



# STUDENT LIFE



COASTAL CAROLINA  
UNIVERSITY

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#### **Student Government Association**

[www.coastal.edu/osal/sga.html](http://www.coastal.edu/osal/sga.html)

The Student Government Association (SGA) includes executive officers elected by the student body and senators who represent clubs, organizations, residence halls, and each of the four Colleges. The chief function of SGA includes providing a liaison between the administration and the students, representing student opinion to the administration of the University, and participating in the governance of the University by serving on many joint faculty-student committees.

#### **Student Clubs and Organizations**

There are many opportunities for Coastal students to actively participate in campus life through more than one hundred student organizations. Organizations are of many types: Greek, special interest, honorary, professional, social, service, literary, and recreational. Most organizations are open to all Coastal students and meet on a regular basis.

#### **Coastal Carolina University Greek Life**

[www.coastal.edu/greek](http://www.coastal.edu/greek)

Telephone: (843) 349-2311

The Coastal Carolina University Greek community consists of chapters of (inter) national fraternities and sororities. The purpose of these organizations is to create a collegiate brotherhood/sisterhood, uphold the principles of their national organizations and enhance the personal and leadership development of their members. All chapters are governed by the Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association.

#### **Coastal Productions Board**

[www.coastal.edu/osal/cpb.html](http://www.coastal.edu/osal/cpb.html)

Coastal Productions Board is the student organization which sponsors campus-wide activities such as comedians, movie nights, and concerts. The Coastal Productions Board is composed of students who produce programs for their fellow students. Students interested in participating are asked to contact the Office of Student Activities and Leadership located in Suite 106 of the Student Center.

#### **Student Media**

Three student publications are printed during the academic year: *The Chanticleer*, the student newspaper, is printed weekly; *Archarios*, the literary and art magazine is published in the spring semester; and *Tempo* magazine, the student feature magazine, is published once in the fall and once in the spring semesters.

#### **Student Directory**

The University publishes an electronic Student Directory (accessible through portal. coastal.edu) each fall and spring semester. This information can be corrected or updated by visiting the Office of the Registrar, Singleton Building 108. Students who do not wish to have information available in the Student Directory must complete a Student Directory Privacy Request Form, available in the Office of the Registrar, and must complete the form no later than 14 days after the beginning of the respective fall or spring semester.

## **The Student Recreation Center and Outdoor Facilities**

[www.coastal.edu/recreation](http://www.coastal.edu/recreation)

Williams Brice

Telephone: (843) 349-2802

The Student Recreation Center (SRC) is the center of all campus recreational activity. A swimming pool with adjacent outdoor patio, auxiliary gym, racquetball courts, dance studio for aerobics, locker rooms, a weight room with the latest fitness and cardio equipment, and the Campus Recreation offices are housed here. The Joseph Holliday Tennis Courts, directly behind the SRC, features four composition courts, two of which are lighted. Intramural activities are played on the Spur fields, a large outdoor field complex which is also available to the students for pick up games. A state-of-the-art track is available for the jogging population. A ten element challenge course has been constructed to offer students, faculty, staff and the community opportunities for team building and leadership activities. The campus community is encouraged to participate in any of these activities with a valid Coastal Carolina University I.D. Equipment is available for check out at the Campus Recreation offices.

### **Intramurals**

Flag football, basketball, softball, ultimate frisbee, volleyball, soccer, and water polo are just a few of the team sports available in men's, women's, and co-recreational divisions. Individual events include badminton, pickleball, racquetball, swimming, and tennis. All sports offer multiple playing levels to ensure participants a variety of competition. Some of our intramural teams have represented Coastal Carolina University at regional and national championship tournaments. A valid I.D., the desire to have a good time, and the desire to get a little exercise are needed to participate.

### **Mission Statement for Intercollegiate Athletics**

The Intercollegiate Athletics Program at Coastal Carolina University is an integral part of the total educational program. Its objectives are consistent with the purposes of the institution and aim to create an environment which enables students to reach their full potential.

