STUDENT SERVICES - STATEMENT OF PURPOSE

Student Services at North Greenville University strives to enhance the education of the whole person by creating an environment in which students develop toward their maximum potential within the context of a Christ-centered education which seeks to integrate academic achievement, a Christian lifestyle, and enriched cultural experiences by providing a wide range of recreational and social programs in a positive Christian environment: and by delivering services to students in a consistent, professional manner.

Objectives

Objective 1. To create an environment in which all students can develop their maximum potential within the context of a Christ-centered education.
Objective 2. To provide a variety of recreational outlets and programs in a positive Christian environment.
Objective 3. To deliver services in a consistent and professional manner.

GENERAL REGULATIONS

Under the Constitution and By -Laws of North Greenville University, the President is the head of all departments of the university exercising such supervision and direction as will promote their efficiency. His power is directly delegated to the Vice-President for Student Services in the areas of student health, discipline, counseling, supervision of the residence halls, campus security and housekeeping. Because of the unique role North Greenville University plays in Christian higher education as part of the South Carolina Baptist Convention, the Executive Committee of the Board of Trustees wishes to affirm its long-standing position in regard to these student discipline issues. The policies and procedures described below have been established to insure the rights and privileges of all members of the university community, to communicate the expectations of the community to its members, and to provide a basis for orderly conduct of the affairs of the university. Violation of any of the rules and regulations of the Student Conduct Code, by students, whether on or off campus, may result in the imposition of any of the disciplinary measures described below, including suspension or expulsion.

North Greenville University follows FERPA law protecting the privacy of student educational records. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The link to the FERPA policy can be found on the NGU website on the Registrar's Office page General Information, and on the home page of the Student Portal (each time you log in).

CONDUCT INFORMATION AND REGULATIONS
Student Conduct Code

This handbook contains guidelines, policies, and regulations designed to ensure that students conduct themselves, on and off the campus, in a manner that consistently reflects Christian conduct and which upholds the mission and purpose of the university. Each student is fully responsible to know all of the contents of this handbook and to abide by the content while identified with the university. The administration has determined that the university will take all steps necessary to ensure that students abide by all conditions contained in this handbook. **STUDENTS MUST ABIDE BY THE NORTH GREENVILLE UNIVERSITY STUDENT CODE OF CONDUCT, BOTH ON AND OFF THE CAMPUS.** The following areas are considered major by the University: ***alcohol, disorderly conduct and/or assembly, drugs, sexual misconduct, theft, unauthorized visitation, vandalism, violation of outside law, academic irregularity, and weapons***. Any student who refuses to cooperate with university officials forfeits all rights as outlined in this handbook and may be removed from the university property. Penalty for being found culpable of a major offense is withdrawal or suspension from school.

UNIVERSITY POLICIES GOVERNING STUDENT CONDUCT

I. Alcoholic Beverages

The possession or consumption of alcoholic beverages by North Greenville University students, whether on campus or off campus, is strictly prohibited. Also, it is prohibited to be under the influence of alcoholic beverages at any time whether on or off campus. Alcoholic beverages include, but are not limited to Beer, Liquor, Wine, Powdered Alcohol or other beverages with alcohol content. Appropriate officials/representatives reserve the right to determine if a student is deemed to be under the influence of alcohol. For university purposes, the ability of a university official/representative to smell alcohol on a student's breath is considered evidence in support of being under the influence of alcohol. Outside law enforcement, gate checks, personal observation, and the use of breathalyzer equipment may be employed to determine whether or not a student is under the influence of alcohol. For a student to possess, consume or be deemed under the influence of alcohol on or off campus is a major policy violation and will result in the immediate loss of privilege to attend North Greenville University. When a question of responsibility is involved, those guidelines listed under Disciplinary Procedures shall be exercised.

II. Disorderly Conduct

Students must be aware of the university's commitment to having a student body environment which discourages exaggerated conduct that draws attention to oneself or to a group. Boisterous, excessively noisy and loud comments and expressions (language), and unrestrained activity are not considered to be reasonable student conduct. Students who make personal choices to ignore the university's request for orderly conduct will be subject to disciplinary action. Students should always make the effort to enjoy themselves, their friends, and others while also keeping in mind the desire of the university to have an orderly and well-behaved campus environment.

1. Disorderly or obscene conduct or breach of the peace on university property or at any

function sponsored or supervised by the university or any recognized university organization is prohibited.
2. No student shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus.
3. Conduct on university property or at functions sponsored or supervised by the university or any recognized university organization, which materially interferes with the normal operation of the university or the requirements of appropriate discipline, is prohibited.
4. Hazing: Taking part in or promoting class or group clashes, fights, or other disorder in the residence hall or elsewhere, and all hazing or other interference with individual liberty or with academic or other university functions, is strictly forbidden. Any activity that involves physical initiation activity is considered hazing and is strictly forbidden.
5. No student shall enter or attempt to enter any social, athletic, or other event sponsored or supervised by the university or any recognized university organization without credentials for admission (e.g., ticket, identification card, or invitation), or in violation of any reasonable qualifications established for attendance. At such university functions a student must present proper credentials to identified university faculty and staff upon their request.
6. Conduct and expressions which are obscene or which are patently offensive to the prevailing standards of an academic community are prohibited.
7. No student shall interfere with, or give false name to, or fail to cooperate with, any properly identified university faculty, administration, or staff personnel while these persons are in the performance of their duties..
8. No student is permitted to throw bottles, water, snowballs, or other objects in the area of the residence halls or anywhere on campus.
9. Any action that emulates, or is related to, “gang” type activity is prohibited. Actions include, but are not limited to, style of dress, wearing “gang” related paraphernalia, using “gang” type symbols, and acting as a group to harass, intimidate, or participate in criminal activity.

III. Disorderly Assembly

1. No student shall assemble on campus for the purpose of creating a riot, or destruction, or disorderly diversion that interferes with the normal operation of the university. This section should not be construed so as to deny any students the right of peaceful, non-disruptive assembly.
2. No student or group of students shall obstruct the free movements of other persons about the campus, interfere with the use of university facilities, or materially interfere with the normal operation of the university.
3. Dancing is not considered appropriate behavior at North Greenville University. Therefore, the university does not allow, nor does it sponsor, organized dances on or off campus. The university does not allow individual students, groups of students, or university clubs or organizations to organize, sponsor, or promote any events that may include dancing.

IV. Drugs

The possession, use (without valid medical or dental prescription), manufacture,

furnishing, or sale of any narcotic, mood altering, or dangerous drug controlled by federal or South Carolina law by North Greenville University students, whether on or off campus, is prohibited. Also, it is prohibited to be under the influence of the above. In addition, the possession or use of synthetic drugs or other substances that may be used to alter one's mental or physical state are prohibited, whether or not they are prohibited by federal, state or local law. Appropriate officials/representatives of the university reserve the right to require a student to show proof of a drug-free condition including drug testing whenever such officials/representatives suspect or have reason to believe that an individual(s) might be engaging in drug use on or off campus. Further, the university and its officials/representatives reserve the right to determine what constitutes "suspicion" or "reason to believe" to include common symptoms routinely identified with a person under the influence. For a student to violate the drug policy in any way is a major policy violation and will result in the immediate loss of privilege to attend North Greenville University. When a question of responsibility is involved, those guidelines listed under Disciplinary Procedures shall be exercised. The university reserves the right to use a narcotic -detecting dog whenever drugs are suspected on university property and are undetected by other means.

V. **Sexual Misconduct**

Any individual, or group, who is obscene, lewd, indecent, or participates in any sexual activity outside the bonds of marriage violates Christian principles and practices. Sexual misconduct by North Greenville University students is harmful to the image and reputation of the individual and the University and therefore will not be tolerated. Students should be careful at all times not to place themselves in situations or activities that may lead to action that could be interpreted as sexual misconduct. Immoral conduct or action such as, but not limited to, adultery, fornication, pre-marital sex, fondling, inappropriate touching, homosexual activity or an open declaration identifying oneself as lesbian, gay, bi-sexual or transgendered are deemed to be in violation of the policy concerning sexual misconduct. Sexual misconduct is considered a major university policy and as such any violation of the sexual misconduct policy warrants the individual's immediate loss of privilege to attend NGU. Whenever university officials/representatives have reason to believe individual students are engaging in any actions or conduct, whether on or off campus, which constitute sexual misconduct, and when a question of responsibility is involved, those guidelines listed under Disciplinary Procedures shall be exercised.

VI. **Theft**

1. No student shall take, attempt to take, or keep in his or her possession, items of university property, or items belonging to students, faculty, staff, student groups, visitors to the campus, or others outside the university community without proper authorization. The unauthorized use of a school issued key is considered a violation of the theft policy
2. Whenever a theft occurs, the student must immediately contact the Office of Campus Security and Student Services. The university will conduct an investigation, including searches, when deemed appropriate. The County Sheriff's Department may be asked to

assist with any investigation. North Greenville University cannot be responsible for any personal items students bring onto campus.
3. No student shall sell a textbook that is not his or her own without written permission of the owner.
4. Unauthorized use of any telephone is prohibited.

VII. University Visitation Regulations

Except during authorized “special” events, visiting of males and females in the residence halls of the opposite sex is forbidden. Violation of the university visitation policy is a major offense. The established code of conduct must be strictly adhered to during “approved” visitation. **ALL NON-STUDENT GUESTS MUST REGISTER WITH PUBLIC SAFETY BEFORE COMING ONTO NORTH GREENVILLE UNIVERSITY PROPERTY. SEE SECTION ON GUESTS.**

VIII. Vandalism

Malicious or intentional damage or destruction of property belonging to the university, to a member of the university community, or
to a visitor to the campus is prohibited.

IX. Violation of Outside Law

Violation of local, state or federal law, on or off the campus, which violative act constitutes a clear and present danger of material interference with the normal, orderly operation and processes of the university, or with the requirements of appropriate discipline, is prohibited. Any student found culpable or charged by outside law enforcement may be subject to disciplinary action including loss of good standing status and loss of privilege to attend NGU.

X. Academic Irregularity

1. No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course.
2. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
3. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material that can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the university, without authorization from the instructor.
4. Plagiarism is prohibited. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be identified and when the ideas of another are incorporated in the paper they must be appropriately acknowledged.

5. Sanctions for Academic Irregularity: Violations of the Student Conduct Code such as cheating or plagiarism will result in sanctions deemed appropriate for the offense. Possible sanctions include:
   1. Assignment failure: a grade of "zero" for the assignment involved.
   2. Course failure: a grade of "F" for the course in which the offense occurred.

A student can be referred to the Director for Student Services for violations that warrant the following sanctions:

3. Forced withdrawal: withdrawal from the academic course with which the offense occurred without credit for the course. A failing grade may be assigned.
4. Disciplinary Withdrawal or Suspension from the University.

Forced withdrawal, disciplinary withdrawal or suspension without credit from the University can be for as minimal as one offense or multiple offenses. The Director for Student Services will make this determination with the assistance of one of the following Vice Presidents: Student Services, Academics, or Admissions and Financial Aid.

ACADEMIC INTEGRITY AND COURSES THAT EMPLOY ONLINE COMPONENTS

Courses at NGU that employ online components, mainly "online" (or distance/DE) and "hybrid," require a higher level of maturity and ethical standards on the part of the student. Instructors in these courses tend to post material to the course and expect the students to access it. Hard copies are rarely, if ever, distributed in these types of courses. The mention that specified resources are on the website, implies that the student is expected to access the materials for themselves and take whatever action is needed.

Ethically, the student in these types of courses must recognize that their education is their own responsibility and they must rely upon themselves to maintain their moral and ethical standards and avoid the temptation to take short cuts. Online/DE courses (also called "asynchronous" courses) in particular differ significantly in some respects to a course offered in a traditional classroom setting where the student and the instructor meet face-to-face on a regular basis during the semester. These courses ordinarily require a large amount of reading and constant attention to detail. The course syllabus spells out how the course works. Students cannot afford to ignore or never read all of the introductory materials to a course. To do so will result in a failure to follow procedures and thus lose points on their grades. Courses that employ online components are rarely easier than traditional courses. They are more accessible and allow for greater flexibility in one's daily schedule.

Students who enroll in these types of courses **must** possess adequate computer and Internet resources. Students are required to have reliable access to a reliable computer to fulfill the course requirements. The computer must be able to access and manipulate Blackboard® and the other software used in the course. The computer must be loaded with compatible software. It is absolutely necessary that your word processing software be capable of manipulating Microsoft Word® files, and probably Microsoft Excel compatibility is also a minimum requirement. Some courses will require other and perhaps higher level software compatibility. Students using Mac machines sometimes encounter problems with Blackboard®. At this time, NGU is able to offer very little help for Mac users in these areas of compatibility. **Failure to have a reliable computer, Internet connection, and/or compatible software are not reasons for**

failure to complete work on a timely basis in any course that requires online submissions. NGU offers computers for student use in a variety of locations on campus such as the library and the computer laboratories.

XI. **Weapons/Explosives**

1. Students are prohibited from possession of firearms, knives, bows, arrows, sling shots, water guns, BB or pellet guns, paintball guns, fake weapons of real appearance, or other weapons on university property or at events sponsored or supervised by the university or any recognized university organization, unless authorized in writing by the Director of Student Services or Public Safety. Pocket knives 4" or smaller in total length (includes handle and blade) are allowed. Confiscated weapons will be destroyed and a receipt given to the owner.
2. Students are prohibited from possessing, furnishing, selling, or using explosives of any kind on university property or at functions sponsored or supervised by the university or any recognized university organization.

XII. **Fire Safety**

1. No student shall tamper with fire safety equipment. Violation is an extremely serious offense warranting disciplinary action of at least a $100 fine up to and including loss of privilege to attend NGU.
2. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited.
3. No student shall set or cause to be set any unauthorized fire in or on university property.
4. The possession or use of fireworks on university property or at events sponsored or supervised by the university or any recognized university organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.
5. No student shall make or cause to be made a false fire alarm.
5. Drop Cords or Extension Cords are not allowed in the resident halls. Only multi-plug cords with surge protection are allowed in the resident halls.
6. There shall be no burning of incense, candles, open flames of any kind, or the use of any other items deemed dangerous or unsafe. Oil based air fresheners are prohibited.

XIII. **Tobacco**

Tobacco products are prohibited on the university campus. This includes but is not limited to chewing tobacco, cigarettes, snuff, and herbal type products. No student, including students who participate in university sponsored athletic events, may use tobacco type products at any time. In addition the use of “electronic cigarettes”, water vapor cigarettes or other devices that simulate smoking are prohibited.

XIV. **Building Use/Unauthorized Entry/ Use of University**

Facilities/Campus Access Policy

North Greenville University is a private institution affiliated with the South Carolina Baptist Convention. Its facilities and properties are intended solely for the use of the faculty, staff, students, and their guests. Therefore, the University's President or his designated appointee reserves the right to deny access to any person or group whose actions, intentions, or beliefs are contrary to the University's mission.

Buildings will be opened and made available for students only during normal hours of operation. After normal hours, students who are in any building without prior permission of a university official are in violation. Students having prior permission must have an after hours pass on their person and available to show to any university official/representative. An Incident Report and Security Violation Report will be filed on any student in violation of this policy.
1. No student shall make unauthorized entry into any university building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours.
2. No student shall make unauthorized use of any university facility.

XV. **Gambling**

The playing of cards or any other game of skill or chance for money or other items of value is prohibited.

XVI. **Student Identification Cards**

1. It is mandatory for a student to have in his or her possession at all times a current official ID card of the university. The university current official ID card shall be surrendered upon request to any university official or security officer of the university. Replacement ID Cards are $25. Replacement for a prox card ID is $35.
2. The use of student identification, such as an official ID card or meal ticket, by anyone other than its original holder is prohibited.
3. Lending, selling, or otherwise transferring a student identification card, such as an official ID card or meal ticket, is prohibited.

XVII. **Falsification of Records**

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form, or document used by the university. No student shall furnish written or oral false information to any official of the university whether faculty, administration, or staff personnel.

XVIII. **Internet Usage**

The University recognizes the Internet as a useful tool for information, communication, academic support and leisure time pursuits.

1. Students must abide by all university rules and regulations when using the internet. Students posting on social media sites such as, but not limited to, Facebook, MySpace and Twitter will be held responsible for any

information, pictures, language or other content which appears on the student's websites. Students can be disciplined for website or social media content that violates university rules and regulations.

2. No student shall view, copy, print, or distribute images that the university deems patently offensive from the Internet or other computer network services. Nor shall students use university property to create, scan, or transfer such images. The university reserves the right to examine and erase any image, on any computer within the campus, deemed patently offensive. Students found in violation of this policy will be subject to disciplinary action.

Students should always take precautions to protect themselves and protect their personal information when using the internet.

XIX. **Campus Traffic Rules and Regulations**

Violation of campus traffic rules and regulations is prohibited. Citations will be issued, vehicles may be booted, and in extreme situations, vehicles may be towed.

XX. **Wireless Communication Devices**

Cell phones and other communication devices are permitted for personal use. Cell phones must be used in the silent/buzz mode whenever a student is in attendance in the classroom, chapel, cultural events, or other school directed requirements for attendance. If the device does not have the silent/buzz mode then the device should be turned off. While in class, chapel or cultural events phones should remain in your pocket or purse. Students may not use phones for calls, text messaging, games or other uses during class, chapel or cultural events. Faculty may impose standards for use in addition to this policy.

XXI. **Sexual Harassment**

Introduction

North Greenville University is committed to providing an environment free from sexual harassment. Sexual harassment by any member of the university community is a violation of both the law and university policy and will not be tolerated. Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment is an issue that may affect any member of the university community and will be dealt with promptly by the administration.

Definitions of Sexual Harassment

For Students, harassment on the basis of sex is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in educational programs and activities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in a course, program, or activity;
2. Submission to such conduct is used as the basis for academic decisions affecting the individual, including, but not limited to, grade or academic progress; or
3. When the conduct has the purpose or effect of interfering with the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

The basic point to remember is that sexual harassment is unwanted, unsolicited, or

undesired attention of a sexual nature. Sexual harassment is a breach of the trusting relationship that normally exists between the employer-employee and/or the professor-student. Boundaries between the professional role and the personal relationship blur because the harasser introduces the personal element into what should be a sex - neutral situation. Sexual harassment can be exhibited verbally or physically. Examples of sexual harassment include: unwelcome sexual innuendoes, suggestive or insulting sounds, whistling in a suggestive manner, or humor and jokes about sex or (wo)men in general, implied or overt threats, and unwelcome patting, pinching, or touching.

Who Can be Sexually Harassed?

Both males and females can be victims of sexual harassment, and both males and females can be perpetrators of sexual harassment. Sexual harassment can occur between supervisor and employee; coworker and coworker; campus visitor and university employee; professor and student, and student and student.

What You Can Do If You Are Sexually Harassed

* Know your rights: Sexual harassment is illegal and university policy prohibits any university employee (faculty, staff, and student employees) or student from engaging in sexual harassment.
* Speak up at the time: Say "NO!" clearly, firmly, and without smiling. This is not the time to be polite or vague. By being quiet, you enable the harassment to continue. Speaking up can protect others from being victimized and may decrease your feelings of helplessness.
* Don't Blame Yourself: Sexual harassment is unwanted action that the harasser decides to take. It is not your fault.
* Don't Delay: If you delay action, the harassment is likely to continue. An employee or student may first pursue informal channels for resolving the situation. For instance, employees may initially want to discuss the situation with a Department Head or Personnel Officer. Students may first want to contact the appropriate Department Head or the Director of Student Services. Both employees and students have the option of contacting the appropriate Vice-President or the President. In all situations, the employee and student should be prepared to report the exact behavior and, if possible, the date(s) on which it occurred. If you are an observer of what you perceive to be sexual harassment, you can also take steps to stop this form of discrimination. You can:
* Speak Up: Inform the harasser that his/ her actions may be perceived as sexual harassment.
* Support the Victim: Provide comfort and assurances to the victim.
* Report the Incident: Talk to appropriate persons within the department or administration.

