orientation for new students. The purpose of this orientation is to introduce new international students to the American educational system, academic expectations, as well as provide information about Meredith traditions and student life.
Carlyle Campbell Library
Administration 919-760-8531
Circulation Desk 919-760-8532
Information Desk 919-760-8095
Media Services 919-760-8444

Library Hours [http://infotogo.meredith.edu/hours]
The Carlyle Campbell Library is the academic heart of the College, with a substantial collection of academic books and journals, musical scores and recordings, videos, and audiovisual equipment. Librarians and library staff are eager to help students, faculty and staff make the best use possible of resources available.

The library collection is designed to support the research requirements of Meredith students. It includes over 300,000 volumes, over 8,000 videos and over 9,000 musical scores. Faculty college-wide assist the library in developing this collection. The library also purchases best-selling books, entertaining magazines, and popular DVDs based on student recommendations.

The library also has a large set of information materials in electronic form, including full-text copies of articles from thousands of academic periodicals and newspapers. These are found in over 100 different databases with direct access to articles in over 27,000 periodicals. The electronic resources are available from anywhere on campus, and, after logging in, from off campus as well. The library’s homepage can be found at www.meredith.edu/library. The library also has a Facebook page, a Twitter feed, and Pinterest boards. The library also maintains the College’s Archives, material related to the history and people of the College.

Videos assigned by instructors are sometime placed in the library’s Digital Media Room (DMR). The DMR lets you view videos from your laptop anywhere and at any time of day. Users access the DMR through the library homepage. Access to certain course viewing assignments in the DMR requires a password from the instructor. Other videos, such as convocations, lectures, training programs, may not require a password.

The library is a center for intellectual exchange. We provide individual and group study areas, including four small group study rooms and a presentation room available to larger groups. These may be reserved through the library’s web site. Individual video viewing stations and music listening stations are also available.

The LINC Center Computer Lab is located on the ground floor of the library. Computer workstations and printers are available in the LINC Center whenever the library is open. Computers, copiers, scanners, and networked printers are also available on the main floor of the library.

Reference Services, 919-760-8095
The library’s reference librarians assist the Meredith community in their research. Reference librarians are on duty most of the time the library is open. You can find them at the reference desk, chat online with them from the library web page, or phone them for assistance. They are glad to consult with you about your research projects.

In addition to assisting you with materials in the Meredith library, reference librarians will also help locate useful materials in other libraries and have those materials loaned to Meredith for you. Librarians also instruct students in library research techniques in English 111, English 200, through the general education information literacy thread courses, and at the request of other faculty and student groups. In addition, reference librarians can give to
Meredith College students borrowing privileges at the other Cooperating Raleigh Colleges (North Carolina State University, William Peace University, Shaw University, St. Augustine’s University, and Wake Technical Community College).

**Media Services, 919-760-8444**
Do you need to borrow a laptop? Do you need to laminate a poster, so it will not get messed up? Do you need a copy of a video? How can somebody show a PowerPoint presentation? Do you want to relax with friends and play a Wii game? Media Services can help you with all of these things. They check out over 2,000 pieces of computer and audiovisual equipment a year. They help students edit dozens of video projects each semester. If you want to learn how to do it, they can show you!

The library’s Media Services department is a key provider of classroom teaching and learning support, providing equipment such as data projectors, video cameras, microphones, sound systems, etc. The equipment in Media Services is available for loan to students, faculty and staff. Media Services provides training in the use of the equipment. Circulation periods for equipment vary. Talk with Media Services staff for details (919-760-8444). They are here to help you!

**Meredith College Television – MCTV**
Channels 3.1, 3.2, 3.3, and 3.4 are cablecast from the Meredith Cable Television (MCTV) office located on the ground floor of the Carlyle Campbell Library. There are 126 total digital channels.

Channel 6.1 is Meredith’s 24-hour information bulletin board. It’s fast, easy and free. To post campus events, classified ads, etc. simply e-mail your information and images to MCTV at hewettco@meredith.edu. Make sure you give us complete information for your advertisement along with a contact number. Paid advertisements are not accepted.

