



# Student Handbook & 2011-2012 ACADEMIC PLANNER

Coastal Carolina University



# Acknowledgement of Receipt

I hereby acknowledge receipt of the 2011-2012 Coastal Carolina University Student Handbook. I agree to read and familiarize myself with its contents, as well as abide by the rules and regulations.



(printed name) \_\_\_\_\_

(CCUID) \_\_\_\_\_

(signature of student) \_\_\_\_\_

(date) \_\_\_\_\_

Please tear this sheet out of the book and turn it in to your  
First Year Experience (FYE) instructor

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## Welcome to Coastal Carolina University

Dear Students,

Welcome to Coastal Carolina University.

You have chosen to join a University community where integrity and excellence are central to your experience. As part of that experience, you will find a thoughtful and welcoming community where your ideas and aspirations will be nurtured. It is my hope that you will embrace the many ways your faculty and staff will offer support to you as you reach for your dreams.

As you begin your journey, I encourage you to keep in mind that there may be bumps in your path toward graduation, but remember that there are many people on this campus who are here to give you the guidance and encouragement you need for success. Your success, after all, is what will define and further distinguish Coastal Carolina University as your University.

I wish you the best of luck as you begin this new chapter in your lives and look forward to your active engagement in the classroom and across the campus.

Sincerely,

David A. DeCenzo  
President

## Coastal Carolina University Mission Statement

Coastal Carolina University is a public comprehensive liberal arts institution that seeks to develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective. To deliver on this commitment, Coastal Carolina recruits highly qualified and motivated students, faculty, and staff from the region, state, nation, and world to create a diverse and dynamic student-centered learning environment.

Because Coastal Carolina embraces the teacher-scholar model, it places primary emphasis on high quality teaching and engaged learning, and it supports faculty research, creative activities, and expert collaboration in the community, state, nation, and world. This focus enables faculty and staff to mentor students in collaborative research, creative opportunities, and internships. To nurture this active learning community, Coastal Carolina maintains a broad range of contemporary technologies, programming, support services, and innovative course offerings and delivery methods. The result is alumni who are well prepared for professional careers or graduate programs in their chosen fields and who continue to be connected to Coastal Carolina.

Inspired by its founding in 1954 to serve the educational needs of the immediate area, Coastal Carolina has grown with the region to become a mid-sized regional comprehensive university with a tradition of a strong liberal arts core. As such, Coastal Carolina commits its resources to maintaining a population of 8,000 – 12,000 students by building baccalaureate and selective master's programs of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services. Coastal Carolina fully embraces its leadership role as a regional center of economic and intellectual resources, lifelong learning, cultural and recreational opportunities, and athletic programs.

As Coastal Carolina executes this mission, it recognizes its responsibility to be a role model to the community and to the professions by assuring fair and honest treatment of people with whom it interacts and sustainable stewardship of resources entrusted to it, adopting the highest standards of integrity and accountability, and committing itself to excellence through continuous self-improvement.

# Student Handbook and Academic Planner 2011-2012



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In case of an emergency, please notify:

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

The Student Handbook & Academic Planner is a guide to student life at Coastal Carolina University – its governance, organizations, policies, facilities and services. This handbook is a supplement to the University Catalog, the Student Organization Handbook and other publications. The University may amend or modify University policies as stated in this handbook and other publications and will attempt to notify students in a timely manner of such changes.

Each student enrolled at Coastal Carolina University is individually responsible for knowledge of all current University policies. Students are also responsible for general and specific requirements contained in the following:

- Student Handbook ([www.coastal.edu/students/StudentHandbook.pdf](http://www.coastal.edu/students/StudentHandbook.pdf));
- University Catalog ([www.coastal.edu/catalog](http://www.coastal.edu/catalog));
- Student Organization Handbook ([www.coastal.edu/osal/forms](http://www.coastal.edu/osal/forms));
- University Policies page ([www.coastal.edu/policies](http://www.coastal.edu/policies));
- and all other University publications.


The information in this book was supplied and approved by the college.  
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# PHONE LISTINGS

When dialed from off campus, the four-digit numbers beginning with "2" or "4" should be preceded with "349", and the four-digit numbers beginning with "3" should be preceded with "234". The area code for all phone numbers is "843."

## ACADEMIC LISTINGS

|  |                     |
|--|---------------------|
| <b>Coastal Carolina University SWITCHBOARD . . . . .</b>               | <b>843-347-3161</b> |
| <b>College of Business Administration WALL 214 . . . . .</b>           | <b>x2071</b>        |
| Accounting, Finance & Economics WALL 201 . . . . .                     | x2574               |
| BB&T Center for Economic & Community Development WALL 215A . . . . .   | x2589               |
| Business Computer Lab WALL 108 . . . . .                               | x2351               |
| Each One Teach One Entrepreneurship Institute WALL 215/BAXL . . . . .  | x4186/x2672         |
| Management, Marketing & Resort Tourism WALL 230 . . . . .              | x6510               |
| PGA Professional Golf Management WALL 122 . . . . .                    | x2680               |
| <br>   |                     |
| <b>College of Education KRNS 213 . . . . .</b>                         | <b>x2629</b>        |
| Biddle Center for Teaching, Learning, & Community Engagement BAXLx2665 |                     |
| Early Childhood/Elementary Ed KRNS 103 . . . . .                       | x2604               |
| Master of Arts in Teaching/Master of Education KRNS 211I . . . . .     | x2373               |
| Middle School KRNS 211I . . . . .                                      | x2373               |
| Office of Clinical Experiences & Student Services KRNS 116 . . . . .   | x6592               |
| Special Education KRNS 102A . . . . .                                  | x2011               |
| <br>   |                     |
| <b>College of Humanities &amp; Fine Arts EHFA 201 . . . . .</b>        | <b>x2421</b>        |
| English & Communication EHFA 224 . . . . .                             | x2744               |
| Communication EHFA 226 . . . . .                                       | x6588               |
| English EHFA 204 . . . . .   | x6423               |
| History SANDS 127B . . . . .   | x2476               |
| Music EHFA 157 . . . . .   | x2637               |
| Philosophy & Religious Studies EHFA 272 . . . . .                      | x6635               |
| Politics & Geography EHFA 208 . . . . .                                | x2621               |
| Rebecca Randall Bryan Art Gallery EHFA 129 . . . . .                   | x3466               |
| Theatre EHFA 272 . . . . .   | x6635               |
| Visual Arts EHFA 127 . . . . .   | x2700               |
| Waccamaw Center for Cultural & Historical Studies EHFA 268 . . . . .   | x2622               |
| World Languages & Cultures PRIN 122 . . . . .                          | x2450               |
| <br>   |                     |
| <b>College of Natural &amp; Applied Sciences SCI 124 . . . . .</b>     | <b>x2202</b>        |
| Biology SCI 221 . . . . .  | x2238               |
| Burroughs & Chapin Center for Marine & Wetland Studies BCMW 103        | x4019               |
| Center for Military & Veterans Studies FCCP 101 . . . . .              | x3431               |
| Chemistry/Physics SCI 216 . . . . .                                    | x2379               |
| Computer Science CSCC 114 . . . . .                                    | x2116               |
| Environmental Quality Lab SCI 167 . . . . .                            | x2237               |
| Health, Kinesiology & Sport Studies WB 117 . . . . .                   | x2808               |
| Marine Science CSCC 151 . . . . .                                      | x2219               |
| Mathematics & Statistics WALL 124 . . . . .                            | x2004               |



|   |       |
|---|-------|
| Mathematics Lab PRIN 208 . . . . .        | x2884 |
| Psychology & Sociology CSCC 160 . . . . . | x2275 |
| Science Lab SCI 122 . . . . .             | x2571 |

## ADMINISTRATIVE LISTINGS

|   |              |
|---|--------------|
| <b>Accessibility and Disability Services INDO . . . . .</b> | <b>x2341</b> |
| <b>Admissions KINGSTON HALL . . . . .</b>                   | <b>x2170</b> |
| Graduate Admissions SNGL 117 . . . . .                      | x2394        |
| Undergraduate Admissions KING 105 . . . . .                 | x2188        |

|  |              |
|--|--------------|
| <b>Alumni Relations ATNM 200 . . . . .</b> | <b>x2846</b> |
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|   |              |
|---|--------------|
| <b>Athletics ADF1 202E. . . . .</b>                     | <b>x2820</b> |
| Athletic Director ARCA 105 . . . . .                    | x2813        |
| Athletic Study Hall WB . . . . .                        | x2315        |
| Athletic Training WB 106. . . . .                       | x2825        |
| Baseball ADF1 202B. . . . .                             | x2524        |
| Cheerleading ARCA 113A . . . . .                        | x2867        |
| Compliance ARCA 108 . . . . .                           | x2976        |
| Football ADF1 305 . . . . .                             | x3487        |
| Men's Basketball WB 111. . . . .                        | x2818        |
| Men's Golf ADF1 203B . . . . .                          | x2902        |
| Men's Soccer ADF1 203H . . . . .                        | x2803        |
| Men's Tennis ADF1 203 H. . . . .                        | x2661        |
| Men's Track & Field/Cross Country ADF1 203G . . . . .   | x2907        |
| Softball ADF1 202I . . . . .                            | x6647        |
| Sports Information ARCA 113B . . . . .                  | x2822        |
| Ticket Office ARCA 116B . . . . .                       | x3491        |
| Volleyball WB 105 . . . . .                             | x2814        |
| Women's Basketball WB 109. . . . .                      | x2931        |
| Women's Golf ADF1 203D . . . . .                        | x2850        |
| Women's Soccer ADF1 203L . . . . .                      | x2859        |
| Women's Tennis WB 151A . . . . .                        | x2832        |
| Women's Track & Field/Cross Country ADF1 203G . . . . . | x2904        |

|                                 |              |
|---------------------------------|--------------|
| <b>Band Office CBH. . . . .</b> | <b>x6480</b> |
|---------------------------------|--------------|

|   |              |
|---|--------------|
| <b>Bookstore/Follett BAXL . . . . .</b> | <b>x2360</b> |
|---|--------------|

|  |              |
|--|--------------|
| <b>Burroughs &amp; Chapin Center for Marine &amp; Wetland Studies BCMW 103 . . . . .</b> | <b>x4019</b> |
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|  |              |
|--|--------------|
| <b>Campus Recreation Center WBPE . . . . .</b> | <b>x2802</b> |
|--|--------------|

|                             |       |
|-----------------------------|-------|
| Intramurals WB 151. . . . . | x6680 |
|-----------------------------|-------|

|                     |       |
|---------------------|-------|
| Pool WBPE . . . . . | x2815 |
|---------------------|-------|

|  |              |
|--|--------------|
| <b>Career Services Center INDO . . . . .</b> | <b>x2341</b> |
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|   |              |
|---|--------------|
| <b>Counseling Services SHCS . . . . .</b> | <b>x2305</b> |
|---|--------------|

|   |              |
|---|--------------|
| <b>Credit Union Carolina Collegiate Federal Credit Union SAND 130 . . . . .</b> | <b>x2035</b> |
|---|--------------|

|  |              |
|--|--------------|
| <b>Financial Aid KING 134</b> . . . . .  | <b>x2313</b> |
| Scholarships KING 134 . . . . .  | x2308        |
| Veteran Affairs SING 129 . . . . .   | x2464        |
| <b>Financial Services</b>  |              |
| CINO Card Office ATNM 006A . . . . .   | x6435        |
| Student Accounts EVGR . . . . .  | x2159        |
| <b>Food Services/ Aramark SCTR 105</b> . . . . .                                     | <b>x2255</b> |
| Catering SCTR DRC . . . . .  | x2422        |
| CINO Grille SCTR 105 . . . . .   | x2327        |
| Hicks Dining Hall FHDH. . . . .  | x2522        |
| Ingle C-Store RRIH . . . . .   | x2426        |
| Java City KLIB . . . . .   | x6590        |
| Quail Creek Snack Bar QUAL. . . . .  | 347-3207     |
| Science Center Snack Bar CSCC. . . . .   | 347-3405     |
| University Place C- Store . . . . .  | 234-3409     |
| <b>Human Resources and Equal Opportunity HRPD</b> . . . . .                          | <b>x2036</b> |
| <b>Information Technology Services WALL 105.</b> . . . . .                           | <b>x2084</b> |
| <b>International Programs SNGL 119</b> . . . . .                                     | <b>x2684</b> |
| <b>Kimbel Library KLIB</b> . . . . .   | <b>x2400</b> |
| Administrative Office KLIB . . . . .   | x2402        |
| Circulation KLIB . . . . .   | x2400        |
| Interlibrary Loans KLIB . . . . .  | x2411        |
| Media Collection KLIB . . . . .  | x2409        |
| Reference KLIB . . . . .   | x2414        |
| <b>Multicultural Student Services PRIN 215.</b> . . . . .                            | <b>x2863</b> |
| <b>Myrtle Beach Higher Education Center MBEC.</b> . . . . .                          | <b>x4003</b> |
| <b>Office of Student Conduct and Off Campus Student Services SCTR 201.</b> . . . . . | <b>x4161</b> |
| <b>Post Office SAND</b> . . . . .  | <b>x2230</b> |
| <b>President's Office SNGL 102</b> . . . . .   | <b>x2002</b> |
| Receptionist SNGL 102B . . . . .   | x2005        |
| <b>Provost's Office SNGL 109A.</b> . . . . .   | <b>2088</b>  |
| Academic Testing Center FCCP F600. . . . .   | x4004        |
| Honor's Program BAXL 220 . . . . .   | x2267        |
| Scholars Academy BAXL 215/216. . . . .   | x4117        |
| <b>Public Safety ATNM 003</b> . . . . .  | <b>x2177</b> |
| 911 Emergencies ATNM 003 . . . . .   | x2911        |
| Environmental Health and Safety ELVI2. . . . .                                       | x6438        |

|   |                 |
|---|-----------------|
| <b>Quail Creek Golf Course QUAL</b> . . . . .               | <b>347-0549</b> |
| <b>Registrar's Office SNGL 116</b> . . . . .                | <b>x2019</b>    |
| Records SNGL 116 . . . . .                                  | x2019           |
| Registration SNGL 116 . . . . .                             | x2019           |
| <br>  |                 |
| <b>University Housing RRIH 129</b> . . . . .                | <b>349-6400</b> |
| Eaglin Hall Front Desk . . . . .                            | x6411           |
| Ingle Hall Front Desk . . . . .                             | x6410           |
| The Gardens Community Office . . . . .                      | x6416           |
| University Place . . . . .                                  | x6420           |
| Student Activities and Leadership SCTR 215 . . . . .        | x2301           |
| Archarios (literary magazine) SCTR 204B . . . . .           | x2328           |
| Chanticleer (student newspaper) SCTR 204A . . . . .         | x2330           |
| Coastal Activities Board SCTR 208 . . . . .                 | x2326           |
| Fraternity and Sorority Life SCTR 215O . . . . .            | x2311           |
| STAR SCTR 215H . . . . .                                    | x2337           |
| <br>  |                 |
| <b>Student Government SCTR 203</b> . . . . .                | <b>x2320</b>    |
| Student Media SCTR 204 . . . . .                            | x2599           |
| Tempo Magazine SCTR 204B . . . . .                          | x2396           |
| <br>  |                 |
| <b>Student Affairs/ Dean of Students SNGL 104</b> . . . . . | <b>x2302</b>    |
| <b>Student Computing Services PRIN 204</b> . . . . .        | <b>x2908</b>    |
| <b>Student Health Services SHCS</b> . . . . .               | <b>x6543</b>    |
| <b>University College PRIN 213</b> . . . . .                | <b>x2934</b>    |
| First-Year Academic Advising PRIN 213F . . . . .            | x2934           |
| First-Year Experience PRIN 213F . . . . .                   | x2473           |
| Foreign Language Instructional Center PRIN 123 . . . . .    | x2468           |
| Math Learning Center PRIN 208 . . . . .                     | x2884           |
| Writing Center PRIN 209 . . . . .                           | x2937           |
| <br>  |                 |
| <b>Volunteer Services Center SCTR 215</b> . . . . .         | <b>x6503</b>    |
| <b>Waccamaw Higher Education Center WHEC</b> . . . . .      | <b>x4030</b>    |
| <b>Wheelwright Auditorium WHEL</b> . . . . .                | <b>x2502</b>    |

## BUILDING CODES

|                |   |
|----------------|---|
| ADF1 . . . . . | . Atkins Field House                        |
| RCA . . . . .  | . Arcadia                                   |
| ATNM . . . . . | . Atheneum Hall                             |
| BAXL . . . . . | . Bill Baxley Hall                          |
| CSCC . . . . . | . Coastal Science Center                    |
| SCI . . . . .  | . College of Natural & Applied Sciences     |
| WALL . . . . . | . E. Craig Wall College of Business         |
| SNGL . . . . . | . Edward M. Singleton Building              |
| EHFA . . . . . | . Edwards College of Humanities & Fine Arts |
| PRIN . . . . . | . Eldred E. Prince Building                 |
| EVGR . . . . . | . Evergreen                                 |
| FCCP . . . . . | . Foundation Center and Community           |
| FHDH . . . . . | . Fred W. Hicks, III Dining Hall            |
| HAMP . . . . . | . Hampton Hall                              |
| HRPB . . . . . | . Human Resources                           |
| INDO . . . . . | . Indigo House                              |
| KRNS . . . . . | . Kearns Hall/ Spadoni College of Education |
| KLIB . . . . . | . Kimbel Library                            |
| KING . . . . . | . Kingston Hall                             |
| SCTR . . . . . | . Lib Jackson Student Center                |
| MBEC . . . . . | . Myrtle Beach Education Center             |
| QUAL . . . . . | . Quail Creek                               |
| RRIH . . . . . | . Ronald R. Ingle Hall                      |
| SAND . . . . . | . Sands Hall/Mail Distribution              |
| SHCS . . . . . | . Student Health Center/Counseling Center   |
| WHEC . . . . . | . Waccamaw Higher Education Center          |
| WHEL . . . . . | . Wheelwright Auditorium                    |
| WB . . . . .   | . Williams Brice Physical Education Center  |

# Student Services

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

|                                       |  |
|---------------------------------------|--|
| Accessibility and Disability Services | <a href="http://www.coastal.disabilityservices/">www.coastal.disabilityservices/</a>                     |
| Bookstore                             | <a href="http://www.coastal.bkstr.com">www.coastal.bkstr.com</a>   |
| Campus Recreation                     | <a href="http://www.coastal.edu/recreation/">www.coastal.edu/recreation/</a>                             |
| Campus Shuttle                        | <a href="http://www.coastal.edu/students/shuttle/">www.coastal.edu/students/shuttle/</a>                 |
| Career Services                       | <a href="http://www.coastal.edu/career/">www.coastal.edu/career/</a>                                     |
| CINO Card                             | <a href="http://www.coastal.edu/cinocard/">www.coastal.edu/cinocard/</a>                                 |
| Clubs and Organizations               | <a href="http://www.coastal.edu/osal/clubs.html">www.coastal.edu/osal/clubs.html</a>                     |
| Counseling Services                   | <a href="http://www.coastal.edu/counseling/">www.coastal.edu/counseling/</a>                             |
| Emergency Preparedness                | <a href="http://www.coastal.edu/emergency/">www.coastal.edu/emergency/</a>                               |
| Financial Aid and Scholarships        | <a href="http://www.coastal.edu/financialaid/">www.coastal.edu/financialaid/</a>                         |
| Forms                                 | <a href="http://www.coastal.edu/students/forms/">www.coastal.edu/students/forms/</a>                     |
| Health Services                       | <a href="http://www.coastal.edu/health/">www.coastal.edu/health/</a>                                     |
| Laundry View                          | <a href="http://www.laundryview.com/lvs.php">www.laundryview.com/lvs.php</a>                             |
| Multicultural Services                | <a href="http://www.coastal.edu/multicultural/">www.coastal.edu/multicultural/</a>                       |
| Off Campus Housing                    | <a href="http://www.offcampushousing.coastal.edu/">www.offcampushousing.coastal.edu/</a>                 |
| Off Campus Student Services           | <a href="http://www.coastal.edu/ocss/">www.coastal.edu/ocss/</a>   |
| Public Safety                         | <a href="http://www.coastal.edu/safety/">www.coastal.edu/safety/</a>                                     |
| Publications and TV Show              | <a href="http://www.coastal.edu/coastal/publications.html">www.coastal.edu/coastal/publications.html</a> |
| Student Accounts                      | <a href="http://www.coastal.edu/studentaccounts/">www.coastal.edu/studentaccounts/</a>                   |
| Student Activities                    | <a href="http://www.coastal.edu/osal/">www.coastal.edu/osal/</a>   |
| Student Affairs                       | <a href="http://www.coastal.edu/students/">www.coastal.edu/students/</a>                                 |
| Student Conduct                       | <a href="http://www.coastal.edu/conduct/">www.coastal.edu/conduct/</a>                                   |
| Student Dining Services               | <a href="http://www.coastal.edu/aramark">www.coastal.edu/aramark</a>                                     |
| Student Employment                    | <a href="http://www.coastal.edu/career/">www.coastal.edu/career/</a>                                     |
| Student Events                        | <a href="http://www.coastal.edu/osal/events.html">www.coastal.edu/osal/events.html</a>                   |
| University Housing                    | <a href="http://www.coastal.edu/housing/">www.coastal.edu/housing/</a>                                   |
| Volunteer Services Center             | <a href="http://www.coastal.edu/volunteer/">www.coastal.edu/volunteer/</a>                               |

# CREATING YOUR COASTAL EXPERIENCE!

No matter what your interest, passion or hobby  
Coastal Carolina University has the activity or event for YOU!!