It is important for persons (victims and observers) to seek advice in determining if what they are experiencing is sexual harassment. Seeking advice can also provide information on how to keep what are initial overtures from developing into harassment. Oftentimes, persons may feel that they can handle the situation when in fact they cannot. It is helpful to the university to know if such activities are occurring. Reporting the incident whether one decides to file an official complaint or not, benefits the victim, the university, and future students or employees.

Safeguards For Parties Involved

Sexual harassment is a particularly sensitive issue that can affect any member of the university community. Prompt action will be taken on every complaint. Each reported

incident will be handled on a case by case basis to determine whether the alleged violation occurred and if appropriate disciplinary action is warranted. Disciplinary actions for violations may include the following: oral and/or written reprimand, reassignment, suspension, counseling, termination, or any combination thereof. Student offenders may be disciplined under the Standards of Conduct listed in The Enlightener. Confidentiality of all parties involved will be respected to the extent allowed by law. Complaint procedures are designed to ensure protection of the civil rights of all parties.

Where To Go For Help

* Academic Division Chairs
* Personnel Office - Donnan Administration Building, ext. 7005
* Director of Student Services - Student Center ext. 7123
* Vice-Presidents for Academics, Student Services, Graduate School, Business Affairs, Admission and Financial Planning, Development, or Denominational Relations
* Campus Minister, ext. 7016
* President, ext. 7018

This document includes materials from Sexual Harassment: A Guide for Faculty, Staff, and Students, published by the University of Tennessee.

XXII. **Heed to University Officials/Representatives**

University Officials/Representative may have reason to make an inquiry to any student at anytime. Whenever an inquiry is made, the student must immediately and properly give heed to the inquiry. Students who intentionally avoid gate checks, requests to stop their vehicles or participate in other actions that lead to avoiding University officials is prohibited and may result in a students loss of privilege to attend the University. Failure to provide truthful information to University Officials will result in disciplinary measures including the loss of privilege to attend.

XXIII. **Joint Responsibility for Infractions**

Students who act directly or indirectly in concert to violate university regulations have individual and joint responsibility for such violation, and such concerted acts are prohibited.

XXIV. **Repeated Violations**

Repeated violations of published rules or regulations of the university, which cumulatively indicate an unwillingness or inability to conform to standards of the University for Student Life, will be cause for more severe disciplinary actions including loss of residential privilege or loss of privilege to attend.

XXV. **School-Related Trips**

All of the above rules and regulations are in force from the beginning to the end of any and all school-related trips.

Students, whether on campus or off campus, must abide by all university policies and regulations at all times. The reputation of the university, as well as the individual student's ability to succeed, is at stake. Each student is to be aware, at all times, that attendance at North Greenville University is a privilege and not a right. Students identified with the university must demonstrate conduct that clearly fits into the Christ-Centered spirit of the institution.

STUDENT DISCIPLINE

University regulations provide guidelines for college life. A student is expected to display an attitude in which cooperation, good judgment, and good taste are standards of life at the university. Regulations are designed to protect the interests and well being of the student, his or her family, the university, and society. Disciplinary measures are designed to be corrective and beneficial to the educational development of the student. Students who withdraw must follow established procedure including clearances from Student Services, Academic Affairs, Registrar, Business Office, Financial Aid and Housing. **Any student who refuses to cooperate with university officials forfeits all rights as outlined in the Enlightener and may be removed from university property.**

Incident Reports will be issued primarily for students residing in the Residence Halls, but Incident Reports will be issued to any student or guest when the situation dictates. All students are expected to be knowledgeable of and respond properly concerning the information in the Enlightener.

DISCIPLINARY PROCEDURES

When a student is charged with violation of the foregoing conduct regulations, which involves the question of responsibility leading to withdrawal or suspension, the student's case shall be in keeping with the procedures outlined below:

1. The Director of Student Services shall investigate the alleged violation thoroughly. The investigation of any offense may include a polygraph test or other form of truth test should the Director of Student Services deem it necessary. If the use of truth testing is necessary, the student will be responsible for payment of the polygraph examination and any other charges that accompany the polygraph exam or other form of truth test unless exonerated.
2. The student will be asked to come for a conference with the Director of Student Services who will take appropriate action at that time.
3. The student who is determined to be culpable of a major offense must withdraw immediately or be suspended.
4. A student may appeal to a three member panel made up of the Vice-president for Student Services, Vice-President for Campus Ministries and Vice President for Academics action taken by the Director for Student Services only if the student feels the Director of Student Services has made an error in applying university policy or new information exists that could have bearing on the outcome of the incident. The student must appeal in writing within 24 hours. The written appeal must be given to the Director of Student Services.
5. The decision of the three member appeal panel shall be final.

DISCIPLINARY MEASURES

1. **Expulsion**: Permanent termination of student status. Students who are expelled are not allowed to return to the North Greenville campus or attend any activity or event sponsored by North Greenville University without written permission from the Director for Student Services.
2. **Disciplinary Suspension**: Students who have violated university regulations and policies in such a manner that it seems wise to sever their relationship with the

university or students who do not seem to fit into the purpose and ideals of the university are suspended for a designated period of time of not less than one full semester. Students who are suspended are not allowed to return to the North Greenville campus or attend any activity or event sponsored by North Greenville University without written permission from the Director for Student Services. Students must reapply to both Admissions and Student Services. A notation of this suspension is placed in their Student Services permanent record. Two suspensions result in a student's not being eligible to return for any subsequent semester.

3. **Disciplinary Withdrawal**: Students who are responsible for committing a major offense will withdraw from the university as previously agreed. A notation of the student's withdrawal will be placed in the Student Services permanent records. Students who withdraw for disciplinary reasons are not allowed to return to the North Greenville campus or attend any activity or event sponsored by North Greenville University without written permission from the Director for Student Services. Students under disciplinary withdrawal may not reapply until after at least one full semester has elapsed. Students must reapply to both Admissions and Student Services. Two disciplinary withdrawals result in a student's not being eligible to return for any subsequent semester.

4. **Forced Withdrawal**: Withdrawal from the academic course with which the offense occurred without credit for the course. A failing grade may be assigned.

5. **Disciplinary Probation**: A student on Disciplinary Probation is not in good standing with the university. Therefore, the student may not hold office in any organization or club, represent the university (choir, athletic teams, etc.), or receive any honors or recognitions. This may accompany other disciplinary measures.

6. **Resident Termination**: Termination of the privilege to live in Student Housing and other residence life benefits.

7. **Resident Probation**: Student is not in good standing as a resident student and may forfeit all resident privileges upon the next occurrence of any rule violation.

8. **General Probation**: A very serious disciplinary measure with possible restrictions.

9. **Disciplinary Warning**: Notice to the student in writing that continuation or repetition of the conduct found wrongful will be cause for more severe disciplinary action. Time limits may be imposed.

10. **Censure**: Written reprimand for violation of specific regulation.

11. **Restrictions:** Denial of privileges.

12. **Restricted Hours**: Required campus hours that are strictly enforced. Students may be restricted from leaving campus for certain periods of time or certain hours.

13. **Assignment Failure**: A grade of zero (0) for the assignment for which the offense occurred.

14. **Course Failure**: A grade of "F" for the course in which the offense occurred.

15. **Fine**: Monetary amount to be charged a student. Fines may be imposed in addition to other disciplinary measures. A listing of basic fines is available in the Office of Student Services. Fines may vary based on the offense and prior disciplinary action.

16. **Work Hours/Community Service**: Assignment to a campus work detail for a set number of work hours to be completed within a specific time period.

17. **Restitution**: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate compensation for damages or services to repair. This may accompany other disciplinary measures.

18. **Counseling**: Student is required to attend counseling sessions.

19. **Parent/Guardian notification**: Notification of or sessions with the parent or

guardian of the student. Parents or guardians may be notified of all disciplinary measures as a result of disciplinary action and will be notified in cases of probation, withdrawal, suspension, or expulsion from the university.

STUDENT SERVICE DEPARTMENTAL OBJECTIVES AND POLICIES

RESIDENTIAL LIVING

Residential Living Objective: Enhance student satisfaction with residential living.

REGULATIONS AND POLICIES FOR STUDENTS IN HOUSING AND RESIDENCE LIFE AND COMMUTING STUDENTS AS APPROPRIATE

It is expected that students living in Housing and Residence Life will cooperate with the Housing and Residence Life staff and with each other in maintaining a routine of living conducive to rest, study, relaxation, reasonable social interaction, and to wholesome university life. Living in residence is a privilege, and the university reserves the right to revoke this privilege whenever the actions of a resident are not conducive to good study habits, interferes with the rights of others, or are not in keeping with the purpose of the university. Also, a commuter student has the same responsibilities as the resident student where the same regulations and policies apply.

RESIDENCY REQUIREMENTS

I. Beginning with the Fall 2014 semester, all new, readmitted or continuing students (continuing students include any student living on campus for the Spring 2014 semester) are required to live on campus for a minimum of 8 consecutive regular (Fall/Spring) semesters. The following exemptions are allowed with the submission of a Housing Exemption Form and proper documentation.
   - Students who have completed eight (8) consecutive regular semesters in housing according to the 2014-15 Housing Policy and Contract.
   - Students over the age of 23 as of August 20, 2014.
   - Married Students. (Any student getting married during a particular semester must get married before the mid-term dateof the semester to be eligible for this exemption.) Students who are married are not allowed to live on campus.
   - Students living with immediate family or legal guardian are exempt from this requirement upon presentation of proper documentation. “Immediate Family” includes parents, adult sibling (over the age of 25), grandparents, or adult aunts and uncles. Legal guardian status must be verified by court order.

II. All incoming transfer students are initially exempt from the housing requirement with proper submission of a Housing Exemption Form. However, if a transfer student initially resides on campus, they must reside on campus until their NGU enrolled regular semesters and their full-time transfer regular semesters equal 8 regular semesters. Transfer students who initially live on campus can also meet the exemptions outlined in paragraph I. above in subsequent academic years.

III. Students who live with immediate family members may commute to North Greenville University from the following counties only: in South Carolina – Anderson, Greenville, Laurens, Pickens, and Spartanburg; in North Carolina –

Henderson and Polk. The Office of Student Services is responsible for the approval of any exceptions. The student seeking exception must place his or her appeal in writing to the Office of Student Services.

IV. All international students must live in the University's residential housing system. The only exceptions are international students living at home with parents (meeting the requirements listed in section III above) or living with a spouse.

V. No student may reside within five miles of the University unless residing at home with a legal parent, immediate family member or guardian.

VI. All students who sign the "Housing Contract" are bound to the terms of the contract as of August 1, 2014 whether or not they meet the requirements as outlined above.

VII. The continuing student shall pay the University a non-refundable fee of $50 upon submission of the housing contract. The new student is required to submit a $200.00 pre-enrollment deposit to the Office of Admissions. If the student pays by check and the check is returned by the student's bank, the student's application shall be held aside and not processed unless and until payment is made.

VIII. The contract becomes binding on **August 1st, 2014**, and the student shall pay the balance due as required by North Greenville University Business Office policies. If the student enrolls and fails to occupy the assigned room, full cost of the space and meal plan will nonetheless be due.

IX. Upon occupancy of the room, the student incurs the full cost of the semester's housing charges and full payment is due. After occupancy there are no refunds, full or prorated, for housing charges. Occupancy of the assigned room is established when a student officially checks into housing and receives a room key even if the student subsequently withdraws from the University

X. The term of this contract is based upon the general University calendar and is for one academic year (fall and spring semesters), commencing on the first day of the fall semester and terminating within twenty-four (24) hours of the student's final spring semester exam or upon the student's graduation but not including official recesses. The term of this contract for the student entering spring semester if for that semester only, commencing on the first day of spring semester and terminating within twenty-four (24) hours of the student's final exam or upon the student's graduation. Summer sessions will be based on the University calendar and in accordance with the particular session in which the student is registered.

XI. The University shall have the right to terminate this contract if the student fails to occupy the assigned space on or before the first day of the class and does not give proper notice of late arrival to the Office of Student Services and forfeits any reservation fee paid to hold said space.

XII. The University shall have the right to terminate this contract immediately upon the breach of any term of this contract by the student, specifically including violation of any University regulation by the student whether such regulation be now in effect or later enacted and publicized.

XIII. If a student enrolls for the spring semester, the contract is valid. Students that live on campus must be enrolled for at least 12 semester hours.

XIV. The student shall have the right to terminate the housing contract for non-enrollment, academic suspension, graduation, marriage (termination to occur no more than four weeks prior to the wedding date), or if the student is participating

in a school-sponsored internship more than 30 miles away from the University. Documentary evidence will be required by the University to show just cause for cancellation.

ALCOHOL ADVERTISING

Alcoholic beverage containers, empty or otherwise, or alcohol advertising signs are not permitted in residence halls.

APPLIANCES

The university is not responsible for appliances (including but not limited to DVD players, televisions, radios, hair dryers) that are damaged due to electrical mishaps, such as surges. Students use these at their own risk. Electrical overloads are not permitted. Drop/extension cords are not allowed in the resident halls. Only multi plug cords with surge protection may be used in the resident halls. Attention to safe use of all appliances is required at all times. Hot plates or any items with exposed heating elements are not allowed in the halls. No cooking is allowed that requires frying with grease. Microwaves must be used in a safe manner and only as designed. Microwaves must be kept clean at all times. Coffee makers must have automatic cut-off capability.

BICYCLES

Bicycles must be registered (registration is free through Campus Security). They may be stored in the resident's room provided the bicycles are free of dirt, mud and debris. The resident must also have their roommate's permission to store the bicycle in the room. In the event the above is not satisfied, bicycles may be stored in designated areas outside the men's and women's residence halls. Please see parking rules and regulation under Campus Security for more instructions concerning bicycles.

SKATEBOARDS

Skateboards, long boards, kick scooters and roller blades, etc are allowed on the North Greenville University campus with the following guidelines:

Skateboards, etc may not be ridden on brick-paver sidewalks, on painted or sealed sidewalk areas or other areas as posted. Skating is prohibited inside of all campus buildings.
Tricks or maneuvers that damage or destroy property on campus are strictly prohibited. Violators could be subject to disciplinary measures.

The right of way on any sidewalk and walkway always goes to the pedestrian. Riders should always use proper caution and respect for others while riding on campus. If riding in a roadway or parking lot riders should yield to any vehicle and use extreme caution in these areas.

BUILDINGS

Students are not allowed on the roofs of any building on campus.

CAMPUS-WIDE RESTRICTED HOURS

North Greenville University maintains a campus wide curfew beginning at midnight Sunday –Thursday and one am Friday and Saturday. All resident students will be in their room and all commuter students will be off campus after the designated curfew time. Students are not allowed to gather on campus, in campus buildings or in resident hall common areas after the designated curfew. Although students are highly

encouraged to remain on campus after curfew hours, any student may leave and return to campus at any time. When a resident student returns to campus after the above-mentioned curfew, they must sign-in with the Public Safety office or with a Student Services staff member. After signing in the student must go directly to their room.

COMMUNITY DAMAGE

Damage to the university community costs each student. All students must refrain from vandalism or damage of any kind to university property. When an individual(s) is responsible for intentional damage and goes unrecognized, then each recognized student must pay for the damage. For example: a broken chair in the lobby area of a housing unit. All occupants of that floor or that unit may be responsible for all cost. Charges for repairs will be assessed based on current cost. Other fines may be imposed.

COMMUNITY RESPECT

Taking part in or promoting class or group clashes, fights, or other disorder in the residence halls or elsewhere, and all hazing or other interference with individual liberty or with academic or other university functions, is strictly forbidden.

DAMAGES

The students who occupy the room, unless one student accepts responsibility for the damage, must pay for damage to furniture, walls, windows, or other property. The following guidelines are to be adhered to:

1. On cinder block walls or sheetrock walls, ONLY blue masking tape or 3m command type hangers may be used to hang pictures, posters, etc. Blue tape and 3m command type hangers must be carefully removed. **Double sided tape may not be used** in the residence halls.
2. On wooden paneled walls, ONLY thumbtacks may be used to hang pictures, posters, etc. Nails & screws of any size MAY NOT be used. 3m command type hangers may be used but must be carefully removed.
3. The following **MAY NOT** be used on any surface in a residence hall room: paint, **double sided tape**, duct tape, packing tape, contact paper, nails, screws, poster putty or glue.
4. No locks or lock system of any kind, type or description may be put on drawers, cabinets, closets or other university property at any time.
5. Self-adhesive stickers may not be put on any surfaces.
5. Furniture, walls, or other property may not be written on with any marking device for any reason.
6. Fines will be levied on anyone who commits an infraction. Fines will amount to at least $25.00 plus repair charges. Fines not paid in a timely manner will result in dismissal from the Residence Hall and could lead to dismissal from the university. The cost of damage to the buildings, in halls, porches, lounges, stairwells, or furnishings will be prorated, unless the offenders are known. There will be a $25.00 fine levied against damage to mini-blinds.

DRESS REGULATIONS

The primary objective of North Greenville University is to provide a learning environment that is Christ-centered and a place where "Christ Makes the Difference." The personal appearance of every student is an important component of establishing a Christ-centered environment where the objectives of the University can be attained. Students are expected to dress in the manner described below while on University property or representing the University.

The following minimum standards apply at NGU and will be vigorously enforced. The University reserves the right to make additions to these standards.

1. Student dress and grooming will be neat and clean.

2. No bare midriff or low-cut shirts or blouses will be permitted. No tank tops, spaghetti strap tops, halter-tops, vests without shirts or shirts with cut-out sleeves will be permitted. Tank tops/sleeveless shirts may be worn by themselves only when actually participating in an athletic/intramural event. Shirts must be worn at all times outside of the residence halls. Shoulder straps have to be a minimum of 3 inches wide. No see-through or mesh garments may be worn. Hats, sunglasses, hair curlers, skullies, or do-rags may not be worn inside any building except residential halls and the gymnasium. No clothing or jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols. Shorts may be worn; however, they must be properly fitted and in good taste and may not be shorter than mid-thigh. Skirts should fit and be in good taste and not be shorter than mid-thigh. Clothing worn under inappropriate length clothing to extend the length is prohibited. Clothing that inappropriately exposes body parts or underclothing is not permitted. Tight-fitting skirts, pants or other clothing is not permitted. Yoga, tight legging or jegging style pants are not permitted unless a shirt or covering that is mid-thigh in length is worn with them. Pajama type clothing is not allowed outside the residential halls. Trousers/slacks/shorts must be worn at waist level. Because of safety reasons, excessively baggy trousers and clothing are not permitted. Non-human colored hair is not permitted. Clothing may not drag on the floor. Extraneous articles hanging from clothing, such as chains or other articles, are considered inappropriate and will not be permitted. "Gothic" style clothing and/or make-up is not permitted.
3. Body/Facial jewelry is not permitted except on the earlobes. Students **may not** have any other body part pierced. Students are not allowed to wear "spacers" or clear rings or other items deemed inappropriate by Student Services. Male students who represent the University in an official capacity (such as choir, athletes, RA's, Coordinators, etc.) may not pierce their ears.

4. "**Special Event**" **Dress:** "Special Event" functions are cultural events, Sunday lunch in the dining hall, and other special occasions as determined by Student Services. "Special Event" dress is defined as the following: Men – neatly fitting and pressed trousers and, at a minimum, a collared polo style shirt; dress shirt and tie are preferable, and no sandals/flip flops will be permitted. Women – neatly fitting dress, skirt with a blouse, or pantsuit is acceptable. Dresses and skirts must not be shorter than mid thigh. No shower type flip-flops are permitted. Denim pants, athletic apparel, and shorts cannot be worn at "Special

Event" functions. Students not adhering to the "Special Event" dress policy will not be allowed to enter "Special Event" functions.

ENTRY/EXIT DOORS

For fire and safety reasons, entry/exit doors in all halls must be kept closed at all times. Doors must not ever be propped open.

FIREARMS, ETC.

No firearms (including BB, Pellet & Paintball Guns), fireworks, or explosives of any kind are to be in the residence halls or elsewhere on the campus. Use of flammable materials is prohibited. No open flame/burning of any kind is permitted.

