The Wesleyanne 2012 – 2013

Wesleyan College Student Handbook

Jurisdiction and Administration

*The Wesleyanne* is published by the Division of Student Affairs. Policies and fees set forth in *The Wesleyanne* are subject to change with notification to the student body. The handbook is updated on a yearly basis and provides current information on college policies and regulations. *The Wesleyanne* is under the jurisdiction of the Wesleyan College Board of Trustees and is administered and interpreted by Student Affairs. All students are responsible for following the policies herein.

Published Electronically September 2011 by the Division of Student Affairs, and published on the Wesleyan College Website and Portal.

History of the Wesleyanne

The College’s student handbook underwent a transformation in 2003 with a new name voted on by the student body. The new title, *The Wesleyanne*, signifies that this handbook is a guide to help Wesleyan College Students become the ideal Wesleyanne.
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Welcome from the Vice President for Student Affairs, Dean of Students

I hope you will find The Wesleyanne beneficial to you as a Wesleyan student. It has been developed to serve as a source of information about the College and to aid you in making the best possible decisions based on accurate and timely information. The Wesleyanne contains brief descriptions of each of the departments and services within Student Affairs, as well as policies, procedures and guidelines regarding general student conduct. You will also find information about all the clubs and organizations that the College offers. As a member of our community, you will discover many opportunities for your personal growth, intellectual enrichment, and emotional, cultural and social development. I encourage you to get involved in the many opportunities at Wesleyan College. This involvement can provide a rich source of new friendships, new ideas and skills, and an enlightened understanding of yourself and others. On behalf of the Division of Student Affairs, best wishes for a successful and rewarding educational experience at Wesleyan. If any Student Affairs staff member or I can be of assistance to you, please contact us.

Patricia M. Gibbs

Vice President for Student Affairs, Dean of Students
Wesleyan College: Vision, Mission and History

VISION OF THE COLLEGE
Forever first for women’s education- striving for excellence, grounded in faith, and engaged in service to the world.

MISSION OF THE COLLEGE
Founded in 1836 as the first college in the world for women, Wesleyan College offers an education that leads to lifelong intellectual, personal, and professional growth. Our academic community attracts those with a passion for learning and making a difference. The Wesleyan experience has four cornerstones.

Academics
Wesleyan is committed to academic excellence in the liberal arts, the fine arts, and professional fields of study and to close relationships among faculty and students.

Women
Wesleyan takes seriously its role as a pioneer in women’s education and seeks to provide scholarship, leadership, and service opportunities through which women will be challenged to accomplish ambitious goals.

Faith
Wesleyan is proud of its long relationship with the United Methodist Church. We respect other traditions and remain committed to the Judeo-Christian ethic, believing that a firm grasp of enduring human values is basic to the Wesleyan way of learning, living, and service.

Community
Wesleyan values each member of its community as an individual and in relationship to the whole. We work together in service to the larger community that surrounds us.

VALUES OF THE COLLEGE
We believe that real education is a lifelong endeavor, fueled by curiosity, challenge, and discovery. Providing a solid foundation for a lifetime of learning and growth, the Wesleyan experience is based upon these shared values that guide us daily:

• Academic excellence and critical thinking
• Personal honesty, civility, and integrity
• Pride in teaching, learning, and working together
• Belief in the arts as integral to a fully realized life
• Spirituality in the search for purpose and understanding
• Responsible citizenship and ethical leadership in service to others
• Respect for diversity among people, religions and cultures as a powerful force for understanding, innovation, and social justice
• Recognition of the impact of the individual and the strength of the team
• Appreciation for our history and traditions
• Laughter, humor, and joyful enthusiasm for life

HISTORY OF WESLEYAN COLLEGE
At Wesleyan, First for Women isn’t just a catchphrase. It’s a way of life. Chartered as the Georgia Female College on December 23, 1836, Wesleyan is the world's oldest women's college. The College was founded through the efforts of a group of Macon citizens and the Georgia Conference of the Methodist Episcopal Church, as evidence of their concern for the education of women. Classes began January 7, 1839 with almost 100 students; our first baccalaureate degree was awarded on July 16, 1840.

In 1843, the Georgia Conference of the Methodist Church assumed responsibility for the College and by an act of the state legislature changed its name to Wesleyan Female College. In 1917, the “Female” was eliminated from the title, and the school assumed its present name of Wesleyan College. Today, the College continues its affiliation with the United Methodist Church and, in 1993, Wesleyan was designated a historic landmark by the church.

In 1858, Wesleyan’s trustees adopted a resolution that the faculty should have a meeting with the alumnae at the next commencement. An organizational meeting of the alumnae took place on July 11, 1859, at Macon’s Mulberry Street Methodist Church, thus establishing the very first alumnae association of a degree-granting college.

Earlier in the decade, Wesleyan had become the birthplace of the first two Greek societies for women, the Adelphean Society in 1851 (now Alpha Delta Pi) and the Philomathean Society in 1852 (now Phi Mu). Today, instead of sororities, Wesleyan shares in sisterhood, so depending on your year, you will be a Green Knight, Pirate, Purple Knight, or Golden Heart.
In 1928, Wesleyan moved the liberal arts college from its original College Street site to the present Rivoli campus. The historic College Street building continued to house the School of Fine Arts, which consisted of the Conservatory of Music and the departments of art, theatre, and speech. In 1953, the School of Fine Arts was also moved to the Rivoli campus.

Wesleyan offers one undergraduate degree: the Bachelor of Arts. Majors and concentrations are available in more than thirty areas of study. A dual degree in engineering is offered in cooperation with the Georgia Institute of Technology, Auburn University, and Mercer University. Research and technology are integrated throughout the liberal arts curriculum. With ninety-five percent of faculty engaged in research in their fields, Wesleyan students often have opportunities to collaborate with their professors on these projects.

Wesleyan is committed to fulfilling its special mission as a women’s college in curriculum and in student life. But Wesleyan isn’t just a women’s college. It’s a community of learners and doers — women who have big plans for the future and refuse to limit themselves. Wesleyan has a long tradition of service to the community and two-thirds of our students remain actively engaged in community service.

**MACON, GEORGIA**

Macon, Georgia located in the center of the state about an hour south of Atlanta. According to the City of Macon Government website, there are approximately 91,000 residents. A town rich in heritage and tradition, many musical artists launched their careers in Macon: Little Richard, James Brown, Otis Redding and the Allman Brothers Band, among others. There are several historical sites available for touring, including the restored Douglas Theater, Grand Opera House, Hay House, and the Cannonball House. Outdoor enthusiasts will enjoy Lake Tobesofkee, which offers relaxing, boating, camping and the like. For more information, please view the Macon and Bibb County Convention and Visitors Bureau at: www.maconga.org.
College President and Cabinet Members

**President of the College**
Ruth Austin Knox  
**Location:** Tate Hall, First Floor  
**Phone:** 478-757-5212  
**Fax:** 478-757-2485

The President of the College, through her leadership with the community, is directly responsible for advancing the mission and goals of the College, the direction and coordination of all aspects of planning for the College, the formation and implementation of College-wide policies, and the encouragement of communication among all College constituencies. The President’s Office is supported by two Assistants to the President. The President works closely with the Board of Trustees, a legal entity of volunteer members with responsibilities for the governance of the College as a non-profit corporation. Together, the President and the Board of Trustees define the College’s mission, establish long-range plans, and ensure strong academic and co-curricular programs, as well as sound financial management.

**Vice President for Academic Affairs, Dean of the College:** Vivia Fowler  
**Location:** Tate Hall, First Floor, 122  
**Phone:** 478-757-5228  
**Fax:** 478-757-2430

The Vice President for Academic Affairs and Dean of the College provides administrative leadership for all academic programs. The Dean also oversees faculty appointments, professional development, and promotions of academic personnel. The Registrar’s Office, the Library, Academic Center, and Institutional Research report to this office.

**Vice President for Student Affairs, Dean of Students:** Patricia M. Gibbs  
**Location:** Huckabee Hall  
**Phone:** 478-757-5216  
**Fax:** 478-757-4027

The Vice President for Student Affairs and Dean of Students oversees the Division of Student Affairs and is responsible for the overall quality of campus life. The Vice President is available to assist students with problems and concerns. The Vice President oversees areas of residence life, student activities, career development, athletics, health services, food services, Mathews Fitness Center, spiritual activities, campus police, leadership programs, and new student orientation.

**Vice President for Finance and Treasurer:** Richard P. Maier  
**Location:** Tate Hall, First Floor  
**Phone:** 478-757-5120  
**Fax:** 478-757-3902

The Vice President for Finance is responsible for the fiscal affairs of the college as well as compliance with financial and HR regulations. The Business Office, Human Resources, Computer and Information Resources, Facilities, and Campus Store/Auxiliary Services departments report to this Vice President. Other responsibilities include budgeting, purchasing, investment of endowment assets, risk management and coordination of major capital projects.

**Vice President for Enrollment Services:** C. Stephen Farr  
**Location:** Olive Swan Porter Building, Admission Office, First Floor  
**Phone:** 478-757-5206 or 1-800-447-6610  
**Fax:** 478-757-4030

The Vice President for Enrollment Services is responsible for the overall direction of Admission and Financial Aid. In addition, the Vice President develops and manages recruitment strategies, philosophies, and approaches aimed at prospective students and parents. In association with the Director of Financial Aid, the Vice President also works to develop and manage strategic financial aid plans to meet the needs of students. The Vice President also builds relationships with international educational institutions and organizations.

**Vice President for Institutional Advancement:** To Be Announced  
**Location:** Candler Alumnae Center, First Floor  
**Phone:** 478-757-5187  
**Fax:** 478-757-4029

The Office of Institutional Advancement promotes recognition of Wesleyan College locally, nationally, and internationally. The mission of Advancement is to build and foster relationships with alumnae, friends, corporations and foundations, and to build financial support for Wesleyan College. The Vice President oversees the Development Office, Alumnae Office, Communications Office and all fundraising activities for the college.
Student Services and Offices

Division of Student Affairs

**Vice President, Dean of Students:** Patricia M. Gibbs

**Location:** Huckabee Hall

**Phone:** 478-757-5216

**Fax:** 478-757-4027

The Vice President for Student Affairs, Dean of Students oversees the Division of Student Affairs is responsible for the overall quality of campus life. The Vice President is available to assist students with problems and concerns. The Vice President recommends students to serve on various College committees, including Trustee committees, as well as other leadership and scholarship opportunities.

The Vice President also oversees the areas of residence life, student activities, career development, health services and counseling services, spiritual activities, campus police, athletics, Mathews Fitness Center, food service, leadership programs, and new student orientation, in addition to the day-to-day operation of Student Affairs.

To ensure a supportive and respectful living and learning environment, the Vice President, or a designee has the authority to remove a student from the residence halls, place a student on College probation, or remove any student from the College for conduct that creates a nuisance or is disruptive to the College community. The Vice President or a designee reserves the right to contact parents in the event of problems associated with judicial matters, psychiatric concerns, health-related problems, or other areas covered under the Student Affairs Division. Other areas of authority and responsibility are listed in specific sections of *The Wesleyanne.*

**Vision for Student Affairs**

Student Affairs provides intentional opportunities for students to grow and develop within an atmosphere of true community united by integrity and respect.

**Student Affairs Mission Statement**

The Division of Student Affairs, at Wesleyan College, is committed to the continued development of a living and learning environment that enriches students’ lives by acting as a catalyst for learning opportunities in and out of the classroom. These opportunities encourage a student to reach her potential academically, socially, physically and spiritually. In our commitment to advancing the mission of the College, we strive to instill in each student a longing for and commitment to true community in her life and in the world.

**Athletics**

**Director:** Patricia M. Gibbs

**Location:** Porter Gym

**Phone:** 478-757-5216

**Fax:** 478-757-2486

Wesleyan is a member of the National Collegiate Athletic Association (NCAA), Division III, The Great South Athletic Conference (GSAC), and the Intercollegiate Horse Show Association (ISHA). Wesleyan students have the opportunity to compete against other colleges and universities in soccer, basketball, cross-country, volleyball, tennis, softball, and equestrian. The Athletics Director administers the intercollegiate athletics program. Coaches have experience in playing, coaching, and training for each sport. Selection for participation in intercollegiate activities is based on interest, skill, dedication, academic soundness, and good physical health. Participants must provide proof of personal health insurance (copy of insurance card), and a current (conducted by a nurse practitioner or physician within 1 year) physical examination that states the student is medically cleared to participate.

**Campus Police**

**Chief of Campus Police:** Clinton Brantley

**Location:**
- Chief’s Office, Olive Swan Porter Building, Bottom Floor, Student Suites;
- Police Office, Olive Swan Porter Building, Second Floor

**Office Phone:** Police, 478-757-5138; Chief, 478-757-2038

**Emergency Phone:** 478-757-5145 (should be called first)

**Emergency Cell Phone:** 478-960-7969

The Wesleyan Police Department provides 24-hour, 365 days a year service. Students, faculty, staff, and visitors are encouraged to report all incidents of crime and emergencies to the Wesleyan Police as soon as possible. The officers are state certified police officers who have been authorized by the State of Georgia to exercise all law enforcement powers, including the power of arrest, and
authorized by the governing body of the College to have jurisdiction over the College campus. Campus Police may be contacted from any on-campus phone by calling 5145. Campus phones are located outside of each residence hall. Officers will provide night time escort service on campus for students. Police escorts may be requested by calling 478-757-5145. The officers may summon assistance from other local authorities such as law enforcement agencies, medical personnel, and the fire department as required. College administrators will be notified by police officers as necessary. The Wesleyan Police Department crime statistic report can be found on the college website under campus safety. All property found should be turned in to the Campus Police office, and all lost or stolen property should be reported to the Campus Police immediately. The College is not responsible for stolen or lost articles.

**Career Development**

**Director:** Tom Bates  
**Location:** Huckabee Hall  
**Phone:** 478-757-5224

The Director of Career Development coordinates career services and the College’s Internship Program. Students are encouraged to pursue a four-year approach to career exploration and job-search preparation. The Career Development Office provides a number of resources including one-on-one career counseling, career development workshops, seminars and convocations, career assessments such as the Myers Briggs Type Indicator as well as a library that contains information about careers, job search preparation, employment opportunities and graduate schools.

The College’s Internship Program provides students with an opportunity to participate in credit bearing internships and is a significant component of Wesleyan’s overall academic curriculum. Through the Internship Program, students are able to relate theory to actual practice and gain valuable work experience while continuing their academic studies.

Detailed information regarding the services and resources provided by the Career Development Office can be found on the Wesleyan College website and the Wesleyan Portal.

**Chaplain and Church Relations**

**Director:** Rev. Bill Hurdle  
**Location:** Huckabee Hall  
**Phone:** 478-757-4023

The Chaplain is available for individual and group counseling on spiritual and personal matters. The Chaplain serves as advisor to the Council on Religious Community and is responsible for securing advisors for each of the religious groups on campus. The Chaplain also assists with non-Christian religious groups in arranging worship opportunities and special observances within their traditions. Chapel services are conducted weekly and Holy Communion Services are scheduled monthly.

**Equestrian Center**

**Barn Manager:** Courtenay Bunn  
**Location:** Nancy Ellis Knox Equestrian Center  
**Phone:** 478-757-5103

The Wesleyan College Equestrian Center can stable up to 24 horses, owned by the college for lessons and team training. Some stalls are available for students wishing to board their own horse. The equestrian program offers instruction in hunter seat equitation and western horsemanship, as well as participation in and hosting of, local and intercollegiate competitions.

**Food Service (Aramark)**

**Director:** Sue Yost  
**Location:** Anderson Dining Hall and Hurdle Café, Olive Swann Porter Building  
**Phone:** 478-757-5270

Anderson Dining Hall hours of operation are posted outside of dining hall and on Aramark’s website at [http://www.wesleyandining.com](http://www.wesleyandining.com). The hours of operation are:

<table>
<thead>
<tr>
<th></th>
<th>Mon - Fri</th>
<th>Sat</th>
<th>Sun</th>
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<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>7:30am – 9:30am</td>
<td>7:30 am – 9:30am</td>
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<tr>
<td><strong>Lunch</strong></td>
<td>11:15 am – 1:00 pm</td>
<td>11:00am – 12:00pm</td>
<td>12:00pm – 1:00pm</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>4:30 pm – 6:30 pm</td>
<td>5:00 pm – 5:45 pm</td>
<td>5:00 pm – 5:45 pm</td>
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<td>(till 5:45 on Fri)</td>
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Food Service on campus is provided through Aramark. All residential students have a board plan, which is part of the residence hall fee. Twenty meals per week (no Saturday breakfast) are provided for students in residence halls and ten meals per week are provided...
for students in apartments. Saturday Brunch is offered at 11am in lieu of Breakfast and Lunch. Sunday breakfast is a continental breakfast only with hot waffles available. Students with specific dietary needs should contact the Director of Food Services directly for assistance. Students with diagnosed medical conditions that require specific diets should notify Student Affairs and work with Aramark to best accommodate their needs. Non-boarding students and guests may eat in the Anderson Dining Hall by purchasing meals though the cashier. Due to health code regulations, students may not take food from the Dining Hall, other than one piece of fruit, one serving of dessert, and a fountain drink in their own reusable beverage container. In addition, all china, silverware and glasses must remain in the dining hall area.

**HEALTH SERVICES**
*Director:* Mary Berndt  
*Location:* Huckabee Hall  
*Phone:* 478-757-4025

All full-time Traditional and full-time Encore students are eligible to utilize Health Services. The Director of Health Services is a nurse practitioner with designated office hours Monday through Friday during the academic year and summer. A physician is available by appointment at designated times during the academic year only.

The Health Services staff provides treatment of common illnesses and minor injuries, physical examinations, diagnostic testing, medications, medical supplies, and health education. Students may be referred off campus for additional diagnostic testing or physician evaluation. Medical treatment is available when Health Services is closed at the nearby MCCG Urgent Center on Zebulon Road. The Coliseum Northside Hospital or The Medical Center of Central Georgia (MCCG) are available for emergencies.

All students must provide verification of immunity or documentation of the immunizations required for college enrollment. In addition, all new students at Wesleyan are required to have a PPD tuberculosis test within six months prior to college entrance. Any student with a positive PPD must have documentation of a negative chest x-ray. Students are also required to have documentation of a physical examination within 12 months prior to entrance. All students must provide the required medical documents prior to moving into the residence halls.

Full-time Traditional students, full-time Encore students, and all residential students must have verification of adequate health insurance or other health coverage for the entire year. The health insurance policy or other health coverage must include benefits for accidental injury and hospitalization in the Macon area. Students who are covered by PPO or HMO insurance plans should confirm that they have coverage in Macon, Georgia. Students who do not have insurance or do not obtain an approved waiver will be enrolled in Pearce insurance and the annual premium will be charged on the student’s college account.

**HELPING HAND FUND**
*Location:* Huckabee Hall  
*Phone:* 478-757-5214

Student Affairs manages the Helping Hand Fund, which was established by small financial gifts to Wesleyan and assists students in emergency financial situations. The purpose of the fund is to serve as a no-interest bridge loan for students who find themselves in a short term financial bind. Loans are limited to $50 or less, for up to one month maximum, and students may utilize the fund no more than one time per semester. To apply for a Helping Hand Fund loan, the student should visit Student Affairs. In the event that the fund is not repaid by the due date, students will be put on registration and transcript hold. In this case, the student forfeits further borrowing privileges.

**INTERNATIONAL STUDENT SERVICES**
*Coordinator:* Ashley Tomlin / Patricia M. Gibbs  
*Location:* Huckabee Hall  
*Phone:* 478-757-5214

International Student Services provides resources designed to promote the academic and social success of international students. The Coordinator of International Student Services helps to educate international students on their legal rights and obligations as well as facilitate compliance with government regulations for non-resident alien students, acting as the Designated School Official. The Coordinator also directs International Student Orientation.

**MATHEWS FITNESS CENTER**
*Director:* Kathy Malone  
*Phone:* 478-757-5251

The Mathews Fitness Center is a multi-purpose building that serves students, faculty, staff and community members. The facility
Residence Life:
Director: Stefanie Swanger
Interim Director (August-October): Monica Moody
Location: Huckabee Hall
Phone: 478-757-5215
The Department of Residence Life at Wesleyan College has established a co-curricular environment that both complements and enhances the academic program. Living on campus provides students with valuable learning opportunities outside of the classroom. Wesleyan is committed to making the time students reside on campus a significant part of their overall educational experience.

Wesleyan College is a residential campus, which means all full-time traditional undergraduate students are required to live on campus during their enrollment. A variety of student-housing options are available in our residence hall and apartment facilities that prove to be comfortable and accommodating. There are five traditional residence hall communities that have both suite style and community bath options. In the residence halls, most rooms are equipped for double occupancy, but a limited number of private room options are available. Our apartment communities offer private rooms and private baths in an apartment style setting. The Residence Life staff is comprised of various staff members available to meet student needs. A Resident Advisor (RA) resides on each floor in the traditional residence halls and in each apartment building. RAs are undergraduate Wesleyan College students who are trained to meet the various needs of our students. Full-time professional staff members are also available to students. Please refer to the Residence Life Policies section for residential services and policies.

Student Activities and Orientation:
Director: Ashley Tomlin
Location: Huckabee Hall
Phone: 478-757-5257
The Director of Student Activities serves as a resource for all clubs, groups and student organizations, advising them regarding all regulations and procedures as stated in The Wesleyanne. In addition, the Director oversees all student organizations’ budgets and the disbursement of funds associated with these accounts. The Director also coordinates all major campus events with the assistance of the Campus Activities Board (CAB). In addition, the Director is also the advisor for the Student Government Association (SGA).

The Director is also responsible for summer, fall and spring orientations, which includes components to assist students with transitioning into college. Selection, training and supervision of the Orientation Leaders (OLs) are facilitated by the Director. Students are encouraged to participate in planned social activities in order to become acquainted with the academic program and co-curricular opportunities available at the College.

Student Counseling Services:
Director: Jamie Thames, LPC
Location: Huckabee Hall
Phone: 478-757-4024
Lifeline: 478-741-1355
Student Counseling Services (SCS) provides services designed to promote the academic, personal, and social growth of students. The college years are filled with exciting and challenging times for students. It is normal, even expected, that students will encounter difficult or stressful events. However, when students use the resources available to them, there is a much greater chance of success and overall sense of well-being. SCS offers individual and general support services by a qualified mental health professional. Appointments may be made via telephone call, email, or simply stopping by Huckabee Hall. In addition, Lifeline (478-741-1355) is an anonymous counseling service accessible 24 hours a day, 7 days a week. Students in need of long term support will be referred to an appropriate provider.

Personal fitness on campus is available at the Wellness and Fitness Center, which offers an aerobics studio, weight-training facility, cardio equipment, treadmills, ellipticals and stationary bikes. The center provides weekly yoga, pilates, cycle Reebok, cardio and strength training classes as well as massage therapy. The schedule of classes changes regularly to meet the needs of students and is posted on the college website.
Other Services on Campus

Academic Center
Director: Christy Henry
Location: The Learning Commons, Olive Swann Porter Building, Ground Floor
Phone: 478-757-5219
The Academic Center is designed to assist students in attaining their academic goals. Group workshops and individual sessions are held throughout the academic year in addition to special topic convocations offering students information and resources regarding academic and personal success. Peer tutors are available for just about every course/subject area and should be contacted directly for an appointment time. The Academic Center is located in The Learning Commons on the ground floor of Olive Swann Porter (OSP) Student Life Center and is open 24 hours a day/7 days a week for student use. Students find the Academic Center useful for individual or group studying, computer and printer use, and SmartBoard access.

Admission
Vice President for Enrollment Services: C. Stephen Farr
Location: Olive Swann Porter Building, First and Second Floors
Phone: 478-757-5206 or 1-800-447-6610
Fax: 478-757-4030
The Admission staff facilitates the recruitment and enrollment of new students to Wesleyan College. Wesleyan believes a campus visit is most beneficial to prospective students. Visitors are invited to stay overnight in our residence halls, dine with our students, attend classes, and be full participants in campus activities. A number of special on and off-campus visitation programs are offered each year as well. Arrangements for all visits should be made through the Office of Admission. Staff members are available for consultation during normal office hours or otherwise by appointment. Wesleyan is a member of the National Association for College Admission Counseling (NACAC). As such, it supports the Statement of Principles of Good Practice.

Alumnae Affairs
Alumnae Director (Classes 1928-1979): Cathy C. Snow ’71
Location: Candler Alumnae Center, Second Floor
Phone: 478-757-5172
Fax: 478-757-4029
Alumnae Director (Classes 1980-2012): Lauren F. Hamblin ’06
Location: Olive Swann Porter Building, Second Floor, Barracks
Phone: 478-757-2078
Fax: 478-757-4029
The Wesleyan College Alumnae Association and the Office of Alumnae Affairs sponsor many on and off-campus events for alumnae and for students throughout the year. Alumnae have many opportunities to stay involved with the college through alumnae club events and at Alumnae Weekend held in April. Current students enjoy special programs that focus on alumnae/student traditions and relations that strengthen the bonds of Wesleyan sisterhood. From the Senior Breakfast in the fall to the Candlelighting ceremony and Senior Toast in the spring, Wesleyan seniors prepare for their future roles as alumnae of the college, while juniors participate in Junior Java and sophomores participate in the Alumnae E-Link program. New students and international students receive a special welcome from the Association as well. Other programs that connect alumnae to students include alumnae panel discussions, convocations, and mentoring opportunities such as externships and internships.

Campus Events
Director: Lindsay Timms
Location: Olive Swann Porter Building, Ground Floor
Phone: 478-757-5233
The Director of Auxiliary Services coordinates campus reservations and facility usage. The Director also manages the campus calendar of events. For more information regarding the regulations of facility usage and campus reservations, refer to Campus Policies, Facility Usage. All room reservations are made through the room reservation system which is located on the campus portal.
CAMPUS STORE
Manager: Taylor Bishop
Location: Olive Swann Porter Building, Ground Floor
Phone: 478-757-5233
The Campus Store provides a wide range of goods including school supplies, art supplies, Wesleyan merchandise, gifts for all ages, health and beauty products, medicine, cold drinks, coffee, and snacks. The campus store strives to provide the best service possible to Wesleyan’s students and will be having promotions throughout the year. The Campus Store also has a seating/study area and is open for students to study or meet up with friends.

COMPUTER AND INFORMATION RESOURCES (HelpDesk)
Director: Kevin Ulshafer
Location: Olive Swann Porter Building, Barracks - Third Floor
Phone: 478-757-5239
The Computer and Information Resources (CIR) department provides technical support to all areas of the campus — including student, academic, and administrative computing. Each full-time student entering the College is required to have a computer that meets minimum specifications. These specifications are established to anticipate the computing needs of students for the duration of the academic experience.

When students first orient to the College, they are introduced to the Computer Resident Assistant (CRA), who assists in the initial setup of computers. After that time all computer, network, or printing issues need to be entered into the College’s HelpDesk system. A student in need of immediate assistance may contact the CRA directly. The HelpDesk system can be accessed at http://HelpDesk.WesleyanCollege.edu. See your CRA or CIR Department staff for additional information.

Non-residential students may receive assistance by entering a HelpDesk ticket into the system at http://HelpDesk.WesleyanCollege.edu or leave a message at 478-757-5239. Someone will contact you as soon as possible to determine the best solution to your problem.

