

Spelman



College

Spelman College Student Handbook 2010/2011

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TABLE OF CONTENTS

Foreward	3	Computer Lab Services	28
A Message From the Vice President for Student Affairs	4	Mail Center Services	28
A Welcome From the Dean of Students	5	Campus Bookstore	31
A Letter From the Spelman Student Government Association President	6	Atlanta University Center Affiliation	31
Academic Calendar 2010-2011	7	Policies, Procedures, Rules and Regulations	31
Fall Semester 2010	7	Housing and Residence Life	31
Spring Semester 2011	8	Residence Hall Judicial Process	34
Spelman College Administration	9	Policies, Procedures, Rules and Regulations	34
Spelman College Deans	9	Student Life and Engagement	34
Spelman College Mission and Purpose	10	Travel	35
Mission Statement	10	Use of Campus Facilities	37
Statement of Purpose	10	Solicitation on Campus	38
Spelman College History and Traditions	10	Policies, Procedures, Rules and Regulations	38
Spelman College Presidents	10	Acceptable Use of Electronic Resources	38
College Traditions and Symbols	11	Use of Resources	39
Standards of Excellence for Spelmanites	12	Reporting & Response to Violations	41
Civility and Excellence in Interpersonal Relations	12	Questions Relating to This Policy	41
Excellence in Academic and Other Campus Settings	12	Academic Freedom	41
Excellence in Community and Other Off-Campus Settings	14	Parking Policy	41
Excellence in Business and Professional Settings	14	Auctions	41
The Division of Student Affairs	15	Alcohol and Drug Policy	41
Mission Statement	15	Sexual Harrassment Policy	42
Office of the Vice President for Student Affairs and of the Dean of Students	15	Sexual Assault Policy	43
Housing and Residence Life	15	Spelman College Sexual Assault Resources	43
Commuter Student Services	16	Medical Leaves and Withdrawals	44
Dining Services	16	Spelman Student Grievance Procedure (Non-Academic)	44
Dean of the Chapel/Director of the Wisdom Center	16	Spelman Student Grievance Policy	44
International Students Program	17	Family Educational Rights and Privacy Act (FERPA)	45
International Student Orientation	18	Community Standards and Code of Conduct	46
Student Life and Engagement	18	Registered Student Organizations	52
Intercollegiate Athletics	22	Campus Contacts	54
Student Health Services	23	Academic Affairs Offices	54
Counseling Services	24	Student Affairs Offices	54
Disability Services	25	Division of Media & Information Technology	54
Public Safety	25	Who Can Help	54
Protecting Yourself	25	Communications	55
Evacuation Procedures	26	Mail Center Services	55
Resources Available to Spelman Students	26	Counseling/Health/Support Services	56
Manley Student Center	26	Residence Life/Student ID	56
Woodruff Library	27	Student Life and Engagement	57
Transportation Services	27	Theater/Music/Dance	57
Help Desk	27	Transportation/Safety & Security	57
		Miscellaneous	58
		Student Affairs Core Values	59
		My Core Values	59
		For Further Information Please Contact	60

FOREWORD

The Division of Student Affairs is pleased to provide you with the *Spelman College Student Handbook*, a guide to a successful Spelman experience. This handbook contains important information about college rules, the student code of conduct and your rights and responsibilities as a Spelman student outside the classroom. The *Spelman College Bulletin* will be your guide for academic integrity policies and procedures inside the classroom. Each student is given a copy of this handbook when she enrolls at the College. Additional copies may be obtained from the Office of the Vice President for Student Affairs.

Spelman



College

A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

My Spelman Sisters,

On behalf of the dedicated staff of the Division of Student Affairs, I welcome you to the 2010-2011 academic year. Whether you are a new student or a returning Spelmanite, the *Student Handbook* will serve as a valuable resource during your matriculation.

Spelman College has a rich history and a legacy of educating leaders committed to academic and personal excellence as well as moral and ethical leadership. The Spelman experience is designed to empower the whole person, while developing and fostering an appreciation for the many cultures and people of the world. Your time here is meant to challenge you, strengthen you, and leave you at the end of your journey more capable and wiser about the world. Your choice to come here indicates your choice to change the world. Spelman women are noted for their positive influence in the marketplace and their communities. As a proud alumna of this great institution, I know firsthand the benefits of a Spelman education.



The Division of Student Affairs is committed to Spelman's mission. It is our vision to make the out-of-class experience as educationally purposeful as the in-class experience. We do this by supporting your intellectual, professional, and personal development. We provide a plethora of co-curricular and experiential programs and services through a number of departments. For residential and commuter students, your involvement in campus life will determine the quality of your experience. We hope you will become engaged and a contributing members of this community.

This handbook is designed to assist you in realizing the importance of mutual respect and responsibility, while acquainting you with community standards and institutional traditions. It contains pertinent information and instructions regarding campus organizations and resources. It also outlines your rights and responsibilities and the expectations of members of the Spelman community. I encourage you to read it in its entirety and allow it to provide guidance for a successful career at the College.

My colleagues and I look forward to working with you during your time here. Best wishes for an exciting, productive, and successful year.

Sisterly,

Darnita R. Killian

Darnita R. Killian, Ed.D.

A WELCOME FROM THE DEAN OF STUDENTS

Dear Women of Spelman College,

I want to welcome our new and returning students to Spelman College. We are a very unique community of scholars committed to leading social and global change. You will find that the Spelman experience builds character, promotes leadership development, engages you in critical thinking, while also expanding awareness, opening hearts, refining skills, and challenging you to grow.

Getting involved and staying connected with the campus activities is an excellent way for you to meet new friends while engaging in all that Spelman has to offer. There are many opportunities for you to share your time and talents and to connect with the people, traditions and culture that are uniquely Spelman.

The Student Handbook outlines the resources that support the academic mission, objectives, processes, functions, and general operations of Spelman College.

In addition, you will find the Student Code of Conduct which presents the College's behavioral expectations for students. Every Spelman woman is expected to model integrity, fairness, and respect as she engages with the community and/or leadership and service beyond the gates of Spelman College. In addition, it is expected that you will hold your peers accountable for being good citizens and upholding the high standards of Spelman College on and off-campus.

On occasion, you may find yourself in situations where you may need assistance with resolving a concern. I want to encourage you to visit me in the Office of the Dean of Students if you have questions or concerns regarding your adjustment to Spelman, your living environment, relationship difficulties with family, friends, and others, or health and wellness concerns. As Dean of Students, I am able to assist you with identifying a plan of action and/or support that will help you to successfully navigate any academic, personal, and social concerns.

Everyone here at Spelman is dedicated to helping you to be a successful student and community leader. I encourage you to please contact me at (404) 270-5132 or via e-mail at kfergu15@spelman.edu. I look forward to getting to know you and to partnering with you to enhance your Spelman College experience.

Warmest regards,

Kimberly M. Ferguson

Kimberly M. Ferguson



A LETTER FROM THE SPELMAN STUDENT GOVERNMENT ASSOCIATION PRESIDENT

Greetings My Spelman Sister,

First, I would like to welcome you to Spelman College, our beloved institution that births great leaders. Congratulations to you for making the right choice and a decision to change the world. Spelman College is your place to become... to grow in confidence and intelligence. Many prolific and intellectual Black women begin at Spelman College. I am thrilled to begin another year of academic excellence and personal growth.

On behalf of the Spelman Student Government Association (SSGA), it is my pleasure to serve as your Student Government Association President for the 2010- 2011 academic year. I am committed to making certain that you enjoy your time here, that your voices are heard, and that your student-related needs are addressed. Every student is a member of the SSGA and I trust that you will come to our events, meetings, and office hours to contribute to this wonderful academic community.

The goal for SSGA this academic year is to unite our sisters, ensure that everyone is accountable, and connect with other campuses to elevate our Spelman experience. Throughout this academic year, SSGA seeks to encourage change throughout campus and each officer is dedicated to providing you with many opportunities to enhance your undergraduate experience. SSGA will host a plethora of volunteer, networking, and scholarship opportunities and I encourage you to take advantage of them. In addition, if you have ideas and/or questions, please email us at spelmansga@gmail.com.

This is our school and we are your SSGA. Please join us in our effort to unite, become accountable, and connect with others. I trust that you will continue to walk in the path of greatness and excellence. Carry on as the vibrant young women that you are and never take for granted the opportunities Spelman affords us.

Your Sister,



Iva Stewart-Barre

Iva Stewart-Barre, President 2010-2011
Spelman Student Government Association

2010-11 IMPORTANT DATES TO REMEMBER

FALL SEMESTER 2010

August 12 - 13	August Faculty Institute
August 14 - 24	New Student Orientation
August 24	Registration Ends
August 25	First Day of Classes
August 26	ADD/DROP Period Begins (Late Registration)
August 26	AUC Cross Registration Begins
September 3	Last Day to Cross Register at Morehouse College or Clark Atlanta University
September 3	ADD/DROP Period Ends (Late Registration)
September 3	Last day to convert audit to credit/credit to audit
September 6	Holiday Labor Day – Campus Closed/No Classes
September 21	Is Your Hair “DO” Killing You (Learn how to look good while working out.)
September 22	Beat the Café (Healthy snacks you can make in your dorm room.)
September 23	Rethinking Drinking
October 14-15	Mid-semester Examinations
October 18-19	Fall Break – No Spelman Classes
October 20	Classes Resume at 8:00 A.M.
October 22	Last day to make-up incompletes (I) for Spring 2010
October 29	Mid-semester deficiency grades due
October 29	Major/Minor verification form due from Department Heads for December 2010 graduates
November 5	Last day to withdraw from a course with a “W” After this date a student who withdraws will receive a grade of “F”
November 8	Advisement for Spring 2011 begins
November 15	Registration for Spring 2011 begins
November 15	Fall 2011 schedule revisions & Fall 2012 course offerings due from Department Heads
November 24	No Spelman Classes
November 25	Holiday Thanksgiving – College Closed/No Classes
November 26	No Classes
December 1	Last day of classes
December 2-3	Reading Period
December 6-10	Final examinations
December 10	Semester ends
December 14	All grades due in Registrar’s Office
December 23	COLLEGE CLOSED until 3 January 2011

SPRING SEMESTER 2011

January 3	College Opens
January 6-7	January Faculty Institute
January 11	Last day of Registration
January 12	Classes Begin
January 13	ADD/DROP Period Begins (Late Registration)
January 13	AUC Cross Registration
January 17	Holiday Martin Luther King Jr. Day – Campus Closed/No Classes
January 21	Last day to Cross Register at Morehouse College or Clark Atlanta University
January 21	Last Day to ADD/DROP courses (After this date a student who withdraws from a course will receive a grade of "W")
January 21	Last day to convert audit to credit/credit to audit
February 1	Summer School Applications available
February 16	Safe is Sexy
February 17	Dialogue in the Dark
February 18	Sexual Health and Responsibility Forum
March 1	Deadline for Spelman College Study Abroad Applications
March 3-4	Mid-Semester Examinations
March 7-11	Spring Break: College Open – No Classes
March 14	Classes resume at 8:00 A.M.
March 18	Mid-semester deficiency grades due
March 25	Last day to withdraw from a course with "W" (After this date a student who withdraws will receive a grade of "F")
March 25	Last day to make up incompletes "I" for Fall 2010
March 28	Spring 2012 schedule revisions & Spring 2013 course offerings due from Department Heads
April 22	Holiday Good Friday – College Closed
April 4	Advisement for Fall 2010 begins
April 7	Founders Day observed
April 11	Registration for Fall 2011 begins
April 15	Graduation Application deadline for December 2011 and May 2012 graduates
April 15	Research Day – No Classes
April 27	Last day of classes
April 28-29	Reading Period
April 29	Deadline for May Graduation Candidates to have Incompletes and other deficiencies corrected
May 2-6	Final Examinations
May 5	Senior Grades due by 5 P.M.
May 6	Semester Ends
May 10	Final Grades due
May 14	Baccalaureate Services
May 15	Commencement Services

SPELMAN COLLEGE ADMINISTRATION

Dr. Beverly Daniel Tatum	President
Dr. Johnella Butler	Provost & Vice President for Academic Affairs
Mr. Robert D. Flanigan Jr.	Vice President for Business & Financial Affairs & Treasurer
Dr. Damita R. Killian	Vice President for Student Affairs
Ms. Arlene Cash	Vice President for Enrollment Management
Ms. Eloise Alexis	Vice President for College Relations
Ms. Cassandra Jolley	Vice President for Institutional Advancement
Ms. Delores K. Barton	Vice President & Chief Information Officer
Ms. Tomika DePriest	Executive Director of Communications
Ms. Cathy Daniels	Secretary of the College
Ms. Yvonne Skillings	Assistant to the President

SPELMAN COLLEGE DEANS

Dr. Desiree Pedescleaux	Dean of Undergraduate Studies
Dr. Geneva Baxter	Associate Dean of Undergraduate Studies
Dr. Carmen Sidbury	Associate Dean of Undergraduate Studies
Ms. Kimberly Ferguson	Dean of Students
Dr. Lisa Rhodes	Dean of the Chapel



SPELMAN COLLEGE MISSION AND PURPOSE

MISSION STATEMENT

An outstanding historically Black college for women, Spelman promotes academic excellence in the liberal arts, and develops the intellectual, ethical, and leadership potential of its students. Spelman seeks to empower the total person, who appreciates the many cultures of the world and commits to positive social change.

STATEMENT OF PURPOSE

Spelman, a pioneer in leadership education for black women, promotes academic excellence in the liberal arts. This predominantly residential, private college provides an academic climate that develops students' intellectual and leadership potential. The College is a member of the Atlanta University Center Consortium (AUCC), and Spelman students enjoy the benefits of a small college while having access to the resources of the other four participating institutions.

Spelman offers an educational experience characterized by excellence. It reinforces a sense of pride and hope, develops character, and inspires the love of learning. The programs of the College rest on the expectation that the students, the community, and society at large will benefit from a liberal arts education. Spelman has been, and expects to continue to be, a major resource for educating Black women leaders.

SPELMAN COLLEGE HISTORY AND TRADITIONS

Spelman, one of the nation's most highly regarded colleges for women, was founded by Miss Sophia B. Packard and Miss Harriet E. Giles, Baptist missionaries who were commissioned in 1879 by the Woman's American Baptist Home Mission Society of New England to study the living conditions "among the freedmen of the South." Appalled by the lack of educational opportunity for Black women, the missionaries returned to Boston determined to affect change. On April 11, 1881, they opened the Atlanta Baptist Female Seminary in the basement of Atlanta's Friendship Baptist Church with \$100 provided by the congregation of the First Baptist Church of Medford, Massachusetts. The first eleven pupils, ten women, some former slaves, and one girl, determined to learn to read and write.

Through the philanthropy of John D. Rockefeller, nine acres and five frame buildings were purchased for the school. In gratitude for his generosity, the school's name was changed from Atlanta Baptist Female Seminary to Spelman Seminary for Women and Girls in 1884, to honor the parents of Mrs. Laura Spelman Rockefeller. During the first decades of its existence, the Seminary grew to include an enrollment of nearly 800 pupils, and curricular offering expanded to include high school and colleges programs of instruction, teacher training, missionary training, and nurses' training.

By 1924, the school's administrators were clearly focused on developing the college program. On June 1, 1924, the name of the school was officially changed from Spelman Seminary to Spelman College. Spelman became a flourishing liberal arts college. Although Spelman's educational emphasis has changed with the times over its 129 year history, its basic aims and mission have remained the same – to educate and inspire young women to take advantage of opportunities and to assume positions of leadership in society.

