



# **Student Handbook**

**2004-2005**

**COLLEGE OF THE SOUTHWEST**

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# Greetings!



*It is a privilege to welcome you to College of the Southwest. Here you will find a community of dedicated, caring, talented scholars who are engaged in an educational pilgrimage. Together, we are on a quest - the active pursuit of knowledge.*

*This is a community of faith. While we are grounded in Christian principles, we welcome people from the broad spectrum of faith traditions. We do not seek doctrinal uniformity -- we honor freedom of thought and expression. We are confident that if we "know the truth, the truth will set us free."*

*This is a community of service. As members of the human family, we seek to "do unto others as we would have them do unto us." We accept the invitation to pursue greatness by serving others.*

*This is a community of responsibility. Each of us is offered opportunities -- we will be held accountable for how we respond to those opportunities.*

*This is a community of initiative. We honor, applaud, and seek to participate as partners with enterprising members of our society who contribute to the common good in productive commerce.*

*As a student at CSW, you join with faculty, staff, trustees, and other friends of the college in pursuing an idealistic dream that is grounded in down-to-earth realities. Henry David Thoreau said it well: "If you have built castles in the air, your work need not be lost; that is where they should be. Now put foundations under them."*

*CSW is a community of dreamers committed to building a solid foundation for our aspirations.*

*Welcome to the journey!*

A handwritten signature in black ink that reads "Gary A. Dill".

*Gary A. Dill, Ph.D.  
President*

*Student Services  
Welcomes you to CSW!*



Dear Students:

Welcome to College of the Southwest. As you enter into this school year, you will find the College has many rewarding challenges. Your course work must be a priority; however, opportunities outside of the classroom are available that afford you wonderful learning experiences. I encourage each of you to become involved in campus and community activities. The Student Services Team seeks to ensure that these opportunities are rewarding, and a major goal is to positively address student needs and welfare.

This handbook is designed to provide information to you on a variety of student opportunities and challenges to guide you to graduation. You most certainly will find it useful in answering questions concerning residence life, student activities, student conduct, community service, and discipline.

Best wishes for a successful experience. Feel free to come by and visit with those of us in Student Services at any time.

Sincerely,

David Arnold  
Vice President for Student Services



At College of the Southwest, you--the student--are our primary focus. Accordingly, we hope you will become involved in all our campus activities and organizations and will take full advantage of the various services and facilities provided for your benefit. All of these are outlined in this handbook, which is intended to serve as your guide to the many aspects of student life at CSW.

Because all students deserve a safe, secure, organized, and fair collegiate environment, we have set certain standards for behavior. These rules and regulations governing student life at CSW are also included in the handbook. Please contact the Dean of Students with any questions you may have regarding rules and regulations.

We sincerely hope your college experience at CSW is rewarding, fulfilling, and fun! To that end, the entire staff at CSW remains available to answer your questions and address your concerns. As you go about the business of earning your quality education at College of the Southwest, have a wonderful time!

*Welcome to the CSW family!*

Shawn Fouts  
Dean of Students

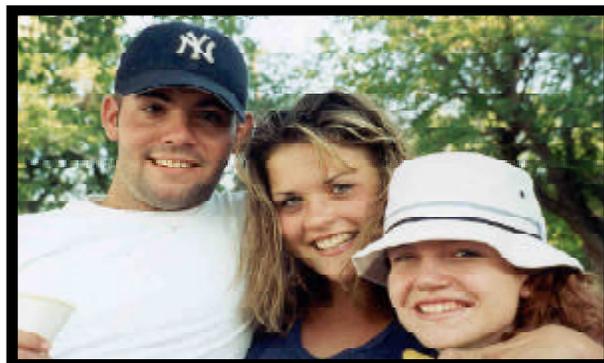
#### **Statement of Nondiscrimination**

College of the Southwest is committed to a policy of nondiscrimination on the basis of race, sex, national origin, disability, or other non-merit reasons, in admissions, educational programs or activities, and employment, as required by applicable laws and regulations. Inquiries may be addressed to: Vice President of Student Services, College of the Southwest, 6610 Lovington Highway, Hobbs, New Mexico 88240, (505) 392-6561, or Director, Office of Civil Rights, HEW, Washington, DC 20201.

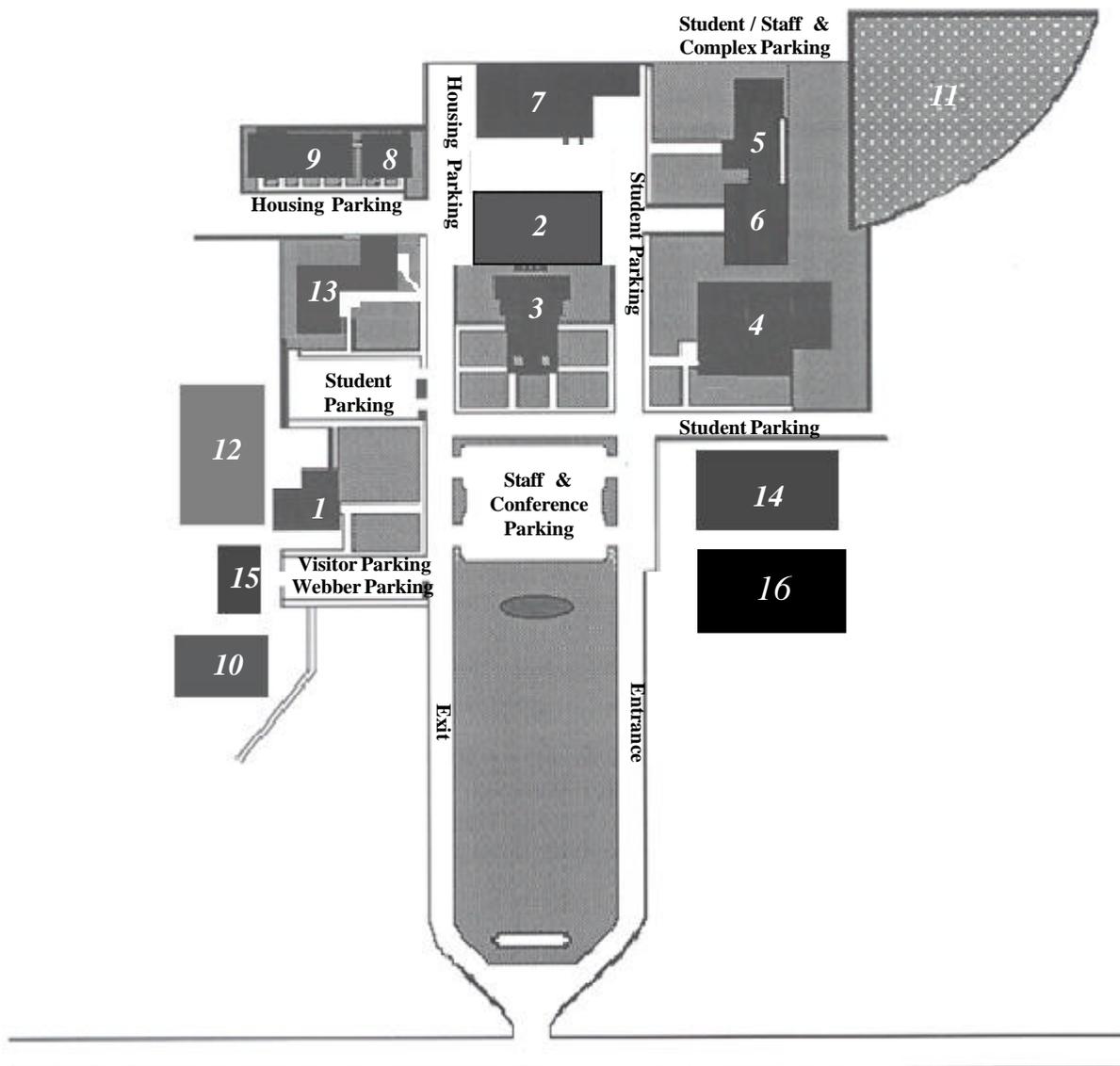
*Any and all policies and procedures outlined in this handbook may be deleted, revised, or altered as deemed necessary by College of the Southwest at any time without prior notice.*

# WHOM DO I SEE ABOUT . . . ?

- Academic Probation or Suspension** ..... Office of the Registrar, Glenna Ohaver, ext. 1011
- Assessment for Course Placement** ..... Advisor
- College Orientation** ..... Dean of Students, Shawn Fouts, ext. 1086
- Degree Requirements** ..... Office of the Registrar, Advisor, Glenna Ohaver, ext. 1011
- Discipline** ..... Dean of Students, Shawn Fouts, ext. 1086
- Dropping or Withdrawing** ..... Office of the Registrar, Advisor
- Financial Assistance** ..... Office of Financial Aid, Chris Polson, ext. 1063
- Grades** ..... Instructor, Office of the Registrar, Glenna Ohaver, ext. 1011
- Housing** ..... Director of Housing, Kay Naylor, ext. 1041
- International Student Services** ..... Office of Admissions, Karen L. Workentin, ext. 1005
- Intramurals** ..... Dean of Students, Shawn Fouts, ext. 1086
- Payments or Refunds** ..... Business Office, Maria Fierro, ext. 1024
- Schedule Change** ..... Advisor, Office of the Registrar
- Security** ..... Director of Security, Kay Naylor, ext. 1041
- Special Needs Students** ..... Office of Disability Services, Dr. JoBeth DeSoto, ext. 1072
- Transcripts** ..... Office of the Registrar, Charmayne Sadler, ext. 1001
- Tutoring** ..... Instructor, Success Center



