



2019-2020 Student Handbook

STUDENT SERVICES

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 store. For more information, contact the Office of the Vice President for College Programs.

Table of Contents

| | |
|--|----|
| Academic Advising | 2 |
| Assistance for International Students & Multicultural Students | 2 |
| ATM Machine | 2 |
| Bulletin Boards and Publicity | 2 |
| Campus Dining | 4 |
| Belk Dining Hall | 4 |
| The BeeHive Café | 5 |
| Food for Thought POD | 6 |
| Meal Plans | 6 |
| Oak Leaf Catering | 7 |
| Office of the Chaplain | 8 |
| Campus Police | 9 |
| Career Planning | 9 |
| Carlyle Campbell Library | 10 |
| Commuter Life & Diversity Programs | 12 |
| Copy Center | 13 |
| Counseling Center & Disability Services | 14 |
| Daisy Trade | 15 |
| Events | 15 |
| Facilities Services, Maintenance, Grounds and Housekeeping | 15 |
| Financial Assistance | 16 |
| First Year Experience | 17 |
| Fitness Center | 17 |
| Health Services | 17 |
| Insurance | 18 |
| Inclement Weather | 19 |
| International Student Adviser | 20 |
| Lost and Found | 20 |
| Meredith Performs Box Office | 20 |
| Meredith Campus Store | 20 |

| | |
|------------------------------|----|
| Post Office | 20 |
| Recycling | 21 |
| RD on Duty | 21 |
| Residence Life | 21 |
| Seminars | 22 |
| StrongPoints | 22 |
| Student Leadership & Service | 22 |
| MC Connect | 23 |
| Technology Services | 24 |
| Volunteer Services | 26 |

Academic Advising

Alex Davis, Director, Academic Advising, 919-760-8809

Emily Evans, Academic Adviser, Academic Advising, 919-760-8062

Park Center, First Floor

8 a.m. – 5 p.m.

- Provide support to students experiencing academic difficulties.
- Conduct individual Academic Skills assessments and coaching appointment in the areas of time management, study strategies, test anxiety, note taking, etc.
- Conduct presentations on learning styles & study skills, academic planning, time management, goal setting, and major exploration.
- Advise undergraduate students in planning their academic paths including course selection, registration, and academic progress. Graduate students are advised within their programs.
- Host the majors fair and academic planning drop-in days.
- Offer guidance on course registration and planning software, including WebAdvisor and Student Planning.

Assistance for International and Multicultural Students

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. Please make inquiries to the Vice President for College Programs, the Dean of Students, the Assistant Dean of Students, the Director of International Programs, the Assistant Director of International Programs, or the Director of Student Leadership and Service about available resources and campus organizations as well as committees that address the needs of students from diverse populations.

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 each day.

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 student organization 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 items 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 by the sponsoring group 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 the Office of 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 flyer in the mail room. If a student wants to place fliers in each mailbox, she should 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 in stairwells, in elevators, or on 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/fliers 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:

MC Connect

The Office of Student Leadership and Service hosts and maintains an online student engagement and involvement platform called MC Connect. MC Connect can be used to find information and get involved with student organizations, events, activities, and more!

MC Connect can be accessed by visiting: Meredith.Presence.io

Office of Student Leadership and Service

202 Cate Center, 919-760-8338

- Poster printer; small sandwich boards; banner paper; flier approval
- Detailed information is available on the Office of Student Leadership and Service MyMeredith site.

Office of the Dean of Students

214 Park Center, 919-760-8521

- Commuter Bulletin Board in Commuter work station in Cate Center.

Meredith Herald, Campus Newspaper

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 919-760-2346, or e-mail MCTV at jjackson@meredith.edu. Make sure you leave a detailed message about your advertisement along with a contact number. Paid advertisements are not accepted.

E-News

E-news announcements may be submitted [MyMeredith](#).

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.

Halo Happenings

The SGA Executive Board creates a weekly on-line newsletter called *Halo Happenings*. Student organizations may submit items related to awareness, events, service, fund-raisers, and campus updates by the deadline each week.