Coastal Carolina University resolves to:

1. Maintain intercollegiate athletics as an integral part of CCU's educational program with a clear relationship to its mission and goals.
2. Employ coaches and administrative staff capable of performing professionally in an educational community where high standards of integrity, ethical behavior, and good sportsmanship are required.
3. Recruit student-athletes capable of academic success at the university level, and operate its athletics program in a manner which does not detract from student-athletes' educational opportunities.
4. Provide financial aid to student-athletes who are willing to commit to compliance with team rules, good sportsmanship, and satisfactory academic progress toward their college degrees.
5. Provide equal opportunities and access for all students by developing and maintaining programs which meet the athletics and academic needs of the University community.
6. Develop in student-athletes the qualities of self-discipline, teamwork and loyalty, and establish an environment of competitiveness, good sportsmanship, and fair play.
7. Maintain the facilities and personnel to enhance the athletics skills of the student-athletes, to promote the recovery of those who are ill or injured, and to provide educational programs and counseling with regard to drug and alcohol abuse.
8. Operate a broadly based athletics program which is competitive within the conference

in all sports, and competitive on a national basis to the extent possible utilizing the resources available.

9. Establish a tradition of athletics excellence which will increase the pride, loyalty, and enthusiasm of the students, faculty, staff, alumni, and the local community.

## **Intercollegiate Athletics**

Intercollegiate athletic programs are recognized as valuable assets in enhancing campus spirit and fostering excellence of character, responsibility, sportsmanship, self-esteem, and physical development among its participants.

Coastal Carolina University fields 17 intercollegiate teams. The women's program includes soccer, cross country, tennis, basketball, volleyball, golf, softball, indoor track and field, and outdoor track and field. Men compete in football, cross country, tennis, basketball, soccer, baseball, golf, and outdoor track and field. The teams are named after the Coastal Carolina University mascot, the Chanticleer, and wear the official school colors of Coastal teal and bronze.

The University is affiliated with the National Collegiate Athletic Association (NCAA), Division I, and is a member of the Big South Conference. These affiliations permit student-athletes to receive local, regional, and national recognition for their accomplishments.

Grants and scholarships are awarded to qualified student-athletes through the Office of Financial Aid. Questions regarding athletic scholarships should be directed to the appropriate coach in the athletics department. Recipients of aid are required to satisfy certain academic standards set by the University, the Big South, and the National Collegiate Athletic Association.

All Coastal Carolina University students are admitted without charge to all athletic events with their student identification card.

## **STUDENT SERVICES**

### **Division of Student Affairs Mission Statement**

The Division of Student Affairs at Coastal Carolina University provides a safe, supportive and challenging student learning community which encourages leadership, citizenship and responsibility to self and others. The following principles serve as a foundation for providing meaningful and enriching programs, services and activities:

- Excellence
- Integrity and ethical competence
- Respect for diversity
- Physical and emotional wellness
- Self-awareness
- Engaged participation in campus programs
- Lifelong learning

In addition, the Division seeks to develop students into responsible adults and productive members of society by promoting the personal characteristics of competence, confidence, collaboration, character and caring.

### **Lib Jackson Student Center**

100 Spadoni Park Circle

The Student Center provides a variety of facilities for use by all members of the University community. The Center contains meeting and conference rooms, a television lounge, a game room, and dining facilities. The Student Center also houses the Office of Student Activities and Leadership, Student Government Association, Coastal Productions Board, The Volunteer Services Center, Students Taking Active Responsibility (STAR), Greek Life

and student publications.

## **University Dining Service**

### **The Commons Residential Restaurant**

Featuring an all-you-care-to-eat atmosphere. Visit one of the multi-stations serving international and home-style entrees. Serving 3 meals a day, Monday thru Friday, Brunch and Dinner Saturday and Sunday. The Commons is also open for late night pizza Sunday thru Thursday.

### **Cino Grille – Student Center**

A retail location offering Grille Works, Tortilla Fresca, Montague's Deli, soups, salads and a wide variety of Grab 'n Go items. Open Monday thru Friday.

### **Atlantic Science Center Snack Bar**

Featuring Grab 'n Go items, hot dogs, soup, nachos, assorted drinks and hot coffee. Open Monday thru Friday.