SPELMAN COLLEGE PRESIDENTS

Sophia B. Packard	(1881 -1891)
Harriet E. Giles	(1891 -1909)
Lucy H. Upton	(1909 -1910) Acting President
Lucy Hale Tapley	(1910 -1927)
Florence M. Read	(1927 -1953)
Albert E. Manley	(1953 -1976) First African American President
Donald M. Stewart	(1976 -1987)
Barbara Carter	(January-June, 1987) Acting President
Johnnetta Betsch Cole	(1987 -1997) First African American Woman President
Audrey Forbes Manley	(1997 -2002) First Alumna President
Beverly Daniel Tatum	(2002 - present)

COLLEGE TRADITIONS AND SYMBOLS

Founders Day is celebrated on April 11. A major highlight of Founders Day is the **Founders Day Convocation**, which is preceded by the pageantry of an academic procession in which members of the Senior Class wear their academic regalia for the first time.

The **College Motto**, embedded on the **Spelman Seal**, is “**Our Whole School for Christ.**” It serves as a testament to the faith of the Founders. Though Spelman was founded in a basement of a Baptist church, it has no formal ties to any denomination and has always been open to women from all religious affiliations.

Inside the original **Spelman Seal** is the Star of Service. The Star itself represents the six departments of instruction that have been offered at Spelman College: College, Teacher Training, Nurse Training, Music, Academy and High School. Home Economics was later added to the curriculum.

The oldest building on campus is **Rockefeller Hall**, completed in 1886. The next oldest building is **Packard Hall**, built in 1888. **Sisters Chapel** built in 1927, is named in honor of Mrs. Laura Spelman Rockefeller and her sister, Lucy Maria Spelman. **The Grover-Werden Memorial Fountain** was dedicated on May 31, 1927 and is located in the center of the campus oval. It was built to provide ice-cold water, since it was not available elsewhere on campus on hot summer days. It now represents a fountain of knowledge and a fountain of Life Eternal.

Class Day is a tradition in which the senior class comes together to reflect on their years at Spelman. The **Ivy Oration** is delivered by the valedictorian. At the end of the exercises, she plants ivy beside one of the buildings to contribute to the beauty of our campus. Following Class Day, the senior class proceeds to **March through the Alumnae Arch**. The **Alumnae Arch** is located within the campus oval, near the walk between Rockefeller Hall and Reynolds Cottage. Seniors take part in a ceremony symbolic of their leaving the College and going into greater service by following alumnae through the Arch. Alumnae wear white dresses to celebrate this occasion.

The **Bench Ceremony** was initiated by the Class of 1941. This bench, only to be used by seniors, was made from two beams from an old barn that was used to house the Founders. This barn is important because it was the last remaining building connected with the early days of Spelman. The current bench, made from pews from Sisters Chapel, is placed near the Alumnae Arch each April and remains until after Commencement.

The **Class of 1888 dedicated the Class Tree**. It is the magnolia tree located between Rockefeller and Packard Halls. Sophia Packard planted the original tree. The **Class of 1901 dedicated the College Class Tree**. It is the water oak tree between Reynolds Cottage and Sisters Chapel.

The College colors are blue and white; yet each class is represented by its own emblems and colors, which are passed from the graduating class to the incoming first-year class. The tradition of identifying classes by emblem and color began in 1927. The Class of 1928 began the practice choosing the color blue and the wise owl as their symbol.

CLASS OF 2010, 2014, 2018

Color - Red

Emblem - The Eagle

“The Eagle inspires its followers to a superior wing-spread of knowledge and urges them to fly high to mountains of noble achievements.”

CLASS OF 2011, 2015, 2019

Color - Yellow

Emblem - The Sphinx

“The Sphinx points out a definite pattern to progress, obedience, honesty, ethical rules, manners, and unselfishness to its followers.”

CLASS OF 2012, 2016, 2020

Color - Blue

Emblem - The Owl

“Let our reach exceed our grasp. The Owl represents wisdom deeper than the spoken word.”

CLASS OF 2013, 2017, 2021

Color - Green

Emblem - The Lamp

“The Lamp represents light and guidance. Just as the lamp dispels the darkness, so the members of this class strive to send forth their light.”

STANDARDS OF EXCELLENCE FOR SPELMANITES

Spelman College is unlike any other institution in America. For more than a century the name Spelman has exemplified excellence. Spelman students are selected from among the top students in the country, and the College has sought to prepare these exceptional women for academic achievement and leadership. There is a special history and incredible pride associated with the College. As part of that history, Spelman has a reputation for shaping leaders.

Cultivating exceptional achievers takes more than scholastic performance. It requires a commitment to honesty, integrity, purpose, compassion, service, civility, and excellence. As a Spelmanite, countless women precede you, both nationally and internationally, who have achieved at the highest levels all over the world. As a Spelman student, you no longer represent just yourself, but rather you represent Spelman alumnae and the College. Your life as a Spelman student will be marked in the beginning with a candlelight ceremony, and at the end with a walk through the Alumnae Arch on the Oval. Many experiences will take place between these two events. The Standards of Excellence manual serves as a tool to guide you through the total Spelman experience. It speaks to the Spelman standard--a standard of excellence. At Spelman, it is important to remember that you are among the best and brightest women undergraduates in the country. There is no place like Spelman, and no one like a Spelman student.

CIVILITY AND EXCELLENCE IN INTERPERSONAL RELATIONS

The College is an academic community where women from all over the world choose to study. Academic communities by their nature are places for an exchange of ideas and where one learns from the experiences of many. During her academic career, the Spelman student will encounter difference in virtually every respect of the word. The college demands respect for others and civility in your encounters both inside and outside the classroom. In general, the standard is to treat people as you would like to be treated -- with respect. That respect applies to students, faculty, administrators, dining staff, public safety staff, facilities management staff, and every member of the college community. If you have special concerns or grievances, there is an appropriate procedure for filing a grievance. The student grievance procedure is clearly outlined in the Student Handbook.

Note: Civility not only is an expectation, but also is a requirement. Misconduct toward members of the College community is referenced in the Code of Community Standards and Conduct, outlined in the Student Handbook.

EXCELLENCE IN ACADEMIC AND OTHER CAMPUS SETTINGS

Conduct in the Classroom, at Convocations, and in Other Academic Settings

Some of the most stimulating and enlightening discussions take place in a Spelman classroom. Consequently, Spelman students should be prompt or early for class. All supplies should be in hand, and the student should be prepared to benefit from every minute of class, without needing to borrow supplies or share texts. Students with difficulties in seeing or hearing should sit in seats that will allow them the best possible vantage point. Further, students with special needs should inform the faculty member so that she/he can help the student benefit from class. *NOTE: Students with disabilities should contact the Coordinator of Disability Services in the Counseling Department in MacVicar Hall.*

Spelman students should arrive on time for convocations, lectures and other special events. Students should also be prepared to remain for the entire duration of the event. Unavoidable late arrivals should be discreet, quiet, and as unobtrusive as possible. Prompt attendees should sit in the middle of rows, leaving end seats for later arrivals. In NO event should a person walk in front of the lectern. Use the outer aisles only. In NO event should a student leave during a guest speaker's lecture. If necessary, a student should leave during the applause following the lecture if she cannot remain until the end of the event.

At no time is it appropriate to use cell phones, pagers, 2-way pagers, or any similar devices in the classroom and/or during a class session. This includes convocation or any academic meeting, session, or workshop. All devices should be turned off prior to the class meeting or session and only turned on after the event has ended.

Conduct in Faculty and Administrative Offices

Although the Spelman campus is small and has a very comfortable, homey feeling, it is important to remember that it is still an academic community where business is conducted. Therefore, certain behaviors -- such as rudeness or disrespectful behavior, the use of profanity, combing or braiding of hair, the wearing of hair rollers or pajamas and the use of cell phones, are not acceptable in faculty and administrative offices, classes or public places.

When visiting faculty offices, students should be mindful of the office hours of each professor. These office hours are given to students in class, or may be posted on the office door and/or syllabus. Students who cannot meet with the professor during the designated office hours should request a special appointment, either by leaving a note or a voice mail message. Most faculty members will accommodate students by providing extra appointments. The student should bring to the appointment any work to be discussed. Do not wait outside the faculty member's door hoping to "catch" him or her. The faculty member may not be on campus at that time of day, or she/he may have scheduled activities for that time. Visits should be made only during scheduled office hours or during a special appointment.

When visiting administrative offices, students should conduct themselves in a manner that is appropriate for a business setting and that conveys respect for staff persons. At certain times, it may be necessary to schedule appointments with a particular individual. If you have an appointment, please be prompt. If, for any reason, you are unable to keep an appointment or to arrive on time, please notify the individual as soon as possible. Students should maintain their personal supplies (e.g. writing utensils, paper, staples, gem clips). Students should NOT drop in on staff or faculty members requesting office supplies. Students working in campus offices are expected to conduct themselves in a professional manner.

Dress Code

Spelman students should seek to present themselves neatly and appropriately at all times and to observe the following guidelines for appropriate attire.

The following are examples of appropriate dress for various occasions:

- Classroom and administrative offices: neat, modest, casual or dressy attire
- Convocations and other formal programs in Sisters Chapel: business or dressy attire
- Interviews: business attire
- Social/Recreational activities: modest, casual or dressy attire
- Awards Ceremonies, Balls, and Formals: dressy, formal and/or semi-formal attire
- Cafeteria: modest, casual or dressy attire

Students should note that pajamas, midriiffs or halters, tube tops or cutoff tee shirts, short-shorts, and clothing with derogatory offensive and/or lewd messages are not appropriate in classrooms, convocations, the cafeteria or administrative offices. The College reserves the right to deny admission to various functions if a student's manner of dress is inappropriate.

Services and Special Occasions (White dress tradition)

As Spelman College is very steeped in tradition, there are a number of special occasions for which special attire is required. On campus, students will participate in various formal events, namely the induction ceremony for first year students, Founders Day, Class Day, and convocation. Each Spelman student should have a white dress/suit for formal and traditional occasions. When a white dress or skirt suit is required, the following guidelines should be used:

- The dress or skirt suit must be white rather than ivory, taupe, or eggshell.
- The fabric of your dress or skirt suit MUST be an appropriate weight and material. Fabrics with spandex, lycra, sequins, beads or appliqués are not suitable.
- The length of your dress/skirt suit can range from ankle or calf length to two inches above the knee. THIGH length dresses or suits are not acceptable.
- Eveningwear, see-through materials or clingy knits are not acceptable.
- Remember to keep in mind that you represent Spelman College and her rich history, and your attire must be suitable for the occasion.

The President's Home

Built in 1901, Reynolds Cottage is the official residence of the Spelman College President. During a student's academic career at Spelman, there will be numerous opportunities to attend teas, receptions, and dinners at the home of the President. However, though the President's home is located on campus, it is inappropriate to visit Reynolds Cottage unannounced.

To meet with the President, students should attend the President's office hours for students or schedule an appointment by calling (404) 270-5001.

EXCELLENCE IN COMMUNITY AND OTHER OFF-CAMPUS SETTINGS

Public Relations Ambassador of the College

As students and visitors enter the campus, they are likely to notice a small commemorative sign that reads “Spelman College, Women who Serve.” Spelman’s tradition of academic excellence is complemented by its dedication to service. During the Spelman student’s academic career, she is likely to represent the College many times through community service or other forms of civic engagement. Spelman students also represent the College at formal dinners, receptions, church services, and other occasions. Although you may be selected as the individual to attend a particular event, remember that you represent the College at all times. Consequently, two things are especially important—how you look and what you say.

Spelman College students participate in community service through the Bonner Scholars Program, student organizations, local churches and agencies. It is vital to view yourself as a representative of the College. Students at service sites should dress in appropriate casual clothing that is not revealing. See through, clingy and/or provocative clothing is not acceptable for work at community service sites.

Equally important, there is always some level of interest in what a Spelman student has to say and how she feels about a given issue or topic. Each of these opportunities may serve you well in the future as you network for jobs and new friends. (They may also serve the college well in fundraising and notoriety.) Yet, as you meet, greet and share your opinion, know that profanity, slang and crude language are not acceptable at service sites, internships, and other public locations. This general rule also applies to contact with the media (i.e. live radio remotes, television and newspaper quotes). Again, you are an ambassador for the College and the contact that individuals or groups have with you can easily shape their view of the entire institution. Spelman students who make inappropriate or offensive remarks in any public venue, then identify themselves as a Spelman student, do a disservice to themselves and to the College.

Awards Ceremonies

Various awards programs and ceremonies will take place across the city. It is always acceptable to ask your host what the appropriate attire is for the event. In general, formal dinners and awards ceremonies at local hotels call for after-five or business attire. For after-five events, ask your host whether a long or short dress is most suitable.

Worship Services

Spelman College is an incredibly diverse community with respect to religious, spiritual, and faith traditions. Although each faith community differs, a dress “near the knee” length is the safest option that is least likely to offend most communities. In the event you are not familiar with a particular faith community, ask your host or call the place of worship ahead of time for information. It is important that you do not offend worshippers with your attire.

EXCELLENCE IN BUSINESS AND PROFESSIONAL SETTINGS

Invitations, Replies and Thank You Notes

There are a number of practices that you can follow that will distinguish your personal excellence. To make the best impression, it is suggested that you purchase business cards and stationery. Business cards with your name, email address, major and organizations will make a statement to prospective employers and professors. You may offer your card and keep a file of the ones that you collect. Write on the back of collected cards where you met the person, the date and other information that you discussed.

After a meeting, reception or event, send the person a handwritten note indicating that you enjoyed meeting them and that you look forward to talking again in the future. The same kind of thank you note should be sent following an internship or job interview. Keeping this kind of communication open can be invaluable in your future success.

During your college career, you will receive countless invitations to events on and off-campus. Where indicated on an invitation, one must always R.S.V.P. (French for *rezpondez-vous s’il vous plait*). Always call your host before the deadline to state whether you will be attending the event. Food and accommodations can be costly and the RSVP is the most appropriate and courteous response.

Answering Machines and Voicemail Messages

Use a basic professional message on your residence hall or home answering machine or voicemail. Avoiding background music is the safest. If music is used, be very selective, opting for jazz or soft music. Prospective employers and others may not share your taste in music.

Websites

It is expected that Spelman students will have tasteful websites. Suggestive or provocative material is not acceptable. Students should be mindful that content posted on online directories such as facebook.com and myspace.com is considered public information. Many prospective employers refer to those sites to gather additional information about candidates.



THE DIVISION OF STUDENT AFFAIRS

MISSION STATEMENT

The Division of Student Affairs is committed to providing a safe and student-centered learning environment for women. Through comprehensive programs and services, the Division fosters the holistic development of the student; promotes leadership, ethical development, professionalism and academic excellence; and encourages a commitment to both community and service.

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND OF THE DEAN OF STUDENTS

The Division of Student Affairs at Spelman is responsible for all aspects of the student's non-academic life. In keeping with the mission of the College, the Division provides students with a supportive environment where each student can achieve the full development of her intellectual, cultural, spiritual, and leadership potential. The division maintains an open dialogue with Spelman students and through its various programs, strives to complement and enhance the College's academic offerings.

The Vice President for Student Affairs, an executive officer of the College, is responsible for the co-curricular experience. The Dean of Students assists the Vice President in the overall management of the division. The Division of Student Affairs consists of the following departments and programs: Housing and Residence Life, Commuter Student Services, Dining Services, Sisters Chapel (Religious Life), International Student Programs, Student Life and Engagement, Athletics, Student Health Services, Counseling Services, Disability Services, Student Judicial Affairs, and Public Safety.