FIRE SAFETY

There is a minimum $100.00 fine for tampering with fire extinguisher, fire alarms or any other fire safety equipment. Principles of fire prevention are enforced. Interior doors that are considered fire doors must remain closed at all times. Tampering with fire alarms, extinguishers or other safety features is a very serious offense and could lead to loss of privilege to attend the University.

FURNITURE

Furniture may not be moved from one room to another or outside. All lobby furniture must remain in place at all times. Cushions may not be removed at any time.

GENERAL PUBLIC

Outsiders who persist in making a nuisance of themselves in the university community will be barred from the campus. Students who live off campus may be denied the privilege of visiting in the Residence Halls for failure to abide by the university Residence Hall regulations.

Students may not invite non-university connected personnel including immediate family into the residence hall without special permission from the Coordinator.

HEALTH

If a student is diagnosed with AIDS, the student will be encouraged to be a commuter and allowed to continue in the academic program. The matter will be held in strict confidence and handled by the university counselor or medical staff.

IMMORAL MATERIAL:

No pornographic, lewd, vulgar, or provocative material in any form is allowed on campus. This includes but is not limited to: posters, magazines, Johnson T-shirts, audiotapes/discs, video tapes/discs and electronic data downloads from the Internet. Violations are a serious offense.

KEYS/CARD ACCESS:

Each resident is issued a key at the beginning of the semester. If a key is lost during the semester, it **MUST** be reported immediately to the Area Coordinator responsible for your residence hall and replaced by paying a fee of $25.00. If the originally issued key is not returned by the resident at the end of the semester, that resident will be billed $25.00 and disciplinary action may occur. Duplicate keys can be made only by the university maintenance department. Duplicate keys made by the student are a violation of policy. Students are to request a new key through the Office of Student Services. In the event of card access, losses of cards must be reported within 24 hours to Student Services and a replacement card will be issued. The cost is $25.00 or $35.00 for prox cards. The women's residence halls will be locked at all times. Access is by key or card

access. Alarms are set. Tampering with the Access system or alarms will result in fines and other disciplinary measures.

MEETINGS:

Meetings, parties, receptions, classes, or gatherings may not be scheduled in the residence halls without permission from the Residence Coordinator. Each group must clean, restore furniture to its original position, and empty trash and garbage bags before leaving. Failure to properly care for the meeting area will result in the loss of privilege for future use.

PERSONAL:

Any woman who is pregnant and wants to receive campus housing may be denied such a request by the Director of Student Services.

If such a situation is discovered during the course of the school year the student may be subject to termination of residence privilege.

PETS:

Aquarium fish are the only pets allowed in the residence halls. Tanks may be cleaned in designated areas only. Contents of tanks may not be disposed in sinks, toilets, showers, etc. (See your Coordinator for instruction on proper disposal). Tanks over 10 gallons are not allowed.

PUBLIC DISPLAYS:

Social standards are a matter of taste and cannot be legislated. Since, however, the welfare of the group depends upon the conduct of the person, certain standards are expected of North Greenville University students. Therefore, public displays of affection, such as a full embrace, a prolonged kiss, caressing, lying in another's lap, or lying together on the ground, are not acceptable and will result in disciplinary action. The university reserves the right to determine what constitutes a public display of affection.

QUIET/NOISE:

Quiet will be maintained in the residence halls at all times so that others may rest, study, and relax as individual needs dictate. Noise which disturbs neighbors in adjoining, connecting or adjacent rooms, will not be permitted, including loud talking, loud radios, televisions, and stereos. The quiet policy also applies in public areas and halls. Special times will be established to allow for socializing, community building, and to developing personal relationships with suite and hall mates. Consideration of others will always be the standard for Hall life.

RELOCATIONS/CONSOLIDATIONS:

The Residence Coordinator may move Residents from one room to another and from one hall to another in the residence halls when it seems advisable. Students who are in rooms by themselves will be consolidated with another student. When necessary, who moves will be determined by seniority based on date of the initial prepayment to enter the university. When available, students may request private rooms. However, students requesting private rooms must pay the entire cost associated with the room (i.e. double board charges will be charged to the student bill).

RESIDENCE HALL REGULATIONS

1. **HOURS**: The women's residence halls will be locked at all times. Access is by key or card access. Alarms are set. Residents are to be off campus following their last class

at the beginning of any holiday period. No vehicles are to be left on campus during breaks without written permission from Public Safety.

2. **GUESTS**: ***ALL GUESTS MUST REGISTER WITH PUBLIC SAFETY BEFORE COMING ON TO NORTH GREENVILLE UNIVERSITY PROPERTY***. Students may request in writing to have overnight guests and the request must be approved in advance by the Men's or Women's Residence Coordinator respectively. Forms are available. Student hosts will be responsible for their guests' behavior while on campus. Pre-approved guests may visit on Friday and /or Saturday nights only. Exceptions will be considered on a case-by-case basis. Roommates must approve of a guest's being in the room. Guests must be of university age and must permanently reside at least 60 miles from NGU. All university policies apply to guests. Students who violate this policy will be fined and disciplined.

3. **HALL CLOSINGS**: All students must vacate the residence hall when they have finished their last examination. Established room checkout/room clearance procedure must be followed. Exceptions to this are graduating students and marshals for commencement who are pre-approved by the Residence Coordinator to remain in halls. All students must vacate the residence halls during holidays and various breaks.

4. **HALL OPENING**: The residence halls open at announced times at the beginning of each semester and after holidays. Students may not return to the residence halls prior to the announced opening time.

5. **Holiday Closing**: All students are required to leave campus during fall break, spring break, all holiday breaks, and between semesters. Proper Checkout procedure must be followed. If students are required by the University to remain on campus during a holiday break they will be consolidated.

6. **ROOM/BOARD**: Students who live in university residence halls are required to pay board and take their meals in the university dining hall.

7. **ROOM CHANGES**: Residents may change rooms or roommates only with prior permission from the Men's or Women's Residence Coordinator respectively. Changing rooms/roommates without prior permission will result in disciplinary action. The required form must be completed.

8. **ROOM CHECKS**: Keeping an orderly, clean, neat room on a daily basis is one characteristic of maturity. Rooms must be neat and uncluttered at all times. Room checks by your Coordinator or other Student Services staff will be made on a weekly basis and spot checks will be made as needed. Semester schedules will be distributed. Guidelines for maintaining an orderly room will be issued to all residents. Students may forfeit their right to live in the residence hall for substandard room conditions. Other disciplinary measures may apply.

9. **ROOM CHECKOUT/CLEARANCE**: Students must follow proper room check-out/clearance procedure when vacating a room. Improper room check-out/clearance will result in at least a loss of damage deposit. The deposit must be reinstated to 100% before a student may return to the hall. Residents will forfeit their room damage deposit for rooms vacated and not left in a satisfactory manner. Additional fines may be assessed.

10. **ROOM ELIGIBILITY**: Resident students must take a minimum full time class load of twelve hours in order to remain in residence. Residents who attend for fall semester and return for the following spring semester must continue to reside in the hall unless otherwise approved.

11. **ROOM SECURITY**: Students are to respect the privacy of other residents by not entering another's room when that person is out. All residents should lock their rooms when they are out. The university **IS NOT** responsible for theft or damages. The university cannot supply safe deposit or offer secure facilities for maintaining valuables. Students are discouraged from bringing valuables or keeping sums of money in their rooms. The University strongly suggests that students purchase insurance for their personal belongings.

RESIDENT ASSISTANTS

The University employs students to serve as Resident Assistants (RA) in Housing and Residence Life and in the Student Center. It is the responsibility of these students to assist the Director of Student Services, the Residence Hall Coordinators, Assistant Coordinators, and the Coordinator of Student Activities in maintaining the proper atmosphere for rest, study, relaxation, recreation, and healthy living on campus. Resident Assistants are selected for their ability to communicate with others, their willingness to accept responsibility, and their desire to be helpful to others. The RA is a primary resource person in the residence halls and in the Student Center for information and assistance. Although not a disciplinarian, RA's are responsible for ensuring that all students abide by all policies. RA's will issue incident reports to students who are found to be in violation of university policies. RA's are employees of the university and must be treated with the same respect as any other employee.

ROOM SEARCH PROCEDURES

Student Services staff reserves the right to search any room or automobile at any time that such action is deemed to be in the best interests of the University in accordance with Search Procedures outlined below.

1. A resident of the room may be present during room search.
2. University officials must conduct room search.
3. If present, the resident should observe the opening of all drawers, suitcases, or other closed containers.
4. Anything that is prohibited by university rules shall be confiscated and turned over to the Director of Student Services. University officials will file a report in the Office of Student Services.
5. Students found to be in violation of university regulations shall be formally charged by the Director of Student Services or his representative.
6. Room inspections for orderliness, cleanliness and/or damages do not necessarily constitute a room search.

However, a resident's room, student's vehicle, student's personal belongings or the student may be searched when university officials have reason to believe a search is in order. Reasons to believe include searches to insure that all university policies are being observed at all times by students. Searches will include the opening of drawers, storage space, and other places where alcohol, drugs, tobacco products, pornographic materials, or other kinds of contraband or unauthorized materials might be hidden. The Student Services Staff will make periodic checks. The one inspecting may confiscate contraband that is openly visible and formal notice made of their findings by the Director of Student Services. Therefore, it can be used as evidence that might incriminate the student.

7. Any student may be searched physically by a university official.
8. The university reserves the right for a university official to enter any room at any time.

SOLICITATION

Sales or solicitations of any kind are not permitted in the residence halls without specific written permission from the Director of Student Services.

TRASH DISPOSAL

Trashcans are located in convenient places at the residence halls. No trash is to be swept into the hallways at any time. Clothes-drying racks may not be placed in the halls, walkways, or stairwells. Rugs may not be shaken or left in these areas.

VISITATION

Males and females are not allowed in the residence halls of their opposite sex for any reason other than school-sponsored visitation.

No lounge areas on campus may be used for dating, with the exception of the Student Center Lounges. The university policy on public displays of affection will be strictly enforced in these lounge areas. Students may not cross the curb areas enclosing the residence halls of the opposite sex. Men may drive up to the front of Howard Hall, Trustee or Self Hall only for the purpose of letting a woman out. The man must leave immediately. Women must let men out only in front of Bruce Hall or along the curb from the gate to Bruce Hall. Women are not allowed to drive behind Bruce to the unit areas. The university does not permit open visitation. Females cannot go past the entrance walls at Crusader Court. Males must be dropped off and picked up in the entrance area. Persons of the opposite sex are allowed only to drop off and pick up students in the drive-ways of any house. Students must immediately get out off the car when being dropped off at any house. Students of the opposite sex must not sit in any parked car anywhere on campus. When being dropped off at the resident halls or houses the person being dropped off must exit the car in a timely manner.

The Office of Student Services may issue Additional regulations or clarification of regulations. Fines may be adjusted and additional penalties imposed.

North Greenville University
2014 – 2015 Parking Regulations

We are grateful that God continues to bless North Greenville University. We are continuing to grow and are having another record enrollment this year. However, with a growing population comes an increased responsibility to follow the parking regulations. These regulations are enforced for your safety and the safety of others.

Changes and Reminders to Parking Regulations

1. **Due to construction and policy changes at North Greenville University, North Greenville University Campus Security reserves the right to change or add to these Parking Regulations to better accommodate parking and traffic for students, faculty, staff and visitors at any time. Proper e-mail and other notices will be made before these changes take affect.**
2. **IMPORTANT NOTICE! North Greenville University Parking Permits are purchased on-line. Permits are no longer purchased through NGU Campus**

Security. The University and NGU Campus Security are implementing a new on-line method for students to purchase their NGU Parking Permit. All Parking Permits must be purchased on-line. The Rydin PermitExpress™ is being installed and will be found on the Student Portal when the installation is complete. The on-line NGU Permit purchasing system will be available in July, 2014. Instructions will be e-mailed to all students by NGU Campus Security when the Rydin PermitExpress™ is ready. After you register your vehicle and pay your permit fee, your permit will be mailed to you within 48 hours.

3. **NOTICE: The Parking Permit Fee is currently $50.00. (See Permit Regulations #2) However, starting on September 1, 2014, the Parking Permit Fee will be $65.00**
4. There is a minimum charge of $25.00 for a No Permit Ticket.
5. If the student is under 21 years of age at the time of obtaining a parking permit, the student must discuss with a parent or a legal guardian of the student the parking regulations for the North Greenville University Campus. With the new on-line Rydin PermitExpress™, there is a place to acknowledge that the student has read the regulations and that the student, agrees to obey the parking regulations and pay any fines that you, the student, may receive for violating any regulations. A NGU Parking Permit cannot be purchased unless the student marks this acknowledgement agreeing to the NGU Parking Regulations
6. Parking at Tigerville Baptist Church is for Commuter and Commuter Housing permits only. (See Parking Regulation number 10)
7. Bicycles must be registered and the regulations followed. (See Bicycle Regulations)
8. The Appeals process for tickets has been modified this year. (See Appealing a North Greenville University Parking/Traffic Tickets)
9. No student parking in front of Einsteins/Runion and Ameris Bank.
10. The new parking area behind the old parking lot directly behind Runion has been added and is open to students from 7:00AM until 5:00PM. The old parking lot directly behind Runion and Ole Studio at 414 is for customers of Einsteins and any other business established in the Runion Building, employees of Einstein and any other business established in the Runion Building, Faculty and Staff of North Greenville University. Students parked in this area at any time will be ticketed. There will be a sign stating that after 5:00PM students will be ticketed for parking in the new parking lot. It will be open to theatre and art majors and commuters. After 5:00PM, the parking lot will be open to patrons of the Billingsley Theatre.
11. **NO OVERNIGHT PARKING IN COMMUTER AND FACULTY/STAFF PARKING SPACES.** After curfew, 12 midnight Sunday through Thursday night and 1:00AM Friday and Saturday nights, any car left in these lots will be ticketed. Repeat offenders will be subject to being booted.

REMINDER: These rules are set in place to conserve parking spaces and to allow everything on this campus to be done "decently and in order" (1 Cor. 14:40).

North Greenville University's Security Officer's Authority

North Greenville University Security officers enforce all State laws, including all traffic laws. NGU Security officers also enforce North Greenville University rules and regulations. North

Greenville Security Officers are the on-site law enforcement authority and should be treated accordingly. Under the laws of the State of South Carolina, North Greenville Security Officers are authorized to issue State Uniform Traffic Citations. This will require a person who has been issued a State Uniform Traffic Citation to appear before a Magistrate Judge. The NGU security office also assists Tigerville Fire Department upon request.

Parking & Driving Regulations

Parking Regulations

1. Students are responsible for where their cars are parked. If their vehicle is lent to another person, the owner of the vehicle assumes all responsibility for compliance with the parking regulations.
2. Resident students **cannot** drive to classes, meals, or activities. Their vehicle should remain in their assigned parking lots while they are on campus. Commuter students should allow significant time to arrive on campus and find proper parking before class. Resident students should not drive to home football games and/or other University Campus sports activities or games.
3. Students are to park in designated parking areas for their specific permit. The designated areas are as follows: M (Male) permits are to park in Bruce and Tuttle Overflow Parking lots and the white lined spaces in front of Jr. Howard, Hartness, Cline, and Anthony, behind Bruce Hall and at Maintenance, white lined spaces only; F (Female) permits are assigned to park in Tuttle Overflow, the white lined parking spaces in front of Junior Howard, Hartness, Kline, Anthony, gravel lot around Cooper, Roberson Resident Hall, in front of Self, Trustee, Horton/Tingle and Emory Resident Halls; C (Commuter), CH (Commuter Housing), FC (Fairview Campus) and PC (Pleasantburg Campus) permits are assigned to Hayes Ministry Center, AV Wood/Library, Tigerville Baptist Church, McCormick House gravel lot, the back parking lot behind the Runion Building the upper gravel lot in front of Runion or other designate overflow parking noted in these Regulations; permits for specific houses are to be at that house only: CC permits are only to park at Crusader Court, the Brashier/Younts parking lot or facing 414 in the Emory, Trustee, Self, Horton/Tingle Residence Hall parking lot; BA permits are to park at Brashier, Vandiver, Martin Parking or the Self, Trustee, Emery, Horton-Tingle Parking Lot; MW permits are for male students assigned to walking Residence Halls, i.e. Yearwood Duplex Residence Hall students need to leave their vehicle parked at the Yearwood Duplex Residence Hall; McKinney House students need to leave their vehicle parked at McKinney House and those assigned to Residence Halls on Foster Circle must park their vehicles at Foster Circle; A permits (Auxiliary Housing Chinquipin 4, 8, 12, 14 and 100) are to remain parking at their house or the first eight (8) spaces on the left side of the road going up to the Tingle Student Center from Chinquipin Road. (Note: These spaces are signed for Auxiliary Housing.).
4. There is no Commuter (C) or Commuter Housing (CH) permitted vehicles allowed to park in the Younts/Brashier Parking Lot
5. If you, the student change your housing assignment during the course of the school year, come to and inform Campus Security. If the change in housing assignment changes your parking permit assignment, you will be given a correct

parking permit to correspond to your new housing assignment at no additional charge, provided you purchased your original permit in accordance with Parking Regulations.

6. All parking on campus is marked. If a place is not marked, it is not a parking space and therefore subject to ticketing. The following is the color codes for parking lines on campus.
    a. **White Lines:** student parking
    b. **Yellow Lines:** faculty/staff parking
    c. **Blue Lines:** State issued handicapped parking permit only
    d. **Red Lines and curbing**: fire lane zones-no parking
7. There are times when special visitors are on campus for special events. Traffic cones are put out to reserve spaces for them. **Do Not Remove These Cones.**
8. There are areas of construction on Campus, and Campus Security may block traffic and/or parking in the construction areas at any time.
9. **The parking on Boulevard Avenue off Chinquipin Road** going up to the Tingle Student Center is mostly designated parking for Faculty and Staff; therefore the lines are painted yellow. The first eight (8) spaces going up on the left are designated and signed for Auxiliary Housing with an A parking permit. The Auxiliary Houses are Chinquipin Houses 4, 8, 12, 14 and 100. Also, the first nine (9) spaces on the right going up are signed for student parking. This parking is designed for students to park to go the Post Office, the NGU Bookstore, and the '68-'69 Grill, BSU or Student Services. Students should limit themselves to parking for one (1) hour or less. This parking area is not designated for all day or class parking.
10. **Parking at Tigerville Baptist Church:** The members of Tigerville Baptist Church are gracious in allowing students of North Greenville University to use the church's parking lot. Students are to park in lined spaces, not on grass or blocking traffic flow or entrance into the buildings. Parking at Tigerville Baptist is for Commuter and Commuter Housing parking only. The church has also voted to allow NGU Campus Security to enforce NGU rules and South Carolina State Laws on Tigerville Baptist Church property.
11. **The Brashier/Younts Fitness Center Parking Lot:** Due to the new Georgia and Marshall Men's Residence Halls opening up, this parking lot is now for BA and CC permitted vehicles only. There is No Commuter, Commuter Housing or other student parking in this lot. Male parking behind Brashier Apartments, to either side Younts side of Brashier Apartments, between Brashier and Vandiver Residence Hall and in front of Martin Residence Hall is strictly prohibited.
12. Vehicles parked facing the wrong way on a one way road/street are illegally parked and subject to ticketing.

General Traffic Flow/Driving and Parking Directions for Specific Areas

Notice: The NGU Campus grounds have been beautified. The grounds have undergone major changes, which has altered parking and driving on Campus. There are construction projects and grounds projects that are continuing to take place on campus. As necessary, changes, both permanent and temporary, in the NGU Parking Regulations will be made and e-mail notices will be sent out. Also, as "Special Events" occur on campus that alters parking and traffic flow, e-

mail notices will be sent out.

Note! Campus Security and North Greenville University have made an extensive effort to paint traffic flow arrows and put up traffic signs. Please observe and obey them. This will make traffic flow safer and give you a more pleasant driving experience.