### **Java City – Library**

Offers a full Java City espresso bar, smoothies, fresh-baked pastries, and Grab 'n Go sandwiches, wraps, salads and parfaits. Open seven days a week.

### **C-Store – University Place**

Stock your in-room fridge or grab a snack at the on-campus market. The C-Store provides everything needed including health & beauty products, and accepts declining balance dollars. Open seven days a week.

### **Quail Creek Snack Bar**

Playing a round of golf or just need a relaxing change, visit the Snack Bar at Quail Creek Golf Course. Offering hot and cold sandwiches, fries, and plenty of snacks and beverages. Open seven days a week.

## **Office of Student Activities and Leadership**

[www.coastal.edu/osal](http://www.coastal.edu/osal)

Student Center, Suite 106

Telephone: (843) 349-2301

The Office of Student Activities and Leadership provides advisement to a large number of academic, professional, Greek fraternity and sorority, special interest and religious student organizations and is available to individual students who desire information about activities which might meet their interests. Any student interested in establishing a new club or organization may obtain information from the Office of Student Activities and Leadership. Opportunities to participate in community volunteer programs and leadership development workshops are available to all students. This office coordinates Student Media, Student Government, Greek Life, Coastal Productions Board, student organizations, The Volunteer Services Center, and STAR, the University's student-driven community service and volunteer programs organization.

## **Multicultural Student Services**

[www.coastal.edu/multicultural](http://www.coastal.edu/multicultural)

Prince Building, Suite 215

Telephone: (843) 349-2863

Multicultural Student Services, promotes student satisfaction and success. The overall

goal of the office is to support the academic, social and cultural development of minority students through counseling and programming. The office provides a variety of programs and services related to the concerns, challenges and needs of minority students and their adjustment to university life. These programs are designed to be a catalyst for student success. The office also focuses on programs designed to involve all students in multicultural education.

In addition, consultation is provided to faculty and professional staff regarding minority issues and the South Carolina Commission on Higher Education's Access and Equity Program.

## **The Volunteer Services Center**

[www.coastal.edu/volunteer](http://www.coastal.edu/volunteer)

Telephone: (843) 349-6503

The Volunteer Services Center serves as a clearinghouse for community service opportunities. By maintaining a registry of students, faculty and staff and their interests, the center can match individuals with rewarding volunteer opportunities. The center also connects volunteers with appropriate training programs in an effort to provide successful experiences for volunteers and agencies. The Volunteer Services Center also organizes campus-wide events to promote participation in community service activities and programs.

## **Career Services Center**

[www.coastal.edu/career](http://www.coastal.edu/career)

Indigo House, 104 Tom Trout Dr.

Telephone: (843) 349-2358 (Student Employment)

(843) 349-2341 (Career Services Center)

Office Hours: 8:00a.m.- 5:00p.m. (Indigo House)

1:00p.m.- 4:30p.m.(Coastal Science Center)

The CCU Career Services Center provides career counseling for all students, works collaboratively with faculty advisors, freshman success seminars and student organizations to help each student set and reach career goals. Students work with a career counselor to explore their values, interests, abilities and personality to select or confirm majors and career paths. The Student Employment Program assists students with locating and applying for part-time jobs on campus and in the community.

The CareerQuest plan is a four year career development model used to teach students the connections between academic majors and possible career paths early in the college experience. The plan is supported through online programs for career assessment, exploration and job searching. Freshmen are introduced to the CareerQuest plan in UNIV 110. A Career Exploration course, UNIV 150 is offered for those students seeking in-depth investigation for career decision making and preparation for internships. As seniors approach the transition out of the University, The Excellent Alumni Leader (T.E.A.L.) Senior Seminar is offered to prepare students for leadership roles in their communities.

University Recruitment Programs include an annual career fair, internship fairs and a summer job fair; Spring and Fall Senior On-Campus Interviews, online, national job posting system and a Resume Referral Program. Seniors work with career coordinators for their academic areas to prepare for the job search. Workshops and materials are available to teach job search skills including resume writing, internet search skills, interviewing and professional etiquette and networking.