# Campus Map



## Map Legend

1. J.L. Burke Hall
2. Bill Daniels Campus Center
3. Mabee Southwest Heritage Center
4. Scarborough Memorial Library
5. Business Building
6. Kenneth J. Fadke Arts and Sciences Center
7. Mabee Physical Fitness Center
8. Jane Adams Hall
9. Bob and Adele Daniels Hall
10. Thelma Linam Webber Hall
11. J.O. Williams Baseball Complex
12. R.M. Moran Soccer Field
13. Mabee Center for Teaching and Learning
14. New Residence Hall E
15. Office of College Advancement
16. New Residence Hall W

*College of the Southwest is located 5 miles north of Hobbs, New Mexico. The main campus is composed of several building complexes that contain the services and departments of the college. Within these buildings are located faculty offices, classrooms, laboratories, and other facilities necessary to meet the needs of the students. This section of the handbook is designed to help you locate campus facilities.*

## 1. J.L. Burke Hall

*J.L. Burke Hall houses the Administrative offices. Administrative offices maintain an “open door” policy during regular business hours of 8 a.m. to 5 p.m. Monday through Friday.*

*In J.L. Burke Hall, you will find:*

### **The Office of the President**

Dr. Gary A. Dill, President  
Linda Woodfin, Executive Assistant

### **The Office of the Registrar**

Glenna Ohaver,  
Director of Educational Services/Registrar  
Renee Stark, Assistant Registrar  
Rebecca Ply, Assistant Registrar  
Charmayne Sadler, Administrative Assistant

### **The Office of Student Services**

David Arnold,  
Vice President for Student Services  
Christi Funk, Executive Assistant

### **The Office of Student Enrollment Services**

Karen L. Workentin,  
Dean of Student Enrollment Services  
Leslie M. Trillo,  
Assistant Director for Undergraduate Admission  
April Edwards, Senior Admission Specialist

### **The Office of Financial Aid**

Chris Polson, Financial Aid Officer  
Megan Woodfin, Financial Aid Services

### **Dean of Students**

Shawn Fouts

### **Campus Security and Housing**

Kay Naylor, Director of Security and Housing

### **The Office of Continuing Education and Distance Learning**

Tom Parks,  
Director of Continuing Education and Distance Learning

### **The CSW Business Office**

Dee Mooney,  
Vice President for Administration/  
Chief Financial Officer  
Maria Fierro, Business Office Manager/  
Executive Assistant  
Connie Gray,  
Coordinator of Personnel Services  
Robi Russell, Cashier  
CaraBeth Moore, Accounting  
Kelley Henderson, Accounts Payable



## 2. Bill Daniels Campus Center

*Services located in the Bill Daniels Campus Center:*

### **The Mustang Corral Dining Hall**

Darrell Hornsby, Director of Food Services

### **Student Lounge and Game Room**

Student Government Office/  
Prairie Dog Post

Dr. Michael Gleason, Campus Minister

### **The Coffee Drop**

### **CSW Bookstore**

Pam Fulcher, Manager

### **CSW Post Office**

Diana Valenzuela,  
Director of Campus Mail Services





### 3. Mabee Southwest Heritage Center

*The Heritage Center hosts the college theatre presentations, special speaker presentations, and the offices of:*

Glynese Floyd, Faculty Advisor -  
Humanities and Fine Arts; Theatre Advisor  
Mary Lyle, Theatre Instructor

### 4. Scarborough Memorial Library

*Scarborough Memorial Library is home to:*

**Education Resource Center**

**Atrium Meeting Room**

**Thelma Webber Southwest Heritage Collection**

**Hatton W. Sumners Liberty Collection**

**CSW Library Staff**

John McCance, Director of Library Services

Betty Burris, Librarian

Cyndi Garrison, Technical Services

Gloria Felts, Public Services

**CSW Coaching Staff**

Michael Galvan, Head Baseball Coach

Phillip Berry, Head Rodeo Coach

Ron Landschoot, Head Women's Softball Coach

Devlyn Lovell,

Head Cross Country/Track & Field Coach

Tara Kostelich, Administrative Assistant



### 5. Business Building

**The Office of Academic Services**

Dr. Patrick Leonard

Vice President for Academic Services

Kelly Amador, Executive Assistant

*Faculty Offices in the Business Building:*

Barry Stephens, Business Division Chair;

Faculty Advisor - Accounting

Dr. M. Jo Hayes, Faculty Advisor - Management,  
Marketing

Tom Wilson, Faculty Advisor - Accounting

Bruce Mills, Faculty Advisor - Computer Science

Dr. Eli Borden, Debate Advisor

## 6. Kenneth J. Fadke Arts and Sciences Center

*Offices in the Kenneth J. Fadke Arts and Sciences Center:*

- Michele Clingman, Arts & Sciences Division Chair;  
Faculty Advisor - English  
Becky Sheppard, Administrative Assistant -  
Business, Arts and Sciences  
Dr. Zane Johnson, Faculty Advisor -  
Biological Sciences  
Dr. Dahwei Chang, Faculty Advisor - Chemistry  
Dr. Bill Sumruld, Faculty Advisor - Social Science,  
History, Undecided Majors  
Larry Goldman, Faculty Advisor - History,  
Geography  
Will Roan, Faculty Advisor - Mathematics  
Dave Wolske, Faculty Advisor - Psychology,  
Sociology  
Dr. Marilyn Smith, Faculty Advisor - Psychology,  
Sociology  
Dr. Barbara McGrath, Faculty Advisor - English



## 7. Mabee Physical Fitness Center

*The Mabee Physical Fitness Center houses:*

- Gym Facilities
- Athletic Training Facilities

*Offices of:*

- Diane Lloyd - Assistant Athletic Trainer; Faculty Advisor - Physical Education
- Wendy McManus, Head Volleyball Coach, Sports Information Director
- Ross Funk, Head Men's and Women's Golf Coach
- Rob Fulton, Head Women's Soccer Coach
- Rob Irvine, Head Men's Soccer Coach

*The fitness center includes athletic training, gymnasium, raquetball, and weight training facilities.*

## 8. Jane Adams Hall

Men's or Women's Apartments



## 9. Bob and Adele Daniels Hall

Men's or Women's Apartments



## 10. Thelma Linam Webber Hall

Women's Residence Hall



## 11. J.O. Williams Baseball Complex

Home field for the CSW Mustangs Baseball Team



## 12. R.M. Moran Soccer Field

The home field for the Lady Mustangs is the Bob Moran Soccer Field, which was built in 1985. It was named after Bob Moran for to his loyal service and commitment to higher education at CSW. The dimensions for the field were modified in 1999 to expand it to 110' x 75'.



### **13. Mabee Center for Teaching and Learning**

*Offices in the Mabee Center for Teaching and Learning:*

Dr. Dennis Atherton, Dean of School of Education

Dr. Mina Sanders,

Faculty Advisor, Masters - Educational Counseling

Dr. Marianne Westbrook,

Faculty Advisor, Masters - Educational Diagnostics

Dr. Wanda Davis, Faculty Advisor, Masters -

Curriculum & Instruction

Dr. Jo Beth DeSoto, Faculty Advisor, Masters -

Office of Disability Services, Special Education,  
CSW Choir

Mary Harris, Faculty Advisor, Masters -

Curriculum and Instruction

Sue Fox, Faculty Advisor - Secondary Education

Linda Chapman, Coordinator of Campus Events,  
School of Education Graduate Services

Ben Shaw, Director of Technology

Michael Rutledge, Assistant Director of Technology

Charlotte Smith, Director of Instructional

Technology, SIFE Advisor

CSW Webmaster

### **14. New Residence Hall**



### **15. Office of Institutional Advancement**

*Located in the Office of College Advancement are:*

Vice President for College Advancement

Bernadette Granger, Development Officer, Alumni  
Relations

Terri Blandin, Executive Assistant

Vicki Vardeman, Director of Communications

Hope Hennessy, Assistant Director of Communications



# Services

## Academic Advisement

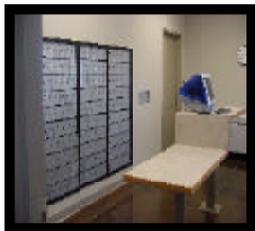
Faculty advisors are an invaluable asset to students. Students who enroll for at least twelve credit hours or intend to earn a degree or certificate are assigned a faculty advisor. Based on the declaration of the student's major at the time of enrollment, the student's advisor becomes a direct link to the enrollment process. Students should meet with their advisors during the first of each semester and also at the end of the semester to register for the next session's classes. Students requesting information regarding academic advisement should contact the Registrar's Office.

