

Important Notice Regarding Academic Policies

The Undergraduate and Graduate Catalogs are the official documents for the publication of academic policies and should be consulted concerning academic policies and information. These catalogs are available online at:

www.radford.edu/~academic/catalog.htm.

The Honor Code

I do hereby resolve to uphold the Honor Code of Radford University by refraining from lying, from the stealing or unauthorized possession of property and from violating the Standards of Student Academic Integrity.

The Student Handbook

The Student Handbook is an official document and contains current official policies governing student life. This publication also contains information which will serve as an easy reference for all students and provide new students with a better understanding of the university. The Student Handbook can also be accessed online at

www.radford.edu/~dos.web/handbook.html

Other documents that contain official policies include the Undergraduate Catalog (www.radford.edu/~academic/catalog.html) and Graduate Catalog (www.radford.edu/~academic/catalog.html), the Schedule of Classes (www.radford.edu/~registra/semester.htm) and the Radford University Parking and Traffic Rules and Regulations brochure (www.radford.edu/~parking/regulations.html).

Students are expected to become familiar with the contents of these publications.

A Word About Using This Handbook

This Handbook is designed to aid and enlighten you and other Radford University students about information that enhances your academic, personal and social growth. The Handbook is revised yearly to keep students and others aware of university policies and procedures. This Handbook, the current catalog, the class schedule booklets,

etc., are the resources of your trade as a student.

The key to their benefit is to use them. No campus agency, student affairs office or faculty member can do much for you if you do not make your needs known.

Familiarize yourself. Read the Handbook. Review the catalog. Join a club. Take a study skills class. Invite a faculty member to dinner. Take the best possible advantage of the totally unique opportunity you have at Radford University to enhance your own development. You'll be a better person for having made wise uses of the available resources.

If you need assistance or information, check the Handbook or come see us in the Office of the Dean of Students in room 123 of the Heth Student Center, (540) 831-5321. We will put you in touch with the people who can assist you. We're all here to help!

University History and Traditions

Much of the history of the University is recorded in displays in the main lobby of Martin Hall, at the Radford Rooms in McConnell Library (University Archives), and in the Alumni Gardens.

- University Seal (Adopted 1910, modified 1979):
- University Motto (Adopted in 1998): "Investing in Lifetimes"
- University Creed (Adopted in 1913): "If we work upon marble, it will perish; if we work upon brass, time will efface it; if we rear temples, they will crumble into dust; but if we work upon immortal minds and imbue them with principles and with a just fear of God and love of their fellow man, we engrave on those tablets something that will brighten to all eternity." Daniel Webster, 1852 Faneuil Hall Speech.

Highlander Theme

The influence of Scottish immigrants who settled western Virginia, which they

nicknamed the Highlands after their homeland region, can still be felt today at Radford University. The University's athletic teams proudly carry the Highlander name into NCAA Division I competition. A mascot known as The Highlander represents the institution at various events.

One such event is the Radford Highlanders Festival. This celebration of local heritage is held in conjunction with the University's Homecoming. Students are instrumental in the planning and implementation of the festival, which offers something for everyone at Radford University and in the local community. Activities with a Scots-Irish twist typically include Highlander athletic games, top-name entertainment, crafts, demonstrations, food and fun for the whole family.

In an effort to further develop the Scottish theme, the University has adopted as its official colors red, navy and forest green, found in Radford's official tartan, which is from the MacFarlane clan.

Radford University Alma Mater

(By Florence Baird, 1913)

Hail, all hail to our Alma Mater,
Bare our heads, let the welkin ring.
Here's our hearts and our fond allegiance,
Honors to you we bring.
Praise your broad and your lofty aims.
Your purpose never fail.
Hail to thee, our Alma Mater.
Hail, all hail.
Hail, all hail, to the Radford Spirit.
Give three cheers and then one cheer more.
Let the praise of our Alma Mater
Echo from shore to shore.
Radford's ours and our loyalty,
Will never, never fail.
Hail to thee, our Alma Mater,
Hail, all hail!

Radford University Fight Song

Radford bold and free, on to victory.
Hail our quest to be the best,
Tartan pride for all to see.

GO RADFORD!

Wave flags and sound the horns.

Hold the colors high.

Cheer our team on to victory,

That's the spirit of ole RU!

The music for the fight song was written in 1988 by Mark Camphouse, associate professor of music at Radford University. The lyrics were selected by a committee later that year from entries submitted by Carol Warner, Melissa Hagee and Jim Latimer.

Traditions

The University community comes together to celebrate a number of traditional annual events. These include:

- Annual Highlander Picnic (a free picnic and concert held on campus lawn during the opening weekend)
- Club Fair concert (8/29/03)
- Family Weekend (10/3/03-10-5-03)
- School Ring Presentation Ceremony (generally held in conjunction with Family Weekend. Juniors, seniors, and graduate students receive their school ring in an engraved box.)
- Founders Day (a celebration of our founding in 1910, 10/10/03)
- Homecoming/Highlanders Festival(10/10/03-10/12/03)
- Winter Weekend (a special celebration each February held in conjunction with a home basketball game at which the annual Snow Court is presented)
- Greek Week (a variety of programs sponsored by the Greek system, generally held during the month of April)
- Pinning Ceremony (generally held the evening before graduation in December and May.)
- Hooding Ceremony for Graduate students (held in conjunction with the commencement ceremony in December and May)
- Commencement (held on Saturday following exams in December and May)

- Spirit Days (held each Friday during the summer months, all university personnel are encouraged to wear university colors and apparel)

University Ring Collection

Radford University has adopted an official and exclusive school ring collection. The Official Radford University Ring Collection was first introduced during the 1998 fall semester. Students of junior, senior or graduate standing as well as alumni of the University may purchase rings.

During its years as a woman's college (1913-1972), the official school ring was a classic dinner ring with a black oval onyx etched with the school seal. During the next 26 years (1973-98), that ring and a wide variety of other "class" rings were purchased by students based on their individual preference. Some years, the junior class designed an official class ring that included symbols of particular significance to that class.

In 1998, a special student committee was appointed by the Student Government Association to design the official school ring. This committee was charged with selecting a ring, or a collection of rings, that would be uniquely distinctive to Radford University and which could be permanently adopted as the "official school ring." After many months of investigation, the Ring Committee selected two ring designs (a classic signet ring and a traditional ring) and the University symbols that would be included on each. The copyrighted designs of our official school ring collection will not change. The designs represent the constant common bond between those who will graduate this year, next year, and in years to come. Many other colleges and universities that have followed a similar practice have found that students and alumni who have purchased these official school rings take great pride in having a ring that is widely recognized as an insignia of their alma mater.

The Official Radford University Ring Collection includes a classic signet ring and a traditional ring in both men's and women's styles. Both rings are crafted in gold, bear the University's name and founding date (1910), and feature a beautifully de-tailed image of McConnell Library. Named in honor of Dr. John Preston McConnell who served with distinction as the institution's first president from 1911-37, the library is the University's most widely recognized and photographed building. Today it stands as a symbol to the lasting tradition of academic excellence and student learning at the University.

The traditional ring is capped with a ruby red stone representative of the predominate color in the school's official Tartan. The traditional ring also bears engravings of several other symbols that are unique to the history of this University. On one side of the ring, behind the image of the library is the Moffett Hall clock tower, one of the many that adorn campus buildings. This clock tower was selected to honor the building's namesake, Dr. M'Ledge Moffett, the first Dean of Women who served the University for 49 years (1913-62). Highly esteemed for her leadership, integrity and intelligence, Dr. Moffett had a significant impact on the development of the college and its students. This side of the ring also bears an image of the bell that hung in the copper dome of the original building, Founders Hall, and which is now a centerpiece of the Alumni Gardens. The final design elements on this side are the mountains, trees and flowers, all indicative of the striking beauty of the campus and its surroundings.

The design on the second side of the traditional ring includes several images that are symbolic of the University's history and culture. The University's official seal, the name of the "Highlanders," and the fountain that is located at the center of the campus are featured here. The beehive that is depicted on the school seal was chosen to represent the industrious and cooperative spirit demonstrated by RU and its students.

RU students are called the “Highlanders.” This name and theme were adopted in 1974, in recognition of those who first settled this beautiful and once rugged region. The pioneering spirit of the settlers is in keeping with the University’s reputation as a trendsetter in the implementation of many unique and successful programs. The Highlander theme is further represented in the ring design by the inclusion of a bagpipe and thistle.

The student’s graduation year and degree also appear on the traditional ring. Greek letters or the letters of other organizations may also be included, on an optional basis. These personalized touches can be included on the sides of the more classic signet ring. The student’s name or initials can be engraved on the inside band of either ring.

University Offices and Services

This section of your Handbook is intended to provide you with basic information about the University, services and resources available to assist you with the everyday needs associated with the pursuit of a college education. Some of the basic services provided by the University are highlighted on the following pages.

Accreditations and Memberships

Radford University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors, masters, and educational specialist degrees.

Individual program accreditation has been granted to the following programs: Undergraduate and Graduate Business Administration – by the International Association for Management Education; Teacher Education (all programs) – by the National Council for Accreditation of Teacher Education; Nursing (undergraduate and graduate) – by the National League for Nursing and the Virginia State Board of Nursing; Computer Science (Bachelor of Science) – by the Computer Science Accreditation Commission; Social Work (baccalaureate degree) – by the Council on

Social Work Education; Theatre – by the National Association of Schools of Theatre; Recreation, Parks and Tourism – by the Council on Accreditation for Park, Recreation and Leisure Services; Music – by the National Association of Schools of Music; Graduate Program in Speech-Language Pathology – by the Educational Standards Board of American Speech-Language-Hearing Association; Dietetics – by the American Dietetics Association; Counselor Education – by Council for Accreditation of Counseling and Related Educational Programs; and School Psychology by the National Association of School Psychologists.

Radford University holds membership in the American Association of State Colleges and Universities, the Virginia Association of Colleges, the American Association of Colleges for Teacher Education, the American Association of Colleges of Nursing, the National Commission on Accrediting, Inc., the Southern Regional Education Board Council of Collegiate Education for Nursing, the National League for Nursing Council of Baccalaureate and Higher Degree Programs, the Conference of Southern Graduate Schools, the Council of Graduate Schools, the Council of Graduate Programs in Communication Sciences and Disorders, the Association for Continuing Higher Education and the North American Association of Summer Sessions.

Bicycles

Regulations – In most circumstances, bicycles are covered by the same traffic regulations as automobiles. For example, it is illegal to ride double on a bike, ride the wrong way down a one-way street, or to ride a bike while intoxicated. In the city of Radford, it is illegal to ride bikes on city sidewalks and on pedestrian pathways (i.e. the jogging trail at the city park). A light is needed on the bike when riding after dark. Additional information can be obtained from either the City or University Police departments.

On-Campus Regulations – All of the above stated regulations apply to bicycle riding both on and off campus except that the university permits bikes to be ridden on campus side walks if bike riders adhere to the following guidelines:

- Caution and courtesy must be used when riding a bike so as to not endanger the safety of pedestrians.
- Bicycle riders must yield the right of way to pedestrians.
- Excessive speed when riding a bicycle on University sidewalks and grounds is prohibited.

Failure to adhere to these regulations and guidelines may result in conduct charges for a violation of sections 16 (Endangering Conduct) and 11 (Bicycles, Skateboards and In-line Skates) of the Standards of Student Conduct.

Bicycle parking is limited to bike racks and other designated areas. Parking a bicycle in any other area (i.e. building lobbies, access ramps, porches, next to trees, bushes or fences, etc.) is prohibited and may result in a fine and conduct charges for violation of Section 29 of the Student Conduct Code. Bikes parked in unauthorized locations are subject to being impounded by university police.

Registration – Bike owners can help protect against theft by locking their bikes when not in use and registering their bikes with the University Police department. Bicycles can also be registered online at <http://www.radford.edu/~police/index.html>. Bicycle registration is free.

Bookstore

The campus bookstore is located on the lower level of Dalton Hall. In addition to having the largest selection of used books as well as new books, the bookstore also has a full service convenience section, general reading books, art/technical supplies, greeting cards, and an assortment of emblematic clothing and gifts. Other services and products that are available

include check cashing, sending/receiving faxes, UPS shipping, purchase of graduation attire/announcements/rings, special orders for books, Greek merchandise, and the pre-packaging of textbooks for each semester.

Students may sell their books back at the end of each semester and receive one half of the original purchase price if the textbook is being required again for the following semester, and the textbook is in good condition (no missing pages, no excessive notes or highlighting, binding is intact, etc). Books will, otherwise, be purchased at the current wholesale price. Generally, at least 50% of the titles are purchased at 50% of original purchase price. No receipt is necessary to sell books back through buyback. If a book was purchased as part of a package, or has a CD included, these components must be returned with the book.

Students may receive a full refund, **with a receipt**, for one week after classes begin for any reason, as long as the book is in the same condition as was when purchased. Afterwards, the student will receive 75% of the purchase price for up to 30 days after classes begin, unless the student has withdrawn from the university or dropped the class. Full refunds for textbooks will be given for any other item as long as the item is in original condition and packaging, and the receipt has been retained.

The bookstore hosts special events during each semester, such as the *Grad Fair*, and *Customer Appreciation Day*. An array of random giveaways, snacks, popcorn, and drinks, are also available for free during exam week each semester. Be sure to look on the Radford web page for upcoming events.

Experiential Learning and Career Development

- Experiential Learning and Career Development (ELCD) is located in Tyler Hall, lower level. The ELCD provides students and alumni services which are a vital part of the University's

total educational and developmental process. Activities of the CELCD include the following:

- Professional career/employment advisement and resources (books, videos, handouts, websites) for an effective job search.
- Career assessments to assist in major selection
- Three major career fairs for employment, internships and summer job opportunities.
- ELCD home page at: www.radford.edu/~celcd features pertinent career development and employment information and links.
- Seminars and computer instruction for career planning and job seeking skills available for University sponsored classes, clubs, associations, sororities, and fraternities.
- Campus employment interviews with organizations from business, industry, government and education.
- A ELCD virtual resume database for direct referrals to web-based employers.
- Job (full-time, part-time, summer and volunteer) vacancy notebooks and information sites on careers and employers.
- Graduate and professional school testing materials, literature and sample tests workshops.
- Job Choices Employment Guides is a national publication provided cost-free to seniors and graduate students.
- Follow-up employment status communication with alumni with offers for continued career advisement.
- A Bi-Annual Employment Survey provides detailed information on employment status of recent graduates.

Competition in the job market necessitates that students take full advantage of these career planning services during all four years of their collegiate education. Students are encouraged to utilize the career planning and employment assistance opportunities that are available at the ELCD. The ELCD's

operating hours are 8 a.m. to 5 p.m. Monday through Friday. The ELCD is open during the daily lunch hour and can be reached at (540) 831-5373 or by e-mail at celcd@radford.edu for more information.

CAUTION!! – Driving hazards

Please use extreme caution while driving on Route 114 and Prices Fork Road. These roads have a history of severe accidents. Always travel at a safe speed, keep a safe distance behind the next vehicle, pass with extreme caution, drive defensively, and never drive or allow others to drive after consuming alcohol.

CAUTION!! – Pedestrian Safety

Pedestrian safety needs to be an important priority for all drivers and pedestrians! Radford University is bordered by three heavily traveled streets – Tyler Avenue, Norwood Street, and Jefferson. In recent years, a few members of the University community have been seriously injured when attempting to cross these streets on foot. Several measures have been taken by the city and the university to improve pedestrian safety and additional improvements are planned.

In spite of improved and safer pedestrian crosswalks, drivers and pedestrians must continue to take extra precautions on the streets bordering the campus. Drivers are required by law to stop at crosswalks (not controlled by traffic signals) and grant the right of way to pedestrians whenever a pedestrian enters the crosswalk. Drivers must remain stopped until the pedestrian exits the crosswalk, unless the highway or street is divided. However, pedestrians need to be very cautious in looking for on-coming traffic before stepping out into the street because not all drivers will obey this law. or CONNECT at 1-800-284-8898.

Check Writing Policies and Procedures

Checks presented by Radford University students are accepted by the University subject to the following limitations and policies:

- The University accepts checks for tuition/fees, room and board, the exact amount of goods or services or to pay fines owed to the university. The Post Office accepts checks and RU Express cards for the amount of purchase.
- A student who knowingly writes a check with insufficient funds in his or her checking account may be charged with an honor code violation and may be prosecuted under the criminal law of the Commonwealth of Virginia.
- If a student writes two “bad” checks to the University in an academic year, the student's privileges at all University facilities may be suspended.
- If a check written to Radford University is returned from the bank due to insufficient funds, future tuition/fee or room and board payments may be required to be made with cash, money order, certified check or cashier’s check.
- A student may be blocked from registration and transcripts may be held if a check is returned from the bank and remains unpaid.
- A \$25 service charge will be applied to all checks returned from the bank for any reason. In addition to the \$25 service charge, a \$75 late fee will be applied to all returned tuition checks, if applicable.
- The Bookstore will cash checks between \$5 and \$25. There will be a service charge of \$.50 per check.

Note: Checks written directly to a student by the Commonwealth of Virginia or by Radford University may be cashed at the bank indicated on the check or at a bank where the student has an account.

Banking Facilities

Three banks are located near the Radford University campus: SunTrust Bank, Wachovia and First Virginia Bank – Southwest. In addition, the city is serviced by First National Bank, Blue Ridge Bank, Bank of America, and The National Bank. SunTrust Bank, Wachovia, and First

National Bank operate automatic teller machines on campus.

Computer Resources

For detailed information regarding computer resources and information technology resources, please refer to the Standards of Student Conduct.

Dalton Hall

Dalton Hall, a student services building opened in 1991, was named in honor of the late Gov. John N. Dalton and his father, the late U.S. District Judge Ted Dalton. The facility includes a student dining hall (under renovation during the Fall 2003), Chick-fil-A, and The Terrace Shops, a multi-faceted food court. This building also houses the University Bookstore, U.S. Post Office, and the Dining Services offices.

Dedmon Center

Named for the fourth president of Radford University, Dr. Donald N. Dedmon, the center opened in 1981. This multi-purpose facility is situated on a 78-acre tract adjacent to the main campus and features an air-supported roof over its 56,000 square foot arena. The Dedmon Center will seat approximately 4,000 for major athletic events, and it also will accommodate as many as 5,000 persons for concerts and convocations. Other indoor athletic facilities include an eight-lane swimming pool, five racquetball courts, a 1/6 mile jogging track, a Universal and Nautilus weight room with a free exercise area and a large variety of exercise equipment, locker rooms, steam rooms and showers. Outdoor facilities next to the Dedmon Center include a new 4,000 seat track/soccer stadium, 12 tennis courts, a jogging trail, fields for baseball, soccer, lacrosse, field hockey and intramural softball and football. Dedmon Center policies may be found on page 60. Hours of operation are listed on page 96.