## **Counseling Services**

[www.coastal.edu/counseling](http://www.coastal.edu/counseling)

204 University Boulevard  
Telephone: (843) 349-2305

Counseling Services are offered to Coastal Carolina University students to assist students in defining and accomplishing their personal and academic goals. Priorities of the service include: 1) treatment of mental health concerns, 2) prevention of psychological difficulties, 3) educating students to live emotionally and behaviorally healthy lives, and 4) contributing to a healthy campus environment. Services include individual, couples, and group counseling; psychiatric services; crisis intervention; assessment; nutritional counseling; drug and alcohol education; academic coaching; referrals; and consultation. Counseling Services adheres to the standard professional procedure regarding confidentiality of information and records are not part of any other Coastal Carolina University records.

Counseling Services also offers extensive psycho-educational programming to the university campus. Counselors present fun and interactive programs to classrooms, clubs, teams, and any other student group. Professional staff members are assisted by student peer educators from SHORE (Students Helping Others Reach Excellence). Staff and SHORE members also sponsor prevention efforts such as alcohol awareness week, depression screenings, and sexual assault awareness activities to promote a healthy campus environment. Students interested in joining SHORE can complete an application on-line or available at Counseling Services.

Students may schedule appointments or programs by visiting the Student Health-Counseling Services building, at 204 University Blvd. or by calling (843) 349-2305.

### **Disability Services**

[www.coastal.edu/counseling](http://www.coastal.edu/counseling)  
204 University Boulevard  
Telephone: (843) 349-2305

Coastal Carolina University is dedicated to establishing and maintaining a barrier-free environment with all of its resources. Students with physical, psychological, or learning disabilities receive accommodations and assistance through Disability Services. With appropriate documentation, counselors determine accommodations needed to assist students in taking full advantage of their CCU educational opportunities. On-going disability coaching is offered to assist students with disabilities to help ensure success at CCU. To access services and accommodations, students should obtain documentation of the disability and make an appointment with the Coordinator of Disability Services.

### **Alcohol and Other Drug Services**

[www.coastal.edu/counseling](http://www.coastal.edu/counseling)  
204 University Boulevard  
Telephone: (843) 349-2305

Alcohol and Other Drug Services is an integral part of the counseling services offered to students. This program is designed to offer education, prevention, and intervention services in support of student achievement. Personal assessments, classroom presentations, innovative and interactive computerized programs, and informational materials are available as requested. Referrals to community agencies are facilitated when appropriate. Confidentiality is maintained according to professional standards. Appointments may be scheduled by calling (843) 349-2305 or visiting the office in Counseling Services.

### **Student Health Services**

[www.coastal.edu/health](http://www.coastal.edu/health)  
204 University Boulevard

Telephone: (843) 349-6543

Located across the street from University Hall (east side of University Blvd.), Student Health Services offers all Coastal students quality primary medical care and health education services, with an emphasis on wellness and healthy lifestyles. We encourage you to make an appointment for non-emergencies, visit us to pick-up health and wellness resources or access our website for many other resources at: [www.coastal.edu/health](http://www.coastal.edu/health)

#### Services Offered

- Medical Prescriptions
- Diagnostic Services
- Treatment of Minor Sprains and Strains
- Treatment of Minor Wounds and Lacerations
- STD Testing and Treatment
- Allergy Injections
- Gynecological Exams and Contraception
- Physical Exams
- Immunizations
- Referral Services
- Other Health and Wellness Services

#### Eligibility and Fees

All Coastal students are eligible for unlimited office visits. There is a nominal fee for some laboratory testing, medications and office procedures. Payment is preferred at the time of service by CINO card, cash, check, or charge card. Your student account can also be billed for your convenience. Also, you are eligible for our Emergency Care Plan through Pearce & Pearce Insurance. This is an emergency accident and sickness insurance policy with a \$500 maximum benefit payable under the following circumstances:

- You are evaluated or treated by Student Health Services and referred by our medical providers to a hospital emergency room.
- Student Health Services is closed when you suffer an emergency injury or illness.
- An injury or acute illness occurs on or off campus when Student Health Services is open, but the record of treatment indicates that your condition required treatment that could not have been clinically managed at Student Health Services.
- You are injured or sick and initially evaluated by Emergency Medical Services (EMS) and transported by emergency ambulance to a hospital emergency room where emergency treatment is provided.