Campus Dining

[Website](#)

Facebook: www.facebook.com/CampusDining

Instagram: @Meredith_Dining

David Penney, General Manager, 919-760-8656 penney-david@aramark.com

Michelle Casale, Assistant General Manager, 919-760-8186 casale-michelle@aramark.com

Troy Waugh, Chef, 919-760-8658

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

919-760-8377

catering@meredith.edu

oakleafcatering@yahoo.com

Belk Dining Hall

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 for Breakfast, Continental, Lunch, and Dinner from 7:30 a.m. -7:30 p.m. and open Saturday and Sunday for continental breakfast, lunch and dinner from 8:30 a.m. – 7:00 p.m. (7:30 p.m. on Sundays).
- 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 (upon request) free of charge to be used to take a meal “to-go.” If students do not have their containers, they may purchase a to-go container at any time at the register for \$1 (compostable) 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 a.m. – 9:30 a.m.

Continental Breakfast: 9:30 a.m. – 10:45 a.m.

Lunch: 11:00 a.m. – 2:00 p.m.

Late Lunch: 2:00 p.m. – 4:45 p.m.

Dinner: 4:45 p.m. – 7:30 p.m.

Saturday and Sunday

Continental Breakfast: 8:30 a.m. – 11:30 a.m.

Brunch: 11:30 a.m. – 1:30 p.m.

Dinner: 5:00 p.m. – 6:30 p.m.

Sunday – Thursday

we also offer Late Night Social Hours in collaboration with RHA & SGA and provide complimentary soda: 7:30 – 11:00 p.m. (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 **Sandwich Shack**. Fuel up with a cup of your favorite Starbucks Coffee at our **We Proudly Serve Starbucks**. If you’re in a rush, the Beehive offers a selection of salads, sandwiches and wraps, fresh fruit cups, and a **Chobani Creation Station**.

In addition to the above options, you will also find the following on a daily basis to add to the variety of choices:

- **Masada Bakery** assortment of fresh pastries
- **Halo Top Ice Cream**
- **Chick-fil-A** every Monday, Wednesday, & Friday
- **Papa John’s Slices** every Tuesday & Thursday

BeeHive Café Hours of Operation

Monday – Thursday: 7:30 a.m. – 8:00 p.m.

Friday: 7:30 a.m. - 4:30 p.m.

Saturday – Sunday: CLOSED

For more information, please visit our website at www.meredith.campusdish.com.

Food for Thought POD (Provisions on Demand)

Located on the 1st Floor of the Carlyle Campbell Library, the POD is a retail location where you're able to use your Dining Dollars to eat and perfect for a quick bite or snack with friends.

Food for Thought POD Hours of Operation

Monday – Thursday: 9:00 a.m. – 11:00 p.m.

Friday: 9:00 a.m. - 4:30 p.m.

Saturday – Sunday: CLOSED

For more information, please visit our website at www.meredith.campusdish.com.

Please note: Belk Dining Hall, Food for Thought POD, 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. Many 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 or POD. Your CamCard identifies you as a meal plan member and must be presented at each meal. The cost of these plans is the same. Dining Dollars expire at the end of each semester.

All Access Meal Plan + \$150 Dining Dollars

All resident students (except those living in the apartments) are automatically signed up for this plan. Not just for big eaters! An All Access 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 All Access meal plan gives you unlimited access to Belk Dining Hall. This includes meals, snacks, drinks, or the chance to visit with friends. Just swipe your CamCard at the door!

15 Meals per Week + \$250 Dining Dollars

Sophomores, Juniors and Seniors may change to this plan through the end of the tenth day of classes of each semester (September 3, 2019 for the fall semester; January 24, 2020 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 3, 2019 for the fall semester; January 24, 2020 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.

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 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 \$630.00 / semester • Add an additional block of 10 meals \$70.00

40 Meals + \$200 Dining Dollars*

40 all-you-care-to-eat meals/semester • \$200 Dining Dollars \$510.00 / semester • Add an additional block of 10 meals \$70.00

20 Meals + \$200 Dining Dollar*

20 all-you-care-to-eat meals/semester • \$200 Dining Dollars per \$375.00 / semester • Add an additional block of 10 meals \$70.00

***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 or POD are subtracted from your account balance. If your 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, 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) 760-8377

By Web: Oak Leaf Catering

Gift Packages & Birthday Cakes

We offer wonderful gift packages you can send to friends at just a touch of a button. These include but are not limited to:

- Get Well Packages
- Exam Crunch Packages
- Stock Your Room! Packages

Visit our [website](#) for more information or to order your kit today!