DISABILITY SERVICES
Director: Christy Henry
Location: Academic Center, Olive Swann Porter Building, Ground Floor
Phone: 478-757-5219
Wesleyan College is committed to equal education, full participation, and access to facilities for all. The Office of Student Disability Services, located within the Academic Center, is committed to supporting students with disabilities in their academic, social, and emotional success. The Director of the Academic Center offers confidential counseling for academic issues and serves as the Coordinator of Disability Services/Section 504 Compliance Officer.

To be considered for accommodations at Wesleyan College, it is the responsibility of the student to inform the Director of the Academic Center and complete a Disability Request for services form. The student will be required to provide current documentation from a qualified medical professional including the specific diagnosis attributing to the disability, how the diagnosis was determined, effects the disability will have on the student’s collegiate life, and specific recommendations for accommodations. Requests for accommodations of an academic nature must be made prior to the first day of class for the semester the student wishes to receive accommodations. To continue to be considered for accommodations, a student must register with the Office of Student Disability Services no later than the end of the drop/take period each semester.

If the documentation meets the requirements, reasonable accommodations will be approved and the director will notify the student in writing of this approval. If the documentation does not meet the requirements, additional information or contact with the medical professional may be required. The student is then expected to identify herself and present documentation, provided by the Office of Student Disability Services, to the appropriate staff or faculty member within the first week of the semester to determine a contract for which the accommodations will be administered. The student will then return the contract to the Office of Disability Services within the first two weeks of the semester. Accommodations that decrease the integrity of a course or activity on campus will not be approved.

Many buildings on Wesleyan’s historic campus date back to the early 1900s; therefore, any buildings constructed before 1977 may not be fully accessible. Students with physical impairments and/or disabilities should consult with the Director of Disability Services/Section 504 Compliance Officer. Wesleyan can modify the location of classes being held in inaccessible facilities to accommodate the needs of physically impaired or disabled students.

Any individual who feels that she has been denied appropriate accommodations, access, or been discriminated against on the basis of disability, can file a complaint using the College’s Student Complaint Process which can be found in The Wesleyanne: Student Handbook.
Wesleyan College is committed to making it financially feasible for any admitted student to attend. Wesleyan provides a variety of financial aid programs to assist students with their educational costs. Scholarships, grants, loans, and part-time employment from federal, state, and institutional resources comprise the types of financial aid available at Wesleyan College. These funds are awarded on to students based on need and/or academic or leadership achievement. The primary responsibility for meeting college education costs lies with the student and her family. Financial aid is available to help meet the difference between resources and college expenses. The College recognizes that circumstances may occur that affect a family’s financial strength or require the student to seek additional assistance from other sources. In such cases, the Financial Aid Office may review those circumstances once proper documentation is received. It is important that students apply as early as possible so that the necessary forms may be processed and the financial need of each applicant may be determined. Anyone desiring financial aid must complete the Free Application for Federal Student Aid (FAFSA) and Wesleyan College Financial Aid Form. Aid is awarded annually and must be applied for each year. Priority for financial aid will be given to students whose resulting Student Aid Report (SAR) is received prior to April 1.

**Application Process**

Student financial aid information is available at the FAO Website for review and/or printing. The FAO Website includes a link to the Free Application for Federal Student Aid (FAFSA) and information regarding the application process. This information can be located at [http://www.wesleyancollege.edu/Admission/Undergraduate/Tuition/FinancialAid/tabid/333/Default.aspx](http://www.wesleyancollege.edu/Admission/Undergraduate/Tuition/FinancialAid/tabid/333/Default.aspx). Students applying for federal aid must complete the FAFSA each academic year. Students who complete the aid application process will be considered for federal, state, and institutional aid, including the Federal Perkins Loan, Federal Work-Study, Federal Stafford Loan, Federal Grad PLUS Loan, and need-based scholarships administered by the Financial Aid Office.

Priority is given to renewal applicants who complete and submit their forms by the stated deadlines. Recipients can expect to have their aid renewed if they continue to demonstrate financial need, meet all GPA and enrollment requirements, and make satisfactory academic progress. Students are encouraged to check the status of their financial aid on WesPortal to make sure FAO has received all required documents.

We will use your Wesleyan College e-mail address as the mechanism to electronically notify you of the availability of your Financial Aid Award on WesPortal. It is critical that you regularly check your Wesleyan e-mail account and delete old e-mails to prevent your e-mail account from filling to capacity; otherwise, your electronic Award Letter notification may be rejected. If we are unable to electronically communicate with you, we will inform you of the communication problem by mail at your permanent home address on file.

**Application Status:** Students can access their Application Status on WesPortal ([https://wesportal.wesleyancollege.edu](https://wesportal.wesleyancollege.edu)). Click on “Student Menu Tab”, next click on “Financial Information Link”, and then click on “Financial Aid Documents Tracking Link” or “Financial Aid Award Link”. Some of the information provided by Financial Aid Documents Tracking includes Items Needed, Items Received, Items Considered in the Determination of Aid, and Award Status.

**Award on the Web:** Students can view their Award via WesPortal ([https://wesportal.wesleyancollege.edu](https://wesportal.wesleyancollege.edu)). When an Award is created or has been revised, a student will receive an e-mail notification with instructions to access WesPortal. It is critical for students to read all the messages at the bottom and follow all instructions.

**E-mail Policy**

FAO uses e-mail as the primary tool for all communications with students. Most importantly, students are notified via e-mail when their Award is created or revised. Students should regularly check their Wesleyan College e-mail account and delete old e-mails in order to avoid reaching their disk space capacity.

**Satisfactory Academic Progress Policy**

In order to be eligible for student financial aid, a student must make satisfactory progress towards earning a degree. The Satisfactory Academic Progress Policy for Financial Aid recipients is available in the Wesleyan College Catalogue.
Scholarships
Wesleyan students interested in scholarship opportunities may view the Financial Aid Public Folder accessible via the College e-mail system for links to free Internet scholarship searches or for current scholarship announcements.

Educational Benefits for Veterans and Dependents
The Department of Veterans Affairs offers a wide range of educational benefits to eligible recipients. For more information about these benefits, detailed eligibility criteria and general background material on VA programs, visit the VA Homepage at www.gibill.va.gov.

Students must complete and submit a VA Enrollment Verification Form to the FAO each semester to continue receiving funds from the VA. To ensure continuation of benefits, notify the FAO of any change in address or change in enrollment.

LANE CENTER FOR COMMUNITY ENGAGEMENT AND SERVICE
Director: Rhonda Green-Barnes
Location: Jones Hall, 1st Floor
Phone: 478-757-3800

Wesleyan College Lane Center for Community Engagement and Service was created in 2002 to organize and implement a series of programs with a community service focus, to organize community service projects and to identify opportunities for students to become more involved in civic engagement. These tasks are achieved through a variety of ways including WOW! A Day for Macon, providing Center based internships, various service projects such as tutoring, workshops, seminars, feeding the homeless, Aunt Maggie’s Kitchen Table Outreach Center, and specific convocations and panel discussions where reflection and dialogue can be combined with service opportunities. In addition, the center sponsors a Service Learning class to assist students in learning the rudimentary principles of using their gifts, talents, and education to assist individuals in need. The Center maintains a professional women’s clothes closet, the Lane Center’s Servant Leadership Program, and provides a meditation room for students to use.

LIBRARY
Director and Archivist: Sybil McNeil
Location: Lucy Lester Willet Memorial Library
Phone: 478-757-5200

The Lucy Lester Willet Memorial Library offers a variety of print and electronic resources to support student research and the College curriculum. The library’s strong liberal arts core collection includes more than 140,000 books, 33,900 microforms, over 20,000 ebooks, and more than 500 print and online periodical subscriptions. The library provides extensive electronic resources, including more than 200 databases containing periodical indexing, full-text journals, and reference-works supporting a full range of curricular programs. Many of these are available through the statewide GALILEO (Georgia Library Learning Online) project. Through Wesleyan’s membership in the Georgia Private Academic Libraries (GPALS) consortium, students can enjoy access to the library collections of 20 other academic libraries in the state in addition to being able to borrow materials from libraries nationally via interlibrary loan. Students also have borrowing privileges with the Jack Tarver Library at Mercer University and with the Macon State Library by presenting a Wesleyan Student I.D. and a current class schedule. Professional librarians offer reference and research assistance, workshops, and other learning opportunities designed to foster information literacy skills for academic success and lifelong learning.

Library services include computer, scanning, and printing capabilities (including color printing), and Video-To-Go check-out (popular DVDs). Access to Special Collections (China Room and Georgia Room) and archival research are by appointment only.

Library hours before and during holidays may change. Regular hours and Holidays/summer session hours are posted on the Library’s website: www.wesleyancollege.edu/library.

PHYSICAL PLANT
Director: Kelly Bledsoe
Location: Physical Plant Building
Phone: 478-757-5140
Fax: 478-757-2800

Physical Plant is responsible for providing and maintaining the best possible facilities for living and learning. The staff providing facility services to the campus includes a maintenance crew, custodial services staff, and groundskeepers. If a student living in the residence halls has maintenance need, they should contact their Resident Advisor or the Department of Residence Life.
**PORTER GYMNASIUM**
Contact: Patty Gibbs  
Phone: 478-757-5216  
Pool Hours: Posted on the college website
The Porter Gymnasium building houses a basketball/volleyball court, a heated swimming pool, a weight room, and a dance studio. For reservations or additional information please contact Patty Gibbs or Lindsay Timms.

**POST OFFICE**
Manager: Taylor Bishop  
Location: Olive Swann Porter Building, Ground Floor  
Phone: 478-757-5105
Students are assigned a mailbox in the campus post office and are expected to check their boxes on a regular basis. U.S. mail is delivered to the post office once daily, Monday through Friday. Daily mail will usually be placed in campus boxes by 2:00 p.m. Outgoing mail is collected once daily at 2:30 p.m. Notices are placed in the student boxes to advise of parcel pick-up, certified, registered, and express mail as these items come in throughout the day. Campus mail must be no smaller than 3” by 5” and box numbers must be on all addressed mail.

**PRACTICE ROOMS (PIANOS AND VOICE)**
Contact: Nadine Whitney  
Location: Porter Building, Third Floor
Rooms for music practice, each with a piano and some with a music stand, are located on the second floor of the Olive Swann Porter Building and in the east hall of the Porter Fine Arts Building. Use of the practice rooms is restricted to music students. Other Wesleyan students who may be musical can also request a key in the Music Department’s office. Students must pay for any lost keys. Students enrolled in music lessons sign up for practice times, and those schedules are posted on the doors. The rooms in the Fine Arts Building may not be used for practice during productions in the Black Box Theatre. Weekend schedules are posted.

**PRINT SHOP**
Manager: Lindsay Timms  
Location: Olive Swann Porter Building, Ground Floor  
Phone: 478-757-5278  
Hours: 8:30 – 5:00 M-F
The Print Shop is available for photocopying services. Student copy fees are $0.05 per copy.

**REGISTRAR’S OFFICE**
Associate Dean and Registrar: Patricia R. Hardeman  
Location: Tate Hall 120, First Floor  
Phone: 478-757-5217  
Fax: 478-757-2431
The Office of the Registrar implements and upholds the College’s academic policies and procedures and houses permanent academic records. Contact the Office of the Registrar for more information about course registration, such as the schedule of course offerings, add/drop/withdraw dates, internships and directed independent study forms. The Registrar also determines the awarding of credit for transfer students, including transcript analysis and transfer work equivalencies. The Registrar certifies that students have completed degree requirements (see the Wesleyan College Catalog for degree requirements and the graduation policy). Contact the Office of the Registrar for coordination of academic advising, declaring a major or minor, changing an address, updating personal and/or parental information, verification of enrollment and requesting official transcripts.

**STUDENT BANK**
Location: Business Office, Tate Hall  
Phone: 478-757-5120  
Student Bank Hours: 9 a.m. - 2 p.m. from M-F
Services include withdrawals, check cashing, and deposits. There are no charges for these services; however, there is a limit of one deposit and one withdrawal per day. In addition, the amount of the withdrawal cannot be less than $5 except in closing an account. The maximum amount for a cashed check or withdrawal (except in closing an account and other special circumstances) is $100. No checks will be cashed or accepted for deposit during the last two weeks of school. Wesleyan will assess a service charge of $25.00 for all checks returned from the bank unpaid. If the service charge is not paid, the student’s account will be billed for the amount of the actual check as well as the service charge. Students with more than two returned checks will lose check cashing and check depository
The Writing Center helps students with a range of writing needs, including essays, specific grammar or citation questions, and general help with overall writing skills. Drop in during our posted hours to meet one-on-one with one of our dedicated and knowledgeable peer tutors.
Wesleyan Traditions

ALMA MATER
Hail, Wesleyan, thou emblem of all that is grand
The noblest, the greatest, in all our fair land.
Thine ideals are honored, thy name always blest,
A fountain of knowledge, the oldest and best.
A star in the dark is thy glorious past,
Forever and ever thy glory shall last.
Upholding thine ideals, thy daughters shall be
True, faithful, and loyal, dear Wesleyan, to thee.

WESLEYAN COLORS
Purple and Lavender

CLASS SYSTEM
There are four classes at Wesleyan College. Depending on the year you enter the College, you are automatically a member of a sisterhood class that is unique to Wesleyan. Each class has its own name, colors, cheers, class song, and special responsibilities each year. Intramural sports are based on competition between the four classes with class soccer being the focus of Homecoming each November. Healthy competition between each class is encouraged, but the unity of the Wesleyan sisterhood is the highest ideal of the class system.

SENIOR CLASS – PIRATES OF 2013
Colors: Red and White
President: Marisa Arnold
The senior class has special responsibilities during Homecoming and STUNT. At the Homecoming pep rally, the seniors entertain the underclasswomen with songs from the pep rallies of their past four years at Wesleyan and skits depicting their memorable times at Wesleyan. At the annual Holiday Banquet, the senior class president has the honor of hanging a new ornament on the Alumnae Christmas tree in the Burden Parlor, adding yet another class ornament to the many others hung over the years. The senior class also coordinates a major fundraising effort to purchase a class gift for the school. At Alumnae Weekend held each April, the senior class participates in a candle lighting ceremony, signifying their transition from students to alumnae of the College. The senior class president calls pep rallies.

PIRATE CLASS SONG
Pirates, All the Way
Here’s the class of 20-13
The mighty Pirates brave and true.
Whether it’s in soccer, swimming, or in the STUNT,
We’ll be always right out in front
And when we win our Victory again,
Our name and glory we’ll defend.
We’ll stick together, here’s to old Pirates!
Pirates for you we’ll always fight,
Wearing colors red and white.
We’ll guard your name, your fame, your honor so true.
Pirates we are fighting for you.
And when your days are over here at last,
Our memories will never pass.
We’ll stick together, here’s to old Pirates!
Let’s Go All The Way
Give ‘Em Hell Pirates

JUNIOR CLASS – PURPLE KNIGHTS OF 2014 (PKs)
Colors: Purple and White
President: Megan Crissy
The initial responsibility of the junior class is to provide big sisters for the incoming first-year students and to help these students adjust to college life at Wesleyan. The junior class also helps coordinate Homecoming activities, sends invitations to their returning big sister class and plans a banquet to honor our new Wesleyan alumnae. The Alumnae Office hosts “Junior Java” each spring that
provides an opportunity for juniors to prepare for their senior year and look forward to the rewards of being a Wesleyan alumna. In the spring, this rising senior class coordinates the Move-Up Banquet.

**PURPLE KNIGHT CLASS SONG**

Number One! PKs Number One!
Hail to White and Purple
All Hail to thee!
We are the first years out to fight and win the victory;
For we are loyal to our colors,
May they ever gleam.
Class of 2014 cheer team, team, team!
Roll the cheering onward;
Raise the banners high. Hear the shouts of triumph
As those Purple Knights go marching by.
For we have courage in our purpose,
Strength to see it through.
Class of 2014 All hail to you!
Fight Knights, Fight Charge!
Fight Knights, Fight Charge!
Fight Knights, Fight Charge!

**SOPHOMORE CLASS – GOLDEN HEARTS OF 2015**

Colors: Gold and White
President: Qadan Farah
The responsibilities of the sophomore class include welcoming the first-year students by having a sophomore/first-year student party. The sophomores also sponsor a sophomore/senior banquet in the spring that honors their senior class big sisters. Sophomores participate in the alumnae link program which begins in the fall semester with a reception and continues throughout the academic year.

**GOLDEN HEART CLASS SONG**

Golden Hearts, Winners from the Start
Oh, well it’s up with the banners bright;
Cheer on the Gold and White;
Golden Hearts are up for the victory.
And for our dear ol’ class we’ll do our best.
And we’ll always beat all the rest, rah, rah, rah.
Here’s to the Golden Hearts. We’ll shout with glee
For we will win the victory,
And we’ll raise high the banners
And we’ll let them fly
For we love you our SENIOR class
Whole Hog Half Ham, Golden Hearts By Damn

**FIRST YEAR CLASS– GREEN KNIGHTS OF 2016 (GKs)**

Colors: Green and White
President:
The first-year class is responsible for decorating the campus in their class colors for Homecoming. In December, this class decorates the Dining Hall Christmas tree for the Holiday Banquet.

**GREEN KNIGHT CLASS SONG**

Hotty Toddy, Green Night Body
We’re the Great Green Knights;
We’re the Great Green and White,
And we’re aiming for victory!
We’re the members of the class we love,
And loyal and true we will be!
Every head’s held high as the GKs go by,
And we’re winning the Soccer Cup!
Should old acquaintance be forgot,
Keep your eye on the Green and White!
Fight Knights, Fight Charge!
Fight Knights, Fight Charge!
Fight Knights, Fight Charge!

HOMECOMING
Every fall, the most recently graduated are invited back to campus for Homecoming. The first year class honors the returning class by decorating the campus in their class color. Dining Hall Madness kicks off Homecoming Color Rush occurs the Friday before Homecoming and each class has a limited amount of time to decorate the old soccer field as they compete for the Color Rush Cup. The championship game of the class soccer tournament marks the highlight of Homecoming weekend. Afterwards, everyone is able to unwind and relax at the Homecoming dance.

STUNT
Chair: Hannah Doan
Co-Chair: Cara Gainey
STUNT, the annual musical competition between classes, is held to raise money for rising-seniors’ scholarships. Each class writes and performs a musical in pursuit of winning the STUNT Cup. Contact the STUNT Chair or Co-Chair for more information.
Student Activities Policies and Procedures

**FORMING AND MAINTAINING ORGANIZATIONS**

Student clubs, groups and organizations are designed to support a co-curricular environment at Wesleyan College. SGA and all clubs, groups and student organizations operate at the discretion of Student Affairs and the President of the College. Information regarding the forming and maintaining of student groups follows. Unauthorized groups are expressly prohibited and participants are subject to a minimum fine of $100 per person, suspension, removal, or other action as deemed appropriate (e.g. loss of College financial aid, College honors, etc.) by the Vice President for Student Affairs.

The procedures for obtaining recognition include:

1. Formulate a constitution approved by the Director of Student Activities, which covers the purposes of the organization, election and duties of officers, meetings, amendments, etc. A sample constitution can be obtained from Student Activities. All constitutions and bylaws must be consistent with *The Wesleyanne*.
2. Obtain signatures of at least eight current, full-time Wesleyan students who want to become members of the organization.
3. Submit a recommendation for a faculty or staff member who is willing to serve as organization advisor to Student Activities.
4. Submit the constitution, organization registration form and signatures of members and faculty or staff advisor to the Director of Student Activities for review.
5. After review by the Director of Student Activities, the constitution, signatures of members and faculty or staff advisor should be submitted to Student Senate for approval.

Officers of the organization should plan to present the petition to Senate and be prepared to answer questions about the organization.

To receive recognition, the organization must (NOTE: Organizations will not be recognized or by Student Senate and SGA until all requirements are met):

1. Have a purpose that is congruent with the mission of Wesleyan College.
2. Have a minimum of eight student members. Honor societies and academic clubs that conform to the membership criteria of the national organization and have fewer than eight student members are exempt from this policy.
3. Have a faculty or staff advisor confirmed by the Vice President for Student Affairs and/or Director of Student Activities.
4. Not duplicate the purposes and membership of an existing student organization.
5. Meet all outlined requirements.

To continue recognition, each student organization must:

1. Annually submit a list of officers, members, faculty or staff advisor, a summary of previous year’s activities and a current copy of the constitution including bylaws to the Director of Student Activities for approval. Additionally, each organization needs to present a list of the GPAs for all active members and officers with their documentation for approval. The information will be kept on file. All constitutions and bylaws must be consistent with *The Wesleyanne*.
2. Maintain a minimum of eight student members. Honor societies and academic clubs, which conform to the membership criteria of the national organization and have fewer than eight student members, are exempt from this policy.
3. Reconfirm their faculty or staff advisor each year. Advisors must attend at least three activities or meetings each semester to be reconfirmed.
4. Approve all outside speakers or events with the Director of Student Activities.
5. Meet all requirements and follow all procedures outlined in *The Wesleyanne*. If requirements are not met and procedures are not followed, the organization will not be recognized or funded, and may be subject to further sanctions.
6. An organization’s status can be revoked by the Director of Student Activities and/or Vice President for Student Affairs.

**ELIGIBILITY FOR PARTICIPATION**

Students on academic probation may not hold office in a college organization, participate in a prominent role associated with extracurricular activities or be selected as a representative at college events. In addition, students must remain free of administrative disciplinary concerns and repeated violations associated with policy violations. Each organization is responsible for making the Director of Student Activities aware of students holding leadership positions and/or involved in activities sponsored by that organization. It is the responsibility of the Director of Student Activities to ensure the eligibility of students. Students who do not pay the activity fee (i.e. part-time students, non-degree seeking students, etc.) may participate in events as invited and are not eligible to
run for office in organizations sponsored by these funds. The Director of Student Activities may consider exceptions to eligibility requirements when necessary.
Advisor Information

Each organization at Wesleyan College is required to have a primary faculty or staff advisor. The advisor is a valuable resource that provides a communication link between the student organization and the College. The advisor provides continuity to an organization by ensuring that officers understand the responsibilities of their office and campus policies and procedures. Advisors provide support and encouragement to ensure that the organization’s mission is successfully carried out through various events and programs each year. Advisors are responsible for the activities of the student organization. It is important that they support and coordinate with Student Affairs.

The Duties of an Advisor

1. To be aware of and have an understanding of policies and procedures of student organizations, as well as those of the College community.
2. To understand liability issues and advise the student organization to make responsible decisions in planning and implementing programs and activities.
3. To attend at least three meetings or student events each semester.
4. To be accessible to student leaders of the organization for advice and support.
5. To work closely with Student Affairs in a supportive role.

Selecting an Advisor- Helpful Hints

Whether your organization is just beginning and must select a new advisor, or your organization is well established and is renewing an advisor, there are important factors to keep in mind as you and your fellow student leaders make a decision. An advisor should be someone who shares common interests in the organization’s purpose. He or she should have the time to devote to the organization and should be willing to commit to the role of advisor. It is important to remember that advisors dedicate time and energy to student organizations out of personal commitment to the students of Wesleyan.

Working with Your Organization’s Advisor

The student leader-advisor relationship is a special one. A student leader often gets to know a faculty or staff person as a mentor and friend. Advisors often speak of the rewards of such relationships as the reason they continue in their dedication to student organizations. Student leaders should keep advisors informed of meeting dates and times, agendas and topics to be discussed in each meeting. If an advisor cannot be present at a meeting, the student leaders are encouraged to send a copy of the minutes to the advisor. Advisors must be present for a minimum of 3 meetings or activities each semester. Remember that your advisor has the organization’s best interest at heart. Be open to suggestions and advice and collaborate often when formulating goals and plans for the year. Your advisor has the unique ability to communicate the hard work and triumphs of your organization to the faculty and staff community.
Wesleyan College Elections

Election Rules

1. A valid election is one in which the voting is representative of the entire student body. The winner is the student with the majority of votes cast. Fifty percent plus one of the votes constitutes a majority. Fractions will be rounded up. 
2. If a candidate in any election does not receive a majority, a run-off between the candidates obtaining the highest number of votes must be held. On the second ballot, the student receiving the greatest number of votes is elected. 
3. In the event a vacancy occurs in any office of SGA or any board or council, the position will be opened for elections at the next major election. Broads and councils should appoint an interim officer to cover those duties until the next scheduled election. 
4. SGA Elections, through the SGA Constitution, are assigned to the SGA Vice President, who along with a full-time faculty or staff member, will present at the tabulation of the votes to ensure the integrity of the election process. 
5. Defeated candidates who wish to run in succeeding elections may exempt the published deadline qualifications. 
6. The Elections Chair submits a list of all candidates and appointees (including publication editors) to the Director of Student Activities for verification of academic and social requirements. 
7. Appointed officers must be submitted to the Student Government Association Senate for approval. 
8. There will be no campaigning for a candidate or an issue. 
9. Write-in votes are not valid. 
10. First-year students may run for more than one office; however, they may only hold one campus-wide elected office (e.g., SRC representative and CAB representative). 
11. The class that the student entered determines eligibility for class officers and class representatives. A student who has fulfilled the academic requirements of a senior in three years may not hold the office of SGA President, Vice President, senior class officer, senior class representative, Board President or Chancellor of Honor Court. 
12. Any student elected or appointed to an SGA office must be a student for the full year. 
13. The student body and Student Affairs office will be notified of election results, as well as any appointed positions, immediately following elections. 
14. The Director of Student Activities is responsible for overseeing the elections process and approving the method used for elections. 
15. The Director of Student Activities is responsible for ensuring that all rules regarding the elections are followed. The Director of Student Activities may consider exceptions to any election eligibility requirements when necessary to ensure the positions are filled. 
16. The Director of Student Activities can declare an election invalid when regulations are not followed. 
17. Concerns related to elections should be submitted to the Director of Student Activities. 
18. Any appeals regarding elections should be submitted to the Vice President for Student Affairs.

Nominations and Orientation of New Officers
A student’s candidacy for office may be declared by self-nomination or by a nomination from a Board or another person with the candidate’s consent. The candidate’s name, picture and a statement of qualifications must be submitted to the SGA Elections Chair. The submission may be no more than 300 words. A deadline for submissions will be published each election. When a student submits or accepts a nomination for an office, the student does so with the understanding that the Elections Chair submits a list of all candidates to the Director of Student Activities for verification of academic and social requirements. If the individual does not meet the deadline, the individual is not eligible. In the event no nominations are received by the published deadline for a certain office, a nomination for that office may be submitted within 24 hours. This must be done with the candidate’s consent. Nominations are publicized 48 hours prior to elections. New officers have an orientation period immediately following elections. Their term of office, except for standing committee Chairs, begins upon installation. When an election is held to fill a vacancy, the student elected assumes the position after the election results are posted. All new SGA officers and representatives, including all members of Boards and councils, are required to attend a spring planning session, calendar meeting and a fall leadership retreat presented by the Director of Student Activities.