6. **Donnan Boulevard** is the main entrance from Highway 414 onto campus. The Donnan entrance is also an exit from the back of Hayes Ministry onto Donnan. This part of Donnan Blvd is TWO WAY traffic. The right turn from Donnan to behind Hayes is now an exit from the back of Hayes Ministry onto Donnan Blvd to exit the campus. Do not turn right from Donnan Blvd. to drive behind Hayes Ministry.
7. **Parking Behind Hayes Ministry:** To park behind Hayes Ministry Center, go past The Hayes Ministry Center. Turn Right into the parking lot between The Hayes Ministry Center and the Library. Drive down to the STOP sign; turn right traveling behind The Hayes Ministry Center. The parking lot behind Hayes is ONE WAY toward Donnan Blvd. Part of Donnan Blvd is now an exit from campus onto Highway 414. The beginning of the two way traffic starts at the exit out of the back of Hayes Ministry parking lot to the bottom of Donnan Blvd. to Highway 414.
8. **Donnan/Turner Chapel Parking Lot:** This is the parking area in front of Hamlin/Fine Arts and Turner buildings. These spaces are for guest, faculty, and staff only. This regulation is enforced 24 hours a day and 7 days a week. No student parking in this area. Do not park in the parking space reserved for the President of the University.
9. **Exit from the Crain Science Parking Lots by the Student Center onto Chinquapin:** This road is two-way traffic to and from the parking lots at Crain Science, in front of Todd Dining and the parking area in front of the Student Center field. From Curfew until 5:31PM, these parking spaces are for guest, faculty, and staff only. Students can park in faculty parking (yellow lined spaces) at Student Center Parking, Crain Science Parking and Craft/Hemphill Parking between the hours of 5:31PM and 12AM (Midnight) Monday through Thursday and from Friday evening at 5:31PM until Monday morning at 1:00AM. After 12AM (Midnight), vehicles in these areas will be subject to being ticketed.
10. **Crain Science:** The parking lot in front of Crain Science has been expanded. This larger lot is for faculty and staff. Students can park in faculty/staff parking (yellow lined spaces) at Crain Science, between the hours of 5:31PM and 12AM (Midnight) Monday through Thursday and from Friday evening at 5:31PM until Monday morning at 1:00AM. After 12AM (Midnight), vehicles in these areas will be subject to being ticketed.
11. **Craft/Hemphill Christian Worldview Center:** There is new parking around the Craft/Hemphill Center. The parking in this area is for Faculty, Staff and Visitors. Students can park in faculty parking (yellow lined spaces) at Craft/Hemphill Center, between the hours of 5:31PM and 12AM (Midnight) Monday through Thursday and from Friday evening at 5:31PM until Monday morning at 1:00AM. After 12AM (Midnight), vehicles in these areas will be subject to being ticketed.
12. **Exit from Taylors onto Highway 414:** Most of Taylors Street is ONE WAY. The ONE WAY is going down the hill to Hwy. 414. The ONE WAY starts at the Campus Security Office going down past Bruce Resident Hall, the Gym, Neves,

the Tennis Courts, Foster Education, Robinson and the Parking lot for Self, Trustee, Emory and Horton-Tingle. At the entrance to the Younts, Brashier, and Vandiver Parking lot, Taylors Street becomes a TWO-WAY road. Vehicles can exit from or enter onto Highway 414.

13. **Parking in the gravel lot (upper parking lot) in front of Runion:** The upper parking lot is now for Commuter and Commuter Housing parking. Parking on the grass is prohibited.
14. Commuter and Commuter Housing overflow parking is in the Emery-Horton/Tingle Parking Lot, the Billingsley Theater Parking Lot located behind Runion and the gravel lot next to the McCormick House.

Driving Regulations

- **The speed limit on campus is 15 mph.** This speed limit is strictly enforced. Signs are posted. **<u>The speed limit is radar enforced.</u>**
- Obey all traffic signs.
- Obey the traffic laws of South Carolina.
- Watch for and yield to pedestrians.
- Do not drive on the Maintenance Road, i.e. the road that goes past the Maintenance Shop to Crusader Court
- Obey directions and instructions of Campus Security Officers.

Permit Regulations

1. Residential, commuter, and other University student vehicles, including Graduate School students and College of Professional Studies, must be registered with Campus Security and each vehicle that you drive to/on campus must have a parking permit purchased for it. Students taking only On-Line classes are excluded from the purchasing a permit requirement. Permits must be displayed by the fifth day of class.
2. Permits are sold during both semesters. Permits may be purchased for a cost of $50.00. **Notice: The NGU Parking Permit fee increases from $50.00 to $65.00 on September 1, 2014. Any NGU Parking Permit purchased after August 31, 2014 will cost $65.00.**
3. **Permits are now purchased on-line through the student portal using the Rydin™ PermitExpress.**
4. **Accurate, truthful information** is required concerning information you input into the Rydin™ PermitExpress system. Giving false or incorrect information, whether intentional or unintentional, could result in the suspension of on your campus driving and parking privileges or other penalties. **Also,** giving false/incorrect information violates your *Enlightener* agreement and the consequences listed in the *Enlightener* will be enforced by Student Services.
5. Beginning at 8:00 AM on the fifth day of classes, vehicles without current permits will be ticketed each day until a permit is purchased. **On or after the third (3rd) ticket issued for no permit on a vehicle, that vehicle will be subject to being booted.** Permits must be properly displayed on the vehicle anytime the vehicle is parked on campus. (See Permit Regulation number 7 for placement.) The permit is valid only for the academic year it is purchased.
6. **There is a mandatory minimum charge of $25.00 for a No Permit Ticket.**

7. **All NGU student permits are annual, excluding Dual Enrollment Permits;** no semester permits will be sold. If two or more persons from a same family are purchasing permits, the first permit is $50.00, $65.00 after September 1, 2014, and the second permit and each additional permit is $10.00 each.
8. Proof of driver's license, insurance, and registration card are required to register a vehicle at North Greenville University. Vehicles without current license tags and insurance will not be allowed on campus.
9. Regular parking permits must be placed on the outside of the windows of the vehicle. **The Administration of the University has determined that all Parking Permits must be adhered to the window as the stickers were designed to be placed on the window.** There are two (2) stickers to be placed on the vehicle. These permits have the same permit number and are for the same vehicle. One permit is to be placed on the lower left corner, i.e. driver's side, of the front windshield and the other permit is placed in the lower left corner, i.e. driver's side, of the rear window immediately upon purchase. If the permits have been purchased but are not displayed in accordance with this regulation, the vehicle is still subject to being ticketed. The "no permit" fine of $65.00 will be placed upon the students account.
10. Campus Security Office hours for permit problems or change of permit is between 8:00 AM and 2:00 PM Monday through Thursday and between 8:00 AM and 11:00 AM on Friday.
11. If a student has two different vehicles, a separate permit must be purchased for each vehicle. The cost for the first permit is $50.00, $65.00 after August 31, 2014; the cost for the second permit is $10.00.
12. Dual Enrollment Students must obtain a Dual Enrollment Permit. The cost of the permit is added to the student's Dual Enrollment bill. The same credentials required for a standard NGU student permit are required for a dual enrollment permit, i.e. driver's license, vehicle registration and proof of insurance. Dual Enrollment permits are for Dual Enrollment students only. If a dual Enrollment student has other family member(s) that are full time or part time student(s), they cannot share the Dual Enrollment student's permit. Full and part time students must purchase a permit for their vehicle in accordance with NGU Parking Regulations.
13. Students that have leased vehicles that are used as their permanent transportation must register their vehicle and purchase a parking permit. This permit must be displayed. On leased vehicles only, with permission from the University Administration, a lessee can place the permits on the inside of the windows of the vehicle. Permission must be granted by the administration in writing with a copy registered in Campus Security. Complete instructions for placement and mounting of the permit will be given at the time the letter granting permission for different placement is received in Campus Security.
14. For all non-registered temporary-use vehicles, temporary permits must be obtained from Campus Security immediately upon arrival at the North Greenville University campus. This includes, but is not limited to: another family member's vehicle, rental vehicles, and loaner vehicles. Temporary permits must be displayed on the rearview mirror of your vehicle. If the vehicle does not have a rear view mirror, the permit must be placed on the driver's side dash board.
15. A student vehicle with the North Greenville "NU" state license plate is required to

register their vehicle with Campus Security at the beginning of the semester. The student will receive a free parking permit for a vehicle with a "NU" state license plate. Proof of "NU" license plate for vehicle is required. Faculty and staff with the North Greenville "NU" state license plate must obtain a faculty/staff permit from Campus Security. The North Greenville "NU" license plate does not give the owner of the vehicle permission to park in faculty parking. These plates will also receive their parking permit free; however, the vehicle must be registered with the NGU security office.

16. Temporary medical permits are available for documented needs. Documentation must come in the form of a prescription from your doctor or a note from the school nurse Kathy Bailey, Dr. John Strange or the Head Athletic Trainer. These are temporary permits for the duration of the medical need as stated in the prescription. These medical permits allow parking in any legal space except State Mandated Handicapped spaces (blue lined spaces), reserved spaces, Dr. Epting's parking space and Guest spaces.
17. All newly purchased vehicles; that is, vehicles purchased during the school year, must be registered and a parking permit purchased to drive on campus.
18. Permits are not to be transferred from vehicle to vehicle. Permits are only valid for the vehicle on file. Swapping or sharing permits can result in the loss of driving privileges by Campus Security.
19. Motorcycles, scooters and mopeds are classified as vehicles and require the purchase of a NGU Parking Permit.

Towing Vehicles

The University reserves the right to have a vehicle towed; this includes but is not limited to circumstances of repeat or severe violation(s), constitutes a serious hazard, impedes traffic or operations, fire lane violation and abandonment. The owner of the vehicle is responsible to the towing company for any and all costs/charges related to towing and impounding of the vehicle. Abandoned vehicles will be towed in accordance with state law. The university is in no way liable for any damages or costs.

Bicycles

Bicycles, there ownership and operation, are governed by the laws of the State of South Carolina. North Greenville University allows students to possess and operate bicycles on Campus with the following conditions:

1. All bicycles must be registered with Campus Security. The Permit is **FREE.** Come to Campus Security and bring a description of your bicycle and they will give you a permit sticker to place on your bicycle.
2. The bicycle may be stored in the resident's room provided the bicycles are free of dirt, mud and debris. The resident must also have their roommate's permission to store the bicycle in the room. In the event the above is not satisfied, bicycles may be stored in designated areas outside the men's and women's residence halls.
3. The bicycle must be parked in bike racks while on campus. Do not park or chain your bicycle to a door, light pole, in the shrubby, blocking an entrance or other such place that hinders movement of people or damages University property.
4. When riding your bicycle, be courteous and respectful of others, especially

pedestrians, by moving out of their way.

5. Be aware of moving vehicles; do not dart in front of the vehicle, especially from between other vehicles, behind trees or other obstacles.
6. North Greenville University enforces the bicycle traffic laws of the state of South Carolina (Section 16-13-80; section 16-21-70; Section 56-5-150; 56-5-160; Section 56-5-710; Section 56-5-3230; Section 56-5-3430; 56-5-3490 etc.) Note: Section 56-7-10 states that State Uniform Traffic Citations, i.e. Blue Tickets, can be written for bicycle violations.

Penalties and Paying Fines

Note: <u>All tickets written are valid tickets.</u>

1. **All fines must be paid within 14 days of receiving the ticket. If Campus Security is not contacted within 14 days from the issuance of the ticket, the ticket stands as written. The contact must be documented in writing by the student at the security office. Your documentation is signing the Court Docket to appear in Traffic Court. The Docket is located in the Campus Security Office. The Campus Security Office must have a copy of the documentation of your contact with the Campus Security Office. After 14 days, there is no appeal or reduction of the fine. The fine, as written on the ticket, will be strictly enforced. After 5 days the names of those students with outstanding tickets will be turned over to Student Services for contact concerning the ticket and the payment of the ticket.**
2. All Parking Fines are paid on-line at the Student Portal.
3. Any vehicle not having a permanent or temporary pass will be treated as a non-registered vehicle and will be ticketed and possibly "booted."
4. Vehicles with more than two unpaid tickets may be "booted" without notice on the third offense. North Greenville University Campus Security will, without notice, boot a vehicle under exigent circumstances.
5. Vehicles will be "booted" or towed without notice if parked in any driveways or entrances.
6. If a car is "booted," a charge of $65.00 will be assessed. This is in addition to the regular fine. "Boot" fines must be paid before the "boot" is removed.
7. If a boot is tampered with or removed by anyone except a North Greenville Security Officer, there is a $600.00 fine.
8. No student who is delinquent in paying a traffic fine will be permitted to represent the University in any official or assigned capacity. This includes, but is not limited to, athletics, organizations and club participation. Tickets are considered delinquent after 14 days.
9. Student Services will be notified concerning any disciplinary action concerning any student.
10. No student will receive their exam pass if they are delinquent in paying their parking or traffic fines.

Appealing an NGU Parking/Traffic Ticket

Appeals to any traffic violation may be made to Sergeant Danny Green, The Sergeant over Parking and Traffic, or his designee. The appeal must be made within fourteen (14) days of the issuance of the ticket. If after five (5) days, the student has not paid the fine or contacted Staff Sergeant Danny Green, Students Services will be notified concerning the delinquent ticket. Student Services will contact the student, reminding them of the delinquent ticket.

Reminder: The tickets written by North Greenville University Security Officers are legitimate tickets. Tickets are written for valid offenses.

1. **STUDENT, FACULTY OR STAFF PERSON CAN APPEAL A TICKET TO OFFICER LYNNE GOSNELL.** This is the first appeal and is done on-line. Officer Gosnell will make her determination concerning the ticket and fine. Staff Sergeant Green can arrange an alternative means of restitution for those who are having verified financial difficulties. A good attitude will help with determination of alternative means of restitution. Staff Sergeant Danny Green can be normally contacted Monday through Friday between the hours of 9AM and 2PM at Campus Security.

2. **STUDENT CAN REQUEST A HIGHER APPEALS COURT**: If the appeal with the Sergeant over Parking and Traffic, Staff Sergeant Danny Green, is denied or if the student is not satisfied with the reduction and/or arrangements, the student can appeal to the NGU Traffic Court. Campus Security has established a rotating group of faculty and staff to function as judges and adjudicate the cases that come before it. The Student and The Sergeant over Parking and Traffic, Staff Sergeant Danny Green, will make statements and present evidence. Prior ticket history can and will be presented at the trial. If a student cannot be present for court, the student may fill out an *Absentee Form* to be presented to the court. The *Absentee Form* is located in the Docket Book at Campus Security.

NGU TRAFFIC COURT TIME AND PLACE: NGU Traffic Court will be in session starting the third Tuesday from the beginning of the classes in the semester. Court will meet every Tuesday until the last Tuesday before exams. The Court will begin session at 11AM and end session at 1PM. Students may sign-up for NGU Traffic Court at the Campus Security Office or come and sign-in at any time during the session. If the time expires for the session, the student will be placed at the top of the docket for the next court session. The NGU Traffic Court will hold court sessions in the Ferro Conference Room in the Student Center**.** If the venue for court changes, Campus Security will send a student body e-mail notification and/or signs will be posted in the Fero Conference Room as to the alternate meeting location.

AGREEMENT TO WORK OFF A FINE: If an agreement is made in Traffic Court with the Court to work off the fine, a student has 3 business days to contact the department they are assigned to work. The student has fourteen (14) days to complete the hours required to work off the fine from the day of contacting the assigned department.

AGREEMENT TO PAY FINE, WHETHER REDUCED OR FINE REMAINS THE SAME: Student must pay the fine within ten (10) days of the NGU Court date when the ticket was adjudicated. Payment is made on-line.

The findings and judgments of The NGU Traffic Court Judge are final.

There is no further appeal.

Fines for Violations of North Greenville University Regulations

A	**PARKING OUT OF ASSIGNED SPACE OR OVERNIGHT PARKING-ALL VEHICLES AND BICYCLES**	20.00
B	**FAILURE TO PRESENT IDENTIFICATION, DRIVER'S LICENSE, REGISTRATION, PROOF OF INSURANCE**	20.00
C	**PARKED OR DRIVING ON SIDE WALKS, CURBS OR GRASS, BLOCKING ENTRANCE TO BUILDING OR DORM**	20.00
D	**UNAUTHORIZED USE OF HANDICAPPED STATE MANDIDATED PARKING SPACE**	50.00
E	**NO OR EXPIRED NGU PARKING PERMIT OR PERMIT IMPROPERLY DISPLAY** **NOTICE: THE FINE FOR THIS TICKET WILL CHANGE WILL CHANGE ON SEPTEMBER 1, 2014 - $65.00.**	50.00 After August 31, 2014-65.00
F	**USING OR SHARING ANOTHER VEHICLE'S PERMIT/ USING A COUNTERFEIT PERMIT**	50.00
G	**SPEEDING: 1-18 MILES PER HOUR OVER THE LIMIT**	50.00
H	**SPEEDING: 19 OR MORE MILES PER HOUR OVER THE LIMIT**	85.00
I	**RECKLESS DRIVING AND/OR DRIVING TOO FAST FOR CONDITIONS**	35.00
J	**FAILURE TO OBEY TRAFFIC SIGNS**	25.00
K	**FAILURE TO YIELD RIGHT OF WAY**	20.00
L	**DRIVING WRONG WAY ENTERING WRONG WAY**	30.00
M	**FAILURE TO GIVE PROPER SIGNAL; SIGNALING EQUIPMENT NOT FUNCTIONING**	15.00
N	**FAILURE TO WEAR A SEAT BELT**	15.00
O	**FIRE LANE VIOLATION**	100.00
P	**FAILURE TO OBEY CAMPUS SECURITY OFFICER OR SCHOOL OFFICIAL**	50.00
Q	**BOOT REMOVAL FEE**	65.00
R	**REMOVING A TRAFFIC CONE OR SIGN**	20.00
S	**DUMPING TRASH/LITTERING**	20.00
	NOTE: ANY VIOLATION THAT BREAKS STATE LAW IS	

	SUBJECT TO STATE UNIFORM TRAFFIC CITATION AND APPEARANCE BEFORE MAGISTRATE JUDGE	

Fines for <u>State Uniform Traffic Citations</u> are set by the State of South Carolina.

State Code	**Violation** Updated July 30, 2010	**Recommend Roadside Bond**
56-1 -190	Driver's License not in possession while operating a vehicle	$155.00
16 11-700	Dumping trash on highway or private property	$470.00
56 –1 -510	Possession of an altered or fake Driver's License or Identification Card	$155.00
56-1-515	Use of an altered, fake or another person's Driver's License or Identification Card	$155.00
56-1- 286	Under 21 with alcohol – zero tolerance	$262.50
16 -17-500	Minor in possession of tobacco	$25.00
44-53-370	Disobedience to authorized person directing traffic	$155.00
16 -11 760	Parking on private property without permission	Set By Judge
16 -17-420	Disturbing schools	Arrest
16-11-620	Trespassing-entering premises	$250.00
56-5-6520	Seat belt-not wearing a seat belt seat belt while driving	$25.00
56-5-2920	Reckless driving	
56-5-1520A	Driving too fast for conditions	$155.00
56-10-225 A	Insurance-no proof of insurance in the vehicle	$155.00
56-3-1250	Registration cards not in possession	$155.00
56-5-750 A	Failure to stop motor vehicle when signaled by law enforcement vehicle	$237.50
56-3-1970	Parking in a handicapped parking space without proper permit	$750.00
56-5-2360	Failure to yield to emergency	237.50
56-5-3260	Pedestrian yield to authorized emergency vehicles	$155.00
44-53-391	Possession of Drug Paraphernalia	$500.00

56-5-1240	Hit and Run with Property Damage (Unattended Vehicle)	$155.00
16-17-725	False Information to Law Enforcement	$250.00
56-5-1930	Following too Closely	$155.00
56-5-2530 Ref. 503.4	Fire Lane Violation	$450.00
16-17-530	Disorderly Conduct	$257.50

Important Notice: Students must pay all parking fines before they will be able to take their final exams.

Note: Parking regulations may be changed at any time to comply with State or Federal Law, or changed for construction purposes. – There will be an E-Mail notification sent to all students of any changes to the parking regulations.