The web site for the Dedmon Center is www.radford.edu/DedmonCenter.html

Madison Wellness Center

(A satellite facility of the Dedmon Center)

This satellite fitness room contains nautilus equipment, free weights, dumbbells, limited additional cardiovascular equipment, and other strength-building equipment. The purpose of this room is to meet the needs of the Radford University community (with times open for students, faculty and staff), to meet the training needs of student athletes (with reserved times for student athlete training), and to promote the Wellness living emphasis for residents of Madison Hall. Conveniently housed in the same building as Campus Recreation, RU Outdoors, and the Strength Coach for student athletes, this fitness facility provides a nice compliment to these other programs.

Dining Services

Food Dollars – The Food Dollars are part of each meal plan, (except for the 90-meal plan, the 65-meal plan, and the Flex plan). The Food Dollars, in addition to being good at all food service locations, can also be used in all vending machines on campus. The Food Dollars compliment the RU Express Card which can be used at the same locations as Food Dollars as well as the locations listed on this page.

Flex Dollars – The Flex Dollars are only available to students on the Flex Meal Plan mentioned above. Like Food Dollars, the Flex Dollars are good at all dining services locations, except that all purchases are made at substantial discounts when using Flex Dollars. The Flex Plan includes \$25 in vending dollars for use in campus vending machines.

Muse Marketplace is located on B level of Muse Hall, one floor below the main entrance. This facility houses five distinct shops in a food court type setting. A unique feature of this facility is that it combines the “all-you-can-eat” feature of a dining hall with the popular “branded” items of a food court. This facility provides students with a “late dinner” meal period each night Monday through Thursday. These four additional meal periods (7 - 9 p.m.) make it

possible for students to actually eat four meals a day on these days if they so desire.

Dining Areas (Muse Hall and Dalton Hall) – All residence hall students participate in one of the four on-campus meal plans. Three of the plans provide students with their choice of 20, 15, or 12 meals per week. The fourth meal plan named the “Flex Plan” allows students to purchase all meals at a discount with their Flex Dollars. The student pays a base cost which covers their portion of operating costs such as utilities, repairs, maintenance, and the labor necessary to support dining services operation. The Flex Dollar portion of the plan allows students to purchase their meals at wholesale food cost in the main dining areas of Dalton and Muse plus receive a 50% discount in all retail shops.

Meal-plan students are admitted to the dining room upon presentation of a valid RU I.D. In emergencies, if a meal-plan student cannot present a valid I.D., the student may pay for the meal at the door or ask for a manager, who will consider circumstances on a case-by-case basis.

Faculty, staff, commuting students and guests may eat in the campus dining rooms upon payment of the following meal charges: Continental Breakfast in Muse - \$3.50. Full service breakfast in Dalton - \$4. Brunch or lunch - \$5.50, and dinner in the Dalton cafeteria or the Muse Marketplace-\$6.50. Information is available from Dining Services and the I.D. Office concerning special meal plans for commuting students who wish to eat some or all of their meals in the campus dining rooms. A payment plan is available for off-campus students wishing to purchase any of the off-campus meal plans.

The Terrace Shops and Chick-fil-A(Dalton Hall) The Terrace Shops in Dalton Hall have four specialty shops at which light meals and snacks may be purchased. A Chick-fil-A restaurant is located off the main lobby entrance to Dalton Hall’s dining room.

Escort Service

University Police provide an escort service to all students within the University campus. For an escort or further information, contact University Police at (540) 831-5500.

Financial Aid

The Financial Aid Office, located in room 225 of Martin Hall, is open to students from 8 a.m. to 5 p.m., Monday-Friday. Information and financial counseling is available concerning loans, grants and work study, as well as private scholarships.

Selection of financial aid recipients is often determined by the student's computed need and academic standing. Applications and informational brochures are generally available in mid-January for the following summer and academic year. The majority of financial aid programs have a priority deadline date of March 1.

Students have access to financial aid information by using the Student Information System (<http://www.portal.radford.edu>).

Students may obtain the status of their financial aid application, learn of any missing documents needed, obtain general financial information, and learn deadline dates. Students may access personal application information by using their social security number and Radford University ID number.

Students should also visit the RU Financial Aid web site (www.radford.edu/~finaid).

This site contains information about RU's financial aid process as well as links to other sites such as scholarship searches, loan and contribution calculators, and individual loan status information.

Heth Student Center

Located on the first floor of the Heth Student Center, the Information/Event Planning Office is staffed by a manager and

student assistants who can answer a variety of questions and provide many services. These services include event planning, scheduling and calendaring organized activities on campus, selling tickets for events sponsored by student organizations and all-campus programming groups, providing a lost and found service, a notary public service, and offering a checkout system for periodicals. The Information/Event Planning Office staff also distribute keys for student offices in the Heth Student Center. The Information/Event Planning Office serves as the central information office for the entire campus.

I.D./RU Express

Radford University students must present their student I.D. card to use certain facilities and services offered on campus. I.D. photographs are taken at orientation and registration. If an I.D. card is lost or stolen, the student must contact the I.D./RU Express Office in Walker Hall (5054) to deactivate the card. There is a replacement fee of \$15 for lost or stolen I.D. cards.

The RU Express Card offers convenience, safety and flexibility. You do not have to worry about carrying money around and you will be able to design a spending plan to fit your needs. The RU Express Card offers two accounts, the Food Dollars Plus account and the RU Express account, with a variety of locations accepting the card on and off campus.

The RU Express Card is an innovative way to use your University I.D. to pay for almost anything on campus – such as textbooks, meals, snacks, vending and laundry – without the worry of paying with cash, check or credit card. The RU Express Card is a debit card that works like a checking account without having to write checks, but no cash withdrawals are allowed. Just present your card to a cashier or swipe the card through a reader. It is so simple. Your balance will be displayed at all locations after the transaction is complete.

There is no charge for this service and with an initial deposit of \$25 or more, your account will be established. No ATM fees, check charges, overdrafts or credit card interest payments. This program is free of charge and is designed to make on-campus purchasing quick and easy.

Lost ID Cards

When a Radford University I.D. card is lost or stolen, report the loss as soon as possible to the I.D./RU Express Office at (540) 831-5054 or 6449, or stop by the office located in Walker Hall during normal business hours. If the I.D. card is lost or stolen after 5 p.m. or over the weekend, report the loss to University Police located in the basement of Russell Hall, (540) 831-5500. Account funds are safeguarded only after the card has been invalidated by the I.D./RU Express Office or Campus Police. A new I.D. will be made at the I.D./RU Express Office. There is a replacement fee of \$15 for the new cards, payable at the time your photograph is taken.

All I.D. Card problems should be reported to the I.D./RU Express Office in Walker Hall. Office hours are 8 a.m.-4:30 p.m. Monday-Friday. Phone (540) 831-5054 or 6449.

Inclement Weather

The decision to close the University for all or part of a day, or to have a delayed opening, is made as early as possible, but is often affected by rapidly changing conditions. In general, decisions regarding all day closings and delayed openings are made by 6 a.m., decisions affecting afternoon classes are made by noon, and decisions affecting evening classes are made by 3 p.m.

Announcements will be made on the following radio and television stations at a minimum:

WPVR/WFIR Radio (Roanoke)
WBLB Radio (Pulaski)
WSLC-WSLQ Radio (Roanoke)
WROV Radio (Roanoke)
K92 Radio (Roanoke)

WRAD Radio (Radford)
WDBJ TV (Roanoke)
WFNR Radio (Christiansburg)
WSLS TV (Roanoke)
WVTF Radio (Roanoke)
WPSK Radio (Pulaski)
WFXR/WJPR TV (Roanoke)

Announcements will also be posted on the University's web page. If faculty, staff and students cannot access any of these media, they can call the University switchboard at 831-5000. The switchboard will begin updating the message by 6 a.m. on those days when inclement weather may be a factor. As a courtesy, individuals are discouraged from calling university offices to get information about closings or delayed openings.

Partial Day Closings, Delayed Openings and Class Schedules.

Every effort will be made to set the time for partial day closings and delayed openings to correspond to class schedules. On Monday, Wednesday, and Friday, a delayed opening will be called on the hour, while for Tuesday and Thursday, delayed openings will be called for 9:15 a.m. or 10:45 a.m. Matching the class schedule is not always possible due to other factors and to the variety of class schedules. When the University closes early, classes that are in session may continue, at the instructor's discretion, until the normal end of class or until a time that will still allow persons to leave safely. For example, if the University closes at 3 p.m., a class which meets until 3:15 p.m. may continue until 3:15 p.m.; a class which meets until 5 p.m. may end soon after 3 p.m. at the instructor's discretion. If the University has a delayed opening, classes will start at that opening time and continue until the normal end of that class. For example, if the University has a delayed opening until 9 a.m., a class scheduled from 8 a.m. to 10 a.m. will begin at 9 a.m. and will end at 10 a.m.

Off-Campus Classes and Activities.

Cancellation of classes and other activities at off-campus locations will be based on the situation governing the location where the classes or activities are held. For example, classes or activities held at a community college or at a public school will be governed by whether or not the community college or public school is closed. Students in internships, practice and student-teaching will abide by the decision of their work site. For distance education classes that involve two or more locations, the class will be canceled if any one of the locations is closed.

Faculty Responsibilities when the University is Open.

During periods of inclement weather, when the University is open, faculty are expected to make every effort to meet classes. If a faculty member is not able to make it to campus or must leave campus in order to make it home safely due to weather conditions, the department chair must be notified and every effort must be made to provide a substitute or to inform students.

Communicating with Students.

During periods of inclement weather, when a closing decision has not been made, students should be informed that classes will meet as scheduled unless there is a closing decision and advised where to listen for closing information. Students should also be advised to use their own judgment regarding their own personal safety under such conditions.

Attendance and Making-Up Classes.

If the University is open during periods when weather conditions were serious, faculty are asked to use discretion regarding students who miss classes or who decide that they must leave early if they have to drive home. If classes are canceled due to inclement weather, faculty are in the best position to reorganize their courses to accommodate lost time. Any make-up classes should not be scheduled for times when students in the class have a conflict or for days during the University breaks.

Should an emergency closing occur during final examinations or registration periods, the Registrar in consultation with the Vice President for Academic Affairs will distribute information regarding make-up days or changes in the calendar.

University Offices

In general, all offices will be closed on those days or for those parts of days when the University is closed, and will remain open unless the University is officially closed.

McConnell Library

When the University is closed, McConnell Library will open from 10 a.m. to 6 p.m. When the University has a delayed opening, the library will open at 10 a.m. if the University opens at or later than that time. When the University closes early, the library will remain open until 6 p.m. During inclement weather, minimal staffing will be available in the Reference and Circulation areas. These hours are subject to change depending on the severity of the weather conditions. Individuals may confirm the library's hours at any time by calling 831-5472, by checking the library's web page.

Lost and Found

A lost and found service is provided at the Information/Event Planning Office in the main lobby of Heth Student Center

Photocopying Services

The student photocopy service is a self-serve facility. The copiers are located in McConnell Library on Level 2 and an additional copier is in the computer lab on the second floor of the Heth Student Center. Cost per copy is 9 cents by using the RU Express card, or 15 cents by using coin operated machines.

Post Office

A U.S. Postal Service Station is located in Dalton Hall. Each residence hall student is assigned a box. Students are not charged a fee for rental of boxes. Boxes and combinations are assigned by Postal Services. Mail should be addressed to the

recipient in the following manner:

(Name)
P.O. Box 0000
Radford University
Radford, VA 24142-box number

UPS, DHL, FED-X, etc., parcels are distributed by the post office and should be addressed to the recipient in the following manner:

(Name)
R U Station Box 0000
Radford University
Radford, VA 24142-Box 0000

Package notices are placed in student boxes and students must have their ID card in order to pick up their package.

Students may purchase stamps and postal supplies by using their RU Express Card, cash, or check. Two picture I.D.'s are required to write a check and the check may be for the amount of purchase only.

Window service, collection and delivery schedules are listed on page 97.

Sexual Harassment Policy

Radford University is committed to creating and maintaining a work, study and living environment which is free of conduct and communication of a sexual nature that interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive work, academic, or living environment. Sexual harassment may result in criminal and/or civil legal action. It is also a serious violation of Radford University's values and expectations. Thus, it is also punishable through the University conduct system and/or personnel policies. The Radford University Sexual Harassment policy and assistance in addressing policy violations may be obtained from the Office of Substance Abuse and Sexual Assault Education, the Office of the Dean of Students, or the Social Equity Office.

Behavior that may constitute sexual harassment may include, but not be limited to: unwanted sexual, abusive or lewd language and/or jokes of a sexual nature; demands for sexual favors in exchange for other considerations; unwanted physical or verbal pursuit with a sexual theme; suggestive or insulting sounds and gestures; unwanted touching, brushing, patting, pinching or attention to one's body; threats of, or actual sexual assault or molestation; displaying sexually graphic magazines, calendars, or pictures and the like, in or in clear view of a work area or public area or after an objection has been made by a person who lives in a private room in which these materials are displayed; and sending sexually explicit, inappropriate messages, obscene, abusive or repetitive "hang-ups," depending upon the circumstances. Sexual harassment may be overt or subtle and may involve persons of the same or different sex. In determining whether an alleged behavior constitutes sexual harassment, all of the facts and circumstances surrounding the incident will be considered.

Statement on Sexual Misconduct

Philosophy: Radford University is committed to raising the awareness of students, staff and faculty regarding the issue of sexual misconduct. The University strives to maintain a safe campus learning environment, to provide prompt and compassionate support services for victims of sexual misconduct and to strictly enforce its sexual misconduct policy. Sexual misconduct, including acquaintance rape, may result in criminal and/or civil legal action. It is also a serious violation of Radford University's values and expectations. Thus, it is also punishable through the Student Conduct System.

For specific policy information on sexual misconduct see section 36 of the Standards of Student conduct found on page 37 of this document.

Recommendations/Options – A victim of a sexual offense has a number of options to consider. Radford University strongly

recommends that a victim pursue these options. A victim may:

- Seek medical attention, if appropriate. It is important to seek medical attention to be examined for the possibility of injury or sexually transmitted diseases. It is also important to preserve physical evidence in the event the victim should decide to prosecute.
- Obtain counseling. Counseling resources, which are available at no cost to students, are listed at the end of this section.
- Refer the student for conduct charges. If the individual is a Radford University student, the victim may initiate University action through the Office of the Dean of Students, Residential Life, or University Police. If the individual is a Radford University faculty or staff member, the victim may initiate university action through the Office of the Dean of Students, the Radford University Department of Human Resources, the Office of Substance Abuse and Sexual Assault Education, or University Police.
- File criminal charges through the Commonwealth of Virginia. Charges may be filed through either the city or University police.
- Change the academic/on-campus living situation. The victim is entitled to request, and the University will reasonably attempt to accommodate, a change in on-campus living arrangements, class schedules and other accommodations deemed necessary as a result of the incident. Consult with the Dean of Students Office and/or the Office of Residential Life regarding these arrangements.

Resources – The following resources are available to a victim of a sexual offense.

- Carilion New River Valley Medical Center, Emergency Room, 2900 Tyler Ave., (540) 731-2000

- Women's Resource Center Sexual Assault Crises Hotline, (540) 639-1123 (24 hours)
- Office of Substance Abuse and Sexual Assault Education, Tyler Hall Lower Level (540) 831-5709
- Student Counseling Services, Tyler Hall, lower level, (540) 831-5226
- Office of the Dean of Students, Heth Hall, (540) 831-5321
- Office of Residential Life, Tyler Hall, lower level, (540) 831-5375
- Student Health Center, Moffett Hall Lower Level, (540) 831-5111
- University Police, Russell Hall, (540) 831-5500
- Commonwealth Attorney, (540) 731-3690
- Radford City Health Department, 212 3rd Ave., (540) 831-5774
- Radford City Police Department, 601 1st St., 911 or (540) 731-3627
- Radford University Department of Human Resources, 704 Clement St., (540) 831-5421

Educational Programs – Information about educational programs focusing on the awareness and prevention of sexual misconduct and sexual harassment is available through the Office of Substance Abuse and Sexual Assault Education, Tyler Hall, (540) 831-5709.

Special Student Services

Off-Campus/Commuter Student Services - The Office of the Dean of Students (831-5321) and SGA Off-Campus Student Council (OCSC) coordinate services for off-campus/commuter students. Check the OCSC web page at <http://www.radford.edu/~ocsc/> for additional information

The following is a list of some of the services provided for off-campus students: Radford area housing provider list, renters insurance information, the Housing Fair, registering of tenant complaints, liaison

relationship with landlords and the community, provide educational opportunities and information about living off-campus, RU telephone directory distribution, publication of the off-campus student's guide, Salvation Army furniture pickup, and various other services and events.

Several lounges are located in the Heth Student Center for relaxation or study. In addition to the Heth lounges, other areas, which provide for study and relaxation, are located in residence hall lounges and the library. Meal plan options are available for off-campus students, for information contact the RU Express Office at 831-5054.

In these times of limited funds and expensive fuel, a carpool might be a good solution to the problems associated with commuting to campus. The benefits of car pooling are significant in that it cuts transportation expenses by at least 50 percent, reduces parking problems on campus and provides a unique opportunity to meet new friends.

Ideas are welcomed. Maybe we can assist you in working through the system to facilitate constructive change. Contact the Office of the Dean of Students for information or if you have any questions or concerns.

Disability Resource Office – Provides assistance for students who have a documented disability and qualify for accommodations according to the Americans With Disabilities Act of 1991.

Services may include providing reasonable academic accommodations, study skills, and time management assistance. While the Disability Resource Office does not offer tutoring or a specific program to students with disabilities, students are encouraged to utilize and are referred to existing resources of campus and in the community.

Temporary Disability – As a result of an illness or accident, a student may be eligible

for temporary accommodations such as a note taker, scribe, and/or extended time for testing. In addition, the office is a resource for information relating to students with temporary disabilities such as: parking, transportation, accessing medical equipment, and academic advising. Call for more information. The student will be asked to provide medical documentation verifying the temporary condition requiring accommodations i.e. broken bone, sprain, surgery, medications, illness, disease, etc.

For more information, students can check out the DRO website at www.radford.edu/~dro-web, email us at dro@radford.edu, or phone 540-831-6350 (Voice/TTY).

Multicultural and International Student Services Office - Multicultural and International Student Services is located on the first floor of Heth Student Center, room 130. The purpose of the office is to develop cultural awareness, understanding and a sense of belonging among Radford University students. The office works collaboratively with other offices serving as a resource for faculty, staff and administration by building an environment in which cultural diversity is highly valued. The office provides academic, social, and cultural support systems for students of various backgrounds. The Director and Assistant Director coordinate annual programs such as International Student Orientation, International Week, Black History Month, the Hispanic Heritage Festival, the Native American Festival, and the International Friend Program. These campus and community programs offer educational and cultural enrichment for all students on campus. The office also facilitates the international student health enrollment for international students.