## Top 10 Ways to Get Involved:

### 10. Join a Club or Organization.

Coastal has over 120 Clubs and Organizations!!  
[www.coastal.edu/osal/clubs.html](http://www.coastal.edu/osal/clubs.html)

### 9. Be a STAR! (Students Taking Active Responsibility)

Volunteer either on-campus or in the surrounding Community.  
The Volunteer Services Center helps connect students with their  
passions and STAR.  
[www.coastal.edu/osal/star.html](http://www.coastal.edu/osal/star.html)

### 8. Go Greek.

Coastal has 18 Fraternities and Sororities!  
[www.coastal.edu/students/greek/](http://www.coastal.edu/students/greek/)  
[www.facebook.com/ccufraternityandsororitylife](https://www.facebook.com/ccufraternityandsororitylife)

### 7. Get involved with Student Government.

Student Government is the voice of the students to the administration!  
[www.coastal.edu/osal/sga.html](http://www.coastal.edu/osal/sga.html)

### 6. Participate in Intramurals or join a Sport Club team.

Campus Recreation offers a variety of sports for any athlete.  
[www.coastal.edu/recreation/](http://www.coastal.edu/recreation/)

### 5. Plan great entertainment events for students like YOU!!

Coastal Activities Board (CAB) is an organization of students planning  
events for students!  
[www.coastal.edu/osal](http://www.coastal.edu/osal)

Participate ~ Grow ~ Explore ~ Achieve



**4. Support Athletics.**

SCREAM is Coastal's spirit organization, working to support the Chants in all sports!!

**3. Get Published.**

Coastal has 3 student-run media organizations –  
The Chanticleer, Archarios, Tempo .  
[www.coastal.edu/osal/media.html](http://www.coastal.edu/osal/media.html)

**2. Enjoy the Great Outdoors.**

Chanticleer Outdoor Adventures connects students to the Coastal Environment!!  
[www.coastal.edu/recreation/](http://www.coastal.edu/recreation/)

**1. CINO – It all starts with YOU!!**

Get started today by stopping by the  
Office of Student Activities and Leadership.  
215 Student Center  
[www.coastal.edu/osal](http://www.coastal.edu/osal)  
Or visit our Facebook page!!

**Brought to you by OSAL – Office of  
Student Activities and Leadership**

**Participate ~ Grow ~ Explore ~ Achieve**

# COASTAL CAROLINA UNIVERSITY

## CODE OF STUDENT CONDUCT

### 2011-2012

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## I. Introduction

Human beings grow and mature in communities. Living in a community requires the knowledge, integrity, and decency of others. In turn, a strong and effective community helps individuals mold habits and values that will enable them to achieve the highest personal satisfaction and contribute to a better world. University rules and regulations are designed to protect individual liberties, and other values stated in the University's mission statement, especially the commitment to: "develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective... while adopting the highest standards of integrity and accountability, and committing itself to excellence through continuous self-improvement."

## II. Student Rights and Responsibilities

### A. General Information

Responsibility for good conduct rests with students as individuals. All members of the campus community are expected to use reasonable judgment in their daily life to show concern for the welfare and rights of others. Educational institutions are not sanctuaries from the jurisdiction of the civil and criminal laws of the communities and states where such institutions exist. If a student violates city, state or federal laws, he/she may be prosecuted by those authorities, as well as by University authorities if the conduct violates University standards.

Students are entitled to be secure in their personal privacy. But the University will conduct facility inspections for maintenance, health or safety purposes. Also, the University may conduct search and seizure operations when the health and safety of persons or property are involved.

To serve the interests of all students, the University may decline admission, suspend enrollment, or require a student to withdraw from the University based on violations of the Code of Student Conduct. A student is not in good disciplinary standing with the University if he/she is currently suspended, on disciplinary probation or has past due sanctions.

Students agree to abide by all rules and regulations of the University as a condition of admission. Any violation of the Code of Student Conduct that occurs between the time of acceptance and enrollment at the University may be subject to review by the Office of Student Conduct.

### B. Rights of the Accused

1. Persons accused of violating the University's rules and regulations have the following rights:
  - a. Written/electronically mailed notice of charge(s), account of the alleged misconduct, and notice of the scheduled hearing;
  - b. The right to a hearing;
  - c. The right to a timely student conduct process and decision;
  - d. The right to challenge the admissibility of evidence;
  - e. The right to appeal;
  - f. The standard of proof used to determine a violation is "a preponderance of evidence;"
  - g. The right to a personal adviser whose role is to advise the student rather than actively represent;
  - h. The right to participate in the conduct hearing or remain silent;

- i. The right to present witnesses and a reasonable number of character statements;
- j. A written decision specifying the violation, penalty assessed, and right of appeal;
- k. The right to challenge the seating of any hearing officer for good cause;
- l. The right to have the case heard only on the misconduct specified in the written notice;
- m. The right to question all available witnesses;
- n. The right to request a reasonable postponement of the hearing;
- o. The right to face their accuser. Special conditions may be imposed in sensitive cases.

### **C. Rights of a Person Filing a Complaint and/or Victim of Offense**

1. A person who has filed a complaint or is the victim of an offense will have the following rights:
  - a. The right to review the statements of the student who is the subject of the alleged violation;
  - b. The right to present evidence supporting his or her version of the alleged violation;
  - c. In cases of violence and sex offenses, the right to know (or have next of kin know in case of death of victim) the outcome, including sanctions of the hearing.
2. The University will make every effort to protect the rights and dignity of persons accused or victims of violations of this code within limits provided by FERPA and other federal, state, and local law. In accordance with FERPA, prior consent is not required to disclose personally identifiable information to schools in which a student seeks or intends to enroll. Regarding these requests, the University will make an attempt to notify the student that records are being provided.

## **III. Academic Integrity Code**

### **A. Statement of Community Standards**

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. Members of this community are accountable for their actions and are committed to creating an atmosphere of mutual respect and trust.

### **B. Expectations of Community Members**

All members of our community – students, faculty, staff and administrators – share responsibility for promoting a culture of academic integrity. Each group plays a different role and, together, cultivates mutual respect and ethical behavior.

#### **Students**

- Understand and abide by the Code of Student Conduct
- Take responsibility for personal behavior
- Actively oppose every instance of academic dishonesty

#### **Faculty Members**

- Serve as mentors, advisors and educators for students
- Uphold and enforce University rules and guidelines
- Clarify academic expectations for students

#### **Administrators and Staff**

- Educate the campus and surrounding communities about academic integrity
- Ensure reasonable and consistent enforcement of standards

### C. Honor Pledge

Students will receive copies of the Honor Pledge, learn what it means and commit to the statement of community standards.

#### Students will take the following pledge:

*Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. As members of this community, we are accountable for our actions and are committed to creating an atmosphere of mutual respect and trust.*

#### On my honor, I pledge:

- *That I will take responsibility for my personal behavior; and*
- *That I will actively oppose every instance of academic dishonesty as defined in the Code of Student Conduct.*

*From this day forward, my signature on any University document, including tests, papers and other work submitted for a grade is a confirmation of this honor pledge.*

### D. Prohibited Conduct

#### 1. Plagiarism, cheating and all other forms of academic dishonesty

##### a. Examples of plagiarism include, but are not limited to, the following:

- (i) borrowing words, sentences, ideas, conclusions, examples and/or organization of an assignment without proper acknowledgment from a source (for example, a book, article, electronic documents, or another student's paper);
- (ii) submitting another person's work in place of his/her own;
- (iii) allowing someone else to revise, correct or edit an assignment without explicit permission of the instructor;
- (iv) submitting work without proper acknowledgment from commercial firms, Web sites, fraternity or sorority files or any other outside sources, whether purchased or not;
- (v) allowing another person to substitute for them any part of a course for them, including quizzes, tests, and final examinations;
- (vi) submitting any written assignments done with the assistance of another without the explicit permission of the instructor;
- (vii) submitting work that was originally prepared for another class without the explicit permission of the instructor;
- (viii) knowingly aiding another student who is engaged in plagiarism.

##### b. Examples of cheating include, but are not limited to, the following:

- (i) using unauthorized information, materials or assistance of any kind for an assignment, quiz, test, or final examination;
- (ii) knowingly aiding another student who is engaged in cheating.

#### 2. Furnishing false information to any University official, faculty member or University office to obtain academic advantage.

#### 3. Forging, altering or misusing any University document or record to obtain academic advantage.

### E. Resolution Process for Academic Violations

1. Alleged academic violations should be reported in writing to the instructor of the class or the Office of Academic Integrity within ten (10) business days of receiving knowledge of a possible violation. The report may be submitted by anyone who is aware of the violation, including the student who committed the

violation or any student, faculty or staff member who observed or has knowledge of the violation. The faculty member will report the alleged violation through the Academic Integrity on-line reporting system. (Case files will be maintained by the Office of Academic Integrity.)

2. Reports of academic violations should include the following information:

- name of the accused student,
- type of violation,
- name(s) of witness(es), and
- name of person filing the complaint.

**Note:** *Anonymous written reports may alert a faculty member to an existing problem in the classroom, but these reports cannot serve as the sole basis for disciplinary action. Intentionally making a false accusation may also be an integrity code violation.*

3. A student who has been charged with an academic violation may not withdraw from the class or the University without the permission of the Academic Integrity Officer or designee.

4. Hearing Process

a. Student-Faculty Hearing

(i) Within ten (10) business days of receiving knowledge of a possible violation, the student will receive notice in writing of:

- the alleged violation,
- a summary of student rights and responsibilities, and
- the date, time, and location of student-faculty hearing, which will take place no later than ten (10) business days from the date of notice. If the violation occurs within the last two weeks of a semester or during a period between semesters, the hearing will occur as soon as practical the following semester. Faculty may give an Incomplete for the course if a violation is pending.
- Unusual circumstances may warrant adjustments in the timeline.

(ii) At the student-faculty hearing, the alleged violation(s) and possible sanction(s) will be reviewed. The student may respond to the charge(s) in writing in advance of the hearing and/or may respond verbally at the hearing. If a student does not attend the hearing, the hearing may proceed in the student's absence.

(iii) Participants at a student-faculty hearing will include the instructor and the accused student, and may also include the student(s), faculty or staff member(s) who observed and reported the infraction. At the request of the faculty member or student, an Academic Integrity Officer may be present at this meeting. The Chair of the Department of the course in which the incident occurred should not attend this meeting as they may be involved in the resolution process if the student decides to appeal the decision of the instructor.

(iv) At the student-faculty hearing, the faculty member will determine if the student is in violation of the alleged misconduct.

(v) If the student is found in violation, the faculty member will determine a sanction (see Section F). One of the following will occur:

- a. the student agrees with the faculty member's decision; or
  - b. the student does not agree with the faculty member's decision, feels that the imposed penalty is too severe or believes that the University process has been violated. The student may submit a written request for an appeal hearing to the Academic Integrity Officer. This letter will include a brief explanation of the alleged violation and the specific reason for requesting the appeal. The request for an appeal hearing must be made within five (5) business days of receiving the decision of the instructor from the student-faculty hearing.
- (vi) The Office of Academic Integrity will receive all reports of alleged violations. Students who have been found in violation of a previous offense (academic or non-academic) will be referred to the CAIC for sanctioning. More serious sanctions will automatically be considered for students with more than one violation.
- b. College Academic Integrity Committee (CAIC)
- (i) The CAIC will consist of both faculty and student representatives (2 faculty members for every student representative). Each college will determine the procedures for committee representation and publish this information on the Office of Academic Integrity ([www.coastal.edu/aic](http://www.coastal.edu/aic)). The student representative will be selected from a list of nominees developed by the Student Government Association. The student appointee must be in good disciplinary standing, meaning that he/she is not on probation and/or has no incomplete sanctions. Also, the student member must have completed at least 60 credit hours, be a full-time student and have a GPA of 2.5 or better.
  - (ii) The Office of Academic integrity will notify the accused student in writing of the date, time, location and purpose of the hearing. At the hearing, the CAIC will review the case. The instructor of the course will be present to summarize the incident and the student will have an opportunity to respond. If the student does not respond to the notification the hearing may proceed in the student's absence.
  - (iii) The CAIC may uphold or modify the decision from the student-faculty hearing. In second-offense cases, the CAIC will not issue a lower-level sanction than was assigned in the faculty hearing.
- c. Appeal Process
- If the student believes that due process has failed or that substantive issues related to the case were not reviewed at the CAIC hearing, he/ she may submit a written appeal to the Dean of the College in which the course under consideration was offered or his/her designee within 5 days of receiving the decision of the CAIC. The decision from the Dean is the final step in the resolution process.

## F. Academic Sanctions

1. Following the student-faculty hearing, the faculty member may impose one (1) or more of the following sanctions when a student is found in violation:

- a. Written warning
  - b. Grade of F on the assignment
  - c. Grade of FX in the course- (If a penalty grade of FX is imposed in the course, the student will not be able to drop the course, petition a grade change or use the grade forgiveness policy.)
  - d. Required to attend an academic integrity workshop
  - e. Other educational sanctions (in consultation with the Academic Integrity Officer)
2. The CAIC, Dean of the College in which the course under consideration was offered or his/her designee may impose one (1) or more of the following sanctions when a student is found in violation:
- a. Any student-faculty hearing sanctions
  - b. Loss of privileges
  - c. Disciplinary suspension from the University
  - d. Permanent Dismissal from the University

Students who do not complete required sanctions may be referred to the CAIC for additional sanctions.

## **IV. Non-Academic Conduct Code**

### **A. General Guidelines for Non-Academic Violations**

1. The Dean of Students (DoS) has primary responsibility and authority for the administration of student discipline for non-academic violations. Further delegation of this authority may be made by the Dean of Students to the Office of Student Conduct, Director of University Housing, and other staff members.
2. Anyone may initiate a complaint regarding a University student by submitting the following information to the Office of Student Conduct:
  - The name(s) of the accused.
  - A clear, signed statement explaining the nature and circumstances of the complaint.
  - The names, addresses, and telephone numbers of those filing the complaint.
3. Anonymous reports may alert an administrator to an existing problem, but these reports cannot serve to initiate disciplinary action.
4. Any student who is arrested for any alleged offense other than a minor traffic violation must notify the Office of Student Conduct within 72 hours of the arrest.
5. Any student who becomes a registered sex offender prior to or during their tenure at the University will be subject to permanent dismissal.
6. The Office of Student Conduct will maintain student disciplinary files, which are considered education records as defined by The Family Education Rights and Privacy Act (FERPA). The current or former student's conduct file may contain copies of all necessary and appropriate correspondence, name(s) of the conduct officer(s), Student Conduct Board and appeal decisions, recorded sessions, as well as other documentation pertinent to any case for which a student was found responsible for a violation of the Code of Student Conduct. The term "file" or "record" means any information relating to a current or former student which is stored in a fashion that facilitates recovery of that information by reference to the individual in whatever form or medium such gathering of information is created, kept,

or maintained. A password-protected, electronic software system is used to maintain the student conduct records. Hard copy files are stored in a locked file cabinet that can only be accessed by authorized University personnel. Disciplinary records will be maintained for a period of seven years. The University reserves the right to retain any disciplinary records for longer periods.

## B. Off Campus Conduct

1. Cases of alleged misconduct by any student, on or off campus, are within jurisdiction of the student conduct process if the behavior conflicts with the mission of the University.

## C. Prohibited Conduct

1. Abuse of the Student Conduct System - The University prohibits any and all abuses of the student conduct system. Abuse includes but is not limited to the following:
  - a. failure to inform conduct officer of student's choice not to appear for a conduct conference or before a hearing body when proper notice is given.
  - b. falsification, distortion, or misrepresentation of information before a hearing officer, hearing body, or University official prior, during, or after a student conduct proceeding.
  - c. disruption of or interference with the orderly conduct of a student conduct proceeding.
  - d. attempting to discourage an individual from participation in or use of the student conduct system.
  - e. attempting to influence the impartiality of a member of a Student Conduct Board, the charging party, a witness, or victim prior to, during the course of, or after a student conduct proceeding.
  - f. influencing or attempting to influence another person to commit an abuse of the student conduct system.
2. Accessory to Prohibited Conduct - The University prohibits acting as an accessory to any conduct which is deemed a violation of University policy.
3. Alcohol
  - a. The University prohibits the possession, sale, distribution, consumption of and being in the presence of alcohol on campus regardless of age. Refer to the current Coastal Carolina University Alcohol and Drug Policy for specific guidelines and limited exceptions.
  - b. The University prohibits the possession, sale, distribution, and consumption of alcohol off campus for those under the legal age to possess alcohol.
  - c. The University prohibits the sale or distribution of alcohol to those under the legal age to possess alcohol.
  - d. The University prohibits driving while under the noticeable effect of alcohol.
  - e. The University prohibits any behavior that is the direct result of alcohol consumption. Any student found to be visibly overcome by alcohol consumption will be found in violation of the alcohol policy.
  - f. The University prohibits possession of any items that provide for the common distribution of alcoholic beverages and/or alcohol paraphernalia on property owned, occupied, leased by the University or in University facilities.

**Note** - *The Good Samaritan Policy is designed to prevent dangerously intoxicated students from being put to bed and/or left alone by friends because of fear that a*

*request for medical assistance will lead to formal disciplinary action. When a student contacts the Department of Public Safety or a member of the University Housing staff to seek assistance with another intoxicated student, neither the student making the contact nor the student in need of assistance will be charged with violations of the Alcohol Policy. The students, however, will be required to meet with the Director of University Housing or the Director of Counseling Services to discuss the incident. The Director may refer the student(s) to Counseling Services for alcohol education and/or treatment. No disciplinary action will be taken unless the student(s) involved demonstrate a repeated lack of care for their well-being and that of the University community or fail to follow the recommendations of the Director of University Housing or the Director of Counseling Services. This policy does not prevent action by local/state/federal authorities.*

**4. Assault - The University prohibits**

- a. physical assault or abuse- tries to or does physically strike another,
- b. sexual assault or abuse- actual or attempted non-consensual sexual activity including but not limited to intercourse or sexual touching by a person known or unknown, and
- c. other conduct which threatens or endangers the health or safety of any person or any act which unreasonably interferes with, impedes or harasses other students in the pursuit of their education or way of life.

**5. Hostile Communication-** threatening another individual physically, verbally, or by any other means in a manner to make that individual reasonably believe that the threat or threats are likely to be carried out; harassment; intimidation; or coercion by any means including electronic communication.

**6. Disorderly Conduct**

- a. Disruptive behavior or other conduct that, taken alone or considered in the aggregate, interferes with the institution's operations or with the ability of faculty, staff, or students to work or learn.
- b. Conduct that disrupts the academic and social environment of the campus or surrounding areas may be deemed disorderly. Examples include but are not limited to obscene conduct and/or indecent exposure, disruption of social and/or academic functions, excessive vulgarity, and the use of fighting words.

**7. Drugs**

- a. The University prohibits the illegal selling, manufacture, possession, delivery, professionally unsupervised usage of all prescription drugs, hallucinogenic drugs, and controlled substances or being in the presence of such substances.
- b. The University prohibits the sale, possession, and/or distribution of drug paraphernalia including, but not limited to, hookahs, bongos, pipes, etc.
- c. The University prohibits driving while under the noticeable effect of drugs.
- d. The University prohibits behavior that is a direct result of drug consumption. Any student found to be visibly overcome by the usage of drugs will be found in violation of this policy.

**8. Failure to comply -** Persons on University property or in the surrounding areas must comply with the lawful directions of University law enforcement officers and other University officials, including the request to identify one's self. Also, students must comply with the sanctions that are issued through the judicial hearing process.

**9. Fire Safety**

- a. The University prohibits the attempt to set, the setting of, or the adding to unauthorized fires on property owned, occupied, or leased by the University.
- b. It is a violation of University policy to tamper with, damage, or misuse any



fire protection equipment. In addition to University disciplinary action, the student may be subject to criminal prosecution.

- c. The University prohibits the possession and/or usage of any explosive devices, materials, or dangerous chemicals. This rule prohibits but is not limited to all types of fireworks.
10. Misrepresentation of Information –
    - a. The University strictly prohibits the possession or use of a false, forged, borrowed, or altered identification card of any kind or the use of the identification of another.
    - b. The University strictly prohibits the alteration, falsification, or other misuse of a student’s documents or University documents, or records. Additionally, this may include but is not limited to the following: furnishing false information to the University or other parties, forgery, unauthorized alteration of any documentation, or misuse of a University official’s signature.
  11. Hazing - *Hazing* is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a new or current member in a position of servitude as a condition of membership.
  12. Information Technology - The University prohibits unauthorized access to, or abuse of University network and computing systems, or any other violations of the University computer use policy including but not limited to:
    - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
    - b. Unauthorized transfer of a file.
    - c. Use of computing facilities and resources in violation of copyright laws.
  13. University Housing Community Guidelines - See Community Living Guide
  14. Smoking – Smoking or the possession of lighted smoking material in any form is allowed only in designated smoking areas of the campus. Smoking is prohibited in buildings, outdoor areas and in University-owned vehicles.
  15. Theft - Coastal Carolina University prohibits the unauthorized taking, misappropriation, or possession of any property owned or maintained by the University or any person on campus or attending a University-related function. In addition, it is a violation of University policy to possess stolen personal or public property belonging to others outside the University community.
  16. Unauthorized entry or usage - The University prohibits unauthorized entry into or usage of a University facility and/or property or elsewhere. This includes unauthorized solicitation and/or distribution of marketing materials. Additionally, this policy applies to unauthorized possession, duplication or use of keys or access cards to any University premise.
  17. Vandalism - The University prohibits the willful abuse or damage of property owned, occupied, or leased by the University, as well as the property of others. This includes tampering with emergency buttons.
  18. Weapons and/or Dangerous Instruments
    - a. It is a violation of University policy to illegally possess firearms or ammunition

on property owned, occupied, or leased by the University whether operable or inoperable, loaded or unloaded.

b. No student may possess or use a dangerous instrument. Any instrument may be defined as dangerous if it is used, attempted or threatened to be used, or is readily capable of being used to cause physical injury.

19. Nuisance – The University prohibits conduct of a student who uses, owns, occupies, or leases any building, or residence where the behavior or misconduct at that location either disturbs the public peace or violates University policies so that the building, business or residence may be viewed by the community or the University as a nuisance.

20. Other - Violation of federal, state or local law on University premises, at University sponsored or University-supervised activities, or elsewhere including off-campus locations, if such conduct adversely affects the University community is a violation of University policy.

21. Students are required to engage in responsible social conduct that reflects credit upon the Coastal Carolina University community and to model good citizenship in any community.

#### **D. Disciplinary Hearing Process**

##### **1. Preliminary Investigation**

a. The Office of Student Conduct will investigate reports of alleged violations of the Code of Student Conduct or local, state, or federal law.

b. After completing a preliminary investigation and finding evidence of an alleged violation, the accused student will be notified by email and/or in writing to appear at a Student Conduct Conference.

c. In certain circumstances, based on campus or external incident/police reports, the DoS or designee may impose a "No Contact" order (CSC.IV.H.13), residence hall suspension (CSC.IV.H.8), or interim suspension prior to the hearing.