HOUSING AND RESIDENCE LIFE

The Office of Housing and Residence Life provides an excellent opportunity for Spelman women to build on their sisterhood, find study partners, and learn about themselves. These skills are acquired through the give and take of communal living in one of the 11 residence halls located on campus and in an apartment community.

First year students live in Abby Hall, Howard-Herald Hall, and Manley Hall, with some residing in the Stewart Living and Learning Center. Students' participating in the Women in Science and Engineering (WISE) program resides in Bessie Strong Hall. Upper-class students live in Laura Spelman Hall, the Johnnetta Betsch Cole Living and Learning Center, MacVicar Hall, McAlpin Hall, Morehouse-James Hall, the Suites, and in the Stewart Living and Learning Center. Upper-class students participating in the Women in Spiritual Discernment of Ministry (WISDOM) Center reside in Bessie Strong. Peer Educators (PEPPERS) and SHAPE reside in MacVicar Hall.



Telephone Service in the Residence Halls

Spelman College furnishes each room on-campus with a telephone connection. This connection will allow students to call rooms on campus and college offices using four-digit dialing and to call off campus by dialing 9 and the ten-digit number. Students must bring their own telephone instrument. Students making long distance calls must use a calling card or make a collect call.

Ethernet Connections in the Residence Halls

All on-campus rooms are equipped with an ethernet connection. Students are encouraged to get ethernet cards installed in their computers by a professional and must provide their own category five cable to connect to the system.

COMMUTER STUDENT SERVICES

The Office of International and Commuter Student Services is committed to assisting commuters in remaining connected to the College. The office provides resources regarding off campus housing options throughout the metropolitan Atlanta area. Each year the office hosts a Commuter Student Appreciation Week and an Off-Campus Housing Fair. The office also supports and advises the Commuter Student Association with programming activities offered throughout the academic year. A limited number of lockers are available to commuter students.

While the College recognizes that special efforts are sometimes needed to assist commuter students in feeling fully connected to the Spelman community, students are encouraged to participate in the activities and organizations on campus as extensively as their schedules will permit. To facilitate commuters' needs, a Commuter Student Lounge located on the lower level of the Manley Center, is furnished with tables and chairs for those who wish to study, eat, rest or socialize. There are also showers located in the locker room.

The number of available parking spaces on Spelman's campus is limited. Commuter students should plan to arrive to campus at a time that will allow the opportunity to find a parking space and get to class on time. When possible, students should consider alternatives to driving such as carpooling with other commuter students and using public transportation. A discounted monthly Metropolitan Atlanta Rapid Transit Authority (MARTA) University Pass card is available for purchase through the Office of Student Accounts. Commuter students are encouraged to visit the office in 209 Manley College Center for assistance with questions regarding services offered.

DINING SERVICES

The main dining facilities on campus are the **Alma Upshaw Dining Hall** and the **Jaguar Grill**, which are located in the Manley College Center. The secondary dining facility is located in The Suites Residence Hall. The dining hall hours are posted in the Manley College Center for the main facility for your convenience. The dining hall hours for The Suites are posted in The Suites for your convenience. **Students must present a valid Spelman identification card or payment to obtain meals.** The College contracts with Aramark Food Services, an outside vendor, to provide services and to handle all other aspects of the dining hall operation. The Dining Services Committee composed of students, faculty and staff, meets regularly with representatives from Aramark to ensure customer satisfaction. Students with special dietary needs should contact Students Health Services to work out any special needs with Aramark Dining Services. All commuter students who have not purchased a meal plan or do not have a declining balance amount on file with Aramark Dining Services, must have a receipt with them while in the cafeteria. **Students are not allowed to use another student's ID card to enter the cafeteria. All violations will be reported to the Student Affairs Dean of Students**

DEAN OF THE CHAPEL/DIRECTOR OF THE WISDOM CENTER

In College, there is a stirring of the mind and a stirring of the spirit; a longing and passion to fulfill the purpose for which you were created. Questions abound; and you want answers. Research shows that college students want to engage questions of meaning and purpose and live life connected to a greater power. Spelman College recognizes the importance of spirituality and faith as essential to the holistic development of college students. Spiritual exploration, theological reflection, prayer, meditation, worship and the critical study of sacred texts are encouraged throughout this important time in the life of Spelman students.

Sisters Chapel

The Dean of the Chapel and Director of the WISDOM (Women in Spiritual Discernment of Ministry) Center, the Chapel's interfaith living and learning community located in the Bessie Strong Resident Hall, gives leadership to the religious and spiritual life of the College community. Every Sunday during the academic school year students are invited to attend Sunday worship service held at 10 a.m. in Sisters Chapel. Sermons encourage students to grow spiritually, think critically, and act responsibly. The artistic and cultural expressions of spoken word, African, Mime and liturgical dance help to engage students in the art and spirit of worship. The Chapel's arts ministry also includes praise singers, a percussionist, pianist, and base guitarist. The College has a history of the best in the sacred music tradition of the Black Church and weekly preludes are offered as a part of worship by our college organist on the Holtkamp organ.

In addition to worship, the Spelman community is also invited to attend all spiritual and religious life programs including the Moment of Solidarity, Sisterhood and Community Interfaith Prayer Brunch, Praise Fest (a student celebration of faith through the arts), Black history, and Women's Herstory month programs, Protestant, Jewish and Muslim interfaith programs, as well as, campus-wide educational forums on issues of faith and social justice.

To help support Sunday worship service and Chapel programs, students serve as chapel assistants, a program designed to enhance spiritual formation, personal development, and ethical leadership. Chapel leadership programs offer students an opportunity to strengthen public speaking skills, engage artistic talents and support faith base organizations through social action, activism and advocacy.

The relatively newly renovated Sisters Chapel was named for the spirit of sisterhood that guided the lives of two sisters, Laura Spelman Rockefeller and Lucy Maria Spelman, whose estate allowed her creation. Since her dedication on the evening of May 22, 1927, Sisters Chapel has been the spiritual and cultural center for student and community life and the concert hall for the music department at Spelman College. Generations have been and will continue to be nurtured and inspired through Sisters Chapel programs. Students are encouraged to use both the Chapel and the multipurpose room located on the lower level of the Chapel. The multipurpose room is an ideal setting for small group reflection, meditation and the critical study of sacred texts. In accordance with Chapel policy, a reservation request form must be completed on-line and submitted 30 days prior to the scheduled event.

Sisters Chapel WISDOM Center

The Offices of the Dean and Chapel staff and a small prayer room are located on the first floor of the WISDOM (Women in Spiritual Discernment of Ministry) Center. Students of all faith traditions are invited to use the Center prayer room for contemplation and meditation. Guided meditations by faculty are offered monthly. For days and times, contact the office of the dean by calling (404) 270-5729. The second floor of the WISDOM Center is home to the WISDOM Center's residential community, a safe space where ten Spelman students seek to find their voice, define their person, work on interpersonal and social skills while pursuing academic excellence in a supportive environment. The WISDOM Center is a space that is intentional about cultivating community, nurturing leadership and encouraging scholarship with an emphasis on gender specific issues related to what it means for Black women to be *called* to work on behalf of family and the local, national and global communities.

Pastoral and spiritual counseling services are available and students are encouraged to schedule meetings with the Dean of the Chapel during office hours. The Dean of the Chapel works closely with Counseling Services to provide a holistic mental health and spiritual approach to meeting student needs.

INTERNATIONAL STUDENTS PROGRAM

Spelman students are women who come from various countries around the globe. They are degree seeking, full-time students or international exchange students. The Office of International and Commuter Students Services is available to advise students regarding questions about their student status and federal regulations, to provide assistance with cultural and social adjustment, and to direct students to offices and services on campus. International students are eligible for most services available through the College and are strongly encouraged to utilize services as needed to contribute to the overall success of their time at Spelman. There are several cultural and social opportunities available for international students within the Spelman College community and within the metropolitan Atlanta area. Activities include links with U.S. host families during the Winter break, tours of the city, a welcome reception, and other global opportunities and events. Students are also encouraged to participate in organizations that promote trans-global perspectives such as the International Student Organization, the African Student Association, and the Caribbean American Student Association.

INTERNATIONAL STUDENT ORIENTATION

International students arrive on campus a few days early for International Student Orientation, which is designed to familiarize students with the College, the city of Atlanta, and higher education in the United States. The International Student Advisor (ISA) is the official College representative in all contacts with the United States Citizenship and Immigration Services (USCIS), Department of State, Department of Homeland Security, and other federal offices regarding international students in F-1 (non-immigrant student) status. The ISA is also known as the Designated School Official (DSO). A (DSO) is the person authorized to sign immigration documents for international students. Please contact the ISA for information on who is an official (DSO) on Spelman's campus. The international student advisor keeps students informed of changes in nonimmigrant regulations and offers periodic information sessions on maintaining status and on the exercise of F-1 privileges.

STUDENT LIFE AND ENGAGEMENT

The Office of Student Life and Engagement (OSLE) is responsible for developing, coordinating and actively implementing social, educational, and community oriented programs for students. The goal is to address the growth of the whole student through creative and enriching activities. Learning is continuous and is enhanced through service and participation. Accordingly, the Director of Student Life and Engagement works directly with the student body, specifically chartered organizations, the Spelman Student Government Association, Greek letter organizations, and the yearbook and newspaper staffs to create an environment conducive to learning and cultural enhancement. For further information, please contact the Office of Student Life and Engagement.

The Department of Student Life and Engagement is dedicated to providing high quality leadership education through leadership programs in an integrated academic environment. Working with faculty, students, staff, alumnae, and the greater community, the Department accomplishes the following:

- Prepares students to be informed, educated leaders who exhibit courage, character, and respect for others;
- Provides students with opportunities to discover their potential and examine their personal values, opinions, and beliefs;
- Identifies and promotes the competencies associated with effective leadership development and assesses the degree to which students put theory into practice;
- Advises student leaders and student organizations in group development, organizational management, and program development;
- Acknowledges and celebrates student's contributions to College life and the larger community.

Student Organizations and Student Governance

Spelman College is committed to building a community of women who will be the leaders of tomorrow. Getting involved in student organizations, activities, and committees is an excellent way to develop leadership potential. However, students are cautioned against engaging in so many activities that their academic responsibilities are neglected. First year students are urged not to participate in more than one activity that requires extensive rehearsals or meeting obligations. All Spelman student clubs/organizations must be officially registered in the Office of Student Life and Engagement. Forms are available in Room 201 Manley Center. Applications for chartering new organizations may also be obtained in the Office of Student Life and Engagement and are accepted once per academic school year.

Registered Student Organizations (RSOs) are entitled to these rights:

1. Use of the College name and facilities.
2. Opportunity to sponsor on-campus events, programs, and fundraising activities.
3. Funding from student activity fees.
4. Use of designated organization mailbox.
5. Advisement by the Student Life and Engagement staff.
6. Access to leadership training.

RSOs hold these responsibilities:

1. Maintain on file all chartering documents including a constitution, bylaws, rosters, and advisor contacts.
2. All leaders must attend and participate in the Fall Retreat organized by the OSLE for Student Leadership.
3. Undergo charter review as established by the College.
4. Submit an annual operating plan to the OSLE.
5. Participate in the Annual RSO Service Project as determined by the OSLE.

Spelman Student Government Association

The Spelman Student Government Association (SSGA) is an assembly of student representatives who act as a liaison between the student body and the Spelman administration and faculty. SSGA meets regularly to discuss matters of general concern to the College community, present proposals and provide input on the tenor of student opinion. The Student Activity Fee Allocation Committee (SAFAC) also determines the procedures for distributing funds to student clubs and organizations. SSGA members serve on many College committees, giving input that affects the welfare of students. A list of SSGA officers, class officers and a copy of the Constitution of the Student Government Association may be obtained from the SSGA Office or the Office of Student Life and Engagement.

Student Publications

Creative expression is strongly encouraged among Spelman students, and Spelman's student publications are one outlet available to them. Students with talents and interests in literary pursuits are encouraged to submit articles to the campus publications and to volunteer to serve on the staff of one of the student publications.

The *Spotlight*, the student newspaper, and *Reflections*, the college yearbook, are free of arbitrary and capricious censorship and advance-copy approval. Both publications are financially supported by the College and do not operate independently from the College. They are expected to be operated and published within the standards of responsible journalism as established by the College. The *Spotlight*, Spelman's student newspaper, is published bimonthly during the regular academic year. It reflects the creative expression and general awareness of Spelman students. An editor-in-chief, business manager and student volunteers staff the *Spotlight*. Students are especially encouraged to submit essays, poems, short stories, and articles. The deadline for submitting materials for each issue will be posted.

Reflections, Spelman's yearbook, is published annually by the student body and presents a pictorial and literary view of life at Spelman. The co-editors select members of the staff. *Focus*, Spelman's magazine, is published annually, and features creative writing of Spelman students.

Greek Life

Spelman College encourages students to participate in student organizations with various focuses. Joining a sorority is one way to engage with other students on campus. Sororities and other organizations with competitive selection procedures and intake requirements for membership must comply with specific regulations.

Each organization must have an on-campus advisor and a graduate advisor. The on-campus advisor, who must be a full-time member of the Spelman faculty or administration, serves as the liaison between the organization and the College. The on-campus advisor must approve all activities, programs, and requirements for membership.

Securing advisors is the sole responsibility of the organization. If the organization cannot secure an on-campus or graduate advisor or if the advisor resigns, the sorority's Spelman charter will be suspended until a new on-campus or graduate advisor can be secured by the chapter. The Office of Student Life and Engagement must be notified immediately whenever an on-campus or graduate advisor resigns.

Membership in these organizations is through a competitive selection process that includes: (1) a minimum GPA requirement, (2) a certain number of semester hours, (3) participation in community service, (4) meeting all financial and disciplinary obligations, and (5) Greek Forum participation.

Students cannot participate in intake activities unless they are in good academic, financial, and disciplinary standing. They must have a **3.0 cumulative grade point average (GPA)** with sophomore status (30 hours) or beyond. These requirements should be met at the time of application with no exceptions. In case that there is an error on the part of the institution, we must be notified at least 24 hours after you have received a formal communication from the sorority regarding your status.

Greek Forum occurs during the fall academic semester only. It is the personal responsibility of each student to adhere to her responsibility to attend Greek Forum. If you do not attend you are responsible for submitting written documentation to the OSLE **at least 48 hours after the date of the last Greek Forum**. Excused absences are granted at the discretion of the OSLE. Absences are typically granted for the following reasons: health issues, death of an immediate family member, academic conflicts, prior scheduled community service activities, study abroad, and travel for Spelman College. Excuses are not accepted for job conflicts, failure to receive the notice of Greek Forum, or personal conflicts in schedule.

Greek Forum notification is posted by the Office of Student Life and Engagement at least 2 weeks in advance. Notification of Greek Forum is also sent to all students via your Spelman e-mail address. It is the personal responsibility of each student to retrieve her e-mail. If you do not attend Greek Forum, you cannot proceed with any Greek Intake processes on campus. Students who are not of sophomore status may not attend Greek Forum.

Transfer Students and Greek Life

Transfer students interested in participation in Greek Life must have completed at least one academic semester at Spelman and be classified as sophomores (30 hours) before they can participate in intake processes. All other membership and selection processes apply.

Current Members and Greek Life

Current members of sororities registered on campus must maintain a 3.0 GPA for each subsequent semester after their initiation and an overall cumulative GPA of 3.0. Grades of all current members will be checked at the end of each academic semester. Officers and members of registered sororities must be full-time students at Spelman College.

Tables in the Alma Upshaw Dining Room and the Atrium cannot be reserved to enable participants to sit together, unless it is a formal event in which the room has been properly requisitioned. Students may not hold or reserve places in line for other students during any activity, including meals.