#### Hours of Operation

##### *Fall and Spring*

Monday and Tuesday 8:30 a.m. to 5 p.m.

Wednesday 10 a.m. to 5 p.m.

Thursday and Friday 8:30 a.m. to 5 p.m.

\*Walk-ins until 4:30 p.m.

##### *Summer*

Monday 8:30 a.m. to 5:30 p.m.

Tuesday through Thursday 8 a.m. to 5:30 p.m.

Friday 8 a.m. to noon

\*Walk-ins until 5 p.m.

\*Closed Weekends and Holidays

### Emergency Contacts

Emergencies 911

Public Safety (843) 349-2177

Counseling Services (843) 349-2305

### After Hour Care

Conway Medical Center (843) 347-7111

Doctors Care Conway (843) 248-6269

Grand Strand Regional Medical Center (843) 692-1000

## **Student Health Insurance**

Health insurance for students is available through Pearce & Pearce Inc., underwritten by Mutual of Omaha Insurance Company. Brochures are available at Student Health Services and by calling toll free (888) 622-6001 or on the web at [www.studentinsurance.com](http://www.studentinsurance.com)

## **Office of International Programs and Services**

Laurel Hall

Telephone: (843) 349-2053

The Office of International Programs (OIPS) is the issuing office for I-20s and DS-2019s, the documents which support international students' and scholars' request for visas to study, teach or do research in the United States. In addition, the OIPS helps international students with other visa related issues such as practical training and academic advising.

The services offered by the Office of International Programs includes welcoming new international students, providing orientation, facilitating the registration process, and serving as primary contact for these students throughout their stay at Coastal Carolina University. The office provides information on cultural issues; maintains applications and literature on how to obtain social security cards, drivers' licenses, health and automobile insurance; explains employment options; and serves as an on-going general information resource. Trips and a variety of activities are organized each semester. Students may visit, at their convenience, Laurel Hall or call (843) 349-2053.

## **Financial Aid and Veterans Affairs**

Information is available in the Financial Aid section of this catalog.

## **Office of Residence Life**

[www.coastal.edu/reslife](http://www.coastal.edu/reslife)

Waccamaw Hall, Room 129

Telephone: (843) 349-6400

Coastal Carolina University maintains ten (10) on campus residence halls which house approximately 1300 students. The types of residence halls range from apartment-style to traditional suite-style accommodations. A variety of programming and living learning community opportunities are available to students. These efforts assist and encourage the residents to interact with faculty, staff and other students. All residence halls are staffed by professional and para-professional staff members who are thoroughly trained and educated in the development of first year students. All first-year students are required to live in campus housing.

### **The Rivers - Freshmen**

Waccamaw and Santee Hall

These two halls have a combined occupancy of approximately 750 students in more traditional suite-style units. Rooms are double-occupancy and are connected by a semi-private

bathroom to a neighboring double-occupancy room; all four residents share the adjoining bathroom. Each double-occupancy suite is furnished with two beds, two desks and chairs, two chest of drawers, and closet space.

Additionally, there is a limited number of quad suite units in each building consisting of four individual bedrooms, a common living area, and one bathroom for the suite.

A cafeteria style dining facility, The Commons, is located between Waccamaw and Santee Hall.

### **The Woods - Freshmen**

Dogwood, Oak, Cypress, Elm, Maple, and Palmetto Halls

These Halls are all apartment-style living units, accommodating approximately 400 students. Each unit houses four students with individual bedrooms. In addition, each apartment is furnished with a refrigerator, sofa, kitchen-dining bar with stools, beds, desks and chairs, chest of drawers, and closet space. The four residents in each unit share one bathroom within the apartment. All units are wired for direct internet access.