## Success Center

The CSW Virtual Student Success Center is available to all registered CSW students, faculty, and staff. The Success Center provides homework help, study and time management tips, a campus calendar, chat rooms, and a bulletin board. To access the Success Center, logon to [www.csw.edu/webct](http://www.csw.edu/webct) and follow the prompts to the WebCT login page. Specific logon instructions are available on the CSW website.

## Bookstore

The CSW Bookstore is located in the Bill Daniels Campus Center and offers required textbooks, school supplies, CSW logo clothing, and a wide variety of gifts. Bookstore hours will be posted each term.



## Post Office

Mailboxes for students living on campus are located at the west entrance to the Bill Daniels Campus Center. Students may access mailboxes 24 hours a day, 7 days a week when classes are in session.

## Food Services

Located in the Bill Daniels Campus Center, the **Mustang Corral Dining Hall** offers an all-you-can-eat venue for those students with campus meal plans. CSW offers two different meal plan options with a \$10.00 discretionary option available for students. The meal plan is further explained on page 31 of this handbook.

**The General Store**, located in the main hall of the Bill Daniels Campus Center, is the place to go for hot coffee, cappuccino, pastries, bottled drinks, and snacks. Toiletry items and laundry supplies are also available. For more information on hours of operation, please contact Student Government Association (SGA).

## Business Office

The Business Office is located in J.L. Burke Hall. This office is responsible for coordinating faculty and staff services, functioning as the official payment office for all student tuition and fees, and for disbursing financial aid checks to students who have cleared the financial aid office. All student-worker time sheets should be turned into the Business Office on the designated dates. These dates are provided each semester to workstudy supervisors. Workstudy paychecks are distributed from the business office on the 1st and 16th day of each month.

## Tutoring

A peer tutorial service is offered free of charge to enrolled CSW students. Tutors are available to any CSW student requesting help. Approved tutors are listed on the CSW Internet site. Students who wish to apply to be a student tutor should contact the Dean of Students.

## Housing

Any unmarried freshman or sophomore under the age of 21 who is not living with an adult immediate family member and who is enrolled for more than nine (9) hours must live in on-campus housing. Requests for exceptions to this rule must be presented in writing to the Dean of Students. Adherence to CSW housing regulations will be positively reinforced. Open and/or willful disregard of these policy statements may result in probation, and/or suspension, and/or expulsion from CSW on-campus housing. Rules and regulations are discussed in detail in the college catalog.

## Security

Campus Security is located in J.L. Burke Hall. Security may also be contacted by calling 318-3300 or 318-1196. The campus security officers are employed by the College to safeguard students, staff, and visitors. The officers represent the College and have the authority to reasonably carry out their duties, including inspecting facilities, preventing disorderly behavior, and controlling traffic. Students and visitors are expected to cooperate with campus security.

## Financial Aid



Financial aid programs at CSW are funded through a variety of sources. Programs are designed to help cover the difference between the cost of attending CSW and the student's own resources. Each application is handled on an individual basis in order to determine the type of award which would best serve the student. Programs include institutional scholarships, workstudy assignments, federally funded grants and loans, and state-funded grants and loans. Students needing more information regarding financial aid should contact the Office of Financial Aid.

## Recreational Programs

CSW offers a complete array of intramural sports as well as other recreational activities. Contact the Dean of Students for more information.



## Lecture and Speaker Series

Special activities are offered regularly and include speakers, concerts, films, and productions. Each semester, CSW hosts the **Jack Maddox Distinguished Lecture Series**, in which nationally prominent speakers are invited to the campus to visit informally with students and faculty members. These speakers then deliver a formal presentation to the area public free of charge.

In addition, the CSW School of Education presents an annual education conference. Professional educators are invited to speak to the public concerning topics pertinent to education today.

The **Hatton W. Sumners Speaker Series** provides CSW students, staff, and the surrounding communities the opportunity to better understand the principles of American democratic self-government and fosters leadership in preserving our heritage of personal freedom and responsibility.

Each Fall CSW and Students in Free Enterprise invite an **Entrepreneur in Residence** to address the student body. These entrepreneurs provide valuable insights and serve to motivate students to develop their own entrepreneurial spirit.

## Athletics

The CSW Mustangs belong to the National Association of Intercollegiate Athletics. The Mustangs compete in baseball, men's and women's soccer, women's volleyball, men's and women's golf, women's softball, men's and women's rodeo, and men's and women's cross country/track & field. College of the Southwest is a member of the Red River Athletic Conference. For information regarding athletic scholarships, students should contact the sport's respective coach.



# Activities

## CSW Choir

Comprised of CSW students, the CSW Choir is the College's singing representative. Performing vocal numbers at various functions both on and off campus, the group is well known within the community. Membership is determined by audition. Scholarships are awarded to Choir members meeting academic requirements. For more information, please contact Dr. JoBeth De Soto, Choir Director.

## Alpha Chi National Honor Society

A national scholarship organization, this society strives for academic excellence and is restricted to the top 10% of the junior and senior classes.

## Students in Free Enterprise

SIFE is a national organization composed of business and non-business majors who are involved in learning more about the free enterprise system, communicating its merits and value to the community, and becoming spokespersons for free enterprise. For more information, contact the SIFE Coordinator, Charlotte Smith, in the Mabee Center for Teaching and Learning, Room 110.

## Business Leadership Council

Developed with business majors in mind, this organization provides the opportunity to meet business leaders in diverse positions. Sessions are also provided to assist with efficient resume writing, job procurement, and time management. For more information, contact Barry Stephens, Business Division Chair.

## Southwest Association of Future Educators

**(S.A.F.E.)** Designed to foster student leadership in teaching fields, this organization also focuses on the support of excellence in education. For more information, contact Dr. Elizabeth Posey, Dean of the School of Education.

## STAND Christian Fellowship

STAND is described as "upbeat, fun, and challenging - offering a good blend of Biblical teaching, contemporary worship, and genuine fellowship." Enjoy weekly worship, participate in small group Bible studies, conferences, retreats, and fellowship events. For more information, contact Dr. Michael Gleason, Campus Minister.

## Debate and Forensics

CSW debate had an outstanding inaugural year in 2003-2004. The team won first place at the University of Southern Utah, competed in three states, and secured a Chapter in Pi Kappa Delta. Competition will begin in late September

or early October. If you are interested in working with debate or individual events, contact Dr. Eli Borden for more information.

## Sigma Tau Delta English Honor Society

CSW's chapter of the International English Honor Society, Sigma Tau Delta, is one of the most active on campus. Sigma Tau Deltans sponsor a number of events including the J.L. Burke Literary Tea and poetry readings. For information contact Michele Clingman in the Fadke Arts & Sciences Center.

## Student Publications

One weekly and two annual publications are produced by College of the Southwest's students and faculty, including: *Southwest Creations* - A literary publication containing stories, essays, and poetry submitted by students, faculty, and staff and is published annually.

*The Prairie Dog Post* - A bi-monthly campus newspaper, the Post includes items of interest to the campus family and provides a calendar of campus events, and a forum for student issues.

For more information on these publications and their production, contact Wendy McManus.

## Student Government

Student Government is now being organized at College of the Southwest. All students are strongly encouraged to be involved. For more information, please contact Shawn Fouts, Dean of Students, who will serve as the administrative liaison.

## Theatre

Performing under the direction of the CSW theatre director, CSW thespians perform for the public on a bi-annual basis. Auditions are held in the fall and the spring for performances given at the Mabee Southwest Heritage Center. Notices of audition times and production dates will be posted on campus. For more information, contact Glynesse Floyd, Director of the Theatre Department.

## Fellowship of Student Athletes (FCA)

The Collegiate chapter of Fellowship of Christian Athletes at the College of the Southwest is affiliated with the National FCA Organization, and consists of student athletes as well as others interested in athletics who gather weekly for worship, biblical study, and fellowship. Meetings are held in the Campus Center Dining Area every Wednesday from 8:30-9:30 p.m. If you desire additional information contact Michael Gleason, Campus Minister, at 505-392-6561, ext. 1034.

# Academic Honors

It is the policy of CSW to recognize the performance of its students. Students who exhibit outstanding personal achievement are eligible for special honors.

These honors include:

## President's Honor List

The President of the College gives special recognition to top scholars each semester by publishing the names of students whose grades for the previous semester show a 4.0 average for degree-seeking students carrying 6 hours or more.

## Vice President's Honor List

The Vice President for Academic Affairs of College of the Southwest recognizes scholars whose grades for the previous semester show a 3.8 GPA. Degree-seeking students carrying 6 or more hours are eligible.

## Who's Who in American Colleges and Universities

The Who's Who honor is based upon both scholarship and leadership activities. Recipients of this prestigious honor are selected by the faculty.

## GRADUATION AWARDS

Awards are presented to graduates each year at graduation. These include:

### President's Award

This award is given to the graduating senior who best represents the ideals of the College on campus.

### Academic Achievement Award

This award is given to the graduating senior with the highest cumulative grade point average and has completed at least 30 semester hours at CSW.

### Trustees' Award

This award is given to the graduating senior who best represents the ideals of the College in the community.

### Dean's Award

This award is given to the graduating Master's candidate who exemplifies the spirit of quality in the graduate program.