Campus Dining FAQ's

How do I sign up?

Students living in an on campus residence hall will be signed up automatically. Commuters and Oaks Residents can sign up online at www.meredith.campusdish.com.

What If I Have a Meal Plan Question?

We have an 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 email 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 who 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?

Belk Dining Hall's daily menus, along with nutritional information and ingredient listings, can be found [online](#).

Office of the Chaplain

Donna Battle, Chaplain, 919-760-8346 / 8347 (Direct line to Chaplain)
8:00 a.m. – 5:00 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 is available to the College community for counseling pertaining to spiritual questions, spiritual/religious vocations, and personal challenges.

The Office of the Chaplain offers a weekly Wednesday 10:00 a.m. spiritual experience, from topical spiritual and or interfaith discussion to formal Christian worship services. The 10:00 a.m. hour on Wednesdays is set aside for those who wish to attend Chapel. The Chaplain's office invites you to use this hour for spiritual reflection or to participate and attend the service offered on Wednesdays at 10:00 a.m.

Meredith's spiritual roots are founded in the Baptist tradition, which lauds religious freedom with respect for different belief systems. The Office of the Chaplain seeks to foster an environment respectful of all religious traditions, belief systems, and forms of spirituality. The Chaplain assists in advising the student group, Better Together, that organizes interfaith discussion opportunities, educational events and service projects. There is also an interfaith prayer and meditation room in Jones Chapel that is open to the Meredith community.

The Office of the Chaplain partners with several local organizations and entities to build healthy community, and provide opportunities for Meredith students to serve, develop spirituality, and learn practices and disciplines of reflection. There is also a partnership with The Cooperative Baptist Fellowship of North Carolina (CBFNC), which provides opportunities to participate in mission trips.

Sisters United is a student group that supports vulnerable girls. Local efforts focus on anti-human trafficking through a support of local agency providers that serve human trafficking victims, as well as, educating the wider community on issues that impact this vulnerable population.

Students seeking a place of worship in the Raleigh community may contact the Chaplain for assistance. Information is available for all faith traditions. Students are invited to make use of the Jones Chapel Meditation Room and Reading Room, as well as visit one-on-one with the Chaplain socially or confidentially. All are welcome.

Campus Police

Al White, Chief, 919-760-8888

In case of an emergency, call Campus Police at 919-760-8888 or Extension 8888 from an on-campus telephone.

Career Planning

Dana Sumner, Director, 919-760-8428

Jane Matthews, Assistant Director, Employer Relations, 919-760-8343

Katie Peterssen, Assistant Director, Career Planning, 919-760-8213

TBA, Career Development Coordinator, 919-760-2344

Ann Phillips, Office Manager, 919-760-8341

Park Center, Second Floor

8:00 a.m. – 5:00 p.m.

[Career Planning Website](#)

The Career Planning team encourages students to reflect, explore, evaluate, and select majors and careers that consider their interests, skills, strengths, values, and preferences. Specifically, we:

- Promote the discovery and use of strengths and provide insights on ways they can be applied through StrongPoints®.
- Provide career counseling to students, guiding and supporting them in making authentic career decisions so that they can reach their career goals.
- Teach two undergraduate career planning seminars for academic credit. CPS 101, designed for freshman and sophomores, guides students through self-awareness and career exploration. CPS 301, for juniors and seniors, helps students apply their major to career paths while teaching them to develop job search documents and strategies.
- Connect students and career professionals – creating an opportunity to consider careers, make connections for information, internships, full-time jobs, or other opportunities.
- Educate students to prepare professionally for jobs, careers, internships, and/or graduate school.
- Provide support and guidance as students develop resumes and other professional documents, prepare for interviews, build and sustain their network, and conduct a job search.
- Provide access to Handshake, OCP's career development platform that gives students access to personalized and vetted internship, co-op, and full-time job listings, and to programs and events sponsored by OCP.
- Coordinate Cooperative Education, a program that integrates academic study with paid career-related job experiences.
- Serve as a clearinghouse for internship positions and post these opportunities on Handshake. Academic credit for internships is determined by faculty internship coordinators in each academic department.
- Host internship and career fairs, networking events, career panels, practice interviews, and events designed to help students investigate career options, practice and strengthen skills, articulate career competencies employers seek, discover internship and full time opportunities, and make connections with professionals.