- Interim Suspension - Interim suspension is an action requiring that a student immediately leave the campus and property owned, occupied, or leased by the University. It may be imposed upon a student by the DoS or designee when there is reasonable cause to believe, based on available facts, that the student poses a threat to self or others. This is done because the immediacy of the danger caused by the student's presence on campus makes it impossible to follow the normal disciplinary procedures. When a student is suspended on an interim basis, he or she is given notice of the reasons for the suspension, the duration and any special conditions that apply. A student who is suspended on an interim basis will have their case heard by an administrator or by the Student Conduct Board within ten (10) business days of the interim suspension, unless circumstances such as incarceration of the accused prevent scheduling within ten (10) days. Any student who is suspended on an interim basis and returns to the campus and property owned, occupied, or leased by the University during the suspension will be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose (i.e., to take an exam, to consult with the DoS or designee, or to participate in the disciplinary procedures against him or her) may be granted in writing by the DoS or designee.

- d. The University's action shall be independent of civil and/or criminal proceedings pending in City, State or Federal court. The outcome of court proceedings has no bearing on the University student conduct process or sanctions. At a disciplinary hearing, the technical rules of evidence applicable to civil and criminal cases shall not apply.

## 2. Conduct Conference

- a. A conduct officer will conduct the conference. The complainant may or may not be present.
- b. This conference will occur within two weeks or as soon as possible after the report or complaint is received. The conduct officer will inform the accused student of these facts:
- The charge(s) assessed.
  - The disciplinary hearing options.
  - Possible sanctions involved.
- c. At the Conduct Conference, one of the following will occur:
- (i) The conduct officer and the student agree to move into an informal administrative hearing.
  - (ii) The conduct officer may delay completion of a hearing until further investigation is completed.
  - (iii) The conduct case is referred by either the conduct officer or the accused student to a formal hearing with the Student Conduct Board. (Refer to section E. Student Conduct Board)

## 3. Student Conduct Informal Administrative Hearing

- a. A conduct officer will provide the accused:
- (i) A written notice of the charge(s) and an outline of rights. In the event that additional charges are assessed, a further written notice must be forwarded to the student. These notices may be mailed, hand delivered, or electronically mailed.
  - (ii) Review of all available information, documents, exhibits, and a list of witnesses.
  - (iii) Choice not to appear at the hearing. In that case, the hearing will be conducted in the student's absence.
  - (iv) Assistance by a personal adviser. The personal adviser provides the student moral support and may or may not be a member of the University community. The University has the right to disqualify a particular adviser when participation of that adviser allows the potential for disruption of the student conduct process. Upon request of a student, the personal adviser may:
    - a.) Advise the student concerning the preparation and presentation of the case. The adviser may not speak for the student, except in exceptional circumstances with the discretion of the conduct officer.
    - b.) Accompany the student to all student conduct proceedings whenever possible.
    - c.) Not also serve as a witness.

4. In cases of violence and sex offenses, the alleged victim may have support person(s) present during the Conduct Conference/Hearing and Student Conduct Board hearing. The support person(s) may not participate in any way in the hearings.

## 5. Appeal Process

Refer to Section G: Appeal Process for Non-Academic Violations for process.

## 6. Student Conduct Board Hearing

Refer to Section E: Student Conduct Board for the hearing process.

## E. Student Conduct Board

### 1. Members

- a. The Student Conduct Board (SCB) will consist of ten elected faculty at large; six administrative staff or faculty members appointed by the University President; and twelve students.
  - (i). The Chair of the SCB will be a faculty member, elected by members of the SCB. A Vice Chair (faculty member) will also be elected and will serve in the absence of the Chair.
  - (ii). The student members must be in good standing, have completed a minimum of 60 semester hours, carry a minimum of 12 hours per semester for the duration of their service, maintain a cumulative GPA of 2.5 or higher, and be appointed by the Student Government Association so that each academic college is represented. A student is not in good disciplinary standing if he/she is currently suspended, on disciplinary probation, or has past due sanctions.
  - (iii). If a SCB hearing is scheduled during breaks or summer sessions and the SCB appointees are not available, members will be appointed as follows: The President will appoint four members of the faculty and/or administrative staff. The President of the Student Government Association will appoint two students who are in good standing with the University.
  - (iv). If a member of the SCB is not fulfilling his/her responsibilities, the DoS or designee may recommend replacement of the member to the appointing body.
- b. A sitting panel will be selected for each case based on the availability of SCB members and will consist of two students, and four of the faculty/staff members.
- c. The DoS or designee may serve as an adviser to a sitting panel and share the discipline file of the accused.

### 2. Term of Office

- a. Elected faculty members will serve three-year staggered terms. Appointed members will serve a one-year term. SGA student members will be appointed for a one-year term.
- b. When a Student Conduct Board member resigns, vacancies will be filled as follows: the Faculty Senate Executive Committee will appoint or elect faculty for elected faculty vacancies; the University President will make a new appointment for appointed vacancies; and the SGA President will make a new appointment for student representative vacancies.

### 3. Jurisdiction

- a. The SCB will conduct hearings and appeals of students alleged to have committed violations of the Code of Student Conduct.
- b. The SCB has jurisdiction over alleged violations committed by University students other than academic violations, including by way of example, but not limited to: theft; assault; violations of alcohol/substance abuse policies and/or the Code of Student Conduct; and all matters arising under the Student Government Association Constitution as referred by the SGA or DoS or designee (SGA

impeachment proceedings will be held according to the procedures outlined in the SGA Constitution).

- c. To accomplish fundamental fairness, the SCB may change or modify its rules and procedures to apply to particular facts, circumstances or cases before it.

#### 4. Referrals

The DoS or designee may refer cases to the SCB.

#### 5. Powers, Decisions and Effects of Noncompliance

- a. The SCB has the authority to enforce its decisions and to impose sanctions.
- b. In the event that a student called before the SCB fails to appear at his or her scheduled hearing, the board will not find the student in violation solely because the student did not participate in the hearing.
- c. The failure of a student to comply with the decision of the SCB may result in additional penalties. The Office of Student Conduct on behalf of the SCB may notify the Provost's Office, Registrar and other relevant University offices of noncompliance with any of its decisions.
- d. The DoS or designee will monitor the compliance of SCB decisions.

#### 6. Rights and Responsibilities of a student called before the Student Conduct Board

- a. All University students have rights and responsibilities. For a complete list, refer to Section II.
- b. A student called before the SCB will also have the following rights:
  - (i) A written notice of charges and an outline of student rights and hearing options.
  - (ii) All hearings will be closed to parties not directly involved with the case.
  - (iii) A notice of the date, time, place and format of the hearing.
- c. A student called before the SCB has the following responsibilities:
  - (i) Prompt response to all delivered correspondence is necessary to expedite student conduct matters.
  - (ii) If the student does not respond to the charge letter by the date requested, the student forfeits the above rights and the hearing will continue in his or her absence.
- d. During the SCB hearing, a student charged with a violation is entitled or subject to:
  - (i) Advisory assistance. The adviser may be any individual of the student's choice and may assist the student in all phases of the student conduct process. Only one (1) adviser is permitted. The University maintains the right to disqualify a particular adviser when participation of that adviser allows the potential for disruption of the student conduct process. The adviser may not also serve as a witness.
  - (ii) Appear in person and to present witnesses and any information relevant to the case. Witnesses will be present only during the time they are testifying.
  - (iii) Present signed written statements from person(s) who are unable to attend the hearing.
  - (iv) Hear and question all witnesses, and have access to all relevant information and evidence. Special conditions for questioning witnesses may be imposed in sensitive cases.
  - (v) Challenge sitting panel members for cause. The removal of a panel member will be at the discretion of the chair of the panel.
  - (vi) Refuse to answer any question(s) or to make a statement. However,

the adjudicating agent will make its decision on the basis of information introduced at the hearing.

**(vii)** Elect not to appear at the hearing. The hearing will be conducted in the student's absence.

**(viii)** Be found in violation, based upon the information introduced at the hearing and if responsibility is strongly indicated.

## 7. The Procedure of the Student Conduct Board

### a. Prior to the Hearing

**(i)** Members of the SCB will be contacted by the Office of Student Conduct regarding their availability for a case. A sitting panel will be chosen based on availability of members as noted in Section IV E.1a. Documents and details of the case will be available at the time of the hearing.

**(ii)** The student who is the subject of the alleged violation(s) will receive notification of the time and place of the hearing.

### b. General Information about the Hearing

**(i)** Members of the SCB may be removed or disqualify themselves from sitting on a particular case for reasons of conflict of interest and a substitute may be appointed by the chair.

**(ii)** The chairperson of the sitting panel will be responsible for conducting the hearing, ensuring that proper records are kept and informing the appropriate officials of the decision and sanctions imposed.

**(iii)** Statements, evidence, or comments given during hearings will be held in confidence by members of the panel.

**(iv)** A record of all hearings will be made by the SCB by tape recording or by another method determined by the board. These recordings will constitute the official record of all such proceedings.

**(v)** During the hearing any mitigating circumstances may be introduced by either side to the panel.

**(vi)** Proceedings of the SCB will take precedence over all non-academic activities and may, in extreme cases, need to take precedence over academic activities. Board members, students who are the subjects of a complaint, and all witnesses notified by the board will appear at the times designated by the board and will be excused from other obligations to participate in board proceedings.

**(vii)** The chair will determine the appropriateness of questions and make decisions regarding procedural questions arising during the hearing.

### c. Procedures of a Student Conduct Board Hearing

**(i)** The chair will summarize the complaint and inform the student who is the subject of the complaint of the specific nature of the complaint or alleged infraction.

**(ii)** The chair will call upon the DoS or designee to present evidence of violations of the Code of Student Conduct, documentation of past violations and/or sanctions of the accused.

**(iii)** The student who is the subject of the complaint may be present throughout the hearing and may consult with his or her adviser during testimony.

**(iv)** The SCB may hear and question each witness separately.

**(v)** The SCB may call any witnesses whose testimony bears on the case.

**(vi)** The SCB insists on honest and forthright responses to its questions, and may issue sanctions, including suspension or dismissal, for any witness who is

not truthful or who intentionally misleads the board. All students who testify before the board may be required to sign a statement attesting to the truthfulness of their testimony.

- (vii) The student who is the subject of the complaint may be required to submit questions for a witness in writing. The Chair will determine the appropriateness of questions and may choose to direct questions to the witness in the place of the accused student.
- (viii) Decisions are based upon a majority vote from the SCB sitting panel. The Chair of the SCB only votes in case of a tie.

#### d. Post-Hearing

- (i) Only sitting panel members and the DoS or designee may be present and participate in the deliberations.
- (ii) The DoS or designee will be responsible for notifying the student of the SCB decision in writing, ensure that proper record entries are made and that appropriate action on the penalty is taken.
- (iii) After complaints of violence or sex offenses, the DoS or designee will be responsible for notifying the victim and/or complainant (or next of kin in case of death of victim) of the decision, ensure that proper record entries are made, and that appropriate action on the penalty is taken.
- (iv) SCB case files will be maintained in the Office of Student Conduct.

#### e. Decisions and Appeals

- (i) Refer to Section F: Hearing Decisions and Notification for Violations and Section H: Non-Academic Sanctions.
- (ii) Refer to Section G: Appeal Process for Non-Academic Violations for appeal procedures.
- (iii) A student who has violated or who has been charged with a violation of any non-academic regulation of the University may not be permitted to withdraw from the University without the permission of the DoS or designee. A notation of the circumstances under which the accused student was permitted to withdraw will be entered in the student's conduct record. The withdrawal of a student with or without such approval will not deprive the University of the power to hear charges against him or her and in the event he or she is found to be in violation, the University may restrict his or her readmission on such terms or under such circumstances as it may prescribe.
- (iv) If a student is found in violation of the Code of Student Conduct, the Office of Financial Aid may be informed and subsequent financial aid decisions may be impacted.

### F. Hearing Decisions and Notification for Violations

#### 1. Finding of "Not In Violation"

- a. A finding of "not in violation" as a result of a decision by any hearing or appeal body will result in a complete reversal of all sanctions or penalties previously imposed. A finding of "not in violation" by any of the appellate bodies may not be appealed further, and the action is ended. After a finding of not in violation, all record of the sanction(s) or penalty or penalties previously imposed will be removed from the student's record.

#### 2. Finding of In Violation - Penalties and Sanctions

- a. Disciplinary sanctions may be imposed upon students found in violation of

the Code of Student Conduct. All sanctions may be imposed either singularly or in combination. Sanctions do not take effect until the completion of the appeal process unless otherwise specified by the conduct officer hearing the case or Student Conduct Board.

- b. The purpose of imposing sanctions is twofold: to protect the University community from behavior that is detrimental to the community and to assist students in identifying acceptable limits and consequences of future behavior that fall within the regulations of the University. From the date of suspension to the date of return, the student does not have access to the petition process. The Office of the Registrar will inform instructors of a W or WF assigned for non-academic reasons.
  - c. Sanctions include, but are not limited to those listed within Section H: Non-Academic Sanctions.
3. Notification
- a. At the discretion of the DoS or designee and in compliance with FERPA, decisions of cases and sanctions may be shared with the student's parents or guardian, the complainant and/or the academic dean or other appropriate University officials on a need-to-know basis. In cases of violence and sex offenses, both the complainant/victim (or next of kin in cases of victim death) and the accused will be notified of the outcome of the proceedings by the DoS or designee.
  - b. Notifications and hearing decisions to the student will be in writing and mailed on a certified/return receipt requested basis or hand delivered.

#### **G. Appeal Process for Non-Academic Violations**

1. If a student believes he or she has been wrongly accused, the appeal authority will generally limit its review of the original hearing record to the following two issues: 1) whether University disciplinary procedures were followed which provided notice of the charges and an opportunity to respond; and/or 2) whether new evidence exists sufficient enough to alter the original decision and why such evidence was not available or not presented at the original hearing. In accordance with Title IX, the accuser has the opportunity to submit an appeal in Title IX cases.
2. The student must submit the appeal in writing and should be specific about which decision(s) and/or sanction(s) is being appealed. The appeal must be submitted within three (3) business days of the decision.
3. If a University Housing conduct officer served as the original hearing body, the case is appealed to the Director of University Housing or designee. If a conduct officer from the appealed to the SCB. If the SCB served as the original hearing body, the student may appeal to the DoS. The appeal authority may uphold the decision, modify the decision or require a new hearing. The decision of the appellate body is final.

#### **H. Non-Academic Sanctions**

*The University adheres to a minimum sanction policy for alcohol and other drugs. Exceptions to minimum sanctions must be approved by the DoS or designee. Sanctions issued for Code of Student Conduct violations include but are not limited to the following:*

1. Warning – A written notice to the student that the student is violating or has violated University policy.
2. Fines - Requirement that a student remit a specific amount of money as a consequence for his/her misbehavior. (Refer to the Community Living Guide



for a schedule of fines.)

3. Restitution – An order to make restitution issued when a student has engaged in conduct injurious to the property of another (individual, group, or the University) for which monetary damages may be determined. For example, this sanction may be assessed in cases of property damage, theft, fraud, deception, or misappropriation.
4. Community Service - Provide some type of community service to the University or community as a whole. The service should be relevant to the nature of the violation, should have some educational value and should not be unduly burdensome to other staff or students. This sanction may include, but is not limited to accompanying staff on duty, researching and writing a paper on a relevant issue, providing assistance to a disabled student.
5. Educational Programs - Assigned as an opportunity for personal development. This includes but is not limited to alcohol education, drug education, psychological assessment, essay, presentation, development of publicity material, etc.
6. Conditions - Limitations upon a student's behavior and/or department privileges for a period of time, or an active obligation to complete a specified activity. This sanction may include, but is not limited to, denial of the right to represent the University in any way, denial of the right to hold an office with a student organization, restriction of visitation privileges, restriction of contact with another person or persons, required attendance at a workshop or participation in community service.
7. Disciplinary Probation - A designated period of review and observation during which a student is under an official warning that his or her conduct, although not serious enough to warrant a form of suspension, violated the code. Subsequent violations of University rules, regulations, or policies could result in a more severe sanction.
8. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. Loss of Housing – Permanent separation of the student from the residence halls.
10. Deferred Suspension - A more severe sanction than disciplinary probation, given for a period of time, which indicates that the serious nature of the conduct violation would normally result in a student's suspension from the University, but given extenuating circumstances, this suspension is not put into effect. Any violation of rules, regulations, or laws while under deferred suspension will result in suspension from the University. In the event a student violates the conditions of a deferred suspension, the student will be notified to appear before the conduct officer or Student Conduct Board to show cause why the student should not be suspended. The procedures for a regular hearing will not apply.
11. Suspension for a Period of Time - Denial of enrollment, attendance, and other privileges at the University for a given period; conditions for readmission may be specified. When the sanction of suspension is imposed, the student must leave the campus at the conclusion of the appeal process or immediately if there is no appeal filed and may not participate in academic, extracurricular or other University activities except as may be authorized by the DoS or designee. During the period of suspension the student is denied the right to register for classes,

or to visit the University. The student is subject to arrest for trespassing should he or she be found on property owned, occupied, or leased by the University.

A student who is on disciplinary suspension from Coastal Carolina University may be required by the Office of Student Conduct or the Student Conduct Board, at a specified approved level of engagement, to perform some approved combination of:

- Paid work;
- Community service;
- Taking courses (that would transfer back to CCU from a regionally accredited institution with a GPA of 2.0 or higher, and with any necessary college/departmental permissions based on the exact courses taken); or,
- (When prescribed by SCB or the Office of Student Conduct) Participating in treatment/rehabilitation programs,

12. Permanent Dismissal - Involuntary separation of the student from the University without future readmission. The student must leave the campus and is not eligible to participate in classes or any University sponsored or University related activities. The student is subject to arrest for trespassing should he or she be found on property owned, occupied, or leased by the University.
13. "No Contact" Order- A no contact order is a University directive that restricts contact between individuals in any way, including in person, via e-mail, telephone, text messaging, social networking or any other method of communication. Direct or indirect contact would be considered a violation of harassment (CSC.IV.C.5) and failure to comply (CSC.IV.C.8). This violation could be grounds for suspension or permanent dismissal.

### **I. Community Standards Process**

1. The University will maintain a Community Standards Committee consisting of the following individuals:
  - DoS or designee
  - Chief of the Department of Public Safety or designee
  - Director of University Housing or designee
  - Provost or designee
  - Director of Counseling Services or designee
  - Director of Student Conduct, ex-officio nonvoting member.
2. The purpose of the Community Standards Committee is to review and approve applications of students who have indicated prior school disciplinary or criminal history to determine if such individuals meet community standards for inclusion in the University community.
3. Procedures of the Community Standards Committee
  - a. The Office of Admissions will provide applications indicating prior school disciplinary or criminal history to the Director of Student Conduct.
  - b. The Director of Student Conduct will complete a preliminary review of applications and approve those who would normally be permitted to continue at the University if the infraction had occurred while enrolled at the University.
  - c. The Director of Student Conduct will refer other applications for full committee review. The full committee will review, investigate, and vote on the acceptability of those applicants. A majority vote will determine the status of the application.
4. Decisions of the Community Standards Committee

The Community Standards Committee may make the following determinations:

- a. The applicant may not be admitted to the University.

- b. The applicant may be admitted to the University under conditions.
  - (i) It will be the responsibility of the Office of Admissions to communicate those conditions to the applicant.
  - (ii) It will be the responsibility of the Office of Student Conduct to ensure that those conditions are met and to address failure to meet those conditions.
- c. The applicant may be admitted without conditions.

Questions or concerns regarding this Code of Student Conduct should be referred to the Dean of Students or the Office of Student Conduct.

Coastal Carolina University provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, or veteran status. The University does everything reasonably possible in an attempt to accommodate each disabled student in the attainment of his/her academic objectives.

The existence of these procedures does not prohibit individuals from also filing claims under Title VII (Civil Rights Act of 1964) with the Equal Employment Opportunity Commission or under Title IX (Education Amendments of 1972) with the Office of Civil Rights, U.S. Department of Education. The EEOC representative can be contacted at [eeoc@coastal.edu](mailto:eeoc@coastal.edu) and the Title IX Coordinator can be contacted at [title9@coastal.edu](mailto:title9@coastal.edu). Complaints can also be reported through the anonymous tip line at 843.234.2388.

# COASTAL CAROLINA UNIVERSITY

## ALCOHOL AND DRUG POLICY

### Summary

This policy governs the possession and use of alcohol and other drugs on the Coastal Carolina University campus and in or at any University owned or managed facility, or at any University hosted or registered event, either on or off campus. Throughout this policy, alcohol is defined to include beer, wine, and distilled spirits. This policy is based on a concern for the welfare of all members of the campus community. Members of the community are expected to comply with and abide by the policies and guidelines as stated below, as well as the laws of the State of South Carolina and the federal government.

The following sections are included:

- I. Possession/Consumption of Alcoholic Beverages by Students
- II. Possession/Consumption of Alcoholic Beverages by Faculty and Staff
- III. Non-Student Events
- IV. University Drug Policy
- V. Sanctions
- VI. Alcohol and Drug Prevention

## I. Possession/Consumption of Alcoholic Beverages by Students

### A. Residence Hall Policy

As a member of the campus community, each student is responsible for upholding the regulations of the university. Residents should also help each other grow by establishing positive relationships, setting standards for themselves and their fellow students and confronting negative behaviors. A living unit is considered the resident's assigned room, apartment, or suite.

The following policies apply to all students, regardless of age, living in or visiting Main Campus, First and Second Year, Smart Choice, and Upperclassmen residence halls:

### Main Campus, First and Second Year, and Smart Choice Residence Halls and Apartments:

1. Alcohol is not permitted within the main campus residence halls, First and Second Year University Place housing and Smart Choice housing. These residence halls are designated "dry" living units. No residents or guests, regardless of age, are permitted to possess consume or be in the presence of alcohol in these areas. Residents who are visibly overcome by alcohol may be found in violation of the alcohol policy.
2. Alcoholic beverage containers and paraphernalia, including, but not limited to empty cans and bottles, are not permitted as room decorations in any living unit.

### Other housing at University Place:

1. An apartment in which any assigned resident is under the age of twenty-

one is a designated “dry” living unit. No resident or guest, regardless of age, is permitted to possess, consume or be in the presence of alcohol in these areas.