## Graduation Honors

The graduate's cumulative grade point average from the last 62 semester hours at CSW will be used to determine honors. Students may graduate with honors when cumulative grade point averages are as follows:

Highest Honors	4.00	<i>Summa Cum Laude</i>
High Honors	3.90	<i>Magna Cum Laude</i>
Honors	3.80	<i>Cum Laude</i>

Honors earned will be indicated on the student's final transcript.



# Student Records

## Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA is a federal law designed to protect the privacy of a student's educational records.

FERPA gives certain rights to students regarding their educational records. Educational records are any record, handwritten, in print, on tape, film or other medium, maintained by College of the Southwest directly related to the student, except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed to another person.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
3. Alumni records which contain information about a student after he or she is no longer in attendance at College of the Southwest and the records do not relate to the person as a student.

Students will be notified of their FERPA rights annually by publication in the college catalog.

## Procedures to Inspect Educational Records

Students may inspect and review their education and financial aid records upon request to the appropriate record custodian.

Students must submit to the Director of Educational Services a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The Director of Educational Services will make needed arrangements for access as promptly as possible and notify the student of the time and place where records may be inspected. Access must be given in 15 days or less from receipt of the request.

When a record contains information about more than one student, the student may inspect and review only records which relate to him or her personally.

## Refusal to Provide Copies

College of the Southwest reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has any unpaid financial obligations to the college.
2. There is an unresolved disciplinary action against the student.

## **Right of the College to Refuse Access**

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

1. The financial statement of the student's parent(s).
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed on file before January 1, 1975.
3. Records connected with an application to attend the college.
4. Those records which are excluded from the FERPA definition of education records.

## **Fees for Copies of Records and Where the Records are Maintained**

The fees for copies other than transcripts will be fifty cents per page.

The following records are maintained in the Director of Educational Services' office:

*Admission records*  
*Cumulative academic records*  
*Placement records*  
*Progress records*

Progress records are also kept in the student's advisor's office. Disciplinary records are maintained in the office of the Vice President for Student Enrollment Services. Housing records are maintained in the Student Life Office. Financial Aid Records are kept in the Financial Aid Office. Health Records for student athletes are kept in the Athletic Training Office.

## **Disclosure of Educational Records**

The College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have legitimate educational interest in the records.
2. To officials of another school, upon request, in which a student seeks to or intends to enroll; if so, the student will be notified of the transfer.
3. To certain officials of the U.S. Department of Education, and the state and local authorities in connection with certain state or federally supported education programs.

4. In connection with a student's request for or receipt of financial aid as necessary to determine eligibility.
5. To organizations conducting certain studies for or on behalf of the college.
6. To accrediting organizations.
7. To comply with a judicial order or a lawfully ensued subpoena.
8. To appropriate parties in health or safety emergencies.

## **Record of Requests for Disclosure and Directory Information**

The College will maintain a record of all requests for disclosure of information from a student's education records for five (5) years. The record may be reviewed by the student.

The College designates the following items as Directory information:

- ? Student's name
- ? Address
- ? Telephone number
- ? Major field of study
- ? Participation in officially recognized activities and sports
- ? Dates of attendance
- ? Degrees and awards received
- ? Most recent school attended

The College may disclose any of these items without prior written consent, unless notified in writing to the contrary by the student before the last day to add or drop a class.

## **Correction of Educational Records**

Students have the right to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must request in writing for the appropriate official of the College to amend a record. In so doing, the student must identify the part of the record to be changed and specify why it is believed the information is inaccurate, misleading, or in violation of his/her privacy of rights.
2. The College may comply with the request or may decide not to comply. If it does not comply, the College will notify the student of the decision and advise him/her of the right to a hearing.
3. Upon request, the College will arrange for a hearing and notify the student in advance of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted by another individual, including an attorney.
5. The College will prepare a written decision based solely on the evidence presented and the reasons for the decision.
6. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has the right to place in the record a statement commenting on the challenged information.
7. The statement will be maintained as long as the contested portion is maintained. If the College discloses the contested portion of the record, it will also disclose the statement.
8. If the College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

## Honor Code

College of the Southwest is a community of students, faculty, and staff. All members of this community are assumed to have a shared interest built upon the tenets within our mission statement: *Scholarship Grounded in Christian Faith, Embracing Personal Responsibility, and Celebrating Individual Initiative*.

College of the Southwest's Honor Code has been established on these same tenets. We believe that *Scholarship Grounded in Christian Faith* speaks to *Respect for Others* in and out of the classroom. We believe that *Embracing Personal Responsibility* speaks to *Personal Responsibility* taken for our actions in and out of the classroom. And, finally, we believe that *Celebrating Individual Initiative* speaks to *Respect for Self* in and out of the classroom.

By entering into the College of the Southwest community, whether as a residential, a commuter, or an online student, each person accepts the tenets that the institution is built upon. As such, the Honor Code is designed so that responsibility for upholding these tenets lies with each individual member of the CSW community as well as the community as a whole. Any action that violates academic and social standards shall be considered a violation of the Honor Code and shall be grounds for an inquiry and appropriate follow-up.

### **Personal Responsibility**

The Honor Code is not a list of rules; rather, it is a philosophy of conduct that guides our living, working, and studying together. The standards of honor at College of the Southwest require that students act with honesty in all relationships, personal integrity, and respect for community members and the community as a whole.

### **Respect for Self**

Students are expected to take full responsibility for their conduct as members of the CSW community, both socially and academically. Ensuring integrity in all academic work, including all homework assignments, papers, and examinations is of utmost importance.

### **Respect for Others**

It is expected that students will show concern for others, and if problems arise they will be dealt with in a spirit of mutual respect.

Students living in on-campus Residence Halls are expected to respect those with whom they share the Residence Hall. Residential Life Staff are there to facilitate an environment that is conducive to learning. Residential students are expected to work out problems among themselves as much as possible without the intervention of Residential Life Staff. Residents on campus are responsible for the actions of their guests, ensuring that all guests to campus show due respect for the Honor Code. Respectfully confronting those who do not respect the Honor Code, while difficult, maintains the foundations upon which CSW and the Honor Code are premised.

### **CSW Honors Board**

The Honors Board consists of seven (7) members who are responsible for fostering discussion and awareness of the Honor Code, for helping to answer questions concerning violations of the Honor Code, and hearing appeals of disciplinary decisions, which may entail revisions and/or additions to those decisions. The Board's membership consists of:

- ? Dean of Students, non-voting board facilitator
- ? 3 Students:
  - 1 - Student Government representative
  - 1 - Residential student
  - 1 - Non-residential student
- ? 3 Faculty: (to be assigned by division chairs)
  - 1 - Arts and Sciences
  - 1 - Business
  - 1 - Education

### **Academic and Social Community Standards**

The following actions will be considered violation of the Honor Code:

- ? Academic Dishonesty: Plagiarism, cheating, classroom disruption, lying, etc.
- ? Physically-endangering behavior
- ? Alcohol and/or drug use or possession (CSW has a zero tolerance for alcohol and/or drug use or possession, including paraphernalia associated with alcohol and/or drugs.)
- ? Sexual harassment as clearly stated in the CSW Bulletin
- ? Disruption and violence, including the possession of fireworks, explosives, firearms, or other weaponry
- ? Damage to CSW buildings, facilities, and/or property
- ? Failure to uphold the Honor Code

**Possible Disciplinary Actions** (A disciplinary decision may include any of the listed penalties, a combination of penalties, or others as deemed necessary by the Honors Board.)

- ? Letter of apology printed in the campus newspaper (This will be required on rare occasions and only when deemed necessary by the Honors Board.)
- ? Letter of apology to CSW's President
- ? Formal paper from the student which critically examines his or her actions and the repercussions that followed
- ? Formal educational presentation or program dealing with violation
- ? Community service (time and location to be determined by the Honors Board)
- ? Written warning
- ? Written reprimand
- ? Counseling (length and location to be determined by Honors Board)
- ? Probation
- ? Restitution/fine
- ? Suspension (length and type to be determined by Honors Board)
- ? Expulsion (length and type to be determined by Honors Board)
- ? Appropriate Law Enforcement agencies notified
- ? Other as deemed appropriate by the Honors Board (*very rare incidence*).
- ? In the case of serious violations, decisions, as well as minutes of the Honors Board meetings shall become a part of the student's permanent record.

### **Appeals Process**

Honor Code violations will be dealt with at the lowest possible level; i.e., student to student, student to faculty/staff (RA), student to division chair or Dean/staff supervisor (RD/security/director of housing), student to Dean of Students. A student may appeal any disciplinary action to the next highest level. If a student wishes to appeal further than the Dean of Students office, the Dean of Students will convene the Honors Board. The Dean of Students will convene the Honors Board on all academic appeals. If a student is still unsatisfied with a disciplinary action, he/she may file a final appeal to either the Vice President for Academic Services or the Vice President for Student Services, depending on the jurisdiction of the violation.

To appeal a decision to the Honors Board, the appellant must submit a letter of appeal to the Dean of Students within 72 hours of the disciplinary decision. Once the appeal has been received, the Dean of Students will convene the Honors Board within 72 hours, if possible.