Homecoming Election Rules
Voting procedures for Homecoming and Spring Queen and Court:

1. The senior class nominates four candidates from its class for Queen. 
2. The first-year, sophomore, and junior classes each nominate one candidate from the senior class for Queen. 
3. The student body elects the Queen. 
4. Each class nominates and elects two representatives to serve on the Queen’s Court. 
5. OCESL/ENCORE nominates and elects one representative to serve on the Queen’s Court. If she is a senior,
she is eligible for election as Queen.

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<td>Executive Class Officer</td>
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<td>SGA Communications Chair</td>
<td>✓</td>
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<tr>
<td>SGA Cultural Diversity Chair</td>
<td>✓</td>
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<tr>
<td>Chancellor of Honor Court/President CJA</td>
<td>✓</td>
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<tr>
<td>Judicial Secretary-Treasurer</td>
<td>✓</td>
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<tr>
<td>Judicial Clerk</td>
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<tr>
<td>CJA Representatives (2 from each class, 2 Encore)</td>
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<tr>
<td>CAB President</td>
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<td>CAB Vice-President</td>
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<td>CAB Secretary</td>
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<td>CAB Treasurer</td>
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<tr>
<td>CAB Representatives (4 FY, 3 SO, 3 JR, 3 SR, ENCORE)</td>
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<tr>
<td>SRC President</td>
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<td>SRC Secretary</td>
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<td>CRC Representative (4 FY, 3 SO, 3 JR, 3 SR, ENCORE)</td>
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<td>The Wesleyan Word Editor</td>
<td>✓</td>
</tr>
<tr>
<td>Wesleyan Magazine of the Creative Arts Editor</td>
<td>✓</td>
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</tbody>
</table>

**NOTE:** Class standing is not the only prerequisite to holding an office. For more information, please refer to the Student Organization Constitution and SGA Constitution. For further clarification and exceptions, please see the Director of Student Activities.
**Student Event Planning Policies and Procedures**

**EVENT REGISTRATION POLICY**
Each approved club and organization may use available space on campus for events throughout the year. It is in the student organization’s best interest to submit an online room reservation form the semester before an event is to be scheduled. By doing so, events may be placed on the Student Activities Calendar. It is also in the student organization’s best interest to submit the necessary paperwork as early as possible to ensure the requested space or facility is available for use. Room reservations are limited to SGA recognized student organizations only. Unaffiliated individuals and unrecognized clubs may not reserve facilities.

When reserving a campus facility through the online room reservation system, it is imperative that each reservation clearly states the facility and technology needs for the particular event. If facility or technology changes need to be made to the original reservation, student organizations must provide all changes promptly giving all parties a minimum of 72 hours to allow for appropriate planning. Changes to the initial room reservation must be completed on the room reservation system. Last minute changes to room reservations will not be permitted.

If student organizations need to cancel room reservation, the room reservations must be cancelled a minimum of 2 business days in advance of the scheduled event. If a space is not cancelled out by the deadline, the sponsoring organization will risk a fine and/or lose of room reservation privileges as determined by the Director of Student Activities. In the event of room reservation restrictions, the organization may appeal the decision of the Director of Student Activities. Appeals must be made in writing to the Vice President of Student Affairs.

**OFF-CAMPUS EVENTS GUIDELINES**
In order to protect and ensure the safety of our students while attending off-campus Wesleyan College-sponsored events, the College has instituted guidelines for these functions. Off-campus college-sponsored events will include, but will not be limited to: field trips; conferences; programs; athletic events; and extended classroom experiences. Students attending off-campus events are required to complete and return to the Director of Student Activities an Off-Campus Event Emergency Contact form prior to departure. In addition, student participants must sign an Off-Campus Events Contract and an Informed Consent and Waiver of Liability Form prior to departure available from the Director of Student Activities. The contract obligations are listed below:

As a student of Wesleyan College attending an off-campus college sponsored event, I agree to:
- Uphold the Wesleyan College Honor Code and all College policies and regulations.
- Respect the property of others.
- Act with honesty and integrity and serve as a positive role model for the College.
- Positively represent Wesleyan College to outside constituencies (i.e., appropriate dress, language, and conduct as discussed.)
- Uphold all local, state, and national laws.
- Refrain from disorderly conduct, verbal or physical harassment, stealing, lying, cheating or any act constituting a public nuisance.
- Leave and return with the group unless given permission by the sponsor in advance.
- Uphold the mission of the trip and refrain from engaging in other unapproved activities.
- Refrain from the consumption of alcohol, intoxicating substances, or illegal drugs during the course of the event.

Any student, who fails to abide by the Wesleyan College Honor Code, or any of the above stated guidelines, will be asked by the faculty or staff sponsor attending the trip to leave the Wesleyan sponsored event at her own expense (including transportation, meals, etc.). Upon return to the Wesleyan campus, the faculty or staff sponsor will refer the student violation to Honor Council if the student fails to turn herself in.
Pool Usage Policy

The following outlines the rules and regulations that must be followed in order for any student club or organization to reserve the Wesleyan College swimming pool, located in the Porter Gymnasium Building.

Before reservation of the swimming pool will be completed, a member of the organization or that specific student that is seeking use must meet with the Director of Student Activities to review each point of this policy and that person must sign stating that they have both reviewed and agree to the following:

* One (1) certified lifeguard is required for every twenty-five (25) people in attendance of the event. The Lifeguard(s) has to be signed off by the Director of Student Activities by presenting their certification card to the Director and a copy will be made and kept on file for the event.

* The club, organization or student is required to pay the lifeguard(s) at an hourly rate of $10.00 an hour. Money is to be paid using student funds through the club or organization.

* For an event or program held at the swimming pool, the faculty/staff advisor of the student club or Organization must be present throughout the entirety of the event. If the faculty/staff adviser of the club or organization is unable to stay through the entirety of the event, another sanctioned member of the college community (faculty or staff member) may fill-in for the usual adviser.

* The student club or organization must secure a campus police officer to staff the event in the case of an emergency. The student club or organization is required to pay the campus police officer $20.00 an hour for their services.

* No food is permitted on the pool deck of the swimming pool. Food and beverages may be consumed outside of the pool area, but may not be on the pool deck or in the pool.

* Posted pool policies and regulations are to be followed in addition to the policies and regulations for student organizations and clubs.

Violation of the above policies and regulations may result in loss of privileges granted to student clubs and organizations, as well as other sanctions determined by the Director of Student Activities or the Vice President of Student Affairs.
Publicity and Financial Policies for Student Organizations

Officially recognized student organizations are subject to regulations in the Student Handbook and following financial policies and procedures. The Director of Student Activities shall maintain a close working relationship with the Treasurer of all student organizations to ensure responsible handling of monies. All student clubs, groups and organizations must maintain their bank accounts with the college business office. No off-campus bank accounts are allowed.

**STUDENT BANK WITHDRAWAL**
If your organization needs to withdraw money from your student bank account the Director of Student Activities must approve the requests. In order for the withdrawal to be approved the student must complete a bank withdrawal form. The forms are located in Huckabee Hall complete the form entirely complete with the appropriate signatures and leave in the “BWS Needs Signature” box. The box will be checked each day at 12noon and if deemed appropriate will be signed and left in the “Complete BWS” box. **Please note if you should miss the 12noon deadline please do not expect the form to be signed until the next day.**

**CAMPUS STORE AND COPYING CHARGES PROCEDURE**
Each organization will be permitted to purchase items at the campus store and make copies in the copy room on a credit account. Each organization may designate two persons that will have the authority to make purchases and/or copies. Each club and organization must provide a list of the approved individuals to the Director of Student Activities by the end of the second full week of the academic year. Charges will be deducted from the organization’s student bank account each month.

**CHECK REQUEST PROCEDURE**
Check requests are used for goods and services neither paid through the student bank account, nor purchasing card. All Check Requests are approved through the Director of Student Activities. Forms are located in Huckabee Hall. Complete the form and leave in the “Check Reg. Needs Signature” box. **Check request forms must be submitted two weeks in advance in order to allow time for the request to be signed and processed. If you want your check to be ready by Friday afternoon, you must turn in the request to the Director of Student Activities by the previous Friday at 5pm for him/her to turn into the Vice President for Student Affairs by noon on Monday.** Requests in after noon on Monday will be available on the following Friday afternoon

**PURCHASING CARD OR CREDIT CARD PROCEDURE**
If your student organization has to make a high dollar purchase that can only be paid with a credit card you must complete Credit Card Request From. Forms are located in Huckabee Hall. Complete the form and leave in “Completed CC Requests” box. Make sure that you fill out the form entirely including amount to be paid and the contact for the company’s whose service you enlisted. **Credit Card Requests should be submitted a week before the amount is due.** The box will be checked each day at 12noon. **Please note the credit card will not be directly given to any individual student.** Organizations must schedule an appointment with the Director of Student Activities to make their credit card purchase once the form has been approved.

**DEPOSITING PROCEDURE**
Student organizations wishing to deposit money into their student organization bank account must proceed as follows:
1. Obtain a deposit slip.
2. Be prepared to deposit actual cash or checks. Excessive amounts of coins should be rolled and the organization’s name printed on wrapper. Know the amount of deposit to verify the Business Office’s tape total.
3. Provide a description of the deposit. For example: SGA Car Wash funds raised.
4. Take the deposit to the Business Office between the hours of 9am-2pm and they will give you a receipt.
5. Submit a copy of the receipt to the Director of Student Activities for financial records.

**FOOD SERVICE USE**
Registered student organizations may request food service through Aramark. If on-campus food service is requested for an event, the organization must contact the Director of Food Services for assistance with their event. Student Organizations must verify their budget request for food with the Director of Food Services before proceeding with final arrangements. The college food service contractor will not process orders until approval has been received from the Director of Student Activities. An invoice for the responsible student organization will be sent to the Director of Student Activities for processing of payment. A copy will be sent to the organization’s treasurer and the original will be forwarded to the Business Office.
FUNDRAISING
Any recognized Wesleyan student organization can sponsor fundraising activities. Fundraising can be used to meet any obligations to state and national organizations with which the group is affiliated. Fundraising activities must be cleared first through the Office of Institutional Advancement and then through the Director of Student Activities. Complete a fundraising registration form located in Huckabee Hall. Once complete leave the form in the “Fund. Needs Signature” box. All fundraising forms must be approved through the Advancement Office prior to receiving the Director of Student Activities signature. In addition these forms must be submitted at least two weeks prior to the scheduled fundraising event. The box will be checked each day at 12noon and if deemed appropriate will be signed and left in the “Fund. Completed Forms” box.

Please note door-to-door solicitation or pressuring of Wesleyan students to participate in any fundraising activity is prohibited. Also when a fundraising activity is carried into the Macon community, it must be made clear that the organization sponsoring the activity does not represent Wesleyan College. No outside organization may work through a Wesleyan organization to raise funds.

PUBLICIZING
To publicize events, happenings, or sisterhood promotions and activities both on and off campus all flyers, posters, etc. must be approved and stamped by the Director of Student Activities. Once approved on-campus publicity may only be posted on designated bulletin boards in campus buildings. Failure to receive approval before publicizing or posting flyers or banners in an unapproved or non-designated space will result in the removal of the publicity. It is the responsibility of the person or organization posting the flyers or doing the publicity to remove the item(s) in a reasonable amount of time following the conclusion of the event. Publicity will be removed in the case of outdated or unapproved information. Posting is prohibited on windows and in the Residence Halls. Publicity materials to be place in the residence halls must be given to the Director of Residence Life for proper placement by the RA staff.

Students cannot publish or distribute material that is offensive. Offensive is defined as material that meets any of the following criteria:

1. The average person, applying contemporary community standards, would find the material obscene.
2. The publication depicts or describes sexual conduct.
3. The work, taken as a whole, lacks serious informative, literary, artistic, political, or scientific value.
4. The publication or material contains libelous statements and/or disregard for the truth.
5. The material causes a disruption of college life.
6. The material includes references to alcohol, or the use of alcohol, or the use of drugs.

What a flyer needs before it can be stamped:
- Date, time, title and/or description (if necessary) of the event
- Location (rain date if necessary)
- Confirmed space (check Wesleyan Calendar)
- Name of the sponsoring organization

What a flyer cannot have:
- Slurs, profanity, derogatory or offensive language
- References to drugs or alcohol
- Libelous statements and/or one that have no regard for the truth
- Explicit or offensive images

SOLICITING
Soliciting by student organizations is prohibited on or off campus without the permission of the Director of Student Activities in conjunction with the Institutional Advancement Office (refer to the Campus Policies section for the complete policy).
Wesleyan College Active Organizations

Student clubs, groups, and organizations are designed to complement the curriculum outside the classroom. Topics include a variety of interests from academic to community service related opportunities. Participation in student organizations enhances leadership skills and provides avenues to explore special interests.

STUDENT LEADERSHIP FORUM
In recognition of the importance of student leadership opportunities, the College has set aside Tuesdays of each week at 11:15 a.m. as a student leadership period. These leadership opportunities are designated as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>SGA</th>
<th>Class Meetings</th>
<th>Interfaith</th>
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<tr>
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<td>April 9</td>
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<td>May 7</td>
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BOARDS AND COUNCILS

STUDENT GOVERNMENT ASSOCIATION
Location: Belk Leadership Suite, Porter Building, Ground Floor - G29
Email: SGA@wesleyancollege.edu
President: Kendal Binion
Advisors: Ashley Tomlin, Director of Student Activities

The Student Government Association (SGA) serves as the voice of the Wesleyan student body and contributes to co-curricular life at the College. SGA emphasizes responsibility and order, and supports an active liberal arts environment. Its primary goal is the development of leadership and responsible citizenship, working in conjunction with Student Affairs. In the spring, student representatives are elected to serve on Senate, which is SGA's legislative body. SGA representatives may be asked to serve with faculty and administration on campus wide committees, including those concerning food services and convocations. SGA makes recommendations for the allocation of student activity funds through Student Affairs. These fund student support services, student activities and publications. Senate meets every Wednesday at 6pm in Taylor Amphitheatre.

Student Activity Fund Allocations
The Student Government Association (SGA) makes recommendations for the allocation of student activity funds through Student Affairs. Allocations are made to SGA and the major student-run boards: Campus Activities Board (CAB); Council on Religious Concerns (CRC); Council on Judicial Affairs (CIA); and Student Recreation Council (SRC). Student activity funds also fund the four classes, campus publications such as Wesleyan Word, and the “Visionary” Creative Arts literary magazine. Remaining revenue is allocated to fund student educational travel opportunities (no more than 3 trips per student or a maximum of $1,000) and special activities of recognized campus organizations. Senate keeps an operations budget, as well as an additional budget that is termed “non-allotted funds” which funds educational travel opportunities of Wesleyan College students, clubs, or organizations. Non-Allotted funds are those that roll over from Senate’s previous year budget. The funding is available to any officially recognized student organization for off-campus conferences, educational events or leadership opportunities. Students who are part-time or non-degree seeking are not eligible for these funds.

CAMPUS ACTIVITIES BOARD (CAB)
Location: Belk Student Leadership Suite: G33, Porter Building, Ground Floor
E-mail: CAB@wesleyancollege.edu
President: Meizi Li
Advisor: Ashley Tomlin, Director of Student Activities

The Campus Activities Board (CAB) provides a wide array of programs that complement the social lives of Wesleyan students. Many of the events sponsored by CAB are traditional, such as Homecoming, Midnight Movie, an event that benefits the Suzanne Tante
Memorial Scholarship, and Spring Social. However, in addition to these programs, CAB also provides comedians, theme parties and mixers for Wesleyan students and other area college students to enjoy. As CAB leaders, students have the opportunity to promote or enhance their leadership skills. CAB meetings are open to all students unless otherwise noted. Meeting times will be announced Fall 2012.

COUNCIL ON JUDICIAL AFFAIRS (CJA)
Location: Belk Student Leadership Suite: G29, Porter Building, Ground Floor
E-Mail: CJA@wesleyancollege.edu
President/Chancellor: Ashley Jackson
Advisor: Stefanie Swanger, Director of Residence Life

Council on Judicial Affairs (CJA) oversees the judicial process of the Honor System and coordinates activities designed to promote understanding of, interest in, and support for, the Honor System. CJA sponsors Know the Code Week each fall in addition to other educational activities throughout the year. CJA meets Tuesdays at 6:00 pm in the Senate Room.

COUNCIL ON RELIGIOUS COMMUNITY (CRC)
Location: Belk Student Leadership Suite: G26, Porter Building, Ground Floor
E-mail: CRC@wesleyancollege.edu
President: Anastacia Dixon
Advisor: Rev. Bill Hurdle, Chaplain and Director of Church Relations

The Council on Religious Concerns (CRC) has a wide variety of responsibilities, from directing community service projects to planning campus religious services. CRC sponsors speakers, some of which are featured during the Month on Religious Emphasis (MORE), a special time for spiritual challenge. CRC coordinates an ecumenical service and reception, and special weekend services. CRC provides Wesleyan students the opportunity to volunteer in the Macon community. CRC meeting times will be announced Fall 2012.

STUDENT RECREATION COUNCIL (SRC)
Location: Belk Student Leadership Suite: G25, Porter Building, Ground Floor
E-mail: SRC@wesleyancollege.edu
President: Chelsea Bolton
Advisor: TBA

The Student Recreation Council (SRC) has something to offer every student, from organized sports, including soccer, basketball, and volleyball to leisure activities, such as skiing, hiking, climbing, bowling and white water rafting and attending professional sporting events. Emphasis is placed on good sportsmanship, wellness, and spirit, which facilitates an atmosphere of cooperation and fun for everyone in all intramural sports and tournaments. While SRC coordinates intramural sports on campus, it is also a firm supporter of all intercollegiate activities. SRC meets weekly.

COLLEGE COMMITTEES
The Vice President for Student Affairs assigns students to the following college committees. It is the responsibility of the student representative to represent the student body while they serve on these committees.

Athletic Policies Committee: Athletic Department committee that addresses issues with athletics and athletic facilities. There are seats for two student representatives.

Curriculum Committee: Faculty committee that decides on issues relating to the College curriculum. There is one seat for students from each of the following discipline areas: Fine Arts, Humanities, Math/Sciences, and Social Sciences.

Education Committee: Seats two education majors (admitted to program) and normally meet Wednesdays or Fridays at 12 pm as needed

Food Service Committee: SGA/Student Affairs joint committee that is chaired by the Director of Residence Life. Members of the committee hear concerns regarding food service at Wesleyan College. One seat is available for students in each of the four classes, as well as an Encore Student.

Library and Technology Committee: Faculty committee that deals with issues related to the workings of the College Library. There are seats for two student representatives.
Programs and Exhibitions Committee: Faculty committee that works with the College convocation system. There is one seat for students from each of the 4 classes as well as an Encore Student.

Publications

The canons of responsible journalism govern student publications. These include: avoidance of profanity; libel; indecency; undocumented allegation; attacks on personal integrity; and the techniques of harassment and innuendo. If the Director of Student Activities becomes aware that a publication has violated any of the aforementioned canons, the Director can impose any one, or all, of the following sanctions, in addition to others as deemed necessary: 1) the editor of the publication will be asked to print a retraction, 2) the publication will lose funding and/or be removed as a college publication for a stated period of time, and 3) the organization responsible will be asked to collect and dispose of any unused or unread copies of the publication. The Director of Student Activities is responsible for overseeing this process in conjunction with the Vice President for Student Affairs.

The Visionary: Creative Arts Magazine

Contact: Najah Yasin

*The Visionary* is a collection of art, poetry, short stories, etc., created by Wesleyan students, faculty and staff. The editorial Board consists of the editor, associate editor, business manager, and if applicable, the literary editor and art editor. The editor holds a seat on Senate. Wesleyan students, faculty and staff are welcome to contribute original works to be considered for publication. Scribes are chosen through the magazine annually on the basis of their work and may have their work published in either a separate section of one issue of the magazine or a separate issue of the magazine.

Wesleyan Word

Contact: Humaira Taz

*Wesleyan Word* is a collection of art, poetry, short stories, etc., created by Wesleyan students, faculty and staff. The editorial Board consists of the editor, associate editor, business manager, and if applicable, the literary editor and art editor. The editor holds a seat on Senate. Wesleyan students, faculty and staff are welcome to contribute original works to be considered for publication. Scribes are chosen through the magazine annually on the basis of their work and may have their work published in either a separate section of one issue of the magazine or a separate issue of the magazine.

Departmental Leadership Groups

Select students are provided an opportunity to support the College through a variety of departmentally sponsored groups. Students who wish to participate should apply to the appropriate sponsoring department. Each office determines selection criteria including GPA, student leadership experience and interpersonal skills. Each office, in collaboration with Student Affairs, may require specific selection criteria. Students with college policy violations may not be considered. Students may be removed from a position if violations occur during their tenure.

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<thead>
<tr>
<th>Leadership Group</th>
<th>Sponsoring Department</th>
<th>Contact Person</th>
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<tr>
<td>Computer Resident Assistants</td>
<td>Computer and Information Resources</td>
<td>Kevin Ulshafer</td>
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<tr>
<td>Junior Marshalls</td>
<td>Academic Affairs</td>
<td>Saralyn DeSmet</td>
</tr>
<tr>
<td>Orientation Leaders</td>
<td>Student Activities</td>
<td>Ashley Tomlin</td>
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<tr>
<td>Pierce, Pioneer, Leadership Program</td>
<td>Student Activities</td>
<td>Patty Gibbs</td>
</tr>
<tr>
<td>Resident Advisors</td>
<td>Residence Life</td>
<td>Stefanie Swanger</td>
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<td>Summer Conference Assistants</td>
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<td>Stefanie Swanger</td>
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<tr>
<td>WAVE</td>
<td>Admission</td>
<td>Amanda Hayward-Giles &amp; Parrish Jenkins</td>
</tr>
<tr>
<td>Wesleyan Disciples</td>
<td>Office of Church Relations</td>
<td>Rev. Bill Hurdle</td>
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Computer Resident Assistants

Computer Resident Assistants (CRA) are students who provide technical support and computer training for students in the residence halls. They are also responsible for monitoring residential network activities to assure compliance of the College’s *Use of Computer and Information Resource Policy*. Each semester CRAs provide seminars for students to become familiar with the Microsoft software products, e.g., Word, Excel, and PowerPoint. If you are interested in becoming a CRA, contact the Computer and Information Resources Department to obtain an application.
**Junior Marshalls**
Junior Marshals are selected at the end of each year from the rising junior class to serve as guides in the processional and recessional at formal academic occasions. Marshals must have completed a minimum of one year of academic work at Wesleyan and are selected by the Dean of the College and the Registrar, in consultation with the Director of Student Activities. Marshals are chosen on the basis of character, proven leadership in student organizations and cumulative grade point average. The Chief Marshal is selected by a majority vote of the Marshals.

**Orientation Leaders**
Orientation Leaders (OLs) are student leaders who are chosen to serve as Wesleyan ambassadors and mentors for incoming students during summer, fall and spring orientations. After a competitive selection process in the spring, OLs participate in multiple training sessions where they are instrumental in the development of the Orientation process. Throughout their experience as OLs, these students will have the opportunity to enrich their leadership skills and serve as vital connections between new students and the Wesleyan community.

**Pierce, Pioneer Leadership Program (PPLP)**
The Pierce Pioneer Leadership Program is a comprehensive leadership program designed to provide extensive training in leadership. Members enter the program their freshmen year and continue through graduation, each year learning more aspects of leadership. Training on leadership theory, development, peer education, and technique are all components of the program. PPLP members participate in leadership discussions, retreats, attend lectures and workshops. PPLP members receive a leadership certificate after successfully completing the program.

**Resident Advisors**
Resident Advisors (RAs) are undergraduate students who have participated in an extensive selection and training process. They are available as a resource for students in each building and are trained to handle concerns or emergency situations. RAs focus on building community, educating residents and monitoring the safety, security and regulations of the residence halls.

**Summer Conference Assistants**
Summer Conference Assistants (SCAs) are recruited and selected during the spring semester of each year. SCAs work with the Residence Life staff to oversee the implementation and direction of camp and conference participants that reside at Wesleyan College during the summer months. The SCA position provides students with a leadership opportunity in addition to serving Wesleyan and our visitors.

**WAVE (Wesleyan Admission Volunteer Experience)**
This elite group is appointed by the Office of Admission based on a student’s demonstration of leadership, aptitude and desire to help represent Wesleyan as a premier women’s college. Duties include: serving at receptions, escorting campus visitors, and facilitating and hosting on-campus events for prospective students, including campus visitations, Scholarship Days, Junior Day and Pioneer Weekend.

**Wesleyan Disciples**
This organization, which began in 2005, is a Christian group of students committed to faith and service as disciples of Jesus Christ. They agree to plan and lead Sunday chapel, participate in weekly Bible studies, exhibit servant leadership and be an example of health and wellness to fellow students. Disciples receive scholarships for their involvement.

**Honor Societies**
Honor Societies are designed to complement the College curriculum. Honor Societies promote academic success and recognize academic excellence with academic majors or departments. Below are descriptions of each society, detailing any academic requirements that may pertain to eligibility.
**ALPHA LAMBDA DELTA**  
**Contact:** Dennis Applebee  
Alpha Lambda Delta is a national honor society that recognizes academic excellence during a student’s first year in college. Membership in Alpha Lambda Delta is open to first-year students enrolled full-time who have a cumulative grade point average of 3.5 or higher. Graduating members are eligible to compete for national fellowships for graduate study. Wesleyan College’s Alpha Lambda Delta chapter was chartered in 1987.

**ALPHA PSI OMEGA**  
**Contact:** Frazier Lively  
This national honor society for students participating in theater work has a Wesleyan chapter, Phi Psi. To be elected into membership, the student must be a second semester junior and display outstanding ability in theatrical activities.

**BETA BETA BETA**  
**Contact:** Jim Ferrari  
Beta Beta Beta (Tri Beta) is a national honor society for biologists. Founded nationally in 1922, a chapter was established at Wesleyan in 1977. Rising juniors and seniors who are life science majors or show a strong interest in the life sciences are chosen on the basis of academic achievement. The purpose of Tri Beta is to stimulate scholarship, the dissemination of scientific knowledge and the promotion of biological research.

**KAPPA DELTA EPSILON**  
**Contact:** Mae Sheftall  
Kappa Delta Epsilon (KDE), a national honor society in education, has a chapter at Wesleyan known as Alpha Omicron. Membership is by invitation to students planning to teach. Invitation is based on a 3.0 average GPA and leadership qualities.

**LAMBDA PI ETA**  
**Contact:** Deidra Donmoyer  
Lambda Pi Eta is the official communication studies honorary society of the National Communication Association. The goals of Lambda Pi Eta are to: recognize, foster and reward outstanding scholastic achievement; stimulate interest in the field of communication; promote and encourage professional development among communication majors; provide an opportunity to discuss and exchange ideas about the field; establish and maintain close relationships and understanding between faculty and students; and explore options for further graduate studies.

**MORTAR BOARD**  
**Contact:**  
The Crown and Scepter Chapter of Mortar Board was founded at Wesleyan in 1971. Mortar Board is a national senior honor society founded for the advancement of women. Membership is based on scholarship, leadership and service, and is offered to a select group of rising seniors every spring. Working in conjunction with the Dean’s Office, Mortar Board is responsible for documenting convocation attendance. Mortar Board is one of the highest honors given on the Wesleyan campus.