The International Student Affairs Council (ISAC), a branch of the Student Government Association, addresses international student concerns and issues, facilitates and coordinates international related activities sponsored by various on-campus and clubs

and seeks to promote appreciation of campus diversity. For more information, contact the Office of Multicultural and International Student Services, (540) 831-5765.

The Black Student Affairs Council (BSAC), a branch of the Student Government Association, addresses black student concerns and interests, helps coordinate activities sponsored by black student organizations and seeks to unite black and other students at the university.

Four historically black social/service sororities (Alpha Kappa Alpha, Delta Sigma Theta, Sigma Gamma Rho {colony} Zeta Phi Beta) and four historically black social/service fraternities (Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Psi, Phi Beta Sigma) complement social and cultural opportunities on campus and in the community. The National Pan-Hellenic Council serves as a coordinating body for these nine groups. For more information contact Greek Life Coordinator at 831-5941.

The Native American Heritage Association, International Club promotes national and international culture. These clubs sponsor programs each semester to enrich the experiences of all students. International and American students are encouraged to become members.

In addition, social, cultural and educational activities designed to broaden all students knowledge of black people and their contributions to society are presented annually by the Black Awareness Programming Board.

For further information contact the Office for Multicultural and International Student Services at (540) 831-5765 or Student Activities at (540) 831-5332.

Student Support Services: The SUCCESS Program – SUCCESS is funded by the Federal government through the Department of Education and is charged with providing academic support services to the following

populations: first generation college students (parents did not receive a four-year college degree), students from low-income backgrounds, and students with documented disabilities. The primary goal of the Student Support Services SUCCESS program is to increase retention and graduation rates among these populations of students.

SUCCESS provides, free of charge to eligible participants, the following services:

- Tutoring in the basic general education subjects.
- Study skills coaching in seminars and one-on-one settings.
- Cultural and social events, both on and off-campus.
- Assistance in graduate school planning and career exploration.
- Mentoring
- Financial aid counseling and assistance in locating scholarship opportunities.
- General support for academic achievement.

Interested students may contact Student Support Services (SUCCESS) by phone at 540-831-6382 or visit our office located on the first floor carpeted lounge in Peery Hall, or by e-mail at <mailto:msss@radford.edu>. You can download a program application at our website located at <http://www.radford.edu/~sss>. We are funded to serve a limited number of students. Students are selected by a first-come/first-serve policy.

Student Counseling Services

Student Counseling Services (SCS), located in Tyler Hall, lower level, is a place where students can talk privately and confidentially about issues which are of concern to them. Among the issues for which students frequently seek assistance are adjustment to college, depression and anxiety, study skills, concerns regarding selecting a major or career, and relationship concerns. Services at SCS are free to both undergraduate and graduate students at Radford University, and confidentiality is strictly maintained for all

information shared in counseling. Specific services at the SCS include:

- Individual and group counseling
- Crisis Intervention
- Consultation to members of the RU community

The SCS is open Monday through Friday, 8 a.m.-5 p.m. To schedule an appointment stop by or call the SCS at 540-831-5226. In the event of after-hours emergencies, please call ACCESS at 540-961-8400

Student Health Services

The Student Health Center is viewed as being a vital part of the academic mission of the University. Promotion and protection of student health is directly linked to a student's ability to perform academically. The Health Center is a vital resource for the promotion of healthy lifestyle choices for students. Health related decisions made by students while attending the University can determine the state of their general health for a lifetime. The proper diagnosis, care and education of students on health issues is viewed as a critical service to the University.

The Student Health Center is an outpatient clinic that is open Monday through Friday. Consult the Health Center brochure for the specific hours of operation. Hours are designed to accommodate students' needs. The Health Center is operated on an appointment basis. Note: Without a scheduled appointment, students can expect a longer wait.

The Health Center is equipped to provide diagnosis and treatment for most of the common health problems encountered by students. More serious medical situations are referred to a network of local specialists.

Over-the-counter medications and a limited number of pharmaceuticals are available. Health care providers at the Radford University Health Service do not diagnose, treat, or prescribe medication for ADD. If you have this condition and wish to continue treatment, please make arrangements with

your personal health care provider prior to arriving at the University. For convenience, you may wish to consider asking your health provider to refer you to a psychiatrist in our area.

The Health Center acts as a resource center for students seeking personal health information. An audio medical library can also be accessed. The Health Center personnel conduct a number of outreach programs to aid students in making health-related decisions. Examples of issues discussed are alcohol, sexuality, including HIV/AIDS and sexually transmitted infections, smoking, nutrition and stress management, as well as coping with the common cold.

Emergency medical service is available at the Carilion New River Valley Medical Center. Ambulance service is available to the campus and a state-licensed emergency medical unit run by student volunteers linked to the hospital is also available.

Students are encouraged to contact the Health Center regarding any special health concerns they bring to the University. Health information is treated confidentially. **STUDENTS MUST COMPLETE THE RADFORD UNIVERSITY HEALTH RECORD FORM PRIOR TO ENROLLMENT.** Services at the Health Center cannot be obtained until that record is on file. Please note that meningitis and two MMR injections are mandatory and must be included in the immunization record.

Students are encouraged to visit the Student Health Center and take advantage of the information and services available. Student concerns and comments regarding the Health Center can be expressed on the evaluation that students are asked to complete before leaving the Center or by calling the Director for a personal conversation.

The Health Center does not provide the services of a comprehensive hospital. However, the Health Center is able to address the most common ailments experienced by college students. The Student Health Service staff encourages students to make appointments around their class schedule to avoid missing classes. Notes to professors from Health Service providers will only be written if a clinician feels a student needs to be out of class due to a specific illness. This note does not “excuse” the absence, nor does it guarantee that the student will be permitted to make up tests or other missed assignments. Those decisions can only be made by the student’s professor. No generic “seen and treated” notes will be issued to students. Examples of services provided are:

- examinations for most physical problems;
- counseling and advice for emotional problems with possible referral to the Center for Counseling and Student Development;
- consultation concerning pregnancies with assistance in obtaining obstetrical, family planning or abortion consultations;
- routine pelvic examinations (In order to receive GYN services, students must have had a gynecological exam, including Pap smear, within the last year. If this has been done elsewhere, we need a copy of the exam and the Pap report. If a student has not had an exam, we will be happy to provide this service. This requirement does not apply to pregnancy testing.
- health education programs;
- birth control information and prescriptions;
- self-care center for common colds and minor wounds;
- access to a 24-hour/7 day per week nurse access service;
- allergy injections on a scheduled basis for a small fee. Students must provide

their own allergy serum and instructions from an allergist;

- tuberculin tests, tetanus injections, MMR injections, meningitis and Hepatitis B vaccine, and flu injections;
- referral to an outside specialist

Students need to have health insurance coverage that provides for more extensive medical coverage than that provided by the Student Health Center. The student must pay for emergency ambulance services. Lab services are available for a fee. Lab fee payment can be done through health insurance, cash, check, RU Express or with MasterCard or Visa. The student will be financially responsible for all bills incurred from hospitalizations, emergency room treatment and specialty consultations.

It is strongly recommended that students make sure that they are covered by their parents’ insurance; that they purchase a special policy offered through the Student Government Association; or that they obtain other policies to cover health care costs while they attend the University.

The Student Health Center is fully accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC).

Student Health Insurance

Students carrying at least nine semester hours, or at least six semester hours during the summer sessions, graduate Resident Directors and graduate assistants, are eligible to apply for a comprehensive accident and sickness insurance plan which is selected by the Student Government Association. Application materials and information about the insurance plan are mailed to students prior to the opening of the fall semester and are available at the office of the Dean of Students.

Note: All international students of F and J visas are required by the university to carry appropriate health insurance coverage. An insurance plan, specifically designed to meet

the needs of international students, is offered through the Office of Multicultural and International Student Services.

All students enrolled in departments in the Waldron College of Health and Human Services are strongly encouraged to carry health insurance due to the nature of clinical or field-based experiences. Some departments require students to show proof of health insurance coverage before they are allowed to participate in clinics, field-based experience, or other activities. Please contact Waldron College departments for specific information.

Student Lounge

There is a lounge available for graduate students on Level 5 of McConnell Library, Room 562. The lounge provides computers and printers in a quiet, comfortable work area to support graduate students' research and scholarship. The student lounge in Heth is located at the top of the stairs on the second floor.

Family Educational Rights and Privacy Act

Radford University student record policies and practices are in full compliance with state and federal laws (FERPA).

Upon request, the university will grant students who are or have been in attendance, access to their educational records except those excluded by law, and will provide an opportunity for a hearing to challenge such records.

The university will not release information about a student from records, except directory information, to people other than a specified list of exceptions without obtaining the written consent of the student.

A full statement of the Family Educational Rights and Privacy Act and information explaining how students may exercise the rights accorded them by this policy are available from the Registrar's Office and the Office of the Dean of Students.

University and federal laws permit the University to release information it has identified as directory information with respect to each student unless the student informs the University that any and all information designated should not be released without the student's prior consent. Requests for the restricted release of directory information should be filed at the Registrar's Office.

The University has identified the following as directory information.

- Student's name, local and home address, phone listing, e-mail address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Classification

If a student has a complaint about the University's compliance with state or federal laws concerning student records, the student is encouraged to register that complaint with a University official. While most concerns can and will be addressed promptly by the University, students may file complaints with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of the Family Educational Rights and Privacy Act.

Students should report any change of name, address, or marital status to the Registrar's Office so their university records can be corrected. Address changes can be submitted on-line at: www.radford.edu/~registrar.

The University policy concerning the external release of student conduct records may be found in the conduct procedures section of the Standards of Student Conduct

Teaching Resource Center

The Teaching Resources Center provides instructional, curricular and technological support for students enrolled in teacher education programs, professional education faculty at Radford University, and K-12 teachers throughout the Commonwealth. The Center provides valuable teaching resources and the finest instructional equipment available. There are various collections of educational materials including the Virginia Textbook Evaluation collection, NASA Instructional Materials collection, Geographic Alliance materials, the National Geographic Society collection, and educational computer software programs from major companies. The Teaching Resources Center is one of 75 NASA Regional Teaching Resources Centers in the United States that provide educational materials and workshops for students and area teachers. National Geographic Society and Geographic Alliance also provide materials and workshops through their outreach programs. In addition, other workshops help faculty and patrons learn how to use various software programs designed to produce teaching lessons, and interactive presentations. The Center houses state-of-the-art computer equipment and interactive laser discs, CD-ROM and software programs to be used in teaching. The computer lab includes both Power PC and Pentium computers networked to several file servers with laser and color inkjet printers. Other equipment includes laser disc players, TV/VCR combinations, flatbed and color slide scanners, digital cameras, and a CD-ROM recorder. All computers are connected to the university network for full Internet access. Materials are cataloged and appear in McConnell Library's online catalog along with collections in the main library. For materials in the Center, the online catalog displays the location as "TRC." The Center uses the same circulation system as the main library; however, circulation periods vary. Patrons can register in either location for both facilities.

Tuition and Fee Payment

Payment of tuition, fees, and other charges owed to Radford University is the responsibility of the student. Billing statements will be mailed to the student at the permanent address on file with the university. If a student wishes to designate a billing address he/she may do so with the Registrar's Office.

Unpaid Tuition, Fees, or Fines

Failure to pay tuition and fees could result in administrative withdrawal from the university. The Code of Virginia allows the university to recover attorney's fees, late fees, and collection costs associated with delinquent accounts. The university reports past due accounts to a credit-reporting bureau.

The university will hold transcripts and block registration for future semesters for students who fail to pay tuition, fees, fines, or damages. Collection agencies may also be used by the university to collect unpaid balances.

In-State Tuition Eligibility

All students who wish to apply for in-state tuition rates must submit the appropriate application form prior to the first day of classes for the term they are seeking in-state status. Students should contact the following offices: new freshmen and transfers – Office of Admissions; current undergraduate students – Registrar's Office; and graduate students – Graduate College.

Copies of Section 23-7.4 of the Code of Virginia, the law governing eligibility for in-state tuition, are available in the Reserved section of McConnell Library. It is the responsibility of the student to apply for a change in domiciliary status.

University Equal Opportunity Policies and Procedures

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its

educational programs, activities, admission, or employment practices.

The University has adopted policies to provide for prompt and equitable resolution of discrimination complaints.

The Discrimination Complaint Procedure ([http://www.radford.edu/~pers-web/pim.pdf# 2.2_discrim_policy](http://www.radford.edu/~pers-web/pim.pdf#2.2_discrim_policy)) describes the grievance procedure for individuals who have experienced discrimination.

The Sexual Harassment Policy ([http://www.radford.edu/~pers-web/pim.pdf# 2.3_sexual_harr_policy](http://www.radford.edu/~pers-web/pim.pdf#2.3_sexual_harr_policy)) further defines sex discrimination by including examples of sexual harassment and a statement concerning consensual relationships between University employees and students.

The Accommodation Procedure for Employees with Disabilities (http://www.radford.edu/~pers-web/pim.pdf#2.1_ada_policy) confirms the University's commitment to providing access to its programs, services, and activities for qualified individuals with disabilities. All student requests for accommodations and assistance should be directed to the Disability Resource Office.

Individuals who believe they may have been subjected to discrimination, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint may discuss their concerns confidentially and informally with the Social Equity Officer. Students may also consult a staff member at the Center for Counseling and Student Development or the Office of the Dean of Students.

Only acts of discrimination committed by University employees in connection with their University employment may be reviewed through these policies and procedures. The term "employee" refers to any faculty or staff member or any student with a contractual employment agreement,

e.g., GTA's. In all cases of alleged sexual harassment in which the violation is committed by a student, status as a student is adjudicated by the University's student conduct system. Violations of the policy prohibiting sexual harassment may lead to disciplinary actions, including reprimands, suspension, or termination of employment or academic status.

Copies of the complete policy statements including procedures for resolving complaints are available in the Office of the Dean of Students, Center for Counseling and Student Development, and Department of Human Resources.

The Richmond office of the FBI has announced the creation of a hate-crime hotline that can be used to report suspected hate-crime activity. The FBI defined a federal hate crime as a crime committed against a person because of race, religion, disability or ethnicity. The public can call the FBI hate-crime hotline at (804) 261-8146.

University-Owned Apartments

The University operates several apartment facilities. These apartments are available for students who are not required to live in university residence halls (see Boarding Policy, Section 12). Information can be obtained from the Office of Residential Life.

Writing Center

The Writing Center, located in Muse Hall 101-C, provides peer tutoring for students engaged in the writing process. Both undergraduate and graduate student tutors assist students in learning basic as well as advanced writing skills and offer responsive readings to writing assignments in all disciplines. Special tutoring using a word processor is available upon request for all students. International students and those with learning differences visiting the Writing Center may seek assistance from specially trained tutors. The Writing Center is a place to come to talk about ideas, brainstorm for topics, draft, revise, edit, and

proofread. The Center is open weekdays and Sundays during posted hours. Call (540) 831-6035 to schedule a free, private, 45-minute appointment.

The Writing Center is accessible online at: <http://www.radford.edu/~write>

CLUBS AND ORGANIZATIONS

The Club Leader and Adviser's Manual includes the rights and responsibilities of recognized student clubs and organizations, as well as information to assist club leaders in all aspects of managing an effective organization. All presidents and advisers of clubs and organizations should pick up a copy of this resource manual in the Office of Student Leader Resources in Heth Student Center. All registered clubs and organizations have mailboxes in the Heth Student Center Resource Center (see below) which should be checked twice weekly. Additional mailbox sites include: Sports and Recreation - Madison Hall, and SGA, CAB, BAP Board and all Greek organizations - Heth, 2nd Floor. Information about registration procedures for new clubs and organizations may be obtained from the Office of Student Leader Resources in Heth Student Center.

The Club Resource Guide provides a comprehensive listing of all active student organizations, clubs, academic societies, sports clubs, Greek life and branches of the student government. Each group provides one descriptive paragraph and on-campus e-mail address. Club Handbooks are distributed at Club Fair each fall. Additional copies are located in 205 Heth.

Clubs and Organizations Resource Center - (Located in the 2nd Floor Lounge of Heth). To keep the lines of communication flowing between clubs, students, and the administration, each registered student group is assigned a mailbox. The Center also houses a communication board, a contact list with club presidents' and advisers' names and phone numbers, literature rack and a calendar of events.

Academic Honor Fraternities

Alpha Phi Sigma – Criminal Justice honorary.

Alpha Psi Omega – Dramatics honorary. Membership is chosen from those who are active in productions of the Radford University Theatre.

Alpha Sigma Lambda – Adult Degree Program honorary. To qualify for membership a student must have completed a minimum of 30 college credits, not including transfer credits, with half of these credits earned in courses outside the student's major field and the student must be in the highest 10 percent of the class in scholarship with a minimum GPA of 3.2

Beta Beta Beta – Biology major honorary and professional society. To qualify, students must be second semester sophomores who have completed at least three courses in biology and maintained a 3.0 GPA in biology.

Beta Gamma Sigma – Business and administration honorary. To qualify for membership, students in the College of Business and Economics must be juniors who rank in the upper seventh of their graduating class, seniors in the upper 10th of their class, or graduate students in the upper 20th of those receiving the master's degree during the year.

Chi Sigma Iota – Counselor education honorary. Membership is limited to those graduate students who have completed a minimum of nine hours of counselor education courses with an overall GPA of 3.5 or better.

Kappa Delta Pi – Education honorary. Membership is limited to second semester sophomores and those of junior or senior standing who have an overall 3.2 GPA and to those graduate students who have an overall 3.5 GPA. To qualify, students must

be accepted into the teacher education program.

Kappa Mu Epsilon – Mathematics honorary. Membership is limited to those students who have completed at least three courses in mathematics, including calculus, with a GPA of 3.0 or better. A 3.0 GPA in all mathematics, statistics and computer science courses and a 2.5 overall GPA is required. Students must also have completed a year and a half of college with at least one semester at Radford.

Lambda Pi Eta – Communication Honor Society. Membership is limited to applicants who have completed 60 semester hours, have a minimum cumulative GPA of 3.0, be in the upper 35% of their academic class, have at least a 3.25 GPA for all communication courses, have completed 12 semester credit hours in communication studies, be a full-time student in good standing, and display commitment to the field of speech communication.

Mu Phi Epsilon – Music honorary. Membership is open to all music majors and minors who have achieved second semester freshman status or are a transfer student and have a GPA of 2.5 overall and a 3.0 in music.

Phi Alpha – Social work honorary. Membership is available to undergraduate social work majors who have achieved at least sophomore standing with a 3.2 GPA in their major and 3.0 overall GPA and master's of social work students who have completed at least 12 semester hours with an overall 3.5 GPA. Members meet on a monthly basis and participate in social functions and community service projects.

Phi Kappa Phi – Scholastic honorary. Membership is limited to juniors who have earned a 3.6 GPA, seniors who have earned a 3.5 and graduate students who have earned a 3.8 GPA.

Phi Sigma Iota – Foreign language honorary. Candidates must have junior standing and have completed one upper-level foreign language course with a 3.4 GPA in that foreign language and a 3.0 overall GPA.