Collaborative Greek Life Requirements for Registered Sororities

Collaborative Greek Council (CGC) was established in the summer of 2007 to serve as the umbrella organization for all Greek initiatives on the campus. The Council is comprised of the President and/or an appointee of the President of each sorority represented on campus. The President of Collaborative Greek Council for each academic school year is determined by the sorority with the highest cumulative grade point average.

All registered sororities and social fellowships will operate under the umbrella of Collaborative Greek Council (CGC). As such, each organization is required to designate the President of the Chapter or one member to serve as the CGC liaison for the academic school year. This representative must attend meetings and events as required by the OSLE and the CGC Advisor, manage affairs of Greek Forum, and participate in policy development around Greek Life on campus. Activities of CGC include, but are not limited to the Greek Unity Week, Greek Forum, and projects that are of service to the Atlanta University Center, the immediate West End community, and projects related to their individual organization's thrust.

CGC representatives are considered a part of the OSLE Student Leadership Cohort. Therefore, the organization's designee is required to attend the Fall Leadership Institute Training, State of the College Address, Leadership Weekend, New Student Orientation, Greek Forum, Hazing Workshops, and other activities that are directed by the OSLE. CGC meets on a monthly basis with their Advisor. They are the sounding board for developing policies and procedures governing Greek Life on campus.

A full calendar of events will be provided at Leadership Institute Training.

Greek Intake Processes for Registered Sororities

Pre-Rush Procedures

1. An Intake Package must be submitted by the organization to the Director of Student Life and Engagement by October 15th (or the next business day) for Fall Intakes; or by February 15th (or the next business day) for Spring Intakes.
2. At the time that the Intake Package is submitted, it must be delivered by the designated Intake Coordinator, and one other active member of the Chapter. At this time procedures will be reviewed.
3. The OSLE will process Intake Packages within 5 business days.
4. The Intake Package must be accompanied by an Intake Timeline at the time of submission. The timeline must include the date of the Rush, the date applications are due, the date of Intake, the date funds for the organization are due, the date of Probate, and the date of any other activities associated with the process.
5. Intakes, closures, and probates are to occur two weeks prior to the Reading Period.
6. Rush Notifications are not to be submitted until the Intake Package has been submitted. Failure to do so will result in action by the OSLE.

Post-Rush Procedures

1. After Rush occurs; the organization is required to submit to the office the number of applications it received.
2. The maximum number of students allowed to participate in intake for each sorority during one designed intake period is 35.
3. After the applications are received by the organization, the Chapter must submit its list of qualified students. The list must be submitted for legacy (if applicable) and non-legacy. This must occur at least 72 hours after applications are submitted to the Chapter.
4. Spelman College will submit verifications for Greek Forum, Academic, Judicial, and Financial Clearance within five (5) business days after the list is submitted. Students must meet the criteria at the time of application. In the event that an error was made on the part of the institution, the OSLE will contact the Graduate Advisor for a reversal and notify the student in writing. It is understood however, that the investigation may not change the determination of the candidate's status.
5. Spelman College requires that all students be notified in writing by the Chapter by mail or e-mail within five (5) business days after verification.
6. After notices have been received by students, appeals may be challenged in writing to the OSLE. We will work with the Graduate Advisor to investigate any appeals.
7. Probate or presentations are not required by Spelman College, but are a tradition of the College. The OSLE will defer to the national organization's policy around this issue. Presentation of new members must be organized with the OSLE / CGC Advisor, take place seven (7) calendar days after the initiation of new members, and occur two (2) weeks prior to the Reading Period.

Greek Clearance Definitions

Academic Clearance means that a student has at the time of application, a 3.0 **cumulative** grade point average, and are of sophomore status (30 hours) or beyond.

Financial Clearance means that a student has a zero balance and/ or is current with any financial obligations to the College.

Judicial Clearance means that a student has been judicially cleared by the Dean of Students.

Greek Forum Clearance means that a student has attended Greek Forum during the fall academic semester.

Student Trustee

Every three years a second-semester first year student is elected by her peers and selected by the Board of Trustees Committee on Board Affairs to serve a three-year term on the Board of Trustees of Spelman College. The Board of Trustees, a distinguished group from all over the country, provides direction for the administration of the College. Serving as a student trustee is an honor that carries with it all of the duties and responsibilities of a College trustee, as well as the additional demand of maintaining the highest standards of conduct and scholarship expected of Spelman students. The student trustee position is not an SSGA office, and the student trustee does not represent the SSGA on the Board of Trustees. To avoid confusion of roles and conflicts of interest, the student trustee is not permitted to hold an SSGA office during her term as a trustee. A student government officer is an elected representative of the student body and must act primarily with the interests of her constituents in mind. On the other hand, a student trustee, like other trustees, must act primarily with the interests of the College, as an institution, in mind.

These interests are ordinarily the same, but because they may occasionally differ, a student trustee may not serve in the dual capacity of Student Government representative and College representative. This includes all SSGA offices, class offices, and any position filled by election at the time of the SSGA elections in the spring. The student trustee is expected to serve as a role model for other students. She must fully satisfy the **Community Standards and Code of Conduct**, maintain high academic achievement, and remain in good financial standing with the College. She must remain enrolled as a student throughout her term of office on the Board of Trustees. If she fails to do so, she will be disqualified and may be replaced.

INTERCOLLEGIATE ATHLETICS

Intercollegiate athletics plays an integral role in the development of the total student, complements her educational experience, and contributes to the intellectual and leadership potential of Spelman women. The goal of Spelman's intercollegiate athletics program is to provide the support to achieve each student's maximum potential as a scholar-athlete within an atmosphere of academic excellence. Spelman College intercollegiate athletics is a member of the National Collegiate Athletic Association Division III and the Great South Athletics Conference. Our teams compete in cross-country, soccer, volleyball, basketball, tennis, golf, and softball.

At Spelman, the overall academic success of scholar-athletes is the number one priority of the athletics program. Scholar-athletes must maintain the academic standards of the College established for NCAA sponsored sports. Every scholar-athlete must adhere to rules of appropriate sportsmanship, respect, and ethical conduct at all times. We seek to establish and maintain an environment in which a student-athlete's educational experience fosters cultural diversity and gender equity among student-athletes and athletics staff.

Eligibility Process

Each student who desires to be on an athletic team is selected on a tryout basis. Once the selection process is made, all students are required to meet the following criteria prior to competing.

- Interested students should schedule a pre-participation physical. This is done by the Athletics Head Trainer and Team Physician.
- Students are required to fill out medical forms that will be filed in the Head Trainer's Office. These forms are all located online on the Athletics website under Sports Medicine.
- A money order for sixty- five dollars is required prior to taking a physical. A check is refunded to you upon the completion of the season. If a student decides in mid-season that she no longer wishes to participate she will not be refunded for the physical. Other incidents will be reviewed on a case-by-case basis.
- Students should submit an insurance card, indicating proof of insurance from another source. **Spelman does provide athletics insurance, which is the primary insurance.** We require all scholar-athletes to have some type of medical insurance prior to involvement on an athletic team. The Sports Medicine Department, under the direction of Head Athletics Trainer, is responsible for providing medical assistance to all scholar-athletes. Scholar-athletes with injuries that require special attention are seen not only by the training staff and team physician, but also by a physician who specializes in the specific injuries. All student-athletes are responsible for meeting all scheduled appointments set up by the sport medicine staff.
- Attend an NCAA Rules Compliance Workshop. This workshop will discuss the Institutional, Great South and NCAA rules and legislation as it pertains to eligibility, drug testing, amateurism, ethical conduct, etc. All scholar-athletes must be accountable for having an understanding of all rules, and how they may impact their eligibility while participating on an athletic team.
- Be registered as a full-time student. Students must maintain 12 or more hours in order to practice and/or compete. If a student falls below 12 hours she is no longer eligible to practice or compete. She must notify her coach and the Athletics Director if her class hours fall below the required number of hours.

Academic Credit

Upon completion of the season, each scholar-athlete will receive an academic credit. You only receive one year of credit that will be counted towards the required number of credits to meet requirements in Physical Education toward your baccalaureate degree.

Leadership and Education Outreach Programs

Spelman's Athletics Department offers education outreach and leadership programs for scholar-athletes. These programs are the Spelman Institute for Scholar-Athlete Teaching and Achievement (SISTA), Student Athlete Advisory Board (SAAB), NCAA Regional Leadership and Student Development Conferences. These programs are designed to promote student well being through academics and athletics excellence, personal and career development, community service, and leadership. Each scholar-athlete has the opportunity to become engaged in these programs on a more intimate level, which increases her awareness through team building, challenges, cultural development, and the development of creating a positive self-image.

- The Spelman Institute for Scholar-Athlete Teaching and Achievement (SISTA) is committed to the physical, mental, and spiritual development of all students, with emphasis on developing and nurturing the total person. SISTA will serve as a resource and support system for scholar-athletes by addressing and meeting the Personal Development and Community Service components of the overall program. • The CHAMPS/Life Skills Program was created to support the student development initiatives of its member institutions and to enhance the quality of the student-athlete experience within the university setting. The program supports student-athletes' progress toward intellectual development and graduation, promotes athletics as preparation for success in life; promotes respect for diversity among student athletes, and encourages the development of leadership skills.
- Comprised of student-athletes, the Student-Athlete Advisory Committee is designed to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.
- The NCAA Leadership and Student Development Conference Programs prepare student-athletes for leadership in a diverse and dynamic society. Student-athletes, coaches and athletic administrators work together to facilitate critical dialogue, address Division III-specific issues and create the partnerships needed to impact positive change at the campus, conference and divisional level. This is a three-day, weekend conference and is provided at no cost to all institutions that are eligible to attend.

STUDENT HEALTH SERVICES- "WE KEEP OUR STUDENTS HEALTHY, EVERY DAY!"

Spelman College offers comprehensive health care services for all students. The department is available Mon-Fri, 9-5 p.m. to take care of the medical needs of our students. For after-hours urgent medical problems and emergencies contact Public Safety at (404) 525-6401.

Confidentiality

The Department of Student Health Services maintains strict confidentiality of our students' health records. Information will be disclosed only to the extent necessary to protect the health and safety of the student.

Mandatory Enrollment Medical Documents

Students are required to complete the Spelman College Pre-Entrance Health Record. This record includes information about the student's medical history by medical exam completed by a physician, and immunization history. Students should make copies of all medical information including immunization records. A copy charge of \$5.00 will be assessed for each immunization record requested by current and/or former students. If copies of the student's entire medical records are needed after the student has graduated, a charge of \$25.00 will be assessed.

Services Offered

Students may obtain emergency and urgent care from the Department of Student Health Services without an appointment during the sick-call/walk-in hour. For more routine or less serious health problems, physical exams, gynecological exams, breast exams, pregnancy tests and contraceptive refills, the student should schedule an appointment with the provider. All services performed in the Department of Student Health Services are free of charge to the student with the exception of immunizations.

Insurance and Prescription Cards

The Student Health Insurance is provided by Aetna Student Health Insurance Plan and administered by Chickering Claims Administrators, Inc. Coverage for each student will commence on August 11th of the current year and terminate on August 10th of the following year. The student health insurance is a primary insurance plan and is mandatory for all full-time enrolled students of Spelman College. Students may view the policy in its entirety online at www.aetnastudenthealth.com or obtain a copy in the Department of Student Health Services. Students will incur a \$75.00 deductible per sickness or injury, which will be reduced to \$25.00, provided the student visits the Department of Student Health Service first for treatment and evaluation. This requirement is waived if the following conditions apply:

- Treatment is required for a medical emergency.
- Student Health Services is closed.
- Care is required while more than 30 miles from campus.

Students will be required to pay the \$15.00 co-pay for any and all generic prescriptions and \$35.00 for brand name prescriptions at Aetna Preferred Care pharmacies (a list of the participating pharmacies can be obtained at www.aetnastudenthealth.com or in the Department of Student Health Services.) Students will also be assessed a \$100 co-pay to the emergency room if they are not admitted.

After-Hours Medical Care

The Department of Student Health Services does not provide after-hours care. For severe injuries/illnesses the student should go directly to the nearest emergency room facilities. If a student in a residence hall needs urgent or emergent care, she will be transported to the nearest hospital. For less serious injuries and illnesses, the student should notify the Area Director (AD) or Resident Advisor (RA) on Duty and contact Public Safety. The on-call physician will be contacted to advise as to how the student should proceed.

Pregnancy Policy

Any student who resides in the residence hall and is or becomes pregnant, and desires to maintain her pregnancy until she delivers should notify the Vice President for Student Affairs and Director of Student Health Services. A student who meets the above conditions must provide a statement from her attending physician indicating her ability to participate in normal college activities and live in student housing.

The student may continue to reside in student housing as long as she is physically and emotionally able to do so and her pregnancy is not considered "high risk". **Note: Under no circumstances will a student be permitted to reside in a residence hall with her child.** A student may, if medically necessary, take a leave of absence. A student requesting a leave of absence should provide to the Vice President for Student Affairs a statement from her attending physician indicating that the student's health requires a leave of absence. Follow leave of absence procedures outlined in the College Bulletin.

Hours of Operation

CLINIC	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sick Call	9:00 a.m. – 11:30 a.m.	9:00 a.m. – 11:30 a.m.	9:00 a.m. – 11:30 a.m.	9:00 a.m. – 11:30 a.m.	9:00 a.m. – 11:30 a.m.
Medical Appointments	1:00 p.m. – 4:30 p.m.	1:00 p.m. – 4:30 p.m.	1:00 p.m. – 4:30 p.m.	1:00 p.m. – 4:30 p.m.	1:00 p.m. – 4:30 p.m.
Women's Health Appointments	9:00 a.m. – 4:00 p.m.	9:00 a.m. – 4:00 p.m.	9:00 a.m. – 4:00 p.m.	9:00 a.m. – 4:00 p.m.	9:00 p.m. – 4:00 p.m.

COUNSELING SERVICES

The Department of Counseling Services offers counseling on an individual and group basis, as well as topic-specific forums. Students are seen by appointment, which may be scheduled during daytime and some evening hours, Monday through Friday. In an emergency, no appointment is necessary.

The staff provides emergency coverage on a 24-hour basis. For any after-hour emergencies, students should contact their Area/Hall Director or Public Safety at (404) 525-6401. An on-call counselor will be paged. Students should receive a call back within 30 minutes of the page.

Counseling services are provided in a caring and supportive atmosphere. The staff consists of professionally trained and licensed clinicians. A consulting psychiatrist is available on an as-needed basis. Emphasis is on focused, time-limited intervention and prevention. Students requiring or desiring long-term therapy may be referred to outside clinicians, which may be covered by the student health insurance. Information communicated by a student to a counseling center clinician will be treated as confidential. Information will not be disclosed unless necessary to protect the health and safety of the student, her family, the College community, or the public. The counselor or therapist will inform the student before making such a disclosure, unless doing so would be harmful to the student or others. Spelman students who are facing emotional issues or personal concerns are encouraged to call Counseling Services at (404) 270-5293 to schedule an appointment. The Department of Counseling Services adheres to all applicable federal and state guidelines that ensure the Director of Counseling Services may address a student's rights to privacy. Concerns regarding compliance with the Health Insurance Portability and Accountability Act (HIPPA) or other privacy issues may be addressed by the Director of Counseling Services.

DISABILITY SERVICES

Disability Services (ODS) is a component of the Spelman College Counseling Department. Reasonable and appropriate accommodations are provided for students in order to ensure equal access to all programs and activities at Spelman.