Meredith College provides cable television to each residential college room and to The Oaks. Students should come to campus with HD/digital-ready televisions with QAM tuner (720p or any variety of 1080i) to receive all the available campus television channels. If you do not have a HD/digital ready TV you may only receive up to 30 of the more than 120 channels available on campus. Students who have older TVs or who will need to purchase a set top box for television reception should call the Cable Administrator for advice at 919-760-2346. MCTV/Video Production provides limited video editing services for educational projects and advertisements for campus events. Appointments MUST be made at least two weeks in advance of the project’s due date. Call the MCTV Administrator at 919-760-2346 for an appointment.

An internship with MCTV is sometimes an opportunity for students. Students interested in pursuing this should contact Melanie K. Fitzgerald, Cable Administrator and Video Production Supervisor at Meredith College at 919-760-2346.

Any questions or concerns regarding MCTV, cable, and video production should be directed to Melanie K. Fitzgerald at Meredith College at 919-760-2346.

**Sports Kiosk**
Meredith’s 2013-2014 Student Government Association purchased sports equipment for the student body to share. They asked the library to help them make everything available to students. The Kiosk offers a variety of balls, games, and other amusements. There are also two bicycles available for loan. Learn more by visiting the Sports Kiosk webpage:
Borrowing library materials

The library lends many things. Your Camcard is your library card and you must have it with you to borrow anything. How long you can borrow something, whether you can keep it longer and how much you pay if you keep it too long depend upon what you borrowed. Here is a list of things we lend and their policies:

<table>
<thead>
<tr>
<th>What can you borrow?</th>
<th>How long (loan period)?</th>
<th>Can you keep it longer (renewal)?</th>
<th>How much do you pay if you keep it too long (overdue fines)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (except reserves)</td>
<td>3 weeks</td>
<td>Yes, up to six more weeks</td>
<td>10 cents per day</td>
</tr>
<tr>
<td>DVDs-to-go</td>
<td>3 days</td>
<td>Yes, for 3 more days</td>
<td>$1.00 per day per disc</td>
</tr>
<tr>
<td>All other videos</td>
<td>3 hours (in library only)</td>
<td></td>
<td>50 cents per hour</td>
</tr>
<tr>
<td>Laptops</td>
<td>4 days</td>
<td>no</td>
<td>$10.00 per day</td>
</tr>
<tr>
<td>Kindles</td>
<td>14 days</td>
<td>no</td>
<td>$10.00 per day</td>
</tr>
<tr>
<td>iPads</td>
<td>4 days</td>
<td>no</td>
<td>$10.00 per day</td>
</tr>
<tr>
<td>Other media equipment</td>
<td>Loans periods vary</td>
<td>no</td>
<td>Fines vary, contact Media Services for more information</td>
</tr>
<tr>
<td>Reserves Strict</td>
<td>3 hours (in library only)</td>
<td>no</td>
<td>50 cents per hour</td>
</tr>
<tr>
<td>Reserves 24-Hour</td>
<td>24 hours</td>
<td>no</td>
<td>$3.00 per day</td>
</tr>
<tr>
<td>Reserves 3-Day</td>
<td>3 days</td>
<td>no</td>
<td>$3.00 per day</td>
</tr>
<tr>
<td>Sports equipment</td>
<td>3 days</td>
<td>Yes, up to 3 more days</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Bicycle</td>
<td>4 hours</td>
<td>Yes, up to 4 more hours</td>
<td>$10.00 per hours</td>
</tr>
</tbody>
</table>

All other library materials may be taken from the library only with permission of a member of the library staff.

Students conducting semester long research projects may borrow materials for that project for the full semester. Talk with the circulation supervisor about receiving this privilege (919-760-8532). If the project lasts longer than a semester, permission must be requested again for the next semester. All materials are subject to recall if another student needs them and they have been checked out for more than three weeks.

If you keep something after its due date or owe more than $3.00 in fines, your borrowing privileges are suspended.

How to Renew:

To renew something (keep it longer), log on to your library account on the web site using your student ID number or call the library circulation desk (919-760-8532).