**OMICRON DELTA EPSILON**  
**Contact:** Phil Taylor  
ODE is one of the world's largest academic honor society. It recognizes and promotes superior academic achievement in Economics, and it strives to bring faculty and students together within college and across universities. As a member one will enjoy the camaraderie of students and professors, regular chapter meetings which promote exchange of intelligent discussions on a wide range of current issues.

**PHI KAPPA PHI**  
**Contact:**  
Phi Kappa Phi is a national honor society recognizing academic achievement in all departments. The Wesleyan chapter was established in 1969. Phi Kappa Phi seeks to stimulate scholarship in all fields of learning. Only juniors who are in the upper 7.5 percent and seniors in the upper 10 percent of their classes may be considered for membership. Character and service are also criteria for membership.
**Phi Sigma Iota**  
**Contact: Saralyn DeSmet**  
Phi Sigma Iota was established at Wesleyan in 1966. It is an international honor society in foreign languages, which seeks to recognize outstanding ability and attainments in the field. To be elected to membership, a student must be a declared major or minor in the language of choice, of sophomore or junior standing and have a cumulative GPA of 3.0 or better. New members are selected in the spring semester each year. The $30 initiation fee offers members a society pin, a three year subscription to the society’s publication and eligibility for society scholarships.

**Pi Gamma Mu**  
**Contact: Barbara Donovan**  
Installed at Wesleyan in 1959, Pi Gamma Mu is a national honor society in the field of social science. To be eligible, a student must have earned at least 20 semester hours in social science with a “B” average.

**Psi Chi**  
**Contact: Brooke Bennet-Day**  
A chapter of Psi Chi, a national honor society in psychology, was established at Wesleyan in 1980. To be eligible for membership, a student must have declared a major in psychology and completed, or have registered for, eight semester hours of psychology. A GPA of 3.26 in general scholarship and 3.0 in psychology is required for membership.

**Musical Groups**

Students that have an interest in music are encouraged to participate in Wesleyan’s musical groups. The College offers a variety of musical types and performance opportunities that provide a unique and rich dimension to the Wesleyan experience.

**Concert Choir**  
**Contact: Nadine Whitney**  
The Wesleyan Concert Choir is organized primarily for the purpose of promoting interest in choral singing. Two programs are presented annually for the enjoyment of the College and the Macon community. The Choir performs additional programs at convocations. An annual tour, with concerts throughout Georgia and the Southeast, is a Concert Choir tradition. Although the Concert Choir is part of the Wesleyan musical curriculum, members represent a cross-section of students with a variety of majors and backgrounds. Membership is selected through an audition and students receive academic credit.

**Gospel Choir**  
**Contact:**  
The Gospel Choir was formed by the Black Student Alliance to promote black gospel music awareness in 1997. After a short hiatus in 2000, the Gospel Choir was reintroduced to the Wesleyan campus in 2002. The Gospel Choir performs a combination of traditional Negro spirituals and contemporary pieces throughout Georgia. While the repertoire is enriched in Southern tradition, the group has comprised of students from as far as Tanzania.

**The Wesleyannes**  
**Contact: Nadine Whitney**  
The Wesleyannes form the college’s most select vocal ensemble. Students who have successfully completed one year in Concert Choir, including the annual tour, are eligible to audition for membership. The Wesleyannes make frequent appearances throughout the campus, community and state. They have been featured guest artists by the Macon Symphony Orchestra and the Cherry Blossom Serenade. Students receive academic credit for participation.

**Washboard Band**  
**Contact:**  
The Washboard Band entertains frequently at both on and off campus functions. Donations enable its members to go on an annual tour. Membership is open to any student. Selection of members is based on an audition held in the fall semester.
RELIGIOUS GROUPS
Campus religious and spiritual life is coordinated by the College Chaplain, the Student Government Association’s Council on Religious Concerns and individual student organizations.

BAPTIST COLLEGIATE MINISTRIES (BCM)
Contact: Jemima Suwa
Organized on the Wesleyan campus in 1959, the Baptist Collegiate Ministry ministers to the spiritual and moral needs of students through a Christ-centered, church-related and student led program. The Student Department of the Southern Baptist Convention supports its activities. BCM meets once a week for Bible Study and fellowship. Members of BCM enjoy on and off campus ministries.

WESLEY FOUNDATION
Contact: Alaina Avera
The Wesley Foundation was formed to unite students to celebrate and share in the Methodist heritage. Wesley Foundation meets regularly and is open to all students.

INTERVARSITY
Contact: Kelsey Campbell
Reorganized in 1987, the Wesleyan Christian Fellowship renamed Intervarsity in 2006, sponsors Bible studies and weekly fellowship meetings for students. The club is non-denominational and is affiliated with Intervarsity Christian Fellowship.

NEWMAN CLUB
Contact: Paula Kamara
The Newman Club was founded as an outlet for Wesleyan College catholic students to fellowship. The club meets regularly and is open to all students.

SPECIAL INTEREST GROUPS

ALPHA KAPPA PSI
Contact: TBA
Alpha Kappa Psi is a professional business fraternity dedicated to educating the public to appreciate and demand higher ideals within the fields of commerce, accounts and finance. AKPsi, in conjunction with the Business department implements the annual Fiscal Fitness convocation series. The fraternity also holds annual fundraisers and attends regional organization events. Student members are initiated each semester. Membership is open to students of any major.

AMNESTY INTERNATIONAL
Contact: Karen Huber
Amnesty International is solely concerned with the impartial protections of human rights. Members undertake research and action focused on preventing and ending grave abuses of the rights to physical and mental integrity, freedom of conscience and expression and freedom from discrimination within the context of its work to all promote human rights. Amnesty International is independent of any government or political system and is open to all students.

ART CLUB
Contact: Agynes Ernst
The Art Club’s main objectives are involvement and awareness of art in the Wesleyan community. To involve the Wesleyan community and make the club’s existence known while carrying out its objectives, the Art Club sponsors periodic events for the community.
ASSOCIATION OF EXEMPLARY INTERNATIONAL STUDENTS (AXIS)
Contact: Aakhriti Kharel
The purpose of A.X.I.S. is to experience, learn and teach cultural and international awareness via events, activities and trips. A.X.I.S. consists of all students who are interested in international and cultural issues. The goal of an A.X.I.S. member is to increase her awareness in these areas. A.X.I.S. exists as a source of direct international/cultural education to all students and the Wesleyan Community as a whole.

BLACK STUDENT ALLIANCE (BSA)
Contact: Marisa Arnold
The Wesleyan Black Student Alliance was organized to promote minority awareness and to provide an outlet for cultural pride for minority students. Through various programs, the organization informs the campus and the Macon community of the issues affecting people of color past, present and future. The organization is open to all students interested in cultural diversity.

COLLEGE REPUBLICANS
Contact: Kayla Butler
Founded in 1989, the College Republicans promote understanding of government and awareness of the political process. They participate in state and national elections, attend political events and rallies and hold events with College Republicans organizations on other college campuses throughout the state of Georgia. Meetings are open to the entire student body.

CRAFT CLUB
Contact: Kelly Steele
The Craft Club was created as an opportunity for students to gather to discuss crafts and to learn about new techniques. Membership is open to all students and no craft experience is necessary.

EQUESTRIAN CLUB
Contact: TBA
Founded in 1993, the purpose of the Equestrian Club is to increase the understanding and skills of horsemanship while developing fellowship among members.

FENCING CLUB
Contact: TBA
Founded in 2002, the Wesleyan College Fencing Club is reestablishing the tradition of the sport of fencing at Wesleyan. WCFC members actively compete in US Fencing Association tournaments and the club sponsors scrimmage competitions with other Georgia colleges.

FRENCH CLUB
Contact: Humaira Taz
Le Cercle Français, one of the oldest language clubs at Wesleyan, was revived in 1994. The club is dedicated to the ideas and interests of Wesleyan students who are passionate about French. Le Cercle Français strives to provide opportunities for practicing the language and learning about francophone cultures through organized discussions, movies, trips and other events.

GAYS, LESBIANS, BISEXUALS AND ALLIES (GLBAL)
Contact: Aricka ‘Josy’ Jones
Founded in 1995, GLBAL is an organization founded to further the knowledge and understanding of all students, faculty, and staff of Wesleyan College. Membership of this organization is open to all individuals interested in the education, understanding, and appreciation of gay and lesbian issues.

MODEL UNITED NATIONS (MODEL UN)
Contact: The Model United Nations organization strives to provide insight into the working of the United Nations and its role in world events by simulating the United Nations system. Members promote the ideas of world understanding, global harmony and cultural interaction. Membership is open to all students.
OUTDOOR CLUB  
Contact: TBA  
The Outdoor club seeks to provide opportunities to enjoy the environment and all that it has to over. The club offers opportunities to visit local attractions and plans events on campus. No experience is necessary to join this organization.

SPANISH CLUB  
Contact: TBA  
The Spanish Club provides the opportunity for each student to practice and improve her Spanish speaking skills, as well as her understanding of the Hispanic cultures. The club aims to ensure each student understands and experiences the Hispanic culture in new ways and increases her awareness of the growing and influential Hispanic population in the United States.

WESLEYAN MATH CLUB  
Contact: Nihit Pokhrel  
The Wesleyan Math Club seeks to promote general interest and academic excellence in mathematics. It includes the Wesleyan student chapter affiliated to the Mathematical Association of America. It sponsors various math or math related events for its members and the community throughout the school year. Membership is open to all students interested in math and sciences.

WESLEYAN SPIRIT SQUAD  
Contact: Jennifer Eadie  
The Wesleyan Spirit Squad seeks to promote the visibility of Wesleyan College athletic Teams. Membership is open to all students who are interested.
Administrative Policies and Procedures

**Rights and Responsibilities**

Every student enrolled at Wesleyan College has certain rights and responsibilities as a member of the Wesleyan College community. These rights and responsibilities are intended to promote the educational mission of the college and encourage respect for the rights of others. Through their voluntary attendance at Wesleyan College, students agree to comply with College regulations, stated here and elsewhere and as enacted by College officials. Legal or parental representation is not permissible in College proceedings, students are required to represent themselves.

1. The right to organize one’s personal life and behavior and to pursue individual activities including freedom of movement. This includes the right to organize and join approved student organizations that promote the well-being of the Wesleyan College student body. Student organizations have the responsibility to be open to all students and follow all guidelines outlined in this handbook.

2. The right to freedom from personal force, violence, threats, personal abuse, and discriminatory or sexual harassment either as individuals or groups within the College community. Each student has the responsibility to refrain from the use of force against a person or group, the forcible interference with another person’s freedom of movement, or personal abuse of another person.

3. The right to carry on individual or organized activity which expresses grievances so long as the activity is carried out within the parameters of *The Wesleyanne* and does not disrupt the regular and essential operation of Wesleyan College.

4. The right to be protected from unauthorized search and seizure and to have the privacy of their personal information maintained in accordance with state and federal laws. Students have the responsibility to preserve the rights of privacy of other individuals, groups, the neighboring community, and College as well as respect the confidentiality of personal information about members of the College community.

5. The right to recommend changes in College policy through their Student Government Association and in conjunction with Student Affairs.

6. The right to earn an education in an environment conducive to learning.

7. The responsibility to serve on various faculty and administrative committees and ensure that the student viewpoint is accurately represented during such meetings.

8. The right to be protected by standards of justice and fairness in any proceedings with the College in accordance with *The Wesleyanne*.

9. The responsibility to observe all duly established College, local, state and federal laws. Being a student at Wesleyan College does not affect in any way the jurisdiction of courts and other civil authorities over any college student. Membership in the College community does not provide a privileged or immune status from the laws and regulations that other residents of the state of Georgia must obey.

10. The right of Official Student Publications to maintain their publications as vehicles for free inquiry and free expression in the Wesleyan College community. The responsibility of official student publications is to produce a publication based upon professional standards of accuracy, quality, objectivity and fair play. Publications are bound by the canons of responsible journalism, such as avoidance of libel, indecency, profanity, undocumented allegation, attacks on personal integrity, and the techniques of harassment or innuendo. Additionally, all college-published editors and financed student publications shall explicitly state on the editorial page that the opinions are not necessarily representative of Wesleyan College or its student body.

11. The responsibility to attend all judicial meetings when required to do so. Failure of the respondent to appear at a scheduled judicial meeting will result in the hearing being held in her absence and the student forfeiting her right to appeal.

12. The responsibility to participate actively in training and educational opportunities tied to campus leadership roles.

13. The responsibility to refrain from actions which deny other members of the College community their rights as described.
**Honor Code**

The Honor Code is the foundation upon which life in the Wesleyan College community is built. It is based upon the idea that individual freedom is a right founded upon responsibility. A student is expected to tell the truth, respect others and their property, and maintain academic integrity and honesty in all areas of college life. If a student violates a principle of the Honor Code at any time, the student is honor-bound to self-report. Likewise, if a student is aware that a fellow student has violated an honor principle, the student is honor-bound to ask the violator to self-report or notify an appropriate college official to report the violation. Maintaining these principles of honor is the ideal toward which we strive. Our Honor Code is not destroyed by infractions of the rules; it is damaged when violations are tolerated.

Membership in the College community involves establishing and maintaining these broad honor principles. It is understood that by becoming a student at Wesleyan, an individual signifies acceptance of the Honor Code and all policies and procedures set forth in The Wesleyanne, elsewhere, and as enacted by College Officials.

**Honor Pledge**

As a member of the Wesleyan College student body, I will uphold the Honor Code, strive for personal honesty and integrity in all areas of my life, and fulfill my responsibility for maintaining the Honor Code in the college community.

**Academic honesty and Social honesty are integral to the Honor Code**

**Academic Honesty**

1. **Plagiarism and Citation**
   a. Plagiarism - The use of the words or ideas of another’s as one’s own without acknowledgment of their source constitutes plagiarism; plagiarism is not only dishonest, but also illegal.
   b. Citation
      i. Correct forms of citation include direct quotation, paraphrase, summary, or a combination thereof, all combined with full supporting documentation.
      ii. Full supporting documentation includes the author’s full name, the title of the work, the title of the volume in which the work may be found, the place of publication, the publisher, the year of publication, the volume number if applicable, and the relevant page numbers. Format of a citation should follow instructor’s specification.

2. **Examinations and tests**

   All examinations and tests are administered under the Honor Code.

**Social Honesty and Community Living**

Life on campus and in the residence halls brings certain rights and privileges as well as the responsibility of consideration for other students. Rules and regulations concerning the operation of the residence halls and apartments are stated in the Residence Life Guidelines section of *The Wesleyanne*. Regulations are incorporated into the Wesleyan Honor Code which students are sworn to uphold.
Judicial Boards

The College supports several judicial boards to handle infractions of the Honor Code including Academic Violations and College or Residence Life policy violations. Infractions will be heard by the appropriate judicial board or handled administratively as deemed appropriate. The judicial boards described within include Honor Council, Civitas Board and Student-Faculty Judicial Board. Descriptions of the functions of each board as well as information regarding reporting violations, hearing procedures, rights of the accused, sanctions, and appeal processes are listed below. Any questions related to the judicial boards or Honor Code should be directed to the Vice President for Student Affairs.

Graduate Students will follow all policies and procedures as set by each graduate program handbook.

Infractions of the “Use of Computer and Information Resources” policy will be heard by a Hearing Committee as described in the “Use of Computer and Information” policy or reported to Honor Council as deemed appropriate.

COUNCIL ON JUDICIAL AFFAIRS (CJA)- HONOR COUNCIL

CJA oversees the judicial process of the Student Government Association. CJA also coordinates activities to educate about and promote the Honor Code. All violations must be reported to the chancellor of Honor Council or the advisor of Honor Council. CJA also serves the College in the capacity of Honor Council. Honor Council is charged with deciding issues of academic and social honesty and integrity, and honor system social conduct violations. In addition, Honor Council reserves the right to hear any case which is deemed to be a violation of the Honor Code regardless of whether or not it can be classified in one of the above categories. The members of Honor Council include the President of CJA, who serves as Chancellor, the Judicial Secretary-Treasurer, the Judicial Clerk, two representatives from each class and two representatives from the Encore Student Body. The Honor Council must have quorum in order to conduct any hearing. Quorum is defined as 51% of all voting members. Class Representatives are voting members of Honor Council. The Advisor and Officers are non-voting members.

REPORTING A VIOLATION AND PROCEDURES FOR ACTION

1. Any member of the administration, faculty, staff, or student community should, when possible, confront a student for an honor offense at the time of the offense. If unable to confront the student at the time of the offense, the violation should be reported to the appropriate college faculty or staff member who will then notify the accused of the alleged charge within 24 hours. Students may not report Honor Code Violations anonymously.

2. The accused has 24 hours from that time to report the incident by speaking to the Council on Judicial Affairs Advisor. Students are highly encouraged to self report. Honor Council will take this into consideration.

3. The accuser will report the charges to the Advisor of the Council on Judicial Affairs.

4. The Judicial Secretary will notify the accused in writing of the charges, the procedures, and the date and time of the hearing at least 48 hours before the scheduled hearing. In emergency situations, 48 hours may not be provided.

5. The Chancellor and Advisor of the Council on Judicial Affairs can discuss cases of academic dishonesty with the professor prior to an Honor Council hearing. In cases of plagiarism, the chancellor and advisor may consult with the Director of the Writing Center in addition to the professor.

6. A hearing will be held to hear accounts of the incident by both the accuser and accused. If the accused does not attend the hearing, it will be held in her absence and the student will forfeit her right to appeal. If a student has class during her scheduled hearing time, she may request a new hearing time. No other change requests will be honored. Requests for a new hearing due to an academic obligation must be made prior to 3pm on the day of the hearing.

7. Honor Council will deliberate; decide on a verdict and sanction (if necessary).

8. Students will be notified in writing of the hearing outcome.

9. Appeals can be made to the Vice President for Student Affairs (as outlined below) at which time they can be upheld, amended, returned to Honor Council to be heard, or referred to the Student-Faculty Judicial Board. All appeal decisions are considered final.

10. If charges are brought during the semester opening or during the week of final exams, Honor Council will make every effort to hear the case. If this is not possible, the case will be heard administratively by the Advisor of the Council on Judicial Affairs. If an administrative hearing is held, the same appeal process will be followed.

11. Charges over the summer will be heard administratively by the Advisor of the Council on Judicial Affairs. If an administrative hearing is held, the same appeal process will be followed.
THE RIGHTS OF AN ACCUSED STUDENT
A student who has been accused of an Honor Council violation:
1. Will have the case heard without undue delay
2. Will receive written notice of the charges, procedures and date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of extenuating circumstances.
3. May testify or remain silent
4. May question the accuser and/or any witnesses appearing against the student.
5. Can present witnesses and/or evidence on own behalf
6. May be present at the accusers case presentation
7. May appeal to the Vice President for Student Affairs, only when in attendance at initial hearing.

THE RIGHTS OF AN ACCUSER
1. Will receive written notice of the date and time of the scheduled hearing no less than 48 hours before the scheduled hearing with the exception of extenuating circumstance.
2. Must be present at the time of the hearing unless the accuser has an academic class obligation. If the accuser has class during the scheduled hearing, they may present a written statement regarding their first hand knowledge of the violation. Written documentation must be presented to the advisor of CJA no later than 3pm on the day of the hearing. In the case of an academic violation such as plagiarism involving faculty, the faculty member may provide written documentation consisting of a copy the original paper and plagiarized source in lieu of their attendance.
3. If an accuser fails to attend the hearing or submit the appropriate documentation by the set deadline, the case will be dismissed.
4. The accuser can present witnesses and/or evidence of the violation committed by the accused student.

HEARING PROCEDURES
1. The accused will be called into the Honor Council room at which time the Judicial Clerk will explain the hearing procedure and the accused will be reminded that she is bound by the Honor Code and is required to tell the truth. The accused will be informed that the proceedings will be tape recorded to insure accuracy and for appeal purposes.
2. The Judicial Clerk will state the student’s name and the charges being brought against her.
3. The accused will be asking to plead responsible or not responsible to the charges brought against her.
4. The accused will be asked to state her name and will be given the opportunity to present her case.
5. Honor Council members will be given the opportunity to question the accused.
6. The accuser will be brought into the room and asked to present her or his account of the incident and to present any witnesses about any matter logically relevant to the charge against the student. The accused has the right to be present during this testimony. All witnesses appearing before Honor Council must present firsthand knowledge of the violation. Character witnesses are not allowed.
7. The accused can question the accuser or any witnesses without being questioned.
8. After the accuser presents all testimony and leaves the room, the accused has the right to present a defense and to offer testimony and that of any witnesses (maximum of 3).
9. The Chancellor may limit unproductively long, repetitive or irrelevant questioning.
10. The accused will be given an opportunity to present a closing statement.
11. The Chancellor will give the accuser the opportunity to declare if she wants the findings of the case sent to her campus email or campus mailbox after which she will be asked to leave.
12. After the case has been presented, the Council will hold confidential deliberations. A decision will be rendered and the accused will be notified in writing within twenty-four (24) hours of the conclusion of the hearing via campus mailbox or campus email. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).
13. If found responsible, the accused is required to complete the sanction by the designated deadline or will be referred back to Honor Council for a sanction violation hearing.

Note: Students are required to represent themselves. Legal or parental representation is not permissible in Honor Council proceedings or appeal hearings.

REPORTING PROCEDURES WHEN NO ACCUSER IS NAMED
Special procedures have been set in place for Honor Code violations where no accuser is named. These special procedures are in place for the following situations:
1. any student who self reports and accepts responsibility for a violation but does not name an accuser
2. any student involved in a situation where no accuser is present
3. any number of students involved in a situation which would cause all students involved to accuse each other of similar policy violations. Including but not limited to:
   a. a fight between two students which would result in both students accusing the other of misconduct
   b. a planned effort for multiple students to cheat on a test or examination which would result in students accusing each other of academic dishonesty

HEARING PROCEDURES WHEN NO ACCUSER IS NAMED
In the situation where no accuser is named in an Honor Code Violation, the following hearing procedures will be followed:
1. The student self reports her policy violation to the Advisor for the Council on Judicial Affairs or CJA Chancellor.
2. The student will be summoned to her honor council hearing according to the policies listed above on page 39 under the Reporting a Violation and Procedures for Action section.
3. Procedures for the hearing will follow those listed in the Hearing Procedures section listed on pages 40-41. However steps 6-8 will be omitted due to the absence of an accuser.

In the event of a violation which would involve multiple students accusing each other of similar violations (as listed under Example #3 in the Reporting Procedures When No Accuser is Named), Honor Council will schedule a joint hearing of all individuals involved in order to eliminate excessive and prolonged individual hearings for each accused student. Hearing Procedures for a joint hearing will be as follows:
1. The accused students will be called into the Honor Council room at which time the Judicial Clerk will explain the hearing procedure and the accused students will be reminded that they are bound by the Honor Code and are required to tell the truth. The accused students will be informed that the proceedings will be tape recorded to insure accuracy and for appeal purposes.
2. The Judicial Clerk will state each student’s name and the charges being brought against that particular student. The Judicial Clerk will do this for each student involved.
3. After each student’s name is read and the violations have been stated, the hearings will proceed in the following fashion:
   a. Step 1- The first accused student will be asked to plead responsible or not responsible to the charges brought against her.
   b. Step 2- She will then be asked to state her name and will be given the opportunity to present her case.
   c. Step 3- Honor Council members will be given the opportunity to question that particular accused student about the information she has presented.
   d. Steps 1 - 3 will be followed for each additional accused student involved. The ensure fairness, the initial order of accused students will be predetermined using alphabetical order of last name.
4. Each accused student will be allowed to ask questions of their fellow accused students or will be allowed to present witnesses on their behalf. The same pre-determined order will be used for the remainder of the proceedings. All witnesses appearing before Honor Council must present firsthand knowledge of the violation. Character witnesses are not allowed.
5. The Chancellor may limit unproductively long, repetitive or irrelevant questioning and statements.
6. After all witnesses have been presented, the board will be given a final opportunity to question each accused student.
7. Each accused student will be given an opportunity to present a closing statement.
8. After all closing statements have been given the Chancellor will give each accused student the opportunity to declare if she wants the findings of the case sent to her campus email or campus mailbox. Once all accused students respond, they will be asked to leave.
9. After the case has been presented, the Council will hold confidential deliberations. During deliberations, each student will be processed separately and separate findings will be rendered. After a decision has been rendered for each student, separate sanction letters will be sent to each student. The accused students will be notified in writing within twenty-four (24) hours of the conclusion of the hearing via campus mailbox or campus email. Students are responsible for checking their mailbox for hearing notifications and completion of sanctions (when applicable).
10. If found responsible, the accused is required to complete the sanction by the designated deadline or will be referred back to Honor Council for a sanction violation hearing.

Note: Students are required to represent themselves. Legal or parental representation is not permissible in Honor Council proceedings or appeal hearings.

HONOR COUNCIL POSSIBLE SANCTIONS
The following are possible sanctions available to Honor Council; others may be used if deemed appropriate by the board.
- Campus/ Community Service- Performing relevant services for the college or off-campus agencies.
- Demerits- A notation that becomes a part of the student’s permanent college record. The accumulation of 10 will
be grounds for a recommendation for suspension or removal to the Vice President for Student Affairs.

- **Educational Endeavor** - Completing educational projects relevant to the violation.
- **Fines** - Honor Council may assess fines (up to $100) which are appropriate for the violation.
- **Social Probation** - A period of time, as determined by Honor Council, during which a student is restricted from participating in all campus social events, activities, clubs, organizations, pep rallies and athletics. Social probation does not prohibit a student from participating in convocations, work study or academic obligations.
- **Restrictions** - A period of time, as determined by Honor Council, during which a student is restricted from participating in certain campus social events, activities, clubs, organizations, pep rallies and athletics. Honor council will determine which events are restricted from participation during this time period in placed of restricting all involvement. Restrictions can also limit or remove a student’s residence hall visitation privileges.
- **Removal from the Residence Halls** - Removal from the residence halls, with lose of residence hall privileges including visitation to students in the residence halls. At which time, no refund of fees will be given and full payment of room and board are required to be paid for the current semester. A students may be considered for readmission to the residence halls if outlined at the time of removal. The Director of Residence Life may consider readmission.
- **Removal from the College** - Removal from the College, with loss of visitation privileges for on-campus and College sponsored events. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester. A student may be considered for readmission if outlined at the time of removal. The Vice President for Student Affairs may consider readmission.
- **Repayment of Damages** - Honor Council may require a student to cover the cost of damages incurred during a policy violation. Damage fees will be assessed by the Director of Residence Life along with the Director of Physical plant under the direction for College Administration. Repayment of damages are not limited to the $100 fine limit as defined above.
- **Suspension** - The immediate or deferred exclusion from classes, residence halls, and other privileges (as set forth in the notice of suspension) for a period of time (one semester minimum) at the end of which the student may be considered for re-admission by the Vice President for Student Affairs. At which time, no refund of fees will be given and full payment of room, board and tuition are required to be paid for the current semester.
- **Warning** - A written statement to the individual that the individual has violated a college regulation or policy and that repetition of the same offense or any other violation may be cause for more severe disciplinary action. All previous violations will be taken into account when assessing a sanction if a student comes before Honor Council again during her tenure at Wesleyan College.

Other sanctions not listed above may be issued by the Honor Council Board as deemed appropriate as they pertain to a particular violation.