All students seeking assistance must self-identify and complete an application for assistance. Students diagnosed prior to enrollment, must be prepared to provide a copy of the evaluation that determined their eligibility. Students who suspect a disability should contact Disability Services for assessment and possible accommodations. All information will be kept confidential.

In addition to individual student services, Disability Services seeks to eliminate attitudinal barriers and increase sensitivity, through education and advocacy. By removing some of the obstacles students with disabilities often experience, Disability Services strives to create an encouraging environment that provides an equal opportunity for learning, challenge and success.

Spelman College is committed to affording students with disabilities the full and equal enjoyment of the services, facilities, programs and activities offered at Spelman College. The Disability Services Community of Practice Committee and the student organization TRUE (Taking Responsibility to Understand Each Other) are organized efforts to assist with the goals and vision of Disability Services.

Appointments may be made by calling (404) 270-5289 during regular office hours.

PUBLIC SAFETY

Spelman College strongly believes that maintaining a safe and secure community is essential to sustaining the quality of campus life that we have come to enjoy. All members of the Spelman community are charged with the responsibility of protecting themselves and protecting each other. The Department of Public Safety is the core of our professional safety and security team and provides a comprehensive assortment of resource materials, educational programs, and special activities to keep the college community abreast of issues related to crime prevention and safety awareness. It is everyone's responsibility to take an active role in campus safety and security initiatives. The Department of Public Safety oversees the safety of all persons and College property and enforces campus rules and regulations. Public Safety is located in the West Parking Deck and is **open 24 hours daily**. Public Safety can always be reached in an emergency by calling **(404) 270-5328 from any phone**, or from campus phones only dialing 4911. Additionally, Emergency Call Boxes that connect directly to Public safety are located throughout campus.

Public Safety maintains 24-hour mobile patrols of the campus and adjacent streets. These measures can only be effective if each and every member of the College community shares the responsibility for campus safety and does their part to safeguard themselves and their property. If you see any unusual individuals or activities at any time on or near campus, please contact Public Safety immediately.

Spelman College will not tolerate instances of sexual assault or other sexual offenses. Students, who experience a sexual assault, a rape, or any other sexual offense, should bring the incident to the immediate attention of the College. The College will provide information on what procedure students should follow in order to report sex offenses, what actions the College may take under the circumstances and the availability of counseling programs both on and off campus. The College will also, at the student's request, assist her in reporting the incident to local authorities. See sexual assault policy for additional resources.

PROTECTING YOURSELF

Some steps students can take to protect themselves and their property are:

- Lock rooms when sleeping and whenever leaving them.
- Residence halls are secured 24 hours. Never prop open any of the entrance or exit doors of a residence hall.
- Report lost room keys to the Housing Staff.
- Travel in pairs or groups whenever possible.
- If you are assaulted, yell "fire" and keep yelling. Attempt to break away from your assailant and run toward lights or people.
- Make a list of serial numbers, brand names, models, and descriptions of valuable items.
- Never leave wallets, checkbooks, or keys lying on top of a desk. Keep valuables hidden.
- Report any theft to the Department of Public Safety immediately.

The Department encourages student involvement through its volunteer students program, "Protecting Our Spelman Sisters Everyday" (P.O.S.S.E.) program. Student volunteers in this program assist in many aspects of departmental operations under the supervision of full-time staff.

Fire Safety Plan

The potential for fire is always present in an institutional environment. It is the responsibility of all students, faculty, and staff to be aware of Spelman's fire safety policies and procedures. Failure to comply with fire safety measures may endanger others. **Disciplinary action will be taken by the College against those in violation of fire safety policies and procedures.**

Fire Alarms and Fire Extinguishers

A fire alarm is located on every floor of every building on campus. The fire alarm may be activated manually by pulling an alarm switch. Learn the location of alarm switches in the facilities that you use. When activated, the alarm makes a loud sound (bell, horn, or siren). **Whenever** you hear the emergency alarm, assume there is a fire and **exit the facility at once**. Fire extinguishers are also located on each floor of all campus buildings. Please become familiar with the operation of the various types of fire extinguishers used at Spelman, especially those in your residence hall. Floor plans are posted on every floor of all facilities. Become familiar with several means of exiting each of the campus facilities that you use.

If you detect a fire in your vicinity, pull the nearest fire alarm and leave the building. Once outside call the Department of Public Safety (404/270-5328) and report the exact location of the emergency. It is your responsibility to take an active role in campus safety and security initiatives.

If you are trapped or isolated by a fire, follow these safety measures:

- Contain the fire by closing nearby doors.
- Place rags, paper or any other available material at door seams to reduce entry of smoke.
- Remain low to the floor.
- Open windows (from top if possible).
- Hang light-colored clothing or other material out the window or on an exterior doorknob to signal fire fighters for help.
- Do not jump from windows unless instructed to do so by fire officials.
- Remain calm; help will arrive shortly.
- Never attempt to use elevators to escape from a fire.

EVACUATION PROCEDURES

When responding to a fire emergency, remember: **REMAIN CALM. PANIC KILLS.** Follow these procedures when evacuating a building on campus:

- If feasible, alert anyone else in the immediate area who may not have heard the alarm.
- Proceed immediately to the nearest exit; do not attempt to locate the emergency.
- Make a mental picture of the route you intend to follow to reach the exit. If possible, join with others who are heading toward the same exit. Do not use the elevators.
- Once outside, move away from the building and go directly to the evacuation assembly area. Remain there until instructions are received from a Spelman staff person.

RESOURCES AVAILABLE TO SPELMAN STUDENTS

MANLEY STUDENT CENTER

Many services for students are located in the Albert E. Manley Student Center. The Harriet Tubman Concourse on the lower level of the Center houses campus bulletin boards, a copier machine, an automatic teller machine (ATM), two student meeting rooms, a TV/game room, and The Jaguar Grill. The Student Government Association, the *Spotlight* newspaper, and the *Reflections* yearbook are also located on the lower level of the Center. The Sojourner Truth Concourse on the upper level of the Center houses the offices of the Vice President for Student Affairs and Dean of Students, International and Commuter Student Services, the Bonner Office of Community Service and Student Development and Student Life and Engagement.

WOODRUFF LIBRARY

Located at 111 James P. Brawley Drive S.W., the Robert W. Woodruff Library of the Atlanta University Center (AUC) serves Spelman as well as the other AUC member schools: Clark Atlanta University, the Interdenominational Theological Center and Morehouse College. During the academic year, library hours are generally 7:30 a.m. until 12:00 a.m., Monday - Thursday with abbreviated hours on Friday, Saturday, and Sunday. The Library opens for extended hours during exam periods. Shuttle service to and from the library is also available. Schedules may be picked up from the Public Safety Office or are available on the Library's website www.auctr.edu. For more information about the Robert W. Woodruff Library, including daily hours of operation, shuttle service routes and schedules, visit the Woodruff Library web site at: www.auctr.edu or call 404-978-2000.

TRANSPORTATION SERVICES

To facilitate movement between campuses and enhance pedestrian safety. The Woodruff Library **shuttle service** transports students between all of the Atlanta University Center (AUC) institutions and the West End MARTA and Vine City MARTA stations.

The shuttle operates every day that classes are in session during the fall and spring semesters. Routes and schedules are available in the Public Safety Office and at the Woodruff Library and on the Library's website www.auctr.edu. MARTA bus and train schedules are also available in the Public Safety Office.

The Woodruff Library also operates the "Brawley Bounce" pick-up and drop-off service along the Atlanta University Center Promenade between Martin Luther King Jr. Drive and Greensferry Avenue. The Brawley Bounce service operates Sunday-Thursday, 5:00 pm-12:30 am during the fall and spring semester."

HELP DESK

Contact the Help Desk for any technology-related support issues. The Help Desk is staffed with knowledgeable support technicians and students dedicated to providing:

- ✓ Telephone support
- ✓ Walk-in support
- ✓ Residential Network support ("ResNet")
- ✓ Hardware and software installations
- ✓ Internet and network connectivity support
- ✓ Lab management support

Help Desk Services Quick Contact Information:

Location: Academic Computing Center Building (ACC), Room 201

Hours of Operation:

Calls: Monday-Friday 8:30 am to 5:30 pm

Walk-ins: Monday to Friday 9:00 am to 5:00 pm

Phone Support: Monday to Friday 5:30 pm to 7:00 pm

24 hour coverage 7 days/week (*after 7:00 pm please leave a message)

On-Campus Extension: 5400 (Option 1, then press #2)

Off-Campus: (404) 270-5400 (Option 1, then press #2)

Email: help@spelman.edu

COMPUTER LAB SERVICES

Computer Lab Services provides hardware and software support for the electronic classrooms, computer laboratories, and manages Spelman's open access labs. These labs are open to all registered students, regardless of discipline, who desire to work on class assignments, check email or surf the Web.

Electronic Classrooms and Computer Laboratories:

Standardized software (i.e. Microsoft Office 2007, McAfee anti-virus, Internet Explorer, and Deep Freeze) is installed on all Spelman College computers in electronic classrooms and computer labs campus wide. The electronic classrooms and computer laboratories include the following hardware:

- ✓ PC workstations
- ✓ Mac workstations
- ✓ Sun Solaris workstations

A complete list of electronic classrooms, computer labs, their locations, and standard applications can be found by visiting: <http://www.spelman.edu/~itc/al.html>.

Open Access Labs:

Computer labs that provide open access privileges to students are the:

- Science Center, Rm. 230 (24 hour access),
- Tapley, Rm. 226, Giles, Rm. 316, and the
- Writing Center, Cosby Rm. 332

Individual hours of operation are posted in each lab. Schedules may be amended at times.

Additional Lab Resources:

These specialty computer labs contain resources that supplement the curriculum offered at Spelman.

- ✓ Spelman College Writing Center (Giles 335)
- ✓ Learning Resource Center (Milligan Building)
- ✓ Math Lab (Science Center 301)
- ✓ Assistive Technology Stations (Science 230, Writing Center; Giles 101, Learning Resource Center; and the Honors Lab)

Computer Labs & Lotus Notes Quick Contact Information:

Computer Lab Services Manager

Location:	Science Center, Room 229
Phone:	404-270-5400 (Option 1, then press #2)
Email:	help@spelman.edu
Hours of Operation:	Monday-Friday 9:00 am – 5:00 pm
On-Campus Extension:	5400 (Option 1, then press #2)
Off-Campus:	(404) 270-5400 (Option 1, then press #2)
Email:	help@spelman.edu
Computer Lab On-line Information:	http://www.spelman.edu/~itc/lab.html

MAIL CENTER SERVICES

Shipping Items for the Fall Semester

Due to the lack of long term space, please ship belongings to Spelman College one week to ten days prior to coming to school. Not having a mail box number at this time does not prevent you from mailing your parcels. When your parcels arrive at the college the mail center staff will place the appropriate box information on the items and store them until your arrival. When you arrive at school, come to the mail center's service window. We will issue you an assigned mailbox and combination and if necessary assist you with claiming your belongings.

Mailbox Assignments

Campus mailbox numbers are assigned by the Mail Center. Please contact the Mail Center with any concerns about mailbox assignments. Campus mailboxes are assigned for personal mail only. Students are not allowed to operate a business from their assigned campus box.

Only students residing in the residence halls are permitted access to a campus mailbox. Anyone moving off campus is required to relinquish her mailbox. A forwarding application can then be filed forwarding mail to an off campus address.

NOTE: Return any mail that is wrongfully delivered to your campus mailbox. Mail tampering is a federal offense, and perpetrators will be prosecuted.

Addressing Mail

Incoming mail addressed to Spelman College must bear the correct name or department, box number, city, state, and zip code. We often have students with the exact same names (first, middle and last). It is imperative you use the name the student is enrolled in school with along with the box number. No nicknames please.

The correct address format is as follows:

Example

Name

Spelman College

Department/Campus Box Number

350 Spelman Lane SW

Atlanta, GA 30314-4399

Undeliverable As Addressed

Delivery of mail, that has a vague or incorrect address could be delayed or returned to the sender "Undeliverable as Addressed". It is very important that correspondents use your correct address. If you have any questions concerning your campus address, contact the Mail Center for assistance.

NOTE: In an effort to keep our database up to date, we ask all departments to notify the Mail Center staff of any personnel changes.

Forwarding Mail

Students **MUST** submit a change of address form to the Mail Center when the student

- Moves to an off campus address
- Leaves campus for the summer
- Leaves Spelman College permanently
- Leaves on an exchange/study abroad assignment.

Mail is forwarded for 90 days only.

New Address Notification

It is the students' responsibility to notify senders of their new address within the 90-day period, which commences with their departure date from campus. Students who do not submit a forwarding notice will have their mail returned to the sender.

Study Abroad

Spelman College will not incur the cost of forwarding mail to international sites; therefore students studying abroad must have their mail forwarded to a stateside address and arrange to have that party send their mail to their abroad program. Students who study abroad will retain their mailbox assignment for the duration of the program.

Domestic Exchange

Exchange students' mail will be forwarded to the designated address for the duration of the exchange; however, students on exchange for more than one semester will have to relinquish their campus mailboxes.

Mail Forwarding Restrictions

Only the Post Office can accept forwarded mail. Anything received via FedEx, UPS, Airborne, DHL, or any other non-postal carriers cannot be forwarded. All accountable items received for persons no longer on campus will be returned to sender without exception.

Incoming Mail

Mail Distribution

First class, priority mail and standard mail items (letters and packages) are picked up from the United States Postal Service (Morris Brown Station) by courier service. The courier delivers our mail between the hours of 8:45 a.m. and 9:15 a.m. Monday through Friday.

Upon delivery all mail items are sorted and distributed to all the appropriate mailboxes. This process is generally completed by 11:30 a.m. daily depending on mail volume.

NOTE: The time allotted for mail distribution may be extended due to the larger volumes of mail received on Mondays and days preceding a holiday.

Incoming Parcels

Accountable Item Processing

United States Postal Service, FedEx, DHL and the United Parcel Service make unscheduled deliveries throughout the day. Their parcels all have tracking numbers that assist the sender in tracing the item to its destination. These items are signed for by the receiving clerk acknowledging receipt at the Spelman College Mail Center. Given that a signature is required by the courier to relinquish custody of the items, they are considered accountable.

Our receiving clerk is required to scan the barcode of each tracking number for every item received. This scan generates a computerized pick-up notice. The receiving clerk places the computerized notice in the appropriate individual mailboxes. The pick-up notice alerts the individual mailbox owner of an accountable item(s) awaiting pick-up. The attended recipients' signature is required to complete the chain of custody.

A yellow pick-up notice will be placed in the box to inform recipients of any first class or standard mail item too large to fit into your campus box. First class and standard mail items do not require a signature.

Delivery Service

It is against Spelman College policy for the mail center staff to deliver parcels to residence hall rooms. As a courtesy hand-trucks can be signed out at the Mail Center to assist in transporting large parcels to students' rooms.

Window Service

The window is opened from 11:30 a.m. to 4:50 p.m. daily. If you find a yellow or computerized pick-up notice, it is an indication that you have a parcel to claim. Present the window clerk with your notice and he or she will assist you with claiming your parcel. If your parcel is too large or heavy, a hand-truck can be signed out.

Various services are provided:

- Weighing of outgoing parcels to determine the amount of postage required.
- Assisting with properly preparing and packing outgoing parcels to meet mailing requirements.
- Delivering parcels and letters too large to be placed in individual mailboxes.
- Collecting inter-campus mail to be sorted and placed in individual mailboxes.
- Collecting outgoing mail to be metered.
- Assisting with price comparison to receive the most cost effective mailing method.

NOTE: We do not sell stamps or money orders. However, there is a stamp machine located in our lobby for your mailing needs. Additionally, there is a Click and Ship station where postage can be printed for express mail and priority mail items. This station is also housed in our lobby.