### **The Gardens - Freshmen, Upper-class, Returning, Transfer Students**

Azalea and Magnolia Halls

Azalea and Magnolia Halls are apartment-style living units which accommodate 92 students. Each unit houses two students who share one large bedroom. Each apartment is furnished with a refrigerator, stove, sofa, kitchen counter, stools, beds, desks and chairs, chest of drawers, built-in closet space and a bathroom.

Preferred off-campus housing is available for Coastal Carolina University students. For more information, call the Office of Residence Life.

### **Summer Residence**

Limited space is provided in the residence halls for those students wishing to take courses during the summer on a first-come, first-served basis. For more information, call the Office of Residence Life.

### **Residence Hall Application & Contract**

Any student interested in living in the residence halls must first be admitted to the University. Upon admission to the University, a student may go to the on-line housing application at [www.coastal.edu/](http://www.coastal.edu/). The student must then submit the application with a non-refundable room reservation fee of \$150.00. Residence hall space will be assigned based on the date the application, contract, and room reservation fee are received.

### **Withdrawal or Termination from the Residence Halls**

If a student desires to be released from the Residence Life Contract, he or she must fill out a *Request for Contract Release* form, which is available through the Office of Residence Life. Generally, a release from the contract will only be granted for those residents who graduate from the University, withdraw from the University, get married, or are called upon for military service. Other requests will be reviewed on an individual basis. Students who cancel or terminate the contract prior to the end of the contractual period will not receive a refund and will also be assessed a penalty fee for cancellation.

### **University Bookstore**

University Hall, first floor

Telephone: (843) 349-2360

The Bookstore has the largest selection of used and new textbooks required for Coastal Carolina University courses. The Bookstore also carries all course-related supplies, and offers software at educationally discounted prices. You will also find the best brand names

in Coastal Carolina clothing and gifts at the CCU Bookstore. Your entertainment needs are met here with a large selection in college music and general books. The Bookstore also offers discount movie tickets through Carmike Cinemas. The Bookstore invites all students to come in and shop or study; there are many reading and entertainment lounges located throughout the store.

## GENERAL INFORMATION

### Student Conduct

[www.coastal.edu/students](http://www.coastal.edu/students)

Responsibility for good conduct rests with students as individuals. All members of the academic community are expected to use reasonable judgment in their daily campus life to show due concern for the welfare and rights of others.

Students should be aware that educational institutions are not sanctuaries from the jurisdiction of the civil and criminal laws of the communities and states wherein such institutions exist. While the rules and regulations of Coastal Carolina University are not meant to duplicate general laws, there are some respects in which the lawful interests of the institution as an academic community coincide with the broader civic interest treated in general laws. Students who commit offenses against the laws of municipalities, states, or the United States are subject to prosecution by those authorities, as well as liable for disciplinary action under University rules when their conduct violates institutional standards.

Students, no less than other citizens, are entitled to be secure in their personal safety and welfare, lodgings, papers, and effects against unreasonable searches and seizures. This does not prohibit normal inspections of University facilities for maintenance, health, or safety purposes, nor does it preclude searches and seizures properly authorized by administrators in emergency situations where the welfare and safety of persons or property are involved. Approval for such procedures will be granted in strict accord with required legal standards. Searches and seizures by law enforcement personnel incident to investigations or arrests are conducted only under proper warrant and are not the responsibility of Coastal Carolina University.

Infractions of personal conduct are dealt with in accordance with the *Code of Student Conduct*. Conduct standards and sanctions are contained in *The Student Handbook*, located on the University's official website, *Residence Life Living Guide*, and the *Code of Student Conduct*.

The University reserves the right, in the interest of all its students, to decline admission to, suspend, or to require the withdrawal of a student after all appropriate University judicial procedures have been followed.

Students agree to abide by all rules and regulations of the University as a condition of admission.

### Academic Discipline

Student violations of academic discipline are dealt with in accordance with the *Code of Student Conduct*. Further information is contained in the current edition of *The Student Handbook*.