Phi Theta Kappa – Highlander Alumni Association honorary. The mission of the alumni chapter is to support the people, programs and priorities of the Phi Theta Kappa Society (PTK). Alumni have calculable contributions to make to Phi Theta Kappa. Through alumni support, the integrity of the Society's programs and service will be protected and new programs and services can be developed and offered in the future. The objectives of the organization will be to provide encouragement and support for all students transferring to RU, provide support to two-year chapters through publications, programming, and involvement in regional and international meetings, establish and maintain a mentoring program for transfer students entering RU from two-year colleges, and provide assistance to the Office of Admissions in transfer recruitment and retention efforts.

Pi Gamma Mu – Social sciences honorary. Membership is open to graduate and undergraduate students with an interest and/or major in the social sciences (history, political science, criminal justice, international relations, psychology, sociology/anthropology, social work, philosophy, economics or geography). A minimum of twenty semester hours of social science course work for undergraduates and 12 semester hours for graduate students plus a 3.0 GPA in those courses is needed to qualify. (<http://www.radford.edu/~pgm>)

Pi Omega Pi – Business education honorary. Active membership consists of those undergraduates and graduates who are enrolled in business education. Candidates must achieve an average grade of "B" in business and education courses and an overall 2.5 GPA.

Psi Chi – Psychology honorary society. Open to undergraduates majoring or minoring in psychology who have a 3.0 GPA and have completed at least 12 hours in psychology (may have completed nine hours and be registered for three hours). Graduate students must have completed 12 hours in psychology with a GPA of 3.25.

Sigma Delta Pi – Spanish Language Honorary – Candidates must have three college years of Spanish or the equivalent, including a third-year course of Hispanic Literature with a minimum GPA of 3.0. Students must rank in the upper 35 percent of their class and must have completed at least three semesters of a college course in Spanish. A student may be admitted to membership in the second semester of the third year of college if all requirements have been met and the instructor is willing to certify that the student's work is a "B" or above.

Sigma Gamma Epsilon – Earth science/geology honorary. Membership is limited to undergraduate earth science and geology majors who have completed at least 12 semester hours of earth science or geology with a minimum GPA of 2.67 and a minimum GPA of 3.0 in their major. Membership is open to graduate students with regular status who are majoring in earth science, who are in good standing academically and who have completed a minimum of 12 semester hours of earth science or geology.

Sigma Tau Delta – English honorary. Membership is limited to those undergraduate and graduate students who are majoring or minoring in English and who have an overall "B" average in English.

Sigma Theta Tau – Nursing honorary. Sigma Theta Tau is an international society that strives to promote research, knowledge, leadership and scholarship with a global emphasis. Membership is limited to those students majoring in Nursing. Requirements

include a 3.0 GPA for undergraduate students and a 3.5 GPA for graduate students. Of the students that meet this criteria, only 35% of them will actually be inducted into the society.

Upsilon Pi Epsilon – Computer science honorary. Membership is limited to students who are candidates for an undergraduate degree in Computer Science and who have passed at least 60 semester hours including 17 semester hours in Computer Science. In addition, they must have a GPA of at least 3.0 in Computer Science and an overall grade point average of at least 3.0. Graduate Computer Science students with at least 18 credit hours and a 3.8 GPA are also eligible.

Leadership Organizations

National Residence Hall Honorary - Leadership honorary. Recognizes undergraduate students with a minimum overall GPA of 2.5 who have given outstanding service to the residence halls and who have provided important leadership in the advancement of the residence hall system.

Omicron Delta Kappa-Leadership/Scholarship Honorary. Membership requirements include: junior, senior or graduate standing, at least a 3.0 overall GPA for undergraduates, and a 3.8 overall for graduate students. Members must demonstrate outstanding leadership qualities in at least one of the following areas: scholarship, athletics, campus or community service, journalism or mass media.
www.radford.edu/~odk.clb

Order of Omega - Leadership Honorary. Recognizes those junior or senior men and women who have attained a high standard of leadership within the Greek system.

Phi Sigma Pi - Academic/Leadership/Service. Phi Sigma Pi is a National Honor Fraternity in which the three emphasized qualities are scholarship, leadership, and fellowship. To qualify students must have an overall GPA of 3.0 and at least one semester completed at Radford and two semesters

remaining at Radford. This is a co-ed organization that is very active in the community. psp-clb@radford.edu

Rho Lambda - National Pan-Hellenic Honorary Society. Recognizes those women who have been outstanding in their display of leadership ability and loyalty to Pan-Hellenic and their respective sororities.

Activity Clubs and Organizations

American Red Cross Club
Association of the United States Army
Black Graduate Student Association
Bowling Club
Ceramics Guide of RU
House of the Midnight Watch
Deliverance Gospel Choir
Ethiopian Cultural Society
Hellenic Student Association (Culture of Greece)
Hispanic American Student Association
International Club
Native American Heritage Association
Radford Role Players Guild
Radford University Ambassadors
Radford University Group and Social Dance Club
RU Cloggers
Sino-American Club
The National Society for Collegiate Scholars
Ultimate Frisbee Club

Curriculum Clubs and Organizations

Alpha Kappa Psi (Business Club)
American Advertising Federation
American Association. of Textile Chemist & Colorists
American Chemical Society
American Marketing Association
American Society of Interior Designers
Animus Quarens (Biology Club)
Art Guild
Arts and Entertainment Business Association
Association of Engineering Geologists
Computer Science Club
Criminal Justice Club
Delta Sigma Pi
Economics Student Association

English Club
Fashion Society of Merchandising and Design
Financial Management Association
Foods and Nutrition Club
Geography Club
Graduate Art Student Association
Harmony in Motion (Dance Club)
History Club
Honors Academy Student Organization
Institute of Management Accountants
La Sociedad Hispanica (Spanish Club)
Lambda Alpha Epsilon (Criminal Justice Coed Fraternity)
Lambda Pi Eta
Le Cercle Francais (French club)

Masters of Business Administration Student Organization
Masters of Social Work Student Organization
Music Educators National Conference
Music Therapy Club
National Art Education Association
National Student Speech-Language-Hearing Association
Omicron Delta Epsilon
Phi Alpha Delta
Phi Beta Lambda (General Business Organization)
Phi Mu Alpha Sinfonia (Men's Music Fraternity)
Philosophy/Religion Club
Physical Education Majors (P.E.M.) Club
Physics and Astronomy Club
Pi Gamma Mu
Political Science Society
Psychology Club
Public Relations Student Society of America
Radford University Geological Society (RUGS)
Recreation, Parks, and Tourism Club
RU Student Nurses Association
Roanoke Campus Student Nurses' Association
Sigma Alpha Iota (Women's Music Fraternity)
Social Work Club
Social Work Club at VWCC
Society for Advancement of Management
Society for Human Resource Management

Sociology and Anthropology Club
Student Council for Exceptional Children
Student Managed Investment Portfolio
Organization
Student Nurses Association
Student Personnel Association
Student Virginia Education Association
(SVEA)
Tri-M Club

Greek Letter Councils

National Pan-Hellenic Council (coordinating council for historically black fraternities and sororities)

Panhellenic Council (social sorority governing council)
Interfraternity Council (social fraternity governing council)

Interfraternity Council Fraternities

Alpha Chi Rho
Alpha Sigma Phi
Delta Chi
Kappa Delta Rho
Kappa Sigma
Phi Kappa Sigma
Sigma Chi
Tau Kappa Epsilon
Theta Chi

National Pan-Hellenic Council Sororities

Alpha Kappa Alpha Sorority Incorporated
Delta Sigma Theta Sorority Incorporated
Sigma Gamma Rho Sorority Incorporated
Zeta Phi Beta Sorority Incorporated

National Pan-Hellenic Council Fraternities

Alpha Phi Alpha Fraternity Incorporated
Kappa Alpha Psi Fraternity Incorporated
Omega Psi Phi Fraternity Incorporated
Phi Beta Sigma Fraternity Incorporated

Panhellenic Council Sororities

Alpha Sigma Alpha
Alpha Sigma Tau
Delta Zeta
Phi Sigma Sigma
Sigma Kappa

Sigma Sigma Sigma
Zeta Tau Alpha

Religious Organizations

Baptist Student Union
Calvary Bible Fellowship
Chi Alpha Christian Fellowship
Catholic Campus Ministries
Christ Gospel Ministries
Crossroads Presbyterian Fellowship
Episcopal Fellowship of Students/Canterbury House
Friends of Jesus and Lionheart Association
Hillel, B'nai Brith
Inter-Varsity Christian Fellowship
Latter Day Saints Student Association
New Life Campus Fellowship
Campus Crusade for Christ
The Zone
Tree of Life
Wesley Foundation - United Methodist Center
Young Life

Residence Hall Association

Bolling Residence Hall Council
Draper Residence Hall Council
Floyd Residence Hall Council
Ingles Residence Hall Council
Jefferson Residence Hall Council
Madison Residence Hall Council
Moffett Residence Hall Council
Muse Residence Hall Councils
Norwood Residence Hall Council
Perry Residence Hall Council
Pocahontas Residence Hall Council
Stuart Residence Hall Council
Trinkle Residence Hall Council
Tyler Residence Hall Council
Washington Residence Hall Council

Service Organizations

Alpha Phi Omega (National Coed Service Fraternity)
Circle K International (National Service Club)
Emergency Medical Services

Social Action Organizations

Activists
BACCHUS (Alcohol Awareness)

Black Male Alliance
Campus Awareness for Animal Rights
College Republicans
Educated Women of Color
Gay, Lesbian, Bisexual Student Union
Habitat for Humanity
Operation Smile
Radford Green Team
Radford University Community Corp
Women's Studies Club
Young Democrats

Sport Clubs

Ice Hockey
Lacrosse Club
Radford Redcoats
Rugby - Men's Club
Rugby - Women's Club
Wrestling Club

Student Activities

Student Activities is composed of two major programming groups for on-campus events, a comprehensive student leadership program, and the Greek Life program. These areas are designed to enhance the students' educational opportunities at Radford by allowing them to receive practical experience to supplement their classroom studies. The programming boards, the leadership program, and Greek Life, offer students the opportunity to engage in activities that assist them in their personal and professional development. Students of all majors are encouraged to participate in any of these areas.

Radford University Student Leadership Program

Leadership through Experience, Academics and Development (LEAD), is a comprehensive program jointly administered by the Divisions of Academic and Student Affairs. The program is designed to provide students with knowledge, skills, and experiences focused on leadership; to recognize students' leadership activities; to help the University develop a pool of trained and competent student leaders; and to prepare individuals to be leaders in their

communities after they graduate. Each of the three parts of the program includes specific requirements and learning outcomes:

- In the 12-hour academic component, students will systematically explore and reflect upon leadership skills as they learn the conceptual tools that support the exercise of leadership in a variety of settings. Students will first enroll in LEAD 110: Emerging Leadership. They will then select nine additional hours from a menu of existing courses submitted by departments and approved by the LEAD Advisory Board as having specific leadership content or designed to foster the development of leadership skills such as communication and teamwork.
- In the experiential component, students will be challenged to connect leadership to practice. They will reflect upon their experiences in three ways: through attending LEAD reflection/critical issues laboratories, through participating in RU leadership workshops (one-day sessions that allow for the continual training and development of members of clubs and organizations) and leadership conferences (meetings targeting specific groups throughout the Commonwealth of Virginia), and through experiential learning (service learning and internship experiences).
- Finally, in the developmental component, students will apply the knowledge and skills they acquired by taking on leadership roles. Through accepting leadership responsibilities on- or off-campus, they will gain first-hand experience while developing and fine-tuning their leadership skills. On-campus leadership opportunities include service as Peer Consultants (student leaders who receive training to assist clubs and organizations meet difficult challenges), Quest (orientation) Assistants, Resident Assistants, UNIV 100 Peer Instructors, and many others.

Upon their graduation, students who complete all LEAD requirements will receive certification of their accomplishments. For additional information about LEAD, contact Dr. Kathy Jordan, LEAD Program Coordinator at (540) 831-5483. Students who are interested in leadership opportunities apart from the LEAD program should contact the Coordinator for Student Leader Resources, Heth Student Center 205, (540) 831-5255.

Black Awareness Programming Board:

The Black Awareness Programming Board (BAP Board) serves to stimulate interest and heighten awareness of the contributions of African-Americans through educational and cultural, as well as social and entertainment, activities. All of the activities are either free of charge or at a reduced rate to all Radford University students. BAP Board is composed of nine executive members: President, Vice President, Secretary, Treasurer, Publicity Chairperson, Special Events Chairperson, Educational/Cultural Chairperson, and Social Chairperson, Historian, Members, and School Spirit Programs Chairperson of the organization serve on one of the following committees:

Educational/Cultural committee helps to select various activities including guest lectures and plays that represent BAP Board's commitment to bringing attention to diverse cultures and minority contributions to society.

Publicity committee is responsible for coordinating all aspects of public relations and promotions, including newspaper, radio and television advertisements, campus flyers and banners, and press release information for all events sponsored by BAP Board.

Social committee is responsible for handling all of the hospitality requirements and needs of the various performers or programs sponsored on campus. Committee members also make all necessary arrangements for receptions, dinners, workshops, and retreats.

Special Events committee is responsible for selecting major entertainment activities such as comedy shows or concerts. Committee members also handle general event planning.

Campus Activities Board:

Radford University's Campus Activities Board (CAB) sponsors cultural, educational, and social events including concerts, plays and shows, campus movies, comedy performances, guest lectures, and many other special events. All events are either free of charge or offered at reduced rates to all Radford University students. CAB is composed of 10 elected executive officers: President, Vice President, Secretary, Treasurer, Publicity, Historian, Concert Coordinator, Flicks Coordinator, Spectrum Coordinator, and School Spirit Programs Coordinator. Members of the organization may serve on one or more of the following committees:

Concerts committee is responsible for bringing a variety of popular musical interests to campus. Committee members prepare many behind-the-scenes aspects of the concert as well as day-of-show duties such as organizing and planning the entertainment event.

Flicks committee is responsible for bringing to campus popular films that are offered to all students at a reduced rate each weekend of the academic year. Committee members survey Radford University students to determine the upcoming movies for each semester. Members also help with the selling of tickets and projection duties for each movie.

Spectrum committee is responsible for sponsoring a wide variety of entertainment and educational programs on the Radford University campus. Committee members assist in creating a series of diverse activities, including guest lectures, comedy acts, and educational programs that help expose the University community to a wide "spectrum" of interests and creative

thinking. This committee also coordinates the efforts of CAB during events such as Quest (orientation), Highlanders Festival, Family Weekend, and other campus-wide annual events.

Greek Life:

Radford University also offers the option of getting involved in Greek Life. Ten Interfraternity Council fraternities, eight National Pan-Hellenic Council fraternities and sororities, and seven Panhellenic Council sororities represent the University. Members play an active role at RU where they engage in activities that contribute to their personal growth and community development. Philanthropy, academics, sports, and social events are some of the activities that Greek Life has to offer. Students must have and maintain a minimum G.P.A. of 2.2 or above to be a member of the Greek community.

For further information about Greek Life, contact the Greek Life Coordinator, Heth Student Center 206, (540) 831-5941.

Student Media

All student media offer an arena for student expression and serve as vehicles for communication among Radford University constituencies. Student media staff positions, open to students of all majors, provide on-the-job experience and practical education to supplement classroom experience at the University.

The Beehive, the University's yearbook, is an annual record of life at Radford University. Deriving its name from the Radford University seal, the Beehive has been published since 1925 and is one of the University's oldest traditions. Yearbooks can be ordered through the Beehive office in Heth Student Center 211. Yearbooks need to be ordered in the spring for fall distribution.

Exit 109, a literary/arts magazine, accepts artwork, creative writing and photography submissions from all students. The staff

then selects works for publication in Exit 109, which is published once a semester. The magazine is distributed on campus, and is available at the Exit 109 office located in Heth Student Center 211.

New Student Record features Radford University freshmen and other new students in a soft-cover publication. New students who plan to attend the University receive information about appearing in and ordering this publication.

Radford on Camera (ROC) is the university's student-operated television club. Producers, writers and other production personnel at ROC-TV generate a variety of original programming for the campus audience, which airs on the Res Life channel.

The Tartan is Radford University's weekly student newspaper. Like the yearbook, the Tartan is one of Radford University's longest traditions. Its name reflects the University's Scottish heritage. The Tartan is free; copies are available at more than 30 locations, including the newspaper's office in Heth Student Center 209; the Tartan is also available on-line with new interactive features at: (<http://www.thetartan.com>)

The Student Media Advertising Group (SMADS) provides advertising sales and design services for all the student media and helps manage the business side of those revenue-generating organizations.

Whim is student media's first electronic medium. A web magazine, Whim highlights the photography, writing, and electronic design skills of its student staff. Surf Whim at: www.radford.edu/~whim/.

The Student Media Committee, made up of faculty, staff, and students, oversees operations of the six student media. Student Media Committee meetings are open to the public. Call (540) 831-6381 for meeting times and places.

Radford University student media offer numerous jobs for students, including several paid positions. The Student Media Committee interviews and hires leaders for all the media, while other staff positions are usually handled within each medium. Positions available include writers, graphic designers, photographers, reporters, section editors, advertising representatives, producers, and business managers. For additional information, contact the Assistant Director for Student Media, Heth Student Center 210, (540) 831-6381.

Additional Leadership Opportunities

University Conduct System – Students have the opportunity to become involved in our conduct process in two important ways. If interested contact the Dean of Students Office at 831-5321.

Campus Conduct Board Representative – Approximately 25 student representatives are selected to serve as student “J-Board Reps.” The “J-Board Reps” serve on Campus Conduct Boards. The Conduct Boards determine if an accused student violated the Standards of Student Conduct and if so what is the appropriate sanction.

Conduct Advisor – This person is available to assist and advise the accused or accusing student involved in the conduct process. Advisers are trained and can attend conduct hearings to advise a student.

BACCHUS Peer Educators – (Boost Alcohol Consciousness Concerning the Health of University Students) Peer Educators are advised by the Office of Substance Abuse and Sexual Assault Education. Students receive training in a variety of health/wellness and social issues affecting RU students. They provide educational programs for other groups of students in an informal environment conducive to exchange and open communications. They also coordinate campus awareness events and campaigns concerning alcohol abuse and sexual assault. Members promote healthy collegiate lifestyles and positive decision-making. Call

the Office of Substance Abuse and Sexual Assault Education, 831-5709 or visit www.radford.edu/~sasae/ for more information.

Quest Assistants – Quest Assistants are upperclass student leaders who play a vital role in the implementation of Radford University’s summer orientation program, Quest. Quest Assistants serve as academic and peer counselors and group facilitators of the orientation activities. For additional information, contact the Office of New Student Programs at 831-5923 or nsp@radford.edu.

Peer Consultants - Available through the Student Leader Resources Office. Peer consultants receive instructional training through a three-credit hour academic course and become knowledgeable in topics or areas that deal with the overall development of clubs and organizations on the Radford University campus. They are then made available to consult with clubs and organizations.