If you lose library materials:

You are responsible for all materials you borrow from the library, even if you loan them to someone else. If you are unable to return the materials you borrow or if you damage them beyond repair, you must pay to replace them. The replacement cost will be determined whenever possible by standard sources such as Amazon.com or manufacturer catalogs. You
will also owe a $25.00 processing fee. If the replacement cost cannot be determined from a standard source, a default amount will be charged. The defaults are

- Most books and scores: $100.00
- Music curriculum materials: $200.00
- Videos/DVDs/CDs: $200.00
- Audiovisual equipment, 2 hour loan: $1,000.00
- Audiovisual equipment, 1 day loan: $2,000.00
- Sports equipment: $125.00
- Bicycle: $555.00

**Lost and Found**
919-760-8888
Lost and found articles are collected in the Campus Police Department. Proper ID is required when reclaiming found property. All departments are encouraged to turn in all found items to campus police as soon as possible.

**Meredith Performs Box Office**
919-760-2840
The department of dance and theatre offers many performances throughout the year. Tickets can be reserved by calling the box office at 760-2840 or by email at boxoffice@meredith.edu.

**Meredith Supply Store (Book Store)**
Mary Ann Reese, Manager, 919-760-8545
8 a.m.–5 p.m. (Mon.–Fri.)

The Meredith Supply Store located in Cate Center contains all the necessary textbooks and supplies for academic courses. The Supply Store now offers textbook rentals for some courses and the title base continues to grow. We are available 24/7 at our website, www.meredithcshop.com. We offer clothing, gift items, computer items, and many other products for your convenience.

**Post Office**
The Willie J. King Postal Center is located on the first floor of Cate Center. The mail room is not an official U.S. Post Office, but stamps are available for purchase and packages that do not require special handling will be accepted. These services are available between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, while classes are in session. Outgoing mail that requires special handling may be taken to the Method Road branch of U.S. Post Office, which is located within walking distance of the campus. Resident students are assigned a mail box number that corresponds to their room assignment. The number will change if a student moves to another room. Student mail boxes have combination locks. Each student will be given her combination upon arrival on campus.
It is the student’s responsibility to remember this combination. If you forget, you must show your CamCard to obtain your combination.

Student mail is put in mail boxes Monday through Saturday, except during student holidays. Students who receive packages by U.S. Mail or United Parcel Service (UPS) will receive package slips telling them to come to the window to pick up the packages. Students are required to bring their CamCards in order to receive packages. Only the student the package is addressed to may pick up the package.

Outgoing mail pickup is 5 p.m., Monday through Friday.

The following example shows the proper format for a student mailing address: Name, Room Number, Residence Hall Name Meredith College Raleigh, NC 27607-5298

Recycling
Recycling is an integral part of waste reduction at Meredith. Blue baskets are located in each residence hall room and available for offices; contact Facilities Services for bins if necessary. Bins should be emptied by residents and office occupants into larger recycling receptacles. Paper, plastic and aluminum are accepted at all locations. Glass and cardboard are accepted behind the Cate Center and Carlyle Campbell Library. Reduce, reuse and recycle at Meredith.

RD on Duty
919-612-6350
Residence hall emergencies should be reported immediately to the residence director on duty, who maintains contact with security. The RD on duty can be reached via cell phone (919) 612-6350 (leave voice mail message if there is no answer, as messages are checked regularly).

Residence Life
Heidi LeCount, Director, 919-760-8633 8 a.m.–5 p.m. (M–F)
Resident students at Meredith enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of those living together. Each resident must take personal responsibility to abide by the rules and regulations so that the group as a whole can function effectively and benefit from the creative interaction of residence hall living.

The residence life staff provides a program of student services designed to enrich the quality of life of Meredith students. The residential setting, as a living/learning dimension of campus life, is perhaps the single most important synthesis of classroom learning and College experience activity. The residence life staff includes the director of residence life, residence life administrative assistant, residence directors, apartment manager, resident assistants, Oaks students staff and residence hall presidents.

Residence Directors Residence Directors are professional staff members in the Division of College Programs who live in apartments in the residence halls on campus. They perform a variety of duties on campus, working through the Office of Residence Life, as well as being available to assist any student with questions or problems. Residence directors supervise
the work of resident assistants and serve as a resource to all campus students.