Revised June 20, 2014

WORK STUDY STUDENTS/STUDENT ASSISTANTS

The University employs a number of students through the work-study program. When in the performance of their assigned duties, these students are working in the capacity of student employees and must be treated with the same respect as other employees.

STUDENT ACTIVITIES OBJECTIVE: To strengthen involvement in student activities.

INTRAMURAL SPORTS

The Student Service Office sponsors recreational sports for all students. Football, volleyball, basketball, softball, swimming, and tennis are the major sports provided in this program

STUDENT INTRAMURAL ACTIVITIES OBJECTIVES

Strengthen involvement in student Intramural sports.

HEALTH SERVICES

The University employs a full-time medical staff that provides health services through the Tuttle Clinic. Students needing medical assistance can go to the clinic during posted

clinic hours. If a student feels they are too sick to visit the clinic, the student must call Student Services at 7121 and Student Services will assist them in getting immediate medical attention. During the evening hours and on weekends, students need to call Public Safety and they will contact Student Services. Students must pay a $20 per semester fee in order to see the doctor.

HEALTH SERVICES OBJECTIVE: Provide professional and confidential care concerning health issues.

HEALTH CENTER POLICIES

All students must have a completed health form on file in Tuttle Clinic.

Students with incomplete or nonexistent files will be denied final registration or class attendance.

1. All students must provide documentation of second MMR, an updated DT(tetanus), and a TB skin test.
2. The student is required to complete and return the health form. If a student has any health problems, the student must have an interview with the medical staff to plan the student's health care.
3. Students are to observe the Health Center hours, but emergencies are to be reported immediately. Parents/guardians of students who are deemed to need care and refuse such may be notified immediately by the university.
4. Any illness should be reported to the university medical staff prior to the students' classes that day. If illnesses occur during the day, the student must report to the clinic immediately in order for the staff to evaluate the health situation and determine appropriate care.
5. The medical staff is not responsible for any medication that does not go through the Health Center.
6. The medical staff is not responsible for the misuse of any medication or the failure of a student to comply with medical advice received.
7. Primary health care is provided for the student at the Tuttle Clinic located on campus. Should a student receive medical services elsewhere, the student is responsible for charges incurred. Transportation to and from medical services off campus is the responsibility of the student being served.
8. Students in an unstable condition or in an unsafe condition to be carried by car must be transported by EMS. Students should have a copy of insurance card or know the name of the insurance company to tell the doctors office. The university is not responsible for medical bills incurred by students.
9. If a student is ill, the medical staff will determine whether the student may remain in the residence hall or be sent home.
10. The student is responsible for obtaining routine medical assistance and for follow - up medical care.
11. Notification for class absences may be given by university medical staff prior to non-attendance. If a serious illness was cause of absence without prior medical approval, the clinic staff will attempt to verify the illness and decide if an absence note is appropriate.
12. When a student has health problems and is seen by a physician, other than the university doctor, the student should report to the university medical staff regarding the findings.
13. Students are required to leave a deposit for any equipment used from the clinic. The

deposit will be dependent upon the equipment needed. If not returned the student will lose the deposit and be charged the replacement price of the equipment.
14. If the medical staff is not on duty, an alternate plan has been set up for emergencies. The alternate plan includes contacting
Student Services Staff including your RA or coordinator, or Public Safety Staff. Calls may also be made to First Response and to 911, EMS. Emergency services are available at Hospital in Greer and North Greenville Emergency Room in Travelers Rest. Additional procedures are established under Health Services. See directly below. Notify Public Safety if a 911 call is made.
15. Except in cases of emergency, students must come to the Clinic for treatment.

HEALTH SERVICES PROCEDURE

1. Students needing medical assistance can go to the clinic during posted clinic hours.
2. If a student feels they are too sick to visit the clinic, the student must call Student Services at 7121 and Student Services will assist them in getting immediate medical attention.
3. During the evening hours and on weekends, students need to call Public Safety and they will contact Student Services.
4. Self-care including visit to physician, private medical care clinic, or emergency room.

PERSONAL COUNSELING OBJECTIVE

To provide professional and confidential personal counseling.

CAREER DEVELOPMENT OBJECTIVE

To strengthen the career placement function

Counseling and Placement: Trained counselors are available in the Health Center and Student Center to work with students who have personal and academic problems. Placement services are provided for part-time, summer, and post-graduation employment. Graduate School information and a library of graduate school catalogs are maintained in the Counseling Center for students who intend to continue their education in Graduate School.
Interpretation of standardized tests as well as individual, personal and career-interest testing is available upon request.

CLASS ATTENDANCE REGULATIONS

See page the current North Greenville University Catalog for class attendance regulations.

CAMPUS MINISTRIES

Campus ministries play an important role in the university's strategy to fulfill its stated purpose. It functions as a key component of the collegiate experience at North Greenville University. As an institution of the South Carolina Baptist Convention, the university is committed to quality education in a biblically sound, Christ-centered environment. Ministering to the spiritual needs of students is as important as meeting their academic needs. Students need opportunities to be exposed to the gospel of Christ, to grow in a relationship with Christ, and to share in ministry and service for Christ. Through campus ministries students are encouraged to realize their full potential

as complete persons, developing intellectually, physically, socially, culturally, morally, and spiritually. By integrating all these principles under the Lordship of Jesus Christ, students are challenged to achieve this goal. Students have the opportunity to experience a special sense of community through the development of close, personal relationships with other students through campus ministries. By building relationships with caring, Christian faculty, staff, and administrators, students also receive nurturing in their faith pilgrimages. Through campus ministries , the university strives to meet these students needs. The spectrum of campus ministries includes worship, evangelism, discipleship, fellowship, and ministry.

Worship

Chapel services are designed to minister to the spiritual needs of the entire university family. Students share leadership roles in these times of worship. Many students have received Jesus Christ as their personal Lord and Savior during chapel. Many others have been challenged and encouraged in their faith pilgrimages, through music, drama, testimonies, and preaching, students are encouraged to commit their lives to Christ and to live for Him daily.

Evangelism

Evangelism is one of the primary task of ministry. Every Christian shares in the responsibility to communicate the good news of Christ to those who do not know Him. Evangelism is more than a responsibility; it is a great privilege. Through chapel services, student Christian organizations, personal encounters, and small groups, students are exposed to the truth of the gospel of Jesus Christ.

Discipleship

Making disciples is another primary task of ministry. Evangelism and discipleship are two sides of the same coin. One is incomplete without the other. The Lord commanded his followers to go and make disciples in Matthew 28:18-20. Non-Christians must be exposed to the gospel and challenged to receive Christ if this command is to be obeyed. But even then, obedience is only partial if new Christians are not faithfully and lovingly nurtured to learn and obey all the teachings of Christ. Through small group Bible studies, one-on-one relationships, prayer groups, worship, fellowship, ministry opportunities, and accountability groups, students are nurtured toward spiritual maturity. Bible study groups meet regularly on campus each semester. Many of these groups are student-led under the direction of the campus ministries staff. Interested students can apply to be study leaders through the campus ministries office. Training and accountability meetings are required for group leaders. The groups generally meet in six-week cycles. Various topics of study related to student needs are available each semester.

Fellowship

Fellowship is accessible in many forms at North Greenville University. Campus Christian organizations are a major source of fellowship. A description of the various Christian organizations is included in this handbook.

Ministry

Every follower of the Lord Jesus Christ is called to minister. Ministry involves showing God’s love to others by meeting their needs in the name of Jesus by the power of the

Holy Spirit. These needs may be spiritual, emotional, physical, or relational. The following are ministry opportunities available through campus ministries at North Greenville University:

Summer Missions

North Greenville University continues to be a national leader in the number of students appointed as summer missionaries in North American and Internationally. Through the Baptist Student Union (BSU), students are challenged to participate in hands-on mission experiences during the summers. Applications for summer missions, State Evangelism Teams, Summersalt Staff, Marietta Baptist Camp, Ridgecrest, and various other summer camps are available from the Office of the Vice-President for Denominational Relations.

Student Chaplains

Student Chaplains serve under the direction of the Campus Ministries staff in the residence halls. These students enhance the communication of student needs to the Campus Ministries staff and have opportunities to minister to students through prayer, and encouragement.

Campus Ministry Interns

These selected students will work directly under the supervision of the Campus Ministries staff to give direction and support to recruiting, training, and evaluating all phases of campus ministries. These students gain valuable experience in campus ministry and have opportunities to develop and implement their ministry skills.

Ministry Positions

The Offices of Campus Ministries and Denominational Relations work together in helping students obtain information about ministry opportunities in local churches as supply preachers, youth ministers, ministers of music, pianists, and organists. These opportunities provide valuable experience as well as potential financial support.

Athletic Ministries

North Greenville University is committed to proving an environment in which student athletes can realize their fullest potential as complete persons. This includes physical, intellectual, social, moral and spiritual development.

Our Mission is to help student athletes build godly moral character. To accomplish this we have three goals 1)That every athlete would come to know Christ as their Lord and Savior, 2)That every athlete would graduate, 3)That every athlete be a winner both on and off the field.

We will provide the following to help athletes reach these goals: opportunities to be exposed to the gospel both individually and in large group settings; chaplains for each team, preferably a teammate; resources to help them engage in team and individual Bible studies; opportunities on or off campus for athletes to engage in community and school ministries; an atmosphere that will encourage and build fellowship and community among the athletes; and training to equip athletes to share faith with others.

CHAPEL ATTENDANCE REGULATIONS

In keeping with the philosophy of campus community and the importance of Christian values, chapel meets twice weekly. The student must enroll and successfully complete the requirements for chapel each semester of full-time enrollment at North Greenville University in order to graduate (up to eight semesters). Part-time students must earn two semesters of chapel credit in order to graduate. Attendance at chapel is an essential aspect of the university experience. Therefore, students may not engage in any conduct or behavior that is in any way distracting. Violators will be identified by staff

and required to leave chapel with loss of credit. Disciplinary measures may also be taken. Chapel begins at 10:00 am on Mondays and Wednesdays. Students arriving after doors close will not receive credit. Proper dress is required.

CULTURAL EVENTS REGULATIONS

The Fine Arts Committee schedules cultural events each semester. Full-time students are required to enroll for the cultural events course each semester and must complete the requirement for each semester at North Greenville University in order to graduate. Attendance at cultural events is an essential aspect of the university experience. Therefore, students may not engage in any conduct or behavior that is in any way distracting. While in cultural events phones should remain in your pocket or purse and must be turned off or set to silent or buzz mode. Students may not use phones for calls, text messaging, games or other uses during cultural events. Violators will be required to leave the event with loss of credit. Disciplinary measures may also be taken. “Special Event” dress is required. See Dress Regulation Section.

DINING HALL POLICIES

Dining Hall Policies

All rules of courtesy that apply to gracious living should be observed in the dining hall. Students should be appropriately dressed for all
meals. Students must wear shoes to be served. Other policies that shall be followed are:

1. No person shall be permitted to enter the dining hall without an ID card. If an ID card is lost, the student must get another one from the Student Services Office. Students have unlimited access to the dining hall during regular operating hours, however they must swipe their ID card each time they enter the Dining hall.
2. Students may enter only through the main entry door and exit only through the exit door.
3. Indulging in loud, boisterous behavior or throwing food is not permitted. Violation may result in expulsion from eating in the dining hall.
4. Students are not allowed to take out dishes or utensils from the dining hall. Students are not allowed to bring pitchers, thermoses, or large cups into the dining hall for drinking purposes.
5. Carry out containers are available at the cashier station and will be provided as needed. An additional card swipe will be required to receive the take out option. In case of illness, carryout trays for others are available. To obtain one the nurse must be notified. Only the nurse can order a take-out tray on Monday-Friday. On weekends the resident coordinator must call the cafeteria. ID’s must be presented to either the nurse or the resident coordinator.
6. Students will not be served after the serving line is closed.
7. No students are permitted in the kitchen owing to insurance regulations.
8. In order to maintain a place in line, a person must stand in line after the front door is open. Breaking line is not permitted.
9. Seconds will be available at all meals with the exception of the premium entree served on special nights. If seconds are desired, please consider those who have not yet been served, and go to the end of the line. Remember, wasted food increases the cafeteria cost, which will increase the cost to students. Please help us keep costs to a minimum.
10. Proper attire must be worn in the dining hall. No one will be permitted to enter the cafeteria without proper dress.

11. If a student redeems a meal equivalency at the 63/64 Crusader Grill, they will not be permitted to enter the Dining hall until the next meal period. If a student swipes to enter the Dining hall during Lunch or Dinner, they forfeit the meal equivalency option at the 63/64 Crusader Grill for that meal period, including late lunch.

Violation of any policy will cause disciplinary action

LIBRARY

Information pertaining to the library will be found in the library handbook.

Academics

Information pertaining to Academics will be found in the University Catalog.

Information Technology Services Policy

By using the technology provided at North Greenville University, you agree to abide by the following policies for acceptable use.

1. Network Acceptable Use – The NGU network must not be used for any activity that does not support the mission and purposes of North Greenville University. If a particular usage is not in the best interest of the University, or if it does not support the University's mission and purposes, then it must not be performed.
    a. Deliberate disruption of NGU technology resources is expressly prohibited, including any action intended to disrupt system services, user accounts, network performance, Internet access or any other technology resources.
    b. Students must not make any unauthorized copies of copyrighted software. Software provided by NGU is purchased under software licensing agreements that place legal restrictions on their use and copying.
    c. The NGU network must not be used for any unlawful purposes. Specifically, resources must not be used by anyone to transmit threatening, obscene, harassing, or pornographic materials. Any attempts to penetrate a remote site without proper authorization are strictly forbidden.
    d. Students must not intentionally seek information about, browse, copy, or modify files or passwords belonging to other students. Students must not attempt to decrypt or translate encrypted material not intended for them or obtain system privileges to which they are not entitled. If a network security exposure is encountered or observed, it must be reported to Information Technology Services (ITS) immediately.
    e. The use of p2p (peer-to-peer) "file sharing" applications is strictly prohibited. First, Copyright infringement is illegal and subject to federal and civil prosecution. Second, a large percentage of files being downloaded are indecent, obscene, and a violation of the University's mission and purpose as a Christian institution. Third, the excessive traffic generated by file sharing applications is wasteful of network resources, causing significant problems for all network users.

f. Students are strictly prohibited from attaching any wired or wireless "network device" to any campus network connection that functions as a bridge or routing device. Such network devices include routers, switches, bridges, access points, and any printer or streaming device that functions as a bridge or router. With the exception of end-point wired hubs, wireless printers, or wireless streaming devices (which students may install in their rooms as needed), the installation and configuration of any network devices on the University's network is solely the responsibility of the ITS department.
g. Students may not run any network services (e.g., DHCP, DNS, WINS, FTP, NAT, etc.) via any kind of file server or web server or host any Internet-based services on a computer or laptop.
h. Students may not circumvent firewall or Internet filtering functions by using tunneling or proxy server techniques.
i. The University provides wireless service across campus, including all computer labs, classrooms, and residential buildings. If anyone other than an authorized employee installs an unauthorized or unregistered device on the campus network, such device will be confiscated and the offender will face applicable disciplinary sanctions.
j. Students must not create or willfully disseminate computer viruses. Students must install anti-virus software on their desktops or laptops and must take adequate steps to ensure that virus signature/update files are maintained and updated regularly.
k. Students must regularly (at least once a month) apply operating system patches as provided by the OS vendor (Apple, Microsoft). Assistance in applying OS patches can be obtained from the ITS Helpdesk.
l. Students need to be aware that there are federal, state, and sometimes local laws that govern certain aspects of computer and telecommunications use. Students are expected to respect these laws and to observe and respect University rules and regulations.
m. Any questionable use must be considered "not acceptable." In cases where it may be necessary to request an exception to any of these policies, such requests must be submitted in advance to the ITS Department for review and possible approval.

2. E-Mail Acceptable Use Policy - E-mail services are provided by NGU and should be used to support the mission and purposes of the University.
    a. E-mail services may be used for incidental personal purposes provided such use:
        - Does not directly or indirectly interfere with the operations or e-mail services of the University
        - Does not burden the University with noticeable incremental cost
        - Does not interfere with the e-mail user's employment or other obligations to the University.
    b. Students are not permitted to send e-mail solicitations and must not forward e-mail chain letters to any person, on or off campus, except to forward a message to the ITS Department.
    c. Only authorized employees may send broadcast e-mail messages. Unauthorized users are specifically prohibited from using the University's

Address Book to harvest e-mail addresses for bulk e-mail purposes. Requests to send broadcast e-mail messages may be submitted to Student Services.

d. Students should be aware of the following:
    - E-mail is less private than users may anticipate.
    - Deleted e-mail may persist on backup facilities and thus be subject to disclosure under state and federal law.
    - E-mail stored on University equipment, whether or not created on University equipment, constitutes a University record subject to disclosure.
    - The University cannot protect users from receiving all e-mails they may find offensive.
    - Students are strongly encouraged to use the same personal and professional courtesies and considerations in e-mail as they would in other forms of communication.

3. Internet Acceptable Use Policies - High-speed Internet services are provided by NGU and should be used to support the mission and purposes of the university.
    a. Web site filtering is performed to block Internet sites that are offensive, malicious, bandwidth intensive, illegal or unethical. Web sites in categories that will be blocked include but are not limited to the following: adult content, gambling, hacking, audio/video streaming, pornography, tastelessness, sexuality and violence.
    b. It is a violation of the Internet Acceptable Use Policy for any student to bypass or attempt to bypass the Web content filtering controls used on the NGU network.
    c. If a particular website is blocked and a student needs access to this site as part of their for approved academic purposes, a request to unblock the site must be sent to the ITS Helpdesk by the student's professor. Requests will be considered on a case-by-case basis.
    d. The Director of ITS will review the request and ultimate approval to unblock a site will come from the Vice President for Academics.
    e. Gaming is restricted to evening and weekend hours only. Students are advised to use wired connections to gain maximum performance and preserve wireless bandwidth for other purposes. Students must not attempt to bypass content filtering or band restrictions for the purpose of playing games that violate the University's content policy or supported hours.

Intellectual Properties Policy

I. Purpose

North Greenville University is committed to fostering an environment that supports the teaching, learning, scholarship and other creativity of its faculty, staff, and students. Thus, the intellectual Property Policy covers all types of intellectual property, including works protected by copyright and patent and trade secrets.

II. Definitions

A. **Intellectual Property.** Intellectual Property includes creative ideas and other expressions of human ingenuity that receive the legal protection of a property right. Expressions of Intellectual Property include any copyrightable material, trade secret, or patentable invention. It also includes creations, works of art, or inventions that might be normally developed on a proprietary basis.

B. **Creator.** Creator signifies any person (s) who create an item of intellectual property.

C. **Substantial use.** Substantial use of University facilities means the use of University facilities, personnel, equipment and other resources, to an extent greater than that which occurs in the normal and regular course of one's undertaking to perform and carry out the task for which one has been employed, or which is greater than the use afforded to students in the regular course of their studies. The use of University equipment or other resources is deemed "substantial" when it entails a level or kind of use not normally available to virtually all of the faculty, staff, and students. Incidental use of a University facility does not constitute substantial use—the facility must be important to the creation of an intellectual property.

III. Policy Provisions

Types of intellectual property also include (1) internally sponsored works; (2) externally sponsored works; and (3) substantial use of University facilities.

A. **Internally Sponsored Work**. Internally sponsored work refers to work for which the University provides funds or other facilities that rise to the level of substantial use. When the university provides funds or other facilities in the generation of a particular project to the extent of substantial use, it may also choose to declare itself the owner of the intellectual property resulting from the project. The University by way of the Executive Council will provide in writing in advance the disposition of any intellectual property rights arising from a proposed project. Any proposed project must be approved in advance through normal University channels with final approval to be given by the Executive Council.

B. **Externally Sponsored Work**. Externally sponsored work refers to work conducted under an agreement between an external sponsor and the University that also specifies the ownership of such intellectual property in the agreement.