Resident Assistants – A Resident Assistant (RA) is responsible for a floor or wing of residents. RAs serve as facilitators to encourage a cooperative and considerate group living environment. They accomplish this by initiating and organizing floor/wing/hall programs and activities.

Student Admissions Representatives – The Student Admissions Representatives program has three major goals. First, the program seeks to recruit, select, and train an outstanding group of students to conduct tours of the campus and serve as hosts for RU visitors. Second, the program promotes the campus tour as a means for visitors to learn about life at RU and get their questions about the campus, programs, special services, and RU resources answered. Third, the program seeks to present a positive and accurate image of RU, to promote good public relations with visitors, and to provide an opportunity for enrolled students to become informed about and actively

involved in the promotion of their University. Students should contact the Office of Admissions for information.

Student Government Association – (See pgs. 34-35)

University 100 Peer Instructors – Peer instructors co-teach University 100, Introduction to Higher Education, with a faculty or staff instructor. Peer instructors help build community within the classroom by facilitating activities that help students get to know each other and teach skills designed to enhance academic success. They serve as role models and mentors to new students in order to guide and support them as they make the transition to RU.

Student Governance

Students are involved to a significant degree in the internal governance of the University. Elected or appointed representatives of the student body serve side by side with members of the faculty and administration on the policy recommending councils and committees.

Student members of University councils and committees are appointed by the Student Government Association.

Information about the membership and function of the University committees and councils may be obtained at the Office of the Dean of Students.

Student Government Association

The Student Government Association exists at Radford University to facilitate the representation of student opinion. Every student becomes a member of the association upon matriculation with the University.

The Student Government Association is composed of the following:

Executive Officers – The administrative and coordinating body for all phases of the Student Government Association. The four executive officers of SGA include the

president (chairs the Senate), executive vice president (coordinates SGA workshops, university and student forums, oversees the SGA councils and committees), the legislative vice president (vice chair of the Senate, coordinates appointments to University committees and councils, chairs the Electoral Board and coordinates SGA constitutional revisions), and the finance vice president (chairs the SGA Student Finance Committee and oversees the allocation of student activity fees.) These officers are elected by the student body.

Senate – The primary legislative body of the SGA which acts as an organ for student expression and participation in campus policy decisions. The voting membership of the Senate includes the four executive officers, six class senators (elected by each of the classes), seven college senators (elected by the students in each of the academic colleges), one senator elected by pre-majors, one on-campus senator, and one off-campus senator. Non-voting members of the Senate include the SGA Cabinet officers, three senators-at-large elected by the student body and the chairs of each of the following SGA councils/committees: Off-Campus Student Council, Diversity Promotions Council, Black Student Affairs Council, International Student Affairs Council, Graduate Student Council and the Athletic Promotions Committee.

Cabinet and Staff– Members of the cabinet and staff serve in an advisory capacity to the executive officers and perform various staff functions for the SGA. Cabinet membership includes the SGA treasurer, Communications Director, SGA secretary, Chief of Staff, and SGA's Webmaster. Staff positions are appointed by the SGA President and generally include a Judicial Affairs Officer, an Honor System Promotions Coordinator, and other special assistants as needed.

Off-Campus Student Council – Composed of off-campus student representatives who represent off-campus student opinion,

provide services for off-campus students and seek to resolve issues of concern to them. Visit the Off-Campus Student Council's Web-page at <http://www.radford.edu/~ocsc>

Black Student Affairs Council – A representative body that addresses issues of concern to black students, facilitates the cooperation and coordination of efforts of clubs and organizations that focus on black student programming and services, and seeks to promote appreciation of campus diversity.

International Student Affairs Council – A representative council that addresses issues of concern to international students, facilitates and coordinates international related activities sponsored by various student organizations, and seeks to promote appreciation of campus diversity.

Graduate Student Council – The Graduate Student Council represents the interests of graduate students in all University matters, provides a communication link between graduate students and university policy-making bodies, and works directly with the Dean of the Graduate College. Specifically, the GSC solicits and presents graduate student opinions and concerns and serves as an advocate for the development of policies that meet the needs of graduate students. In addition, the GSC works to help the University improve graduate education programs, and the quality of graduate student life on campus.

You can reach the Graduate Student Council through its website at www.radford.edu/~gac-web.

Athletics Promotion Committee – This committee focuses on enhancing attendance and school spirit at our athletic events.

We hope that you will find an area of interest and that you will become actively involved in the Association by serving in one of the many positions which are open to you. We also will welcome any suggestions that you may have to help us better represent

your interests and serve your needs at Radford University. Our office is located on the second floor of Heth Student Center, and our telephone number is (540) 831-5418 or visit our website at <http://www.radford.edu/~SGA>. Please feel free to call upon us when you have a question or suggestion.

Student Finance Committee – This committee recommends the allocation of student activity fees. Most allocations are subject to the approval of the SGA Senate and the Vice President for Student Affairs.

Standards of Student Conduct

Radford University is a community of scholars and learners in which the ideals of freedom of inquiry, thought, expression and the individual are sustained. With these ideals comes the responsibility of every student to hold him/herself to the standards of the Radford University community set forth in its policies.

University and Student Responsibilities

Radford University promotes community standards through education. The University has a duty to protect its educational purpose by setting standards of scholarship and conduct. The guiding principle of University regulations is to promote student responsibility and accountability while protecting the community as a whole. Students have the responsibility to follow all regulations outlined in this policy. Radford University, therefore, has the responsibility to provide an environment during the conduct process that is:

- free from discrimination and harassment on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation
- fundamentally fair
- inclusive of the option for a hearing and an appeal as outlined in this policy

University Jurisdiction

The University has jurisdiction over any student or student organization alleged to have violated the Standards of Student Conduct. Off-Campus violations can also subject an alleged violator to the jurisdiction of the University Conduct System when the University determines the violation is threatening or disruptive to the safety of members of our University community or to the educational process of the University. University jurisdiction also extends to any misrepresentation or fraud related to a student's application for admission or readmission. The term "student" means a person taking or auditing courses at Radford University either on a full or part-time basis, which includes, but is not limited to the following: between terms, during vacation periods, during orientation and summer break.

Off-Campus Behavior

Off-campus incidents are typically referred to the local police department, but the University reserves the right to investigate and take action when an off-campus offense involves a Radford University student and violates the Standards of Student Conduct. University conduct proceedings may be instituted against a student charged with a violation of a law which is also a violation of policy without regard to pending litigation in court or to criminal arrest or prosecution. Conduct proceedings may be carried out prior to, simultaneously with or following legal proceedings off campus.

Inherent Authority

The University reserves the right to take necessary and appropriate action to protect the safety and the well-being of the campus community and its members.

Interim Administrative Action

The Vice President for Student Affairs, or her/his designee, may defer procedural due process and enforce an interim action if necessary to maintain safety and order. Any student that has had interim action taken will be afforded a case resolution or a conduct hearing, as soon as it is practical.

Student Contact Information

All students are responsible for maintaining their current address and phone number with the Registrar's Office.

Modifying the Standards of Student Conduct

The University reserves the right to amend the Standards of Student Conduct at any time. Communication of any changes will be made to the University Community in a timely fashion.

Policy Interpretation

The Office of the Dean of Students is the final authority in defining and interpreting the Standards of Student Conduct and conduct procedures.

Honor Code

Honor Code Pledge:

I do hereby resolve to uphold the Honor Code of Radford University by refraining from lying, from the stealing or unauthorized possession of property and from violating the Standards of Student Academic Integrity.

The Radford University Honor Code provides the foundation for a university community in which freedom, trust and respect can prevail. In accepting admission to Radford University, each student makes a commitment to support and uphold the Honor Code without compromise or exception.

All students enrolled at Radford University agree to refrain from:

1. Lying- A misrepresentation of the truth which misleads another.

2. Stealing and Possessing Unauthorized Material- The unauthorized appropriation, possession or use of the property of another; forgery, or the misuse of non-transferable documents or instruments.

3. Cheating- The possession, receipt, use or

solicitation of unauthorized materials, information, notes, study aids or other devices in any academic exercise. This includes unauthorized communication of information before, during and after an academic exercise.

4. Fabrication and Falsification- The unauthorized alteration or invention of any information or citation in an academic exercise.

5. Multiple Submission- The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

6. Abuse of Academic Material- Destroying, stealing or making inaccessible library or other academic resource material.

7. Complicity in Academic Dishonesty- Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

8. Plagiarism- Presenting the work of another as one's own.

For more information on the Honor Code including tips on how to avoid plagiarism please visit <http://www.radford.edu/~dos-web/academicintegrity.htm>.

Prohibited Conduct

While the following statements are not inclusive of all prohibited conduct, they constitute the official record of all general conduct rules and regulations at Radford University. Individual students and student organizations are expected to abide by these rules and regulations.

The following is a listing of prohibited conduct:

9. Accessory

Abetting or being an accessory to a violation of the Standards of Student Conduct.

10. Alcohol

- Possession or use of alcoholic beverages by any student under the age of 21;
- Providing alcohol to anyone under the age of 21;
- Possession of common containers (i.e. kegs) on University Property;
- Public intoxication;
- Having an open container of alcohol in public;
- Transporting unconcealed or open alcohol containers in public on Radford University property;
- Violating local and state alcohol laws;
- Serving alcohol to students on University property and at off campus University sponsored events without prior approval from the Vice President for Student Affairs.

11. Bicycles, Skateboards, Skates

Potentially dangerous or damaging use to self, property or others, of skateboards, bicycles, scooters or skates. The use of skateboards is permitted only on sidewalks and parking lots unless otherwise posted. Bicycles must be parked in bike racks and other designated areas.

12. Boarding Policy

Residing in off-campus housing unless the student:

- Lives with relatives or guardians who are 21 years of age or older and are permanent residents within commuting distance of the University;
- Is currently or previously married;
- Has appropriately documented extreme emotional or physical problems;
- Has served at least one year active duty in the military forces;
- Has already completed four full semesters as an on-campus resident prior to the contract period, unless otherwise stated by the President of Radford University;
- Has received permission from the Vice President for Student Affairs or appropriate designee.

13. Damage to Property

Littering, damaging or destroying University property or the property of others.

14. Disorderly Conduct

Disrupting the regular or normal function of the Radford University community, including behavior which breaches the peace or violates the rights of others.

15. Drugs

Possession, use, distribution, sharing, manufacturing or sale of any controlled substance or illegal drug, or the possession of paraphernalia in conjunction with drugs or drug residue.

16. Endangering Conduct

Any act that imperils or jeopardizes the health or safety of self or others.

17. Failure to Comply

Failure to comply with the directions of University officials or those appointed to act on behalf of the University in the performance of their duties.

18. Failure to Evacuate

Failure to evacuate immediately any University building during a fire alarm or other emergency.

19. Failure to Report Violations of a Health or Safety Risk

Failing to report immediately any serious health or safety risk to the Police, the Dean of Students Office or other appropriate University personnel.

20. Fire/Emergency Threat

Starting a fire or creating a fire hazard, including false alarms by setting off the fire alarm system, making a bomb threat or creating a false emergency of any kind.

21. Fire Hazards

Possession and/or use of candles, lanterns, oil lamps, burners or dried vegetation as well as extension cords and other devices or materials which may create a fire hazard if used without authorization or in unauthorized areas.

22. Fire Safety Equipment

Tampering with, damaging, disabling or misusing fire safety equipment.

23. Fireworks and Explosives

Unauthorized use, possession or storage of fireworks or explosives on Radford University property. Unauthorized use, possession or storage of hazardous chemicals that could pose a health risk, either by themselves or in conjunction with other chemicals.

24. Guest Responsibility

Failure to inform guests, both student and non-student, of University policies. Radford University students are responsible for their guests' actions while on campus.

25. Harassment

Conduct that is directed at a person or group of persons including curses, epithets or slurs which creates a present danger of a violent reaction or breach of the peace; or causes such violent reaction or breach of the peace. Conduct that attempts to interfere with an individual's personal safety or daily pursuits.

26. Hazing

Hazing, encouraging, facilitating or allowing hazing by any organization or by any individual on behalf of an organization or group (recognized or not recognized by the university), of an individual, organization, or visitor within the Radford University community. Hazing is any action or situation requiring inappropriate behavior, creating an atmosphere of servitude, or allowing potentially dangerous, demeaning, humiliating, ridiculing or degrading activities regardless of intent or consent of the participant(s), by a group(s) or a member of a group(s) on an individual as a part of membership or as part of initiation.

27. Invasion of Privacy

Transmitting, recording or photographing the image or voice of another person without his/her knowledge or consent while in an environment that is considered private or

where there is an expectation of privacy, such as a residence or bathroom.

28. Lewd, Obscene or Indecent Behavior

Any conduct that is offensive to accepted standards of decency such as public nudity.

29. Meetings and Events

Publicizing an event before scheduling confirmation has been completed and the proper approval has been received.

30. Objects Dropped or Thrown

Causing an object to fall from buildings or other elevated areas.

31. Pet Policy

Having an animal other than fish and properly attended assistance animals for individuals with disabilities, in University buildings or on the athletic fields or paths at the Dedmon Center complex. Authorized exceptions will be made regarding animals contained for and involved with academic research. All pets are to be properly leashed and attended to while on campus. All solid waste matter must be disposed of properly.

32. Physical Abuse

Any action that causes physical injury or physical discomfort.

33. Physical Abuse - Threat

The use of actions or speech to express or suggest intent to physically injure an individual(s), or causing a person to have a reasonable apprehension that harm may occur.

34. Registration of Criminal Record

Failure to report federal or state probation, felony criminal charges or conviction of a felony to the Dean of Students within 15 University business days following registration with Radford University, or the charges being brought or conviction.

35. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors or other verbal and physical

conduct of a sexual nature when at least one of the following conditions is met:

- Submission to such conduct is made either explicitly or implicitly as a condition of an individual's employment, membership or education;
- Submission to or rejection of such conduct by an individual is used as the basis for employment, membership or academic decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive work, academic or living environment.

36. Sexual Misconduct

Sexual conduct without consent or sexual conduct that occurs after consent has been withdrawn, which causes physical or emotional discomfort to the victim. To constitute sexual misconduct, the sexual conduct must meet one of the following criteria:

- the sexual conduct is not consensual;
- the sexual conduct includes force, threat(s) or intimidation;
- the sexual conduct occurs when the victim is mentally or physically helpless, such as when under the influence of alcohol or other drugs or when the victim is a minor.

37. Smoking

Smoking inside University buildings except in designated smoking areas.

38. Student I.D. Cards

Failure to carry a valid Radford University I.D. card at all times when on University property. Transferring and or duplicating University I.D. cards. I.D. cards must be provided upon request to any individual acting on behalf of the University in the performance of his/her official duties.

39. Solicitation Activities

Any type of door-to-door sales or

solicitation that inconveniences, harasses, or annoys other members of the University community. Solicitation not in accordance with state or local law or without the permission of the Director of Student Activities or the Director of Residential Life. Organizations and/or individuals that are not affiliated with the University may not conduct solicitations on the Radford University campus without permission from the Director of Student Activities.

40. Unauthorized Building/Facility Use

Unauthorized presence on, in or use of University premises, facilities or property.

41. Vehicles

Driving motorized vehicles on campus grounds or sidewalks unless authorized by University Police.

42. Verbal Abuse

The intentional use of obscene or profane language or the intentional use of abusive verbal conduct directed toward an individual or individuals.

43. Violations of Law

Violation of federal, state or local law.

44. Violations of Other University Regulations

Violation of any University rule or regulation.

45. Weapons

The unauthorized use, possession or storage of firearms, ammunition, weapons or realistic replicas of weapons on Radford University Property. Firearms are defined as any weapon that fires projectiles. Weapons include any object or substance designed or used to inflict a wound, cause injury or incapacitate. Paintball guns may not be used or stored on Radford University property without prior approval from the Office of the Dean of Students.

Residence Hall Policies

Where applicable, policies are in effect for all students, those who live in campus housing, as well as those who live off campus. The following is a list of prohibited conduct:

46. Active Sports:

Participating in active sports in areas that are not designated for that purpose.

47. Appliances:

Possessing items used to cook food or to heat a room. Possessing items with exposed heated coils/elements or halogen bulbs. Possessing microfridges in non-designated residence halls.

48. Appliance Amperage:

Having a refrigerator or other electrical devices that draw more than 2 amps.

49. Bed Guidelines:

Not complying with guidelines for loft and non-university beds, as established by the Office of Residential Life.

50. Bed Requirements:

Possessing waterbeds or beds larger than twin-size.

51 Cords:

Placing cords, which utilize electricity including those for telephones, computers, and stereo speakers, under an item such as a rug.

52. Entering/Exiting Buildings:

Entering or exiting buildings in any way other than through an authorized doorway.

53. Exterior Door Usage:

Propping or attempting to force open exterior building doors once locked. Entering a side door once it has been locked unless authorized by an appropriate Residential Life staff member.

54. Guest Escort Policy:

Having a guest unescorted by his/her hosts after open visitation hours have ended. Not having a specific host immediately present in the building. Open visitation hours are

Sunday – Thursday 8 a.m. – midnight and
Friday – Saturday 10 a.m. – 2 a.m.

55. Guest Occupancy:

Having more than three (3) registered guests in any student room after open visitation hours have ended unless permission is granted by the Resident Director. Having guests visit more than two consecutive nights unless permission is granted by the Resident Director.

56. Guest Visitation, Lodging:

Hosting an overnight guest without permission from the resident's roommate(s) prior to the guest's arrival. Only same sex individuals as the host may be lodging guests and they must be registered by midnight by a residence hall staff member.

57. Guest Visitation, Non-Lodging:

Hosting a non-lodging guest after open visitation hours have ended without permission from the resident's roommate(s) prior to the guest's arrival. Only currently enrolled Radford University students may be non-lodging guests and they must be registered by midnight by a residence hall staff member.

58. Incense:

Burning incense in living areas that are designated smoke-free.

59. Items Hanging From Ceiling:

Attaching items to the ceiling of the room or hanging items in such a way as to cover the ceiling.

60. Key responsibility:

Loaning or giving a key to another person or using a key to admit an unescorted, non-resident of a hall.

61. Odors:

Having odors that originate from inside a student room that are detectable outside the room.

62. Paths of Egress/Entrance:

Obstructing the safe and efficient egress or entrance in rooms in any way, including the narrow corridor and windows.

63. Power Strips:

Possessing multiple-outlet connections unless they are a "temporary" power strip (or box) with a built-in circuit breaker that is clearly marked, carry an Underwriter's Laboratory (U.L.) approval, have a maximum load of 15 amps, and are plugged directly into a wall electrical outlet. Possessing an extension cord or configuring cords to function as extension cords.

64. Quiet Hours:

Not adhering to minimum mandatory quiet hours in and around residence halls. Quiet hours are Sunday evening - Friday morning, 8 p.m. - 9 a.m., and Friday evening - Sunday morning, midnight - 9 a.m.