Outgoing Mail

The United States Postal Service (Morris Brown Office) makes one scheduled pick-up Monday through Friday, at 4:50 p.m. This pick-up is for all metered mail, parcels, forwarding mail and return mail. Additionally, the blue collection box located in front of the Mail Center picked-up also. The Saturday pick-up is scheduled for 1:30 p.m. from the outside collection box only.

The Mail Center will hold FedEx, United Parcel Express, and Airborne Express packages for pick-up, providing the package has been properly packaged and all necessary arrangements with the respective courier (payment and pick-up time) have been made.

Collection Box

Collection boxes are individual courier receptacle located outside the mail center used to secure mail after hours, for late pick-up. The United Parcel Service and FedEx have collection boxes located outside the Mail Center. The collection boxes house mailing labels and packaging material for large envelopes and small packages. Collection times are at 6:00 p.m. daily.

CAMPUS BOOKSTORE

The campus bookstore is located next to the Campus Mail Center on the Manley Courtyard. Students may purchase textbooks, academic supplies, Spelman paraphernalia, personal products, and snacks at this convenient location. The bookstore also has online services for your shopping convenience at www.spelman.bkstr.com. If there are any questions or concerns, contact the store at 404-523-8520 or email the store at admuhammad@spelman.edu.

ATLANTA UNIVERSITY CENTER AFFILIATION

Spelman College is a member of the Atlanta University Center Consortium (AUCC), the largest cluster of historically black colleges in the world. The other members of the consortium are Clark Atlanta University, Morehouse College, and the Morehouse School of Medicine. Cooperation among the affiliated institutions takes many forms, including joint use of a centralized Career Planning and Placement Center, academic partnerships, and cross registration among the undergraduate institutions. At the same time, each institution retains its own board of trustees, administrative offices, faculty, student body, buildings, campus, and endowment. In this way, Spelman students enjoy the benefits of a small liberal arts college while having access to the resources of a major university center. Spelman College students are not allowed to declare academic majors at other AUC institutions.

POLICIES, PROCEDURES, RULES AND REGULATIONS

HOUSING AND RESIDENCE LIFE

Eligibility for Campus Housing

Any Spelman student who is in good standing academically and is enrolled as a full time student may apply to live on campus. Campus housing is mandatory for all first year and second year students. Preferences (i.e. residence hall, single rooms, roommate requests) have a greater chance of being met if the housing application and fees are submitted by the requested deadlines, but there are no guarantees. For returning students who request to reside on campus, a general deadline to keep in mind is March 31. This is the date when the student's account must be paid in full. Students who submit their housing application and contract by the March 31 deadline and clear their student account balance by the March 31 deadline will be eligible to participate in the housing lottery. A student who has an outstanding account balance may submit a housing application but will not be eligible to participate in the lottery. In addition, the student must notify the Office of Housing and Residence Life when her balance is cleared so she can be placed on the housing wait list.

Moving In

First Year students who have received a room assignment must take occupancy no later than the first day of new student orientation unless she has obtained permission from the Director of Housing and Residence Life to move in after that date. Upper-class students who have received a room assignment must take occupancy by the Saturday of the Labor Day weekend unless they have obtained permission from the Office of Housing and Residence Life to move in after that date. Failure to comply with these requirements will result in **forfeiture of your assignment**.

Students must also check-in through the **Electronic Occupancy Verification (E.O.V.)** system. The deadline for completing the E.O.V. without penalty for first year students is the last day of new student orientation. The final deadline for EO.V check-in for upper-class students is the Saturday following Labor Day.

Housing Contracts

All housing contracts are for one full academic year (Fall and Spring Semesters). Students receiving room assignments are required to electronically sign a housing contract to confirm their room for the academic year. This contract along with the Guide to Community Living specifies the regulations for living in the residence halls. Students are advised to read the contract carefully and the student, parents and/or legal guardian are responsible for paying the housing fee for the term of the contract.

Housing Wait List

A student who submits a housing application by the April 1 deadline and whose student account balance is not clear by the deadline set forth by the Office of Student Accounts will be placed on the housing wait list. Housing assignments will be given to wait list students in order based on the day that the housing application was received and the day that the account balance was cleared. Students who are on the housing wait list are encouraged to contact the Office of Housing and Residence Life to submit summer contact information and to check their status on the wait list. If an assignment is offered, the student will have (10) business days to submit a \$250.00 non-refundable confirmation fee. Not doing so may forfeit the assignment. In this case, the assignment will be offered to the next person on the housing wait list. The confirmation fee should be submitted in the form of a money order or cashier's check. Personal checks will not be accepted.

Temporary Housing Policy

Based on past experience, the College can reasonably anticipate that there will be a few residence hall vacancies at the beginning of each semester. As a matter of convenience to students, the College permits a small number of first year students to live temporarily in residence hall lounges and similar rooms until a permanent assignment is located for the student.

Removal from College Housing

The Director of Housing and Residence Life and/or the Dean of Students may remove a student from College housing for misconduct. The student will be given 48-72 hours to vacate the residence hall unless a special exception is made by the Director of Housing and Residence Life. If the student has not vacated the premises by the designated time, College designated personnel will remove the student's personal effects from the room. The College assumes no legal or financial liability for the safety or security of such effects.

Protection of Personal Property

The College will not be liable for the loss of money or other valuables or damage to the property of any resident. Students are advised to purchase insurance coverage for personal losses.

Fire Drills in the Residence Halls

Fire drills will be scheduled periodically in each residence hall. Fire captains and lieutenants will assist Public Safety personnel. Please refer to the section in this Handbook entitled "Fire Safety Plan." The fire doors are not to be used except in the case of an emergency. ACTIVATING FIRE ALARMS OR USING FIRE EXTINGUISHERS WHEN THERE IS NO FIRE IS A SERIOUS OFFENSE AND OFFENDERS WILL BE PROSECUTED THROUGH THE STATE FIRE MARSHAL'S OFFICE.

COMMUNITY LIVING STANDARDS

Residence hall living is based on community effort, mutual respect, and consideration of others. Residents living in a community setting are expected to take responsibility for the cleanliness of it, safety of it and its environment. Community standards are designed to ensure that all students feel that they are able to live comfortably, that their belongings are safe, and that there is reasonable personal safety. Students who engage in behavior that is not acceptable in a community setting must accept responsibility for their actions. As a member of the residence hall community, students are expected to abide by the residence hall rules and regulations, as well as all other college policies and federal, state and local laws.

Failure to comply with the community standards may result in disciplinary action administered by a college official.

Residents are expected to follow all of the community standards listed below:

I. Alcohol and Illegal Drugs

- A. Possession or consumption of alcoholic beverages in and around the residence halls is not permitted. Individuals who are not residents may not bring alcoholic beverages or illegal drugs into the hall.
- B. Empty alcohol containers may be considered evidence of prior consumption in the room. Displays using empty alcohol containers are considered inappropriate.
- C. Drugs and the illegal use, possession or distribution of narcotics and other dangerous drugs or drug paraphernalia are not allowed in the residence halls.
- D. Offensive and inappropriate behavior exhibited by any student while under the influence of alcohol or other drugs is not permitted. Students will be held responsible for their actions.

II. Disorderly Conduct/ Unacceptable Behavior

Our residence halls exist to complement Spelman's educational mission. Our expectations and standards of acceptable behavior are reflective of our purpose. The following abusive behaviors will not be tolerated:

- A. Verbal abuse, including offensive or derogatory language.
- B. Threatening behavior, whether written, verbal or physical.
- C. Any use of force or physical violence.
- D. Trespassing, entering or remaining in a room without the resident's permission.
- E. Lewd, obscene or offensive behavior.
- F. Any behaviors that demonstrate an inability to abide by the requirements for group living.

Any of the above behaviors may result in disciplinary action, which could include termination of the housing contract.

To be successful in developing responsible and respectful communities, residents must cooperate with the residence life staff. At times, residents may question policies or the means of implementation. If so, this concern should be voiced through proper channels, such as making an appointment with the live-in professional staff or the Director of Housing and Residence Life. Students and their guests are expected to comply with rules, regulations, policies, procedures, and reasonable requests of any residence life staff member.

The following actions will result in disciplinary action:

- A. Failure to comply with the directions of a college official, including a residence life staff member.
- B. Providing false information or identification to a college official or residence life staff member.
- C. Aiding or encouraging others to violate hall policies.
- D. Failure to produce an official ID card upon request of any staff member.
- E. Only residents and their guests are permitted in the residence halls. Male Guests must be escorted at all times.

Note: Residents are held responsible for the behaviors of their guests. If guests are found to have violated residence hall policies, rules and regulations, the hostess will be held responsible. A guest is defined as a person that does not officially live in that residence hall.

III. Male Visitation

- A. Students may have male visitors in their room from 6:00 pm until 11:30 pm Sunday-Saturday. No visitors are allowed before or after the designated visitation hours. Lounge only visitation is on Sundays.
- B. In the event of an emergency, crisis, staffing issues, or major campus function, the Departments of Housing and Residence Life and/or Public Safety reserve the right to cancel visitation or modify those hours.

IV. Quiet Hours/Noise

- A. Common courtesy hours concerning noise are in effect 24 hours a day. Excessive noise is not permitted at any time. Congregating in hallways creates excessive noise, which can be avoided by moving to rooms, lounges, or other common areas. Most musical instruments can easily create excessive noise. Loud voices and other activities in close proximity to the residence halls may also create excessive noise levels.
- B. Stereos are a frequent source of noise disturbance. Thus, high powered stereos are discouraged. Speakers should never be placed in or near windows and your doors should always be closed when playing stereos.
- C. During final exam period, quiet hours are in effect 24 hours a day.

RESIDENCE HALL JUDICIAL PROCESS

The residence hall judicial process is implemented in conjunction with the process outlined in the Community Standards and Code of Conduct section of the *Student Handbook* located on the Student Affairs web page. Our standards of conduct are designed to encourage students to take responsibility for their actions and to assure that the rights of all members of the residence hall community are respected. The Housing and Residence Life judicial proceedings are not regulated by the same guidelines as a court of law. Level of responsibility is determined based on the weight and significance of supporting information related to the incident/occurrence.

Judicial Process

All students who are alleged to have violated the residence hall policy or the Spelman College Community Standards Code of Conduct are afforded the following process:

1. An incident report is completed and turned in to the live-in professional staff member within 24 hours of the resident advisor and/or public safety being notified of the alleged violation or witnessing the alleged violation.
2. The live-in professional staff member reviews the report to determine whether the resident(s) mentioned in the report should meet with them and/or the Assistant Director of Housing and Residence Life, Dean of Students or his/her designee for an administrative hearing.
3. A judicial notification letter is sent to the student within 48 hours notifying her of an alleged violation of the residence hall policy, procedure and/or regulations.
4. The student schedules a meeting with the live-in professional staff member or the Assistant Director within 3 business days of receiving judicial notification for an administrative hearing. **Note that if the incident is referred to the Office of the Dean of Students for action, the processed outlined in the Community Standards and Code of Conduct section of this handbook is applicable.**
5. The administrative hearing takes place. A decision is made and sent to the student within 72 hours by the hearing officer using supporting documentation.
6. If the student is found responsible for violating the residence hall policy a sanction, condition, and/or restriction will be administered with a deadline for completion, if applicable.

The Appeal Process

One (1) appeal for a sanction, condition and/or restrictions is allowed. Appeals must be written and submitted to the appropriate appeal officer or committee within five (5) business days from the issuance of the decision letter. Appeals must be detailed and state the grounds for appeal in order to be valid for review. Appeals are not intended to be rehearing of the case and serve as a review of the written evidence to determine the validity of the appeal. Appeals must be based on one or more of the following:

1. Appropriateness of sanction(s), condition(s), and /or restriction(s) in light of the incident
2. Procedural error
3. Evidence of compelling additional information regarding the incident

Note: Appeals will only be accepted from the student(s) involved in the case. Appeals from any other body other than the student(s) involved in the case will not be considered.

POLICIES, PROCEDURES, RULES AND REGULATIONS

STUDENT LIFE AND ENGAGEMENT

Expectations for Leadership Positions

Holding an elected or appointed office, serving on a College committee or board, or participating in a pageant at other institutions as a representative of Spelman College is an honor and privilege carrying with it specific responsibilities. Students who are on academic or disciplinary probation are not allowed to represent the College. To qualify for a leadership position, a student must meet certain standards and maintain them throughout her term of office or service. Any student who fails to maintain the prescribed grade point average will be declared ineligible to continue serving in any of these capacities.

GPA Requirements

- 2.8 cumulative GPA to serve on College committees or boards.
- 3.0 cumulative GPA to participate in pageants, such as Miss Spelman College.
- 3.0 cumulative GPA and maintenance of a 3.0 semester GPA to be elected or appointed SSGA officer, to Miss Spelman and Her Court, Miss Spelman Advisory Board, PULSE Programming Board, or hold office in an executive capacity for any RSO.
- 3.0 cumulative GPA and maintenance of a 3.0 semester GPA to be an active member of a campus sorority

Enrollment Status

- Any student serving on any board or in any official leadership capacity for a RSO must be a fulltime, enrolled student during and throughout the duration of their appointment time.

Board Capacity for any Registered Student Organization.

- 3.0 cumulative GPA to serve as student trustee on Spelman's Board of Trustees.

Health & Wellness Special Programs

All eligibility requirements must be met at the time of application. Extenuating circumstances will be evaluated on a case-by-case basis. Activities such as blood drives, bone marrow drives, cholesterol screening, etc. planned by any club or organization must be coordinated through the Health Services Department at least one week prior to the event. The Director of Health Services must approve all such activities.

Posters, Signs and Exhibits

Posters, flyers, pictures and lettering of any kind may be displayed only on designated bulletin boards. They may not be affixed to walls, windows, or doors. Posting in non-designated areas will result in the removal and disposal of the items without notice. All postings regarding student functions or programs must be approved by the Office of Student Life and Engagement and stamped. All academic related events such as convocation postings are subject to approval by the Dean of Undergraduate Studies. The Institutional Review Board in the Psychology Department must approve other postings regarding surveys and inventories administered by external organizations. Student organizations wishing to display flyers and posters in the Manley College Center must receive approval by the Office of Student Life and Engagement. Organizations and vendors requesting to display posters and flyers on Spelman College property must be approved by the Office of Student Life and Engagement or the department responsible for the bulletin board(s) in a particular building.

Posters and flyers must be neat, legible, and in good taste. The name of the sponsor(s) must appear on the poster or flyer. Posters or flyers that are considered inappropriate (i.e., alcohol and drug advertisements, obscene and lewd advertisements, as well as advertisements for functions, events and displays that are not consistent with the mission of the College) will not be approved to be displayed on Spelman College property. Registered student organizations are responsible for the removal of event flyers, exhibits, and displays within 24 hours after the event. The Office of Student Life and Engagement reserves the right to fine registered organizations for violations of the signage policy. Organizations that have disregarded the signage policy will be given one courtesy warning transmitted via e-mail to the advisor after which, the organization will be fined \$50 each day until the items are removed. Second offenses made after a fine has been imposed will result in the organization being prohibited from posting or exhibiting until the next academic semester.

Posters and flyers must be removed within 24 hours after the event.

- If a dining area is to be used or if food is needed, the sponsor must make all necessary arrangements with the Manager of Food Services.
- If an event has to be canceled, the sponsor must notify the Office of Administrative Support Services at least two working days prior to the date of the event.