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://www.meredithLibrary hours.edu/library/hours.html>]

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. 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 projection 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, and St. Augustine's University).

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 5, 10, and 11 are cablecast from the Meredith Cable Television (MCTV) office located on the ground floor of the Carlyle Campbell Library. Channel 5 is Meredith's 24-hour information bulletin board. It's fast, easy to post announcements on 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. Channel 10 is the home for MCTV weekly programs, often used by professors to cablecast videos for out-of-class viewings.

MCTV provides 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 at Meredith College at 919-760-2346.

Any questions or concerns regarding MCTV should be directed to Melanie K. Fitzgerald, Cable Administrator at Meredith College at 919-760-2346.

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:

| What can you borrow? | How long (loan period)? | Can you keep it longer (renewal)? | How much do you pay if you keep it too long (overdue fines)? |
|-------------------------|---------------------------|-----------------------------------|--|
| Books (except reserves) | 3 weeks | Yes, up to six more weeks | 10 cents per day |
| DVDs-to-go | 3 days | yes, for 3 more days | \$1.00 per day per disc |
| All other videos | 3 hours (in library only) | no | 50 cents per hour |
| Laptops | 4 days | no | \$10.00 per day |
| Kindles | 14 days | no | \$10.00 per day |
| iPads | 4 days | no | \$10.00 per day |
| Other media equipment | Loans periods vary | no | Fines vary, contact Media Services for more information |

| | | | |
|------------------|---------------------------|----|-------------------|
| Reserves Strict | 3 hours (in library only) | no | 50 cents per hour |
| Reserves 24-Hour | 24 hours | no | \$3.00 per day |
| Reserves 3-Day | 3 days | no | \$3.00 per day |

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

Commuter Life & Diversity Programs

Office of the Assistant Dean of Students

Commuter Life & Diversity Programs

Tomecca Sloane, Assistant Dean of Students, 919-760-8521

8 a.m. – 5 p.m.

Commuter Life

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 Assistant Dean of Students provides programs and services that address the needs of commuters as well students from diverse backgrounds. A primary goal 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 second floor of the Park Center.

In addition to the support and services provided by the Assistant Dean of Students, commuters can take advantage of the Cate Center lounges, study areas, computers, the BeeHive Café, 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 this 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:

- Black Student Union (BSU)
- Campus dialogues and trainings pertaining to various aspects of diversity
- Summer Symposia

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
8:00 a.m. – 5:00 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. Large format printing is also available.

Students can make requests for printing by submitting a print job via the online portal (copyshop.meredith.edu), or by taking documents to the Copy Center and filling out an order form. Requests sent through inter-office mail or via email 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 and availability along with the forms of payment accepted. Please call us at (919)760-8677 or email us at copycenter@meredith.edu if you have any questions.

Counseling Center & Disability Services

Beth Meier, Director, 919-760-8427

Carolyn Koning, Assistant Director for Disability Services, 919-760-8427

Margie Hattori, Assistant Director for Counseling, 919-760-8427

Janet Ogbon, Senior Counselor, 919 760-8427

Corey Shaw, Counselor, 919-760-8427

Donna LaHaye, 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.

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 the services are **free** and **confidential**.

We offer students a 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

Counseling

For more information click on our [Website](#).

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 10:00 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. crisis 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.

Disability Services

For more information click on our [website](#).

Meredith College values the diversity of its community and works to promote the academic endeavors of all students. Therefore, Disability Services collaborates with faculty, staff, and students to create an

inclusive environment in which all students have equal access to all courses, programs, events, activities, and facilities at the College.

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Meredith College is committed to equality of educational opportunities and ensures that no otherwise qualified person shall, by reason of a disability, be denied access to, participation in, or the benefits of any program or activity offered by the College. Self-identified students who are certified through Disability Services will receive reasonable and appropriate accommodations which eliminate barriers and create equal access to all aspects of the College.