2. Alcohol is permitted only in apartments in which all assigned residents are of legal drinking age. Residents in these units may register with University Housing to be considered a “wet” unit.
3. Consumption of any form of alcohol in an open container, including but not limited to cups, cans, plastic containers or bottles, is prohibited outside a student’s living unit by any resident or visitor.

#### **All Residence Halls and Apartments:**

1. Residents may not possess or be in the presence of large communal sources of alcohol and paraphernalia (kegs, beer pong tables, funnels, etc).
2. Games or activities that encourage excessive or accelerated drinking are prohibited.
3. Residents holding a gathering in their living unit are considered the hosts. If a violation occurs at the gathering, hosts will be subject to disciplinary action and may receive harsher sanctions.

#### **B. Student Sponsored Social Events**

##### **1. On-Campus Student Events**

Alcohol will not be purchased, sold, served, provided, or present at student social events or student organization hosted events that take place on campus.

##### **2. Off-Campus Student Events**

Any student organization that hosts an off-campus event where alcohol is served and consumed must register the event with the Office of Student Activities and Leadership.

The student organization event registration process must be completed before entering into negotiations for contracts or to gain goods or services. Student organizations, its officers, members, and guests are responsible for complying with all University policies as well as local, state, and federal laws governing the use of alcoholic beverages.

#### **Off Campus Student Events involving Alcohol – Guidelines for Registration**

- 1) Any student organization planning an off-campus event where alcohol is served must obtain approval through the Office of Student Activities and Leadership at least two weeks before the event. Organizations may not include alcohol at any recruitment, induction, initiation or, bid event or at any campus recreation event or intramural event. Only beer and/or wine may be sold at events.
- 2) All events must have a Third Party Vendor which is properly licensed by appropriate local and state authorities, maintains a liability insurance policy and completes a merchant alcohol education program, such as “TIPS”. All alcohol sales must be on a drink by drink basis and staffed only with employees of the Third Party Vendor. All events are required to take place in a location that is properly zoned for the distribution and consumption of alcoholic beverages.

- 3) The student organization sponsoring the event is responsible for insuring an approval process for verifying the age of each individual in attendance in coordination with the third party vendor/establishment.
- 4) The organization will insure that alcohol service will stop 60 minutes prior to the scheduled closure of the event. There must be an appropriate amount of non-alcoholic beverages and non-salty, non-snack food available.
- 5) Each organization is required to appoint a sober host for the event. The host is required to oversee the event, verify that all individuals attending the event are students, faculty, staff or guests and oversee the age verification process.
- 6) The only alcoholic beverages that may be possessed or consumed at the function are those by the licensed server within the designated location.
- 7) Drinking contests and/or any other activities which encourage the rapid and/or excessive consumption of alcoholic beverages will not be permitted. No alcoholic beverages can be provided as free awards, prizes, or rewards to an individual(s) or group(s).
- 8) Event publicity cannot include the advertisement of alcohol.
- 9) Organizations must have a designated driver program in place. This program should specifically include provisions for commuting students who will be returning to their residences following the event. In some cases, the organization may be required to provide a bus.
- 10) The Office of Student Activities and Leadership in consultation with the Department of Public Safety may require that an organization have security present at the events where alcohol is served. The organization will be responsible for the cost of the security.
- 11) All recognized chapters of national organizations must also comply with all requirements set forth in their policies in regards to hosting an event where alcohol is served. In addition, Fraternity and Sorority Life organizations must have an updated copy of their insurance policy and risk management policy on file with the Office of Fraternity and Sorority Life. Any student/student organization found in violation of this policy is subject to judicial sanctions as outlined in the Code of Student Conduct and/or the Office of Student Activities Student Organization Manual.

### **C. Good Samaritan Policy**

The Good Samaritan Policy is designed to prevent dangerously intoxicated students from being put to bed and/or left alone by friends because of fear that a request for medical assistance will lead to formal disciplinary action. In those instances in which a student contacts the Department of Public Safety or a member of the University Housing staff to seek assistance with another intoxicated student, neither the student making the contact nor the student in need of assistance will be charged with violations of the Alcohol Policy. The students, however, will be required to meet with the Director of University Housing or the Director of Counseling Services to discuss the incident. The Director may refer the student(s) to Counseling Services for alcohol education and/or treatment.

No judicial action will be taken unless the student(s) involved demonstrate a

repeated lack of care for their well-being and that of the University community or fail to follow the recommendations of the Director of University Housing or the Director of Counseling Services. Students should also be aware that this policy does not prevent action by local/state/federal authorities.

#### **D. Alcohol at Athletic Events**

Individuals attending events at Coastal Carolina University are expected to conduct themselves in a manner respectful of others. Persons acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises and/or be subject to citation. Students may also be charged with a violation of the Code of Student Conduct.

Guidelines for use of alcohol while tailgating for football events are as follows:

- Consumption of alcoholic beverages on campus is not permitted until 4 hours before the starting time of the event.
- All beverages must be consumed in paper or plastic cups and no glass bottles are permitted.
- Kegs, other common containers, drinking games, and the use of devices intended to accelerate the consumption of alcohol (including but not limited to beer pong tables, funnels, etc.) are prohibited.
- All state and local laws must be observed.
- Alcohol may not be sold on university property.

#### **Additional Guidelines for General and Student Parking Lots**

- All individuals over the age of 21 are required to obtain a wrist band at the check-in station located near general and student parking lots.
- Tailgating will end 15 minutes prior to the start of the game; no halftime tailgating is allowed.
- Post game tailgating will be limited to one hour.

Guidelines for use of alcohol while tailgating for baseball events are as follows:

- Tailgating will open to spectators 60 minutes prior to game time with the conclusion of tailgating being 30 minutes after the game.
- Tailgating with alcohol is permitted on Friday's and Saturday's only in the designated area.
- Alcohol is not permitted to be consumed at The Rooster's Nest deck at any time or in any location inside the stadium fencing.
- Only fans age 21 years and older may consume alcohol in the specified tailgating area only.
- Wrist bands will be used to enforce the legal drinking age.
- All beverages must be consumed in a paper or plastic cup. Glass and aluminum containers are not permitted.
- For safety purposes, kegs, other common containers, drinking games, and the use of the devices intended to accelerate the consumption of alcohol (including but not limited to beer pong tables, funnels, etc.) are prohibited.
- All state and local laws must be observed.
- Alcohol may not be sold on university property.
- Inappropriate behavior may result in sanctions by law enforcement and/or university authorities.

## **II. Possession/Consumption of Alcoholic Beverages by Faculty and Staff**

The illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol on University property or as a part of any University activity by faculty, staff or student employees regardless of permanent or temporary status, pursuant to state and federal law, is prohibited. Reporting to work under the influence of alcohol or illegal drugs is also prohibited. In addition, all faculty, staff, and students employed on a federal grant or contract or a state grant or contract are required to abide by this policy as a condition of employment on the grant or contract. This policy applies to all full-time and part-time permanent and temporary faculty, staff, and student employees, including temporary grant employees.

## **III. Non-student Events**

### **A. General Guidelines**

External and internal groups renting/utilizing University facilities for events that include alcohol must receive advance written approval for such event(s) through the Office of the President. The organization may not sell alcoholic beverages at its function(s) nor use alcohol in any manner which might require an alcohol beverage license from the state of South Carolina. Such beverages must be provided and served by the University's campus dining service.

Only beer and wine may be served and consumed at these functions and must only be distributed on a complimentary basis. The President may approve the service of distilled spirits for private University functions not open to the public. The sponsors of the event will ensure that all alcohol service and consumption is in accordance with any pertinent state and county law(s), regulation(s), and ordinances(s). The company serving the alcohol is responsible for monitoring the service and consumption of alcoholic beverages to ensure that neither an intoxicated person nor an underage person is served.

### **B. External Group Compliance**

Any external group using University facilities must agree to indemnify and hold the University harmless for any personal injury or property damage which might occur as a result of the service or consumption of alcoholic beverages by any member(s) of its group. The external group must sign an agreement to this policy and accept responsibilities for any violation.

## **IV. University Drug Policy**

Coastal Carolina University has a zero tolerance policy with respect to the unlawful manufacture, distribution, possession, or use of illegal drugs or controlled substances by Coastal students, faculty, and staff. The term "controlled substances" as used in this policy refers to those drugs and substances whose possession, sale, or delivery results in criminal sanctions under South Carolina law. The University also prohibits the sale, possession, and/or distribution of drug paraphernalia including, but not limited to, hookahs, bongs, pipes, etc.



### A. Drug-Free Workplace Policy

The Federal Drug-Free Workplace Act of 1988 prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and provides for sanctions against faculty, staff, and student employees, permanent or temporary, which violate this policy. Pursuant to federal law, the policy also requires grant or contract employees to notify the employer of any criminal drug statute convictions for a violation occurring in the workplace no later than five (5) days after the conviction. Any faculty, staff, or student employee who violates the Drug-Free Workplace Policy is subject to prosecution and punishment by the criminal courts as well as to disciplinary procedures by Coastal Carolina University and may also be terminated from his/ her position of employment by the supervising department.

### B. Eligibility for Federal Financial Aid

Students found in violation of the campus drug policy may jeopardize their ability to receive financial aid for which they might otherwise be eligible.

## V. Sanctions

Students, faculty, or staff who violate the University policies, or state or federal law, regarding the use of alcohol and/or drugs are subject to the proceedings and sanctions of the University and may also be subject to charges from the civil and criminal court system.

Student discipline will be conducted in accordance with this policy and due process as specified in the Code of Student Conduct. The University administers minimum sanctions for students found in violation of the Alcohol and Drug Policy. A description of legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol can be found at [www.coastal.edu/conduct](http://www.coastal.edu/conduct).

Violation of this policy by any university employee, regardless of tenure status, will lead to disciplinary action, up to and including termination, and may have legal consequences. Guidelines for violations of this policy for University employees can be found in the Human Resources and Equal Opportunity Policy Manual.

## VI. Alcohol and Drug Prevention

The Office of Counseling Services leads university efforts to provide alcohol and drug abuse prevention activities. Students are encouraged to participate in campus activities which promote alcohol and drug free experiences. Abstinence from alcohol and other drugs is encouraged and viewed as a legitimate and socially acceptable choice for any member of the campus community. Prevention efforts include printed and web-based materials provided to students and parents, group presentations, on-line assessments, awareness and prevention events. Many University departments and offices collaborate on prevention efforts by providing educational programs and offering campus activities that are viable social alternatives to high risk drinking.

## **Educational Services**

Alcohol and drug education classes occur on a regular basis. Students who violate drug and/or alcohol policies are usually required to attend these classes where students have an opportunity to examine alcohol and drug use behavior, as well as consequences of that use, and make decisions regarding behavior change. A fee is charged for this session when attendance is required for judicial reasons. Any student can attend the class for free when not judicially required to attend.

Other educational programs may be individually tailored to meet special needs of students, faculty, and staff and can be arranged by contacting Counseling Services (843-349-2305).

## **Counseling**

Students who are concerned about the use or abuse of alcohol and drugs – either their own or others – may receive assistance from Counseling Services. Individual assessments, individual counseling, and group counseling are offered depending upon student need and preference. Referrals to local agencies and practitioners are made when more extensive treatment is required. Confidentiality is maintained within legal and professional standards.

# **TITLE IX STATEMENT**

It is the policy of Coastal Carolina University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, religion, sex, or veteran's status in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities.

Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by Coastal Carolina University. Coastal Carolina University complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibits discrimination on the basis of sex in all programs and activities receiving federal financial assistance. Coastal Carolina University receives such assistance and complies with this law and its implementing regulation at 34 C.F.R. Part 106 (<http://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>).

University Policies

Sexual Harassment Policy

Sexual Violence/Assault Policy

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

[www.coastal.edu/policies/policyDetails.html?x=85](http://www.coastal.edu/policies/policyDetails.html?x=85)

[www.coastal.edu/policies/policyDetails.html?x=141](http://www.coastal.edu/policies/policyDetails.html?x=141)

# SMOKING POLICY

In conformity with the South Carolina Clean Indoor Air Act of 1990 and to protect the health and safety of Coastal Carolina University students, faculty, staff, and visitors, smoking or the possession of lighted smoking material in any form is allowed only in designated smoking areas of the campus. Other than in the designated areas, smoking is prohibited in buildings, outdoor areas and in University-owned vehicles.

Canisters for the disposal of tobacco remains will be placed at designated areas and such areas will be clearly marked with signage.

The Department of Public Safety has enforcement authority. It is also the responsibility of individual department heads to monitor this policy for compliance within each building or area under their supervision.

Non compliance with this policy may result in disciplinary action and subject the person to the penalties provided for in the South Carolina Clean Indoor Air Act of 1990.

## ADVERTISING AND SAMPLING OF TOBACCO PRODUCTS

The sale, sampling and advertising of any and all tobacco products on campus, including advertisement and promotion in Coastal Carolina University publications, is prohibited.

# ENGLISH LANGUAGE PROFICIENCY

(SC CODE OF LAWS 59-103-160)

All candidates interviewed for University positions will be evaluated on both their written and spoken English proficiency. Faculty employed will possess adequate written and spoken English skills so as to be able to deliver instruction in an understandable manner. Students with specific concerns should schedule a meeting with the immediate supervisor of the instructor involved.

# UNIVERSITY HOUSING

Ronald R. Ingle Hall 129

Office Hours: 8:30 a.m. to 5 p.m., Monday through Friday

Telephone: 843-349-6400

Web site: [www.coastal.edu/housing](http://www.coastal.edu/housing)

E-mail: [housing@coastal.edu](mailto:housing@coastal.edu)

Dear CCU Resident,

On behalf of University Housing, let me welcome you home to Coastal Carolina University. Whether you are a returning or a first-time Chanticleer, I am very excited you are here and look forward to working with you all year long. The following pages are your key to understanding University Housing and your role as a resident.

The evidence is clear that students who live in a residence hall persist at higher rates than other students, have higher grade point averages, and report higher levels of connection to the University at large. I hope that you will find these things to be true of your experience.

I encourage you to be an active member of your community. Speak kindly to your neighbors, get to know and rely on your Resident Assistant (RA), and be yourself at all times. You'll find that you are a powerful and important part of the world around you and the community of learners you have joined.

I hope you will make an effort to get to know your RA and Resident Director as soon as you can. These staff members are here for you and have participated in intensive training to prepare for your arrival. Please let them know how they can be helpful and keep them informed of how you are transitioning to a new year as a student at Coastal Carolina University.

Welcome home!

Stephen K. Harrison

Director of University Housing

## UNIVERSITY HOUSING AT-A-GLANCE

University Housing is committed to resident safety and success.

University Housing (UH) is proud of its many student and professional staff members who work around the clock to ensure that our residence halls are communities focused on resident safety and success.

### Resident Assistants

Resident Assistants (RAs) are undergraduate students who serve as live-in peer leaders and role models. Each RA is assigned to a wing, floor or building and the residents who live there. RAs participate in many hours of specialized training and work hard to create strong communities that enhance the on-campus living experience.

They answer questions about the campus and residence halls; help residents with community, personal and academic concerns; mediate group conflicts that may arise; coordinate programs and activities; and enforce University and University Housing policies. There is an RA on Duty in each community from 8:00 p.m. to 8:00 a.m. and their phone number is posted throughout each community for emergency use.

### **Resident Directors**

The University's nine Resident Directors (RDs) are full-time professionals who live and work within the residential student communities. Resident directors are responsible for all residence hall operations and serve residents through careful selection, training and supervision of the RAs. They also coordinate and approve room changes, oversee health and safety inspections, and serve as student conduct officers in cases of violation of University policy. Each RD has an office in his or her community and their phone number is posted throughout each community. There is an RD on Call 24 hours a day for crisis response.

### **Maintenance and Custodial Staff**

The fulltime and student staff members that make up the maintenance and custodial crew are dedicated to providing safe, clean, and comfortable residence halls. In addition to maintaining and cleaning the common space in each of our halls, the maintenance and custodial staffs respond to Maintenance Requests (MR) – submitted online – when items are damaged or in disrepair in your assigned space. These staff members also respond to emergencies when dispatched by our Resident Assistants or Resident Directors on Call after hours.

### **University Housing Administration**

The central office – located in Ingle 129 – and the area offices – located in the Ingle Hall lobby and the UP3 Activity House, respectively – are the administrative homes for the department. While your Resident Assistant, Resident Director, and community desk are the best resources for you on a day-to-day basis, we stand ready in these offices to support you in any way we can.

### **Resident Hall Association**

The Resident Hall Association (RHA) is the official voice of residents living in housing operated by Coastal Carolina University and every resident is automatically a member. RHA meets weekly and organizes large-scale programs, educational initiatives, and work to recognize its members and community throughout the academic year. RHA is the perfect organization for residents who have great ideas to share or want to assume a leadership role within their residential community. RHA is served by elected student leaders and professional staff advisors.

## **COMMUNITY SAFETY AND SUCCESS**

### **Check-In and Check-Out**

It is vital that you complete all paperwork and attend all meetings related to your check-in and check-out from the residence halls. These meetings include, but are not necessarily limited to an opening floor meeting in each semester and a closing

meeting prior to each break and semester’s end as well as a comprehensive room inspection, or check-out appointment. In addition to the detail provided in the 2011-2012 University Housing License Agreement, your RA and UH will provide information in the weeks leading up to the end of each semester to assist you in completing this process properly.

Your RA will bring the correct paperwork to the appointment, but you are responsible for ensuring that this paperwork is completed and turned in and to pay any charges incurred. Be advised that personal property left in a room or apartment after a resident has moved out shall be considered abandoned and will be removed and disposed of at the resident’s expense. In every case possible, items will be donated rather than thrown in the trash.

**Community Desks**

Your Community Desks are the hub of information and activity in your residence hall or apartment community. Your Resident Director’s office is typically near these desks and it is the most likely place to connect with a student staff member – an RA or Desk Assistant – to get important information about campus or upcoming activities.

Residents should visit their community help desk for answers to general questions; if they are locked out of their room or have lost their key; or to pick up various University Housing forms, including those for meal plan changes and overnight guests.

| Community     | Desk Location     | Hours of Operation | Desk Phone   |
|---------------|-------------------|--------------------|--------------|
| The Woods     | Palmetto 106      | 7 a.m. to 11 p.m.* | 843-349-6410 |
| Ingle Hall    | Ingle Hall Lobby  | 7 a.m. to 11 p.m.* | 843-349-6410 |
| Eaglin Hall   | Eaglin Hall Lobby | 7 a.m. to 11 p.m.* | 843-349-6411 |
| UP Phases 1/2 | Activity House    | 9 a.m. to 9 p.m.** | 843-349-6420 |
| UP Phase 3    | Activity House    | 9 a.m. to 9 p.m.** | 843-234-3392 |

\* These help desks are staffed by Coastal Carolina University Department of Public Safety personnel from 11 p.m. to 7 a.m.

\*\*Automobile traffic entering these communities is restricted to a single entry staffed by Coastal Carolina University Department of Public Safety personnel from 9 p.m. to 7 a.m.

**Communication**

University Housing uses a student’s e-mail address and campus post office box as the primary methods for communicating relevant and important information. Residents should check both on a regular basis; failure to do so does not absolve an individual from the responsibility of being aware of and acting upon the information shared through University email.

## Cornerstone

The first six weeks of the fall semester and the first three weeks of the spring semester are known as Cornerstone. RHA and your RA will be conducting programs, meetings, and interventions throughout the year to assist you in maintaining academic and personal success. However, research tells us that during the Cornerstone period the university must work especially hard to ensure that residents understand the many resources available to them. To that end, UH will focus on making connections with and between residents and connecting each resident to the campus at large. In addition to your roommate agreement, social activities, and a first floor meeting, you might also have a chance to complete a "Letter to Myself" or connect with a tutor living in your building.

## Foundations Initiative

The Foundations Initiative is our comprehensive approach to creating an educational residential environment. Foundations will focus our programming, processes, and interactions around four themes: Individual Development, Community Development, Personal Competence, and Academic Success. Every interaction with our department from completing your Room/Apartment Condition Report to attending RHA programs to participating in the returning room selection process should be governed by an attempt to educate students and staff alike in one of these thematic areas.

## Health and Safety Inspections

UH will conduct inspections at least once in the fall semester and once in the spring semester and reserves the right to conduct more frequent inspections as necessary. The inspection will include a thorough evaluation of all private and public areas of the apartment or room. An RA and at least one other UH staff member will be present. Repairs or replacement of damaged items and their associated charges as well as action through the student conduct system may result from these inspections.

## Insurance and Liability

Coastal Carolina University and University Housing are not responsible for lost, stolen or damaged personal property, including clothing, valuables, money, textbooks, computers, electronic devices, bicycles, musical instruments and sports equipment resulting from theft, malfunction of mechanical equipment, water damage, or other causes. Each resident is encouraged to confirm that his/her family's homeowner's insurance policy covers student housing or acquire renter's insurance available through most major insurance carriers.

## Laundry

All residents have easy access to free and unlimited personal laundry facilities. Laundry facilities are located in Ingle Hall, Eaglin Hall, and on each floor of Azalea and Magnolia halls. All University Place Apartments are equipped with a washer and dryer that do not require coins. The University's low-water, high-efficiency washing machines work best with laundry detergent labeled "HE" (high efficiency).

The laundry facilities in Eaglin and Ingle halls are designed to save residents time. Laundry View ([www.laundryview.com](http://www.laundryview.com)), a Web-based tracking system, lets residents know which machines are available and, later, when their clothes are ready. Residents

also can save time by checking the online time chart to see when their laundry room is busiest and then plan accordingly.

## **Lockouts, Rekeying, and Key Replacement**

All residents receive keys during the check-in process that will allow them to access to their building and bedroom 24 hours a day when the residence halls are open. Occupancy begins when you accept your key during move-in. Charges will result when keys are lost or must be replaced and residents are locked out. The lockout fee will be assessed whether you need to be let into the building entrance, your apartment, or your bedroom; only one charge will be assessed per lockout. Depending on the community in which you live and the hour at which you need assistance a lock-out key may be issued or a staff member may let you in to your room. You will only have 30 minutes to use and return your lock-out key without incurring additional charges.

## **Mail Service**

Each resident is assigned a box at the campus post office, which also serves as a certified UPS and FedEx receiving point. The post office is located in Sands Hall.