TRAVEL

All domestic student travel must be organized through a Registered Student Organization and must be approved by the Director of Student Life and Engagement. International student travel must be approved and coordinated by the Study Abroad Department. Students must coordinate all travel components with a professional staff person. All student travel, with the exception of Study Abroad must be approved by the Dean of Students at least 120 days before travel date. The College will distinguish three types of student travel. Students traveling within the categories must follow the guidelines and procedures accordingly.

Travel Type A

1. One or more presently enrolled student
2. Traveling more than 50 miles from campus
3. Travel is considered "organized student travel"
4. Traveling to an activity or event that is sponsored by the College

Travel Type B

1. One or more presently enrolled student
2. Traveling more than 50 miles from campus
3. Travel is considered "organized student travel"
4. Traveling to an activity or event that is funded by the College (and traveling in a College owned or leased vehicle)

Travel Type C

1. One or more presently enrolled student
2. Traveling more than 50 miles from campus
3. Travel is considered "organized student travel"
4. Traveling to an activity or event that is required by a recognized student organization

Travel Procedures

These guidelines are to be used by all entities in the Division of Student Affairs as well as any faculty or staff member who serves in the role of advisor, co-advisor, travel coordinator or any similar arrangement.

1. Travel Notification
 - A. Sponsoring department should use the "Travel Notification" form
2. Waiver and Release
 - A. All students sign the "Hold Harmless" form
3. Driver Verification
 - A. Be at least 18 (use "Driver Agreement" form)
 - B. Valid Driver License (use "Driver Agreement" form)
 - C. Personal automobile insurance (use "Driver Agreement" form)
4. Mode of Transportation
 - A. Owned/Leased by Spelman College
 1. Driver approved by Public Safety
 - B. Personal Vehicles
 1. Valid vehicle inspection and registration (use "Driver Agreement" form)
 - C. Commercial Carriers
 1. Students must comply with all laws and rules of specific carrier
 2. Commercial carrier must possess valid insurance (may require proof)
5. Safety Requirements
 - A. Obey all traffic laws (use "Driver Agreement" form)
 - B. Not use any form of alcohol, narcotic and/or any mind, mood, or behavior altering drug
 - C. Not possess or transport alcohol, illegal drugs or firearms (use "Driver Agreement" form)
 - D. Seatbelts worn by driver and all passengers (use "Driver Agreement" form)
 - E. Not exceed load capacity of vehicle (use "Driver Agreement" form)
 - F. Avoid horseplay, racing or other distracting or aggressive behavior (use "Driver Agreement" form)

Student Affairs International Travel

Student Affairs International Travel that is non-study abroad must be approved by the Office of the Dean of Students. All students are subject to the requirements delineated in the International Travel Policy, which can be obtained from the Office of the Dean of Students.

USE OF CAMPUS FACILITIES

Guidelines for Use of Manley College Center

In addition to the guidelines stated above, the following additional guidelines apply to the use of conference rooms, corridors or other facilities in Manley College Center.

1. Selling and soliciting are not allowed anywhere in the Center, except by full-time Spelman students who have obtained written permission from the Vice President for Student Affairs, Dean of Students or designee, or unless co-sponsored by the SSGA and located in the lower concourse.
2. Students and visitors should not place their feet on furniture.
3. Pets are not allowed in the College Center.
4. Male guests (except those on official College business) are not permitted in the Manley Center during reading and examination periods.
5. Organizations conducting events in the Manley Student Center are responsible for removing their items within 24 hours after the event. This includes the removal of furniture, exhibits, tables, and peripheral equipment used to promote or execute the event.
6. Organizations are not allowed to disassemble furniture groupings, patio furniture, or remove cafeteria chairs for activities in Upper and Lower Manley Concourse for any reason.

The Office of Student Life and Engagement reserves the right to fine registered organizations for violations of this policy. Organizations that have disregarded this policy will be given one courtesy warning transmitted via email to the Advisor. After which, the organization will be fined \$25 for each occurrence. Second offenses made after a fine has been imposed may result in the organization being prohibited from using the Manley Student Center for activities until the next academic semester.

Use of Grounds by Spelman Organizations

Sections of the campus grounds may be used for picnics and outdoor parties with prior written approval and in accordance with the procedures applicable to facilities. All sunbathing and lounging should take place in the rear of Read Hall. Chalk writing on sidewalks is only allowed in designated areas. Chalk writing on buildings is prohibited.

Procedures for Scheduling Student Life and Engagement Activities

- Major activities (e.g., dances) should be scheduled well in advance to assure the availability of facilities. (Allow at least five business days for processing.)
- The Director of Student Life and Engagement, or a designee, will approve the event, request additional information, or deny approval of the event.
- The event may not conflict with events already scheduled and approved for other organizations.
- Any request received less than five working days prior to the event will not be processed. The authority for determining the availability of space rests with the Administrative Support Services.
- Administrative Support Services will notify the sponsor(s) of the status of the request at least 48 hours prior to the activity.

As a general rule, only recognized student groups or organizations may use College facilities. To obtain official recognition, the Director of Student Life and Engagement must approve the student organization. The Director of Student Life and Engagement will evaluate requests for the use of College facilities by students who are not applying on behalf of a recognized student group on a case-by-case basis. At campus approved events, students may not serve food that they cooked or prepared themselves. Any food that is served must be purchased from outside licensed vendors (e.g., Krispy Kreme, Papa John's Pizza) and must meet all state and federal health regulations.

The use of Spelman facilities by any student organization is a privilege that carries with it certain responsibilities. Failure to fulfill these responsibilities may disqualify the organization from future use of College facilities and may expose the organization to other sanctions.

Responsibilities of Student Groups

- Must provide assurance that all College regulations and all local, state and federal laws will be followed.
- Must have sufficient financial resources to meet all financial obligations, even if the event is a financial failure or if property is damaged.
- Must take necessary precautions to assure the physical safety and health of participants. Representatives of the sponsoring organization may be required to confer with the Department of Public Safety in advance to develop a plan that minimizes the risk incidents.
- Must not engage in activities that are likely to be destructive to the College's facilities or disruptive of the College's programs.
- Must leave facility in satisfactory condition, as determined by the College. Furniture may not be moved from the facility. The sponsor is responsible for any damage to or theft from the facility immediately before, during and after the event.
- Must provide security at parties, dances, and other major social events. Security is also required for activities that are open to non-Spelman individuals and activities that are expected to keep males on campus after midnight. One officer is required for every 100 guests. Security officers must be present from the beginning of the activity until all participants have left the premises at the end of the activity. If the activity is one where males will be on campus after midnight (e.g., a dance or party), more than two security officers are required at the event, and the sponsoring organization may be required to assume the additional costs involved.
- Must have students and visitors sit on seats provided and not on tables and railings.

Use of Spelman Facilities by AUC Student Organizations

Any AUC student organizations that wish to hold an activity on the Spelman campus must abide by the guidelines set by the Office of Student Life and Engagement, and follow Spelman's policies and procedures. Any sorority or fraternity function must be co-sponsored by a Spelman sorority. Organizations that are not approved by Spelman or one of the other AUC institutions are considered "external organizations" and are governed by different policies and procedures.

SOLICITATION ON CAMPUS

Solicitations, canvassing and sales are permitted on campus by full-time Spelman students with the permission of the Vice President for Student Affairs, Dean of Students and/or designee. Requests by other groups and companies may be approved at the discretion of the Dean of Students, but only if the activity provides student scholarships or otherwise benefits Spelman students or organizations. (Note: A separate policy governs solicitations, canvassing and sales by Spelman employees, and these may be obtained through the Office of Human Resources.)

POLICIES, PROCEDURES, RULES AND REGULATIONS

ACCEPTABLE USE OF ELECTRONIC RESOURCES

Spelman College values technology as a means of communicating information and ideas to the College community and the world. In keeping with the College's commitment to utilizing technology in teaching and learning as well as administrative processes, this policy provides direction in the appropriate use of all forms of electronic resources on campus. The text that follows provides information on what constitutes a violation of Spelman's Policy on Acceptable Use of Electronic Resources as well as what the procedures are for addressing policy violation complaints.

For the purposes of this policy, electronic resources are defined as all computer-related equipment, computer systems, interconnecting networks, facsimile machines, voicemail and other telecommunications facilities, as well as all information contained therein (collectively, "electronic resources") owned or managed by Spelman College.

The use of Spelman College's electronic resources is a privilege, not a right, which may be suspended or revoked at any time for misuse. Spelman College reserves the right to limit access to its electronic resources when applicable College policies, state and/or federal laws or contractual obligations are violated. The College does not, as a rule, monitor the content of materials transported over the College's network resources or posted on College-owned computers and networks, but reserves the right to do so when there is reasonable grounds to believe that a violation of law or College policy has occurred. Spelman College provides reasonable security against intrusion and damage to files stored on the central

computing facilities, but does not guarantee that its computer systems are secure. Spelman may not be held accountable for unauthorized access by other users, nor can the College guarantee protection against media failure, fire, floods, etc.

This policy applies to all users of computer resources owned or managed by Spelman College, including, but not limited to, Spelman faculty and visiting faculty, staff, students, external individuals or organizations and individuals accessing external network services, such as the Internet and Intranet, via Spelman's computing facilities.

USE OF RESOURCES

All users of Spelman College electronic resources are expected to utilize such resources in a responsible, ethical and legal manner consistent with Spelman College policies. As a user of Spelman electronic resources, you agree to be subject to the guidelines of the "Policy for Acceptable Use of Computer Resources."

In the text that follows, individual Policy statements are followed by specific examples of activities that constitute unauthorized use of Spelman electronic resources.

1. Spelman College electronic resources may not be used to damage, impair or in any way cause purposeful damage to Spelman College networks or computers or external networks or computers.

For example, you may not:

- a. Use Spelman College electronic resources to breach security of any computer system.
 - b. Share your network ID and password with any unauthorized person on or off campus.
 - c. Use computer resources to send large amounts of email (e.g., email "spamming") to an internal or external system, except for acceptable college-related activities.
 - d. Send email of any type to someone's address in an effort to disable their email capabilities.
 - e. Forge, alter or willfully falsify electronic mail headers, directory information, or other information generated and/or maintained by the College.
 - f. Use computer resources irresponsibly or in a manner that adversely affects the work of others. This includes recklessly or intentionally (1) damaging any system by introducing computer "viruses" or "worms," (2) damaging or violating information not belonging to you, or (3) misusing or allowing misuse of computer resources.
 - g. Use Spelman College resources for non-College related activities that unduly increase the network load (e.g., chain mail, network gaming and spamming).
 - h. Use Spelman College resources for any other purpose deemed inappropriate or unacceptable by Spelman College.
2. Unauthorized access, reproduction or use of the resources of others is prohibited, except as allowed for educational use under the Fair Use Doctrine of the Copyright Act of 1976.

For example, you may not:

- a. Make unauthorized copies of copyrighted materials. You should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment.
- b. Create or execute any computer programs intended to (1) obscure the true identity of the sender of electronic mail or electronic messages, except when the option of anonymous access is explicitly authorized, (2) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner, or (3) examine or collect data from the network (e.g., a "network sniffer" program).
- c. Use electronic resources to gain unauthorized access to resources of the College or other institutions, organizations or individuals.
- d. Use false or misleading information for the purpose of obtaining access to unauthorized resources.
- e. Access, alter, copy, move or remove information, proprietary software or other data files without prior authorization.
- f. Use electronic resources to discover another individual's password.

- g. Use electronic resources to obtain personal information (e.g. educational records, grades, or other College files) about an individual without their permission unless related to legitimate advising, mentoring or administrative activities.
 - h. Use electronic resources to forge an academic document.
 - i. Use electronic resources to steal another's individual works or to misrepresent one's own work.
 - j. Use electronic communication to collude on examinations, papers, or any other academic work in violation of College policy.
 - k. Use electronic resources to falsify or fabricate research data.
 - l. Use electronic resources to obtain or release another individual's or entities proprietary information or trade secrets.
 - m. Use Spelman electronic resources for remote activities that are unauthorized at the remote site.
 - n. Intercept transmitted information intended for another user.
3. Use of Spelman College electronic resources to interfere with or cause impairment to the activities of other individuals is prohibited.

For example, you may not:

- a. Send chain email or information about pyramid schemes.
 - b. Send large quantities of email to an individual's mailbox (e.g., email "spamming") which has the effect of interfering with or causing impairment to that individual's activities.
 - c. Change an individual's password in an effort to gain unauthorized access to their account.
 - d. Communicate or use any password, personal identification number, credit card number or other personal or financial information without the permission of its owner.
4. Use of Spelman College electronic resources to harass or make threats to specific individuals, or a class of individuals is prohibited.

For example, you may not:

- a. Send unwanted and repeated communication by electronic mail, voicemail or other form of electronic communication.
 - b. Use email or newsgroups to threaten, stalk or harass someone.
 - c. Post or distribute via any form of electronic communication "hate speech" regarding a group's race, ethnicity, religion, gender, or sexual orientation.
5. Use of Spelman electronic resources in pursuit of unauthorized commercial activities is prohibited.

For example, you may not:

- a. Use computer resources for personal commercial gain, or other commercial purpose without approval by the College.
 - b. Use computer resources to operate or support a non-College related business.
 - c. Use computer resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College policy.
6. Use of Spelman electronic resources to violate city, state, federal or international laws, rules, regulations, rulings or orders, or to otherwise violate any College rules or policies is prohibited.

For example, you may not:

- a. Pirate software, music and images in violation of copyright and trademark laws.
- b. Effect or receive unauthorized electronic transfer of funds.
- c. Disseminate or receive child pornography or other illegal material.
- d. Use computer resources to view, effect, receive or distribute pornography of any kind.
- e. Violate any laws or participate in the commission or furtherance of any crime or other unlawful or improper purpose.

REPORTING & RESPONSE TO VIOLATIONS

Members of the Spelman College community should report violations Spelman College's Policy on Acceptable Use of Electronic Resources to the Vice President for Media and Information Technology.

Reports of suspected unauthorized use or misuse of Spelman electronic resources will be investigated pursuant to standard College procedures. Violation of this Policy will result in action by the appropriate College office or agency. Such action may include, but is not limited to: permanent or temporary suspension of user privileges, deletion of files, disconnection from the Spelman network, and referral to applicable student/faculty/staff disciplinary processes. All potentially illegal activities may be reported to local, state or federal authorities, as appropriate, for investigation and prosecution.

QUESTIONS RELATING TO THIS POLICY

This policy supersedes all previous policies regarding acceptable use of computer resources, facsimile machines, voicemail, email and other telecommunications facilities.

The examples of unauthorized use of Spelman electronic resources listed above are not meant to be exhaustive. Questions regarding this Policy or the application of this Policy to a specific situation should be referred to the Vice President for Media and Information Technology. Whenever you are in doubt regarding an issue of questionable use, it is in your best interest to resolve the issue before pursuing any questionable use of electronic resources.

ACADEMIC FREEDOM

The College is committed to academic freedom as stated in the Bylaws of the Faculty of Spelman College, Article IV: Academic Freedom. The assessments of complaints about unauthorized use or misuse of electronic resources will be evaluated consistent with this and other College policies as listed below.

PARKING POLICY

All students, faculty, staff and visitors are required to pay for parking on the Spelman campus. Parking fees and policies are published annually and are available in the Public Safety Office and the Parking Management Office located in the parking deck. Parking regulations are strictly enforced and violators' vehicles are subject to immediate removal from the campus at the owner's expense. Please obey campus parking rules at all times.

AUCTIONS

Though the College encourages student organizations to engage in fundraising activities, a degree of decorum must be used when conducting auctions. Spelman does not promote, nor will it tolerate the auctioning or the sale of any human being, whether in jest or as an attempt to acquire funds. This includes date auctions, servant auctions, slave-for-a-day auctions or any combination thereof. If an auction is the fund-raiser of choice, only auction items or services that have been purchased or donated by commercial agencies or reputable vendors are permitted.