It is the student's responsibility to disclose a disability, request accommodations, and file grievances. Individuals seeking reasonable accommodations are responsible for initiating contact with Disability Services and for providing current, comprehensive documentation to support the accommodation request. Disability Services is responsible for establishing eligibility based on thorough documentation, student self-report, and federal guidelines. Accommodations are determined on an individual, case-by-case basis. In addition to providing accommodations, Disability Services offers support services designed specifically for students with disabilities.

For more information about the certification process, documentation guidelines, assistive technology, and other services, please visit www.meredith.edu/disability.

Daisy Trade

The Daisy Trade is an on-campus food pantry housing nonperishable food items, personal hygiene items, and seasonally, fresh produce. The Daisy Trade is located adjacent to the Jones Chapel Common Room, and is open to the Meredith Community.

The Daisy Trade is open anytime the Jones Chapel building is open, usually M-F from 9:00 a.m. – 5:00 p.m.

Events

Bill Brown, Director, 919-760-8533

All reservations for rooms, buildings and outdoor spaces are confirmed through the Office of Meredith Events.

To request facilities for an event, log in to [webadvisor](#) and fill out the "Event Request Form." If you're a student, you can find it on the Communication section of the Students menu.

For all other requests, please e-mail Natalie Herrmann (Events Coordinator) at: events@meredith.edu or call 919-760-8533 for further assistance.

Facilities Services, Maintenance, Grounds and Housekeeping

Sharon Campbell, Director, 919-760-8560

Requests for maintenance, housekeeping and grounds keeping may be made to the Facilities Services Office, 919-760-8560, or by completing a service request form on our [website](#).

Financial Assistance

Kevin Michaelsen, Director, 919-760-8565

Betty Harper, Associate Director, 919-760-2245 (all graduate and certificate students)

Belinda Thomas, Assistant Director, 919-760-8155 (all undergraduate and graduate loan processing)

Bridget Bouges, Assistant Director, 919-760-8841 (undergraduate students last name H – P)

Samantha Wilkins, Financial Assistance Advisor, 919-760-2829 (undergraduate students last name A – G)

Victoria Munn, Student Services Administrator, 919-760-8159 (undergraduate students last name Q – Z)

Trea Marvin, Information Manager, 919-760-8165 (all FAFSA questions)

Deborah Dalziel, Office Manager, 919-760-8078 (all undergraduate student employment)

Email address: finaid@meredith.edu

8 a.m. - 5 p.m. (M–F) 8 a.m. - 6 p.m. (during Drop/Add periods)

The Office of Financial Assistance is located on the first floor of Johnson Hall East and is committed to working with you, and/or 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 make your education affordable.

The Office of Financial Assistance administers a variety of scholarships, grants, and loan programs. Any student who 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.

To apply for financial assistance:

US Citizens and Permanent Residents should file the FAFSA (Free Application for Federal Student Aid) each year. The FAFSA can be completed online at [FAFSA](#), or check out the new [myStudentAid app](#) for iOS and Android. The FAFSA is available beginning October 1st for the following academic year. Filing priority dates are listed below:

| <u>TYPE OF STUDENT</u> | <u>FAFSA FILING PRIORITY DATE</u> | <u>STATEMENT OF AWARD AVAILABLE</u> |
|--------------------------------|-----------------------------------|-------------------------------------|
| New Undergraduate Students: | | |
| Early Decision | Nov 15 | By Dec 1 |
| Early Action | Jan 15 | After Feb 15 |
| Regular Decision | Feb 15 | After Mar 15 |
| Current Undergraduate Students | March 15 | After June 1 |
| New Graduate Students | March 15 | After May 1 |
| Current Graduate Students | March 15 | After May 1 |

International and Undocumented Students (undergraduate only) should complete the Application for Institutional Aid each year. The application is available beginning October 1st for the following academic year. See the above chart for Application priority dates and Statement of Award dates.

Student Employment opportunities for undergraduate students are found online **by logging in to our Financial Assistance campus website**. Undergraduate students who are eligible for Federal Work-Study will be able to view the available on-campus positions. All students will be able to view the off-campus positions which include babysitting, tutoring and other part-time opportunities.

Graduate Student Work-Study:

Meredith College does not have Federal Work-Study funding available for graduate students.

First Year Experience *(for undergraduate students)*

Chrissie N. Bumgardner, Co-Director, 919-760-2284

Holly M. Weakland, 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 second floor of the Park Center.