65. Quiet Hours at Other Mandated Times:

Not adhering to quiet hours in areas and at times designated by the Office of Residential Life.

66. Quiet Hours for Courtesy:

Not adhering to a courteous level of sound at any time.

67. Removal of University Property:

Removing University property from its Residential Life designated location except with prior approval by the Resident Director.

68. Room Assignment:

Living with anyone other than an assigned roommate(s) in an assigned space.

69. Room Condition:

Keeping student rooms and bathrooms in unclean and/or unacceptable condition, including when preparing for University breaks.

70. Room Entry:

Entering another student's room without the invitation of the room resident at the time of entry.

71. Room/Suite Capacities:

Having more than 10 people per room and 20 people per suite.

72. Safety Regulations:

Not complying with school, state, national, etc. safety regulations as communicated by the Office of Residential Life or other University departments.

73. Student Responsibility:

Behaviors which are in violation of the Student Code of Conduct, whether the violation occurs in a student's presence or in a student room or common areas.

74. Sundecks:

Entering or utilizing roof areas outside designated sundeck areas or usage times. Leaning or sitting on retaining walls.

75. Unattended Appliances:

Not constantly attending or not turning off authorized appliances in authorized areas.

76. Wall Coverage:

Placing items on walls, doors or door frames in non-designated locations as communicated by Radford University.

77. Window Screens:

Removing a screen from its window casing.

Information Technology Resources and Student Computing Policies

The following policies govern the use of Radford University computers, networks, and information systems by Radford University students. Detailed information concerning Information Technology Resources and Student Computing Policies may be found online at <http://www.radford.edu/~dos-web/handbook.htm>.

78. Students are responsible for all activity that occurs in or through their account and on their computers.

- Students shall not share access to individual computer accounts.

- Students shall keep passwords secret.

79. Students may only access information that is their own, information to which they have been given explicit (documentable) authorization to access or public information.

80. Students shall abide by all relevant state and federal laws governing copyrights, trademarks, licensing terms for corporate software, ownership of information and related material.

81. Students shall not interfere or attempt to interfere in any way with the normal operation, integrity, validity or security of any University or non-university information systems(s).

- Students shall abide by the regulations posted in computer laboratories and on University systems.
- Students shall not attempt to guess or steal system passwords or use system accounts.
- Students shall not use other computers or programs to decode passwords, access system control information, or monitor system or network communications.
- Students shall not intentionally monopolize or waste resources such as Central Processing Unit (CPU) time, network bandwidth, disk storage, printers, paper, manuals, et cetera.
- Students shall report possible security violations and /or problems to appropriate University systems administrators.
- Students shall provide University officials with unencrypted files necessary for the investigation of alleged violations of University computing policies. Failure to cooperate with such investigations will result in suspension of computer privileges.

82. Students may not use University systems to store or transmit or store obscene or pornographic material in violation of state

and federal law.

83. University systems may not be used for ongoing commercial or business enterprises or for any unauthorized mass mailings.

84. Students shall not use University systems to abuse, harass, defame, intimidate or otherwise annoy an individual or individuals.

McConnell Library Policies

The following policies govern the Radford University student use of McConnell Library. Detailed information about McConnell Library and its other policies may be found online at <http://www.radford.edu/~dos-web/studenthandbook.html>

85. Students must use their own I.D. card to check out library material.

86. All students are personally responsible for the safety, proper use and timely return of all library material checked out by them. Overdue fines, replacement costs and other fees are the responsibility of the student to whom the material is checked out. Students with outstanding library debts will have their borrowing privileges suspended and will be unable to register for classes, receive transcripts or graduate until the debt is paid.

Conduct Information and Procedures

Alleged violations of the Standards of Student Conduct should be reported to a faculty or staff member in the area in which the violation occurred or to the Office of the Dean of Students. Reports of alleged violations may be handled in one of three ways:

Verbal Conduct Warning: Used when the alleged violation is minor and may result in the following sanctions: an educational task, restitution, prohibiting further contact with designated persons, removal of unauthorized or offensive property or require that an academic assignment be repeated. An internal record of the verbal warning is kept

by the issuing faculty or staff member.

Written Conduct Warning: Used when the suspected violation is minor and provides a low-level response while creating an official record. A written warning may result in the following sanctions: an educational task, restitution, prohibiting further contact with designated persons, removal of unauthorized or offensive property or require that an academic assignment be repeated. A copy of the written warning is filed with the Office of the Dean of Students.

Conduct Charges: Used whenever the seriousness of an offense warrants sanctions, when a person has already received a written conduct warning concerning the same offense or when a person has received two written conduct warnings for separate offenses.

Procedures for Handling Conduct Charges for Violations of the Standards of Student Conduct.

1. Any individual may refer a student to the Office of the Dean of Students for Conduct charges. If the incident occurred in University Housing the student should be referred to the appropriate Residential Life staff member. If the incident concerns academic integrity then it should be referred to the faculty member for the course. Conduct Referrals generally will be delivered to the appropriate office within 10 University business days after the student has been identified as the alleged violator.
2. Upon the receipt of a Conduct Referral, the University Representative (Conduct Coordinator or Faculty member) will determine if sufficient evidence is present for charges to be filed against the alleged violator. If charges are filed, then the alleged violator will typically be delivered or mailed the charges within 15 University class days of the alleged violator being identified. Faculty members pursuing

charges of academic dishonesty should contact the Academic Dishonesty Case Coordinator prior to the filing of charges.

Procedures for Resolving Conduct Charges for Violations of the Standards of Student Conduct.

1. Case Resolution: The University Representative may offer an alleged violator a case resolution. The University Representative will meet with the alleged violator to review the charges and the options they have available to them to resolve the matter. The alleged violator can have 48 hours to decide which option he/she would like to utilize to resolve the charges.

- a. If an alleged violator accepts responsibility for the alleged offense then the University Representative will assign the sanction. If the alleged violator does not agree with the sanction(s) he/she may request that the Dean of Students, the Director of Residential Life or their designee review the sanction(s) to determine appropriateness. Requests for review of sanction(s) must be delivered in writing to the appropriate office within 48 hours of being assigned the sanction(s) or by 9:00 am on the next University business day if the deadline falls on a weekend.
- b. If the alleged violator does not accept responsibility for the alleged offense then the Notice of Conduct Charges, the Case Resolution and any other supporting documentation will be referred back to the Office of the Dean of Students or Office of Residential Life. A Conduct Hearing will then be conducted to determine if the alleged violator is in violation and if so to determine the sanction(s).
- c. Any student who fails to attend

a scheduled Case Resolution meeting may have a hold placed on their registration until they have met with the University Representative and reached a resolution or until a hearing has been completed.

2. Conduct Hearing: If an alleged violator rejects or does not attend the Case Resolution or if the University Representative does not feel that a Case Resolution is appropriate, then a Conduct Hearing will be convened. If a residence hall Conduct Hearing is appropriate, the Conduct Hearing will be scheduled with Residential Life Staff. Those cases not appropriate for a residence hall Conduct Hearing will be conducted by the Campus Conduct Board or an Administrative Hearing Officer.

Conduct Hearing Guiding Principles:

- a. An alleged violator may request a pre-hearing conference prior to his/her conduct hearing.
- b. An alleged violator will have at least 48 hours notice of a hearing or the notice will be posted 5 University business days prior to the hearing.
- c. A complete witness list must be turned into the Case Coordinator two University business days prior to the hearing.
- d. Students may request, in writing, a list of all witnesses and access to all physical evidence.
- e. The standard of proof in all conduct disputes is a preponderance of the evidence.
- f. No character witnesses or irrelevant behavior will be considered in a hearing.
- g. An alleged violator may select an advisor to be present at the hearing that may confer and give advice to the student in a quiet, confidential and non-disruptive manner. An advisor must be a full time Radford University student. A list of trained advisors is available in the Dean of Students Office.

h. An alleged violator may bring to the hearing a maximum of four non-participating observers from the following categories: members of the immediate family, legal guardians, counselors, and attorneys. Non-participating observers are not able to speak or participate during the Conduct Hearing.

3. Mediation

Students may be given the option of entering into mediation to resolve a dispute. Information on the mediation process, how it works, what it can and cannot do and how to initiate mediation is available through the Office of the Dean of Students or the Office of Residential Life.

Conduct Sanctions

A sanction is a consequence placed upon a student for violating the Standards of Student Conduct. The purposes of imposing sanctions are two fold: one, to protect the University community from behavior which is detrimental to the educational mission of the University and/or the University Community; and two, to assist students in identifying acceptable parameters and understanding the consequences of future behavior.

A sanction(s) imposed by the university upon a student may be enhanced if it is found that the victim or victim's property was intentionally selected because of the victim's actual or perceived race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation.

Typically a student charged with "accessory" will be subject to the same sanction(s) as a perpetrator of the actual violation.

Sanctions which may be assigned individually or in combination include the following:

- **Written Warning** - Official record that

a student has been warned about behavior.

- **Removal of Property** - Required removal of property.
- **Restitution** - Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.
- **Fees** - Monetary requirements based on the resolution of a case.
- **Restriction of Activities or Privileges** - Restriction of active status or participation in any and/or all organized university activities other than required academic endeavors for a designated period of time.
- **Educational Task** - Completion of a task which benefits the individual, campus or community.
- **Conduct Probation** - A period of self reflection which can last up to 32 weeks, during which a student is on official warning that subsequent violations of University rules, regulations or policies are likely to result in a more severe sanction including suspension or dismissal from the University.
- **Additional Stipulations**- Stipulations added to sanctions indicating additional actions that a student must complete and/or follow.
- **Academic Grade Penalty** – Recommendation to a faculty member for a grade reduction on an assignment or in a class that is a result of an Academic Integrity violation. Once a student has received notice that he/she has been charged with an academic integrity offense, the student will not be permitted to withdraw from the course with a "W" unless the procedures for handling the violation results in no

grade penalty.

- **University Housing Relocation** - Required movement to another room, hall or quad with the Director of Residential Life or his/her designee having final approval. Once assigned this sanction, students must relocate in no more than 24 hours, after which the relocated student cannot enter the building he/she was removed from throughout his/her term of probation without permission from the Director of Residential Life or designee.
- **Removal from University Housing** - Required removal from University Housing with the Director of Residential Life or his/her designee having final approval. This action occurs without the refund of room fees. Once assigned this sanction, students must move within the designated time required, after which the removed student cannot enter University Housing without permission from the Director of Residential Life or designee.
- **Administrative Removal from an Academic Course** - Required removal from an academic course with the college Dean or his/her designee having final approval. A student given this sanction will be given a "W" or "F" in the course as is consistent with the Radford University withdrawal policy.
- **Conduct Suspension** - Temporarily canceling a student's enrollment at Radford University with the Dean of Students or his/her designee having final approval. A student cannot graduate while suspended. Once assigned this sanction, students are immediately removed from their classes and banned from University property. A student cannot enter University property during his/her term of suspension without prior permission from the Dean of Students or designee. Any classes taken at another institution during this period of

suspension cannot be transferred to Radford University.

- **Dismissal** - Permanently canceling a student's enrollment at Radford University with the Dean of Students or his/her designee having final approval. A dismissed student cannot reenroll or graduate from Radford University. Once assigned this sanction, students are immediately removed from their classes and banned from University property. A student cannot enter University property once dismissed without prior permission from the Dean of Students or designee.

Hearing Appeal Procedures:

A student found responsible for a violation of University policy during a Conduct Hearing may request an appeal for one of the following reasons:

- Insufficient evidence that a policy was violated;
- A procedural error in resolving the case;
- Sanction inappropriate for the circumstances for the violation;

An appeal to the Dean of Students or designee (or to the Director of Residential Life or designee if originally heard in Residential Life) must be made in writing within 72 hours, of receipt of the original written decision, or by 9:00 am on the next University business day if the deadline falls on a weekend or after 5:00pm on a weekday. Typically a decision will be rendered within five to ten University business days, unless the sanction includes suspension or dismissal. After review, the Dean of Students, Director of Residential Life or designee may:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Reduce the sanction(s) of the original hearing authority;
- Refer the case to an appeal hearing.

A subsequent appeal, which is permitted only in cases of suspension or dismissal, must be submitted to the Vice President for Student Affairs or designee within 48 hours of the alleged violator receiving the previous appeal decision in writing, or by 9:00 am on the next University business day if the deadline falls on a weekend or after 5:00 pm on a weekday. The Vice President for Student Affairs or designee may either:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Reduce the sanction(s) of the original hearing authority;
- Uphold the appeal decision made by the Dean of Students or designee;
- Refer the case to an appeal hearing.

The decision of the Vice President for Student Affairs or designee in all conduct related matters is the final decision for the University.

Student Conduct Records

Retention - Student Conduct Records will be maintained for seven years or two years post graduation, whichever comes later. Any student record with an outstanding sanction, suspension or dismissal will be kept indefinitely.

External Release of Student Conduct Records - External release of records will occur in accordance with Federal law. Records will be released outside of the University system with the students written consent unless the incident was resolved prior to the start of the Fall 2003 academic year in which case records will be released when the following conditions are met and the student has provided written consent:

- A student has been dismissed from the University for conduct reasons;
- A student has been suspended from the University for conduct reasons;

- A student has not completed serving his/her term of 20 or more weeks of conduct probation.

Student Expression

Students, both individually and collectively, are encouraged to express their views through the normal channels of communication. Students are also free to express their views by demonstrating peacefully and constructively for concepts and beliefs they wish to make known. The University is obligated to protect the rights and freedoms of those students who choose not to participate in a demonstration, as well as being obligated to protect property and prohibit interference with scheduled activities of students, faculty, staff and any person who may be a guest on campus. The Heth Plaza has been designated as the Free Speech Area at Radford University for demonstrations or peaceful assemblies. Standard reservation procedures must be followed if a demonstration is to be held on campus, this includes registering the event with the Information Planning Office in Heth. Exceptions can be made for alternative sites on campus, as needed, by the Director of Student Activities. Outdoor on-campus activities involving the use of amplified sound must be approved by the Director of Student Activities. Persons who are unsure about the applicability of the policy should contact the Director of Student Activities or the Dean of Students prior to the activity. Persons who are not members of the Radford university community are free to express their opinions at demonstrations providing they are sponsored by a recognized campus student organization.

Sexual Harassment Policy

Radford University is committed to creating and maintaining a work, academic and living environment which is free of conduct and communication of a sexual nature that interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive work, academic or living environment. Sexual

harassment may result in criminal and/or civil legal action. It is also a serious violation of Radford University's values and expectations. Thus, it may also be address through the University conduct process and/or personnel policies. The Radford University Sexual Harassment policy and assistance in addressing policy violations may be obtained from the Office of the Dean of Students, the Office of Substance Abuse and Sexual Assault Education, or the Social Equity Office in Human Resources. Specific information concerning what constitutes sexual harassment may be found in section 35 of the Standards of Student Conduct.

Statement on Sexual Misconduct

Radford University is committed to raising the awareness of students, staff and faculty regarding the issue of sexual misconduct. The University strives to maintain a safe campus learning environment, to provide prompt and compassionate support services for victims of sexual misconduct and to strictly enforce its sexual misconduct policy. Allegations of sexual misconduct, including acquaintance rape, may result in conduct charges under the Radford University Standards of Student Conduct and criminal and/or civil legal action. Sexual misconduct is a serious violation of Radford University's values and expectations. Specific information concerning what constitutes sexual misconduct may be found in section 36 of the Standards of Student Conduct.

Sanctions for Sexual Offenses: Violations of these policies are very serious. Students found in violation of these policies may face conduct probation, suspension or dismissal from Radford University depending upon the circumstances and severity of the incident.

SEXUAL OFFENSES

Recommendations/Options – A victim of a sexual offense has a number of options to consider. Radford University strongly recommends that a victim pursue these options. A victim may:

- Seek medical attention, if appropriate. It is important to seek medical attention to be examined for the possibility of injury or sexually transmitted diseases. It is also important to preserve physical evidence in the event the victim should decide to prosecute.
- Obtain counseling. Counseling resources, which are available at no cost to students, are listed at the end of this section.
- Refer the student for conduct charges. If the individual is a Radford University student, the victim may initiate University action through the Office of the Dean of Students, Residential Life, or University Police. If the individual is a Radford University faculty or staff member, the victim may initiate university action through the Office of the Dean of Students, the Radford University Department of Human Resources, the Office of Substance Abuse and Sexual Assault Education, or University Police.
- File criminal charges through the Commonwealth of Virginia. Charges may be filed through either the city or University police.
- Change the academic/on-campus living situation. The victim is entitled to request, and the University will reasonably attempt to accommodate, a change in on-campus living arrangements, class schedules and other accommodations deemed necessary as a result of the incident. Consult with the Dean of Students Office and/or the Office of Residential Life regarding these arrangements.

Resources – The following resources are available to a victim of a sexual offense.

- Carilion New River Valley Medical Center, Emergency Room, 2900 Tyler Ave., (540) 731-2000
- Women's Resource Center Sexual Assault Crises Hotline, (540) 639-1123 (24 hours)

- Office of Substance Abuse and Sexual Assault Education, Tyler Hall Lower Level (540) 831-5709
- Center for Counseling and Student Development, Tyler Hall, lower level, (540) 831-5226
- Office of the Dean of Students, Heth Hall, (540) 831-5321
- Office of Residential Life, Tyler Hall, lower level, (540) 831-5375
- Student Health Center, Moffett Hall Lower Level, (540) 831-5111
- University Police, Russell Hall, (540) 831-5500
- Commonwealth Attorney, (540) 731-3690
- Radford City Health Department, 212 3rd Ave., (540) 831-5774
- Radford City Police Department, 601 1st St., 911 or (540) 731-3627
- Radford University Department of Human Resources, 704 Clement St., (540) 831-5421

Educational Programs – Information about educational programs focusing on the awareness and prevention of sexual misconduct and sexual harassment is available through the Office of Substance Abuse and Sexual Assault Education, Tyler Hall, (540) 831-5709.

Campus Security

Students wishing to gain access to information concerning campus security and crimes that occurred on campus should contact the Radford University Police Department located in the lower level of Russell Hall or may visit them on the world wide web at <http://www.radford.edu/~police>

Family Educational Rights and Privacy Act

Radford University student record policies and practices are in full compliance with state and federal laws (FERPA).

Upon request, the university will grant students who are or have been in attendance,

access to their educational records except those excluded by law, and will provide an opportunity for a hearing to challenge such records.

The university will not release information about a student from records, except directory information, to people other than a specified list of exceptions without obtaining the written consent of the student.

A full statement of the Family Educational Rights and Privacy Act and information explaining how students may exercise the rights accorded them by this policy are available from the Registrar's Office and the Office of the Dean of Students.

University and federal laws permit the University to release information it has identified as directory information with respect to each student unless the student informs the University that any and all information designated should not be released without the student's prior consent. Requests for the restricted release of directory information should be filed at the Registrar's Office.