All proceedings of the Honors Board will be dealt with in a single setting, unless it is deemed necessary that the Honors Board reconvene on the issue. All violations will be dealt with on an individual, circumstance-by-circumstance basis.

During the appeal to the Honors Board, the appellant shall have a maximum of 10 minutes to present his/her case. Legal counsel will not be permitted for either the complainant or respondent. The appellant may bring a faculty/staff advocate to the hearing and witnesses. The appellant may also present written documentation from other individuals. The proceedings will be audio recorded for the official record. Tape records of the hearings are the property of the College and may only be used to aid the appropriate decision maker or decision-making body in the event of an appeal.

The person responsible for the original disciplinary action will also be asked to attend the appeals hearing and given 10 minutes to state his/her reasons for the disciplinary action and present evidence. The Honors Board will render a decision to the appeal within 24 hours of the appeals hearing. The appellant will receive written notification of the Honors Board decision within 72 hours by the Dean of Students or a chosen representative of the Honors Board.

A further appeal may be submitted to the Vice President for Student Services or the Vice President for Academic Services. The appellant shall have five (5) working days, from the date of the Honors Board decision, to file an appeal to the respective vice president. If an appeal is not submitted to the respective vice president, the decision of the Honors Board is final.

The respective vice president will review the case and all minutes from the disciplinary process. The appellant may be interviewed by the respective vice president before a final decision to the appeal is made. The respective vice president will render a final decision to the appeal within five (5) working days, if possible, of reviewing the appeal. All decisions of the respective vice president are final, with no further appeal.

### **Appeals Flow-Chart**

#### *Offenses coming under Student Services:*

Resident Assistant

Resident Director/Security/Director of Housing

Dean of Students

Honors Board

#### *Offenses coming from Academic community:*

Faculty Member

Division Chair

Dean of Students to facilitate Honors Board

Honors Board

Vice President for Academic Services

## **GENERAL POLICIES**

### **Class Attendance**

Attendance in the classroom is the responsibility of the student. Prompt and regular attendance is expected. The College reserves the right to deal with individual cases of nonattendance. A student may be administratively withdrawn from class due to excessive absences.

### **Campus Policies**

1. In order for the college to function in a positive manner, it is necessary for each individual to be honest and forthright in all dealings. Incidents of dishonesty may result in suspension and/or disciplinary action.

2. Serious disciplinary action will result from the following:
  - assault, profanity or vulgarity, gambling, dishonesty, hazing,
  - possession an use of firearms or fireworks and chemicals which are of an explosive or corrosive nature,
  - attendance at any establishment or event at which the principal purpose is known to be the sale and/or consumption of alcoholic beverages.
3. Students using tobacco in any form in any building on the campus of College of the Southwest are subject to having disciplinary action taken.
4. Any single student under 21 years of age who is a freshman or sophomore, who is not living with an adult immediate family member, and who is enrolled for more than 9 hours must live in on-campus housing. All students living in campus housing are required to maintain health insurance.
5. Students taking part in athletics or other activities do so at their own risk and are responsible for maintaining individual health and accident insurance.
6. Any student enrolled at CSW is responsible for furnishing the college with a copy of any criminal complaint(s) and/or police report(s) in which the student is directly involved.
7. Any student applying for campus housing at the College of the Southwest will be required to complete a form authorizing the release of a background check on himself / herself.

## **Sexual Harassment Policy**

College of the Southwest strives to recognize human dignity and therefore DOES NOT tolerate sexual harassment. Harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. Consequently, the College is committed to taking all reasonable steps to prevent sexual harassment and to discipline those who do harass.

Sexual harassment is any threatening, demeaning, or offensive conduct or situation that interferes with a person's ability to perform his/her work or educational pursuit and is based upon the sex of that person.

Sexual harassment is any gender-related conduct that makes it more difficult for a person to do his or her job or receive his or her education. Harassment includes but is not limited to:

1. Requests for dates with a student by faculty/staff.
2. Persistent requests for dates.
3. Unwelcome requests for sexual favors.
4. Continued expression of sexual interest after being informed that the interest is unwelcome.
5. Non-consensual or unwelcome physical conduct.
6. Comments that are demeaning, humiliating, suggestive, insulting, vulgar, or lewd.
7. Retaliation and/or retribution in any way for refusal to comply with requests for sexual favors.
8. Preferential treatment or promise of preferential treatment for submitting to sexual contact.

Sexual harassment has no place at College of the Southwest. Accordingly, the person who engages in such conduct will bear full responsibility for such unlawful acts. In the event that a determination of sexual harassment is made, discipline will be dealt with in accordance with the Honor Code and Honor Board.

Should you feel sexually harassed, you are urged to report your concerns to the Dean of Students, Campus Security, and/or the Vice President for Student Enrollment Services. An investigation into the charge will be conducted. Confidentiality shall be maintained to the greatest extent possible.

## **Disruption and Violence**

Individuals or groups who resort to disruption or violence will be reported immediately to the appropriate authorities for legal action. The possession of fireworks, explosives, firearms, or other weaponry is prohibited on the campus. All violations are subject to the Honor Code.

## **Residence Hall Damage**

Students who damage a residence hall or residence hall furniture will be subject to disciplinary action and will be responsible for reimbursing the college for the assessed amount of repair or replacement. Sanctions for damage or loss are as follows:

1. Disciplinary probation, which includes suspension of activity and/or athletic privileges, community service and/or a combination of other sanctions as outlined in the College catalog and Student Handbook. Only a member of the College administration may take this action. The coach or sponsor and the Dean of Students will determine the length of the suspension jointly.
2. Payment of the amount assessed for the damage or loss is due within ten (10) working days of the notification of assessment. If the amount is not paid within that time, the student will be charged interest on the amount owed at a rate of 25% per month.
3. In the event of recurring incidents of damage or loss, the student will be required to vacate College housing for the remainder of the academic year (scholarship amount may be affected).

## **Public Forum Area**

Students wishing to conduct a public forum/debate may do so with prior permission from the Dean of Students. The public forum area shall be located on the lawn between the Bill Daniels Campus Center and the Mabee Fitness Center only. The student or group must specify the date and time of the forum along with the program and elements of the program to be used. No public forum may last longer than four hours in length. Each student or group is responsible for set up and clean up.

# CAMPUS HOUSING GENERAL POLICIES

## Campus Housing Guidelines

The following statements concern general guidelines for campus housing and residence living requirements. All campus housing policies are in adherence with the Honor Code.

## CONDUCT

**Chief among the campus housing objectives is a desire to foster a Christian-oriented community of students who are competent, sincere, and committed learners. Language, behavior, and possessions unbecoming to a Christian are not acceptable.** Students are expected to be appropriately dressed while in public areas. Students may also be asked by staff members to refrain from other conduct that infringes on the rights of others that is not considered in keeping with the standards of the College.

The Student Handbook has further information about standards of conduct for students and an outline of behavioral sanctions. These handbooks are made available during orientation, registration, and through residence directors. It is the responsibility of each student to read and comply with the material within the handbook and in this guide. In addition, the following is also unacceptable conduct:

- § Pranks and any verbal, physical, or mental abuse directed at any staff member or student
- § Knowingly giving false information to a staff member
- § Failure to comply promptly to the reasonable request of a staff member

Staff members are defined as Campus Housing Director, Residence Directors, Resident Assistants (RAs), and Security Officers.

## PROHIBITED ACTIVITIES AND ITEMS

Because of the potential for injury and damage to property, the activities and items in this section are prohibited. Participation in these activities or possession of these items can result in disciplinary action (including fines and/or referral to the Dean of Students) and confiscation of the item(s). If a resident is in possession of an illegal or dangerous item, it will be immediately confiscated, and the resident will be referred to the Dean of Students. In some cases, such as those involving pets, the resident may be allowed to remove the item personally. This must be done promptly within the time limits as set forth on Entry, Search, and Seizure for more information. Failure to comply will result in referral to the Dean of Students.

Residents are encouraged to use common sense and ask questions of staff members if necessary. Residents should also be aware that they may be held equally responsible for any prohibited item found in their room or apartment. Residents are also responsible for the behavior of their invited guests.

### Activities

**Athletic activities in the residence hall hallways:** including, but not limited to wrestling or "roughhousing," running, throwing/bouncing/kicking of objects, the use of golf clubs, and the use of dart boards.

**Ceiling alterations:** including, but not limited to mounting ceiling fans, mounting light fixtures, and the removal of ceiling tiles.

**Climbing:** out of residence hall windows.

**Fighting:** including, but not limited to fist fights, shaving cream fights, water fights, etc.

**Smoking:** is prohibited in all college buildings. The use of all other tobacco products is also prohibited.

**Throwing, dropping, or hanging objects from windows:** screens in residence halls and in the apartments should be locked at all times for safety reasons.

**Use of profanity**

### Items

**Drugs and drug paraphernalia:** only those drugs which are prescribed by a physician for use by that individual should be in the resident's possession.

**Alcoholic beverages and containers:** also prohibited are products or items that use liquor or drug logos (examples are posters, t-shirt designs, or key chains).