First Year Experience Course

First Year Experience (FYE 100) 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.

Student Advisers

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. Wings and Transfer Student Advisers assist new adult and transfer students. A Chief Student Adviser and Chief Wings and Transfer Adviser are selected through an application process to lead the student adviser team. Student Advisers must have at least 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 applying for student adviser positions are encouraged to contact staff in the First Year Experience Office located on the second floor of the Park Center.

Fitness Center

In the fall of 2017, Meredith opened the Lowery Fitness Center, available only to Meredith students, faculty, and staff. The center is located in the Weatherspoon Building and offers a full range of weight machines, free weights, and cardiovascular equipment. Cam cards must be presented and swiped upon entry of all students, faculty, and staff into the center. A fitness center worker is available to introduce you to the equipment and answer your questions. Refer to the fitness center hours on the college website for the schedule of available hours. The fitness center is not open during designated campus holidays or Fall or Spring semester breaks.

Health Services

Mary Johnson '07, DNP, APRN, FNP-BC, CWP, Director of Health Services

Sheri Weathers, RN, Staff Nurse

Anne Smithson, MD, College Physician

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, nurse practitioner, and a registered nurse on staff to serve our students. A student health form must be completed (including all state-required immunizations documented and updated), prior to matriculation.

All health forms are due on the date specified on the instruction sheet. Forms can be found at www.meredith.edu/health and select “Forms” from the left hand menu.

The Health Center hours are 8:30 a.m. to 4:30 p.m., Monday–Friday.

Physician hours:

Monday 11:30 a.m. to 2:30 pm
Tuesday 11:30 a.m. to 2:30 pm
Wednesday 9:00 a.m. to 12:00 p.m.
Thursday 9:00 a.m. to 12:00 p.m.
Friday 10:00 a.m. to 12:00 p.m.

Students can make an appointment to see the physician at the Health Center by calling 919-760-8535. 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 9-1-1 and then Campus Police 919-760-8888. The resident director on duty may be reached at 919-612-6350.

The student health fee, which is included in the residence hall room and board fees, covers 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 (available on Wednesdays), 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. Major illnesses or injuries will be referred off campus and are the financial 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 (\$50 after Fall/Spring break), in order to be seen by a provider 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 to faculty, staff, parents or others without written permission of the student.
- 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. In order to obtain a copy of your records, you must submit a signed records release request. This form can be found on the [Health Services website](#).

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 machines are available for student, faculty, and staff to use in the Health Center.

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 (12 credit hours or more), licensure only, pre-health, international, Sansepolcro students, and dietetic interns to assure that students have access to health care services beyond what is available on campus. **All of the aforementioned students must take action in the insurance portal by Wednesday, September 11, 2019 at 5:00 p.m. EDT.**

If you have health insurance and wish to opt out of the plan that Meredith College offers, complete the waiver at meredith.edu/health. You will receive an email confirmation in 1-3 business days. The waiver will be available starting in mid-June. **If this form is not completed by Wednesday, September 11, 2019 at 5:00 p.m. EDT, your student account will automatically be charged for the insurance plan Meredith is offering.** If you are enrolling in spring, the spring waiver will be available starting in mid-November; see meredith.edu/health for more details.

Students who do not have health insurance may purchase a health insurance policy and complete the waiver at meredith.edu/health. You can find your own policy through the healthcare exchange (healthcare.gov) or enroll in Meredith's BlueCross Blue Shield of North Carolina (BCBS-NC) plan (meredith.edu/health). The waiver will be available starting in June. The waiver form needs to be completed by **Wednesday, September 11, 2019 at 5:00 p.m. EDT** or your account will automatically be charged for the insurance plan Meredith is offering.

Students should check with their insurance provider to see if coverage is appropriate for Raleigh, North Carolina and is comparable to our current plan. To view the current benefit summary for Meredith's plan for the 2019-20 academic year, please go to meredith.edu/studenthealthinsurance.

Peer Health Educators

Meredith PEARLS (Peer Educators Advocating Responsible LifeStyles) 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

If the College is closed and classes are cancelled or delayed because of inclement weather, the College will submit announcements to local radio and television stations and send announcements via MC ALERT. To receive MC Alert notifications, sign-up is required. Visit our [website](#).