**Appeals**
A formal, typed appeal must be presented to the Vice President for Student Affairs, within 72 hours after the notification of the sanction has been delivered to the student. The student must state the reasons for the appeal (as outlined below) and present evidence to support the claim, the verdict (responsible or not responsible), the sanction, or both. The Vice President reserves the authority to uphold or amend the sanction or to have Honor Council rehear cases when deemed appropriate or make a referral to the Student/Faculty Judicial Board based on the grounds for appeals as listed. In the case of student appeals, the action taken will be administered but can be reversed after the appeal has been heard. Appeal decisions are final.

**Grounds for Appeal**
The following are the only grounds for appeal regarding Honor Council cases.
1. Evidence was not available at the time of the Honor Council decision, but is now available and is directly related to the case.
2. The Honor Council did not follow proper procedure.
3. The sanction is extreme in relation to the violation.

**Loss of Appeal Privileges**
An accused student will lose their right to appeal the decision of Honor Council in the following ways:
1. The student has not attended her Honor Council hearing and the hearing was heard in absentia
2. The student has failed to complete the sanctions from her initial hearing and is brought before the council for a Sanction Violation hearing. All Sanction Violation results are final regardless of a student’s attendance at her Sanction Violation Hearing.

**Confidentiality**
The Honor Council, the Vice President for Student Affairs, and other related persons will maintain confidentiality related to cases and all surrounding circumstances. Hearings are open to relevant parties only as designated by the Advisor of the Council on Judicial
Affairs. All college judicial cases are confidential. Cases, students involved, outcomes, or any related circumstances will not be discussed. Exceptions include relevant persons associated with the case on a need to know basis as defined by the designated College official. Accusers may inquire as to whether or not cases have been processed by Honor Council, however verdicts remain confidential.

**PROTECTION FROM RETALIATION**
Retaliation against an individual who makes a report of a policy violation (an accuser) or assists in providing information relevant to a policy violation is a serious violation. Acts of retaliation shall be reported immediately and will be handled appropriately. Accused students who act on any form of retaliation will be subject to an additional Honor Council hearing or can be recommended for suspension or expulsion from the college under the guidance of the Vice President for Student Affairs.

**RECORDS**
Copies of the official correspondence related to all cases will be placed in the student’s permanent file by the Advisor of the Council on Judicial Affairs in Student Affairs. Student files are kept confidential and released only with an official request (see the FERPA section for more information regarding privacy rights).

**STUDENT-FACULTY JUDICIAL BOARD**
In the event of a student appeal, the Vice President for Student Affairs reserves the right to assign an appeal case to the Student-Faculty Judicial Board. The activation of the Student-Faculty Judicial board will be in place of an appeal decision from the Vice President for Student Affairs and the decision of this board is final. The Student-Faculty Judicial Board follows the same hearing procedures as Honor Council and there are no appeal privileges.

Committee members include the Director of Residence Life or Advisor of the Council on Judicial Affairs as Chair, Director of Student Activities, Director of Career Development, the Vice Presidents of the four classes, and faculty representatives elected by the faculty. The Chancellor and Secretary-Treasurer of Honor Council serve as ex-officio members. The Chancellor of Honor Council represents the Honor Council in presenting the appeal.
Student Complaint Process

Wesleyan College representatives (faculty and staff) and students should always strive to work well together. Occasionally, however, we recognize that difficult situations may occur between students and staff or faculty. Students are encouraged to discuss these difficulties directly with the person involved.

All efforts should be made on the part of both Wesleyan College representatives and students to resolve issues informally. Informal means of resolving the issue can include, but are not limited to, a face to face discussion, e-mail communication, and telephone conversation.

However, if the issues cannot be resolved informally with the parties involved, the student may submit a written complaint by following the formal complaint process:

1. The student complainant may file a written complaint with the direct supervisor of the staff or faculty member involved within ten (10) working days of discussing the matter with such staff or faculty member.
2. The complaint shall be investigated and processed by the supervisor, who shall determine a resolution within ten (10) working days of receipt of the written complaint and shall notify all involved parties in writing.
3. If the resolution is not satisfactory to the complainant, the complainant may appeal the decision to the Vice-President with oversight of the staff or faculty member involved in the complaint. The decision of the Vice-President shall be conclusive, and no further appeals shall be authorized.

A written complaint must include the following:

1. A statement describing the complaint in the clearest possible terms.
2. A clear and concise written description of the evidence upon which the complaint is based. Materials and documentation used to support a complainant’s concerns should be limited and directly related to the reported situation.
3. A description of the action taken to this point.
4. Signature of student complainant.

This process should be followed for all complaints except for grade appeals (which should follow the grade appeal process as outlined in the College Catalog) and complaints of harassment (which should follow the harassment complaint process handled by the Vice-President for Student Affairs).

Written complaints may be addressed to the President of the College only when the complaint is directly related to acts or omissions of a Vice-President (excluding appeal decisions made by the Vice-President).
Statements of Policy

Nondiscrimination Policy
Wesleyan College is committed to maintaining a diverse, academically talented, and well-rounded community of learners in an atmosphere of mutual respect and appreciation of differences.

Wesleyan College, as an undergraduate educational institution for women, admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students at the College without regard to race, color, national and ethnic origin, age, religion, creed, sexual orientation, disability, or marital status. The College does not discriminate on the basis of sex against its students in the administration of its educational programs or activities, scholarship and loan programs, and athletic and other college administered programs.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Wesleyan will be based on merit, qualifications, and abilities. Wesleyan does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.

Wesleyan will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of the college’s educational programs or activities and employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Statement of Non-Discrimination & Accommodation Policy (for Students with Disabilities)
No student with a disability is, on the basis of the disability, excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any program, employment, or activity at Wesleyan College. Therefore, Wesleyan recognizes that students with disabilities may need accommodations in order to benefit from the instruction or activities that are offered. In order to provide reasonable accommodations, as directed by the Americans with Disabilities Act (ADA) and the Rehabilitation Act (Section 504), both students and faculty and staff share responsibility in the process.

Any individual who feels that they have been denied appropriate accommodations, access, or been discriminated against on the basis of disability, can file a complaint using the College’s Student Complaint Process which can be found on page 44 in the Wesleyanne: Student Handbook.

Records and Privacy Policies (FERPA)
Family Educational Rights and Privacy Act
Wesleyan College recognizes the privacy rights of students with regard to their education records in compliance with the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA), commonly called the Buckley Amendment. As it states, after a student becomes 18 or attends a post-secondary educational institution, all rights of the parents are transferred to the student. All students in attendance at Wesleyan will be deemed emancipated and parents will not have the authority to inspect and review the education records of their daughters unless:

1. the student gives written consent to release information, or
2. the parents provide evidence that the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

Under this policy, students will be notified of grades (on line), academic warnings, probationary status, and dismissal. Transcripts of records and other information from student files will not be disclosed without the prior written consent of the student, except as herein provided.

Right of Access
Students currently enrolled or previously enrolled have the right to inspect and review their education records upon written request to the appropriate record custodian.

Education Records
An education record is any record (in handwriting, print, tapes, film, or other medium) maintained by Wesleyan College or an agent of Wesleyan College which is directly related to the student. EXCEPT:

1. A personal record kept by an administrator, a faculty member, or a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record. (Temporary substitute means an individual who performs on a temporary basis the duties of the individual who made the record and not an individual who permanently succeeds the maker of the record in his/her position.)
2. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.
3. Records maintained by a unit of Wesleyan College if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by Wesleyan College.
4. Records maintained by the Health Center, the Director of Counseling or the Office of Student Affairs (e.g. medical, psychological, counseling records) if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumnae records which contain information about a student after she is no longer in attendance at Wesleyan College and which do not relate to the person as a student.
6. Disciplinary records that contain information regarding judicial matters, summons, sanctions, and/or policy violations.
7. The Vice President for Student Affairs, Dean of Students or her designee reserve the right to contact a student’s parents in the event of problems associated with judicial matters, psychological concerns, health-related problems, or other areas covered under the Student Affairs umbrella.

**Types, Locations, and Custodians of Education Records**

**Admission Records**
Office of Records and Registration (Tate 120)
Custodian: Registrar

**Cumulative Academic Records**
Location: Students enrolled prior to 1974-Willet Library Storage
Students enrolled 1974 forward-Office of Records and Registration
Custodian: Registrar (Tate 120)

**Health Records**
Health Center (Huckabee Hall)
Custodian: Director of Health Services

**Financial Aid Records**
Office of Financial Aid (Tate Hall)
Custodian: Vice-president for Enrollment Services

**Business Records**
Business Office (Tate 104)
Custodian: Vice-president for Fiscal Affairs

**Student Affairs Records, Placement Files, Psychometric Measures**
Office of Student Affairs
Custodian: Vice-president for Student Affairs, Dean of Students

**Progress Records**
Office of the Dean of the College (Tate 119)-Dean of the College
Faculty Offices (Various Departments) – Instructors and Faculty Advisors
Office of Records and Registration (Tate 120) – Registrar
Office of the Director of the Academic Center- Director (Porter Building)

**Disciplinary Records**
Office of Student Affairs
Office of the Dean of the College (Tate 119)
Custodian: Vice-president for Student Affairs, Dean of Students
Custodian: Dean of the College and Vice-president for Academic Affairs

**Occasional Records** – (Education records not included among those listed, such as correspondence, committee minutes, *et cetera*).

The appropriate college official will collect such available records and either direct the student to their location, or otherwise make them available for inspection and review: Custodian: The College staff person who maintains such occasional systems records.

**Disclosure of Education Records**
Wesleyan College will disclose information from a student’s education records only with the written consent of the student, EXCEPT:

1. To school officials who have a legitimate educational interest in the records. A school official is
   A. a person employed by Wesleyan College in an administrative, supervisory, academic or research, or support staff position,
   B. a person elected to the Board of Trustees,
   C. a person employed by or under contract to Wesleyan College to perform a special task, such as an attorney or auditor.
   A school official has a legitimate educational interest if the official is
   A. performing a task in his or her position or by a contract agreement,
   B. performing a task related to a student’s education,
   C. performing a task related to the discipline of a student. The determination as to whether an official of the College requesting access to a student’s educational record has a legitimate educational interest in that record shall be made by the official responsible for the custody of the record.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To the following individuals:
   A. the Attorney General of the United States,
   B. the Comptroller General,
   C. the Secretary of the United States Department of Education,
   D. the Veterans Administration,
   E. Department of Defense representatives obtaining, among other things, student information for recruiting purposes under the Solomon Amendment (10 USC § 983), and
   F. to certain officials of state and local educational authorities, in connection with certain state or federally supported education programs.

4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state or local law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of Wesleyan College.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena. The College will make a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith, except where a subpoena is issued by a federal grand jury or for a law enforcement purpose and the court or other issuing agency orders the College not to disclose the existence or contents of the subpoena.

10. To appropriate parties in a health or safety emergency.

11. To an alleged victim of any crime of violence or a nonforcible sex offense, or the alleged victim’s next of kin (if the victim dies as a result of the crime or offense) of the final results of an institutional disciplinary proceeding dealing with that crime or offense.

12. To others as may be defined under FERPA.

Student records released by the College, whether by student authorization or by exceptions as stated, are released under the express condition that the receiving party or agency not redisclose the record to a third party or agency without the written consent of the student.

**PROCEDURE TO INSPECT EDUCATION RECORDS**

Students should submit to the record custodian a written request which identifies as precisely as possible the record of records she wishes to inspect. The request must be signed and dated by the student. The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to her.

The student will examine her record in the office in which the records are maintained; she may not remove any item of information from her record file.

**RIGHT OF WESLEYAN COLLEGE TO REFUSE ACCESS**

Wesleyan College reserves the right to refuse to permit a student to inspect the following records:

1. The financial records and statement of the student’s parents or any information contained therein.
2. Letters and statement of recommendation for which the student has waived her right of access, or which
were placed in file before January, 1975.
3. Records connected with an application to attend Wesleyan College if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

**RIGHT OF WESLEYAN COLLEGE TO REFUSE TO PROVIDE COPIES**

Wesleyan College reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any one of the following situations:
1. the student has an unpaid financial obligation to Wesleyan College;
2. there is an unresolved disciplinary action against the student,
3. the student lives within commuting distance of Wesleyan College.

**FEES FOR COPIES OF RECORDS**
The fee for copies of transcripts requested through Docufide by Parchment is $5.00 for electronic copies and $10.00 for paper copies, and notice of such is published in the *Wesleyan College Catalogue* and on the College website. Additional charges will be incurred for expedited delivery and delivery outside the United States. The fee for transcripts requested through the Registrar’s Office is $12 for a paper transcript. The fee for xerox copies of records other than transcripts shall be 50 cents per page plus labor for copying at the rate of $6.00 per hour and postage, if applicable. The College reserves the right to make reasonable increases in copy fees by giving annual notice.

**RECORD OF REQUESTS FOR DISCLOSURE**

Wesleyan College will maintain a record of all requests for and/or disclosure of information from a student’s education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student. The record of disclosure shall be retained as long as the educational record, to which it refers, is maintained by the College. Disclosure of directory information and disclosure of other information to authorized Wesleyan personnel are not covered by this record-keeping requirement.

**DIRECTORY INFORMATION**

Wesleyan College designates the following items as Directory Information: the student’s name, permanent address, permanent telephone listing, e-mail address, date and place of birth, major field(s) of study of the student, dates of attendance at Wesleyan, full-time vs. part-time status of attendance at Wesleyan, class (year in school), degree(s) awarded, participation in officially recognized activities and sports including weight and height of members of athletic teams, awards and honors, most recent previous school attended, and photograph.

Directory Information is not considered confidential and will be released to outside parties upon request unless the student specifies in writing no later than two weeks after registration each semester (or two days after registration in each short term) that certain information is not to be released. Directory Information will not be published on any basis for general off-campus distribution or for commercial purposes.

The College occasionally publishes a Student Directory made available to current students, faculty and staff. Students who do not wish to be included in a Student Directory must inform the Office of Student Affairs in writing no later than three weeks after Registration Day of the fall term.

In addition, the College releases announcements of students’ activities and achievements to the press. Students who do not wish this information released about themselves, even for public relations purposes, should notify the offices of the Registrar, Communications, and Student Affairs.

**CORRECTION OF EDUCATION RECORDS**

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
1. A student must ask the official in charge of the record to amend it. In so doing, the student should identify the part of the record he or she wants changed and specify why he or she believes it is inaccurate, misleading or in violation of his/her right to privacy. This particular provision does not apply to questions of merit in the awarding of grades by instructors, only to questions of accuracy in recording.
2. Wesleyan College may comply with the request or it may decide not to comply. If it decides not to comply, Wesleyan College will notify the student of the decision and advise the student of his/her right to a hearing.
to challenge the information believed to be inaccurate, misleading, or in violation of his/her rights.

3. Upon the student’s written request to the President, Wesleyan College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing committee of disinterested parties, appointed by the President; however, the hearing committee may be officials of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney.

5. Wesleyan College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If Wesleyan College decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If Wesleyan College discloses the contested portion of the record, it will also disclose the statement.

8. If Wesleyan College decides that the information is inaccurate, misleading, or in violation of the student’s right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

**RIGHT TO WAIVE**
A student may waive his/her right of access to confidential recommendations placed in his/her files.

**GRADES/WARNING/DISMISSAL**
Academic warning and letters of dismissal will be sent to students at their home addresses; grades are accessible on-line via WesPortal.

**CONDITIONS FOR NON-RELEASE**
Wesleyan College reserves the right to withhold copies of transcripts, or diploma, of any student who is past due or delinquent on her loan obligations to the College, is delinquent or has defaulted on federal student loans, owes the College money from previous enrollment, has failed to submit official transcripts from previous high school or college attendance, has failed to secure proper immunization as required by the Health Services of the College, or has not completed Honor Council sanctions. This stipulation does not in any way abrogate the student’s right to personally examine or inspect such records.

**DESTRUCTION OF RECORDS**
It is the College’s policy periodically to review and destroy certain educational records. Policies dealing with each type may be ascertained from the offices responsible.

**NOTIFICATION OF STUDENTS**
The printing of this policy statement in the Student Handbook shall constitute annual public notice to students of their privacy rights as addressed by this policy. Copies of this policy shall be available in the offices responsible and on Wesnet. Complaints concerning the College’s failure to comply with FERPA may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

**NOTIFICATION OF PARENTS**
In any serious matter involving the student’s welfare, the college reserves the right to notify the parents, except in the case of:

1. Married students
2. Students who are legally declared financially independent

**STUDENT ACADEMIC GRIEVANCE PROCEDURE**
Students have protections through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled. If a student has a grievance concerning a grade, the student should first discuss the matter with the faculty member giving the grade. If the matter is not resolved in conference with that person, the student may appeal first to the Chair of the Department and then to the Divisional Chair. Further appeals can be directed to the Vice President for Academic Affairs, and ultimately to the President. The student must be prepared to present evidence to substantiate any grievance.
Harassment Policy

Wesleyan College is committed to providing its students, staff, and faculty the opportunity to pursue excellence in their curricular, co-curricular, and professional endeavors. This can only exist when each member of the College community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance. The College is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, for being familiar with this policy, and for refraining from conduct that violates this policy.

Under this policy harassment includes, but is not limited to: verbal abuse or Threats Directed Toward Any Member of the College Community- including, but not limited to, derogatory, sexist or racist remarks; defamation of character; communication of threat (verbal, written, electronic, or via telephone); or any other behavior which puts a member of the College community in a state of fear or anxiety.

Sexual Harassment -

Sexual Harassment, whether between people of different sexes or the same sex, is defined to include, but is not limited to unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

1. Submission to such conduct is made implicitly or explicitly a term or condition of an individual’s employment or participation in an educational program;
2. Rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise by submission to sexual advances or covert. The suggestion or advance need not be direct or explicit. It can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. It can range from unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people to serious physical abuses such as sexual assault and rape.

Depending on the circumstances, these behaviors may include: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes, flirtations, innuendoes, advances, or propositions; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive insulting, or obscene comments, or gestures; or displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment or educational effect. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

Sexual harassment is unlawful and impedes the realization of the College’s mission of distinction in education, scholarship and service. Sexual harassment violates the dignity of individuals and will not be tolerated. Fundamental to the College’s purpose is the free and open exchange of ideas. It is not, therefore, the College’s purpose in promulgating this policy, to inhibit free speech or the free communication of ideas by members of the academic community.

Consensual Relationships -

Consensual romantic and sexual relationships between supervisor and employee or between faculty and student are strongly discouraged. In the event of an allegation of sexual harassment, the College will be less than sympathetic to a defense based on consent when the facts establish that a professional power differential existed within the relationship. These relationships may be subject to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students and employees. Further, such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship. It is misconduct, subject to disciplinary action, for a college employee, incident to any instructional, research, administrative or other college employment responsibility or authority, to evaluate or supervise any enrolled student of the institution with whom he or she has an amorous relationship. It is misconduct, subject to disciplinary action, for a college employee to engage in sexual activity with any enrolled student of the institution, other than his or her spouse, who is a minor below the age of 18 years. An amorous relationship exists when, without the benefit of marriage, two persons as consenting partners (i) have a sexual union or (ii) engage in a romantic partnering or courtship that may or may not have been consummated sexually. Evaluate or supervise means to assess, determine or influence (i) one’s academic performance, progress or potential or (ii) one’s entitlement to or eligibility for any institutionally conferred right, benefit or opportunity, or to oversee, manage or direct one’s academic or other institutionally prescribed activities.
**REPORTING**
Any member of the College community who feels that he or she has been the subject of harassment by any other member of the community (or who has reason to believe that someone else has been the subject of harassment) should promptly advise the offender that his or her behavior is unwelcome, and shall immediately notify the appropriate administrator. Students should report harassment to the Vice President for Student Affairs, Dean of Students. Staff and Faculty should report incidents to their Vice President, if they are not comfortable reporting an incident of harassment to the appropriate administrator have the option of reporting the incident to the Director of Human Resources. In all cases, if the alleged offender is the person to whom the violation should be reported, that person should be bypassed and the violation reported to the Director of Human Resources or the President of the College.

**INVESTIGATION**
Any reported allegations of harassment will be investigated promptly. The investigation may include interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. Because of the College’s legal and ethical obligations to address harassment and related retaliation when it occurs, the College, in certain situations may exercise its right to initiate an investigation into harassment or retaliation even if the alleged subject is unwilling to pursue the claim or believes that the claim has been satisfactorily resolved.

**CONFIDENTIALITY**
Confidentiality will be maintained throughout the entire investigatory process except to the extent that disclosure is required to conduct an adequate investigation and take any required corrective measures. Reports generated as a result of the investigation of a complaint shall be maintained as confidential except as to any management representatives who need knowledge of the contents of the report in order to evaluate and/or carry out its recommendations.

**RETIALLATION**
Retaliation against an individual who makes a report of alleged harassment or assists in providing information relevant to a claim of harassment, is a serious violation of this policy. Acts of retaliation shall be reported immediately and will be handled appropriately.

**PROCEDURES**
A written complaint should be filed with the Vice President for Student Affairs, Dean of Students within a reasonable time after the alleged harassment, but not later than thirty (30) days. If after investigation the Vice President Student Affairs concludes that there is reasonable cause to believe that harassment has occurred, she shall determine a course of action or refer the matter to a hearing committee constituted by the Vice President for Student Affairs, Dean of Students consisting of three members chosen from among members of the President’s Cabinet, the Chair and Vice Chair of the Faculty Council, and the Chancellor of the Student Honor Council. The Vice President for Student Affairs, Dean of Students shall be Chairperson of the hearing committee with voice and vote. The committee shall convene a hearing before which the complainant and alleged harasser shall be entitled to appear along with an advisor of their choice from within the College Community. The Vice President for Student Affairs, Dean of Students shall keep a record of the proceedings. The findings and recommendations of the committee shall be presented to the President of the College.

**CORRECTIVE MEASURES**
When it has been determined harassment has occurred, steps will be taken to ensure the harassment is stopped immediately. Corrective measures consistent with the severity of the offense will be imposed by the President of the College or her designee, and may include sanctions. Sanctions imposed on the harasser may range from a verbal reprimand up to and including dismissal from the College. The President is not bound by any recommendation of the hearing committee with respect to any corrective measures which the President deems appropriate. With prior notice, a record of such sanctions will become part of the student’s academic records. The complainant will be informed of the corrective measures taken. Sanctions may also be imposed on an administrative official or supervisor who fails to respond to a complaint of harassment in a manner consistent with the provisions of this policy and associated procedures.

**FALSE ALLEGATIONS**
Allegations of harassment are of the utmost seriousness. They should never be made casually and without cause. This policy shall not be used to bring groundless and malicious charges against students, faculty members or employees. Failure to prove a claim of harassment is not equivalent to a false allegation. Sanctions may be imposed for making false accusations of harassment. Bringing groundless and malicious charges may also result in legal liability for the person filing the charges. At any time during the investigation process, the accused may provide evidence that the charges are groundless and malicious.
RECORD KEEPING
Any person conducting an investigation shall maintain a written record of all witness interviews, consent provided, evidence gathered, and the outcome of the investigation. Records of such investigation will not be maintained in student files unless part of formal corrective action. Investigatory records will be maintained by the Registrar in accordance with records retention schedules. Upon filing of a complaint outside the College, information gathered in the course of the internal investigation may be disclosed to the investigating agency.

REMOVAL / SUSPENSION FROM COLLEGE
The Vice President for Student Affairs, Dean of Students, has the right to remove or suspend a student from the college for:
1. Violations of the Honor Code
2. Creating a nuisance or disruption of College life
3. Health or psychological reasons
4. Academic related reasons
5. Non-payment of fees
6. Residence hall violations
7. Other specific cases as outlined in The Wesleyanne.
Removal or suspension of students can also occur as the result of proceedings related to the College Hazing, Harassment, or Computer and Information Resources Policies. For more information, please see these sections as listed in The Wesleyanne.

In line with the educational nature of hearings and preliminary appeals, students are required to represent themselves. Legal, parental, or other attendance or representation is not permissible in proceedings or appeal hearings. Students who have been suspended or removed from the College may not return to campus or attend any on or off campus College sponsored events. Action is effective immediately upon the decision. Students who are removed must leave the campus within 48 hours (the Vice President for Student Affairs, Dean of Students can make exceptions). In case of student appeals, the action taken will be administered but can be reversed after the appeal has been heard. An individual found in violation of this policy will be escorted off campus by the Campus Police or removed from the College activity. In addition, the individual may be prosecuted for criminal trespass.

BULLYING AND CYBERBULLYING
Bullying and Cyberbullying is the use of intimidation, coercion or harassment to elicit a particular response or behavior out of a victim. Specifically, Cyberbullying is the use of electronic devices and technology to intimidate, coerce or harass another individual to elicit a particular response or behavior. Cyberbullying behavior includes but is not limited to inappropriate use of:
- Social Networking Websites
- Cell Phones
- Email
- Laptops, iPad and Ipod type devices
- Web cameras
- Digital Photos

Wesleyan College recognizes that this type of behavior interferes with a student’s ability to grow and develop and inhibits their ability to thrive in an academic environment. As such, this behavior will not be tolerated amongst members of the Wesleyan College Community. Any student bullying or cyberbullying another member of the Wesleyan College community will be violating the Honor Code and risks suspension or expulsion from the college. Any student who feels that they are being bullied or cyberbullied should follow the reporting procedures listed below.

REPORTING
Any member of the College community who feels that he or she has been the subject of bullying by any other member of the community (or who has reason to believe that someone else has been the subject of bullying) should promptly advise the offender that his or her behavior is unwelcome, and shall immediately notify the appropriate administrator. Students should report bullying to the Vice President for Student Affairs, Dean of Students. Staff and Faculty should report incidents to their Vice President, if they are not comfortable reporting an incident of bullying to the appropriate administrator have the option of reporting the incident to the Director of Human Resources. In all cases, if the alleged offender is the person to whom the violation should be reported, that person should be bypassed and the violation reported to the Director of Human Resources or the President of the College.
Hazing Policy

Hazing in any form, with respect to any college activity, is prohibited. Hazing means to subject a student to any activity which endangers or is likely to endanger the physical, mental or emotional health of the student or to produce mental or physical discomfort, fear or stressful situations, embarrassment, harassment, or ridicule, **regardless of a student’s willingness to participate in such activity.**

Hazing may include, but is not limited to the following, whether conducted on or off campus:

- the use of alcohol;
- paddling in any form;
- creation of excessive fatigue;
- physical or psychological shocks;
- quests;
- treasure hunts, scavenger hunts, road trips;
- wearing of apparel in public which is conspicuous and/or not normally in good taste;
- wearing full facial masks or completely covering the face with paint;
- pouring food or any substance on a student;
- spraying water on a student;
- tattooing or piercing the body;
- placing food or other items in students mouths and/or causing students to swallow or gag;
- engaging in public stunts and buffoonery;
- morally degrading or humiliating games and activities;
- any other similar or related activities which are not consistent with the policies and regulations of Wesleyan College.

Any student who engages in hazing will be reported to the proper authorities for criminal prosecution under Official Code of Georgia § 16-5-61, the violation of which shall be punished as a misdemeanor of a high and aggravate nature.