C. **Intellectual Property Created within the Scope of Employment.** In cases where University employees are specifically asked to create a particular intellectual property, such property shall be owned by the University if said intellectual property was not produced within the normal scope of their employment. Faculty are presumed not to be hired to produce a particular intellectual property. Computer programs generated on the job by faculty and staff computer programmers fall under this provision. Material created for

ordinary teaching use in the classroom and in departmental programs, such as presentations, syllabi, assignments, class notes, and tests shall remain the property of the faculty author, but institutions shall be permitted to use such material for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty authored syllabi and course descriptions.

D. **Individual Agreements.** Intellectual property that is the subject of a specific agreement between creator (s) and the University shall be owned as provided in the said agreement.

E. **Other intellectual Property.** Intellectual property created by University staff employees and students not within the scope of employment, not by agreement, and not internally or externally sponsored, shall be owned by the University if the creation involved substantial use of University facilities: if there was no substantial usage, then the creation will be owned by the creator. Prevention of unauthorized use of University facilities is the rationale for this provision.

F. **Consulting Agreements.** Work performed by individuals who serve as consultants to outside entities is not to involve substantial use of University facilities, and the rights to any intellectual property created under consulting agreements are retained by the outside entities or the individual as specified by the terms of the agreement. A member of the University community engaged in business or consulting work is responsible for ensuring that the provisions and work in the agreement do not conflict with the University's mission and values, are not in conflict with the University's policies concerning other employment, and do not prevent the University employee from fulfilling his or her responsibilities to the University. A creator of intellectual property should make his obligation to the University clear with those whom he or she makes such agreements and should also ensure that outside entities are provided with a current copy of the University's intellectual property policy. No member of the University will represent themselves to be, nor will they act in a manner which would reasonably cause another to conclude that they are agents of the University and thereby authorized to act on behalf of the University in dealings with outside entities in regard to dealings regarding contracts, grants, sponsored research, or other undertakings.

IV. Policy Provisions

The creator (s) of any intellectual property that might be owned or is owned by the University under this policy is required to make a written disclosure of the work to the University's President in a reasonably prompt time. Furthermore, said creator (s) are to execute any document deemed necessary to perfect legal rights in the University and enable the University to file copyright applications and patent applications when appropriate. The above-mentioned disclosure to the

President should be made at the time when legal protection for the creation is contemplated, and it must be made before the intellectual property is used for profit, sold, or disclosed to the public. Regular records should be kept by all persons engaged in such creative activity whenever legal protection for the creation is contemplated.

V. Distribution of Funds

In cases where the University exerts ownership, the distribution of monetary proceeds from applicable intellectual property shall be distributed as follows:

- Creator—25%
- University—75%

The University's share of proceeds under this policy will be used to reimburse the University for its expenses for commercial development of intellectual policy. Any additional returns will be used to further the purposes of the disciplines of the entire University. Faculty, Staff, and students retain the right to all royalties resulting from the publication of their scholarly works.

VI. Dispute and Emerging Issues Resolution

This policy constitutes an understanding which is binding on the University and on the faculty, staff, and students upon whom it is effective. Questions regarding emerging issues and disputes will be addressed by the Intellectual Property Adjudication Committee, the members of which are appointed by the President. The Intellectual Property Adjudication Committee will consist of a chair who is a staff member at the Vice Presidential level, two members of the University faculty, and two other members representing respectively the University administration. The committee will use the guidelines set forth in this policy to decide upon a fair resolution of any dispute. Disputes are resolved by submitting a grievance letter to the Intellectual Property Adjudication Committee, which shall issue a decision within 60 days.

POST OFFICE

On-campus Post Office Services are available for internal use. Resident and Commuter students are assigned individual post office box numbers. Mail will not be delivered except to the assigned student post office box. Packages too large to be placed in the student post office box may be picked up at the NGU Post Office window during operational hours only. Post Office hours are Monday and Wednesday 10:30am – 12:30pm & 1:30pm – 4:30pm, Tuesday & Thursday 10:00pm -12:30pm & 1:30pm – 4:30pm, Friday & Saturday 10:00am – 12:00noon

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Student mail is in their box by noon each day. We do not give mail out through the package pick-up window. The post office staff will only give mail to whom the mail is addressed. Each student is expected to use combinations to access his mailbox. Packages may only be picked up during operating hours. Mail is also put in boxes on

Saturday.

NORTH GREENVILLE UNIVERSITY STORE

Policies and Services

The university store is owned and operated by North Greenville University. It is provided to serve students, faculty, and staff. Bookstore hours are listed in the “Times To Remember” section.

Services

The university store is a self-service operation. Students are asked to leave notebooks, books, and supplies in the places provided at the
entrance of the store. This habit will eliminate any embarrassing situations for students and staff.

Other Merchandise

Students will find a great many other items in addition to books at the university store. Art supplies, school supplies, clothing, toiletries, cosmetics, imprinted soft goods, glassware, and many more items are available. Computer programs may also be ordered through the university store. For student convenience, the university store also carries pre-paid long-distance calling cards. For refunds or exchanges
on general merchandise, a cash register receipt must be presented which includes the item(s) to be returned or exchanged.

Check Acceptance

The university bookstore will accept personal checks in payment for merchandise under the following conditions:

1. It is the student’s own personal check or that of the parents.
2. The check may be made out for the exact amount of purchases.
3. Presentation of a valid student identification card.
4. There will be a $10.00 service charge for each returned check.

Book Return Policy

If students drop or change a course, the texts may be returned within the two-week drop-add period at the beginning of each semester under the conditions stated below:

1. Returns must be accompanied by the REGISTER RECEIPT. 2. Books must be in absolutely new condition free of all markings
with pencil, or ink, other than the price label. Books that were originally “shrink wrapped” must be returned in the same condition as they were bought.

3. The store staff is the sole judge in determining whether books returned are in new or used condition.

How Textbooks are selected

The faculty submits book requisitions to the bookstore, indicating author, title, and edition. The bookstore then proceeds to order the
books, after taking into account current inventory. Prices are set by the publisher. If a new edition is published, the old edition has no
cash value.

Textbook sales

In order to avoid lines, textbooks may be ordered in advance through efollett.com. These orders may be picked up at the University Store. Regular textbook sales begin the first day of registration for each semester. The University Store will be open for evening classes the first night each class meets for each semester.

Out of Stock Textbooks Reorder Policy

There are many reasons why a store may run out of stock. Some of these are:
1. An unusually larger enrollment than estimated.
2. The title is temporarily out-of-stock at the publisher's warehouse.
An out-of-stock book can take as long as four weeks to arrive from the publisher after the order is placed. Teachers will be notified when the book arrives at the bookstore.

Cash for your USED TEXTBOOKS

1. The bookstore will buy back used books provided they are your own books, they will be used again, and they are in good condition.
2. The bookstore will buy back used books at the end of each semester, usually during the week of exams. Lab manuals, workbooks, study guides, and other paperbacks will not be bought back.
3. The bookstore will buy back textbooks at one-half of the price paid for the book—used or new—if we are using it the next semester. If we are not using it, we will buy it back at the rate in our textbook-buying guide. Old editions have no value.
4. The books MUST HAVE OUR LABEL AND DATE IN THEM. Your student ID card may be used for identification purposes.
5. To sell your books, you do not need your sales receipt.

SCHEDULING OF CAMPUS EVENTS AND FACILITIES

It is necessary for anyone scheduling any events on the North Greenville University campus to register the event with the Office of Student Services and with the Campus Minister's office, which maintains the university master calendar of events. Coordination should occur with the Director for the Turner Auditorium, with the Vice-President for Admissions and Financial office for the Hayes Ministry Center, or with the Exhibits Director or Librarian for the Averyt Learning Center, when use of these facilities is requested. Appropriate forms are provided for reserving dates, spaces, and times for events. A master calendar will be maintained in the Campus Minister's office. Everyone must have approval for using campus facilities and register their request with the Director of Student Services. The only exception for this policy is the guesthouse and the boardroom in the Donnan Building. These two places must be reserved through the President's office. Before any plans or arrangements are made, approval must be obtained for the event. Campus Security should be notified if any buildings are used outside of normal operating hours.

BULLETIN BOARDS

All notices displayed on bulletin boards and other campus areas must be pre-approved by the Coordinator of Student Activities.–Announcements should be placed only on bulletin boards. Announcements may not be placed on windows or doors of campus building except in the residence halls.

LOST AND FOUND

The University assumes no responsibility for lost, stolen, or damaged articles. Articles lost, found, or stolen should be reported to the Office of Campus Security. A police report should be filed. Insurance claims for such items should be filed on the student or parent's homeowner's policy. University insurance provides no coverage. The University strongly recommends the student buy personal insurance for their belonging

GYMNASIUM RULES AND REGULATIONS

The Hayes Gymnasium is for the use of North Greenville University faculty, staff, and students only. Hours can be found in the "Times To Remember" section of this book.

1. No outside guests allowed without permission.
2. Each person will be required to wear their street shoes to the gym and then change to their basketball shoes.
3. Each person is responsible for his or her own equipment (balls, shoes, etc.)
4. The student attendant or athletic staff personnel have the authority to require any student to leave the gym for failure to cooperate with regulations or requests that might be made.
5. Any student or students who cause damage to the facilities will be held responsible. Any student hanging from the rim or dunking the ball and causing damage to the rim of the backboard will be held responsible. Example of damage: a student grabs hold of a net and tears it from the rim. He is assessed the charge.
6. The gym will be closed to student use during athletic practices.
7. Any violation of the above rules will result in students forfeiting the opportunity to use the gym.

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STUDENT ORGANIZATIONS AND CLUBS

THE STUDENT GOVERNMENT ASSOCIATION

Because self-government promotes the development of character and responsible citizenship, the Student Government Association, consisting of all students at North Greenville University, is established to interact with and advise the office of Student Services regarding the activities of student life. The officers of the Student Government Association are elected each spring by the student body. The work of the student government is accomplished through three separate branches: the executive, the student senate, and the supreme court.

The Student Government Association exists to maintain the high ideals for which the university is justly respected and to foster recognition or privileges and responsibilities of students.

Resident students provide for their own internal government through various councils and committees. The students in the residence halls elect these councils or committees, and their function is to plan and coordinate educational and social programs. They also make recommendations concerning residence hall rules and regulations.

AMBASSADORS

This organization is composed of carefully selected students who serve as campus guides and representatives to new and prospective students. Members must have a minimum 2.5 grade point ratio and exhibit exemplary Christian character.

BAPTIST STUDENT UNION

BSU is open to all students. Activities including weekly meetings for worship and fellowship, "**IMPACT**" teams that visit churches, mission projects, and summer ministry opportunities. BSU is the oldest student-led organization on campus and is recognized nationally as a leader in summer missions. Policies governing BSU and BSF are set by the Vice-President of Denominational Relations.

JOYFUL SOUND

Joyful Sound is the BSU sponsored ensemble that shares Christian concerts in over

200 churches and other settings each school year.
The members also do mission projects and special tours. Members are selected by audition and testimony. Scholarships are available. Contact the BSU Director for further information.

ACT II

Act II is the BSU Drama Troupe. Members are selected by audition and testimony. Scholarships are available.

BUSINESS CLUB

The Business Club's purpose is to expose business majors to management operations of major local businesses and to provide
experience in professional development.

DRAMATIS PERSONAE SOCIETY

The object of this society shall be to provide funding for the improvement of the theater, to expose NGU and the surrounding community to the many facets of theater.

BROTHERS AND SISTERS FELLOWSHIP

BSF is a sister organization of the BSU. The purpose of this organization is to promote Christian growth, unity and fellowship among Afro-American students and goodwill among the entire student body. The club sponsors numerous activities for club members as well as having their own choir and placing emphasis on the recognition of Black History Month. The BSF president serves on the BSU Council. Policies governing BSU and BSF are set by the Vice-President of Denominational Relations.

ETUDE MUSIC SOCIETY

The Etude Honorary Music Society is composed of those students who have an average of not less than 3.0 in any of the music
courses. The society studies various phases of music as an art and acts as sponsor for campus music activities throughout the year.

INTERNATIONAL STUDENT CLUB

This is an organization designed to promote communication and fellowship between students from various countries. Although it is composed primarily of students from countries outside the United States, all students are invited to be members.

PHI BETA LAMBDA

Phi Beta Lambda is the university division of a national organization for students in business education. One of its chief objectives is to develop strong, aggressive leadership so that future businessmen and women may participate more effectively in the business and community life of which they are a part. The North Greenville University chapter holds one regular meeting a month.

POLITICAL SCIENCE CLUB

This group consists of students who represent the Republican, Democratic, and independent political parties. The club works as one unit to provide campus political discussions and opportunities to meet state and national political leaders. All students are invited to participate in these activities.

RESIDENT ASSISTANT ASSOCIATION

The Resident Assistant Association is composed of Resident Assistants from both Men's and Women's Housing and Residence Life. The Housing and Residence Life Coordinators serve as advisors to the Resident Assistant Association and represent the interests of Housing and Residence Life, the Student Center, and Student Services. The Resident Assistant Association meets twice a month during each semester to review and discuss the implementation of university Housing and Residence Life policies and Student Center policies; to provide advice to the Director of Student Services, Housing

and Residence Life staff, and Student Center staff regarding the Housing and Residence Life Program and Student Center activities; to plan charitable services the Resident Assistants Association will provide to the student body, the university, and to outside interests; and to bring information, opinions, and views from the residential students to the Director of Student Services and other university officials. Hall Residents are offered the opportunity to be heard and to express themselves at scheduled times regarding the Residence Hall environment. The Resident Assistant Association will have several committees to handle such issues as charitable services, finance, residence self -expression, etc.

Crusader Crazies

The purpose of this club is to promote student spirit in intercollegiate athletics and to support all sports events of the university.

FRENCH CLUB

The French Club promotes fellowship and participation among French students wishing to participate. This club is open to all French
students.

SGA EXECUTIVE COUNCIL

The SGA president will chair the council. The council will have a vice-president, secretary, and treasurer. The council may have a vice chairperson. The secretary will take council minutes. Its purpose is to provide an outlet to these different areas of student government in the ways and means of consolidation of ideas, plans, ethics, activities, government reforms, and other areas as they pertain to the governmental affairs of the students of NGU.

Teacher Education Association

This organization is composed of all education majors (early childhood, elementary, and music). The society pro-motes preprofessional development through student planned activities.

POLICIES FOR ORGANIZATIONS AND CLUBS

In order to coordinate the plans of all campus clubs and organization, the following policies have been adopted:

1. All activities must be approved by the Student Services Office. A form for obtaining this approval may be secured at the Student Services Office and must be signed by the president and advisor of the sponsoring organization or club. This approval is necessary before an organization may:

a. put an item on the master calendar

b. reserve facilities for a meeting

c. have an announcement placed in the chapel bulletin

2. All fund raising projects (on or off campus) must be approved by the Office of Student Services. Complete plans, including planned use of money, should be submitted in writing to the Office of Student Services. On campus money-raising projects will not be approved unless they are for the purpose of raising money for necessary expenses (yearbook page, etc.) or for a project which will benefit all students.

3. Off-campus personnel, including speakers, entertainers, etc. must be approved by the Office of Student Services prior to issuing an invitation to such groups or persons.

4. The use of campus facilities must be cleared with the Office of Student Services.

5. Only clubs and organizations chartered by the Student Government Association and approved by the Office of
Student Services will be permitted to function on campus.

6. University policy does not permit social fraternities to function as university organizations. The university does not permit dancing on campus.
7. All organizations and clubs must have a faculty advisor who is approved by the Office of Student Services.

ORGANIZATION TRAVEL POLICY

1. The university will provide transportation for ten or fewer members of an organization to attend a STATE meeting. The university will not provide any travel allowance whatsoever for regional or district meetings of clubs or organizations.
2. The Office of Student Services must approve the club or organization. The faculty advisor of the said group or organization and the Office of Student Services must approve the trip.
3. Notice of needed transportation, where authorized, must be given to the Public Safety Office at least 48 hours before the trip is scheduled.
4. There will be no travel after 1:00 a.m. in university-owned vehicles. All exceptions must be cleared with the Vice-President of Academics and Student Life or another Executive-Director. If unable to reach one of the above, contact Public Safety at (864) 977-7777

Publications Policy

Student Publications and Staff Membership Requirements

The Skyliner is the newspaper written and edited by a staff of students and published by the university. Matters of campus-wide interest are reported. The majority of the staff is composed of students who have been or are presently enrolled in Journalism 3250–Newspaper Practicum, a course in the basics of writing for a newspaper with emphasis on news and feature articles, proofreading, and newspaper layout. The prerequisite for this course is Journalism 2320–News Writing, which is a study of the theory and practice of writing basic news stories for the print media, including practical work in covering a variety of news events and preparing copy for publication. Mass Communication majors are required to enroll in this practicum. However, by also enrolling in these two courses, any other interested students may then apply to become staff members. Exceptions in these requirements for staff membership can be granted by the faculty adviser. For example, interested students who have not enrolled in these courses but can demonstrate that they have substantial knowledge and prior experience in print journalism may apply in writing to become members of *The Skyliner* staff. Special permission to join the staff can only be granted by the faculty adviser.

The Aurora is the university yearbook edited by the students and published annually by the university. The majority of the staff is composed of students who have been or are presently enrolled in Journalism 3260–Yearbook Practicum. This course provides students with practical experience working on the staff of the university yearbook and involves assignments in story writing, page layout, graphics design, photography, editing, and publishing. The prerequisite for this course is Journalism 2320. Mass Communication majors are required to enroll in these courses; however, any other student interested in becoming a member of the yearbook staff may also enroll in these courses. As is the case of the newspaper staff, other interested students who have not enrolled in these courses but can demonstrate they have substantial knowledge and prior experience in print journalism and/or graphics design may apply for staff membership. Special permission to join the yearbook staff can only be granted by the faculty adviser.

The Mountain Laurel is the literary magazine published by the university. It contains the written, artistic, and photographic work submitted by any interested students,

faculty, staff, or other invited contributors. From each year's submissions, the staff members,
working with the faculty adviser, evaluate and select the pieces to be published from among all the works submitted. The staff then edits and arranges these works for the annual edition of the literary magazine. Works not selected for one year's edition may be resubmitted. Any students interested in serving as staff members for this publication must apply in writing to the faculty adviser who will then select the staff. Students are not required to enroll in a practicum to work on this publication; however, preference will be given to
those students who are or have been enrolled in English 3310–Creative Writing and/or Journalism 3310–Graphics Design or who can produce evidence of prior experience working on literary magazines.

The Publication Policy of North Greenville University

Acting under the guidelines governing student publications at independent universities, the university has determined that the student press will serve primarily an academic function as part of the Humanities Division and the Mass Communication department. Providing an outlet for student expression, the university has chosen to retain the student press within this structure of the institution and has determined the extent to which it can balance the mission of the university with student demands for freedom of expression.

Committed to the concept of a student press, the university has accepted the responsibility for providing organizational assistance and financial funding for the three student publications within the Humanities Division and the Mass Communication department. Any
additional funding needed may be gathered by the staffs through donations of sponsors. Any fund raising events (on or off campus)
must be approved in advance by the Office of Student Services. In addition, the university will offer scholarships for the editors of *The Skyliner, The Aurora,* and *The Mountain Laurel* . The university may condition this support, however, upon the student publication agreeing to comply with applicable policies and regulations governing the use of facilities and equipment. The publication is required to submit all contracts for expenditure or receipt of funds to the institution for prior approval. Assuming the responsibility for educating all students who are editors, managers, and/or staff members of the student publications, the university will provide opportunities for students to receive an education in responsible journalism that can take a variety of forms, but may include supporting the attendance of editors and staff at seminars and/or in classes and staff meetings where students are instructed in
the requirements governing professional responsibility, journalistic ethics, liability for communication torts, and constitutional rights.

Instruction in these courses also include an introduction to the guidelines for determining libel and obscenity and the strategies used to protect against them.

Accepting the responsibility as the publisher of the student press, the university has the inherent authority to insist upon prior review of all content and to require the use of explicit disclaimers that state in all student publications that the opinions expressed are not necessarily those of the university or student body.