When the College has not elected to cancel classes, individual professors have the option of canceling their classes. Professors will have inclement weather and class cancellation information on their syllabi. Student organizations should consider canceling organization meetings or activities in conjunction with the cancellation of classes.

In the event of college-wide class cancellations or those made by individual instructors, students should periodically check MyMeredith and Brightspace class listings for postings about alternate arrangements for classwork, tests, and the like.

Several dates in the calendar are reserved for potential inclement weather make-up classes. In the event that Meredith has a delay or closing, a decision will be made about whether to make up one or more class periods that were missed. If the decision is made to do so, a campus-wide notification will be sent through Meredith email alerting students and announcing which class period(s) will be made up and which day and time.

Use Meredith's official Facebook page and Twitter feed as additional sources of weather-related information:

<https://www.facebook.com/MeredithCollege>

<https://twitter.com/meredithcollege>

For more information about how inclement weather decisions are made and announced, visit www.meredith.edu/weather.

International Student Adviser

Assistant Director of International Programs

Traci Johnson, 919-760-8397; tsjohnson@meredith.edu

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 an 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.

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 persons and 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 Campus Store

Emily Kelleher, Manager, 919-760-8545

8:30 a.m. – 5 p.m. (Mon.-Thurs.) and 8:30 a.m. – 4:00 p.m. (Fri.)

The Meredith Campus Store is located on the first floor of the Cate Student Center. The store offers clothing, gift items, school supplies, and many other products for your convenience.

Post Office

The Willie J. King Postal Center, named for a long-time Meredith employee, is located on the first floor of Cate Center. The mail room is not an official U.S. Post Office, but stamps and supplies are available for purchase and packages will be accepted to send out via USPS or UPS. These services are available between the hours of 8 a.m. and 5 p.m., Monday through Friday, while classes are in session. Outgoing mail that requires special handling such as registered mail may be taken to any post office, including the Method Road branch of U.S. Post Office, which is located within walking distance of the campus.

Student mail is available for pick-up Monday through Friday, during regular business hours. Students who receive packages by U.S. Mail, United Parcel Service (UPS) or Fed Ex will receive an email letting them know their package and/or letter mail is ready to be picked up. Students are required to bring their CamCards in order to receive mail and packages. Only the student to whom the letter/package is addressed may pick up the item.

Outgoing mail pickup is 5:00 p.m., Monday through Friday.

The following example shows the proper format for a student mailing address: Name, Room or Apartment

Number, Residence Hall or Apartment Name, Meredith College, 3800 Hillsborough Street Raleigh, NC 27607-5298

Recycling

It is the individual student's responsibility to deposit waste and recycling materials in proper locations. Outdoor trash locations next to residence halls and apartments also include containers for depositing recyclable materials. Blue recycling baskets are available by request to facilitate this process.

In addition to outdoor recycling containers near living areas, there are also three large, mixed-stream, 8-yard containers on campus that are labeled to accept the following materials:

| | | | | |
|---------------------|---------------|--------------|---------------|-----------------|
| flattened cardboard | magazines | office paper | junk mail | phone books |
| brown paper bags | newspapers | paperboard | steel cans | plastic bottles |
| empty aerosol cans | glass bottles | glass jars | aluminum cans | aluminum foil |

These large containers can be found on the east side of The Oaks Apartments, the Cate Center service area and Belk Dining Hall loading dock area.

RD on Duty *(for undergraduate students)*

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 *(for undergraduate students)*

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 in a community. 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 community 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 community assistants, and residence hall representatives.

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. RDs 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 a residence hall, are supervised by the residence director of their residence hall, and serve as her assistants. RAs 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 Community Assistants. There are four CAs who work in the Oaks.

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 (919-760-8521) for information on topics, location and time of seminars.