The mailing address for ALL students living in university operated housing is:

Student name  
CCU Box No. \_\_\_\_\_  
107 Founder's Drive  
Conway, SC 29526

Residents can find their post office box number and mailing address on WebAdvisor. Physical addresses for each building can be found online ([www.coastal.edu/housing](http://www.coastal.edu/housing)), posted in your community, or by asking a staff member.

## **Maintenance Requests**

Residents should report facility emergencies immediately, (such as electrical problems, leaks, lack of hot water, and clogged or overflowing toilets) by calling their RA – anytime night or day – or the University Housing office, at 843-349-6400, during normal business hours.

Residents should report non-emergencies, such as burned out light bulbs or failing smoke detector batteries, using a maintenance request on the University Housing website. Residents who fail to report maintenance issues that cause subsequent problems will be held financially responsible for all damages.

## **Returning Resident Room Selection Process**

During the academic year current residents are offered an opportunity to go through a priority room and roommate selection and assignment process for the following academic year. Information about this process will be distributed during the fall semester. Please contact University Housing administration if you have any questions.



## Room Changes

No room changes are allowed for the first three weeks of the fall and spring semesters. This gives everyone a chance to move in and get to know one another. University Housing allows room changes for reasons other than roommate conflict on a space-available basis for a limited time each semester. Residents interested in changing rooms must see their RD; only room changes approved in writing by an RD are allowed.

Residents found occupying any space other than the one assigned to them will be required to move back to their assigned space and be assessed an unauthorized move charge of \$50. Residents who allow an unassigned resident or guest to occupy their room may also receive a charge to their student account and face action under the Code of Student Conduct. There are no exceptions to this policy. UH reserves the right to require residents to change rooms and halls with proper notice and in cases of administrative necessity or to protect the safety, security, community integrity, and academic success of any resident. University Housing will use this right to facilitate consolidation of several residents to as few apartments, suites, or rooms as possible.

## Room Entry

UH reserves the right to enter resident rooms for the purpose of health and safety inspections and to make improvements or repairs. In such cases, UH will make every effort to give 24 hour notice, but this notice is not guaranteed. UH may, without notice, enter and conduct an administrative search of a student's room to investigate suspected violations of the Student Code of Conduct and University Housing Guidelines, where there is possible threat to life or property, or where the general welfare of residents or the university community is concerned.

## Roommate Agreements and Roommate Relationships

Within the first three weeks after checking in to your room you and your roommates/suitemates will participate in a roommate agreement meeting facilitated by your RA. The resulting roommate agreement document is not intended to be an exhaustive contract for how you will act around your roommates, but as a guideline for conduct in shared and private space accessible to those with whom you share a home. The roommate agreement will be signed by all parties and kept on file in your RD's office. Amendment or revision of your roommate agreement may take place in a follow-up meeting involving all of your roommates, your RA, and likely your RD. Violations of the roommate agreement may carry the same weight as violations of any other Community Guideline or section of the Student Code of Conduct and may result in action through the student conduct process.

UH stresses positive, assertive, and caring communication when working to resolve a roommate conflict no matter how large or small. As in any relationship it is vital that you speak positively and assertively with your roommates. Assertive communication will ensure that you are clearly stating your intentions and needs. You may talk about what is upsetting you, what you believe would be helpful in a given situation, or why you proceed a certain way in dealing with a particular conflict. Assertive communication also ensures that the person you are communicating with feel he or she has the room to also assert their needs and intentions. This type of positive communication ensures the greatest likelihood of success and accommodation for all

involved. Remember that no situation or conflict is irresolvable and it is vital that all parties remain flexible and as objective as possible throughout the conflict.

One very useful tool in conflict resolution is the use of “I” statements. “I” statements help create a message that is not offensive, while specifically identifying your concerns, how they impact you, and what your roommate might do to resolve the problem. An example of the proper use of an “I” statement is:

- I feel angry when you turn on the overhead light when I am sleeping. Please use the lamp if you need light while I am sleeping.
- I feel annoyed when you leave your stuff on the side of the sink. Please put your personal items away after you have used them.

By adding a statement about what you will do to reflect your own expectations or make it easier for your roommate to live up to your expectation is also important. You might amend the above examples by saying:

- I know that I have a sleep schedule much different than yours and I will try and sleep at more regular hours when I can.
- I haven’t always put my things away either and I will make an effort to do this every time if you will.

Such additions show that you are willing to help resolve the conflict and acknowledge that the fault is not entirely with the other person. Also critical to conflict resolution is the art of listening. Listening, like any other skill or talent, must be honed with practice and commitment. Your RA can work with you to practice this skill. It is said that we acquire meaning from communication in three distinct, but complimentary ways: words, tone of voice, and non-verbal cues. These three ways of understanding communication are utilized in the following amounts:

- Words 7%
- Tone of voice 38%
- Non-verbal cues 55%

Since we know that much of listening (and more importantly letting the other person know he or she is being heard) is non-verbal, remember this acronym and you may be a more successful listener:

- S** square up to the speaker
- O** open body posture
- L** lean in
- E** eye contact
- R** relax

If you use these tips, are flexible with yourself and your roommates, and set realistic expectations you are certain to be more successful than those who try to put their heads down ignore a problem. Remember that your RA is always available if you take the time to ask for help.

## Severe Weather

When thunderstorms, tornados or other severe weather is in the area, students should seek shelter immediately, preferably away from windows, on ground levels, and in a hallway in the center of a building. Students should use the stairways, not elevators, as severe weather often is accompanied by power outages.

If the National Weather Service issues a hurricane warning for the area, residents will be advised to travel home or inland or to a Red Cross emergency shelter before the onset of severe weather. In case of evacuation, residents should notify their RAs know where they are going and provide a telephone number where they can be reached. More information is available at [www.coastal.edu/emergency](http://www.coastal.edu/emergency).

## Student Computing Services

All students living in campus housing have unlimited, 24-hour access to the Internet through the University's local area network (LAN). Each room features either a hard-wired, high-speed 10BaseT Ethernet connection or wireless Ethernet access. Residents experiencing problems with e-mail or their Internet connection should contact Student Computing Services (SCS), located in Room 204 of the Prince Building, at 843-349-2908, or via the online help form, at [www.coastal.edu/scs](http://www.coastal.edu/scs). The technical request help form also is available on the University Housing Web page, [www.coastal.edu/housing](http://www.coastal.edu/housing).

Please note: Students must register all gaming consoles through SCS to gain Internet access for online gaming ([www.coastal.edu/scs](http://www.coastal.edu/scs)).

## Recycling

Each community will have access to a university administered recycling program. Recyclable items include newspapers, magazines, junk mail, computer paper, cereal boxes, aluminum cans, aluminum foil, steel cans, glass jars and bottles, and plastic bottles and jugs (remove and discard lids and tops).

## Tutoring & Study Groups

Each community works with residents in common course to establish study groups and facilitate peer-to-peer tutoring.

## Vacuum Checkout

Vacuum cleaners are available for checkout in each residential community during regular help desk hours. Residents must present a current CCU ID card, which the desk assistant will hold until the vacuum is returned. Residents should empty the vacuum when they are done cleaning, and return equipment in the same condition it was at check out.

## COMMUNITY GUIDELINES

The following listing of policies and procedures are intended to be used in conjunction with the Student Code of Conduct, 2011-2012 University Housing License Agreement, and additional information published by University Housing throughout the academic year. Students who violate University Housing Community Guidelines may receive a warning, monetary sanctions, a cancellation of their license agreement and removal from University, and/or suspension or dismissal from the University. These guidelines

are listed in the Non-Academic Conduct Code with the Code of Student Conduct (CSC, IV, C. 13a-x)

#### **A. Advertising and Posting**

Advertisements and postings must be approved as per university policy prior to be placed in residential areas and will only be distributed or posted by University Housing staff. Approved postings may be delivered to the University Housing office in Ingle Hall 129 for distribution. Other forms of posting including, but not limited to chalk writing, banners, etc., must be specifically approved by University Housing. Solicitation in and around the residence halls, especially door-to-door, is also strictly prohibited. Items including banners, signs, and writing may not be hung in windows and from balconies.

#### **B. Balconies/Patios, Banisters, Elevated Walkways and Stairwells**

Sitting or hanging on, sliding down or climbing over balcony railings or banisters is unsafe and is therefore prohibited. Balconies may not be used to store bicycles, trash, paper or other combustible items. The use of charcoal grills or other sources of flame is prohibited in these areas given the risk of fire.

#### **C. Bicycles and Bicycle Storage**

The use or storage of bicycles (and all other motorized or non-motorized vehicles) are prohibited in both common and private spaces within the residence halls and apartment buildings. These vehicles should not be in the residence halls for any reason and for any period of time however short. Bicycle racks are provided around your residence hall and around campus for your use. Bicycles locked or chained to stairwells, balconies, trees or any University Housing or private property other than bicycle racks may be subject to removal and impound.

#### **D. Break Stays Housing and Requests**

Residents who wish to remain in their rooms during periods when the residence halls are closed must fill out a Break Stay Request – available at [www.coastal.edu/housing](http://www.coastal.edu/housing) – and have it approved by their RD by the published deadline. Unless students are staying to participate in official University functions, residents approved to remain during breaks will be charged \$25 per night. University dining facilities are closed during breaks.

#### **E. Compliance**

Residents and their guests are required to comply with all reasonable and lawful requests made by UH staff, University staff (e.g. Department of Public Safety personnel and faculty members), and other residents. This may include, but is not limited to providing your CINO Card or other proper identification, completing required paperwork, or assigned sanctions following a violation of University Housing Community Guidelines.

#### **F. Community Resources/Amenities**

Each community is provided resources that may be freely used, reserved, or checked out from a community desk such as gaming and sport equipment, grills, laundry facilities, etc. Misuse, abuse or damage to these resources may result

restricted privileges for the community or individual residents and/or fines and restitution.

#### **G. Common Space Usage**

Furniture and equipment located in common spaces throughout the residence halls is intended for community use. Inappropriate use, rearranging, removing, or damaging this furniture and equipment is prohibited. Any of the above may result in action through the student conduct system and/or charges to individual or several student accounts.

#### **H. Damage**

Damage to UH facilities or property and that of fellow residents is prohibited and may result in restitution through the student conduct system. Residents are responsible for their room, suite, and/or apartment and all the furnishings, fixtures and equipment within. Any damages or untidiness must be reported promptly and properly and may result in a charge to your student account. Any unreported damages discovered by staff during the year, during a proper check-out, or following an improper check-out may result in charges to your student account. Adding or changing locks, deadbolts, chain locks or other access control hardware to any door is prohibited.

#### **I. Decorations**

In order to protect and preserve University Housing facilities, resident may not make changes to the walls, ceilings, doors, floors, or furnishings that result in damage, necessitate repair, or permanently alter the original appearance. Nails, tacks, pins, or other items that may leave holes or residue or remove paint from any surface are prohibited. 3M Command Strips – and similar products – have been effective for many residents.

#### **J. Doors and Building Access**

Given that residents should feel safe and secure in their communities and gain appropriate access to their buildings, rooms, apartments or suites whenever necessary – except during residence hall closures for university. To that end, exterior doors may not be propped at any time. It is not advisable that interior doors be propped unless all the residents of a room agree that it is allowed and at least one resident is at home and able to see the open door at all times. Interior door propping will be governed by the roommate agreement. Additionally, lobbies, breezeways, hallways, stairwells and elevators must remain clear and secure at all times. Please report any area that is not accessible or secure to your RA or another UH staff member.

#### **K. Failure to Report a Violation**

Residents are urged to report violations of the Student Code of Conduct and University Housing Community Guidelines especially in situations where a violation of these policies may endanger the violating student or other students or university or personal property.

## **L. Fire Safety**

Tampering with, removing, or misusing fire safety equipment such as a smoke detector, sprinkler head, fire extinguisher or relevant signage is strictly prohibited. Nothing may be attached to or hung from any fire safety device. Failure to evacuate promptly – using only stairwells - when the fire alarm sounds or remain outside until given expressed permission by a University Housing staff member to reenter is also a violation of the fire safety community standard. During evacuations, residents should remember to close and lock their doors.

## **M. Furniture**

Each assigned space is fully furnished and residents may not bring additional/ extra or personal furniture in to their room, suite or apartment without written authorization from the Director of University Housing or designee. Common area furniture may not be moved or relocated in to rooms or apartments for any reason.

## **N. Gambling and Commercial Enterprises**

Residents are granted limited and specific use of their assigned space through the 2011-2012 University Housing License Agreement and gambling or operated a commercial enterprise in university-operated housing is prohibited.

## **O. Guests, Overnight Guests, and Cohabitation**

A guest is defined as any person in a room, suite, or apartment to which he/she is not assigned. Residents who are guests in another resident's space will be held accountable as both a guest and a resident of University Housing and the host will likewise be responsible for their conduct as a host and resident. Guests must be escorted by a resident at all times in order to be present in the residence halls. Non-resident guests will never be issued keys by UH and residents should never allow a guest of any type to borrow their keys. Residents are responsible for the actions of their guests at all times and bear full responsibility for educating guests about university policies and procedures.

Residents may use the Overnight Guest Request form available from their community desk or the University Housing office to gain permission to host same gender guests. Residents may not have guests more than three consecutive nights and five nights in a month. Overnight guest requests will only be approved by the RD after receiving the signatures of all roommates and/or suitemates and the RA three days prior to the guest's arrival. Parking passes will be provided by the RD as necessary to approved guests. Overnight guests are prohibited during the first and last two weeks of each semester.

Cohabitation is strictly prohibited and will be deemed to have occurred when a person not assigned to a specific space uses that room as if he or she lived there. Accessing an assigned space while the assigned residents are not home, keeping clothing or personal items in another's assigned space or regularly sleeping in or using the restroom facilities in a space to which one is not assigned are examples of cohabitation. Residents who allow an unapproved resident or guest to occupy

their room may also receive a charge to their student account and face action under the Code of Student Conduct.

University Housing reserves the right to remove a registered or unregistered guest from its facilities at any time and to restrict future guests for any resident.

#### **P. Hall Sports and Physical Play**

Residents may not participate in any sport, horseplay, or physically rough play inside the residence halls. This includes, but is not limited to bouncing balls, rollerblading or roller-skating, throwing a Frisbee®, tag, wrestling, or water fights/games.

#### **Q. Improper Check-Out**

Failure to properly check-out of one's assigned space will result in a \$150 charge. Improper check-out will include failing to be present for, not making, being more than 15 minutes late for, failing to be prepared for a check-out appointment. Any resident found to have left their assigned space for the semester, academic year, or after having withdrawn from the university without checking out will be charged for improper check-out. Returning to the university to check-out of assigned space during a university closure after having withdrawn from the university will be considered an improper check-out and may result in additional penalty beyond the \$150 improper check-out charge.

#### **R. Keys and Identification Cards**

Residents must keep their keys and CINO Card on their person at all times. Keys are issued along with assignments and will only be issued to the assigned resident. Residents may not allow guests, parents and family members, or other residents to borrow their assigned keys or CINO Card. Keys must be turned in during the check-out process and in accordance with UH staff instructions. Failure to do so will result in a replacement charge. Keys mailed back to University Housing will not be accepted and will result in a key replacement charge on your student account.

#### **S. Prohibited Items**

The following list is not intended to be an exhaustive, but rather a representative list of items prohibited in the residents halls:

i. Candles and Incense

Since candles, incense, and the like constitute an extreme fire hazard they are not permitted in the residence halls. This includes, but is not limited to candles or similar devices, with or without wicks, gifts or mementos, decorative items, or warmed wax.

ii. Cinder Blocks

Cinder blocks, bricks, blocks of wood and any other materials which may damage flooring or become a tipping hazard in the residence halls are not permitted. Residents may complete a maintenance request for their bed to be lifted by UH staff or purchase plastic risers no higher than 12 inches high (these typically look like square traffic cones).

- iii. Electric Heaters and Personal Air Conditioners  
Given the fire safety hazard and additional load on residence hall electrical systems, electric heaters, and personal air conditioners (e.g. window fans) are not permitted. Each residence hall has a fully operational heating and cooling system. If you find that the system is not operating as you expect please submit an online maintenance request and consult your RA if the problem continues.
- iv. Fuels  
Any combustible fuel or material (e.g. propane or kerosene) is strictly prohibited and subject to confiscation.
- v. Appliances  
Personal refrigerators are prohibited in all communities where refrigerators are provided. Refrigerators are provided in The Woods, University Place, and The Gardens. Residents in Ingle and Eaglin Halls are permitted to bring one refrigerator per bedroom to share among the assigned residents so long as it does not exceed 2.0 cubic feet and approved by Underwriters Laboratories (UL). One UL approved microwave (less than 1,000 watts) is also permitted. Residents who may require special accommodation for a documented disability or medical condition please contact both University Housing and Accessibility and Disability Services.
- vi. Open Heating Elements  
Any appliance or device typically used at home or in an office environment that has an open heating element and does not have an automatic shut off feature is prohibited. Common items in this category are: hot plates; toaster ovens; George Foreman Grills® and electric woks. If your assigned space includes a kitchen you may bring small countertop appliances (i.e. coffeemakers, rice cookers, tea boilers, etc.) that do not disrupt the academic environment have an automatic shut off feature engaged at all times; and meet the approval of your RA and/or RD.
- vii. Pets  
No pets are permitted in the residence halls with the exception of fish contained in a tank smaller than 10 gallons (per apartment, suite, or room). A fish is defined as legless, cold-blooded, aquatic vertebrate animal with fins, gills, and scales. Pets belonging to guests and family members are prohibited from visiting the residence halls.
- viii. Wireless Routers and Internet Switches  
High quality internet service is provided throughout the residence halls. Residents are therefore prohibited from setting up a wireless router or internet switch in their room or apartment. These devices will disrupt the continuity and security of the provided network.



## T. Quiet Hours

Please remember that other students may live above, below, and beside you in every direction and you have a responsibility to prevent noise and activity that can be heard by other residents whenever possible. Noise heard two doors away in Ingle and Eaglin Halls or from outside one's apartment/suite door in every other community will generally be understood to be a violation of quiet hours. Quiet hours are as follows:

- Sunday – Thursday: 10:00 p.m. to 10:00 a.m
- Friday and Saturday: 11:00 p.m. to 11:00 a.m
- 24/7 quiet hours are in affect from the evening prior to Study Day through exam week at the end of each semester and will be clearly posted and strictly enforced

It is important that each resident make an attempt to confront any resident that may be creating a disturbance before contacting your RA or RD so long as you are confident your safety is not in question.

Additionally, any noise or distraction that disturbs residents is not conducive to academic success and personal health and, therefore, courtesy hours are in affect 24 hours a day and seven days a week throughout the year. Excessive noise will never be tolerated no matter the time if day or night and will be subject to documentation without warning. Please reference this community standard when requesting that your fellow residents cease any loud or distracting behavior.

## U. Roommate Agreements

Failure to uphold, respect, or abide by a roommate agreement is unacceptable. Roommate agreements are not intended to be exhaustive contracts between roommates, but they do serve as clear statements of expectations between those living together and the staff who support them.

## V. Screens and Windows

Using a window as an entrance or exit is prohibited. Also, removal of any screen or window is prohibited.

## W. Trash

All trash must be deposited in the dumpsters provided. Residents will be fined for leaving trash in the breezeways, hallways or anywhere other than the designated dumpster.

ampus Protect Your Campus Protect Y

# Be A Silent Witness

843-349-TIPS

Never have to give your name.

Weapons  
Drugs

**ANY  
CRIME**



Tip Text  
843-349-TIPS (8477)

Tip Line  
843-349-TIPS (8477)

Tip Email  
Click Public Safety on the CCU home page  
then Click "Silent Witness"

# STUDENT DINING SERVICES

All first- and second-year students living in University housing must purchase a meal plan. (Upper-class students can choose to purchase meal plans.)

## Hicks Dining Hall

Located between Ingle and Eaglin Halls, this traditional all-you-care-to-eat dining hall offers a variety of American entrees, ethnically inspired foods, vegetarian selections and much more.

### Hours of Operation

| Monday – Friday                              | Saturday-Sunday              |
|--|------------------------------|
| Full breakfast: 7 a.m. to 10:00 a.m.         | Brunch: 10:30 a.m. to 2 p.m. |
| Continental breakfast: 10:00 a.m. to 11 a.m. | Dinner: 2 p.m. to 7 p.m.     |
| Lunch: 11 a.m. to 2:30 p.m.                  |                              |
| Lite Lunch: 2:30 p.m. to 5 p.m.              |                              |
| Dinner: 5 p.m. to 8 p.m.                     |                              |

## U.P. Cafe

U.P. Café is Coastal Carolina's newest dining facility featuring convenient grab and go meal plan options. Choose from a grill combo, deli combo, hot buffet options and/or a great salad!

### Hours of Operation

| Monday - Friday                               | Saturday-Sunday      |
|---|----------------------|
| 7:00 a.m. to 11 p.m.                          | 7:00 a.m. to 11 p.m. |
| Hot Buffet:                                   |                      |
| Breakfast:                                    |                      |
| Cooked to Order                               |                      |
| Lunch: 11:00 a.m.-2:00 p.m.                   |                      |
| Dinner 5:00 p.m. – 8:00 p.m. (Mon-Thurs only) |                      |

## CINO Grille

The CINO Grille, located in the Lib Jackson Student Center, features a variety of dining options, including sushi, burgers, pizza, soups, subs and salads from Quiznos, coffee, Chick-fil-A sandwiches, and more.

### Hours of Operation

| Monday - Thursday   | Friday              | Saturday          | Sunday            |
|---------------------|---------------------|-------------------|-------------------|
| 7:30 a.m. to 9 p.m. | 7:30 a.m. to 7 p.m. | 6 p.m. to 10 p.m. | 6 p.m. to 10 p.m. |

## Coastal Science Center Snack Bar

Located at the entrance of the Coastal Science Center, this snack bar offers deli selections, snacks, drinks and sundries.

### Hours of Operation:

| Monday - Thursday   | Friday              | Saturday | Sunday |
|---------------------|---------------------|----------|--------|
| 7:30 a.m. to 3 p.m. | 7:30 a.m. to 2 p.m. | Closed   | Closed |

## Java City

Java City, located in Kimbel Library, offers gourmet coffees and smoothies, pastries, bagels, sandwiches, fruit and other snacks.