**Resident Assistants** Resident assistants are current students who live on each floor of the residence hall, are supervised by the residence director of their residence hall, and serve as her assistant. Resident Assistants are part of the staff of the Office of Residence Life and receive financial compensation.

**Apartment Staff** One full-time Apartment Manager lives in the apartments and oversees the operation of the apartments and apartment student staff. Three Oaks Student staff members serve as a resource to apartment residents.

**Seminars**
Numerous seminars are offered throughout the year by the Division of College Programs. Topics range from women’s health issues to campus adjustment for new students. Call the Dean of Students Office (x8521) for information on topics, location and time of current seminars.

**Student Leadership and Service**
Cheryl Jenkins, Director, 919-760-8338
Heather Johnson, Assistant Director, 919-760-8338
Peggy Ross, Assistant Director, 919-760-8338
Kathy Owen, Office Manager, 919-760-8338
leadershipandservice@meredith.edu
8 a.m.–5 p.m. (M–F)

The Office of Student Leadership and Service offers a variety of co-curricular experiences for Meredith students to be actively engaged within the campus and Raleigh community through involvement in student organizations, volunteer opportunities and student self-governance. The office also offers numerous leadership development programs throughout the year. Students benefit from leadership development programs that challenge them to have a greater understanding of self, others and the community in a dynamic environment that emphasizes active and collaborative learning. Through participation in leadership activities and service opportunities, students at Meredith College will develop skills necessary to lead people, manage projects and handle real-life experiences. By taking on leadership roles on campus, students gain confidence in their abilities, enhance communication skills and learn the importance of integrity as a leader.

The Office of Student Leadership and Service offers or assists with the following leadership programs, events and service opportunities:

- Alternative Breaks
- Celebrating Student Achievement
- Emerging Leaders Seminar
- LEAD Conference
- The LeaderShape® Institute
- One-time Service Events
• Organization Officer and Adviser Training
• Organization Presidents’ Retreat
• Sloan Family Student Leadership Program
• Sophie Lanneau Women’s Leadership Development Program
• SPLASH! into Service
• Service and Internship Fair

The Office of Student Leadership and Service also offers a variety of services for use by student organizations as well as the Meredith community:

• Student Organization Registration Process
• Banner Paper and Markers
• Fundraising Ideas
• Leadership Library
• Maintenance of Cate Center Bulletin Boards
• Off-Campus Trip Approval Forms (and release forms)
• Poster Printer
• Reservations of Cate Center Conference Rooms for Student Organizations and Fundraising/Publicity Tables
• Student Planner/Student Activities Calendar
• Online Tool Box (resources for student organizations)

For more information on any of the listed services, please refer to related sections of this handbook or to the Office of Student Leadership and Service website.

Technology Services
Jeff Howlett, Chief Information Officer

Technology Services is the technology leadership and support organization for the College. The department is organized around the major functions for which it is responsible:

Network Services
This group focuses on the telecommunications infrastructure (data, voice and video), technical systems administration of the college’s core file servers and administration of our e-mail system.
User Services
This group provides technical support for Meredith students, faculty and staff, coordinates departmental technology requests and incorporates the Help Desk (extension 2323, off campus call 919-760-2323) and Desktop Support staff working out of the Noel Annex. Questions about computer labs, e-mail accounts, and connecting to the campus network should be addressed to the Help Desk.

Campus Computing Services
This group focuses on the use of Blackboard as an instructional tool, offers consulting and training for the suite of the College’s standard software packages and also offers an expanded variety of web-based initiatives.

Information System Services
This group is responsible for the administration and maintenance of the college’s core information systems. The functionality of the College’s database and Informer reports are supported by this group.

Technical Resource Services
This group is responsible for the administration and maintenance of the college’s on-line course evaluation system, the campus Print & Copy Center, and campus Postal Services. Services provided by the Technology Services department include:

- Maintaining of all components—both wired and wireless of the campus network
- Providing e-mail accounts to all members of the college community
- Providing Blackboard and library system accounts
- Maintaining the campus telephone network
- Providing Internet access to all systems that are part of the campus network
- Maintaining college owned computers (faculty, staff, laptop program machines and labs)

CamNet Responsible Computing Policy
This document sets forth the CamNet Use Policy for Meredith College. Please read it—you are responsible for knowing and following these policies. All students, faculty and staff are responsible for using Meredith’s computing resources in an effective, ethical, moral and legal manner.