StrongPoints

Candice Webb, Director, 919-760-2255
Beth Hwang, Assistant Director, 919-760-8210
Ann Phillips, Office Manager, 919-760-8341
Park Center, Second Floor
8 a.m. – 5 p.m

StrongPoints is Meredith's comprehensive advising and coaching initiative designed to help students make the most of their experience at Meredith. Through StrongPoints, students learn to develop and apply their personal strengths through academics, experiential involvement, financial decision-making, and career planning. StrongPoints is designed to:

- Assist students in making intentional academic choices based on values, interests, skills, and strengths
- Guide students as they seek opportunities to develop personal, professional and leadership skills
- Provide resources to help students effectively plan and manage resources for financial well-being
- Create opportunities for students to explore career options, analyze implications of potential careers, develop a career path, and navigate the job search process.

Student Leadership and Service

Cheryl Jenkins, Director, 919-760-8338
Sarah Borum, Assistant Director, 919-760-8338
Catie Trimble McAnulty, Assistant Director, 919-760-8338
Kathy Owen, Office Manager, 919-760-8338
leadershipandservice@meredith.edu
8:00 a.m. – 5:00 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.

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 at Meredith College
- One-time Service Events and Community Agency Partnerships
- Organization Officer and Adviser Trainings
- Organization Presidents' Retreat
- Orientation Crew
- Leadership Speaker Workshops
- Sophie Lanneau Women's Leadership Development Program
- SPLASH! into Service
- Student Organization Fairs

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
- Imprinted Item Pre-Approval Process
- Leadership Library
- Maintenance of Cate Center Bulletin Boards
- Off-Campus Trip Approval and Release Forms
- Poster Printer
- Reservations of Cate Center Conference Rooms for Student Organizations
- MC Connect
- Fundraising/Publicity Tables
- Student Activities Calendar
- MyMeredith site (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 MyMeredith site.

MC Connect

Meredith students have a wide variety of opportunities to become involved while at Meredith. Meredith College is home to over a hundred student organizations and numerous involvement experiences that encourage students to explore a variety of interests, grow their leadership skills, and connect with Meredith and the local community.

MC Connect is the centralized place for information about student involvement at Meredith College. Browse the MC Connect website or phone app to view and join student organizations or

search for upcoming events on the student activities calendar. MC Connect is the place to go to get involved in Meredith campus life. MC Connect is available online at Meredith.presence.io. The MC Connect phone app is free and available for download in the Apple Store and Google Play Store under the name *Presence CheckPoint*.

Meredith students can track their campus involvement using MC Connect. From recording a students' club/organization member or officer status to recording attending a campus event or tracking community service hours, MC Connect provides tools to track student engagement while at Meredith. Students can track their campus involvement under the student profile tab through the methods below:

- **Record Attendance at Campus Events:** A student attending a campus event in which attendance is being recorded in MC Connect should have their CamCard scanned by the event organizer. Attendance at the event will be documented within MC Connect following the event.
- **Track Community Service Hours:** MC Connect offers the ability to track students' volunteer hours through two methods: scanning into a campus service event which is tagged as a service opportunity or self-reporting community service hours within the students' individual profile page.
- **Record Membership/Officer Status in a Registered Student Organization:** MC Connect automatically documents students' members and club officer status within registered student organizations on the student profile page. Students who are members or club officers of an organization may see their membership status on their profile page.

MC Connect is sponsored by the Office of Student Leadership and Service. Questions? Call 919-760-8338 or email leadershipandservice@meredith.edu.

Technology Services

Jeff Howlett, Chief Information Officer, 919-760-2803

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) and wireless infrastructure of the college

Technical Operations

This group provides 24/7/365 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. Questions about computer labs, email accounts, and connecting to the campus network should be addressed to the Help Desk.

This group is also responsible for the campus Print & Copy Center and campus Postal Services.

Instructional Design and Academic Technology

This group focuses on the use of Brightspace 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, as well as the server infrastructure of the college. The functionality of the College's database and Informer reports are supported by this group. This group also focuses on the technical systems administration of the college's core file servers and administration of our e-mail system.

Services provided by the Technology Services department include:

- Maintaining all components—both wired and wireless, and telephones, of the campus network
- Providing e-mail accounts to all members of the college community
- Providing Brightspace and MyMeredith system accounts.
- Providing Internet access to all systems that are part of the campus network
- Maintaining college owned computers (faculty, staff, 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, and academic computing. 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
- Activities that result in the loss of another person's work/data or unauthorized access to another person's work/data.

Volunteer Services

Catie Trimble McAnulty, 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, create her own service project, participate in Meredith Kitchens, 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.