In addition, and notwithstanding any criminal prosecution, such student will be fined (minimum $100), suspended, or removed from the College by the Vice President for Student Affairs with an appeal to the President of the College. Other restrictions are at the discretion of the Vice President for Student Affairs and may include the loss of privileges such as the ability to hold campus office or representative positions, the loss of the ability to receive any College honors, and the loss of College financial aid.
Computer Information Resources

USE OF COMPUTER AND INFORMATION RESOURCES POLICY
Before a student receives access to the network and its related resources (internet, e-mail, printing, and student system) the student must understand and agree to the College’s network policy. This policy provides guidelines for network etiquette and acceptable uses of the College’s technology resources. It also provides information about the appropriate use of copyrighted materials (written, video and audio). The College’s Network Policy is distributed to all incoming students and can be downloaded from the College’s WesPortal website at: http://WesPortal.WesleyanCollege.edu under the WesNet tab. Select the left menu item labeled “Computer Resources” and then the section, “Information”.

If you have questions about the level of service provided, you may contact the Director of Computer and Information Resources by email at: kulshafer@wesleyancollege.edu or telephone at: 478-757-5125.

WESLEYAN COLLEGE INTELLECTUAL PROPERTY POLICY
Wesleyan College recognizes that students, in their scholarly pursuit of knowledge, may be engaged in the creation of new knowledge, or “intellectual property.” The term “intellectual property” refers to inventions, creations, new processes, innovations, and tangible research materials—that is, all copyrightable or patentable works, and the patents and copyrights that reserve rights to them. Individual students or student organizations that are or may be engaged in the creation of intellectual property should be certain that the faculty advisor or sponsor is fully informed of all developments. The faculty advisor or sponsor will then report fully to the Vice President for Academic Affairs/Dean of the College as described in Wesleyan College’s Intellectual Property and Technology Transfer Policy.

A full copy of the policy can be downloaded from the College’s WesPortal website at: http://WesPortal.WesleyanCollege.edu under the WesNet tab. Select the left menu item labeled “Human Resources” and then the section, “Policies and Procedures”.

Intellectual property - The College fully supports the EDUCOM Code for the protection of software and Intellectual Rights, which states:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers of all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

ENFORCEMENT
Any violation of these or other published policies for the appropriate use of computers, networks, and telephones must be reported to the Network Administrator or the Director of Computer and Information Resources. (The network or system administrator will temporarily suspend a user's account when it is deemed necessary to assure proper security of the College systems until a proper review is performed). Upon indication of a violation, the Director of Computer and Information Resources shall convene a hearing committee to review the case. For a student violation, the committee will consist of the following members of the campus community: Chancellor of Honor Court, Vice President for Student Affairs, Vice President for Academic Affairs, Student Government President, and chair or vice chair of Faculty Council. For a faculty violation, the committee will consist of the Vice President for Academic Affairs, chair or vice chair of Faculty Council, and two members of the President’s Cabinet. For a staff violation, the committee will consist of the Director of Human Resources and three members of the President’s Cabinet. The Director of Computer and Information Resources shall be the chairperson of the hearing committees with voice and vote.

Each committee will review the information regarding the violation and determine if the user has violated the Use of Computer and Information Resources Policy. Based upon a review of the specific circumstances the hearing committee will follow the procedure outlined below.

For faculty and staff members, a policy violation will be considered a violation of terms of employment and thus will be handled according to the appropriate procedures as outlined in the faculty or staff handbook. All violations will be documented and filed in the appropriate faculty or staff personnel record.
For students, a violation will result in the suspension of user privileges, a fine, recommendation for suspension or removal, and/or any combination of the aforementioned sanctions. Generally, sanctions will be as follows:

- First Violation - $50.00 fine
- Second Violation - $100.00 fine & suspension of user privileges for one semester
- Third Violation - Recommendation to the Vice President for Student Affairs, Dean of Students, for suspension of the student for a minimum of one year, or for permanent removal depending upon the severity of the situation.

Based on the severity of the incident, the hearing committee reserves the right to immediately move to a recommendation for suspension or removal. All violations will be documented and filed in the student’s records.
Residence Life Policies and Procedures

As a residential student at Wesleyan College, you are the most important part of Residence Life. Please be aware that in a residential community, everything that you do has an impact on others residing around you. It is important that you are respectful and considerate of others in order for your residential community to be a success. All students in the community have rights as well as responsibilities. All residential students are required to know and follow all college policies and procedures including residence hall guidelines at all times. These policies have been implemented for your benefit and protection and also help the Residence Life staff provide and maintain the best possible environment for our communities. As a student, you are bound by the honor code to uphold these policies.

General Policy and Procedures

Babysitting/Children Staying Overnight
Babysitting in the residence halls or apartments is strongly discouraged but allowed on a limited basis, provided it does not occur on a regular and continual basis, and does not become a nuisance to other students on a floor or building. Children must vacate Wesleyan’s residential facilities in accordance with visitation hours. If babysitting causes a problem in any way, Residence Life staff can elect to end babysitting privileges. Children are not to be left unattended at any time. Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment. Children between the ages of 6 – 16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room (IE Brother or Sister). Siblings visiting overnight must still follow all visitation policies.

Balconies and Porches
In an effort to be sensitive to the campus community, and for property value reasons, students are not allowed to hang articles from balconies, porches or rails of the residence halls or apartment buildings. No inappropriate furniture or personal belongings are allowed in these areas. Students will be asked to remove belongings immediately. For personal safety reasons, students are prohibited from sitting on the ledges of porches, balconies, or railings. For the protection and safety of all students, objects are not to be thrown over or off of balconies, porches or rails. Students caught throwing objects off balconies, etc. are subject to removal from the residence halls with no refund of fees and full payment of room and board required. In order to respect the rights of others and to keep noise to a minimum, students should refrain from gathering in groups on balconies, etc. Smoking is not permitted on any balcony. Lounge furniture and room furniture is prohibited on the balconies and should not be removed from its respective area.

Bicycles and Bicycle Racks
Students who bring a bicycle to campus must register it with the Department of Residence Life. During registration, a bike decal will be issued which must be affixed to the down tube of the bike, facing up, closest to the crank. Bikes without a decal will be removed from campus. Students must store their bike in an appropriate manner as designated below. Students must chain their bicycles to an approved bicycle racks only. Residential bicycle racks are provided in the following locations: Banks, Wortham and Corn South Apartments. Additional racks are located in the academic areas of campus. Bikes may not be stored in the stairwells, hall ways or lounges as this is a fire hazard. Additionally bikes may not be chained to light poles, buildings or porch railings. Any bikes found not appropriately chained to a bike rack will be removed. Students may choose to store their bicycle in their bedroom only during the academic year at their own risk and with approval from their roommate. (Bikes may not be stored in apartment kitchens, living rooms, bathrooms or hallways.) Any damage resulting from indoor bicycle storage will be the responsibility of the residents of the room. Students may leave their bikes chained to the bicycle racks or in their bedrooms during the fall, winter and spring breaks. However, students who are not enrolled for the summer semester must remove their bicycle from campus at the conclusion of the spring semester. Bikes remaining on campus at the conclusion of the spring semester (regardless of location and registration status) will be removed and donated to charity.

Cable
Basic cable television access is provided in each residence hall and apartment room. Students experiencing problems with their cable should report their problem to the Computer Information Resources Office via a Helpdesk Ticket.

Campus Police
The residence halls and apartments are monitored on a regular basis by Campus Police officers. Campus Police is available 24 hours a day, 7 days a week, to assist students with a variety of issues. Campus Police also offers an escort service for students needing to walk across campus during the evening and late night hours. Campus Police can be reached at 478-757-5143.
CANDLES AND INCENSE
Candles and incense are prohibited in the residence halls and apartment buildings. These objects present extremely dangerous fire hazards and may also produce an odor, which could disturb other residents. Any candles or incense found in the residence halls or apartments will be removed by residence hall staff and the student be reported to Honor Council.

CLEANLINESS/HEALTH AND SAFETY INSPECTIONS
For health and safety reasons residence halls and apartment rooms must be kept in a reasonable state of cleanliness at all times and all trash must be disposed of in the proper receptacles. Residence Life staff will conduct periodic health and safety inspections at least once per semester. When possible, students will be given at least 24 hours notice prior to these inspections (via flyers or emails). However, unannounced inspections may occur if there is information concerning the violation of a Residence Life or College Policy. Students living in rooms not complying with health and safety standards will be given 24 hours to correct the problem at which time if the problem has not been corrected, the student(s) will be fined $25 for non-compliance and will still be required to fix the issue. If a policy violation is in plain sight during a health and safety inspection, Residence Life Staff may confiscate any unauthorized item(s). Additional sanctions may be imposed or a referral to Honor Council could be considered. Continued violations of health and safety inspections may result in a student’s removal from the residence halls by the Director of Residence Life with no refund of fees and full payment of room and board required.

CLOSED STUDY HOURS
A sign indicating closed study hour(s) on any room door signifies that a student is studying and does not wish to be disturbed. These signs must be respected at all times. A closed study hours sign means no admittance except for emergency situations. Residence Life Staff members may disregard a closed study hours sign when acting in an official capacity of their job. This includes but is not limited to the need to address potential policy violations or the need to communicate pertinent or time sensitive information.

COMPUTER PORTS AND INTERNET ACCESS
Computer ports are provided in each residence hall and apartment room. These ports provide students with access to a worldwide computer network for the purposes of academic work and communication. Additionally, wireless access is provided in each residence hall. Any issues or concerns with internet connectivity, printing, computer ports or wireless access should be reported to the designated Computer Resident Assistant.

CONDUCT TOWARD RESIDENCE LIFE STAFF
Students must be respectful of Residence Life Staff members. Abusive language or intimidating behavior of any kind will not be tolerated. Students who feel that they have been treated inappropriately by a Residence Life staff member should report such incidents to the Director of Residence Life (for complete policy regarding conduct toward college officials, see the Campus Policies section).

CREDIT HOURS
Residential students are required to be full time students or taking a minimum of 12 credit hours. Students taking fewer than 12 credit hours per semester must have the approval of the Director of Residence Life to live in campus housing. Students who are approved for part time status are not exempt from the residency requirement.

DARTS AND DARTBOARDS
Darts and dartboards are not allowed in College residence halls or apartments due to the serious safety hazards they present.

DEPOSIT (HOUSING)
All students are required to have a $150 housing deposit on file with the Business Office in order to reside in on-campus housing. Students may request return of their housing deposit from the Business Office upon their completion or withdraw from Wesleyan College. Deposits will not be available until a minimum of 3 weeks after the close of the semester or student withdraw date.

DIMENSIONS
Dimensions of each room and window vary depending on each residence hall and apartment building. Slight variations within each hall occur due to room placement. Average dimensions can be obtained in the Office of Residence Life.
DRUGS
If a staff member (Director of Residence Life or other professional Student Affairs staff) has reason to suspect drugs are present in a student’s room, the staff member may conduct a search of the student’s room. This applies whether or not the student is present at time of entry. The staff member conducting the search will call Campus Police as a backup. The staff member will conduct a visual search of the room as well as a search of any closets, cabinets, drawers, dressers, refrigerators or any other closed areas. If drugs are found to be present in any amount, the evidence will be turned over to Campus Police who may then send the evidence to the appropriate agency for processing (for complete policy, see the Campus Policies section). Residence Life Student Staff members who suspect drug use will work in conjunction with the Campus Police and Student Affairs staff member on duty.

ELECTRICAL APPLIANCES
Due to the overloading of circuits, no electrical equipment other than small appliances may be used in residence hall rooms. Electrical appliances with heating coils or exposed heating elements are not permitted. The use of extension cords is strictly prohibited. Electrical surge protectors are the only approved appliance for use in residence hall rooms which can extend or multiply electrical outlets.

AUTHORIZED APPLIANCES - Electrical appliances must be UL approved and in good working order. The following appliances are approved for use in residence hall rooms: Coffee maker with automatic shut-off, refrigerator (one per residence hall room not to exceed 4.3 cubic feet), vacuum cleaner, alarm clock, clock radio, desk lamp (halogen lamps are not permitted due to the potential risk of fire), hair dryer, curling iron, hot air popcorn popper, stereo, fan, television, VCR/DVD player, computer.

UNAUTHORIZED APPLIANCES - The following appliances are not approved for use in residence hall rooms or apartment rooms: halogen lamps, microwave, toaster, toaster oven, George Foreman grill, electric skillet, fryer, gas and charcoal grill, hot plate, hot pot, sandwich maker, waffle maker, hot oil popcorn popper, iron, extension cords, space heaters, multi-plug outlet, percolator coffee maker, coffee maker without automatic shut-off, waterbed, etc. If an appliance has an open eye burner or exposed heating element, it is not allowed. The Director of Residence Life has discretion to declare appliances to be unauthorized that are not on this list. Students are not allowed to store any flammable or combustible materials such as propane, charcoal, paint or lighter fluid in any living area. Any unauthorized appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a $50 fine and reported to Honor Council. Students residing in the apartments may keep the following items in their kitchen only: microwave, toaster, toaster oven, sandwich maker, waffle maker. Approval for other items should be cleared with the Director of Residence Life.

EXAM WEEK
Exam week begins at 7:00 p.m. the evening before Reading Day. All rules will be in effect during the week of examinations and 24-hour quiet hours will be enforced. Failure to comply with Exam Week regulations will be considered an Honor Code violation. Exam Week violations may result in immediate removal of a student from housing with no refund of fees and full payment of room and board due. Exam week visitation is restricted and Residence Life will post an abbreviated guest visitation schedule at the start of finals.

FINES
All residence hall policy violation fines are to be submitted directly to the Director of Residence Life and will be placed on student accounts. Students must clear all fines before returning to the residence halls.

FIRE SAFETY
Wesleyan College fire and safety regulations are set to concur with state laws. Regulations are determined through consultation with the Macon/Bibb County Fire Department. All fire equipment, other than individual portable extinguishers, may only be used by authorized personnel and in emergencies. Tampering with college fire safety equipment is prohibited. Tampering with a smoke detector or alarm in any manner is prohibited. There is a minimum $100 fine for pulling a false alarm or tampering with fire equipment. Tampering with a smoke detector or alarm in any manner is prohibited and is grounds for suspension or expulsion.

Any time a fire alarm sounds in a residence hall or apartment building it is mandatory for all students to evacuate the building. If an alarm sounds, students should follow the guidelines set forth below.
1. Evacuate the building as quickly as possible in an orderly manner
2. Close and lock residence hall or apartment room doors before exiting the building
3. Take a coat, blanket or adequate cover and shoes in case you need to remain outside for an extended period of time
Each residence hall and apartment building has a designated meeting spot at least 50 feet away from the building (meeting spots listed below). The Resident Advisors or their designee will call roll at the meeting spot. No student may re-enter the building until instructed to do so by a Campus Police or a Residence Life staff member. Failure to exit the building when a fire alarm sounds will result in an automatic $100 fine.

**Designated Meeting Spots:**
- **Banks Hall:** Outside the Wortham Hall door facing Banks
- **Hightower Hall:** Parking lot between Hightower and Jones
- **Jones Hall:** Parking lot between Hightower and Jones
- **Persons:** Fountain (side closer to bookstore)
- **Wortham:** Outside the Banks Hall door facing Wortham
- **Corn Hall/South Apartments:** Parking Lot A between Taylor Hall and Corn Hall

**Grills**
Grills, hibachis, and any other device used for cooking over an open flame are prohibited from use in all residence hall and apartment facilities, as well as all balcony and porch areas. This restriction includes open flame fondue pots. Any unauthorized grills or similar appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a $50 fine and reported to Honor Council.

**Hall Meetings**
At the beginning of each semester, each residence hall and apartment building will have a mandatory hall meeting. During this meeting, residents will discuss and set community standards (i.e. quiet hours). At this time the RAs will also present important information regarding the regulations and policies governing campus living. Additional mandatory hall meetings will be conducted at the conclusion of each semester to discuss important closing procedures. Other mandatory hall or floor meetings may be scheduled throughout the semester as the need arises. Students will be given at least 24 hours advance notice prior to a scheduled hall or floor meeting. Absences from mandatory hall meetings will be approved only for extenuating circumstances and if requested at least 24 hours in advance. If the student fails to notify the RA or misses the scheduled meeting without an approved absence, a $10 fine will be assessed.

**Housekeeping/Trash Removal**
Basic housekeeping services are provided in all residence halls and the apartments and for all hallways, lobbies, lounges, public or community restrooms and all public areas. Students are responsible for the cleanliness of their rooms and bathrooms. Trash should be discarded in the appropriate trash receptacles only. Trash and/or trashcans may not be placed in the stairwells as this is a fire hazard.

**Insect and Pest Control**
The College has a contract for pest control in the residence halls and apartments, which includes spraying on a regular basis and in emergency and special circumstances. Students can help reduce pest problems by sealing and storing all food items and bagging all trash. Pest Control services will not enter individual rooms and apartments while they are occupied without prior authorization from the residents of that space. If your room needs additional pest control between routine sprayings, please contact your Resident Advisor to complete a maintenance request. If special extermination procedures are needed, it will be done so at the student’s expense. Students are encouraged to keep a supply of pest control products for their personal use.

**Insurance**
The College is not an insurer of students’ personal property. Students are encouraged to determine whether their parent’s property insurance extends to students’ personal belongings while at Wesleyan College. If not sufficient, students should consider purchasing a personal effects insurance policy.

**Iron and Ironing Boards**
Irons and boards are provided in designated areas of each residence hall and apartment building for the students’ convenience. Students may not remove the college iron or ironing boards from their designated locations. Students may not iron in their rooms or apartments due to the potential risk of fire.
KEYS
Students will be issued a key to their residence hall room or apartment upon check-in. Room keys are the property of Wesleyan College and may not be duplicated. Due to safety reasons, if a student loses her key she must notify the Department of Residence Life immediately. If she needs a temporary key until she can locate hers, she may check out a loaner key from Student Affairs. If the student cannot find her room key within 3 days, she will be charged a $25 for the key replacement and lock change for room keys and a $150 fee for an outside door key. If a student should find her original keys after a lock change and charge have been made, a refund cannot be given due to the fact that the necessary supplies have already been purchased and used by the physical plant staff. Any keys not returned upon move out will be treated and charged like a missing key. Students may not loan their keys to anyone for any reason. Students found violating this policy will be reported to Honor Council.

KITCHEN FACILITIES
Kitchen facilities including microwaves, stoves, ovens, refrigerators, and sinks are available in all of the residence halls. Students may not cook in their residence hall rooms due to the potential risk of fire. Students utilizing kitchen facilities must never leave cooking food unattended. It is the responsibility of the resident to completely clean the kitchen after each use. If kitchens are not kept clean or kitchen privileges are abused, the kitchen may be closed temporarily or permanently at the discretion of the RA and Director of Residence Life. The housekeeping staff will not clean any public use fridge, oven, or microwave while school is in session.

• Do not leave food unattended while using the stove, oven, or microwave. While in use, the stove, oven, and/or microwave cannot be left unattended at any time. Violations of this of this policy will result in a $100 fine.
• No personal belongings can be kept in the kitchen (other than food in the refrigerator/freezer). If personal items are found in the kitchen unattended, they will be disposed of immediately without notification. This includes, but is not limited to: clean or dirty dishes, food, appliances, etc. Students who wish to leave appliances in the public kitchens must be approved by the Resident Advisor and do so at their own risk. Wesleyan College is not responsible for any items placed in the community kitchens or lounges.
• All food stored in the community refrigerator/freezer must be labeled with name and date item was placed in the refrigerator/freezer. Food can be stored for up to two weeks. If not labeled or removed after two weeks, food will be disposed of without notice. Under no circumstances should someone remove items belonging to someone else without specific permission.
• After each use the kitchen must be cleaned thoroughly for respect and sanitation purposes. This includes the stove, microwave, refrigerator, walls, floor, sink, etc. Violations will result in a minimum $25 fine.

Consequences for violating the above mentioned policies will result in the individual penalties as listed. If persons cannot be determined, this will result in the closing of the kitchen for all members of the community. Violations may result in a referral to Honor Council or individual loss of kitchen privileges.

LAUNDRY FACILITIES
Residence Halls - Washers and dryers are provided for students in a central location in all residence halls. Only resident students are permitted to use the facilities. These facilities are available at no direct cost to students.
Apartments – Washers and dryers are provided in each individual apartment in both Corn North and Corn South Apartments. Any service related problems related to washers or dryers should be reported through a Residence Life staff member.

LOCK-OUTS
It is important that students keep track of their room keys. Students will have three lockouts per semester, to be kept track of by Residence Life staff. After the third lockout, the student will be assessed a fine of $25 per lockout.

LOCKOUTS DURING BUSINESS HOURS
If a student gets locked out of her room during normal working hours on a business day (8:30 am – 5:00 pm, Monday through Friday), she should go to Student Affairs to be assisted by one of the staff members. They will complete the lock out by letting a student into their room. Students will only be let into the room to which they have been assigned. No student can give permission or be granted entry into a room which is not their own.

LOCKOUTS AFTERHOURS AND ON THE WEEKENDS
If a student gets locked out of her room after business hours, on the weekend or during a College holiday, the student should contact the RA on Duty by calling the Residence Life duty phone at 478-461-7787/478-461-7788. Students should not contact Campus Police to be let into their rooms.
LOFTS
Due to potential safety risks, lofts are not permitted in residence hall or apartment rooms.

MAINTENANCE
Routine maintenance problems should be reported to the RA through the maintenance request procedure. Maintenance emergencies (i.e. overflowing toilet, electrical problems, door lock problems, etc.) should be reported immediately in person to your RA or the RA on Duty. If it is during normal working hours please contact Student Affairs in order to report the problem. Physical Plant and Residence Life staff reserves the right to enter a student’s room for any requested or necessary maintenance.

MEAL PLANS
Meal plan services are provided by Aramark and each student is assigned a meal plan based upon her housing assignment. Students living in Banks, Wortham, Persons, Hightower and Jones are assigned to the 20 meal plan. Student living in the Corn Apartments are assigned to the 10 meal plan. Meal plans are included in the cost of housing and cannot be reduced or removed. Special dietary accommodations can be met by Aramark. It is the responsibility of the student to communicate any dietary restrictions to the Director of Food Services.

OCCUPANCY
Most residence hall rooms are designated as double occupancy rooms. Students must either declare a private room at the additional cost of $500/semester or have a roommate. If a student does not have a roommate and resides in a double occupancy room or does not comply with the consolidation procedures, she will automatically be charged the private room fee.

PETS
For health reasons, sanitary concerns and space constraints, pets (with the exception of fish) are not permitted in the residence halls or apartments. Fish aquariums cannot exceed 10 gallons and must be cleaned on a regular basis to prevent odor. Stray animals (or animals that no one claims but are being housed or fed by several students) must be reported to Campus Police. A violation of the pet policy will result in the immediate removal of the animal and reporting to Honor Council. Additionally students will be financially responsible for any damages or additional cleaning services required from the violation.

PREGNANCY POLICY
A student who is pregnant may live in the residence halls up to the start of her sixth month of pregnancy provided she has met with the Director of Health Services, has supplied the name and phone number of her physician or obstetrician and remains in good health as deemed by the Director of Health Services. Once a student has entered her sixth month, she will no longer be allowed to live on campus due to health, safety and liability concerns. The student may continue her classes as a day student.

QUIET HOURS AND COURTESY HOURS
Universal quiet hours for all residence halls and apartments are from 12pm – 8am. Buildings or floors may elect to establish more stringent hours at the beginning of fall semester during the opening residence hall meeting. However, no building or floor may elect to shorten or eliminate the universal quiet hours. Students who do not follow quiet hours will be reported to Honor Council.

Out of courtesy and respect for your fellow building mates, reasonable quiet should be maintained in all residence halls and apartments at all times. Reasonable quiet is defined as the state in which noise does not carry from one area of the residence hall to another. This includes hallways, stairwells, restrooms, as well as individual rooms. Residents have the right to ask fellow Wesleyannes to lower their volume even when quiet hours are not in effect.

ROOFS
Students are not allowed on the roofs of any residence hall or apartment buildings due to the danger to personal safety.

ROOMMATE(S)/SUITEMATE(S) CONDUCT
Your enjoyment of life in the residence halls and apartments will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate(s), suitemate(s) and your neighbors. To be a mature adult is to accept responsibility for the welfare of others. Each resident is encouraged to establish a contract with her roommate(s) and suitemate(s) to ensure that the interests of all are considered. The RAs can assist with this process and are available for assistance in settling conflicts. Basic conduct of roommate(s)/suitemate(s) include the following:
- A clean living area.
- Respect of roommate(s) and suitemate(s) personal belongings.
- Reading and studying while free from undue interference in one’s room.
- Unreasonable noise and other distractions inhibit the exercise of this right.
- Sleep without undue disturbance from noise, roommate(s) and/or suitemate(s), guests, etc.
- Free access to one’s room and facilities without pressure from roommate(s) and/or suitemate(s).
- Personal privacy.
- The right to be free from fear or intimidation and physical or emotional harms.
- The privilege to have guests during open visitation hours with the permission of the roommate. Guests are to respect the rights of the hostess’ roommate(s) and/or suitemate(s) and other hall residents at all times.

**Room Personalization**

Students are encouraged to create a comfortable living environment in their room. Residents are not permitted to paint or make any other alteration to any surface within the living space provided to them by the college. Residents may look to the following guidelines when decorating their room.

**Adhesive**

Students should use caution with using adhesive to affix items to their walls and doors. Tape and other adhesives are not permitted as they will pull off paint and damage walls. Any damage cause by adhesive will be charged to the student for repairs. Students are permitted to use Magic Mounts in order to decorate their room. Magic Mounts are available for purchase in the Campus Store, on the Wesleyan College Linens website and on various other online retailers. As designated by the Fire Marshall, wall and door coverings must not cover more than 35% of any given surface.

**Decorations**

Flame retardant materials are strongly encouraged when purchasing your comforter and window treatments. Items may not be attached to the ceiling (i.e. nets, flags, sheets, etc.). Live Christmas trees are not permitted in any residence hall room or apartment. Decorative lights with low heat bulbs and flame-retardant materials may be used to decorate. Dry erase boards or other message boards may be hung on residence hall doors but students must refrain from posting material that would be considered offensive to others. Material displayed in visible areas is subject to the approval of the Residence Life staff. If deemed unacceptable, the student will be required to remove the unacceptable materials immediately.

**Furniture**

Feel free to arrange the furniture provided by the College in your residence hall room or apartment to your liking. You may add your own furniture to the room but College furniture must remain in your room at all times and cannot be placed in storage or removed from it’s designated area. Upon check-out, all furniture must be put back together and arranged as found upon check-in. Fines will be assessed upon room inspection or checkout for any missing, broken, or damaged furniture. Any furniture that is not assembled in the manner at which it was found will also result a fee assessed to the student (IE disassembled or inappropriately stacked/stored furniture). Residence hall and apartment lounge furnishings are provided for the use and comfort of everyone living in the building. This furniture must remain in these areas at all times. If a student moves furniture out of these areas and into a residence hall room or other location, the student will be fined $50 per offense. Additional sanctions may be imposed if necessary. Students may use appropriate bed risers to raise their bed off of the floor however cinder blocks are not to be used to elevate beds or other furnishings provided by the College. Waterbeds are not permitted in the residence halls or apartments.