The University has identified the following as directory information.

- Student's name, local and home address, phone listing, e-mail address
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Classification

If a student has a complaint about the University's compliance with state or federal laws concerning student records, the student is encouraged to register that complaint with a University official. While most concerns can and will be addressed promptly by the University, students may file complaints with the U.S. Department of

Education concerning alleged failures by the University to comply with the requirements of the Family Educational Rights and Privacy Act.

Students should report any change of name, address, or marital status to the Registrar's Office so their university records can be corrected. Address changes can be submitted on-line at: www.radford.edu/~registrar.

The University policy concerning the external release of student conduct records may be found in the conduct procedures section of the Standards of Student Conduct

Statement on Alcohol and Other Drugs.

The University takes violations of the alcohol policy (Section 10 of Standards of Student Conduct) and drug policy (Section 15 of Standards of Student Conduct) very seriously. Offenders face campus conduct charges and may also be subject to arrest. We encourage students who may have questions about their or others' alcohol or other drug use to take advantage of the services available on and off campus. The following resources are available:

- Student Counseling Services, Tyler Hall, lower level, 540-831-5226.
- Office of Substance Abuse and Sexual Assault Education, Tyler Hall, 540-831-5709.
- Student Health Center, Moffett Hall, 540-831-5111.
- New River Valley Medical Center, Route 177 South at Exit 109 off I-81, 540-731-2000.
- Substance Abuse Services of the New River Valley, 540-382-5050.
- ACCESS, 540-382-1738.
- National Institute of Drug Abuse Hotline, 1-800-622-HELP.

Legal Sanctions- Students may also be charged with a criminal class 4 to class 1 misdemeanor if they violate the alcohol or drug laws of the Commonwealth of Virginia. Conviction of a class 4 misdemeanor results in a fine of not more

then \$250.00. Conviction of a class 1 misdemeanor results in confinement in jail for not more than twelve months and/or a fine of not more than \$2,500. More severe legal sanctions may be imposed if an individual is charged with a felony.

Educational Programs – Information about educational programs focusing on the awareness and prevention of alcohol and other drug abuse is available through the Office of Substance Abuse and Sexual Assault Education, Tyler Hall, 540-831-5709.

Health Risks – For information concerning health risks associated with alcohol and other drug use and abuse visit the website of the Office of Substance Abuse and Sexual Assault Education at <http://www.radford.edu/~sasae>. The office also offers a variety of educational brochures and handouts, which can be obtained by visiting the office in Tyler Hall. Call 540-831-5709 for more information.

Individuals who have questions concerning policies contained in this booklet or policies not contained in this booklet should contact the Dean of Students Office (540)831-5321 or the appropriate administrative office.

Guide to Residential Living

The Residential Life Staff welcomes you to living on-campus at Radford University. The residence halls are an extension of the academic community and are part of the living and learning environment. As a member of the residential community, you will have many opportunities to make friends and be involved in a positive group living situation.

This Guide to Residential Living portion of the Student Handbook is designed to give you some valuable information about residence hall living and acquaint you with the residence hall policies. Please take time to read this guide and keep it for future reference.

We hope that you'll take full advantage of the resources and staff available in the residence halls to help make this a productive and successful year. Please let us know whenever we may be of assistance.

Staffing

The residence hall staff members strive to create a community atmosphere in each residence hall which is both socially and academically stimulating. Student growth and development are encouraged and supported by the staff through floor and hall programs. Each resident is expected to assume total responsibility for his/her own actions and assist in maintaining a comfortable and safe living environment. The staff works toward making residence hall living an invaluable experience for each resident.

Living on each floor or wing in every residence hall is a student staff member, a Resident Assistant (R.A.), to help you and others on your floor with program planning, community development and individual concerns. For any questions or concerns you might have, you should contact this person first. The Resident Director (R.D.) is responsible for the overall operation of the residence hall. The R.D. is usually a graduate student working on a master's degree and is interested in your academic, social and personal development at the university. The Assistant Director/Area Coordinator (A.D./A.C.) is a full-time professional staff member who lives in a residence hall within a quad. This individual is responsible for the staff and program development in the area.

A variety of other staff members are important and want to help you in the residential setting. You should get to know these individuals early in the year. The Office of Residential Life is located on the ground floor of Tyler Hall. The central office staff include the Director, Assistant Director, Residential Facilities Coordinator, Housing Assignments Coordinator and

clerical staff. Staff Assistants (S.A.s) are assigned to each residence hall to handle main desk and security functions.

The housekeeping and maintenance staffs are very important to your residence hall's operation, and they keep the buildings clean and in good physical condition.

Residence Hall Government and other Activities

The atmosphere in your residence hall will be what you make it. Your involvement and participation in hall government and activities will contribute significantly toward making your hall a better place to live. One of the ways for you to get involved is to support your hall council. At the beginning of fall semester the residents of each residence hall elect Hall Council members who serve as the main governing body for the hall. An active Hall Council keeps residents informed of hall and campus activities and provides input to the administration regarding issues of concern to residents. They organize and implement programs for the hall, which may range from having hall socials to inviting educational speakers to the hall. The Hall Council also sponsors money-making projects to raise funds to purchase items for the residence hall (e.g., vacuum cleaner, VCR, kitchen utensils, magazine subscriptions and more). There is an opportunity for every resident to be active in the Hall Council.

Residence Hall Association (RHA) – An important governing body on campus is the Residence Hall Association (RHA). Each hall council elects senators to represent the hall at RHA meetings. RHA members attend weekly meetings to discuss policies relating to residence hall students, suggest improvements for residence hall living and design campus-wide programs for residents. Any concerns or suggestions you might have regarding your residence hall environment may be channeled to RHA through your Hall Council president or senators.

The Boarding Policy

Radford University believes that an important part of your education is achieved within the group living atmosphere maintained in residence halls. The university, therefore, requires that if you are a full-time (nine or more semester hours) undergraduate student, you must live on campus unless you qualify for one of the exceptions listed in the Boarding Policy (Section 4).

Agreement Limitations – Room and board privileges are concluded on the closing day of each semester. If you are not returning the following semester, you must vacate your room on or before the closing date of the current semester. Failure to do so will result in a guest fee charge for each day that your belongings remain in the room after the opening day of the next semester.

If you are appealing academic suspension, you may remain in your present assignment for a limited period of time, provided you pay the guest fee for the room.

Room Deposit for Next Year – To reserve a room for the following fall semester, you must pay a non-refundable \$200 room deposit in accordance with the published procedures. The deposit is not an extra charge but is credited toward the room charges for fall semester.

If you pay your deposit and then decide to move off-campus, you must provide Residential Life written notification prior to June 1 to receive a \$100 credit toward your university account if you enroll for fall semester. One hundred dollars of the deposit will not be refunded. After June 1, no credit or refund of the deposit will be made.

Eligibility for Off-Campus Status for Next Year – Please see the Student Conduct Code Section 4, Boarding Policy, page 43 to verify your eligibility for day student status. Be sure to verify your eligibility prior to signing any off-campus contract or lease. For further information contact the Office of Residential Life.

Off-Campus Housing Assistance – The Office of Residential Life operates an off-campus locator service in the Residential Life Office on the ground floor of Tyler Hall. The office maintains a variety of services which aid students who are preparing to live off campus. An updated listing of apartments and rooms for rent is made available. There are listings of students who need roommates as well as students who are looking for places to live. A variety of informational brochures are also made available. Personal staff assistance is available upon request.

Each year, the Off-Campus Student Council of the SGA in conjunction with the Office of the Dean of Students conducts a Housing Fair. The fair showcases housing opportunities and representatives from nearly all Radford rental agencies are available to answer questions and provide leases. The date, time and location will be published in The Tartan. Contact the Office of the Dean of Students for further information.

Student Rooms

As your “home away from home,” your residence hall room will be a reflection of you. Each residence hall room at Radford University is provided with certain basic furnishings outlined in this section. The manner in which you decorate, furnish and take care of your room is part of showing your uniqueness. What follows is some basic information about your room, ways in which it can be decorated, your responsibility as a roommate (and as a suitemate) and other ways of establishing a safe and enjoyable living environment. Refer to the Residential Life web page for further details about decorating your room.

Room Description – Most of the rooms at Radford University are in a suite arrangement with two double rooms connected by a bathroom. There are a few three-person capacity rooms which are larger than the double rooms. Triple rooms (three in a double) are assigned when

additional space is needed. Individuals assigned to the third space will be moved to a double if space becomes available. Occasionally, a resident is temporarily left in a double-capacity room without a roommate (or in a three-capacity room without two roommates). It is the resident's responsibility to ensure that the room is ready for a new roommate at anytime.

Basic Furnishings – Each double room is furnished with two or three beds, two desks, two desk chairs, one dresser with a mirror, one night stand, and blinds or shades on the windows. Room residents are responsible for providing lamps, curtains, wastebaskets, bedspreads, pillows, bed and bath linens, and blankets. All the furnishings in the rooms are University property and must remain in the rooms for the entire academic year. Consult with your Resident Director regarding removal of furniture if you construct a loft. (This is important for storage and inventory reasons.)

Each residence hall room is equipped with Cable TV jacks. You will need to provide a TV cable cord to connect your TV. Tampering with the cable system will result in conduct charges and/or a charge for repairs to the system. Each room is also equipped with one telephone jack and one Ethernet computer connection per student. Connection cords should not be placed where residents may trip over the cords. Questions, suggestions and maintenance requests are handled through the Residence Hall staff.

Checking Into Your Room – When you check into your room at the beginning of the year or mid-year, you will be asked to inspect the room to assess its condition. You will be given a Residence Hall Room Inventory Form which outlines items to be checked. It is your responsibility to look closely at all aspects of your room, bathroom and furnishings and indicate their condition in the appropriate spaces on the form. You should look for such things as holes in screens, marred furniture, nail

holes, decals and similar items. At the time that you check out, a Residential Life staff member will reinspect the room to determine if any damage has taken place since you moved in. Any damage not originally noted on the Residence Hall Room Inventory Form will be charged to you with the assumption that it occurred during the time of your occupancy. All rooms are subject to a final inspection and damage assessment after all occupants have checked out. A listing of estimated replacement costs is available from your Resident Director.

Keys – You will be issued a key to your room and a key to a designated outside door to your hall when you check into your residence hall. Tyler Hall and Ingles Hall residents use their ID cards to access Tyler Hall and Ingles Hall and are not given an outside door key. The keys are for your personal use only and must not be loaned to another person. Also, keys must not be duplicated (in accordance with state law and university policy). No student's room will be unlocked to admit any unauthorized persons (including suitemates) who do not live in that room. If you share a telephone or refrigerator with your suitemates, you need to make arrangements with them for access to these items during their or your absence.

No residence hall outside door will be unlocked to admit any unauthorized person who does not live in the building. If a room key is lost, the room lock will be changed and new keys issued to protect the security of the room and its belongings. The charge for the replacement of the lock and keys is \$35. If the outside door key to a residence hall is lost, the charge is \$50. Contact the Resident Assistant or the Resident Director in your building if you lose your keys or have questions regarding the key policy.

Room Decorations – The use and availability of highly combustible materials for decorations and displays may cause serious fire hazard conditions. For personal protection, you are urged to use good

judgment in decorating your room. See Section 61 for specifics concerning prohibited items and prohibited locations for items due to fire safety reasons. Any items on the room door frame or room walls must not be below door knob level.

Care of Your Room – As indicated earlier, it is up to you to decorate and maintain your room. It is also your responsibility, in cooperation with your roommate and suitemates, to keep your living environment clean and attractive. Certain standards of cleanliness need to be maintained, not just for personal comfort or attractiveness, but to meet fire, health and safety standards. Such things as food left lying around, unemptied wastebaskets and unclean floors attract insects. Cleanliness of the bathroom is the responsibility of all the residents of the suite. For health, safety and security reasons, each room will be inspected periodically during the academic year (at vacation time and whenever you move out of your room).

Security and Insurance – If you have any expensive items or equipment (computer, camera, stereo, tape player, watch, TV, etc.), you should have these engraved with your Social Security number. This identification is helpful in recovering stolen items. You may also consider keeping a personal inventory of items and their serial numbers. To prevent items from being stolen, you should keep your room doors locked whenever you are not in the room, even if you're just down the hall visiting a friend. The university does not provide insurance for any of your personal belongings as a result of theft, fire damage and water damage. Thus, you need to make your own arrangements to insure these through an individual or your family's home-owners policy.

Telephone Service – Telephone service is provided to all residence hall students and the charges for local service are included in the residence hall fees. Each residence hall room has one outlet (standard modular type jack) provided for a telephone. The service will be operative on the day you arrive. You

need to bring a standard Touch-Tone set (one equipped with the * & # symbols) with you. Radford University Telephone Services provides access to long distance dialing from residence hall rooms with individual billing via use of personal authorization code. Your authorization code may be picked up at the Telephone Services Office located on the first floor of Walker Hall.

Bunking Beds – Residence hall students have the opportunity to have their beds bunked by maintenance personnel. To have this done, you should contact your Resident Director for information. Bunked beds are not allowed in Norwood Hall or in Ingles Hall. Beds may be bunked and unbunked before fall break in the fall and before February 15 in the spring.

Screens – Each window is provided with a screen, which needs to stay in place at all times. This is necessary to keep insects out, keep windows cleaner, and prevent objects from going in or out of windows. Screens that are removed from room windows will be replaced by maintenance personnel, and appropriate charges and/or disciplinary action will result (See Section 61.4) for the room residents.

Needed Repairs – Maintenance personnel are available to repair university property. If something in your room, bathroom, corridor or lounge needs repair, it is your responsibility to notify the appropriate residence hall staff member so that the repair request can be made promptly. Most repairs are made at no cost. Charges are made only when damage is determined to be malicious or unnecessary.

Room Changes – If you desire a room change, you must see your Resident Director, who will explain the proper procedure and provide the necessary form. You should not move without following the established procedure, as this may result in your having to return to your originally assigned room. Consult your Resident

Director for information about room changes.

Public Facilities Information

Residence Hall Facilities – The residence hall lounges and recreation rooms are for your use. To schedule meetings, parties and other events, you must contact the Resident Director of the building.

As the host/hostess you must insure that the event complies with Radford University policies and state, local and federal laws. You also are responsible for the behavior of your guests in the reserved facility during the event.

Common Use Area Furniture – For your convenience, residence hall lounges and study areas are furnished with couches, chairs, tables and study carrels. This furniture is for all the residents of a hall and is not to be removed for private use.

Storage – Each residence hall has storage rooms available for residents' extra pieces of luggage. Items are stored at your own risk. Radford University cannot be liable for your possessions. Due to fire regulations, cardboard boxes, lofts, carpet, furniture, or other flammable items may not be placed in storage rooms. All items placed in storage rooms must have securely attached identification. Residents must be currently enrolled to use the storage rooms. Storage is not available over the summer or when a student is not enrolled. Items must be removed at the end of each academic year.

Elevators – Passenger elevators are located in some halls for your convenience. Tampering with them and unnecessary wear and tear will put them out of service. Not only is this an inconvenience for residents, but it is also expensive. Please be conscious of how you treat the elevators.

Common Use Area Damages – The residence hall is your “home away from home.” As such, you are expected to take pride in it. If you see someone damaging

property, report this to a residence hall staff member so that the damage can be justly assessed. In the event that persons causing the damage cannot be identified, residents of the living unit may be held responsible.

Residence Hall Policies and Procedures

As a residence hall student, you are responsible for your behavior and the behavior of your guests. Specific policies are outlined in other portions of this Student Handbook, and are not highlighted in this Guide. It is expected that every member of the residence hall community will assist fully in maintaining an appropriate living environment.

As a member of the community, if you observe behavior of others which is bothersome to you, you should first talk with those individuals. Should you observe a violation of university policies, you should contact a residence hall staff member immediately. (See Section 26 and the Conduct Information Section of this Handbook for reporting deadlines and requirements.) You will receive assistance concerning the appropriate way of handling the situation.

Vacation Closing and End of Year Check-Out – Residence halls and dining halls are closed during winter and Thanksgiving holidays and for fall and spring break. Consult with your Resident Director if you have questions about holiday closings. One hall typically remains open during university breaks.

At the end of the semester, all students are expected to leave the residence hall within 24 hours after their last exam, or by 5 p.m. the day before commencement, whichever ever comes first, unless they are participating in commencement.

At the end of the year, each resident is expected to return the residence hall room to the condition it was at check-in as noted on the Residence Hall Room Inventory Form.

Residence halls will be reopened to students prior to new student registration at the beginning of each semester and one day prior to the first class day following a break period when the halls are closed.

Room Check-Out – Prior to changing rooms or permanently checking out, your room needs to be inspected by a residence hall staff member. At this time, the Residence Hall Room Inventory Form will be completed to determine if any cleaning charges are appropriate and if damages have occurred during the time you lived in the room; appropriate damage charges will be assessed and you must return your keys. The university will make a reasonable effort to keep left or abandoned personal property up to 30 days for the student to claim. After this time, any personal property left in the room may, at the university's discretion, be considered abandoned property and be disposed.

The resident will be billed for storage and disposal costs.

Guests – You may have overnight guests of the same gender in your residence hall room. All overnight guests must be registered by midnight with a residence hall staff member. Contact your R.D. in advance for specific information. If you do plan to have overnight guests, you must check with your roommate(s) to make sure they have no objections prior to the arrival of your guest. Special permission must be obtained from your Resident Director for any guest staying more than two consecutive nights.

Safety and Security

Bicycles – Due to safety and traffic concerns, bicycles should be stored in authorized areas only. Rooms and racks are available in many halls for your convenience. Bicycles are not to be stored or parked in public areas, hallways, stairwells or handicap ramps.

Fire Alarms and Equipment – In the event of a fire alarm, you must assume that there is a fire and exit the building by designated

routes as quickly as possible. It is recommended that you close windows and doors, wear a coat and shoes and take a towel to aid in breathing in a smoke-filled area. Elevators are not to be used to exit a building during alarms, as these areas fill rapidly with smoke. You should remain outside the residence hall until the reentry signal is given.

The fire equipment provided in the residence halls (alarms, extinguishers, hall and room smoke detectors, and sprinklers in some halls) is provided for use in an emergency situation. Tampering with this equipment is a serious matter which can result in ineffectiveness during an emergency. Such tampering will lead to university disciplinary action which will generally result in suspension and may also result in legal proceedings.

Fire Prevention – Fires can cause significant damage and threaten human life. Students must realize the important role that they play in fire safety. Listed below are suggestions to help prevent fires in the halls.

- Turn off and unplug all appliances immediately after use including such items as curling irons, hot pots, irons and popcorn poppers.
- Remain in your room when an electrical appliance is in use.
- Candles are not permitted in residence halls. The use of objects with open flames is prohibited in residence halls.
- Remain in public area kitchens when cooking food.
- Extension Cords are not permitted for use in student rooms. Only multiple-outlet connections described in section are permitted.
- Locate multiple-outlet connectors away from high traffic areas. Check for frayed cords. Do not place electric cords under rugs or other items which permit heat buildup in the cord or cause unseen wear.