**Obscene material:** including but not limited to pornographic literature and movies, posters depicting full or partial nudity, displays of profanity or language that is offensive to others including hate speech or defamatory language.

**Possession of stolen property:** these are illegal items and can result in criminal charges as well as university disciplinary action.

**Traffic, street, and highway signs, cones, flags, lights, barricades, and other similar equipment:** possession of such equipment usually constitutes theft, which also violates state and local laws.

**Cooking appliances:** unacceptable cooking utensils are usually those items with any kind of open heating element. Some examples are hot plates, electric fry pans, space heaters, etc.

**Firearms, ammunition, and other weapons:** examples of prohibited items are BB guns, pellet pistols, air rifles, dart boards and darts, nunchuks, power bows and arrows, blow guns, paintball guns, and/or any protective device, etc. Firearms and other illegal weapons are not permitted anywhere on the college campus.

**Fireworks:** including smoke bombs and firecrackers.

**Pets:** all pets, including small fish, hermit crabs, fowl, or crustaceans, are prohibited. See the section on Pets for further information.

## REMOVAL OF STUDENTS FROM CAMPUS HOUSING

Conduct which results in disciplinary action may also result in the removal of the student from campus housing **without a refund or deposits paid**. Residents who are suspended from campus housing must remove all personal belongings within a specified time frame and must follow standard check-out procedures. In addition, all privileges to/in the residence halls and the apartments are forfeited for the duration of this suspension.

Some of the causes for removal of a student from the campus housing system include but are not limited to:

- § Failure to pay rent as it becomes due and payable
- § Dismissal from the College for any cause
- § A display of conduct which is unacceptable in housing or in any other location

**Failure to vacate the residence hall or apartment upon receipt of notice from the Dean of Students will be documented and further action taken when necessary.**

## GROUP BILLINGS/FINES

It is the practice of campus housing to hold individuals responsible for their actions. Damage, vandalism, removal of public furniture, activating fire alarms, etc. could result in billing/fines. If the individual(s) responsible cannot be identified, then the College reserves the right to hold the residents of that particular community responsible. Before a specific group is billed, there will be an opportunity for the responsible person(s) to identify themselves and take responsibility for their actions.

## ENTRY, SEARCH, AND SEIZURE

Campus housing staff members will, at times, be required to enter a student's room or apartment in the performance of their job. If it is necessary to enter a room, the staff member will knock first. If there is no answer or the student does not open the door for the staff member, entry with a key may be required, after the staff member has identified himself/herself. Failure to observe this practice will result in a conference with the Dean of Students and possible disciplinary action if deemed appropriate. Resident to resident courtesies should be observed by always knocking on a room or apartment door and only then entering at the invitation of the occupant.

The College recognizes the student's rights to privacy in his/her room or apartment. It is not within the policy of the College for a staff member to enter a student's room or apartment or to search a student's belongings indiscriminately. However, the College does reserve the right to enter college-owned property to check general conditions, to perform custodial service, to make repairs, to handle emergencies, to ensure compliance with college rules and regulations, or if there is reason to believe that a health, safety, or fire hazard exists. The College reserves the right to conduct room inspections without prior notice.

The College reserves the right to remove and store or dispose of any prohibited items found in the student's room or apartment either at the time of a formal search or if the item is found during routine room checks or visits to the room by a staff member. In most cases, the student will be asked to remove the items within a time period specified by the Residence Directors. In the case of illegal items such as weapons, alcohol or drugs, drug paraphernalia, or any item that could potentially present a danger to residents, the Director can remove the item immediately.

## PETS

No type of pet is allowed, including all mammals, birds, rodents, reptiles, fish, or insects. If a pet is found within a room or apartment, every attempt will be made to determine the identity of the owner. That person will be given notice to remove the pet immediately. An attempt will be made to give the owner the responsibility of the safe removal of the pet; however, if the identity of the owner cannot be determined or if there are repeated offenses by one individual, the Residence Director can order the immediate

removal of the pet. A fine may be assessed or, in cases of repeated offenses, disciplinary action may be taken. The college reserves the right to remove any pet at any time from campus housing without prior notice to the owner.

## **PARKING REGULATIONS**

The campus is defined as all land owned by College of the Southwest. Anyone parking within these confines is required to display a permit in their vehicle or to park in visitor parking areas.

## **CAMPUS HOUSING**

### **GENERAL SERVICES**

#### **Campus Security**

The College maintains a security department staffed 24 hours a day, seven days a week. This service is provided for the protection of the college community and property. To report a crime or an emergency, dial 911. For a non-emergency situation, assistance with a vehicle, or entering a building, please locate a security officer. Security does not open vehicles; a licensed locksmith will assist in these situations. At the time of the service, payment will be made at the vehicle owner's expense to whomever the student calls for these services. Please do not request Campus Security to open ANY vehicle.

#### **Student Help in Crime Prevention**

A student can help increase campus safety if he/she is aware of suspicious persons, questionable actions, and dangerous conditions. Individuals should notify the CSW Security Officer in reference to any suspicious person who loiters in the vicinity of his/her residence hall or home or in routes that he/she ordinarily takes, as soon as possible.

##### **Characteristics to look for:**

When observing suspicious persons, the following characteristics should be noted and provided to security: height, weight, age, complexion, color of hair and eyes, speech, dress, movements, and any outstanding peculiarities in appearance or actions, distinguishing characteristics such as tattoos, scars, missing teeth, jewelry, and physical handicaps, the direction in which he/she travels, the mode of transportation used, and the color, make, model, and license number of car, if one is used.

### **EMERGENCY CONTACT NUMBERS**

The following is a list of emergency contact numbers:

CSW Security Officer.....(505) 318-1196  
Campus Housing Director.....(505) 318-3300  
Weber Hall Director  
Apartments Director  
New Residence Hall Director.....(505) 392-2964

### **THEFTS**

The College is concerned with the safety and security of every student and his/her possessions. Each student must assist in the effort to make the campus a safe place by taking responsibility for his/her personal safety and the safety of their belongings. Any theft should be reported to the CSW Security Officer and to the Residence Director. The college cannot guarantee the return of any property and is not responsible for loss due to theft.

Residents need to be aware that several things can be done to lessen the possibility of having their property stolen:

- § Keep your door locked at all times – malfunctioning locks should be reported.
- § Window screen must be in place and latched at all times.
- § Keep your valuables locked and out of sight.

§ Practice being your neighbor's keeper. This can be done by knowing the other residents in the hall and by immediately reporting to CSW Security or the Residence Director or Resident Assistant of any suspicious person(s) who do not belong on the premises.

## **SEVERE WEATHER**

During severe weather alerts (watches and warnings), residents are encouraged to monitor television and radio reports and should take reasonable precautions. Windows should be closed during thunderstorms or severe weather alerts. Each resident should have a flashlight available in case of power failure.

## **INSURANCE**

Because the College cannot assume responsibility for the payment of medical expenses for students, **each student must furnish his/her own coverage**. This will insure that bills will be paid on time and in full. Any student who has insurance coverage through a family plan back home need only to record the name of the company and policy number on the campus housing application form.

**Each student living in campus housing must be insured with health and accident insurance and must provide the Director of Housing with a current immunization record.**

# RESIDENCE HALLS

## GENERAL OCCUPANCY INFORMATION

### RESERVING A ROOM

**New Students** must fill out and return the Housing Application to be submitted to the Director of Housing for processing. To be eligible to live in college-owned housing, an individual must be enrolled as a full-time student in the College. A student who drops below 12 semester hours must contact the Director of Housing for permission to remain within the campus housing system.

**Returning Students** will be given a Room Reservation Form by a RA or Residence Director. These forms will be disbursed and collected prior to the end of the semester. Returning students should include on this form their preference for roommate(s).

Any student who plans to continue in campus housing must submit a reservation form each semester. If you do not receive a form from a RA or RD, make sure that you request one.

### ASSIGNMENTS

Every attempt is made to accommodate student preferences for a housing assignment and to assign the roommate requested. A prescribed plan is followed which gives priority to students based on their prior occupancy and classification. However, the College reserves the right to move students to another hall when it is deemed necessary by the residence hall staff.

### ROOM CHARGES AND REFUND POLICIES

A student may not occupy their assigned residence hall room until the official date and time of opening of the residence halls. The period of occupancy includes ordinary school holidays during which the school dining hall is open for boarding students. Long holidays, such as Christmas, are excluded from the occupancy contract. The College reserves the right to use residence hall facilities during periods of non-student occupancy for conferences or conventions.

**Room refunds** will not be made on room charges if a student vacates a residence hall before the end of the semester. This is based on the fact that rooms are contracted for an entire academic period.

### CHECKING IN AND OUT OF RESIDENCE HALLS

#### Check-in Procedures

An official move-in date for each semester is designated on the school calendar. The residence hall staff will be available in the lobby of each hall on that day to assist residents with check-in procedures. If a student is not able to move into the hall on this date, they should report immediately to the Resident Director upon their arrival for assistance.