**Nails and Thumbtacks**

Students are permitted to use 1-1 ½ inch finishing nails (penny nails sized 2d, 3d and 4d) to hang posters and pictures on the walls. No more than 10 nails are permitted per wall. If more nails or other materials are used, students will be charged for damages at the end of the year upon checkout. If nails are present in walls after check-out students may be charged additional fees for removal. Students are permitted to use thumbtacks in order to decorate their rooms.

**Severe Weather**

All students should be aware of and prepared for hazardous weather conditions including tropical storms, hurricanes, tornadoes, snow, sleet and ice. If severe weather conditions should occur, the Residence Life staff will call hall or floor meetings to advise students of further necessary actions (i.e. evacuation, consolidation to a safe place, etc.). Students are required to follow the instructions of the College staff in such cases.
EMERGENCY SIREN
If the state emergency siren sounds at any time other than the regularly scheduled monthly test, on the last Wednesday of the month at 11:00 a.m., students should immediately go to the interior hallways of the lowest floor of their residence hall or apartment building and wait for further instruction from a Residence Life staff member or other College official. Students should stay away from windows and exterior doors. Regularly scheduled drills may be conducted as deemed necessary. Failure to leave the building or gather in the appropriate designated area upon alarm sounding will result in a $100 fine.

SMOKE DETECTORS/ALARMS
Smoke detectors/alarms are provided in each residence hall room and apartment and are maintained by Physical Plant. If you hear an intermittent beep from a smoke alarm, it means the battery is low. **Do not remove the battery or attempt to change the battery!** Please report the problem to your RA to be repaired. Your RA will be sure Physical Plant is notified and a new battery is installed. Decorative items (i.e. banners, posters, etc.) are **not** permitted to be hung from or over smoke detectors or sprinklers.

SMOKING
Smoking is not permitted in the residence halls or on residence hall balconies and porches. For the complete policy, see the Campus Policies section.

SOLICITATION
Wesleyan College does not allow door-to-door solicitation of products or services in the residence halls or apartment buildings. If you should encounter a solicitor in the residence halls and apartments, notify campus policy immediately.

STORAGE
Due to space limitations and regulations governing fire safety, students may not utilize College facilities for storage.

TELEPHONE
Each residence hall room is equipped with a telephone line. However, Wesleyan does not provide local telephone service via landline in the residence halls. Students can access BellSouth at 780-BELL (2355). It is the responsibility of the student to select and arrange for the long-distance service or calling card plan of their choice. Students contacting Bell South should inform the technician that they are a Wesleyan Student in order to have their deposit waived.

TELEVISIONS VCR/DVD PLAYER
Residence Life provides one television and one DVD/VCR player in a common area of each residence hall. Service problems should be communicated to a Residence Life staff member. This service is provided with the understanding that all students will respect college property. Damaged or missing equipment will be charged to the members of the building and will not be replaced.

VANDALISM AND COMMON DAMAGES
Destructive behavior of any kind is not tolerated in the residence halls or apartment buildings. Students can be held responsible for damages individually or in a group. Students who participate in acts of vandalism are subject to removal from campus housing with no refund of fees and full payment of room and board required. Additionally, students found responsible for vandalizing college property will be responsible for the repaying of damages. When vandalism or damage occurs on a floor or to any part of a residence hall or apartment building, Residence Life staff will make every effort to determine who is responsible. If the person(s) responsible is identified, the student(s) will be sanctioned according to the nature of the vandalism. In the event that the individual(s) responsible cannot be determined, the residents of the area will be notified of the vandalism or damage and will be given a specified period of time in which to report any information regarding the incident. If this fails to yield any information about the person(s) responsible for the vandalism or damage, a minimum fine or total cost of the repair or replacement value of the vandalism or damage will be split equally among the residents of the affected area.

VENDING
For the convenience of our students, vending machines (snack and beverage) are located on the Ground Floor of Olive Swann Porter. Vending for the apartments is located on the first floor of Corn North. Service problems should be reported to the Director of Auxiliary Services. Reimbursements for money lost in vending machines can be obtained in the Business Office.
VIOLATIONS
Students who violate any residence hall policy are bound by the Honor Code to report themselves to the Advisor of the Council on Judicial Affairs for further instruction. If a student does not report to the CJA Advisor, any witness to the violation should report the offense to the appropriate judicial board (refer to the Honor Code section).

WINDOWS
In an effort to be sensitive to the Wesleyan community, objects are not permitted to be hung from the inside of windows of which are visible on the outside. Objects are not to be thrown from windows of the residence halls or apartments.

Guidelines for Room Usage and Access

ACCESS TO RESIDENCE HALLS AND APARTMENTS
In order to provide a safe and secure residential environment, all residence hall and apartment buildings are locked 24-hours a day. Students are issued keys by Residence Life staff at check-in and are required to return the keys to Residence Life staff upon checkout. Students are not permitted to use their key to enter a residence hall in which they do not reside and may not loan their key to anyone at any time. Each residence hall and apartment building has several designated entrances that can be opened only by the entrance key of a student living in that particular building. Propping open doors compromises the safety of everyone in the residence hall and is considered a residence hall violation. A fine and/or additional sanction may be imposed depending on the circumstances of the situation. Continually propping open residence hall or apartment doors can result in a student’s removal from campus housing by the Director of Residence Life with no refund of fees and full payment of room and board required. Pounding on residence hall or apartment building doors creates a distraction for students living in the hall and is not permitted.

ACCESS TO STUDENT ROOMS BY COLLEGE STAFF
College staff reserve the right to enter a student’s room at any time to make periodic inspections of residential facilities or when acting in an official capacity on behalf of the College. This applies regardless of whether or not a student is present at the time of entry. If staff should enter a room and notice in plain sight evidence of a violation of College policy, the staff may take that evidence and refer the incident to the appropriate judicial board. If an item is taken when a resident is not in the room, she will be promptly notified.

APARTMENT ELIGIBILITY
The Corn Apartments were built with the specific goal of creating an independent living environment to help start our senior students in their transition to post Wesleyan life. As such priority for the apartments is given to senior students followed by junior students. Eligibility for the apartments is based off of earned credit hours. Meeting the credit hour minimum does not guarantee placement in the apartments. Additionally, new students are not permitted to reside in the Corn Apartments until they have resided in campus housing for a minimum of one full semester.

The following credit hour guidelines will be used for apartment eligibility

**FALL SEMESTER MOVE IN**
Minimum of 55 hours earned at close of previous Summer Semester (IE Student Must have earned 55 credit hours by the close of Summer 2012 for Fall 2012 sign up and Move In)

**SPRING SEMESTER MOVE IN**
Minimum of 70 hours earned at conclusion of previous Fall Semester (IE Student Must have earned 70 hours at conclusion of Fall 2012 semester for Spring 2013 Move In)

**SPRING SEMESTER SIGN UP FOR FALL SEMESTER MOVE IN**
Minimum of 40 hours earned at close of previous Fall Semester (IE Student Must have earned 40 credit hours by the close of Fall 2012 in order to sign up for the apartments during Room Selection Spring 2013. Student would Move in Fall 2013)

BREAK HOUSING (SEMESTER)
Each year the Wesleyan College residence halls and apartment buildings close for the Semester Break in December. These dates are published in the College Catalog and *The Wesleyanne*.
We encourage students to make travel arrangements that coincide with the College breaks. However, we also understand that extenuating circumstances may arise requiring a student to stay late, return early, or remain on campus during a break period. If a student has special circumstances requiring that she stay late, return early, or remain on campus during a break period she should follow the Semester Break Housing procedure listed below.

1. The student should contact the Director of Residence Life as soon as possible to discuss the special circumstances and request permission to stay late or return early however, requests must be submitted in writing at least three weeks prior to the beginning or ending date of a break date or by the designated deadline set during a break housing application process.
2. The Director of Residence Life will review the request and notify the student if an exception has been granted.
3. Students who need housing during the semester break will be charged a weekly or break rate in order to cover the cost of utilities not normally used during this period. No daily rates are available.

Students remaining on campus during a break period will be required to follow all college and residence hall policies and regulations during their stay. In addition they will be required to sign an early arrival/late stay guideline sheet outlining additional rules for the break period.

For safety and security reasons, in addition to a decrease in staff coverage and minimizing the use of utilities during break periods students may be consolidated to designated locations or may not be able to stay in their regular residence hall rooms or apartments.

CHECK-IN
Upon the beginning of each academic year, every student must check-in to her residence hall or apartment with a Residence Life Staff member. The check-in process requires reviewing and signing the Room/Apartment Condition Form that lists the condition of the room at check-in. Each student is responsible for making sure that the room/apartment condition form is thorough and lists all current damages in the room. Any necessary additions or corrections to the Room Condition Form must be reported to the RA within 72 hours for review. For more information on the Room Condition Form please view the appropriate information in this section. Students must follow the same check-in procedure during the summer months if applicable.

CHECK-OUT
Before a student vacates her residence hall room or apartment, she must make an appointment with her RA to officially check-out of her room at least 24 hours prior to her desired departure. The RA will compare the room/apartment condition form filled out at the beginning of the year, to the condition of the room at checkout. Any differences or discrepancies will be noted on the room/apartment condition form and will be presented to the student to sign during check out. All changes will be reported to the Director of Physical Plant who will review each case and determine if an actual damage has occurred. In the event of actual room damage the student will be billed at the cost to repair the damage. Damages are applied to student’s account approximately 3 weeks after the conclusion of the semester.

Students must follow the same check-out procedure during the summer months.

Failure to sign up for a check-out time, failure to attend a scheduled appointment, or failure to vacate the residence hall by the designated time will result in a minimum $25 fine being charged to the student’s account. Other fine information related to checkout is listed in the closedown procedures distributed to residents prior to hall closings. Under no circumstances may a student leave their keys in their room upon check out. This will be considered an automatic improper check out and students will forfeit their right to appeal any damages found in their room. Any items left in student rooms will be discarded and the resident(s) may be charged a minimum cleaning fee of $25.

Students who check out during the year due to withdrawal must check out by 5 P.M. on the day of scheduled check out. If the withdrawn student does not check out by the designated time, the student may be escorted off of the campus by Campus Police and may be denied visitation privileges in the future.

HALL CLOSINGS
Following final examinations at the end of each semester, a student is required to vacate her residence hall room or apartment within 24 hours of her last exam or at the designated hall closing time, whichever comes first. Any extenuating circumstances preventing a student from leaving at the designated time must be made according to the exception policy designated at the end of the semester. Additional fees will be charged for late stays. At the conclusion of spring semester, students participating in commencement exercises may remain in their campus residence with permission until 7:00 p.m. on the day of commencement. All other students must vacate their rooms within 24 hours of their last exam, or by 10 a.m. the day following the last day of exams. Any student who has not vacated her room by the time of hall closing will be fined a minimum of $25 per day she has not vacated.
NONTRADITIONAL HOUSING
Requests for housing for non-traditional students must be submitted to the Director of Residence Life and will be considered on a case by case basis. A non-traditional community has been set up in Hightower Hall to aid the academic and social needs of Wesleyan Non-Traditional students. Non-traditional students living in campus housing must be registered for a minimum of 9 credit hours and must follow all policies and guidelines as set forth in the student handbook. Nontraditional students desiring to live in a building or room outside of the designated Nontraditional Community, must meet the eligibility requires as set forth for that area and should secure a compatible roommate or apartment mates.

PUBLIC AREA USAGE GUIDELINES
For facility usage guidelines for all campus facilities, please see the Campus Policies section.

PORCHES/BALCONIES/BREEZEWAYS
- No tape on glass parts of doors
- No signage or advertising covering doors or windows
- No crepe paper on pillars or marble
- No spray painting allowed
- No candles
- No chalking
- Signs may not be hung from porches or balconies without prior permission from the Director of Residence

HALLWAYS
- Students wishing to post flyers in the residence halls must have their flyers approved by the Director of Student Activities. All residential flyers must be given to the Director of Residence Life for distribution to the RA Staff who will post flyers for Residential students. Flyers that are posted without following proper procedures will be removed immediately even if they have been approved for posting.
- No tape on glass parts of doors or windows
- No signage of advertising covering doors or windows
- No tape or chalk on carpet
- No candles
Decorations for special events such as Homecoming, Senior Skip, etc. must be removed and cleaned within 24 hours of the end of the event or fines will be imposed.

LOUNGES
- May be used by students, faculty and staff
-Outside groups may use only during summer months
- Furniture may not be removed
- Furniture may be moved to accommodate event, but must be put back in original location at the conclusion of event. Any damage caused by moving lounge furniture, will be assessed to the group utilizing the space.
- Walls may be decorated for special events using the appropriate adhesives as designated in the Room Decorating guidelines.

REMOVAL FROM CAMPUSS HOUSING
Students can be removed from campus housing as deemed necessary by the Director of Residence Life or the Vice President for Student Affairs. Examples include, but are not limited to, the following: multiple minor rule infractions, disrespect to staff, physical violence, vandalism, possession of illegal substance(s), and possession of weapons of any kind. Students who are removed from campus housing receive no refund of fees and must pay in full all tuition, room and board charges. Students will be given a deadline for removal and if they have not vacated their campus residence by the designated deadline the student will be escorted off campus by Campus Police and may be denied visitation privileges in the future.

RESIDENCE AGREEMENT
New and returning students will not be permitted to move into campus housing until they have been cleared by the Business Office, Financial Aid Office, Registrar’s Office and Health Services. Students should consult with each of these offices prior to move in to ensure a smooth check in process.
**RESIDENCE HALL SPACE**
Assignments guarantee space (not specific rooms) within the residence halls. The Department of Residence Life reserves the right to assign students to other spaces, rooms or halls, when to doing so appears to be in the best interest of individuals or groups of students, or when it determines that a student is not actually residing in her assigned space. Residence contracts are for entire academic year.

**RESIDENCY REQUIREMENT**
Wesleyan College believes in the value of the College community and the importance of both the curricular and co-curricular life of students. Therefore, residence hall living is considered an important part of the total education process at Wesleyan College. All full-time traditional undergraduate students are required to live on campus during their enrollment at Wesleyan. Students who are enrolled part time are not exempt from the residency requirement.

The Director of Residence Life must approve any change in resident status. Fifth year seniors who have completed 8 full time academic semesters at Wesleyan College (Fall and Spring Semesters) and students whose immediate family members are local residents may be exceptions to the residency policy. An immediate family member is defined as a mother, father or legal guardian as defined by a court of law. Local residency is defined as a 25.0 mile distance from the college. Documentation includes proof from the Registrar’s office for those claiming 5th year senior privileges and copies of state issued identification for immediate family members for students claiming residency within the local area. Verification of residence includes a copy of both the student and parental drivers’ license and a utility bill dated in the last 90 days, all showing the same local address.

All individuals desiring to live off campus and request an exception to the residency policy must submit the appropriate paperwork to the Director of Residence Life by July 1 (Fall Semester) or December 1 (Spring Semester). Requests will not be accepted after this time. If a student wishes to appeal the decision of the Director of Residence Life, she should do so in writing to the Vice-President of Student Affairs. Any student receiving financial aid through the college must notify the Director of Financial Aid when a request is made for change in resident status as financial aid may be affected. If living off campus without permission, the student will be charged the full room and board rate. Submission of a Change of Resident Status Application does not guarantee approval to live off campus. You will receive written notification from the Division of Student Affairs regarding verification of your status.

**ROOM ASSIGNMENTS/ROOM SELECTION**
Students participate in a room selection process each year during the spring semester. Sign-up order is assigned based on number of earned credit hours as of the previous semester. Students must be registered for classes for the semester in which they are selecting their housing. There are a limited number of private rooms available per building which are granted based on greater number of credit hours earned. If a student does not receive her first choice for room selection, she may elect to be placed on a waiting list in the event that space becomes available in the future. Information regarding the room selection process is distributed to students via campus mail, email, and/or floor meetings during the spring semester. It is the responsibility of the student to attend her Room Assignment process after all additional students have been assigned.

**ROOM CHANGES AND CONSOLIDATION POLICY**
Students are allowed to make room changes at the designated room-change period, which takes place at the beginning of each semester. Students desiring to move into a new room must follow procedures as directed by the Director of Residence Life. The student requesting a room change is the student who is expected to move. Any student making an improper room change will be fined a $25 improper checkout fee, and may have to return to the appropriate assigned room. Fees will not be pro-rated for room changes.

After the room-change period, all room-change requests will be considered on an individual basis and granted by the Director of Residence Life only after all other attempts to create a suitable living environment have been exhausted. After designated room-change periods, students without roommates are in the consolidation process and have the following options:

1) choose a roommate;
2) choose to remain in a private room and pay the private room fee of $500/semester;
3) accept a change of assignment.

Students will have 6 weeks from the start of classes to choose one of the first two options. At the 6 week mark, the Director of Residence Life will inform all students of their status in the consolidation process and will begin to assign students to their new room or roommate. Students are encouraged to self-select a roommate from the other students going through the consolidation process and choose the room in which they will reside. When students do not self-select a roommate, they will be assigned one at random and the room assignment will be selected based on the student with the highest number of credit hours.

The Office of Residence Life reserves the right to make a room change at any time it is deemed to be in the best interest of the student(s) involved. If the room change is not completed by the specified date, the student is subject to a $25 per day fine for each day past the deadline. Room Change requests will not be honored during the last two weeks of a semester.
ROOM AND APARTMENT CONDITION FORMS
Prior to the arrival of each student, all rooms are inventoried for the current condition of all furniture, walls, flooring, ceiling, fixtures, door, appliances, etc. Resident Advisors document each of these conditions on an official Room Condition Form or Apartment Condition Form and complete the necessary work orders prior to the check in period. During the Check In Process, each student will sign the appropriate form and will be provided a copy for their records. Students should inspect their rooms or apartments immediately upon move in and notify their RA of any damages or conditions which are not documented on the official Room or Apartment Condition Form. Additions or changes to condition forms must be reported within 72 hours of move in to the appropriate resident advisor. Resident Advisors will inspect the area reported by the student and then add it to the form if necessary. It is the responsibility of the student to make sure that ALL conditions are listed on their Room or Apartment Condition Form. Failure to completely check the room or report additional conditions to the appropriate personnel is not grounds for appeal of any damage fine incurred by the student.

During check out, the room will be inventoried and compared against its original move in condition. Any changes in condition will be reported to the Director of Residence Life and to Physical Plant in order to be assessed for damages. Physical Plant will determine the exact cost to be assessed to a damaged room and the cost will be passed along to the student. Damage fees and Residence Life fines are placed on student accounts approximately 3 weeks after the end of the spring semester and it is the responsibility of the student to check their account on the portal for any applied fines.

ROOMS NOT IN USE
Students are prohibited from storing any belongings in an empty room in the residence hall or apartment. Empty rooms must remain clean and available for room changes and emergency housing situations. Students found in violation of this policy will be fined $25 and will be required to remove belongings immediately. Additional sanctions may be imposed if necessary.

SUMMER HOUSING
Summer housing is available to all current students registered for the fall semester at a reasonable cost. Housing may be made available to recent Wesleyan Graduates in good standing with the college if space is available. Students living in campus housing during the summer months are required to adhere to all Residence Life policies and guidelines stated in the student handbook. Students failing to comply will be subject to sanctions imposed by residence hall staff. Space is limited and priority for housing will be determined by the Director of Residence Life.

SEARCHES AND ENTRY BY COLLEGE OFFICIALS
The College reserves the right for appropriate officials to search individual rooms, suites, apartments, buildings or any area when there is a reasonable suspicion that a policy violation or illegal activity is taking place. The College reserves the right to conduct a search as necessary whether or not a student is present in the room. If a search produces evidence of a policy violation or illegal activity, the resident(s) of the room will be referred to the appropriate College judicial board, administrative procedure, or law enforcement agency. College personnel may also enter a room to conduct routine, requested, or emergency maintenance procedures.

SEARCHES AFTER A FIRE ALARM
It may be necessary to conduct a search immediately following the activation of a fire alarm. If illegal items are discovered during fire safety checks of the building, these illegal items will be confiscated and the appropriate action/fine will be assessed. Any item confiscated during a Residence Life search, which represents a violation of policy, will not be returned to the student.

VACANCIES
Vacancies in the residence halls and apartments that occur after the designated room selection time will be filed by the Director of Residence Life. Students on the waiting list will be considered for all vacancies before other students who are not on the waiting list. Housing assignments may be changed prior to move in to accommodate occupancy requirements. Mid semester vacancies may require a student to go through the consolidation process. Students who do not comply with the consolidation process will be charged for a private room.
Visitation Policy and Procedures

Wesleyan College recognizes that visitation is an important privilege offered to the students. However, with this privilege comes responsibility. Visitation of guests, whether male or female, must not interfere with a roommate, suitemate, or apartment-mate’s right to privacy, study time, sleep, etc. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate, suitemate, apartment-mates, or of any other resident. Students may have guests in their room or apartment only with approval from their roommate or apartment-mates according to the following guidelines.

CONDUCT
The resident with whom the guest is staying is responsible for the actions and conduct of her guest at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and policies.

ESCORT
A Wesleyan College student must escort her guest at all times. In addition, guests may not be left alone in a residence hall or apartment for any period of time. It is the responsibility of every Wesleyan student to inform unescorted guests that they must leave the building and notify Campus Police of this behavior.

OPEN VISITATION HOURS
Wesleyan students are permitted to invite male and female guests to campus during open visitation hours. Open visitation hours are as follows:

**SUNDAY – THURSDAY:** 10am – 12pm  
**FRIDAY AND SATURDAY:** 10am – 2am (the following morning)

During open visitation hours, a guest registration form is not necessary for guests who are visiting campus. However, Wesleyan students are highly encouraged to complete a guest registration form for any guest visiting campus in order to ensure a smooth visit. Even though guest registration forms are not required during open visitation hours, a student should minimally receive verbal permission from their roommates, suitemates or apartments for any guest entering the residence halls or apartments. All guests visiting campus must register their vehicle with Campus Police regardless of how long they are going to be on campus.

OVERNIGHT GUESTS
Wesleyan students are permitted to host an overnight guest on campus in their residence hall room or apartment as long as they have followed all overnight guest registration guidelines. An overnight guest is defined as any Non-Wesleyan Student on campus after open visitation hours. Wesleyan students staying overnight in a room or apartment which they are not assigned to, are also considered overnight guests and must be registered as such.

Out of respect and for safety reasons, a resident must request and receive approval to host an overnight guest 24 hours in advance from her roommate, suitemates or apartment-mates. Approval of guests with less than 24 hours notice will be approved on a case by case basis with an extenuating circumstance only. After gaining approval, the resident must register the guest with a Residence Life staff member according to the guest registration procedure. Failure to gain approval or to register the guest will result in the guest being asked to leave and referral of the resident host for judicial action.

When visitation is permitted, each overnight guest may stay for a maximum of three consecutive nights and may not spend more than eight nights on campus per month without special permission from the Director of Residence Life. Guests are not permitted to stay with different Wesleyan Hosts in order to extend their stay on campus past the guidelines set above. Students are permitted to have one overnight guest per evening. All other guest policies must be followed at all times for the duration of the guest’s stay. In extenuating circumstances regarding the number of visitors per evening or the number of days permitted, students must gain approval from the Director of Residence Life.

OVERNIGHT VISITATION – FEMALE
Female guests are permitted to visit Wesleyan residents 7 days a week. Any female guest visiting campus must be registered as an overnight guest if they are staying past open visitation hours. Any Wesleyan student staying overnight in a room which they are not assigned to is considered an overnight guest. Because female guests are permitted overnight seven days a week, there are no building specific visitation options.
OVERNIGHT VISITATION - MALE
Male visitation is defined as those times a resident may have male guests in her room, apartment, in the public areas of the residential spaces, or around campus. Specific visitation plans describe the maximum hours during which male guests may visit. Within these plans, all guidelines listed in the visitation policy must be followed and the desires and concerns of the roommate, suitemate, apartment-mate, or other residents are of most importance and govern what are acceptable and unacceptable visitation privileges. The College reserves the right to limit or discontinue male visitation privileges if deemed necessary.

Male visitation options apply to individual residence halls and apartments accordingly:

PLAN A: BANKS HALL, WORTHAM HALL AND PERSONS HALL
Overnight male guests are not permitted in Banks, Wortham and Persons Halls. Male guests may visit Wesleyan students during Open visitation hours as outlined above.

PLAN B: HIGHTOWER HALL AND JONES HALL
Overnight male guests are permitted in Hightower Hall and Jones Hall on Friday and Saturday Evenings. Male visitation begins at 10:00 am on Friday and ends at midnight on Sunday.

PLAN C: APARTMENTS
Twenty-four hour visitation is permitted in accordance with guest registration policies. Any guest staying past open visitation hours must be registered.

OVERNIGHT VISITATION - MINOR
Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment. Children between the ages of 6 – 16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room (i.e. Brother or Sister). Siblings visiting overnight must still follow all visitation policies. Minors staying overnight must follow the guidelines set above as designated by gender.

OVERNIGHT GUEST REGISTRATION POLICY
In order to ensure the highest safety standards possible, the following overnight guest registration policy must be followed by all residents at all times. Male and female overnight guests remaining in the residence hall or apartments past 12:00 a.m. (midnight), Sundays through Thursdays and 2:00 a.m. on Fridays and Saturdays must be registered. During college holidays when classes are not in session (i.e. Labor Day, Fall Break, Thanksgiving etc), guests are permitted to stay overnight the evening before a holiday even if it is not a weekend. This does not include the beginning of each semester prior to the start of classes, finals week, and extended breaks more than four days in length (IE Spring Break).

In order to register a guest, a student must fill out a Guest Registration Form, which can be obtained from Portal under the Student Affairs section of the Wesnet tab. The Guest Registration Form includes Wesleyan host information, guest information, in addition to signatures from all roommates and suitemates or apartment-mates. Permission must be granted from a roommate, suitemates, and apartment-mates which are indicated by signatures on the registration form.

For identification purposes, a copy of the Guest Registration Form must be carried with the guest at all times while on campus. All guests must present their approved guest registration form to any Campus Police Officer, Wesleyan College Administrator or Residence Life Staff Member when requested to do so. Without a completed form, all guests will be escorted off campus.

GUEST HOUSING
Wesleyan College is pleased to offer guest housing options for students who wish to rent a room for their guests. Guest housing is available on a first come, first served basis and students are responsible for all fees associated with renting a room on campus. To reserve guest housing, students should contact the Director of Auxiliary Services. The Department of Residence Life does not offer guest housing.

ELIZABETH TURNER CORN HALL (TOWNHOUSE) AND JONES AUXILIARY SUITES
This facility is available to parents of current students, parents of prospective students, and guests of the college, and is reserved through advanced registration. Students wishing to reserve the townhouse or auxiliary suites must do so a minimum of one week in advance. Rental fees for these rooms can be received at the time of registration. Guest occupancy of the townhouse or auxiliary suites shall not exceed more than seven consecutive days by any one party without special permission from the Director of Residence Life or Director of Auxiliary Services.
Wesleyan College assumes no responsibility for personal property that is lost or stolen. Visitors must observe all College rules while on campus. Guests must be escorted by the Wesleyan College host at all times when outside of their room.