### Hours of Operation:

| Monday - Thursday     | Friday                 | Saturday          | Sunday             |
|-----------------------|------------------------|-------------------|--------------------|
| 7:30 a.m. to midnight | 7:30 a.m. to 4:30 p.m. | 10 a.m. to 5 p.m. | 1 p.m. to midnight |

## Quail Creek Snack Bar

Located at Quail Creek Golf Course, this snack bar offers grill and deli selections

### Hours of Operation

| Sunday - Saturday |
|-------------------|
| 7 a.m. to 6 p.m.  |

## Convenience Stores

Small convenience stores (c-stores) where students can pick up snacks, drinks and sundries are located in Ingle Hall and the University Place administrative building.

### Ingle Hall C-Store Hours of Operation

| Monday – Thursday | Friday           | Saturday          | Sunday             |
|-------------------|------------------|-------------------|--------------------|
| 8 a.m. to 2 a.m.  | 8 a.m. to 6 p.m. | 1 p.m. to 10 p.m. | 1 p.m. to midnight |

### University Place C-Store Hours of Operation

| Monday - Thursday | Friday            | Saturday           | Sunday             |
|-------------------|-------------------|--------------------|--------------------|
| 8 a.m. to 11 p.m. | 8 a.m. to 11 p.m. | 12 noon to 11 p.m. | 12 noon to 11 p.m. |

Hours are subject to change. For the most up-to-date information, go to [www.coastal.edu/aramark](http://www.coastal.edu/aramark).

## General Dining Facility Rules & Policies

- Meal plans begin when the residence halls open and end the day after the last day of exams.
- The main dining halls are closed during CCU breaks and holidays when the residence halls are closed.
- Authorized changes in meal plans are permitted for the first 14 days of the semester. (Students can find more information on meal plan changes and refunds on the Office of Student Accounts Web page, at [www.coastal.edu/studentaccounts](http://www.coastal.edu/studentaccounts).)
- Students must present their ID (CINO) card to the cashier each time they use their meal plan. CINO cards are not transferable and may not be sold or loaned to others.
- Lost cards should be reported immediately to the ID office by going to Athenaeum Hall or calling 843-349-6435. If lost after hours, please go to the Web site at [www.coastal.edu/cinocard](http://www.coastal.edu/cinocard).
- All food purchased at Hicks Dining Hall, except individual pieces of fruit and ice cream cones, must be eaten in the dining hall.
- The unused portion of a student's declining balance does not carry over to the next semester, nor is it refundable.

# Coastal Carolina University Shuttle System



Based on previous years' routes and schedules, the shuttle system has been divided into four routes which are known as the Bronze, Bronze 2, Teal and Conway routes. Stops within these routes are listed below. At present, the student shuttle system does not operate during the Maymester or summer academic terms.

PLEASE NOTE THAT SHUTTLE ROUTES AND TIMES ARE SUBJECT TO CHANGE AND MAY NOT BE FINALIZED AT THE TIME OF THE PRINTING OF THIS HANDBOOK. STUDENTS SHOULD VISIT THE SHUTTLE WEBSITE, [www.coastal.edu/students/shuttle](http://www.coastal.edu/students/shuttle), TO OBTAIN CURRENT SCHEDULES AND MAPS.

Main Campus consists of three shuttle stops – Edwards Humanities Building, Wall Building, and Lib Jackson Student Center.

## **CCU 17 BRONZE 2 SHUTTLE- Weekdays**

Approximately every 10-15 minutes.

University Place • Main Campus • University Place

## **CCU 17 TEAL SHUTTLE-Weekdays**

Approximately every 10-15 minutes

University Place • Main Campus • Horry Georgetown Tech  
Coastal Science Center • Band Building/Foundation Center  
Horry Georgetown Tech • Main Campus • University Place

## **CCU 18 BRONZE SHUTTLE-Weekends**

Approximately every 10-15 minutes.

University Place • Main Campus • Coastal Science Center  
Main Campus • University Place

\* Bus does not stop at Coastal Science Center after 4:20 pm on Saturday.

## **CCU 22 CONWAY SHUTTLE-SUNDAY & THURSDAY**

Approximately every hour on Sunday and Thursday afternoons from 3 pm to 10 pm.

University Place • Main Campus • Downtown Conway • Gateway Plaza, Conway  
Downtown Conway • Main Campus • University Place

To contact someone at the university regarding the shuttle system, email us at [shuttle@coastal.edu](mailto:shuttle@coastal.edu) . The Coast RTA may also be contacted by calling their Customer Service line at 843-448-0865.

The Coast RTA also offers public transportation to Myrtle Beach and Charleston through their transfer station located in the City of Conway. A shuttle stop for the Conway transfer route is located on University Boulevard near Kearns Hall. For more information on these routes and times, visit the Coast RTA's website at [www.coastrta.com](http://www.coastrta.com).

All shuttles and shuttle stops are handicap accessible.

# TRAFFIC & PARKING REGULATIONS

## Coastal Carolina University

### GENERAL REGULATIONS

1. All vehicles, including motorcycles, mopeds and motor scooters, must be registered with the Department of Public Safety (DPS). Vehicles must have a current parking decal permanently affixed face forward to the vehicle. The operators of registered motorcycles, mopeds and motor scooters must permanently affix the decal face forward to the front of the vehicle, preferably on the forks.
2. Parking decals may be purchased at the Office of Student Accounts and obtained at the Department of Public Safety Monday through Friday between 8 a.m. and 5 p.m. Parking decals may also be purchased online at [www.coastal.edu](http://www.coastal.edu) on the Department of Public Safety website.
3. Purchase of a parking decal does not guarantee students or Faculty/Staff a place to park.
4. Only the current Coastal Carolina University parking decal may be displayed on a vehicle.
5. Parking decals are nontransferable.
6. Students and Faculty/Staff may obtain a replacement decal, free of charge, when replacing a primary registered vehicle. When replacing a primary registered vehicle, the customer must provide proof that the primary registered vehicle is no longer being parked on campus. Acceptable proof of vehicle replacement includes:
  - removing and presenting the decal from the previously registered vehicle
  - a bill of sale if a new vehicle has been purchased, indicating that the previously registered vehicle has been traded in
  - a police report if the vehicle has been stolen
  - A declaration from the insurance company that the previously registered vehicle is a total loss.
7. Students who withdraw from school at the beginning of the semester may request refund of the parking decal fee; a student may also request a refund when a duplicate decal has been purchased, or if a decal is purchased prior to the beginning of the semester and the vehicle is not brought to campus. Refund requests can be made at the Office of Student Accounts or at the Department of Public Safety.
8. Students must inform the Department of Public Safety of any change in address, vehicle registration or vehicle. Faculty/Staff must inform the Department of Public Safety of any change of vehicle registration or vehicle.



9. Coastal Carolina University regulations are in effect 24 hours per day, seven days per week unless otherwise stated by the University administration or by the Department of Public Safety.
10. The vehicle operator will obey all official traffic signs unless otherwise directed by an officer. Drivers and passengers of motor vehicles are also responsible for knowing and obeying the South Carolina motor vehicle laws.
11. The vehicle operator is responsible for locating a legal parking space. A vehicle must be parked in one space only, thereby allowing clear access to adjacent spaces without blocking driving lanes or creating safety problems for other drivers.
12. Vehicles parking parallel to the curb must park in the same direction as the flow of traffic and no more than 18 inches from the curb.
13. Yellow curbs and yellow lines indicate no parking.
14. No individual will, without lawful authority, attempt to or alter, deface, injure, knock down or remove any official traffic sign or device, or any inscription, shield or insignia.
15. Issued parking citation(s) are placed under the windshield wiper of the vehicle or placed between the motorcycle brake lines on the handlebar. Failure to receive an issued parking citation(s) does not mean the parking citation(s) was not issued.
16. Faculty and staff parking spaces are indicated by Faculty/Staff signs or pavement markings. Students are not permitted to park in Faculty/Staff parking spaces between 7 a.m. and 7 p.m., Monday through Friday.
17. Coastal Carolina University shall assume no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. Valuables should not be left in unoccupied vehicles at any time, and vehicles should be locked when not in use. Thefts or damages that occur should be reported to the DPS at 843-349-2177 for investigation.

# QUICK REFERENCE • Parking Privileges

## Decal Type Parking Privileges

|   |   |
|---|---|
| Commuter  | May park in any parking space designated for students. MAY NOT PARK in Faculty/Staff, Visitor, Handicap or Reserved spaces.   |
| Resident  | Must park in dorm area lots or in the Atlantic Center lot Monday-Friday between 8 a.m. and 5 p.m.   |
| University Place                                  | May park at University Place and on campus in lots BB, EE (surrounding Ingle Hall), QQ Lot (Brooks Stadium), the Elvington lot, the RV Overflow lot, the Atlantic Center lot, the Baxley Hall lot and the University Blvd. parking lot (adjacent to Student Health Services). |
| Faculty/Staff                                     | May park in any space except those designated as Visitor, Handicap or Reserved spaces.  |
| Alumni  | May park in any space designated for students. MAY NOT PARK in Faculty/Staff, Visitor, Handicap or Reserved spaces.   |
| Osher Lifelong Learning Institute                 | May park in any space designated for students. MAY NOT PARK in Faculty/Staff, Visitor, Handicap or Reserved spaces.   |
| Special   | May park in any space except those designated as Handicap or Reserved spaces.   |
| HGTC Student                                      | May park in any space in any lot designated for students except the Baxley Hall parking lot. MAY NOT PARK in Faculty/Staff, Visitor, Handicap or Reserved spaces.   |
| HGTC Faculty/Staff                                | May park in any space in any lot except for the Baxley Hall parking lot. MAY NOT PARK in Visitor, Handicap or Reserved spaces.  |
| Student Motorcycles, NOT Mopeds, Motor Scooters   | May park in any space designated for students. MAY PARK in Faculty/Staff, Visitor, Handicap or Reserved spaces.   |
| Faculty/Staff Motorcycles, Mopeds, Motor Scooters | May park in any space except those designated as Visitor, Handicap or Reserved spaces.  |

## Decal Type Parking Privileges

|                    |   |
|--------------------|---|
| On Delivery Permit | All lots except Reserved lots. MAY NOT PARK in Handicap or Reserved spaces.   |
| Visitor            | May park in any space except those designated as Faculty/Staff, Handicap or Reserved spaces.  |
| Handicap           | May park in spaces marked Handicap, Faculty/Staff, Visitors or any parking space designated for students. May NOT PARK in Handicap spaces in Reserved lots. |

## PARKING DECAL FEE

### NEW DECAL

(Cars, trucks, SUVs, motorcycles, mopeds and motor scooters)

Decals are valid August 1 – August 1 (Academic Year)

### STUDENTS

|   |      |
|---|------|
| Fall/Spring Semester  | \$75 |
| Fall Semester Only  | \$75 |
| Spring Semester Only  | \$40 |
| Add a Vehicle   | \$30 |
| Replacing Previously Registered Vehicle (with verification) | FREE |
| Decal Classification Change (after verification)            | FREE |

### FACULTY/STAFF

|   |      |
|---|------|
| First Two                               | FREE |
| Replacing Previously Registered Vehicle | FREE |
| Third (Simultaneously with two others)  | \$35 |

### ALUMNI

|                 |      |
|-----------------|------|
| First One       | FREE |
| Each Additional | \$30 |

### REPLACEMENT DECAL

(Cars, trucks, SUVs, motorcycles, mopeds and motor scooters)

#### Windshield Replaced

|                 |      |
|-----------------|------|
| With Receipt    | FREE |
| Without Receipt | \$15 |

#### Vehicle Totaled

|                      |      |
|----------------------|------|
| With Verification    | FREE |
| Without Verification | \$15 |

#### Miscellaneous Decal Replacement (Decals lost or damaged by customer)

|                      |      |
|----------------------|------|
| Fall/Spring Semester | \$75 |
| Fall Semester Only   | \$75 |
| Spring Semester Only | \$40 |

## **PARKING DECAL CLASSIFICATIONS**

### **A. MOTORCYCLES, MOPEDS, MOTOR SCOOTERS**

#### **1. Students**

Students wishing to park a motorcycle, moped or motor scooter on campus must obtain a MOTORCYCLE parking decal. Students with a MOTORCYCLE decal may park in any space designated for students. The parking decal must be permanently affixed face forward to the front of the vehicle, preferably on the forks. Those with MOTORCYCLE decals may not park in Faculty/Staff, Visitor, Handicap or Reserved spaces. Motorcycles, mopeds and motor scooters are not permitted to ride or park on grass or sidewalks.

#### **2. Faculty/Staff**

Faculty/Staff members wishing to park a motorcycle, moped or motor scooter on campus must obtain a F/S MOTORCYCLE parking decal. The decal should be placed face forward on the front of the vehicle, preferably on the forks. Faculty/Staff members with a F/S MOTORCYCLE decal may park in any space except those designated as Visitor, Handicap or Reserved spaces. Motorcycles, mopeds and motor scooters are not permitted to ride or park on grass or sidewalks.

### **B. AUTOMOBILES**

This category includes cars, trucks, SUVs and minivans. Decal classifications in this category are:

#### **1. Commuter Students**

Returning, transfer or freshman students not living in campus housing must obtain a COMMUTER parking decal. The decal should be permanently affixed face forward inside the lower right hand corner of the front windshield (i.e., passenger side). Commuters may park in any space designated for students. They may not park in Faculty/Staff, Visitor, Handicap or Reserved spaces.

#### **2. Main Campus Residents**

Students living in main campus residence halls (Eaglin, Ingle, Elm, Dogwood, Maple, Cypress, Palmetto, Oak, Azalea and Magnolia) must obtain a Resident parking decal for their vehicle(s). The decal should be permanently affixed face forward inside the lower right hand corner of the front windshield (i.e., passenger side). RESIDENT students must park in dorm area lots or the Atlantic Center lot Monday-Friday between 8 a.m. and 5 p.m.

#### **3. University Place Residents**

Students residing in University Place must obtain a UNIV PLACE parking decal for their vehicle(s). The decal should be permanently affixed face forward inside the lower left hand corner of the front windshield (i.e., driver's side). Students with a UNIV PLACE parking decal may park at University Place and on campus in lots BB, EE (surrounding Ingle), QQ lot (Brooks Stadium), the Elvington lot, the RV Overflow lot, the Atlantic Center lot, the Baxley Hall lot and the University Blvd. parking lot (adjacent to Student Health Services).

#### 4. Faculty and Staff

Faculty and staff employed by Coastal Carolina University are required to obtain a FAC/STAFF parking decal. Retired faculty and staff are eligible to obtain FAC/STAFF parking decals. The decal should be permanently affixed face forward inside the lower right hand corner of the front windshield (i.e., passenger side). Faculty/Staff may park in any space except those designated as Visitor, Handicap or Reserved spaces.

The first two (2) vehicle parking decals are free. If faculty or staff wish to obtain a third parking decal simultaneously with two other parking decals, the third parking decal is \$35. Faculty and staff will receive a free parking decal when replacing a previously registered vehicle.

Faculty or staff members who provide a student with a Faculty/Staff parking decal will be subject to loss of Faculty/Staff parking privileges.

Students employed on a part-time basis or in student government positions are not eligible for a FAC/STAFF parking decal and will be required to have the appropriate student parking decal.

#### 5. Alumni

ALUMNI of Coastal Carolina University may obtain a free ALUMNI parking decal from the DPS by presenting a current Alumni Association card. Additional decals are \$30 each. The decal should be permanently affixed face forward inside the lower right hand corner of the front windshield (i.e., passenger side). Individuals with ALUMNI parking decals may park in any space designated for students. ALUMNI may not park in Faculty/Staff, Visitor, Handicap or Reserved spaces.

#### 6. Osher Lifelong Learning Institute (OLLI)

Osher Lifelong Learning students should obtain parking decals from the Division of Academic Outreach at the Foundation Center. The decal should be permanently affixed face forward inside the lower right hand corner of the front windshield (i.e., passenger side). Osher Lifelong Learning students may park in any space designated for students. They may not park in Faculty/Staff, Visitor, Handicap or Reserved spaces.

#### 7. Special

SPECIAL parking decals are issued by the Office of the President to members of the Board of Trustees, Coastal Educational Foundation, Horry County Higher Education Commission, Student Housing Foundation, the Chanticleer Club Board of Directors, and the Board of Visitors of the various colleges. The decal should be permanently affixed face forward inside the lower right hand corner of the front windshield (i.e., passenger side). Individuals with SPECIAL parking decals may park in any space except those designated as Handicap or Reserved spaces.

## **8. Handicap Parking**

Individuals with permanent disabilities should obtain a special Handicap placard or a license plate from the Department of Motor Vehicles. All current state-issued Handicap parking placards must be properly displayed when parking in Handicap spaces at the University. Handicap-eligible vehicles may park in spaces marked Handicap, those marked Faculty/Staff, Visitors or any parking space designated for students. These vehicles may NOT PARK in Handicap spaces in Reserved lots.

Individuals with state-issued handicap placards are required to register their vehicle and Handicap placard at the Department of Public Safety.

## **9. Parking at Horry-Georgetown Technical College (HGTC)**

Coastal Carolina University students with current Coastal Carolina University parking decals may park at all Horry-Georgetown Technical College (HGTC) campuses. HGTC students with current HGTC parking decals may park at all Coastal Carolina University campuses except for the Baxley Hall lot on the main campus.

All students are responsible for following the traffic and parking regulations that apply at the campus where parked.

Individuals displaying a valid HGTC STUDENT parking decal may park in any space in any lot designated for students except for the Baxley Hall lot. They may not park in Faculty/Staff, Visitor, Handicap or Reserved spaces.

Individuals displaying a valid HGTC FACULTY/STAFF decal may park in any space in any lot except for the Baxley Hall lot. They may not park in Visitor, Handicap or Reserved spaces.

HGTC Traffic and Parking Regulations are available at HGTC and Coastal Carolina University DPS.

## **TEMPORARY PARKING PERMITS**

A temporary parking permit may be obtained at the DPS for special situations (i.e., new car, different car, loaner or rental car, etc.). Temporary permits are issued to assist with short-term vehicle changes. Temporary permits are free and are to be displayed on the front dashboard with the date visible from the front of the vehicle.

### **1. Visitors**

All visitors to the campus are required to obtain temporary VISITOR parking permits from DPS. Students, faculty, staff or alumni are not permitted to park in visitor parking spaces for any reason. In addition to parking in visitor spaces, visitors may park in any space except those designated as Faculty/Staff, Handicap or Reserved spaces.

**2. Handicap**

Temporary handicap permits are available for students or faculty/staff members who require handicap parking privileges because of a temporary disability. Individuals with temporary disabilities must present a written letter from a physician describing the length of time a temporary handicap permit is needed.

Students MAY NOT PARK in Handicap spaces in Reserved lots. Otherwise, they may park in any space except those designated as Reserved spaces. Parking in a handicap designated area without obtaining a handicap parking permit from the University's DPS or the Department of Motor Vehicles will constitute illegal parking, which is subject to a \$250 fine, and booting or towing and impounding. Towing expenses are the responsibility of the owner/operator of the vehicle.

**3. On Delivery**

The On Delivery temporary parking permits are for offices that make campus deliveries and/or pickups. Any office with such a need can request up to three permits by completing the DPS Work Request Form.

**CAMPUS SPEED LIMIT**

The speed limit in all parking lots and roadways on campus is 15 miles per hour unless otherwise posted, except on Chanticleer Drive where the speed limit is 20 miles per hour. The vehicle operator is expected to operate the vehicle in a safe manner and according to road and weather conditions.

**VIOLATIONS AND PENALTIES**

The owner/operator of a vehicle registered at DPS shall be responsible for all violations incurred by all users of the vehicle. Fines are payable in person at the Office of Student Accounts from 8 a.m. to 5 p.m., Monday through Friday. Payments are also accepted by mail, by telephone and online at [www.coastal.edu/studentaccounts](http://www.coastal.edu/studentaccounts).

**Schedule of Penalties**

|  |      |
|--|------|
| Parked improperly / occupying two spaces     | \$35 |
| Parked in loading or service zone            | \$35 |
| Blocking sidewalk / driveway / roadway       | \$35 |
| Parked in RESERVED space / lot               | \$35 |
| Parked in "No Parking" zone                  | \$35 |
| Parked at fire hydrant/fire zone             | \$50 |
| Parked on grass or other non-designated area | \$35 |
| Parked along yellow or blue painted curb     | \$35 |
| Parked in "Visitor" space                    | \$35 |
| Vehicle has no valid parking permit          | \$35 |

|   |       |
|---|-------|
| Parking in or blocking DISABLED PERSON'S space/curb cut                   | \$250 |
| Failure to obey posted traffic sign                                       | \$35  |
| Failure to properly display parking decal                                 | \$35  |
| Resident student or University Place student parked in non-designated lot | \$35  |
| Failure to obey traffic marker designating "One Way"                      | \$35  |
| Fraudulent use of parking decal or permit                                 | \$100 |
| Littering   | \$35  |
| Parking against flow of traffic   | \$35  |
| Other   | \$35  |

## NONPAYMENT OF FINES

Students who do not pay their financial obligations to the University will not be allowed to secure a grade transcript of records or a diploma until the fine has been cleared. Repeated unpaid parking citations or willful disregard of unpaid fines may result in the vehicle being towed, booted or impounded and may also subject the individual to disciplinary action to include the loss of parking privileges.

## PARKING PROHIBITION

Parking is prohibited at fire hydrants, in fire lanes, intersections, reserved spaces, driveways, alleyways, on sidewalks, walkways, grass or lawns or otherwise indicated by signs or delineated with traffic cones. At no time should service areas, driveways or trash pickup areas be blocked.

## VEHICLE BREAKDOWNS

In the event a vehicle breaks down or runs out of gasoline while on the campus, all reasonable steps should be taken to move the vehicle from the street or other hazardous position to a parking space. In the event the vehicle must be parked illegally to await repairs or gasoline, the DPS should be notified immediately at 843-349-2177.

## VEHICLE TOWING AND IMMOBILIZATION POLICY

The DPS may immobilize a vehicle by using a mechanism commonly known as a "boot." The boot attaches to the wheel of the vehicle and prohibits the vehicle from being moved. In addition to the following violations, a vehicle may also be booted if the vehicle has accumulated a minimum of \$75 in unpaid parking fines. In addition to paying the accumulated fines, the owner/driver must pay \$25 for removal of the boot.