Accepting the responsibility for regulating and disciplining student editors, managers, photographers, and/or writers, the university expects
students to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations,

attacks on personal integrity, and the techniques of harassment and innuendo. Students found in violation of this policy will be subject
to disciplinary action by the Publications Regulatory and Supervisory Board (composed of the Humanities Division Chair, the Mass
Communication Department Head, and the faculty advisers of the newspaper, yearbook, and literary magazine), and the Director of
Student Services acting as the authority of the university. In the event a student is charged with any violation of the foregoing conduct regulations, which involves the question of responsibility leading to withdrawal, suspension, or expulsion, the student's case shall be
handled in keeping with the disciplinary procedures of the university as stated elsewhere in *The Enlightener* and the *North Greenville*
University Catalog.

CONSTITUTION of the STUDENT GOVERNMENT ASSOCIATION

North Greenville University
Tigerville, South Carolina 29688

PREAMBLE

We the students of North Greenville University, in order to promote active participation in all areas of student interest and to promote experiences in democratic processes, do hereby establish this constitution for the Student Government Association of North Greenville University, Tigerville, South Carolina.

ARTICLE I

The purpose of the Student Government Association shall be:
1. To promote excellence and establish reasonable standards for all student Interest within the scope of the Student Government Association.
2. To work with and promote a closer relationship between the student body and the administration.
3. To encourage social development through participation in group activities.
4. To stimulate and develop good citizenship, democracy, and Christian ideals among students.

ARTICLE II

Membership
All students enrolled in North Greenville University are considered members of the Student Government Association.

ARTICLE III

Student Government Association
Section I
There shall be two separate and distinct branches of the Student Government Association - the Executive Council and the Student Court.
Section II
The Executive Council will consist of the Executive Committee and the Class Officers. The Student Body President will chair the council. The Secretary will take council meeting minutes.
Section III
Qualifications of the SGA Executive Council:
A. Upon election all members of the SGA Executive Council shall have and maintain at least a 2.5 overall and semester average GPA, and must be in good standing in keeping with university guidelines.
B. Failure to maintain their average or their status as a member in good standing within

university guidelines will result in removal from office.
C. Members of the SGA Executive Council are not allowed to miss more than two scheduled meetings of the Council. The third absence, if unexcused, will result in removal from office. All Executive Committee members will attend the meetings of the Executive Council.
D. The members of the Executive Committee must be resident students and must not hold any office in any organization other than S.G.A.
E. Members of the Executive Council are expected to serve for one full academic year unless the member is removed from office for a violation of code B., C., or D.
Section IV
Duties of the SGA Executive Committee
A. The President
1. The President shall preside over meetings of the Executive Council
2. The President shall have the power to call special meetings of the Executive Committee, the Executive Council, all committees, and the Supreme Court whenever deemed necessary.
3. The President shall make student appointments to all University Standing Committees and the Supreme Court by no later than the last school day of September.
4. The President shall execute the laws and regulations of the Student Government Association.
5. The President will serve as chief liaison between S.G.A. and Administration and reserves the right to give comment on any bill given to Student Services.
6. The President shall appoint a Director of Public Relations for the Student Government Association.
B. The Vice President
1. The Vice-President, in case of an absence of the President, shall perform all the duties of the President. If the office of President is vacated, the Vice President shall assume office.
2. The Vice-President shall preside over impeachment proceedings against the Chief Justice of the Supreme Court.
3. The Vice-President shall be the Ex -officio Chairman of the Class Officers and all committees.
4. The Vice-President shall oversee the Nomination-Qualification Committee for annual elections.
C. The Secretary - Treasurer
1. As Secretary shall record and keep a typewritten record of the proceedings of all meetings of the Student Government Association.
2. As Secretary shall give a typewritten statement of Student Government activities and proceedings to the editor of THE SKYLINER for publication in each edition.
3. As Secretary shall handle correspondence under the supervision of the President.
4. As Secretary shall be responsible for all physical arrangements pertaining to the Student Government Association elections and shall keep a permanent, typewritten file on election results.
5. As Secretary, assisted by two members of the Supreme Court, shall supervise all ballot tabulations. If for any reason he/she is unable to be present, he/she shall, with the President, have previously appointed a chairman of the group.
6. As Secretary shall serve on the Nomination-Qualification Committee and be responsible for placing qualified candidates on the ballot.
7. As Treasurer shall distribute all funds allocated to the Student Government

Association according to the instructions of the Executive Council.
8. As Treasurer shall aid the President in preparing the budget statement that must be approved by the Executive Council.
9. As Treasurer shall submit all financial records to the Office of Student Services of the university for auditing at the end of each semester.
10. As Treasurer shall make public these reports after auditing of the Student Government Association.
11. As Treasurer shall attend all scheduled meetings of the SGA Executive Committee and Council.

Section V

Duties of the Class Officers

A. Class Presidents

1. The four Class Presidents shall each preside over all meetings and projects sponsored by his/her class.
2. The four Class Presidents shall be responsible for appointing the Committee Chair that will preside over the committee that his/her class sponsors and will work with that Committee Chair and the Class Secretary to appoint Committee Members.
3. The four Class Presidents shall be responsible for introducing all legislation proposed by the Class or the committee that the class sponsors to the SGA Executive Council.

B. Class Secretaries

1. The four Class Secretaries shall be responsible for keeping a file of all activities and proceedings pertaining to the class including the committees which the class sponsors.
2. A copy of these records shall be given to the Secretary-Treasurer of the Executive Committee at each scheduled meeting of the SGA Executive Council.
3. The Class Secretary will attend all committee meetings and Executive Council meetings.

C. Committee Chairs

1. The Committee Chair shall preside over all meetings of the Committee.
2. The Committee Chair will work with the Class President and Class Secretary to appoint members of the committee.
3. The Committee Chair will be responsible for setting the time and place that the committee will meet.

Section VI

D. Committee Members

Committee Members shall be appointed to individual committees by the Committee Chair with the help of the Class President and Class Secretary of the Class which sponsors that committee.

E. Standing Committees

Periodic appointments by the President for special work assignments or other purposes.

F. All committee members must maintain a semester and overall GPA of at least 2.0.

Section VII

The Student Court

The Student Court shall be composed of a Chief Justice, a Recording Secretary, a Public Defender, a Prosecutor, and five Justices. All members of the Student Court must have and maintain at least a 2.0 semester and overall grade point average and be in good standing in keeping with university guidelines. All members of the Student Court are given the option of serving throughout his/her university career as long as he/she maintains the academic and university standards. Appointments shall be made by the Student Government Association President, subject to approval of the Executive

Council by a simple majority. The Student Court shall have power to hear all cases involving violations of rules and regulations of the Student Government Association and those aspects of general campus conduct assigned to the court's jurisdiction. The authority of the Student Court shall not supersede the authority of the administration of this university.. This opinion does not supersede the ruling of the Office of Student Services.

Section VIII

The Student Court shall have original jurisdiction in those cases that require an interpretation of this constitution.

Section IX

Duties of the Student Court

A. Chief Justice

1. The Chief Justice must have previously served on the Supreme Court at least one semester in order to qualify for the position.
2. The Chief Justice shall preside over all court proceedings.
3. The Chief Justice shall preside over all impeachment hearings of the Student Body Association except his own impeachment hearing.

B. Recording Secretary

The Recording Secretary shall keep a record of all court proceedings and shall keep a typewritten file of all cases and outcomes.

C. Public Defender

The Public Defender is responsible for representing the accused unless the accused wishes to be represented by another defendant.

D. Prosecutor

The Prosecutor shall represent the interests of the university in all court matters.

E. Justices

1. Five Justices, with a preference for at least one member from each class, shall be appointed to hear cases and to pass judgment on cases under the jurisdiction of the Supreme Court.
2. Three Justices shall constitute a quorum in cases involving traffic violations. Five Justices will constitute a quorum in those cases that require interpretation of this constitution. A simple majority shall be necessary for any decision.

ARTICLE IV

Elections

Section I

Spring Elections for all SGA Executive Council Members, except for Freshman Class Officers, shall be
held on the first Tuesday in April. Fall Elections for Freshman Class Officers shall be held on the last Tuesday in September. If circumstances are such that the elections cannot be held during this time, a new date may be set with the approval of the SGA Executive Council.

Section II

All applications of candidates for Spring Elections must be turned in by the second Tuesday of March. All applications of candidates for Fall Elections must be turned in by the second Tuesday of September.

Section III

Speeches for candidates running in Spring Elections shall take place on the last Monday of March unless that Monday is the last day of March. In the case that the last Monday of March is the last day of March, then speeches shall be moved up to the

second to last Monday of March. Speeches for Fall Elections shall be held on the Third Monday of September. Speeches will be given in Chapel.

Section IV

All elections sponsored by the Student Government Association shall be held by secret Ballot. The time, place, and date of such elections shall be publicly announced two weeks in advance.

Section V

All conditions for campaigning shall be issued by the chairman of the Nomination-Qualification Committee.

Section VI

In the Student Government Association general election, candidates must receive a simple majority of votes cast to be elected. If no majority is received on an initial ballot, a runoff election between the two candidates receiving the most votes shall be held within one week after the initial election. In all other elections sponsored by the Student Government Association candidates must receive a simple plurality of votes cast to be elected.

Section VII

The President shall be in charge of the ballots for a period of five school days, after which time he/she shall destroy them.

Section VIII

If an election is contested, notice must be filed with the Chief Justice of the Student Court within four school days after the date of the election. The Chief Justice shall then take charge of the ballots and
shall conduct an investigation of the election. He/she shall then submit his/her findings to the Student Court. The Student Court shall order a new election if it deems wise and they shall set a date of the new election.

Section IX

The Executive Council shall have the right to appoint interim members to fill vacated positions in the Executive Council.

ARTICLE V

Nomination and Qualification Procedure

Section I

The Nomination-Qualification Committee shall consist of the Secretary of the Executive Committee, the Class Secretaries, and one member of the Student Court.

Section II

Any student in good standing in keeping with university guidelines and with a grade point average of 2.5 may qualify as a candidate to be a member of the Executive Council by submitting an application at the
set date given by the Executive Council. If he/she is qualified, the Secretary of the Executive Committee shall place his name on the ballot.

ARTICLE VI

Assumption of Office

Incoming officers shall assume their respective offices on the first day of the fall semester. The Officers-elect shall work with the outgoing administration during the spring semester following their election.

ARTICLE VII

Vacancies

Section I

If for any reason the President shall vacate his office, the Vice-President shall assume

the duties of the President.
Section II
If any other office is vacated, the Executive Council shall appoint an interim officer to fill the vacancy until an election can be held.
ARTICLE VIII
Impeachment
Section I
The Student Court shall have the sole authority in all impeachment proceedings.
Section II
The Chief Justice of the Student Court shall preside over all impeachment proceedings except in impeachment of the Chief Justice in which the Vice-President shall preside.
Section III
Any member of the Student Government Association may bring impeachment charges against any officer of the Student Government Association or against any member of the Student Court.
Section IV
A three-fourths majority of the combined Executive Council and Student Court must be present for impeachment proceedings, and a three-fourths majority vote of those present is necessary for
impeachment.
ARTICLE IX
Clubs and Organizations
Section I
All clubs and organizational Constitutions shall be subordinate to this Constitution.
Section II
All clubs and organizational Constitutions must be presented to the Executive Council of the Student Government Association to be reviewed before being passed on to the Office of Student Services. The Executive Council will then review the constitution and pass on it's recommendation along with the constitution to the Office of Student Services.
Section III
No club, organization, or group shall be allowed to function on campus without a charter.
Section IV
The Executive Council may send a recommendation that the Office of Student Services revoke any club or organization's charter that it feels is not following it's Constitution.
ARTICLE X
Finances
Section I
The Executive Council shall allocate funds appropriated and approved by the North Greenville University administration for the use of the Student Government Association.
Section II
A strict record shall be kept of all assets and expenditures.
Section III
The Secretary-Treasurer of the Executive Committee shall make a report at each scheduled meeting of all expenses incurred since the last meeting, accounting for money spent at each function, and shall
make certain that copies of the report are made available to each member of the Executive Council, to the Office of Student Services, and to the Editor of THE

SKYLINER for publication.
ARTICLE XI
Office Limitations
No member of the Executive Council or the Student Court may hold an office in more than two campus oriented organizations or hold more than one office in the Student Government Association at the same time. The members of the Executive Committee may not hold any office in any organization outside of the Student Government Association.
ARTICLE XII
Amendments
Section I
Amendments may be initiated by one of the following methods:
1. A vote by the Executive Council by two-thirds vote.
2. A petition of twenty percent of the student body.
Section II
Final action on amendments shall be taken in the following manner:
1. Publication of the full text of the amendment in two successive issues of the campus newspaper and publication to the student body in otherwise manner and form.
2. Submission to the student body in referendum not less than two weeks after the first publication.
3. All amendments must be approved by two-thirds of those students voting on the amendment.
ARTICLE XIII
Ratification
Section I
This Constitution shall take effect immediately after acceptance by two-thirds of the students voting on this constitution and subject to administrative approval.
Section II
The Judicial systems in effect under the previous Constitution shall continue for the duration of the present officers' terms. Their succeeding systems may be established as provided for in this
Constitution at the expiration of said tenures.

WHERE TO FIND HELP....
CONCERNING CONTACT LOCATION

Absences and Cuts (Class) Academic Affairs Office-Neves Hall
(Chapel) Campus Minister –Tingle Student Center
Adding & Dropping Classes Registrar's Office – Neves Hall
Admissions- Hayes Ministry Center
Alumni Affairs - Alumni Office- Admin. Building
Athletics- Athletic Dir.- Hendricks Center
Bills, Fees, Etc. - Business Office - Admin. Building
Calendar Activities- Student Services - Tingle Student Center
Career Services Counseling - Tingle Student Center
Clinic Nurse - Tuttle Clinic
Cultural Events – School of Theatre
Counseling:
Personal Counselor- Tingle Student Center
Spiritual Campus Minister - Tingle Student Center

Career Services Career Counselor - Tingle Student Center
Faculty Advising Academic Affairs Office- Neves Hall
Financial Aid - Financial Aid Office - Hayes Ministry Center
First Aid & Illness – Nurse - Tuttle Clinic
Grades - Registrar – Neves Hall
Grade Requirements - Registrar - Neves
Housing Women Student Services -Tingle Student Center
Housing Men Student Services – Tingle Student Center
I.D. Cards Student Services Student Center
Intramural Sports Student Services - Tingle Student Center
Mail - Post Office - Tingle Student Center
Organizations Student Services – Tingle Student Center
Student Publications Mass Communications Dept. – Tingle Student Center
Public Relations Publicity Office Admin. Building
Registration Academic Office – Neves Hall
Religious Activities Chapel Coordinator - Tingle Student Center
Schedule of Meetings Student Services – Tingle Student Center
Social Functions Student Services – Tingle Student Center
Student Elections SGA Office – Tingle Student Center
Traffic & Parking Public Safety
Transcripts Registrar – Neves Hall
Transfer Information Registrar – Neves Hall
Withdrawal from University Student Services – Tingle Student Center
Work/Study Program Financial Aid Office Hayes Ministry Center
For all types of student complaints not addressed in the Enlightener or in the North Greenville University Catalog, students are encouraged to address written complaints to the proper administrator. The administrators are listed below:

Dr. Randall J Pannell Vice-President for Academic Affairs
Dr. J. Samuel Isgett Vice-President for Graduate Studies
Dr. Stephen G. Crouse Vice-President for Campus Ministry/Campus Minister
Mr. E. Mayson Easterling Vice-President for Denominational Relations
Mrs. Keli Sewell Vice-President for Admissions and Financial Aid
Mrs. Michelle Sabou Vice-President for Business Affairs
Dr. Tony Beam Vice-President for Student Services and Student Advocate
Mr. Alex Miller Vice-President for University Advancement
Mr. Wayne Landrith Vice-President for Crusader Club and Corporate and Foundation Giving

SAFETY PLAN

Emergencies can occur at anytime and without warning. The safety and security of every individual on The North Greenville University campuses is always the primary concern of Campus Security, Student Services and the University. It is unlikely, and we continually pray that we do not experience a disaster at North Greenville University; however, we must be prepared.

CAMPUS WIDE ALARM SOUND IDENTIFICATION:

North Greenville has several different warning systems in place to instruct students, faculty and staff to different problems on campus. One system is the warning siren located on the Campus Security office. There are two different patterns for the siren. First is a continuous sound and second is an alternating sound. When:
(1) The alarm is a **continuous** siren sound: **take cover inside** the building(s)
(2) The alarm is an **alternating** siren sound: **evacuate** the building(s)

GENERAL INSTRUCTIONS FOR ALL PEOPLE:

(1) Be as calm as you can.
(2) Be aware of what the problem is; what has caused the "Safety Plan" to be initiated so that you will know how to respond.
(3) Be informed and prepared before an emergency or disaster occurs.
(4) Follow the instructions of the person(s) in charge.
(5) When calling Campus Security or 911:
(a) Speak calmly and clearly so that you are understood
(b) Give your name, telephone number and location
(c) The exact location of the emergency or problem
(d) The nature and scope of the emergency or problem; i.e. What is the problem? Are there any injuries? How many injuries?
(e) Do not hang up the phone until told to do so by the person you are talking to.
Note: If you receive a busy signal and are not able to talk with some one in Campus Security, keep trying until you are able to talk to someone in Campus Security.
(6) When exiting or evacuating a building or area, be careful of other people, not to push them down, step on them or push other people onto fallen or disabled people.

FACULTY, RESIDENT ASSISTANTS, AND SUPERVISORS SAFETY PLAN RESPONSIBILITIES:

If the alert is to evacuate the building:
(1) Faculty, Resident Assistants, and Supervisors should select one or two persons to lead others safely out of the building.
(2) Faculty, Resident Assistants, and Supervisors are responsible for assigning two individuals per disabled person(s) during evacuation.
(3) Faculty, Resident Assistants, and Supervisors should check any adjoining areas, such as restrooms or supposedly vacant rooms, to be sure that all persons are notified to evacuate.
(4) Faculty, Resident Assistants, and Supervisors should be the last individual(s) to leave the building.
(5) When everyone has safely evacuated the building, Faculty, Resident Assistants, and Supervisors will systematically sweep and check to see that everyone is accounted for. If there are two people searching the building, coordinate the search efforts. If someone is unaccounted for, Faculty, Resident Assistants, and Supervisors should immediately alert Campus Security on the scene. All students and personnel must operate on the buddy system to make sure all facilities are evacuated.
(6) Do not go into any building after it has been evacuated until the "all clear" has been given by fire department or Campus Security.
(7) Safety drills are planned each semester by Student Services. Both announced and unannounced drills will occur.
(8) Failure to evacuate the residence hall during a drill will result in disciplinary action by

student services.

If the alert is to stay in the building:

(1) Faculty, Resident Assistants and Supervisors are to make sure that all people are moved to the safest part of the building as noted in the tornado section of this plan.

(2) Faculty, Resident Assistants, and Supervisors are responsible for assigning two (2) individuals per disabled person during relocation to a safer part of the building. **Note:** A list of the safest part of each building is found under the tornado section of this Security Plan.

(3) If the building is to be locked down, faculty, Residents Assistants and Supervisors are to make sure all doors are locked and people are on the floor and away from windows. Lights should be turned off.

(4) Do not move out of the building unless instructed to do so by local law enforcement or Campus Security.

EVACUATION MEETING POINTS (EMP) ON CAMPUS:

The following places are central meeting places if a building evacuation is ordered. If a building evacuation is ordered, go immediately to the central meeting place closest to the evacuated building. **Do not go anywhere other than the Evacuation Meeting Point. Go immediately! Then, identify yourself to the person in charge of the building (faculty, Resident Assistant or supervisor) to insure that everyone has safely evacuated the building and no one is missing.**

(1) The field in front of the Student Center at least 200 feet from the building.
(2) The tennis courts next to the gym.
(3) The practice football field at the football stadium.
(4) The parking lot next to the Porch Resident house.
(5) The baseball field.