Anyone failing to comply with these guidelines will forfeit guest-housing privileges on campus and may be referred to Honor Council. Wesleyan students will be held responsible for the conduct of their guests and are responsible for any damage to college property caused by their guest.
Campus Policies and Procedures

Academic Probation
At the end of the semester a student is automatically placed on probation for the next semester if her cumulative grade point average is below a 2.00. When a student is placed on academic probation, the Dean of the College gives notice of the fact to the students. The primary responsibility of a student on probation is improvement of academic work. She is expected to take advantage of the following support systems: her advisor, the Writing Center, and the Academic Center. A student on probation should not be absent from any class. Additionally, a student should consult The Student Handbook for other stipulations of academic probation related to Student Activities. A student will be removed from probation when she attains a cumulative grade point average of a 2.00 or higher. (Taken from the 2012 – 2013 Wesleyan Academic Catalogue)

It is the mission of Student Affairs to support the academic endeavors of every student on campus and to support the academic mission of Wesleyan College. Students on academic probation should focus on their school work first before any other obligation. Therefore, any student placed on academic probation will be prohibited from participating in any student organization, campus activity or organization events. This includes but is not limited to: LINKS, STUNT, Homecoming, Athletics, individual organization events. Additionally, students on probation are not permitted to hold an officer position on any campus board or organization nor are they allowed to serve as a Resident Advisor or Computer Resident Assistant.

Aggressive Behavior
Aggressive behavior including verbal, written, and physical threats or altercations are expressly prohibited on campus or at college sponsored off-campus events. Students involved in acts of fighting may be required to change residence hall rooms, residence halls, be removed from campus housing or suspended from Wesleyan College with no refund of fees and full payment required.

AIDS / Bloodborne Pathogens Statement
Medical evidence indicates that HIV (AIDS virus) is not transmitted by casual contact, thus no risks should exist for transmission in the normal academic setting. No HIV-positive student (whether symptomatic or not) will be restricted from any area of the College unless the student’s condition poses a serious health threat to the college community or interferes with her ability to meet academic requirements.

Alcohol Policy
Wesleyan College recognizes the social problems inherent in the misuse of alcohol and discourages consumption of alcohol as being contrary to the educational purposes of the College. The following regulations apply:

1. No alcoholic beverages may be kept or consumed by a student on the premises of Wesleyan College; including but not limited to vehicles, residence halls, academic buildings, etc.
2. If a student has access to, or knowledge of, alcohol on the premises of Wesleyan College, she is in violation of the alcohol policy.
3. Alcohol containers are not permitted to be used for decorative or utility purposes.
4. Disorderly conduct, reckless behavior, or any other disruption or disturbance to campus life due to intoxication is a violation of the College alcohol policy.
5. When off campus, students are responsible at all times for complying with Georgia laws governing possession and use of alcoholic beverages. For off-campus student events sponsored by the College, no alcoholic beverages may be served or consumed.

Bicycles
Bicycles must be appropriately registered through the Department of Residence Life and all bikes must have a decal affixed in the appropriate location. Bicycles may not be kept in hallways, study parlors, storage rooms, stairwell or any undesignated areas. Covered racks are available on the porches of Banks and Wortham Halls and one central rack near the apartments. All bicycles must be removed at the end of the spring semester. The college does not provide storage for bicycles during the summer. Any bicycle left after spring semester will be considered abandoned and disposed of permanently. Additional guidelines concerning bicycles can be found in the Residence Life Policies and Procedures section.
**Campus Access**
The main entrance and exit on Forsyth Road is open 24 hours a day. The two road gates on Tucker Road and the two remaining road entrances on Forsyth Road are locked and secured at designated times. Campus Police is responsible for the operation of all gates and will publish the schedule at the beginning of each semester.

**Chalking Policy**
Given the historic nature of the college and its facilities, chalking is not permitted. The Student Affairs Staff is happy to work with college clubs and organizations to identify ways to publicize events and make announcements.

**Conduct Toward College Officials**
Students must be respectful to College faculty, staff, and other officials at all times. Abusive language or intimidating behavior of any kind will not be tolerated. Students may be removed from the College or residence halls for inappropriate conduct with no refund of fees and full payment of tuition, room and board required. Students who feel that they have been treated inappropriately by a college official should report such incidents to the Vice President for Student Affairs or follow the student complaint process.

**Damage/Destruction of Property**
The college reserves the right to bill any currently or previously enrolled student for damage or destruction of college property. The student will be billed for the actual cost of repair or replacement and labor. Any student who takes part in or has knowledge of damage or destruction of college property should self-report to the Vice President for Student Affairs who, depending on the value of the item/area in question, will refer the student to Honor Council.

**Drug Policy**
The illegal use or possession of any stimulant, depressant, narcotic, hallucinogen, illegal substances or similar agents or prescription drugs not prescribed specifically to that individual is strictly prohibited on the Wesleyan College campus. The production, selling, bartering, exchanging, or giving away of any drug is also prohibited. State and federal laws also govern the use of drugs. When off campus, students are responsible at all times for complying with state and federal laws governing possession and use of drugs. The administration of the college has a no tolerance policy regarding the possession and use of illicit drugs or prescription drugs not prescribed for that student’s use and will take serious disciplinary action up to and including removal from the college of the students involved. Possible criminal action may also be taken.

**Email**
Email is the official mode of communication for many important campus messages. Students are expected to check their official @wesleyancollegen.edu email account daily for important messages. Students must take responsibility for all electronic communication distributed via email. Failure to check an @wesleyancollegen.edu email account or failure to read an electronic message distributed via email are not tolerated as excuses for missed information. All Wesleyan students are a member of the “Wesleyan Student” electronic distribution group administered via campus email. Students may elect to join addition groups as they desire (IE Student News, Internships, etc) but they may not be removed from “Wesleyan Students”.

**Emergency Procedures**
In the event of an emergency, Campus Police should be contacted immediately at 478-757-5145. In the case of no answer, busy signal, or lack of power Campus Police can be contacted at 478-960-7969. Campus Police is available 24 hours a day, 7 days a week, including holidays. Emergencies consisting of life and death situations, fire, missing persons and intruders should be reported immediately. In the case of a life-threatening situation, the first person aware of the situation will dial 911 and then contact Campus Police immediately following. Resident Advisors (RAs) are on call during the hours of 5 pm and 8:30 am during the week and 24 hours a day during the weekends and college holidays to assist students. The RAs on call have cellular phones and can be reached at 478-461-7787 or 478-461-7788. A Student Affairs administrator is also on call. Campus Police or the RA will notify the Student Affairs administrator on call when a life-threatening situation occurs on campus. A parent or guardian will be contacted only when appropriate and necessary. In addition, the College Emergency Plan can be found on the intranet.

**Facility Usage Guidelines**
The purpose of these guidelines is to assure the proper use of our educational facilities by our faculty, staff, students and community. All campus events should be consistent and enhance the educational mission of our college and its strong Methodist affiliation. Care should be taken to always preserve our historic campus and the many pieces of antique furniture and objects of art. This care also
includes the personal safety and security of all those attending these events. All questions concerning the rental use of our campus facilities and complete facility usage guidelines should be directed to the Directory of Auxiliary Services at ext. 5233.

All student groups wishing to reserve a space on campus must do so through the online room reservation system. Student groups may not use any facility without approval from the Directory of Auxiliary Services and the Director of Student Activities. Student groups failing to follow these guidelines will be restricted from using the facilities. Please note that your event is not considered approved until you receive an email confirmation from the Directory of Auxiliary Services or the Director of Student Activities. It is imperative that you include all set up needs as well as other information regarding your event on the booking.

**GENERAL CAMPUS GUIDELINES**
- No tape, staples, pushpins, crepe paper or spraying of water on walls, moldings or doors
- No candles
- No alcohol is permitted on campus
- Do not move furniture unless approved by the Directory of Auxiliary Services

**CANDLER ALUMNAE BUILDING-BENSON ROOM**
- May be used for lecture, recitals, trustee meetings and campus visit programs
- 70 wood chairs
- Piano may not be moved
- No items placed on piano or antique display cabinets
- Chairs may not be removed from room

**CANDLER ALUMNAE BUILDING - OVAL HALL**
- No more than 125 can be accommodated with food service and no more than 200 for other events
- Furniture and piano may not be moved within the Oval Hall

**NORTH APARTMENT ALUMNAE SUITE AND JONES AUXILIARY SUITES (OVERNIGHT RENTALS/ PARENTS AND FEMALES)**
- Overnight stay limited to campus visitors and guests (one week advance notice required)
- Can accommodate up to 4 overnight guests depending on unit
- Guests must follow all college and residence hall policies

**JONES HALL SUITES**
- Overnight stay limited to campus visitors and guests (one week notice required)
- Single and double rooms available
- Guests must follow all college and residence hall policies
- Cancellation fee will be assessed if 24 hours notice is not given

**OLIVE SWANN PORTER STUDENT LIFE CENTER - ANDERSON DINING HALL & HURDLE CAFE’**
- 300 maximum number dining hall; 100 maximum number café

**OSP - BURDEN PARLOR (LIMITED USAGE)**
- 25 maximum number — over 25 must have approval of event coordinator (3 tables maximum)
- Piano cannot be moved
- No items placed on piano

**OSP - MANGET ROOM**
- 60–80 maximum number depending on set up

**OSP - TRICE CONFERENCE ROOM**
- Using room divider, seat 24 on each side; divider removed and chairs only, seats 80

**PORTER FINE ARTS BUILDING - AUDITORIUM**
- 1,129 seats, theater style (802 downstairs, 327 balcony)
- No food or beverage allowed in auditorium (lobby only)
- No cameras or tape recorders allowed in auditorium without prior approval

**PORTER FINE ARTS BUILDING - STUDIO THEATRE AND CLASSROOMS**
- Must be reserved using the room reservation system
PORTER FIELD AND MATHEWS ATHLETIC COMPLEX
- Contact the Athletics Department if interested in using these spaces

PORTER GYMNASIUM - SWIMMING POOL
- Contact the Athletics Department if interested in using the swimming pool
- Individuals reserving the swimming pool will be responsible for all fees associated with lifeguards and safety

RESIDENCE HALLS/APARTMENTS
- See Residence Life Guidelines for complete policy.

TAYLOR AMPHITHEATRE
- 175 maximum seated

ID CARDS
All Wesleyan College students are required to obtain and carry their ID card in order to take advantage of various campus services and for identification purposes. Student ID cards are made during summer and fall orientation and on a regular schedule throughout the academic year in the Office of Student Affairs in Huckabee Hall. Your student ID, with its magnetic stripe and barcode, is encoded with your student data. This data entitles you to: check out books from the library, access to the dining hall, ride campus transportation, and cash a personal check in the Business Office.

It is imperative that you carry your Wesleyan ID Card with you at all times. The Wesleyan College ID card is non-transferable. Any student who uses another persons’ ID card or allows her ID card to be used by someone else is subject to disciplinary action. Found or damaged Wesleyan ID cards should be returned immediately to the Student Affairs Office in Huckabee Hall or Campus Police. The cost for replacing a Wesleyan ID card is not covered in any student fees and cost for replacing an ID card is $10.00 and must be paid when the replacement card is issued. All lost or stolen ID cards must be reported to the Office of Student Affairs.

INSURANCE
Health
Wesleyan College requires that all students, full-time Traditional, and full-time Encore students have hospital/accident insurance or other health care coverage, such as PeachCare or Medicaid. At the beginning of each academic year or at the time of enrollment, students must have proof of health insurance or other coverage for the entire year.

Students who are covered under a HMO, POS, or other insurance policy that does not provide coverage in Macon, Georgia will be required to purchase a policy that provides coverage in Macon. Students will automatically be enrolled in Pearce and Pearce health insurance unless an approved insurance waiver is completed prior to the designated deadline. The premium for the health insurance will be billed to the student’s college account. To waive Pearce and Pearce health insurance, students must enter their health insurance information on the Pearce and Pearce website before the deadline. Their insurance information will be verified by Pearce and Pearce before the waiver is approved. The health insurance premium cannot be refunded if the waiver is not completed before the designated deadline.

Property
The College is not an insurer of students’ personal property. Students are encouraged to determine whether their parents’ property insurance extends to students’ personal effects while at Wesleyan. If not sufficient, students should consider a personal property insurance policy. Damage sustained to personal property while living in the residence halls is not covered by the college.

PARKING POLICIES
All students are permitted to have a car on campus. Students must abide by the parking and traffic regulations set forth by the college which will be enforced by Wesleyan Police. If a student intends to have a car on campus:
1. All cars must be registered with the Campus Police Office and a Wesleyan vehicle decal must be displayed. Vehicle decals are free of charge. All students without a vehicle decal will be ticketed. Vehicle decals are necessary when parking your vehicle on campus. Student parking spaces are not reserved, but are available on a first come, first served basis.
2. The College is not responsible for personal injury, damage to vehicles, vandalism, or theft of a vehicle or its contents.
3. The only reserved parking on campus is in Visitor and Handicapped spaces which are clearly marked. Students should not be parking in those spaces. General parking on campus is indicated by white lined
spaces, and is open to all students, faculty and staff.

4. If students, faculty or staff members drive a different car on campus other than their registered vehicle, and it is a temporary arrangement, they must inform Campus Police so they can be issued a temporary parking dashboard pass. This pass is to remain visible on the dashboard of the car for the duration of time the car will be on campus. The temporary parking passes will be dated for the period of time needed.

5. If students, faculty or staff members are going to have visitors parking vehicles on campus, they should contact Campus Police for instructions.

6. If students, faculty or staff members need to park in an unauthorized area, temporarily, they need to contact Campus Police for authorization, and instructions. If Campus Police observe cars parked in unauthorized areas, and they have not been informed or given approval, the vehicles will be ticketed.

7. There is no unauthorized parking in the Quads located at the front of the campus.

8. The campus speed limit is 15 m.p.h.

9. Driving is restricted to campus streets. Parking is permitted in designated parking spots only. No parking is permitted next to yellow curbs.

Campus police will issue tickets for parking violations. Vehicles will be ticketed, and may be towed at the owner’s expense. Students violating campus traffic regulations are subject to being ticketed and fined as follows:

1. Parking in Handicapped Zone (No Permit): $150
2. No parking decal displayed: $25
3. Parking in an unauthorized area: $25
4. Parking on sidewalk: $50
5. Blocking fire lane: $100
6. Blocking fire hydrant: $100
7. Blocking handicapped ramp: $100
8. Stopping sign violation: $50
9. Driving too fast for conditions: $50
10. Failure to yield right of way: $50
11. Improper backing (Accident): $50
12. Leaving scene of accident: $150
13. Reckless driving: $150
14. Obstructing an Officer in performance of his or her duties: $150

Parking and Traffic fines are placed on the student’s account. Students can pay fines in the Business Office. Multiple violations may result in referral to Honor Council for additional consequences.

Parking Appeals
Students wishing to appeal a parking ticket must do so within 10 business days of receipt of ticket. Appeals must be made to the Honor Council. See the Campus Police website for more information and appeal forms.

Pep Rallies
Student pep rallies may be held from 8 a.m. to 7 p.m. and from 10 p.m. to 12 a.m. Closed study hours will be maintained in the Residence Halls during pep rallies. Campus Police will enforce time restrictions and notify the Director of Student Activities who will assess fines of $50 per infraction to the class or classes that violate time restrictions. Pep rallies are called by the Senior Class President.

In addition to adhering to all campus policies, Wesleyan women will be held accountable for any disorderly conduct or reckless behavior that occurs during a pep rally. In order to maintain the good-natured spirit of this Wesleyan tradition, students must practice appropriate, safe behavior in and around the fountain and surrounding areas. Students shall be empowered to hold their sisters accountable and relate any disturbances to Honor Council.

Publicity Policy
To publicize events, happenings, or sisterhood promotions and activities both on and off campus (i.e., flyers, posters, etc.), the Director for Student Activities must review and stamp these items before they can be posted. On-campus publicity must be posted on designated bulletin boards in campus buildings. Flyers should not be placed on glass windows and doors. Additionally, any publicity to be placed in the residence halls must be given to the Director of Residence Life for proper placement. Students may not post approved flyers in the residence halls. It is the responsibility of the person or organization posting the flyers or doing the publicity to remove the item(s) in a reasonable amount of time following the conclusion of the event. Publicity will be removed in the case of outdated or unapproved information.
Failure to receive approval before publicizing or posting flyers or banners in an unapproved or non-designated space will result in the removal of the publicity. The Director for Student Activities must review all notices and will coordinate with other College events.

Students cannot publish or distribute material that is offensive. Offensive is defined as material that meets any of the following criteria:

1. The average person, applying contemporary community standards, would find the material obscene.
2. The publication depicts or describes sexual conduct.
3. The work, taken as a whole, lacks serious informative, literary, artistic, political, or scientific value.
4. The publication or material contains libelous statements and/or disregard for the truth.
5. The material causes a disruption of college life.
6. The material includes references to alcohol or the use of alcohol.

The Director for Student Activities is responsible for overseeing the publicity policy and can take appropriate action for violations.

**SHOPPING CART POLICY**

Shopping carts (of any kind) are not permitted to be left on campus for any amount of time. Removing such carts from a shopping area is a crime. Violations of this policy will result in a $25 fine on the first offense. Subsequent offenses will result in additional fines and referral to Honor Council.

**SMOKING POLICY**

In order to promote a health and safety conscious environment on the Wesleyan College campus, smoking is not permitted inside any campus buildings. Additionally, to meet the standards of LEED Certification, smoking is prohibited within 25 feet of ANY building entrance, window or air intake. Smoking is allowed only in designated areas listed below. In addition, no one is permitted to walk through or around campus smoking.

**RESIDENCE HALL BUILDINGS**

- **Apartments (Corn North and Corn South Apts.):** Center of grassy quad between buildings
- **Banks, Wortham, Persons and Hightower Halls:** Residential Quad Area minimum of 25 feet from any entrance
- **Jones Hall:** Back patio 25 feet away from Exit/Entrance/Windows

**ACADEMIC AND ADMINISTRATIVE BUILDINGS**

- **Candler:** Rear of the building (25 Feet away from doorway)
- **Library:** Rear of the building (25 Feet away from doorway)
- **Murphey Art Building:** Side of building closest to the parking lot (25 Feet away from Doorway)
- **Munroe Science Center:** Eastside of the building (Taylor Hall side, 25 feet from Doorway)
- **Olive Swann Porter:** Rear of the building (25 feet away from doorways)
- **Porter Fine Arts:** Rear of the building (25 feet away from steps and doorways)
- **Tate Hall:** East Side of the building (Munroe Science Center side, 25 feet from Doorway)
- **Taylor Hall:** West Side of the building (Munroe Science Center side, 25 feet from doorway)

Smoking is not allowed on any covered porches or sidewalks. Designated smoking areas are subject to change with prior notification. When possible, ashtrays are provided near designated smoking areas. Cigarette butts must be discarded in an appropriate receptacle. In addition, trash should not be discarded in the ashtrays unless they are specifically designed as both an ashtray and a trash can. Student violations should be reported to the Honor Council. Staff and Faculty violations are to be reported to Campus Police who will then notify the individual’s supervisor. A complete report will include name of violator, date, time and location of violation. Subsequent offenses will result in additional fines and/or referral to Honor Council.

**SOLICITING POLICY**

Soliciting by individual students or student organizations is prohibited on- or off- campus without the permission of the Director of Student Activities in conjunction with the Division of Student Affairs. Soliciting by agents of businesses is prohibited except in rare instances approved by the Director of Student Activities. Entrance to the residence halls and/or door to door solicitation is strictly prohibited.
**SUNBATHING**
Students may sunbathe in the following designated areas only: grassy quad between Corn North & Corn South Apartments and Jones Hall Back Patio. Students are prohibited from sunbathing in all other areas of campus and violations are subject to action by the College Civitas Board.

**TRANSPORTATION POLICY**
Personal transportation is the responsibility of the student. For liability reasons, College faculty and staff should not transport students except in cases of emergencies.

**VAN USAGE**
Wesleyan College has two vehicles that can be reserved by student organizations, faculty and staff at a rate of 45 cents per mile. As part of Wesleyan’s insurance policy the following restrictions apply for drivers:
- Drivers must be at least 21 years of age and possess a valid U.S. drivers license.
- Drivers must submit a Wesleyan Driver Application and complete all driver requirements as set forth in the driving policy.
- Drivers must pass a background check of their driving record.
- Drivers must follow all state and U.S. driving laws.
- Drivers must meet all requirements as described in the complete vehicle driving manual.

**WEAPONS AND FIREWORKS**
Possession of firearms, fireworks, and other dangerous weapons on campus is strictly prohibited. Any student possessing a firearm and/or other dangerous weapons may be assessed a penalty of a minimum $100.00 fine up to removal from the College with no refund of fees and full payment of room and board required. Possession of fireworks is illegal in the state of Georgia. Shooting fireworks on campus may result in a $100 fine up to removal from the College with no refund of fees and full payment of room and board required.
Appendix A: Campus Safety Tips

Wesleyan Police are available 24 hours a day, 7 days a week, and 365 days a year to assist students. But, it is extremely important that students are aware of their surroundings at all times and report any suspicious behavior to a Wesleyan Police officer. We suggest that students follow the recommended safety tips listed below at all times.

Be smart on campus
- Utilize the campus escort service at anytime, especially after dark. A Wesleyan Police officer will accompany you to your destination. Call (478) 757-5145 for assistance, or (478) 960-7969.
- Be alert to your surroundings.
- Use well-lit, well-traveled routes and walk in a group.
- Avoid isolated places.
- Carry your keys in your hand when you walk to your car or to your residence hall/apartment door.
- Do not go into the woods alone and never go into the woods at night.
- Before entering your car, check the back seat.
- Keep the doors locked while driving.
- Don’t leave valuables, like your purse or book bag unattended.
- Attend the personal safety seminars offered by the College.

Keep your Residence Hall Secure
- Lock the door to your room when you are sleeping, taking a shower, visiting a friend, or anytime that you are out of the room.
- Take care of your keys. Never loan them to anyone for any reason.
- If your keys are lost or stolen, report this immediately to a Residence Life staff member.
- Hang up immediately on any obscene or harassing phone calls and report the call to a Residence Life staff member or Wesleyan Police.
- Do not prop open doors to your building or hall at any time.
- Do not let strangers or someone that does not look familiar into the building behind you when you enter the building.
Appendix B: Frequently Used Campus Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>BSA</td>
<td>Black Student Alliance</td>
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<tr>
<td>BCM</td>
<td>Baptist Collegiate Ministries</td>
</tr>
<tr>
<td>CAB</td>
<td>Campus Activities Board</td>
</tr>
<tr>
<td>CJA</td>
<td>Council on Judicial Affairs</td>
</tr>
<tr>
<td>CRA</td>
<td>Computer Resident Assistant</td>
</tr>
<tr>
<td>CRC</td>
<td>Council on Religious Community</td>
</tr>
<tr>
<td>FAFSA</td>
<td>Free Application of Federal Student Aid</td>
</tr>
<tr>
<td>GH</td>
<td>Golden Hearts</td>
</tr>
<tr>
<td>GK</td>
<td>Green Knights</td>
</tr>
<tr>
<td>GLBAL</td>
<td>Guys, Lesbians, Bisexuals and Allies</td>
</tr>
<tr>
<td>Horseshoe</td>
<td>Lawn Area in front of Porter Auditorium</td>
</tr>
<tr>
<td>Hurdle</td>
<td>Hurdle Café</td>
</tr>
<tr>
<td>Loggia</td>
<td>Porch overlooking fountain from front campus</td>
</tr>
<tr>
<td>NCAA</td>
<td>National Collegiate Athletic Association</td>
</tr>
<tr>
<td>OL</td>
<td>Orientation Leader</td>
</tr>
<tr>
<td>OSP</td>
<td>Olive Swann Porter Student Center</td>
</tr>
<tr>
<td>Mt. Vernon Porch</td>
<td>Porch Area running parallel to the Dining Hall</td>
</tr>
<tr>
<td>PLLP</td>
<td>Pierce Pioneer Leaders Program</td>
</tr>
<tr>
<td>PK</td>
<td>Purple Knights</td>
</tr>
<tr>
<td>Quad</td>
<td>Lawn Area on Front Campus</td>
</tr>
<tr>
<td>RA</td>
<td>Resident Advisor</td>
</tr>
<tr>
<td>Residential Quad</td>
<td>Grassy Area between Banks, Wortham, Persons and OSP</td>
</tr>
<tr>
<td>SCA</td>
<td>Summer Conference Assistant</td>
</tr>
<tr>
<td>SGA</td>
<td>Student Government Association</td>
</tr>
<tr>
<td>SRC</td>
<td>Student Recreation Council</td>
</tr>
<tr>
<td>STUNT</td>
<td>Annual Theatrical production</td>
</tr>
<tr>
<td>Wesleyan Word</td>
<td>Student Newspaper</td>
</tr>
</tbody>
</table>
## Appendix C: Campus Directory

### Important Campus Phone Numbers

*(Area Code: 478)*

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>757-5228</td>
<td>Graphic Arts Lab</td>
<td>757-5271</td>
</tr>
<tr>
<td>Academic Center</td>
<td>757-5219</td>
<td>Health Services</td>
<td>757-4025</td>
</tr>
<tr>
<td>Admissions</td>
<td>757-5206</td>
<td>Human Resources</td>
<td>757-3803</td>
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<tr>
<td>Advancement</td>
<td>757-5187</td>
<td>Institutional Advancement</td>
<td>757-3967</td>
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<tr>
<td>Alumnae</td>
<td>757-5173</td>
<td>Internship Program</td>
<td>757-5224</td>
</tr>
<tr>
<td>Athletics</td>
<td>757-5214</td>
<td>Lane Center for Community Engagement</td>
<td>757-3799</td>
</tr>
<tr>
<td>Business Office</td>
<td>757-5121</td>
<td>Library</td>
<td>757-5200</td>
</tr>
<tr>
<td>Campus Store</td>
<td>757-5233</td>
<td>Nontraditional Program</td>
<td>757-5180</td>
</tr>
<tr>
<td>Career Services</td>
<td>757-5224</td>
<td>Physical Plant</td>
<td>757-5140</td>
</tr>
<tr>
<td>Chaplain</td>
<td>757-4023</td>
<td>Police (Cell)</td>
<td>960-7969</td>
</tr>
<tr>
<td>Center for the Arts</td>
<td>757-3900</td>
<td>Police (Radio)</td>
<td>757-5145</td>
</tr>
<tr>
<td>Communications</td>
<td>757-5137</td>
<td>Post Office</td>
<td>757-5105</td>
</tr>
<tr>
<td>Computer Help Desk</td>
<td>757-5239</td>
<td>President’s Office</td>
<td>757-5212</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>757-4024</td>
<td>Print Shop</td>
<td>757-5278</td>
</tr>
<tr>
<td>EMBA</td>
<td>757-5263</td>
<td>Registrar</td>
<td>757-5217</td>
</tr>
<tr>
<td>Equestrian Center</td>
<td>757-5103</td>
<td>Residence Life</td>
<td>757-5215</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>757-5205</td>
<td>Student Activities</td>
<td>757-5257</td>
</tr>
<tr>
<td>Fitness Center (MAC)</td>
<td>757-3775</td>
<td>Student Affairs</td>
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### Frequent Fax Numbers

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<td>Fine Arts</td>
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<td>757-2486</td>
<td>President’s Office</td>
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