#### Inventory and Damage Assessment

At check-in, each resident will be given an inventory form on which to verify inventories and to list any damaged or missing furnishings found during his/her inspection of the room. This form must be completed, signed, dated, and returned to a member of the residence hall staff before a key will be issued. It should be noted that when students are assigned a room, they are "issued" the furniture and fixtures in that room for their use and must assume responsibility for those items, for the care of the room, and its contents. Prior to check-in, a member of the residence hall staff will carefully check every room for previous damage or loss of property. Documentation on the inventory form will insure that the responsible person is charged. The same procedure will be followed during check-out at which time, if damage or loss of property is noted, the Residence Director will obtain a cost estimate. This figure will be furnished to the Coordinator for Campus Housing who will then bill the student for repairs or replacement of lost or damaged items.

#### Key/Phob Policy

All students will be issued a room key and/or phob without charge when they move into the residence hall. Students are responsible for the key/card and for replacement costs in case of loss. The cost of replacing a key or phob is \$80.00. Care should be used in the handling of keys and phobs as they represent the safety of the student's personal property and the security of the rooms. All residents will turn in their key and phob at the Christmas break.

## Check-out Procedures

To check-out of a residence hall, those who do not plan to return the following semester must obtain clearance signatures from a variety of departments. Returning students will be checked-out by residence hall staff members following a prescribed schedule which will be posted on all floors during the last week of school. An inventory of the room will be done at this time and the student will be charged for any damage which exceeds normal "wear and tear." Room key and phob will be turned in at this time. Anyone who fails to follow the proper check-out procedure will be assessed a fine and/or placed on a hold list. Anyone placed on a hold list cannot receive a transcript or register for classes at CSW until their name is removed from the list.

## Storage Policy

Personal property may be left stored in the student's room between long semesters (during Christmas break) if the student plans to occupy the same room. No items may be stored during the summer and it is expected that the student will take all personal property with them when they check-out, including bicycles. The residence hall staff will not be responsible for packing up items left behind and mailing them or placing them in storage. All items left behind will be considered abandoned property and will be discarded.

## RELOCATING (MOVING)

During the first two weeks of each semester, students will be allowed to make room changes as long as they observe the following procedure:

- § A request is made with the Director
- § The student (or students) wishing to relocate has already worked out the details of the move with any other students who would be affected. It is not up to the Director or RA to make arrangements for these kinds of moves.

Anyone who makes a move without prior approval will be subject to a \$50 fine and will be asked to move back to their assigned room.

Residents who are not returning to the same room or coming back to their residence hall for the spring semester must remove all of their belongings and follow check-out procedures **before leaving for Christmas break.**

## TELEPHONES

Residents wanting telephone service in their rooms should contact Valor Telecom in Hobbs. All deposits, charges, and fees are strictly between the individual resident and Valor. **College of the Southwest will not guarantee any payment of any bills by a roommate or roommates on telephone service to an apartment or residence hall.**

**Please note:** Telephone installation involves the risk that the student may be moved from one location to another - depending upon the needs of housing. CSW is not responsible for any charges or fees incurred in moving telephone service.

## TRASH

The following guidelines should be followed by all residence hall students:

- o Each resident is responsible for disposal of his/her room trash.
- o Trash will not be placed outside of the room for pick up by housekeeping staff.
- o Lobbies, laundry rooms, public bathrooms, and hallways will be cleaned by housekeeping staff, but it is the responsibility of each student to help maintain these areas. Students who place trash in these areas will be expected to properly dispose of that trash.
- o Room trash is not to be placed in the receptacles found in the lobby or the laundry room.

## LAUNDRY ROOMS

Each residence hall has a laundry room. These laundry rooms are equipped with coin operated washers and dryers. Students are urged to read instructions carefully to prevent malfunction through operator error. In case of malfunction, a report should be made to the Residence Director or to an RA. Because of the location of these laundry facilities, some halls have policies concerning hours of operation. These policies should be posted.

## **CAMPUS MAIL**

Each resident will be issued a campus post office box. The box number and combination will be given to students during orientation or registration. Students may also go by the Post Office to find out their box number and combination. Mail is picked up and delivered on campus daily. The CSW Post Office is located in the Student Center, across from the Bookstore. The post office is closed Saturdays, Sundays, and most holidays.

Mail should be addressed in the following way:

Student Name  
CSW Box \_\_\_\_\_  
6610 Lovington Hwy  
Hobbs, NM 88240

**Notice:** all mail sent through the CSW Post Office is subject to all laws and regulations which apply to the United States Postal System.

## **STUDENT EMAIL**

All registered students are assigned a campus e-mail account. Official CSW e-mail communications from all departments will be sent to this account. CSW e-mail accounts are reset at the end of each term. CSW e-mail accounts are private but are considered property of College of the Southwest. Instructions for using your CSW e-mail account will be given at Orientation or by contacting Instructional Technology.

## **MEAL PLAN**

All students residing in residence halls are required to purchase a college meal plan. CSW provides two meal plans for students to purchase. One plan includes 19 meals per week; the other plan provides for 12 meals per week. Unused meals may not be carried forward weekly. All students must present their student ID upon entering Food Service to access their meal plan at Food Service. Athletes must purchase the 19-meal plan the semester their sport is in-season. All meals will be all-you-can-eat. No food or drink may be carried out of Food Service. The only exceptions will be students unable to dine in the Mustang Corral due to an illness or students using their \$10.00 per week allowance for discretionary spending in the General Store or the Mustang Corral. No cashing out at the end of the week will be permitted. Students must present their student ID any time they purchase food, beverage, or other items in the Mustang Corral or the General Store. The \$10.00 discretionary spending per week can not be carried forward week to week, and the amount may not exceed \$10.00 per week. Only students who have purchased meal plans or pay at the door to the Mustang Corral will be allowed in the dining area during meal hours.

## **APPROVED APPLIANCES**

All appliances should be unplugged when students are out of the room for long breaks (Christmas and spring break). Microwave ovens and refrigerators should be kept clean and free of food spills in order to help inhibit insects in the room. Microwaves and refrigerators will be checked as part of room checks. Only approved dormitory size refrigerators will be allowed in residence hall rooms.

## **DISAPPROVED APPLIANCES**

Students may not use open coil devices such as toasters or hot plates, etc. Halogen lamps may also not be used.

# **RESIDENCE HALL POLICIES**

## **MEETINGS**

The residence hall staff will conduct a regular schedule of meetings with residents to discuss housing policy and safety procedures. The first meeting of each semester will be a hall wide meeting and will take place shortly after moving in. RAs may call individual meetings or floor meetings to discuss specific issues for that living group. Each of these meetings is mandatory for all residents. The day and time of the meeting should be posted 24 hours in advance unless it concerns an emergency situation that must be brought to the attention of residents immediately. If a student could not attend a meeting, they must speak to the Director concerning the reason for their absence.

## **CURFEW**

Based on the Honor Code of CSW, residents are not held to an established curfew. Built on the tenets of personal responsibility, respect for self and respect for others, residents are expected to show respect for their fellow students on campus, showing due regard for those fellow students within their individual residence halls, suites, and especially that of their roommate. Curfew's may be established by individual residence halls, by which all residents of that hall are expected to abide, including their guests. Abuse or neglect of agreed-upon residence hall curfews will be dealt with by the process outlined in the Honor Code.

## **SIGNING IN AND OUT**

Since emergencies do occur, it is necessary for resident students to sign out when leaving campus if they do not expect to return prior to the closing of the residence hall. The procedure for signing in and out will be explained during the first scheduled hall meeting at the beginning of each semester. Further questions may be answered by the Resident Director or RA. Requests for overnight guests must be made to the Resident Director at least 3 days in advance.

## **FIRE POLICIES AND HALL SECURITY**

College of the Southwest considers fire safety extremely important, and students have an obligation to adhere to the College policies as well as city and state statutes.

### **Fire Prevention**

The following are prohibited in residence hall rooms and throughout the building because of their serious potential as fire hazards:

- § Open flames such as candles, lighters, etc.
- § Use of incense
- § Use or possession of fireworks or firecrackers
- § Use of open coil heating devices (space heaters, toasters, etc.)
- § Storage of combustible solutions
- § Smoking within the hall is not permitted
- § Halogen lamps are not permitted

### **Misuse of Fire Safety Equipment**

Any individual who misuses or tampers with fire safety equipment will be subject to disciplinary action and will be charged with the cost of cleanup or repair of property is damaged because of the action.

## **False Alarms**

Every effort will be made to identify the individual(s) who cause a false alarm. When such persons are identified, they will be referred to the Dean of Students for disciplinary action.

## **Setting a Fire**

Any individual who sets a fire (commits arson) in or near a college building is subject to immediate disciplinary action up to and including expulsion from the College. The responsible person(s) will also be charged with the cost of repairing any damage caused by the fire.

## **Fire Drills**

Two fire drills, one announced and one unannounced, are conducted during each full length semester. The first fire drill during the semester will always be announced before time, and students will be oriented concerning exit routes and other rules. Students will be walked through the drill for training by residence hall staff.

## **RESIDENCE HALL SECURITY**

Campus buildings are considered secure, and every effort is made to insure the safety of resident students. Students living within the campus housing system should make every effort to adhere to policy to safeguard themselves as well as others.