The DPS may have a vehicle removed from University property by a local towing service. Vehicles removed from University property will be placed in storage. The owner/operator will be responsible for any towing and storage fees. The owner/operator of a vehicle parked in a fire lane or by a fire hydrant will be solely responsible for any vehicle damage incurred by emergency responders in answering an emergency call. A vehicle may be booted or towed for any of the following reasons:



- Parked in a fire lane
- Parked blocking a fire hydrant
- Parked in a loading zone
- Parked blocking a refuse dumpster
- Parked in a space reserved for the handicapped
- Parked in an area that has been marked and delineated with traffic cones
- Parked in an area that has been marked for “No Parking” with temporary signage
- Parked in a space that has been reserved by permanent signage
- Parked in a manner that prevents the egress of lawfully parked vehicles
- Parked on grass or any other area that is not hard surfaced with asphalt or concrete and is not a clearly designated parking area
- Traffic obstruction/traffic hazard
- Parked improperly
- Nonpayment of fines
- Incidental to the lawful arrest of the owner/operator of the vehicle
- Vehicle left abandoned on campus property
- Vehicle equipped with an alarm device that emits an audible tone longer than three minutes and is disruptive to the campus.

## **PARKING CITATION APPEALS**

The appeals process allows a person who has received a Coastal Carolina University DPS parking citation to appeal that citation. The appeal must be submitted within 72 hours of the time the citation was written, excluding official school holidays and weekends. Appeals may be submitted online at [www.coastal.edu/publicsafety](http://www.coastal.edu/publicsafety). Click the Police Division and then Traffic Citation Form.

Any citation may be appealed on the premise that the citation was not consistent with Coastal Carolina University parking regulations or that there are particular extenuating circumstances. All appeals will go to the Traffic Citation Appeals Board. The fine for any citation entered into the appeals process within 72 hours does not need to be paid until the appeal has been decided. The appeals will be reviewed by the board once per week, and one of three actions will be taken:

- **UPHELD** – The citation has been upheld as written, and full payment is due.
- **REDUCED** – The board agreed that there was a violation but due to mitigating circumstances presented in the appeal the amount of the fine been reduced. The reduced amount of the fine is now due.
- **WAIVED** – The appeal was approved by the board, and the fine has been dismissed.

All Appeal Board decisions are final.

## **CHANGE OF REGULATIONS**

These regulations are subject to change at the discretion of Coastal Carolina University. Please obtain a current copy of the University Traffic and Parking Regulations from DPS or view it on Public Safety’s website.

## **BE ALERT**

If you see a dangerous situation, something suspicious or an accident, please report the information immediately to DPS at 843-349-2177. In case of emergency, call 843-349-2911.

## **OTHER SERVICES**

The Department of Public Safety provides safe transport for students, faculty, staff and visitors, upon request, to or from buildings and vehicles located on the main campus of the university.

If you lock yourself out of your car, DPS will help you to the best of its ability. DPS will not be liable for damage to vehicles resulting from services performed. Proof of ownership will be required when a vehicle is unlocked. DPS will loan jumper cables or jump-start vehicles, if possible, and will assist with obtaining a wrecker service if required.

## **DEFINITIONS**

- Automobile – Any 4-wheel or greater vehicle (e.g., cars, trucks, SUVs, minivans)
- Motorcycle – Any motorized two- or three-wheeled vehicle (e.g., motorcycle, moped, motor scooter)
- Valid Parking Decal – A parking decal that is current and permanently affixed face forward to a vehicle
- Parking – The standing of a vehicle whether occupied or not
- Reserved Parking Lot – A reserved parking lot is one that is clearly marked as a reserved lot. A reserved lot is one designated for persons who meet the criteria for parking in the said reserved lot (i.e., Parking lots marked Fac/Staff Parking are reserved for University faculty and staff).
- Reserved Space – A reserved parking space is one that is clearly marked as a reserved space. A reserved parking space is one designated for a specific person who meets the criteria for parking in the said reserved space (i.e., Parking spaces marked Visitors are reserved spaces designated for University Visitors).

# COASTAL CAROLINA UNIVERSITY ALMA MATER

## Coastal Carolina

*We come to you to lead our search,  
And learn to reach beyond ourselves-  
Below the earth, beyond the stars-  
To form our dreams for better years.*

*Here, green and bronze in nature; light-  
Sweet pine forest that surrounds us,  
Ocean waters that sustain us-  
Reflect your standards that prepare us.*

*May we return in thought and care  
To share your promise of enrichment,  
And to Celebrate and sing our praise  
For Coastal Carolina.*

Bennie Lee Sinclair

## CAMPUS MAP KEY

- 1 **Bill Baxley Hall**  
(Kolonka - Welcome Center / Bookstore)
- 2 **Kingston Hall** (Admissions / Financial Aid)
- 3 **Evergreen** (Office of Student Accounts)
- 4 **Lib Jackson Student Center / CINO Grille**
- 5 **Spadoni Park / Graham Family Bell Tower**
- 6 **Wheelerwright Auditorium**
- 7 **Kimbel Library**
- 8 **R. Cathcart Smith Science Center**
- 9 **Eldred E. Prince Building / University College**
- 10 **Edward M. Singleton Building**
- 11 **Spadoni College of Education / Kearns Hall**
- 12 **Atheneum Hall** (Public Safety / Alumni Relations / Office for Philanthropy)
- 13 **Indigo House** (Career Services Center)
- 14 **Laurel Hall** (Photography)
- 15 **Thomas W. and Robin W. Edwards College of Humanities and Fine Arts**
- 16 **E. Craig Wall Sr. College of Business Administration**
- 17 **The Woods Residence Halls**  
17A. Oak 17D. Dogwood  
17B. Cypress 17E. Elm  
17C. Maple 17F. Palmetto
- 18 **Ronald R. Ingle Hall**  
(University Housing)
- 19 **Fred W. Hicks Dining Hall**
- 20 **Ronald G. Eaglin Hall**  
(University Housing)
- 21 **Student Recreation and Convocation Center**
- 22 **Sands Hall**  
(U.S. Post Office / Credit Union)



### DIRECTIONS TO UNIVERSITY PLACE

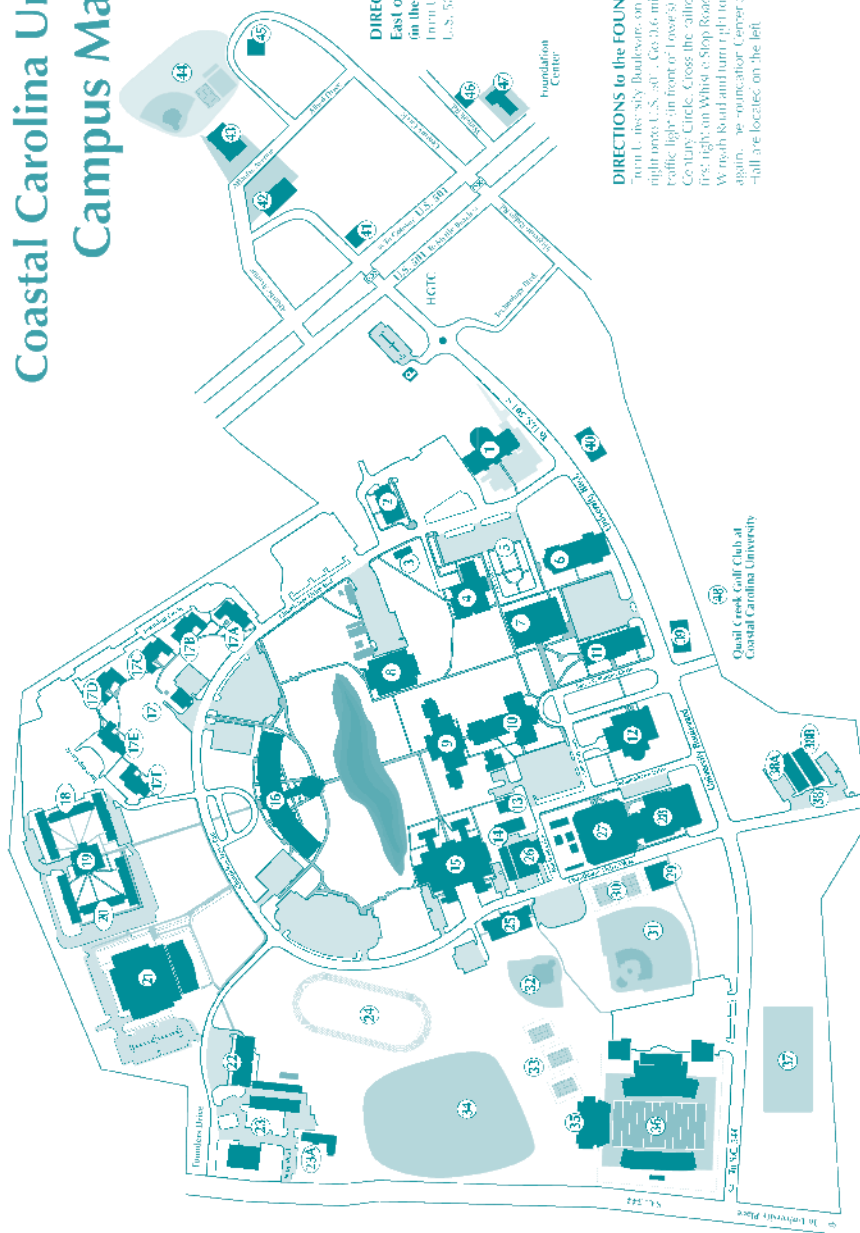
From University: Exit 13 onto the 9401 Freeway, turn left onto S.C. 54E, turn right at the first traffic light and turn right.

## 23 Facilities Planning and Management Complex

- 23A. Facilities Administration / Transportation / Projects and Planning
- 24 **Track and Field Facility**
- 25 **Arcadia Hall** (Athletic Administration)
- 26 **Hampton Hall** (Video / Media Services)
- 27 **Kimbel Arena**
- 28 **Williams-Brice Recreation Center**
- 29 **Baseball / Softball Hitting Facility**
- 30 **Joseph W. Holliday Tennis Practice Courts**
- 31 **Charles L. Watson Baseball Stadium / Vrooman Field**
- 32 **Softball Field**
- 33 **Billy Nichols Tennis Center**
- 34 **Athletic Practice Fields**
- 35 **Adkins Fieldhouse**
- 36 **Brooks Stadium / Benton Field**
- 37 **Soccer Field**
- 38 **The Gardens Residence Halls**  
38A. Azalea 38B. Magnolia
- 39 **Lackey Chapel**
- 40 **Student Health Center**
- 41 **Human Resources and Equal Opportunity / Payroll**
- 42 **Burroughs & Chapin Center for Marine and Wetland Studies**
- 43 **Coastal Science Center**  
(Printing Services)
- 44 **Intramural Fields**
- 45 **Atlantic Hall**  
(Procurement / Shipping and Receiving)
- 46 **University Band Hall**
- 47 **Foundation Center / Community Partnerships**
- 48 **Quail Creek Golf Club at Coastal Carolina University**
- 49 **University Place**

# Coastal Carolina University Campus Map

# Coastal Carolina University Campus Map



**DIRECTIONS to Buildings  
East of U.S. 501  
(in the Atlantic Center)**  
From University Boulevard, go east on  
U.S. 501 North.

**DIRECTIONS to the FOUNDATION CENTER**  
Turn University Boulevard east to main campus, turn  
right onto U.S. 501. Go 3.6 miles, 296, say to the first  
traffic light (in front of Lowry) and turn left onto  
Century Circle. Cross the railroad tracks and take the  
first right on Whose-a-Stop Road; go one block to  
Worth Road and turn right to cross the railroad tracks  
again. The Foundation Center is the University-owned  
hall are located on the left.

# INSPIRATIONAL QUOTES

*Focusing your life solely on making a buck shows a certain poverty of ambition. It asks too little of yourself. ... Because it's only when you hitch your wagon to something larger than yourself that you realize your true potential.*

**- Barack Obama**

*Without courage we cannot practice any other virtue with consistency. We can't be kind, true, merciful, generous, or honest.*

**- Maya Angelou**

*If there is no struggle, there is no progress. Those who profess to favor freedom, and yet depreciate agitation, are men who want crops without plowing up the ground. They want rain without thunder and lightning.*

**- Frederick Douglass**

*It is hard to fail, but it is worse never to have tried to succeed.*

**- Theodore Roosevelt**

*The better part of one's life consists of his friendships.*

**- Abraham Lincoln**

*The enemy of a love is never outside, it's not a man or woman, it's what we lack in ourselves.*

**- Anaïs Nin**

*You miss 100% of the shots you don't take.*

**- Wayne Gretzky**

*What's money? A man is a success if he gets up in the morning and goes to bed at night and in between does what he wants to do.*

**- Bob Dylan**

*Somebody once asked me if I ever went up to the plate trying to hit a home run. I said, 'Sure, every time.'*

**- Mickey Mantle**

*Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude.*

**- Thomas Jefferson**

# COLLEGE TRANSITION

**Congratulations!** You have successfully completed high school, and anyone who tells you that this accomplishment is “no big deal” should consider the following: by completing this important phase of your life, you have laid the groundwork for future success and happiness.

According to Census Bureau statistics, your high school diploma alone will earn you over \$10,000 per year more than those without the diploma.

You’re already ahead of the game, right? Not so fast. Before you get too excited about your shiny new high school diploma, consider these statistics:

- Census Bureau figures show that a college degree is worth nearly twice the annual amount of what a high school diploma is worth (\$51,206 a year, compared with \$27,915 a year for those with a high school diploma only).
- College graduates will earn \$402,959 more than non-college graduates over the course of their lives.  
(Barrow, Lisa and Rouse, Cecilia Elena (2005) "Does College Still Pay?," The Economists' Voice: Vol. 2 : Iss. 4, Article 3.)
- According to several published reports, college graduates are by-and-large happier than those who have not completed college.

So pat yourself on the back- you have already successfully made the most important decision that you can make: to go to college and pursue a degree! Now the real work begins, and this guide is here to help you make the most of your college experience.

Here is the most important tip we can give you: instead of focusing on simply “getting by” over the next four years, think of your college education as a series of small but important decisions that, if chosen wisely, will move you closer and closer to your ultimate goals in life. This is a crucial time in your personal development. So make the most of what your campus has to offer: attend your classes and never forget why you are in school. Join a club or two. Make friends with your roommates, your suitemates, your classmates, and your professors. Try new dishes, learn new skills, pick up an intramural sport you’ve never even heard of. College is a unique time for you to be an integral part of a learning community.

**Seize the day!**

# STUDY SKILLS

## Practice Good Note-Taking Habits

So you've made the right choices so far and attended all of your classes. For each class, you have a shiny new notebook and a color-coordinated folder that has your syllabus and all of the important documents that you were given on the first day of class. Now, you want to know how to get a good grade in your class. The answer, quite simply, is to mindfully and diligently take notes by hand. Forget your laptop, especially if you are in a large lecture hall. It will only serve as a distraction as you maneuver it around your lap in your tiny fold-up chair, only to force you to search for a place to power it up when the battery gets low. And if your school's lecture halls have wi-fi, avoid using your laptop in class like the plague. It will only tempt you to plug in and tune out.

Good Note-Taking Habits Include:

- Actively listening to your professor's lecture and jotting down the main ideas in an orderly, easy-to-read outline.
- Writing down in the margins of your notebook any subject-relevant questions, areas of confusion, or interesting connections that pop into your head.

**Draw diagrams of ideas** as a way to visualize them.

Some helpful ideas for diagramming include:

- **Venn Diagrams:** Draw two overlapping circles. Use the overlapping portion to write down the similarities between two ideas, and use the peripheral areas to show the contrasting points.
- **Clustering:** Write a term or idea in a circle and draw a line from that circle to a different circle that houses a related idea. Repeat this process in as many directions as you like. This is another great way to visualize the relationships between abstract ideas and concepts.
- **Boxes and Arrows:** Whenever you need to learn the way a process works (such as the Krebs Cycle, the water cycle, or the emergence of Existentialism from earlier schools of philosophy), try drawing the progression from A to Z by drawing a box with one idea in it and connecting it with an arrow to a box containing a different idea. Use this method as a way to visualize cause-and-effect relationships and historical progressions.

**Retype your notes** from class on a computer at some point after the class has finished. This is a good idea for a few reasons:

1. Copying your notes will help you to review the concepts you have just learned, and to reflect on the material. Think of it as instant studying.
2. Writing your notes by hand forges pathways in your brain that typing does not. Pressing a key to type a letter only uses one motion, but when you write letters on a paper, your muscle memory works in tandem with your brain and helps you to retain more of the information for longer.



- **Plan To Attend Career Fairs on Campus.** Career fairs are usually set up by your Career Services Center and present you with a valuable opportunity to deliver your resume to many different employers at once.

Do visit each company's booth that interests you, and talk to the representative as you drop off your resume. Anything you can do to distinguish yourself from the other candidates milling around the career fair will go a long way in making sure that your resume lands in the right hands.

Make sure to follow up with a short email to thank the person you spoke to for taking time to talk to you.

- **Network With Alumni in Job Areas that Interest You.** Career Services will most likely have a database of alumni who have already agreed to allow current students to contact them for networking purposes.

Networking is the best way to get first-hand information about working in a particular career, and can lead to opportunities to establish relationships with the decision-makers who might ultimately offer you a job at their company.

- **Explore Online Career Resources.** There are several excellent websites dedicated to career exploration services. Here are a few of the better-known ones:

**[www.WetFeet.com:](http://www.WetFeet.com)**

This website is dedicated to helping job seekers research career options by providing a comprehensive collection of information on any career you might be considering.

**[www.Monster.com:](http://www.Monster.com)**

A huge database of job openings, articles, career tools, and advice.

**[www.MonsterTrak.com:](http://www.MonsterTrak.com)**

A great website for finding internships and entry-level employment opportunities.

**[www.CareerBuilder.com:](http://www.CareerBuilder.com)**

Another excellent job search website with nationwide coverage.

**[www.Career.com:](http://www.Career.com)**

This site is free for employers, so you might have a better selection of positions to choose from on

# STUDY SKILLS, Cont'd.

## Embrace The Art of Writing Essays: The Anatomy of The 5-Paragraph Essay

Get used to it- term papers are a fact of life in college. Why? Quite simply, because there is no better or more thorough way of communicating the information you have learned than by organizing and presenting it in the form of a written essay.

Why is writing so important in college?

- Writing forces you to piece together small chunks of information into a clear, logical, sequential package (much like assembling a puzzle from mixed up pieces), allowing you to explain something to the reader in a way that is detailed, clear, and organized.
- When you write, you are organizing your thoughts in a way that tells the reader exactly what you are saying and why they should listen to you.
- Writing requires you to gather your facts ahead of time to say exactly what you want to say, and only what you want to say.
- Unlike in rote memorization, where you learn a piece of information through repetition, the writing process requires that you understand as well as apply (use) the information. Any psych major knows that using the information you learn is the only sure-fire way to lock it into your memory!

## I've Been Assigned An Essay....Now What?!

Don't panic! Chances are that you have already written several papers in high school, which is good practice. Remember, though: this is college, and unless you are writing a creative essay, style points don't count! Most of your professors are going to be reading your essays for clear, well-developed and well-supported ideas. Logic is much more important than style! So, avoid the flowery language, the colorful adjectives and the distracting adverbs. Organization is key!

### 3 Time-Tested Tips for Writing an Effective Essay:

- 1. Prepare your argument ahead of time.** Gather information on note cards and add more ideas as they come to you. A little extra time and care at the beginning of the writing process will potentially save you hours of frustration later on!
- 2. Create an outline.** Before you start hammering away at your keyboard, try to visualize the flow of your essay by creating an outline. It doesn't have to be detailed- think of it as your road map that you pack in the glove box before you embark on a long drive. When you are looking for direction later on, you'll be glad you have it to refer back to!

**3. Make sure all of the important pieces of the essay are in place.** Every essay should include:

- An Introduction, with a “hook” to lure the reader in, a strong thesis statement, and a brief preview of what you will cover in your essay.
- Body Paragraphs: Think of each body paragraph as a brick with which you will build your essay. In order to be strong, a body paragraph must begin with a clear topic sentence connecting the information in each paragraph to your thesis statement, important facts to support the topic sentence, and a smooth transition sentence leading the reader seamlessly to the next topic.
- A Conclusion: Here is your chance to drive home your argument with gusto. Make sure you restate your thesis statement in the conclusion (in different wording, of course!) to remind the reader what you have just proven.

Remember, the keys to writing a good essay are **Clarity and Support**.

- Know what you are trying to say.
- Know why you are trying to say it.
- Say it clearly and simply.
- Support every idea you use with facts.

### **What’s a thesis statement?**

Think of the thesis statement of your essay as the argument that you are trying to prove in your essay. An essay is very much like a criminal court proceeding: it requires evidence to make the case, and specific details to support the evidence. Your thesis statement is the main idea that holds your case together.

Your thesis statement should be simple and specific enough to keep your essay from drifting out of focus, but complex enough so as to require at least three key pieces of evidence for support. Each one of your body paragraphs will present and expand upon information that supports your thesis: the specific details to support your evidence.

### **Is my thesis statement suitable?**

To answer this, ask yourself the following questions:

- |                                     |              |
|-------------------------------------|--------------|
| <b>a. Is my thesis significant?</b> | <b>Y / N</b> |
| <b>b. Is my thesis clear?</b>       | <b>Y / N</b> |
| <b>c. Is my thesis specific?</b>    | <b>Y / N</b> |
| <b>d. Is my thesis detailed?</b>    | <b>Y / N</b> |
| <b>e. Is my thesis disputable?</b>  | <b>Y / N</b> |

# CAREER PLANNING

The only way to make college work for you in the long run is to use the academic learning, practical experience, and important connections you have gained during your four years and parlay them into a career that you're passionate about. Aside from studying hard and doing your best in your classes, there are several things you will want to consider doing while you are still in college:

- **Find An Internship.** It's a dirty little secret in the working world, but it's the truth: even so-called entry-level jobs often require you to have practical experience and on-the-job training, in addition to that fancy degree you will get at the end of your four years, as a prerequisite for hiring. So how does one get this experience? One common way to get this necessary experience before you graduate is to invest your time in an internship.