### Vehicle Registration

The University recognizes the importance of providing parking for the campus community. Regulations regarding vehicle registration and parking are distributed by the Department of Public Safety. Copies are available from the Office of the Department of Public Safety or online at [www.coastal.edu/safety/police](http://www.coastal.edu/safety/police). Students, faculty, staff and visitors are required to register their vehicles at the Office of the Department of Public Safety.

## Identification Cards

Identification cards are required for all members of the University community. Upon completion of their first registration, students will be issued a photo-ID (CINO Card) for use while enrolled at Coastal Carolina University. Valid ID cards are required for entrance to campus activities and events, for use of library materials and resources, and for use of all campus facilities. University police officers are authorized by state law to request students and staff to present identification cards on campus property at any time. Students must present an ID card when requested by any University Official.

If cards are misplaced or destroyed, replacement ID cards can be obtained at a cost of twenty dollars. For information regarding the CINO Card, contact the CINO Card Office, at (843)-349-6435, located in Atheneum Hall.

## Department of Public Safety

**www: [coastal.edu/safety](http://coastal.edu/safety)**

ATNM 003

Telephone: (843) 349-2177

The University maintains its own police department, whose public safety officers are state certified. The police force is augmented by security personnel. State laws and University rules and regulations are enforced by this department.

## Emergency Information Center

[www.coastal.edu/emergency](http://www.coastal.edu/emergency)

The on-line emergency information center is a comprehensive overview of Coastal Carolina University emergency policy and procedures. Coastal Carolina University alert is a state-of-the-art emergency notification system that enables us to send emergency notifications instantly and simultaneously to all registered mobile phones and through e-mail. To register and to review the Emergency Manual and the Hurricane Manual, visit the website.

**Sex Offender Registry:** As required by the Campus Sex Crimes Prevention Act, part of the Trafficking Victims Protection Act of 2000, the law provides that those required to register as sex offenders under various state laws must now also provide notice when they attend or are employed by an institution of higher education. The Coastal Carolina University Department of Public Safety maintains a registry of CCU students and employees who have been convicted of sex crimes. This registry is available to any member of the public. Anyone who wishes to view the registry should contact the CCU Department of Public Safety.

## Student Records

Recognition by the University of every person's general right to privacy forms the basis of the policy for the release of information from student records. The policy ensures that only proper purposes are served by the release of information and that students are not inconvenienced or disadvantaged by an overprotective release policy. It is the policy to refuse release of non-public information from student records without the written consent of the student except as outlined in the Family Education Rights and Privacy Act of 1974. (See Notification of Student Rights under Family Educational Rights and Privacy Act (FERPA) section of this catalog for further information.)

## UNIVERSITY POLICY FOR STUDENT COMPLAINTS

The University deems it essential that all students be provided an adequate opportunity to bring complaints and problems to the attention of the administration with the assurance that they will be treated promptly, professionally, fairly, confidentially, and without fear of reprisal. If any student believes he or she has been mistreated by any member of the faculty

or staff, the procedures listed below should be followed. They are intended to simplify the proper route for students to follow in complaining about any perceived mistreatment and are not intended to replace any existing grievance process for matters that may be grieved. Students who are unsure about this complaint policy are encouraged to consult with their academic advisers.

***Complaints about faculty on academic matters*** - should be reported to the department chair or dean who supervises the professor or instructor, or inquire at the Provost's office.

***Complaints about any form of perceived discrimination, including, but not necessarily limited to racial discrimination, sex discrimination, discrimination because of a disability, or sexual harassment and complaints about improper treatment by any university employee*** - should be reported to the Vice President for Organizational Development and Human Resources.

***Complaints about admissions, any registration problem, or financial aid*** - should be reported to the office of the Vice President for Enrollment Services.

***Complaints about billings or accounts receivable*** - should be reported to the Office of the Bursar.

***All other complaints on non-academic matters, including complaints about treatment by other students*** - should be reported to the office of the Vice President for Student Affairs or the Office of the Dean of Students.

If any student with a complaint does not receive satisfaction from any of the above-listed offices, the student should bring his or her complaint directly to the office of the President of the University.

**Notes**