### **Locking Procedures**

Front doors of the residence halls are to be locked by the RA on duty at closing hour each night. Students may gain entry into their hall after closing by using the phob system. If the student does not have his/her phob, they must contact the security officer on duty to have them open the front door. At NO time should a student contact another resident to have them open the door.

### **Alarms and Closed Circuit Cameras**

Alarms have been placed on all side and back doors of the residence halls. These alarms are activated when the doors are locked. Alarms and other security devices, such as closed circuit cameras, are there for the security of the resident student. No action should be taken by any individual to circumvent or disable these systems. Every effort will be made to identify individual(s) who take such action, and they will be referred to the Dean of Students for disciplinary action.

### **Propping Doors and Windows**

At no time should outside doors be propped open. This practice puts the entire residence hall population at risk and will result in disciplinary action for the student responsible. Open screens, especially on the first floor of the hall, also provide entry and represent a risk to the occupant of the room and the entire residence hall population. For this reason, screens should be left latched at all times. Having the screens open is strictly prohibited, and a fine can be assessed.

### **Visitor Entrances**

Anyone visiting the residence hall will use the front door at all times. Off-campus visitors, including parents of the same sex, should be accompanied by a staff member or a resident of the hall while visiting in the hall.

## Noise Policy

Residents are encouraged to maintain reasonable noise levels 24 hours a day. Please remember that in a community living environment, the right to participate in or enjoy a particular activity ends when that activity infringes on the rights of others, particularly their right to sleep or study in a peaceful setting. In other words, be aware that your actions may be affecting others.

A period known as “Quiet Hours” can be established in all residence halls in accordance with the Honor Code in order to ensure that students have the opportunity to exercise their primary rights to sleep and study in their own rooms. Each resident is responsible for knowing and observing these times.

In the event of Quiet Hours violations or other unruly behavior, the RA or RD may initiate action to gain compliance, including asking all visitors in the room to leave the premises. During final exam periods, an extended period of Quiet Hours will be observed. Those exact times will be posted throughout the hall.

## Amplified Music and/or Excessive Noise

Music and/or noise may not be projected from a room to the outside of the building or out into the hall. Persons playing musical instruments, stereo, TV, radio, etc., are expected to respect their fellow residents’ rights to peace and quiet. Residents who enjoy music at high volume levels are encouraged to use headsets.

If a student feels that another person’s activities are infringing on his/her individual rights, the resident should first speak to the person causing the disturbance and ask him/her to modify the behavior. Most residents will respond to a reasonable request when approached, not wishing to intentionally create problems for others. If for some reason this does not work, the resident should contact the RA.

## ROOM CARE

Residents are expected to maintain residence hall rooms in a reasonable manner, making every effort to leave the room in good condition excluding normal wear and tear. Room care guidelines are as follows:

- v **Room checks** will be conducted every two weeks by RAs. Guidelines for room checks will be explained by hall staff members at the first residence hall meeting. The RD may at times conduct an inspection for prohibited items to insure that room care standards are being upheld. Prior notice may not be given for these checks.
- v **Reporting damage and maintenance needs** is the responsibility of the resident. If damage results from a failure to report a problem, the student can be charged for that damage.
- v **Food items** are allowed in rooms but must be kept inside covered containers. Do not store food items in the windows.
- v **The display of personal items** must be kept within the confines of the room.
- v **Decorating** is permitted and should follow specific guidelines. The RD or RA will give residents a complete list of instructions on how to hang items on the walls. These instructions will detail what type materials can be used to hang items. Objects may not be hung inside the window frames or across wall segments.

## Guest Policy

Based on the Honor Code of CSW, residents may have guests of the opposite sex in their rooms on campus. When a guest of the opposite sex is in a resident's room, the door leading into their personal living quarters (bedroom) must be open at, at least, a 45 degree angle. Built on the tenets of personal

responsibility, respect for self, and respect for others, residents are expected to show respect to their fellow students on campus, showing due regard for those fellow students within their individual residence halls, suites, and especially that of their roommate. Visitation hours may be established by individual residence halls, of which all residents of that hall are expected to abide by, including their guests. Abuse of or neglect of agreed-upon residence hall visitation policies will be dealt with by the process outlined in the Honor Code. All arrangements to have an overnight guest in the room MUST be made IN ADVANCE with the RD. Each individual guest will be limited to a two-night stay in the hall. The RD may also determine when any individual guest has reached a limit on staying within the residence hall. Residence hall space is limited, and the cost of running the residence hall does not allow for non-paying residents. This policy also applies to resident students from other halls. Before a student spends a night in a hall other than his/her assigned hall, he/she must notify his/her RD or RA on duty. The RD may also determine when any student from another hall has reached a limit on staying within the hall.

**Residents are responsible for the behavior of their guests, including guests who are CSW students themselves. Residents will be liable for any damage caused by their guest. Guests staying within the campus housing system are expected to follow the same rules of conduct as are applied to a CSW resident student. Alcohol and drugs are not permitted within the halls or anywhere on campus. Guests are expected to comply with CSW's alcohol and drug policy which also prohibits being on campus after the use of alcohol or drugs. Residents will be held responsible for anyone bringing alcohol or drugs into their room or for the presence of a guest who has been using alcohol or drugs.**

### **Babysitting**

Students are not permitted to perform babysitting services in residence halls.

## **RESIDENCE HALL SENATE**

Under the direct supervision of the Resident Director and aided by the Resident Assistants, students may establish a Residence Hall Senate. The purpose of this Senate is to bring the entire residence hall community into discussion and agreement over extended/added policies to the CSW Guide to Campus Housing. Any additions or extensions of policy must be approved by the Resident Director of the hall, Director of Housing, and the Dean of Students. Additions or extensions may strengthen current policy but may not limit existing policy in any manner.

## Faculty Advisors

*Specific office locations, office hours, phone and email information are available at [www.csw.edu/academics](http://www.csw.edu/academics) or on the intranet site.*

<u>Major</u>	<u>Advisor</u>	<u>Office Location</u>
Accounting (A-L)	Barry Stephens	Business Building
Accounting (M-Z)	Tom Wilson	Business Building
Biological Sciences	Dr. Zane Johnson	Kenneth J. Fadke Arts & Sciences Building
Computer Science	Bruce Mills	Business Building
Criminal Justice	Michele Clingman	Kenneth J. Fadke Arts & Sciences Building
English	Dr. Barbara McGrath	Kenneth J. Fadke Arts & Sciences Building
General Business	Barry Stephens	Business Building
History	Dr. Bill Sumruld	Kenneth J. Fadke Arts & Sciences Building
Human Relations	Glenna Ohaver	Burke Hall
Humanities/Fine Arts	Glynese Floyd	Mabee Heritage Center
Management (A-Q)	Dr. Larry Lopez	Business Building
Management (R-Z)	Dr. M. Jo Hayes	Business Building
Management Information Systems	Bruce Mills	Business Building
Marketing	Barry Stephens	Business Building
Mathematics	Will Roan	Kenneth J. Fadke Arts & Sciences Building
Psychology (A-L)/Sociology	Dr. Marilyn Smith	Kenneth J. Fadke Arts & Sciences Building
Psychology (M-Z)/Sociology	Dave Wolske	Kenneth J. Fadke Arts & Sciences Building
Social Science	Dr. Bill Sumruld	Kenneth J. Fadke Arts & Sciences Building
Undecided Majors	Dr. Bill Sumruld	Kenneth J. Fadke Arts & Sciences Building
Education/Special Ed. Licensure	Sue Fox	Mabee Center for Teaching and Learning
Elementary Education		
Bilingual Education	Dr. JoBeth DeSoto	Mabee Center for Teaching and Learning
General Science	Dr. Zane Johnson	Kenneth J. Fadke Arts & Sciences Building
Language Arts	Michele Clingman	Business Building
Mathematics	Will Roan	Kenneth J. Fadke Arts & Sciences Building
Physical Education	Diane Lloyd	Mabee Physical Fitness Center
Psychology	Dr. Wanda Davis	Mabee Center for Teaching and Learning
Social Science	Larry Goldman	Kenneth J. Fadke Arts & Sciences Building
Secondary Education		
Bilingual Education	Dr. JoBeth DeSoto	Mabee Center for Teaching and Learning
Business Marketing		Kenneth J. Fadke Arts & Sciences Building
General Science	Dr. Zane Johnson	Business Building
Language Arts	Dr. Barbara McGrath	Scarborough Memorial Library
Mathematics	Will Roan	Kenneth J. Fadke Arts & Sciences Building
Physical Education	Diane Lloyd	Mabee Physical Fitness Center
Social Science	Larry Goldman	Kenneth J. Fadke Arts & Sciences Building
Special Education (all fields)	Dr. Jo Beth Desoto	Mabee Center for Teaching and Learning
Master of Science		
Educational Administration	Dr. Dennis Atherton	Mabee Center for Teaching and Learning
Educational Counseling	Dr. Mina Sanders	Mabee Center for Teaching and Learning
Curriculum & Instruction	Mary Harris, Dr. Wanda Davis	Mabee Center for Teaching and Learning
Educational Diagnostics	Dr. Marianne Westbrook	Mabee Center for Teaching and Learning