An internship is a temporary, often unpaid position set up solely for the purpose of allowing the intern to gain practical experience in a particular career area.

In addition to the experience, an internship will help you establish important connections with people who will be able to provide references and letters of recommendation for you when you start to look for your full-time career.

A strong **letter of recommendation** or a kind word on the phone to an interviewer from an established person in your profession can mean the difference between getting the job of your dreams, or getting your resume shuffled to the shredding machine.

- **Visit Your Career Services Center.**

The Career Services Center will often deliver seminars on such topics as resume writing, interviewing skills, and marketing yourself to the working world.

They might host career networking mixers where you can chat informally with people who already work in the career you are planning to pursue.

Contact Career Services to learn more about upcoming events or to get on an email list to update you periodically.

- **Plan To Attend Career Fairs on Campus.** Career fairs are usually set up by your Career Services Center and present you with a valuable opportunity to deliver your resume to many different employers at once.

Do visit each company's booth that interests you, and talk to the representative as you drop off your resume. Anything you can do to distinguish yourself from the other candidates milling around the career fair will go a long way in making sure that your resume lands in the right hands.

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A great website for finding internships and entry-level employment opportunities.

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Another excellent job search website with nationwide coverage.

**[www.Career.com:](http://www.Career.com)**

This site is free for employers, so you might have a better selection of positions to choose from on

# CAREER PLANNING, Cont'd.

**www.TrueCareers.com:**

This website is dedicated to helping people with degrees get on the track to a new career.

**www.Indeed.com:**

A no-frills job search site with jobs arranged by starting salary.

**www.CollegeRecruiter.com:**

This site specializes in internships and entry-level positions.

Also, check out your college's Job Posting Board at the Career Development Office.





# Polynomials

$$a(b + c) = ab + ac$$

$$(a + b)^2 = a^2 + 2ab + b^2$$

$$(a - b)^2 = a^2 - 2ab + b^2$$

$$(a + b)(c + d) = ac + ad + bc + bd$$

$$(a + b)^3 = a^3 + 3a^2b + 3ab^2 + b^3$$

$$(a - b)^3 = a^3 - 3a^2b + 3ab^2 - b^3$$

$$(a + b)(a - b) = a^2 - b^2$$

$$(a + b)(a^2 - ab + b^2) = a^3 + b^3$$

$$(a - b)(a^2 + ab + b^2) = a^3 - b^3$$

$$(a + b + c)^2 = a^2 + b^2 + c^2 + 2ab + 2ac + 2bc$$

## Tables of Formulas

### Geometric Formulas

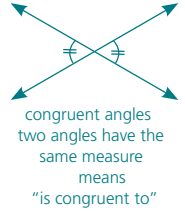
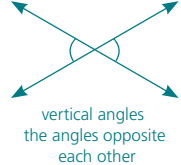
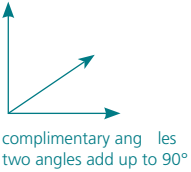
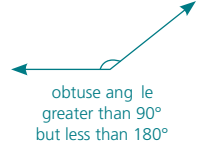
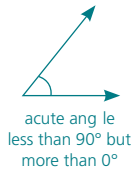
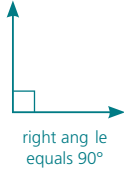
|                               |   |
|-------------------------------|---|
| Area of a square              | $A = s^2$ where $s$ = side length   |
| Area of a rectangle           | $A = lw$ where $l$ = length and $w$ = width   |
| Area of a triangle            | $A = \frac{1}{2}bh$ where $b$ = base and $h$ = height   |
| Area of a parallelogram       | $A = bh$ where $b$ = base and $h$ = height  |
| Area of a circle              | $A = \pi r^2$ where $\pi = 3.14$ and $r$ = radius   |
| Circumference of a circle     | $C = \pi d$ where $\pi = 3.14$ and $d$ = diameter   |
| Perimeter of a polygon        | $P$ = Sum of the length of the sides  |
| Perimeter of a rectangle      | $P = 2l + 2w$ where $l$ = length and $w$ = width  |
| Perimeter of a square         | $P = 4s$ where $s$ = side length  |
| Volume of a triangular prism  | $V = Bh$ where $B$ = area of base and $h$ = height  |
| Volume of a rectangular prism | $V = lwh$ where $l$ = length, $w$ = width, and $h$ = height   |
| Volume of a cylinder          | $V = \pi r^2h$ where $\pi = 3.14$ , $r$ = radius, and $h$ = height  |
| Surface area of a polyhedron  | $S$ = Sum of the area of the faces  |
| Surface area of a cylinder    | $S$ = Sum of the lateral surface area and the area of the two bases<br>Lateral surface area = $2\pi rh$<br>Area of two bases = $2\pi r^2$ |

### Other Formulas

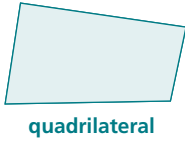
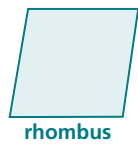
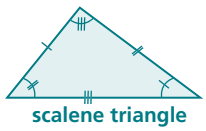
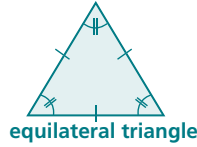
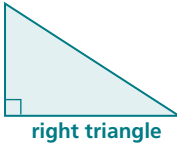
|                   |   |
|-------------------|---|
| Distance traveled | $d = rt$ where $r$ = rate, $d$ = distance, and $t$ = time                   |
| Simple interest   | $I = Prt$ where $I$ = interest, $P$ = principal, $r$ = rate, and $t$ = time |



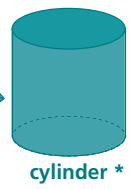
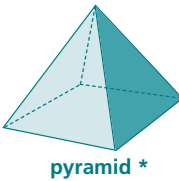
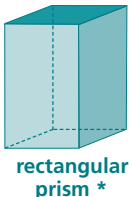
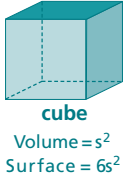
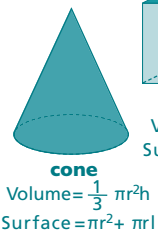
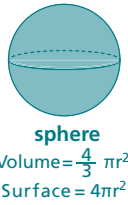
# Angles



# Polygons



# Solids



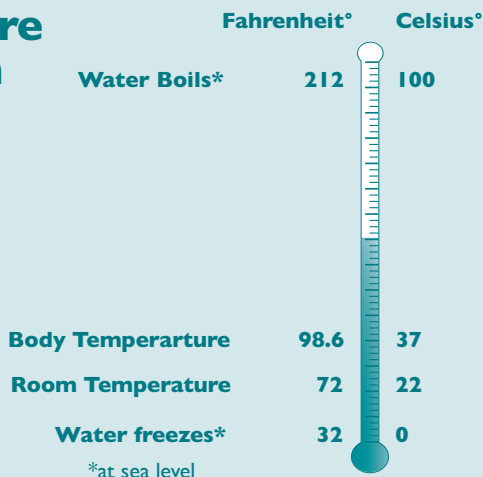
\* Volume formulas are in table on page 168

## Metric System

|                    |  |
|--------------------|--|
| <b>Length</b>      | 10 millimeters (mm) = 1 centimeter (cm)                      |
|                    | 10 centimeter (cm) = 1 decimeter (dm) = 100 millimeters (mm) |
|                    | 10 decimeter (dm) = 1 meter (m) = 1000 millimeters           |
|                    | 10 meter (m) = 1 decameter (dam)                             |
|                    | 10 decameter (dam) = 1 hectometer (hm) = 100 meters (m)      |
|                    | 10 hectometers (hm) = 1 kilometer (km) = 1000 meters (m)     |
| <b>Weight</b>      | 10 milligram (mg) = 1 centigram (cg)                         |
|                    | 10 centigrams (cg) = 1 decigram (dg) = 100 milligram (mg)    |
|                    | 10 decigram (dg) = 1 gram (g) = 1000 milligram (mg)          |
|                    | 10 gram (g) = 1 decagram (dag)                               |
|                    | 10 decagrams (deg) = 1 hectogram (hg) = 100 grams (g)        |
|                    | 10 hectograms (hg) = 1 kilogram (kg) = 1000 grams (g)        |
|                    | 1000 kilograms (kg) = 1 mega gram (Mg) or metric ton (t)     |
| <b>Capacity</b>    | 10 millimeter (mL) = 1 centiliter (cL)                       |
|                    | 10 centiliters = 1 deciliter = 100 milliliter                |
|                    | 10 deciliters = 1 liter = 1000 milliliters                   |
|                    | 10 liters = 1 dekaliters (daL)                               |
|                    | 10 dekaliters (daL) = 1 hectoliter (hL) = 100 liters         |
|                    | 10 hectoliter (hL) = 1 kiloliters (kL) = 1000 liters         |
| <b>Volume</b>      | 1 cubic meter = 1000 cubic decimeters                        |
|                    | 1 cubic decimeter = 1000 cubic centimeters                   |
| <b>Area</b>        | 1 square meter = 100 square decimeters                       |
|                    | 1 square decimeter = 100 square centimeters                  |
|                    | 1 are ( a ) = 100 square meters                              |
|                    | 1 hectare (ha) = 100 ares (a )                               |
|                    | 1 square kilometer = 100 hectares                            |
| <b>Temperature</b> | Degree Celsius (C)   |

| U.S. Customary System |                                       |
|-----------------------|---------------------------------------|
| <b>Length</b>         | 1 foot(ft) = 12 inches (in)           |
|                       | 1 yard (yd) = 3 feet = 36 inches (in) |
|                       | 1 chain = 22 yards (yd)               |
|                       | 1 furlong = 10 chains                 |
|                       | 1 mile (mi) = 8 furlongs = 5280 feet  |
|                       | 1 mile = 1760 yards                   |
| <b>Weight</b>         | 1 pound (lb) = 16 ounces (oz)         |
|                       | 1 ton = 2000 pounds (lb)              |
| <b>Capacity</b>       | 1 cup = 8 fluid ounces (fl oz)        |
|                       | 1 pint (pt) = 2 cups ( c )            |
|                       | 1 pint (pt) = 16 ounces (oz)          |
|                       | 1 quart (qt) = 2 pints (pt)           |
|                       | 1 quart (qt) = 4 cups (c)             |
|                       | 1 gallon (gal) = 4 quarts (qt)        |
| <b>Volume</b>         | 1 cubic foot = 11728 inches           |
|                       | 1 cubic yard = 27 cubic feet          |
| <b>Area</b>           | 1 square foot = 144 square inches     |
|                       | 1 square yard = 9 square feet         |
|                       | 1 acre (A)= 43,560 square feet        |
|                       | 1 square mile = 640 acres             |
| <b>Temperature</b>    | Degree Fahrenheit (F)                 |

## Temperature Conversion



\*at sea level

### Weight Conversion Table

|                  |   |                           |
|------------------|---|---------------------------|
| 1 milligram (mg) | = | 0.001 grams (g)           |
| 1 gram (g)       | = | 0.001 kilograms (kg)      |
| 1 gram (g)       | = | 0.035273962 ounces        |
| 1 ounce          | = | 28.34952312 grams (g)     |
| 1 ounce          | = | 0.0625 pounds             |
| 1 pound (lb)     | = | 16 ounces                 |
| 1 pound (lb)     | = | 0.45359237 kilograms (kg) |
| 1 kilogram (kg)  | = | 1000 grams                |
| 1 kilogram (kg)  | = | 35.273962 ounces          |
| 1 kilogram (kg)  | = | 2.20462262 pounds (lb)    |
| 1 stone          | = | 14 pounds                 |
| 1 short ton      | = | 2000 pounds               |
| 1 metric ton     | = | 1000 kilograms (kg)       |

### Volume Conversion Table

|                    |   |                       |
|--------------------|---|-----------------------|
| 1 cubic centimeter | = | 1000 cubic millimeter |
| 1 cubic decimeter  | = | 1000 cubic centimeter |
| 1 cubic meter      | = | 1000 cubic decimeter  |
| 1 liter / litre    | = | .001 cubic meter      |
| 1 liter / litre    | = | 10 deciliter          |
| 1 deciliter        | = | 10 centiliter         |
| 1 centiliter       | = | 10 milliliter         |
| 1 cubic foot       | = | 1728 cubic inches     |
| 1 cubic yard       | = | 27 cubic feet         |

### Area Conversion Table

|               |   |                          |
|---------------|---|--------------------------|
| 1 square inch | = | 645.16 square millimeter |
| 1 square feet | = | 144 square inches        |
| 1 square yard | = | 9 square feet            |
| 1 ACRE        | = | 43560 square feet        |
| 1 square mile | = | 640 acres                |
| 1 Section     | = | 1 Square Mile            |
| 1 Township    | = | 36 Sections              |
| 1 Square      | = | 100 square foot          |

### Length Conversion Table

|              |   |                   |
|--------------|---|-------------------|
| 12 inches    | = | 1 foot            |
| 3 feet       | = | 1 yard            |
| 1 centimeter | = | 0.3937 inches     |
| 5280 feet    | = | 1 mile            |
| 1760 yards   | = | 1 mile            |
| 1 foot       | = | 0.3048 meters     |
| 1 mile       | = | 1.6093 kilometers |
| 1 inch       | = | 2.54 centimeters  |
| 1 foot       | = | 0.3048 meters     |
| 1 yard       | = | 0.9144 meters     |
| 1 meter      | = | 3.28083 feet      |
| 1 kilometer  | = | 3281 feet         |
| 1 kilometer  | = | 0.6214 miles      |
| 3 miles      | = | 1 league          |

### Mass Conversion Factors

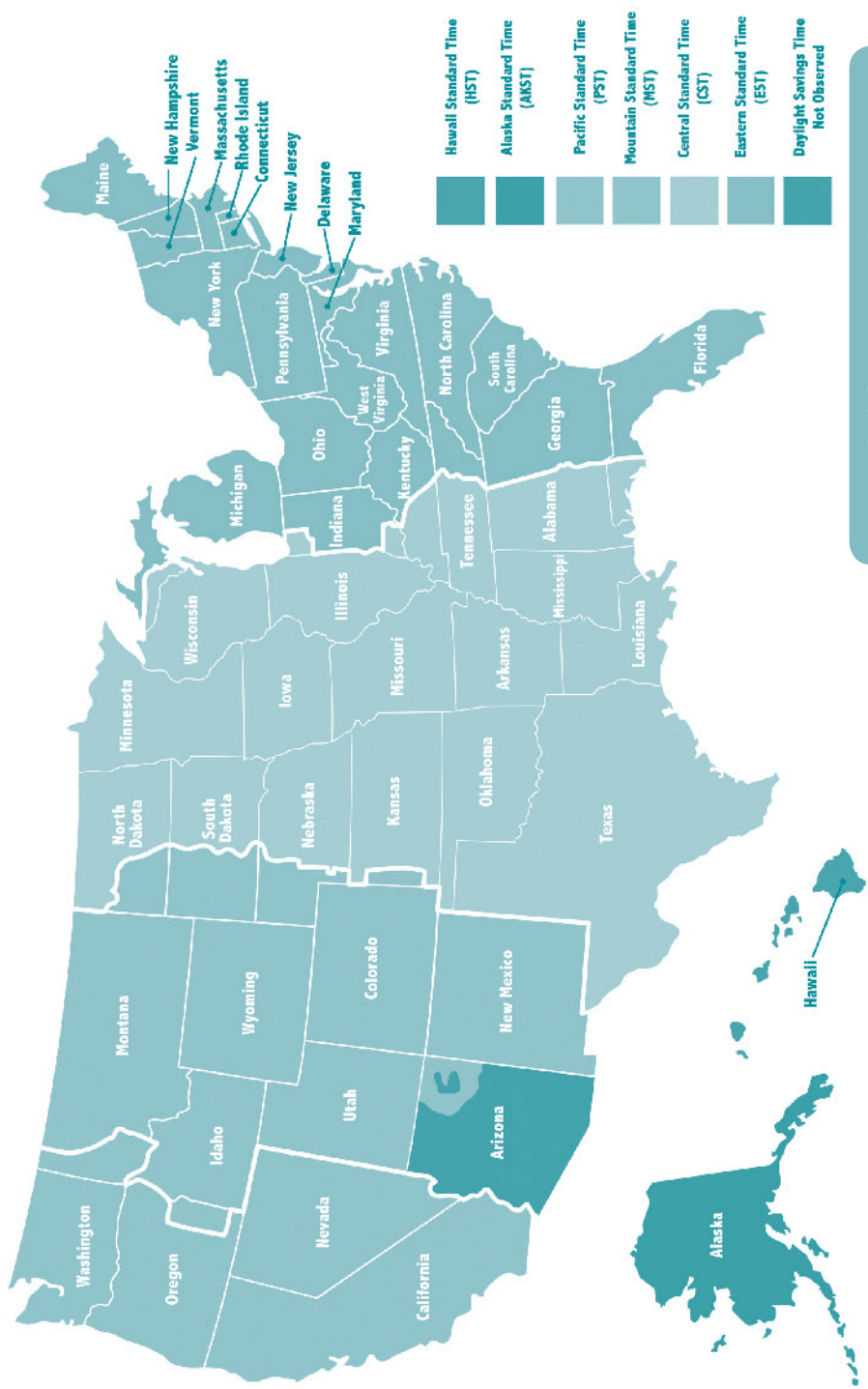
| From:       | To:           | Multiply by: |
|-------------|---------------|--------------|
| Pound (lb)  | Kilogram (kg) | 0.4536       |
| Ounces (oz) | Gram (g)      | 28.3495      |
| Ounces (oz) | Pound (lb)    | 0.0625       |

### Length Conversion Factors

| From:      | To:             | Multiply by: |
|------------|-----------------|--------------|
| Mile (mi.) | Kilometer (km)  | 1.609347     |
| Inch (in)  | Centimeter (cm) | 2.54         |
| Foot (ft)  | Meter (m)       | 0.3048       |
| Foot (ft)  | Inch (in)       | 12           |
| Yard (yd)  | Foot (ft)       | 3            |
| Mile (mi.) | Yard (yd)       | 1760         |
| Yard (yd)  | Meter (m)       | 0.9144       |

# U.S. States Capitols and Abbreviations

| State         | Abbr | Capitol        | State          | Abbr | Capitol        |
|---------------|------|----------------|----------------|------|----------------|
| Alabama       | AL   | Montgomery     | Montana        | MT   | Helena         |
| Alaska        | AK   | Juneau         | Nebraska       | NE   | Lincoln        |
| Arizona       | AZ   | Phoenix        | Nevada         | NV   | Carson City    |
| Arkansas      | AR   | Little Rock    | New Hampshire  | NH   | Concord        |
| California    | CA   | Sacramento     | New Jersey     | NJ   | Trenton        |
| Colorado      | CO   | Denver         | New Mexico     | NM   | Santa Fe       |
| Connecticut   | CT   | Hartford       | New York       | NY   | Albany         |
| Delaware      | DE   | Dover          | North Carolina | NC   | Raleigh        |
| Florida       | FL   | Tallahassee    | North Dakota   | ND   | Bismarck       |
| Georgia       | GA   | Atlanta        | Ohio           | OH   | Columbus       |
| Hawaii        | HI   | Honolulu       | Oklahoma       | OK   | Oklahoma City  |
| Idaho         | ID   | Boise          | Oregon         | OR   | Salem          |
| Illinois      | IL   | Springfield    | Pennsylvania   | PA   | Harrisburg     |
| Indiana       | IN   | Indianapolis   | Rhode Island   | RI   | Providence     |
| Iowa          | IA   | Des Moines     | South Carolina | SC   | Columbia       |
| Kansas        | KS   | Topeka         | South Dakota   | SD   | Pierre         |
| Kentucky      | KY   | Frankfort      | Tennessee      | TN   | Nashville      |
| Louisiana     | LA   | Baton Rouge    | Texas          | TX   | Austin         |
| Maine         | ME   | Augusta        | Utah           | UT   | Salt Lake City |
| Maryland      | MD   | Annapolis      | Vermont        | VT   | Montpelier     |
| Massachusetts | MA   | Boston         | Virginia       | VA   | Richmond       |
| Michigan      | MI   | Lansing        | Washington     | WA   | Olympia        |
| Minnesota     | MN   | St. Paul       | West Virginia  | WV   | Charleston     |
| Mississippi   | MS   | Jackson        | Wisconsin      | WI   | Madison        |
| Missouri      | MO   | Jefferson City | Wyoming        | WY   | Cheyenne       |



**GEOGRAPHY – U.S. MAP**

# 2011 Cover Design Contest

The intermediate Graphic Design 2 class (ARTS 302) worked with the Office of Student Conduct and Off Campus Student Services to develop the 2011-2012 Student Handbook and Academic Planner cover. Professor Scott Mann worked with all students in the class to present their final designs for consideration. It was then narrowed down to four covers by the Coastal Carolina University faculty, staff and student leaders in a vote held in the Student Center. The final 4 were then voted on by the student body in an on-line voting process. The cover designed by Kayla Looyesen was selected. During the production process, she worked with Global Printing and Packaging to prepare the file for printing.

## 2011-2012 Cover Designed by: Kayla Looyesen

All covers are on the back of this handbook. The designers are:

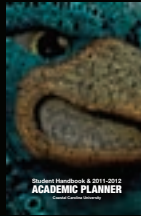
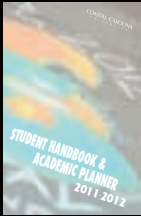
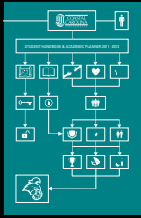
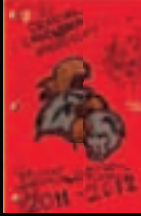
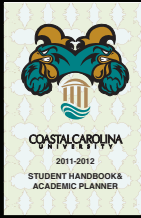
|                 |                   |                 |                 |                 |
|-----------------|-------------------|-----------------|-----------------|-----------------|
| Jerod Alexander | BK Astrini        | Tim Bardlavens  | Roy Bragg       | Chad Carteret   |
| Joe Cusamano    |                   |                 |                 | Abby Fleet      |
| Matt Gray       | Ursula Hockman    | Jack Hutchinson | Stephanie Jones | Christi Keating |
| Jentry Luse     | Kayla Looyesen    | Collin Michaud  | Conor Murphy    | Victor Pirozzi  |
| Kim Roady       | Andrea Silvernale | Allister Tague  | Nicole Van Leer | Tiffany Waldorf |











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