- Use of holiday and door decorations should be limited. Hallways and rooms may not be covered with decorations.

For holiday decorations, in addition to standard fire safety requirements, the following additional requirements also apply:

- All decorations using combustible material must be flame-proofed. Items which cannot be flame-proofed cannot be put in halls. These would include paper napkins, facial tissues, waxed paper, leaves, dried vegetation, wrapping paper, corrugated cardboard, asphalt, tar impregnated paper, and light plastics such as polyethylene film.
- Cut or live Christmas trees are prohibited within the residence halls. A plastic or metalized plastic tree must be clearly labeled U.L. approved and constructed of slow burning plastic. Maximum recommended artificial tree height is 4'. Artificial trees should not be placed near any source of heat. All tree trimmings should be of noncombustible materials. All lighting sets must be U.L. approved and should be inspected for damage. Holiday lights must be directly connected to an outlet or approved power-strip/box and must not be connected to each other.
- All holiday decorations should be promptly and properly disposed after the celebration is over or before leaving for holiday break.

Consult the Resident Director or Resident Assistants for further details on decorations. The narrow corridor within student rooms leading to the doorway shall not be obstructed in any way. Curtains, hanging beads or other items shall not be hung near the doorway. No items (i.e. fishnets, flags, sheets, etc.) may be suspended from the ceiling of the room. Furniture and other items shall not be placed near the doorway or impede exiting the room.

- The student room doors shall not have any items placed below the door knob. This includes the door frame.
- Report any fire safety hazards immediately to the staff in the building.

Room Smoke Detectors: Virginia State law requires that every battery operated room smoke detector be tested once each week to assure they are operating properly. You can check to see if your room smoke detector is working by simply pushing and holding the test button and waiting for the alarm to sound. If after 5-10 seconds the alarm does not sound, contact your Resident Assistant immediately. If you need assistance in reaching the button, contact your R.A. Failure to report nonfunctioning batteries or removal of them from the alarm will result in conduct charges. See Section 11.

Check room often to observe potential fire hazards. Encourage others to take steps to promote fire safety. Working together, we can prevent tragic fire losses. Read all fire safety material distributed by the staff and constantly be aware of the need for fire safety in the residence halls.

Medical Emergencies – When you or another student need emergency medical treatment, it is essential that you react quickly and efficiently. If you cannot leave the person, send someone to get help immediately or call 9-911. The Student Health Center staff can be contacted at (540) 831-5111, or when the center is closed, contact the University Police at (540) 831-5500. The residence hall staff also should be contacted. Students who are transported by the local rescue squad/ambulance service will be billed for the service.

Police Emergencies – In an emergency situation where police are needed in a residence hall, you should call University Police immediately at (540) 831-5500 and report the situation to a residence hall staff member. Your prompt action may prevent someone from being seriously injured.

Thefts – In the event that a theft has occurred, you should contact a residence hall staff member immediately so that it can be reported to the University Police. If you observe a suspicious person in the building, contact the University Police immediately to prevent a possible theft from occurring. To protect yourself and your belongings, lock your room whenever you leave or when you are sleeping. You should carry your key with you at all times. Propping outside doors open after closing hours only encourages intruders to enter and endangers you and other students.

If you see a door propped open, remember your safety and take the initiative to close it.

Campus Washers and Dryers

Washers and dryers are located in each residence hall. This equipment is coin operated. It costs \$1 to wash one load of clothes and 75 cents to dry a normal load. Selected laundry rooms accept the RU Express card.

If a machine malfunctions, please call (540) 831-6267 to report the problem. This number is posted in all laundry rooms. The university is not responsible for any damage caused by the washers and dryers.

Dining Services

Food Service Program – Radford University has a mandatory boarding policy for food service which is signed by each student under the Residential Student Agreement. All residence hall students are required to be on one of the four on-campus meal plans. Faculty, staff and guests may eat in any of the dining areas by paying the appropriate meal rate posted at the dining room entrances.

Meal Card – Your student I.D. card, with a black magnetic strip on the back, is also your meal ticket. The card, which is encoded with your I.D. number, must be presented to the door checkers at the dining room entrance for each meal. You will be admitted to the dining room only by

presenting your valid I.D. card or by paying the guest meal rate. Refer to page 16 of this Handbook for complete details concerning I.D. cards.

Any student who eats in a dining room without proper I.D. or payment of the guest rate will be charged with a violation of the Student Conduct Code Section 7.3 – Dining Hall Regulations and a violation of the Honor Code Sections 1.1 and 1.2, Lying and Stealing.

To Better Serve You – The Dining Services Department is one of the major enterprises of University Services at Radford University and, under Virginia law, must be self-supporting. This means that the only source of income is from student fees and cash sales. With this in mind, the Dining Services personnel at Radford University strive to provide you the best possible meals at the lowest price; however, you, the student, must also play an important part in this process. The more you help to keep added costs down, the better the quality of food will be. In order to ease the growing strain on budgets, you are encouraged to take only what you think you will eat. When you go through the serving line, please tell the person serving you exactly what you want; if you want less than a full serving, let the food service worker know. You are welcome to go back through the line again for additional servings of most food items. Wasting food obviously increases food costs.

All meals are to be consumed in the dining rooms. Due to the cost of replacing utensils, the removal of dishes, glasses, flatware, trays and other equipment is not permitted; however, sick trays are available.

Procedures for obtaining sick trays may be obtained from your Resident Director.

Your cooperation also is needed to keep the serving lines moving rapidly. Make your choices of food quickly to avoid holding up service to others.

It also is important that after each meal you carry your tray to the designated service area located in each of the dining rooms. This allows for the immediate use of the dining table space you vacated and helps keep service costs down.

“Specialty Night” dinners, exam coffee breaks and a campus-wide picnic are some of the events that are offered to students during the year. Menus, time of the events and places for these events will be posted on the bulletin boards located at each dining room entrance and in residence halls.

For health and sanitation reasons, you must wear shirt and shoes or sandals in food service areas.

Any university-recognized group wishing to distribute written materials in the dining rooms must receive advance permission from the Dining Services Director.

The Undergraduate and Graduate Catalogs are the official documents for the publication of academic policies and should be consulted concerning academic policies and information. These catalogs are available online at:

www.radford.edu/~academic/catalog.htm.

Campus Recreation Program Information

The Department of Campus Recreation at Radford University Strives to promote quality recreational opportunities for the entire campus community regardless of skill or experience. Our primary mission is to promote personal growth, social fellowship, and healthy lifestyle choices through the participation in challenging, and fun activities. We also emphasize student learning and leadership development by providing meaningful employment opportunities which foster responsibility, commitment, and life skills. We hope to enhance the college experience and provide

the framework for the continued pursuit of lifelong recreation and leisure activity.

We offer a variety of programs to meet the varied interest of the campus community. All members of the University community are encouraged to participate. The five components of Campus Recreation include Intramurals, RU Outdoors, RU Climbing Wall, Sports Clubs, and Heth Recreation Area. The Campus Recreation office is located in Madison Hall. For further information contact the office at 831-5369 or visit our website at <http://www.radford.edu/~hethctr/rec>

Dedmon Center – The Dedmon Center was constructed to accommodate the increasing educational, recreational and athletic needs of the university. The Director of the Dedmon Center should be contacted concerning information about policies and procedures for scheduling functions, reserving facilities and sponsoring activities in the facility. The website for the Dedmon Center is <http://www.radford.edu/~dedmon>.

Intramurals – The Intramural Athletic program takes great pride in providing a variety of team and individual sport opportunities. The goal is recreational fellowship and fun. Program offerings are designed to meet the needs of those who enjoy playing sports without the dedication required intercollegiately. Great competition exists within each league culminating into the “All Campus” event! Men’s, Women’s, and Co-Recreational opportunities are offered in most team sports.

RU Outdoors – RU Outdoors is the adventure programming component of Campus Recreation. We are dedicated to providing challenging outdoor adventures to the university community in the safest manner possible. Our goal is to provide a challenging and fun outdoor experience, which enhances

one's skills and personal growth while emphasizing respect and awareness for your natural resources. Trips are offered in backpacking, rock climbing, caving, paddling, and hiking. Special clinics are offered each month to provide skill development and teach outdoor ethics. No prior skill or experience is required; out trained student leaders will provide hands-on learning for everyone.

Heth Recreation Area – If you need to unwind or relax, come check out the recreation area located on the lower level of the Heth Student Center. The offerings include billiards, bowling lanes, and arcade games. Leagues are offered each semester and regional competition is sponsored by Campus Recreation for qualifying individuals. For fun on a Friday night, check out the “Rock-n-Bowl” dates each month. Free bowling, billiards and pizza make this a great weekend event!

Sport Clubs – Sport Clubs highlight the leadership skills and athletic talents of the RU student body. Campus Recreation actively supports each club and Sport Club Council as they compete extramurally with other regional schools. We also provide a support network for the clubs, however they are completely organized, managed, and promoted by student leaders. The Sport Club program is founded upon three goals: skill development, social interaction, and competitive play.

Recreation Facility Policies

The following policies are included in the Handbook because of their significance to the day-to-day use of the Dedmon Center and other recreation facilities. Specific policies governing the use of recreation facilities may be obtained from the facility managers.

- All students, faculty, and staff are eligible to use the recreational facilities during normal hours of operation.
- Dependents of eligible users must be accompanied by an adult until they reach the age of 18. Dependents may not bring guests at any time and must hold a valid university I.D. card.
- Students, faculty, and staff may bring one guest per I.D. on Friday, Saturday, and Sunday. Guests must register when entering the facility and the I.D. holder is responsible for their guest's behavior while the guest is using the facility.
- Valid I.D. cards must be shown to the door attendant before entering the facilities or upon request from university officials. Facility supervisors are not responsible for I.D.'s left overnight.
- Academic, intercollegiate and campus recreation programs have priority over open recreation when it comes to facility and equipment use.
- Changes in recreation schedules may be made without notice.
- Dedmon Center is not responsible for lost or stolen articles.
- No shoes, socks, smoking, food or beverages are permitted on the pool decks. Please shower before swimming and leave your I.D. with the lifeguard on duty.
- No animals other than properly attended assistance dogs for individuals with disabilities are permitted in or around the Dedmon Center Sports Complex. This includes all Dedmon Center athletic fields and trails.
- Failure to abide by the Recreation Facility policies may result in removal from recreation facilities.

Equipment – Recreational equipment may be checked-out at the Dedmon Center equipment room and the RU Outdoors Rental Office in Madison Hall. Valid I.D.'s are required and a fee is charged for some equipment.

Reservations – Racquetball court reservations may be made two days in advance by calling (540) 831-5335 between the hours of 8a.m. and 8p.m. Monday through Friday and during building hours on Saturday and Sunday. Reservations may be made in person between the hours of 8a.m. and closing. The standard length of time for a reservation shall be one hour.

Outdoor areas and facilities – Reservations for Dedmon Center facilities and field areas may be requested at the Office of the Director of the Dedmon Center. Reservation forms for Moffett Field and the outdoor basketball courts may be picked up at Heth Student Center Information/Event Planning Office. All other main campus recreational facilities may be scheduled at the Heth Student Center Information/Event Planning Office.

Conduct – Students and members of the campus community using recreation facilities in the Dedmon Center and outdoor facilities are expected to follow the same rules, regulations and policies that govern campus life in general as well as specific policies governing the use of these facilities. Failure to comply with these policies may result in removal from the facility, action by the university conduct system, and action by criminal and/or civil authorities, depending on the nature and severity of the violation.

Information Technology Resources

Information Technology Resources (ITR) consists of Academic Computing, Administrative Information Systems, Systems Administration and Operations, and Technology Assistance Center. ITR provides comprehensive computer and information technology support for the University.

Students, faculty, and staff have access to a wide variety of computer, network, and Internet resources in the general-purpose labs. The campus network consists of UNIX and Windows NT file servers. Radford University connect to the Internet through

two DS# connections from Network Virginia and Covanet for redundancy. All Radford University students, faculty, and staff have a free account that provides e-mail, modem connectivity, and individual web pages.

Walker Technology Center

<http://www.radford.edu/~walkertc>

The Walker Technology Center is a general purpose computer lab facility available for use by all students, faculty, and staff upon presentation of a valid RU ID card. This center is located on the second floor of Walker Hall and offers students access to a variety of state of the art computers, hardware and software. Hours for the Fall and Spring terms are as follows:

| | |
|-----------------|--------------|
| Monday-Thursday | 7a.m.-2a.m. |
| Friday | 7a.m.-2a.m. |
| Saturday | 12p.m.-8p.m. |
| Sunday | 12p.m.-2a.m. |

The Walker Technology Center combines over 100 PC and Macintosh workstations into a single facility offering a wide variety of hardware and software. The center offers Internet access, a variety of software, black and white laser printers, a color laser printer, flatbed color scanners, a 35mm slide scanner, and CD-ROM burners. All workstations are equipped with 100MB Zip Drives, 3.5” floppies, CD-ROM drives. Student are required to bring their own floppies or Zip disks to save their own work. Users of the center must abide by the Radford University Computing Policies and appropriate copyright laws.

The Walker Technology Center offers rooms with ceiling-mounted data projectors that faculty and staff can reserve for teaching computer-oriented classes. The center also includes a multi-media classroom that can be reserved for presentations and classes when a computer and data projector is necessary.

Academic Department Computing Resources

<http://www.radford.edu/~acadcomp/aclabs>
Many academic departments use computers in their curricula and maintain software specific to their needs. Hours of operation are posted and vary. Access to these labs is determined by departmental mission, course enrollment, or major. A complete list of academic departments with location and software can be found at:

<http://www.radford.edu/~acadcomp/acadlabs>

| <u>Department</u> | <u>Computer</u> |
|--------------------------|-----------------|
| Art | Macintosh |
| Biology | Macintosh |
| Business/Economics | PC |
| Computer Science | PC/UNIX |
| Education | Mac., PC |
| Interior Design | Macintosh |
| Foreign Language | PC |
| Geography | PC, UNIX |
| Geology | PC |
| Mathematics/Statistics | PC |
| Media Studies | Macintosh |
| Music | Macintosh |
| Physical Education | PC |
| Psychology | PC |
| Teaching Resource Center | PC |
| Theater | Macintosh |

Network Residence Halls

All Radford University residence hall rooms are wired with two Ethernet connections. Student computers require an Ethernet card to connect to the RU Network. ITR recommends a 3Com card. More information on connecting your computer can be found at:

<http://www.radford.edu/~helpdesk/recommend.html>.

Campus and Internet E-Mail

E-mail accounts are available to all Radford University students at no charge while enrolled at the University. Undergraduate student accounts are deleted during the summer session if the student has not pre-registered for the fall. Graduate student accounts continue through the summer. The Internet account provides access to e-mail,

the World Wide Web, and RU Network activities.

Dial-In Modems

Dial-in Modems are available to individuals with RU accounts who wish to access the RU Computer Network via telephone lines. The modem pool supports a 56 K (v.90) PPP connection to run web browsers like Netscape and Internet Explorer, and e-mail readers like Eudora. The RU Network Software is available on CD-ROM to help configure this connection. The CD-ROM is available at the RU Bookstore. RU Modem Pool Access Numbers:

Local: 633-1894

Dublin: 643-2550

Roanoke: 857-8923

Long Distance (charge): 540-633-1894

McConnell Library Information

The John Preston McConnell Library, named for the first president of Radford University, contains a growing collection of more than 300,000 books and bound periodicals. Students have access to information in both paper and electronic formats, from books, periodicals, newspapers, and World Wide Web – accessible data bases to CD-ROM's, microforms, videotapes, audio cassettes, and other media. Students should obtain a copy of the information sheet entitled "Library Services for Students" to familiarize themselves with the information resources, facilities and services available.

A full-time staff of 28, including 13 librarians, provides a variety of library and instruction services. Students can access the library catalog, a wide variety of periodical indexes, and other electronic information from the library home page: <http://lib.radford.edu>. This page also provides access to all of the resources of VIVA, the Virtual Library of Virginia. VIVA includes 165 online databases, over 8,800 full text journals and newspapers, and nearly 10,000 full text works of poetry and verse drama. It also includes over 700,000

other full text materials, such as statistical reports and pamphlets.

The Reference Services department, located on the Level 3, offers a wide range of resources and services, including individualized research assistance, library tours, and course-related instruction. Reference works, periodical indexes and abstracts, and many other general and specialized research tools are available for use. In addition, there are microcomputer workstations for accessing a continuously expanding variety of electronic information resources. Anyone needing help in using the library is encouraged to ask for assistance at the Reference Desk or send an e-mail message to refdesk@radford.edu.

The Radford University I.D. card serves as the valid library card and must be presented in order to check out library materials.

Interlibrary loan service is provided for all students and faculty through the library's membership in an international network of over 30,000 participating libraries. Requests for materials not owned by the library may be submitted electronically through the Illiad system at <http://illiad.radford.edu>. Most requested articles arrive electronically and can be viewed on the World Wide Web. Digital Article Delivery Service (DADS) can supply to Illiad accounts electronic copies of articles in journals that the Library has on subscription in paper format. Residents of Virginia may also personally check out materials from the libraries of any state-supported college or university in Virginia.

The Media Services department, located on Level 4, houses non-print items, including microform materials, filmstrips, recordings, videotapes, kits and other teaching aids, as well as preview equipment for all media. Laptop computers, camcorders, and other equipment may be checked out here. A Multimedia Center is available for creating multimedia projects and presentations.

A Graduate Study Lounge with three computers and a laser printer is located on level 5.

Carrels are available in the library for use by graduate students engaged in research projects. Two group study rooms for student use are located on level 5. One is available on a first-come, first serve basis.

The Radford Rooms, located off the main Reading Room on level 3, contain special displays, historic photographs, and other items of significance to the history of Radford University. Students are encouraged to discover the university's unique past by visiting the Radford Rooms, which are open during all hours that the library is open. The Radford Rooms house the personal library of former U.S. Supreme Court Justice Arthur J. Goldberg.

Also located off the main Reading Room is the Stacks Café, featuring gourmet coffees and light snacks.

Services for Students with Disabilities

McConnell Library offers the following services to students with disabilities:

- Two Kurzweil reading machines (one may be checked out and one is for in-library use) located in Media Services, level 4.
- Two TeleSensory printed text enlargers (one in Media Services and one in Reference Services).
- In the Media Services area, a Visually Impaired Educational Workstation (VIEW) has screen-reading, screen-magnification, and voice recognition capabilities, in addition to standard computer lab software, the library catalog, and other electronic library resources. Braille printing and conversion of print to Braille is also available.
- Wheel chair-accessible photocopier on Level Two.
- Personal assistance in locating and retrieving library materials.

- Photocopy enlargements.

There are two handicap parking spaces between the library and Lucas Hall. The handicap entrance to the library is located at the front of the building, where there is an elevator leading to the main lobby.