SAFE SHELTERS:

The following places are locations that people outside in the open or in unsafe places can move to if conditions permit.

(1) The Student Center; away from the windows.
(2) Underneath the Library in Brisse, in the classrooms.
(3) Bottom of Neves, Neves 101 and 102
(4) Bottom of the Crain Science Building
(5) Bottom floor of Foster Education Building

FIRE:

Fires are unpredictable, fast and the smoke from the flames and burning of many different types of material that are burned is toxic and deadly. Your safety and the safety of others comes first and foremost.

(1) Sound the building fire alarm. Call 9-911 from a campus telephone or 911 from any other telephone. Campus Security can activate a campus-wide alarm if necessary. Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone.

(2) Identify the "Fire Exit" nearest your classroom, office or residence hall room.
(3) Leave the building quickly and in an orderly fashion. Do not stop or go back for personal belongings. Do not use the elevator. Use the stairs. Do not lock doors while leaving the building.
(4) Smoke is the most toxic part of a fire, stay close to the floor.
(5) Assemble at one of the Evacuation Meeting Points listed earlier. Keep out of the way of firemen and police. Remain outside the building. After evacuating, stay with your co-workers/classmates so that Resident Assistants, Supervisors, and Faculty can determine if the building has been safely and completely evacuated
(6) Notify Campus Security on the scene if you suspect someone may still be in the building.
(7) Do not re-enter a building unless the "all clear" has been issued by the fire department or Campus Security.
(8) If you become trapped in the building:

DO NOT PANIC!

(a) Contact Campus Security by using your cell phone

(b) Put an article of clothing large enough to hang outside the window and into the room to mark your location for emergency personnel

(c) If the room has no windows, stay close to the ground; shout out loudly to attract the attention of emergency workers.

Note: If a fire appears to be controllable, first call Campus Security, then alert everyone to the fire, finally, use a fire extinguisher to put out the fire.

VIOLENT CRIME OR HOSTAGE SITUATION:

(1) If possible, remove yourself and others from harm. If it is not possible to remove yourself from the situation, then lock/hide yourself in a room.
(2) **Do not** attempt to confront, apprehend or interfere with the criminal except in case of self protection.
(3) Notify Campus Security by dialing 7777 from a campus telephone or 977-7777 from any other telephone **immediately**. Give them your exact location and the location of the suspect(s) including building and classroom. Write down the features such as height, weight, sex, race, clothing, age and name of the person(s) you observed. Then immediately communicate this information to Campus Security. Notify Campus Security with this information when you are talking to them. Also inform Campus Security of any injures.
(4) Campus Security is to secure buildings and grounds and alert proper civil officials immediately.
(5) Do not try to look or peek out windows or doors to see what is happening.
(6) Do not leave your safe place unless instructed to do so by Campus Security or local law enforcement. Follow their instructions completely.

SEXUAL ASSAULT AND OTHER SENSITIVE CRIMES:

(1) Try to be as calm as possible. This will help you to think more clearly.
(2) Go to a safe place.

(3) Preserve all physical evidence. This includes; **NOT** taking a bath or shower, **NOT** brushing your teeth, **NOT** cleaning your fingernails, **NOT** changing your clothes. Clean and fresh clothes will be brought or given to you after evidence is collected.
(4) Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone.
(5) Take time to write down, or describe to someone who writes down what you describe, an accurate description of the assailant. Note features as height, weight, sex, race, clothing, age and name, if known.

MEDICAL EMERGENCIES:

(1) Do not move a seriously injured person unless it is a life-threatening situation.
(2) If you feel you must have immediate help, and it is severe enough that you need EMS dial 9-911 from a campus telephone or 911 from any other telephone. Also, notify Campus Security by dialing 7777 from a campus telephone or 977-7777 from any other telephone.
(3) If it is not an immediate medical necessity, call Campus Security and Campus Security will obtain medical help for the person(s) sick or injured. This includes but is not limited to: sprains, insect bites, scrapes, minor burns, splinters, small cuts and puncture wounds, etc.
(4) Relay important information to Campus Security, such as: exact location, your name, name of person injured, type of injury, and extent of injury.
(5) Do not contact blood or any other bodily fluid because of the possibility of blood borne pathogens unless you are wearing protective gear such as surgical gloves.
(6) Stay with the person and reassure them of your presence and tell them that help will soon be with them to look after them.
Note: Campus Security will notify University officials if the emergency is of a serious nature.

HAZARDOUS MATERIALS:

CHEMICAL SPILLS OR CHEMICAL REACTIONS THAT PRODUCE DEADLY GASES

If the identity of a chemical spill or leak is unknown, treat the spill or leak as toxic material. Treat the spill or leak as representing a danger to you and others. The following steps should be taken:
(1) Do not attempt to confine or stop the spill or leak. Avoid contact with skin, eyes and clothing. Do not breathe the fumes and vapors. Avoid shutting the doors to the room.
(2) Sound the building fire alarm so evacuation can begin. Inform people as to the reason the alarm has been sounded.
(3) Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone so that appropriate action can be taken. Campus Security can activate a campus-wide alert if necessary.
(4) Do not walk through or stand in smoke clouds. Do not breathe the vapors or fumes.
(5) Assemble at one of the Evacuation Meeting Points listed earlier. After evacuating, stay with your co-workers/classmates so that Resident Assistants, Supervisors, and Faculty can determine if the building has been safely and completely evacuated.
(6) Call 9-911 from a campus telephone or 911 from any other telephone, giving your name and location if you can not reach Campus Security or requested to do so by Campus Security.

(7) Do not re-enter a building or return to the area unless the “all clear” has been issued by the fire department or Campus Security.

BOMB THREATS:

Most bomb threats turn out to be false. For the safety and welfare of everyone, Campus Security will not ignore or treat lightly any threat. Each threat is assumed to constitute a clear and present danger to the people on campus and to the campus. **If you see something that looks like a bomb or a suspicious package, DO NOT TOUCH IT! MOVE AWAY FROM THE AREA, MOVE OTHER PEOPLE AWAY AND CALL CAMPUS SECURITY. DO NOT USE ANY CELL PHONE OR TWO-WAY RADIO DEVICES.**

(1) Notify Campus Security concerning any suspicious package or any threat received by phone, mail, e-mail, text message or any other means.

(2) If conditions permit, a quiet search will be made without alarming faculty, students, staff and visitors by Campus Security.

(3) If the threat appears credible, evacuate the building and area by quietly asking people to leave or by sounding the fire alarm.

(4) Campus Security will contact local law enforcement and secure the area.

(5) Movement on campus and access by other people is limited. I.D. cards are to be displayed by all people.

(6) Do not re-enter an area or building unless the “all clear” is given by local law enforcement or Campus Security.

CIVIL DISTURBANCE:

Civil disturbances include demonstrations, riots or assemblies that become disruptive.

(1) Any person who sees a civil disturbance or becomes aware of the possibility or planning of a civil disturbance must contact Campus Security.

(2) Avoid provoking or obstructing demonstrators. Leave the area of the disturbance.

(3) If you are not in the area, do not go to the area to see what is happening. Avoid the area.

(4) Close and lock all doors, especially external doors, but do not lock doors to prohibit emergency exits. Close windows and blinds.

(5) Attempt to continue your normal daily schedule and routine.

(5) Follow all verbal instructions and commands of Campus Security and local law enforcement.

HAZARDOUS GAS LEAKS:

If a gas cylinder or storage tank is suspected of leaking or there is a suspicious odor, do not attempt to discover where the leak or odor is. Do not attempt to stop the leak unless you are the supervisor responsible for the container. Your safety and the safety of others is paramount. The following steps should be taken:

(1) Sound the building fire alarm so evacuation can begin.

(2) Call Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone so that appropriate action can be taken. Campus Security can activate a campus-wide alert if necessary.

(3) Do not walk through or stand in smoke clouds. Do not breathe the vapors or fumes. (4) Assemble at one of the Evacuation Meeting Points listed earlier. After evacuating, stay with your co-workers/classmates so that Resident Assistants, Supervisors, and Faculty can determine if the building has been safely and completely evacuated.

(5) Call 9-911 from a campus telephone or 911 from any other telephone, giving your name and location if you can not reach Campus Security or you are requested to do so by Campus Security.

(6) Do not re-enter a building or return to the area unless the "all clear" has been issued by the fire department or Campus Security.

TORNADOS AND SEVERE WEATHER:

Tornado Watch: Tornados and thunderstorms are possible
Tornado Warning: A tornado has been spotted in area
If a tornado is sighted or severe weather is approaching the campus, the following action should be taken:
(1) Notify Campus Security at 7777 from a campus telephone or 977-7777 from any other telephone. Campus Security will activate the campus-wide alarm, if necessary.
(2) If time permits, go to the basement or interior hallway on the lowest floor. Shut the doors of the dorm rooms or other rooms that lead to the hallway.
(3) If time does not permit, get into the safest area of your classroom/room/office away from windows and doors.
(4) If you are staying in the hall of a building, close the doors along the hallway.
(5) Stay clear of auditoriums, gymnasiums or other structures with wide, free-span roofs.
(6) Take shelter underneath your desk or any heavy furniture.
(7) Assume a curled position to protect your head and eyes.
(8) Stay inside until the fire department or Campus Security has cleared the building for you to leave.

NOTE: the CONNECT code for each building is in parenthesis after the name of the building.

RESIDENT BUILDINGS:

BRUCE HALL (BE)
Assemble in the halls of the bottom floor.
UNITS A - G RESIDENCE HALLS (UTA THROUGH UTG)
Assemble on the bottom floor lobby of each unit.
UNIT RESIDENCE HALL AND LAUNDRY ROOM (UTL)
Evacuate to the bottom floor lobby of Unit C or D Residence Halls. If evacuation is not possible, assemble in interior room away from windows.
SELF RESIDENCE HALL (SF)
Assemble in the hallway of the bottom floor.
TRUSTEE RESIDENCE HALL (TE)
Assemble in the hallway of the bottom floor.
HOWARD RESIDENCE HALL (HD)
Assemble in the downstairs hall of Howard Residence Hall.
SIMPSON RESIDENCE HALL (SN)
Assemble in the downstairs hall Simpson Residence Hall.
HORTON/TINGLE RESIDENCE HALL (TN)
Assemble in the hall of the bottom floor.
EMERY RESIDENCE HALL (EY)
Assemble in the hall of the bottom floor.
ROBERSON RESIDENCE HALL (RN)
Assemble in the hall of the bottom floor.

JAMES AND RUTH HOWARD JR. RESIDENCE HALL (JR)
Assemble in the hallway of the bottom floor.
NEB AND MARTHA CLINE RESIDENCE HALL (CE)
Assemble in the hallway of the bottom floor.
HARTNESS RESIDENCE HALL (HS)
Assemble in the hallway of the bottom floor.
ANTHONY RESIDENCE HALL (AY)
Assemble in the hallway of the bottom floor.
MARTIN RESIDENT HALL (MN)
Assemble on the bottom floor and in the hallway and near the center of the building
VANDIVER RESIDENT HALL (VR)
Assemble on the bottom floor in the hallway and near the center of the building
BRASHIER APARTMENTS (BR)
Assemble in the hall or bathrooms on the lower floors. If time permits, evacuate to the Younts Athletic Building or the nearest shelter.
THE HOUSES AT CRUSADER COURT (CC1A THROUGH CC33B)
Assemble in the bathrooms, shut the door.
RESIDENT HOUSES
There are several individual houses that have been converted into Student Resident housing. The safe location in each house is the hallway with the doors closed. The second location is the bathroom, in the bathtub. The names of the different houses are as follows:
McLURE HOUSE-48 BLACKWELL (ME)
CABIN-60 BLACKWELL (CN)
BLACKWELL HOUSE-68 BLACKWELL (BK)
HOUSES ON WEST CRAIN (WC1, WC2, WC3 WC4)
McKINNEY HOUSE-7701 MOUNTAIN VIEW (MY)
THE PORCH-7820 N TIGERVILLE (PH)
YEARWOOD-7850 N TIGERVILLE (YD)
WOOD HOUSE A-7873 N TIGERVILLE (WDA)
WOOD HOUSE B-7873 N TIGERVILLE (WDB)
WOOD HOUSE C/ROPER MOUNTAIN-7905 N TIGERVILLE (WDC)
WOOD HOUSE D/CRAFT HOUSE-7903 N TIGERVILLE (WDD)
WOOD HOUSE E/CROUSE HOUSE-7901 N TIGERVILLE (WDE)
BRAND HOUSE-4 CHIQUAPIN (BR)
WILBANKS HOUSE-12 CHIQUAPIN (WS)
ARMSTRONG HOUSE-12 CHIQUAPIN (AG)
DUPLEX 111 THROUGH 117 CHIQUAPIN (DX1 THROUGH DX7)
DRAPER HOUSE-153 CHIQUAPIN (DR)
ENGLAND HOUSE-163 CHIQUAPIN (ED)
HAIL HOUSE-170 CHIQUAPIN (HL)
FARM HOUSE-251 CHIQUAPIN (FM)
PRESIDENT'S CABIN-17 FOSTER CIRCLE (PS)
FOSTER 2- FOSTER CIRCLE (FR2)
FOSTER 4- FOSTER CIRCLE (FR4)
FOSTER 10- FOSTER CIRCLE (FR10)
FOSTER – 11 FOSTER CIRCLE (FR11)
FOSTER -13 FOSTER CIRCLE (FR13)

ADMINISTRATIVE AND CLASSROOM BUILDINGS:

WHITE HALL (WE)
If evacuation is not possible, assemble in hall of the bottom floor. Shut doors to the offices. If time and safety permits, evacuate the building to Turner Music Building or Howard Residence Hall.

TURNER AUDITORIUM AND MUSIC BUILDING (TR)
Assemble in the bottom floor hallway of Turner Music Building. If the building is at near full to full capacity, stay in the auditorium and move to the front of the auditorium.

DONNAN ADMINISTRATION BUILDING (DN)
Assemble in the President's wing and the Business wing on the bottom floor.

CRAIN SCIENCE BUILDING (CN)
Assemble on the bottom floor in the hallway nearest the Learning Lab.

NEVES (NS)
Evacuate to the Business/Sports Management floor or bottom floor, Neves 101 and Neves 102. If evacuation to these floors is not possible, assemble in Neves 5.

FOSTER STUDENT CENTER (FR)
Assemble on the bottom floor hallway.

JOE F. HAYES GYMNASIUM (GYM)
Assemble in the offices on both levels.

YOUNTS FITNESS AND WELLNESS CENTER (YS)
Assemble in the hallway near the offices.

TODD DINNING HALL/STUDENT CENTER (TD)
Assemble in the hall of the student center downstairs, away from the windows.

HAMLIN/FINE ARTS (HN)
Assemble in the hall way to the Band Room, the bathrooms, or the Band Room. If the auditorium is at near full to full capacity, stay in the auditorium and move to the front of the auditorium.

COTHRAN MAINTENANCE BUILDING (CN)
Assemble on the bottom floor basement on the north end of the building or evacuate the building for a safer place.

BASEBALL OFFICES (BL)
If evacuation is not possible, assemble in the dressing room.

TUTTLE CLINIC (TE)
Assemble in the inner room or hallway.

COOPER APARTMENTS AND CAMPUS SECURITY (CR)
Evacuate to the Tuttle Clinic for shelter. If evacuation is not possible, shut the bathroom door and remain close to bathroom door in the hall.

AVERYT /WOOD LEARNING CENTER/LIBRARY (AT)
Assemble in the bottom floor hallway near the elevator, space permitting, or in Brisse classrooms near the inner wall or classroom hall.

HAYES MINISTRY CENTER (HS)
Assemble in the hallways of the Financial Aid and Admissions Offices.

THE MITCHELL VISITORS CENTER AT THE STADIUM (ML)
Assemble in the bathrooms or in the Concession stand.

THE YOUNTS PRESS CENTER AT THE STADIUM (PB)
Assemble in the bathrooms or in the Concession stand

THE HENDRICKS ATHLETIC CENTER (HS)
Assemble in the hallway near the coaches offices, under the weight room or in the locker rooms.

THE EDDIE RUNION BUILDING (RN)

Assemble in the photography room and dark room on the first floor

THE OLE STUDIO; POTTERY STUDIO (OLE)

Evacuate to the photography /dark room in the Runion building on the 1st floor. If evacuation is not possible, assemble in the bathrooms and hallway.

THE NORTH GREENVILLE UNIVERSITY SCHOOL OF DRAMA (DA)

Evacuate to the basement floor, in the back of the building.

THE BILLINGSLEY THEATRE (BY)

The safe locations in this building will be determined upon completion of the building

EMERGENCY TELEPHONE NETWORK:

Office Telephone Number Special Notes

Campus Security 7777 from campus telephones

977-7777 from any other phone

Fire or Medical Emergency 9-911 from campus telephones

911 from any other telephone

Student Services 7123 from campus telephones

977-7123 from any other telephone

Clinic 7170 from campus telephones

977-7170 from any other phone

Greenville County Sheriff's Department 271-5210

South Carolina Highway Patrol 271-1000

EVACUATION:

Some emergencies require the evacuation of building(s). If a building is to be evacuated, all personnel should assemble at the field in front of the Student Center, 200 feet from the buildings. Never use an elevator to evacuate. Once a building has been evacuated, no person will be permitted to re-enter the building unless authorized personnel give approval. **If campus-wide evacuation is necessary, Campus Security will activate the IRIS system.**

Blackboard Connect Alert System

Beginning for the Fall 2014 semester North Greenville University in cooperation with Blackboard. Implemented the Blackboard Connect System. This system will allow campus security or Student Services to send an emergency message to all cell-phones, computer screens, and wireless enabled PDA's listed in the system. In addition, persons receiving the message will be able to respond with a code that will allow campus security to know their location on campus in the event of a campus wide emergency alert.

Three alert levels will be used to communicate with the NGU community:

Level One- Operational Alert

This level will be used to communicate weather related or general information which would call for a change in the normal operation of the campus. Included would be information about the cancellation of classes due to inclement weather, power outages, a change in traffic flow, etc. The message will begin with **OA**. All information following would be instructions concerning a change in the normal pattern of NGU procedures.

Level Two- Situational Alert

The **SA** message would be sent in response to an active, credible threat of harm made against the campus via phone, e-mail, mail, or made personally to a student, staff, administrative, or faculty member. The following procedures will be in effect if a Situational Alert is initiated:

1. The threat will be reported to Law Enforcement. Law Enforcement Officials will be advised of our alert status.
2. All doors to classrooms should be closed and locked (if possible) while class is in session.
3. Visitors to the campus will be required to check in with Campus Security.
4. All vehicles locked.
5. Campus Security will establish a checkpoint at the main entrance of the campus to check all incoming traffic.
6. No off campus visitors for students.
7. Students, faculty, and staff are encouraged to be on alert and report any suspicious activity to campus security.
8. RA's and Coordinators on alert monitoring activity in student housing.
9. All Campus Security Officers on duty and patrolling the campus.
10. No loitering on campus. Everyone should move quickly across campus to his or her destination.

Level Three-Emergency Alert

An Emergency Alert will be issued in the event a clear and present danger exists on campus. An example would be an armed assailant on campus or a known fugitive in the area. An Emergency Alert message will be accompanied by a long, continuous blast of the campus emergency siren. The following procedures will be in effect if an Emergency Alert is initiated:

1. Stay where you are until the **All-Clear (AC)** message is sent. The all-clear signal will be accompanied by three short tones by the campus siren. Do not open the door to your office, classroom, or dorm unless directed to do so by Law Enforcement or Campus Security or until the all-clear message is sent and sounded.
2. If possible, lock the door to your office, classroom, or dorm.
3. Stay away from doors and windows.
4. Respond to **EA** message with your location using abbreviations for campus housing and campus buildings.
5. If the threat is in your immediate area, respond to the **EA** message with the 911 code following the letters for the building where the threat is located.
6. Take a deep breath, pray, and remain calm. Do not confront an assailant. If the assailant is nearby and you are in an open area where flight is a possibility, clear the area as quickly as possible or seek immediate cover. If you are in a confined area, look for cover or drop to the ground and play dead.