Purpose
Technology Services has responsibility for providing voice and data support services to Meredith College. In terms of systems, Technology Services is responsible for telecommunications, administrative computing, academic computing and library computing activities. Computers and networks provide access to resources on and off the campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires the user act responsibly.
Users must respect the rights of other users, respect the integrity of the systems and observe all relevant laws, regulations and obligations. All existing laws, federal and state and college regulations and policies apply. Illegal reproduction of software protected by US Copyright Law is subject to civil and criminal penalties including fines and imprisonment.

The practice of unauthorized downloading and file sharing runs counter to the college’s commitment to integrity. Use of illegally copied software is a violation of federal law as detailed in the Digital Millennium Copyright Act (Title 17 United States Code). The introduction of software programs that enable the sharing of illegal files over the college’s network often introduce adware, spyware, worms and viruses that adversely affect the performance of the individual’s computer; infect and even damage the college’s network resources requiring costly time consuming repair efforts; and deny the use of these electronic resources to others in the college community. A student who has obtained unauthorized software is encouraged to bring her computer to the Technology Services department for assistance in deleting unauthorized software. If the College receives an Infringement Notification showing that a computer belonging to the college network has been illegally downloading and sharing digital music, movies, or game files, Meredith College will comply with the request to remove the specified files.

When a student is notified that her computer has been identified in an “Infringement Notification,” she will first be given a warning and assistance by the Technology Services department in deleting unauthorized software from her computer.

If a student, after receiving a warning, again violates copyright law, she will be referred to the Honor Council for further action.

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Certain infringements may lead to prosecution under the applicable statutes. Users will be held accountable for their conduct under applicable College policies. Complaints alleging misuse should be directed to Chief Information Officer, Technology Services, Meredith College, by sending an e-mail to cio@meredith.edu.

Use of College-Owned Resources
The following policies apply to all College-owned technology resources provided for use by the Meredith College Community—faculty, staff and students. The intent is to give an overview of acceptable and unacceptable uses. This document is not to be considered as an exhaustive enumeration of all uses and misuses.

Acceptable Use

- Consistent with the mission of the college
- For the purpose of and in support of education and research
- By students, faculty and staff who have been trained, have a current network account and a valid password

Unacceptable Use

- Unauthorized copying of copyrighted material
- Destruction of or damage to the equipment, software or data belonging to the college and/or other users
- Use of computers or network that violates federal, state or local laws or statutes
- Providing, assisting in or gaining unauthorized or inappropriate access to Meredith’s computing resources
- Activities that interfere with the ability of others to use resources effectively
- Use of printers as copiers—one copy of output should be made and taken to the copiers for the production of multiple copies

Activities that result in the loss of another person’s work/data or unauthorized access to another person’s work/data.

**Volunteer Services**
Peggy Ross, Assistant Director, Office of Student Leadership and Service, 919-760-8338

The Office of Student Leadership and Service offers service opportunities for all members of the College who are committed to affecting change through civic engagement within the local community, the state, the nation and the world. We coordinate one-time service events on campus, connect students with outside agencies, and provide ongoing service opportunities through in-house volunteer programs. Through advocacy and meaningful service experiences students, faculty, and staff learn about themselves and the world around them.

A student may make a commitment to a community service organization, participate in a focused service event on campus or in the surrounding community, serve throughout the year as a MeredithREADS volunteer at a partner elementary school, create her own service project, participate in Campus Kitchens, assist with the move out project in the residence halls, or volunteer for a service trip. These service experiences support the College mission by creating an engaged campus and challenging students to become active learners and responsible citizens.

For more detailed information on service opportunities, contact the Assistant Director of Student Leadership and Service at 919-760-8338 or leadershipandservice@meredith.edu.

**Zipcar**
Car sharing provides an alternative to car ownership. Meredith students, staff and faculty have access to Zipcars parked on campus. The cars are available for a few hours or the whole day; gas, insurance, maintenance and parking on campus are included. www.zipcar.com/meredith