ALCOHOL AND DRUG POLICY

The College is committed to maintaining a drug-free educational and work environment and will not tolerate the possession, manufacturing, use or distribution of illegal drugs by its students, staff, faculty or administrators. The use, possession, and distribution of alcoholic beverages are also prohibited. The College provides counseling, referrals, educational programs and other assistance to students, faculty and staff who seek help with alcohol and other substance related problems. Students who violate the alcohol and drug policy may be subject to any of the disciplinary measures outlined in the **Community Standards and Code of Conduct** and may result in the College administering various sanctions, conditions and/or restrictions as deemed appropriate. Student organizations that violate the policy are subject to the same procedures as any individual within the campus community.

Advisors and officers of all student organizations must be familiar with the Alcohol and Drug Policy and the penalties for non-compliance. Violations should be reported to the Office of the Dean of Students and other departments (e.g. Housing and Residence Life and Student Life and Engagement) as necessary. Failure to report constitutes a violation of the Alcohol and Drug Policy. Students are expected to abide by the drug and alcohol policy both on and off campus, at College-sponsored events, and all other times. As a condition of employment by Spelman College, all employees (including student employees) must abide by the College's policy. Student workers who violate the policy are subject to the Community Standards and Code of Conduct and possible termination of employment.

SEXUAL HARRASSMENT POLICY

The College believes that all of its students should be treated with respect and able to pursue their education in an environment free of unwelcomed sexual conduct. Accordingly, it is the policy of the College to prohibit sexual harassment (and other forms of harassment) by any person and in any form. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to or rejection of such conduct is either explicitly or implicitly a condition of getting a good grade, a good reference or any other benefit. OR avoiding an unfavorable consequence; or
- A student's willingness or unwillingness to submit to such conduct is used as the basis for an academic-related decision affecting the student; or
- Such conduct creates an intimidating, hostile or offensive educational environment, or substantially interferes with the student's academic performance.

This policy applies to the conduct of a faculty member, administrator, or other employee toward a student as well as to conduct between students and acts of third parties, such as visitors, contractors or the like. Examples of behavior prohibited by this policy include:

- Making unwelcomed comments of a sexual nature about a person's clothing, body, or person.
- Using obscene or sexually explicit language.
- Using a term of endearment or nickname for another that has a sexual meaning or sexual overtones.
- Telling sexual jokes or making sexual innuendoes.
- Touching, hugging, rubbing, patting, pinching, or kissing another person in an overly familiar manner.
- Leering at a person's body.
- Displaying sexually explicit pictures or materials.
- Pressuring a student for a date or sexual contact.
- Making unwelcomed sexual advances or propositions.

Do not assume that behavior of the kind listed above will be acceptable to another person. Be aware of how people respond to what you do and say. If an individual objects to your behavior toward him or her, listen and heed the objections.

Reporting Sexual Harassment or Other Kinds of Discrimination

It is important that you report sexual harassment and other kinds of discrimination to the College. We cannot do anything to remedy the situation if we do not know it exists. Any student who believes that she has been sexually harassed or subject to other discrimination should take the following actions:

- Tell the offender firmly that you do not like his/her behavior.
- Report the incident immediately to the Dean of Students and/or any College official
- If a third party, who is neither a student nor an employee of the College, harasses you notify the Dean of Students and/or any College official immediately. The College cannot control the offensive behavior of all third parties, but every effort will be made to remedy the situation.

Any faculty member, administrator, or staff member who observes sexual harassment of a student or receives a report of sexual harassment or other discrimination from a student must report it to the Dean of Students, the Dean of Undergraduate Studies, or the Director of Human Resources, no matter how insignificant the incident may seem. No student will be subjected to retaliation for complaining about sexual harassment or other discrimination. The College will investigate all reports of sexual harassment or other discrimination. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the thoroughness of the investigation. If it is determined that sexual harassment or other discrimination has occurred, the College will take immediate and appropriate corrective action to end the problem and prevent its recurrence. Employees or students who have engaged in harassing or discriminatory conduct will be subject to appropriate disciplinary action, up to and including termination of employment or dismissal from the College, as the case may be. The student making the complaint will be advised of the results of the investigation.

Right to File Complaint with Federal Agency

In addition to reporting sexual harassment or other discrimination, students also have the right to file a charge of discrimination with the Equal Employment Opportunity Commission (EEOC) if the conduct is related to employment or to the Office for Civil Rights (OCR) of the U.S. Department of Education if the conduct is related to education. Both agencies have offices in Atlanta and may be contacted by phone or mail. They will investigate the complaint without charge to you. Retaliation against students for reporting sexual harassment or other discrimination, or for filing a complaint with the EEOC or OCR is unlawful and contrary to College policy.

SEXUAL ASSAULT POLICY

Spelman is committed to combating sexual assault both on campus and in the community at large. Our efforts in this area are focused on sexual assault awareness and prevention and are directed at every member of the college community. Programmatic efforts include conducting seminars and workshops, providing group and individual counseling services, and distributing materials that educate the community about rape and other forms of sexual assault and harassment.

The Division of Student Affairs and the Office of Human Resources are each charged with providing services related to this topic. Information regarding ongoing programmatic efforts and resources for students can be obtained by contacting either office or by visiting the Spelman College Sexual Assault Awareness, Prevention and Advocacy web pages.

In the event a member of this college community is the victim of a sexual assault on or off campus, it is the policy of the College to:

- Encourage prompt reporting to both campus authorities and local police.
- Refer victims for appropriate medical treatment.
- Provide initial post incident counseling services and make referrals to community based victim witness assistance services.

In the event of alleged on campus sexual assault, either forcible or non-forcible, all members of the college community are directed to notify Public Safety immediately and file an official report. In all cases where criminal acts are alleged, the Atlanta Police Sex Crimes Unit will be notified.

Victims should preserve all physical evidence in cases where a criminal assault has occurred. In such cases, campus police should be consulted before removing clothing, washing or showering, or altering the scene of the crime in any manner.

Public Safety will assist any victim in making a report to the local police agency with jurisdiction if the victim chooses to make a report of a sexual assault that occurred off campus. In these instances, the local police agency with jurisdiction shall assume responsibility for the criminal investigation.

In the event of an allegation of sexual misconduct or criminal behavior by a member of the college community, a thorough administrative inquiry shall be conducted. This process will comply with all college policies that pertain to complaints and disciplinary actions as they apply to faculty, staff, and students as outlined in the respective college handbooks applicable to each group. In all cases, both the accuser and accused shall have the same opportunities to have others present during disciplinary proceedings. Both must be informed of the outcome of any institutional disciplinary proceeding brought regarding an alleged sexual offense.

SPELMAN COLLEGE SEXUAL ASSAULT RESOURCES

Spelman's Emergency Numbers

Spelman Sexual Assault Hotline.....	(678) 873-5884
(24-hour confidential line)	
Counseling Services	(404) 270-5293
Public Safety.....	(404) 525-6401
Student Health Services - Woman's Health Clinic.....	(404) 270-5249

Other Campus Resources

Dean of Students.....	(404) 270-5133
Housing and Residence Life.....	(404) 270-5344
Dean of Chapel.....	(404) 270-5728
Women's Resource Center.....	(404) 270-5625

Community Resources

Grady Rape Crisis Center	(404) 616-4861
(24-hour confidential line)	
Piedmont Hospital	(404) 605-5000

MEDICAL LEAVES AND WITHDRAWALS

Medical Leave of Absence

A student in good standing whose medical, psychological, and/or health condition is interfering with her academic progress may be granted a medical leave of absence for a definite or indefinite period of time. Requests for a medical leave should be made to the Dean of Undergraduate Studies. Before taking medical leave, the student must resolve all academic issues to the satisfaction of the Dean of Undergraduate Studies. An exit interview with the Vice President for Student Affairs or Dean of Students also is required. For other types of leave of absence, please see the Spelman College Bulletin.

Administrative Medical Withdrawal

The College has the authority to administratively withdraw a student whose medical, psychological and/or health condition is life threatening and poses a significant risk to the health or safety of others or when it significantly disrupts College programs or operations. The length of the leave will be based on available medical evidence. This may include, but is not limited to all medical and psychiatric conditions including severe eating disorders and substance dependence. The student may be required to meet specific conditions before reinstatement is considered.

Resuming Studies after a Medical Leave or Withdrawal

A student may request reinstatement following an approved medical leave of absence or an administrative medical withdrawal, provided all deadlines or other conditions specified by the College have been satisfied. The request for reinstatement must be submitted in writing to the Vice President for Student Affairs and must be accompanied by documentation showing that the student's medical, psychological and/or health problems have been resolved to the satisfaction of the College. Additional documentation and/or medical examinations may be required by the College, or made subject to fulfillment of conditions specified by the College.

The College will make reasonable modifications to its policies, practices, and procedures and take other reasonable steps to accommodate students with disabilities.

SPELMAN STUDENT GRIEVANCE PROCEDURE (NON-ACADEMIC)

Each student is encouraged to manage and resolve disputes directly with the individual(s) involved, or when necessary, through a mediation process. The Division of Student Affairs offers materials on dispute resolution and alternative methods for resolving issues, as well as communication techniques. Students choosing to file a formal complaint regarding an individual, group of individuals, or department should use the procedures listed below. Students may obtain a Student Grievance Form from the Student Affairs Office, Manley Center, Room 210. Non-academic issues include, but are not limited to:

- Student Disputes
- Student Services
- Personal Records
- Sexual Harassment
- Discrimination
- General Grievances

Once the Dean of Students receives the grievance documentation, she or her designee will determine if additional information is needed to pursue the grievance. The College takes seriously any allegations of sexual harassment. Students are encouraged to report any conduct that is considered sexually harassing promptly. Grievances related to student-to-student harassment should be referred to the Office of the Dean of Students for review. Grievances involving a faculty and/or staff member may be referred to the Office of the Dean of Students, but the office will then forward these matters to the Office of Human Resources for review. Note: The Office of the Dean of Students will not review any matters on sexual harassment involving faculty and/or staff, but only act as a referral to Human Resources. The general procedures set forth in this process do not apply to applicants for employment or academic issues.

SPELMAN STUDENT GRIEVANCE POLICY

Grievances regarding student services, non-academic departments, and general grievances will be forwarded to the appropriate office for resolution. The Office of the Dean of Students will forward the student grievance form and maintain copies of all pertinent files and records relating to the grievance filed. If the grievance relates to a department or matter not under the jurisdiction/purview of Student Affairs, the appropriate College representative and/or department head will be contacted. The student will be informed regarding the referral. All other grievances will be addressed on a case-by-case basis.

The Student Grievance Form for Non-Academic Issues should state and specify the following information:

- The type of grievance
- By whom and what reason the student seeks the grievance
- The date or dates, names, addresses, (if applicable) and names of any witnesses
- What reasonable remedies and/or solutions are being sought (consistent with college policy)

The written grievance must be signed by the student and filed as close as possible to the time of the alleged incident and/or grievance. Determination as to whether complaints not filed in a timely manner will be made on a case-by-case basis. The Office of the Dean of Students will follow its concept of “reasonable fairness” in seeking to resolve the matter. All parties involved with the grievance will be notified of the complaint and/or grievance, have the right to know the source of the complaint, and will be allowed an opportunity to provide pertinent information in an effort to address the grievance.

In some instances, such as cases regarding disciplinary action, personal records, sexual harassment and discrimination, an investigation may be appropriate and conducted by the Office of the Dean of Students. The investigation process generally is completed within thirty (30) College working days from when the written complaint is filed. A written determination as to the validity of the grievance and a description of the resolution if any will be issued by the Dean of Students or designee with a copy forwarded to the student referencing the complaint and/or grievance. To the extent possible within legal privacy considerations, the Dean of Students will review the grievance and notify the student with the complaint and/or grievance of the resulting determination in writing. A possible solution for resolution may involve mediation.

The right of a student to a prompt and equitable resolution of the complaint filed will not be impaired by the student’s pursuit of other remedies, such as filing of a complaint with the responsible federal department or another agency. Once the resolution is finalized, the process is complete. There are no appeals to the final resolution.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of college students’ educational records. Such records include, but are not limited to, academic, health, counseling, and disciplinary records. Under FERPA, parents have no inherent rights to the students’ educational records once the student reaches 18 or attends a postsecondary institution.

Spelman, as an educational agency, will not permit the release of educational records or other information about a student, other than directory information, without the student’s written consent, except as follows:

1. To members of the faculty or administration of the College who have a legitimate interest in the material
2. To officials of other schools in which the student wishes to enroll
3. In connection with a student’s application for or receipt of financial aid
4. To organizations conducting studies for or on behalf of educational agencies, provided such studies will not permit identification of students and their parents
5. To accrediting agencies to carry out their accrediting functions
6. To comply with a judicial order or lawfully issued subpoena, provided the student is notified before compliance with the order or subpoena when consent is required. This release must be in writing, signed, and dated by the person giving consent, and shall include:
 - a. Specification of the record to be released
 - b. Reason for the release
 - c. Names of parties to whom the record is to be released

A record will be kept of the parties who have received access to a student’s record, except for the exceptions noted above. The student may have access to this record.

Directory information of the kind listed below will be furnished to those requesting such information unless the student notifies the College annually not to release this information. Disclosures of information beyond the items listed below require the student's signed consent, a subpoena, or other court order. Directory information consists of the following:

1. Whether or not student is enrolled
2. Dates of enrollment
3. Classification
4. Degree earned (if any) and dates
5. Major
6. Honors received
7. Local and home address and telephone numbers

If a student does not wish to have any of the above information released, she should notify the Registrar's Office. If you would like additional information about FERPA, please see the *Spelman College Bulletin* or our website.

COMMUNITY STANDARDS AND CODE OF CONDUCT

The **Community Standards and Code of Conduct**, also known as, "the Code", at Spelman College is based on promoting academic achievement and a tradition of excellence regarding student behavior and citizenship.

The basic philosophy underlying the conduct standards is respect for the person, property of others, and campus community standards. While intellectual growth and positive citizenship are promoted and encouraged, the College also strives to ensure that acceptable standards of behavior are communicated to, understood, and upheld by the women of Spelman College.

A. General Policy

The conduct of students and student organizations is subject to College disciplinary action. Disciplinary proceedings may be instituted for students or student organizations that have allegedly violated the **Community Standards and Code of Conduct** and/or policies and procedures in the *Spelman College Student Handbook*. The proceedings are conducted in a manner that ensures fairness and is not restricted by the rules of evidence governing criminal and civil proceedings. Spelman, as a private institution, is not required to maintain "due process" as defined for public institutions. However, the process must be fair and reasonable and not arbitrary or capricious. The conduct process is educational rather than punitive and based on student development theory models and principles. The College may, at its discretion, choose to investigate and rectify violations of Spelman policy in a manner not specified in the *Student Handbook*. Sanctions, conditions, and/or restrictions may be imposed on a student or student organization for violations of the Code. Each violation is handled on a case-by-case basis and the action taken depends entirely upon the severity of the violation, the extent of the student's involvement, and various other factors relevant to the specific situation. More than one disciplinary measure may be imposed for a single infraction. Students and student organizations in violation of the rules, regulations and/or policies of the College may face sanctions ranging from reprimand to expulsion from the College. Spelman students and student organizations also are expected to comply with all federal, state and local laws and may be subject to both College and criminal penalties for violations of the law.

B. Misconduct

The following standards apply to all students and student organizations as well as other members of the College community. Prohibited conduct includes, **but is not limited to**:

1. Alcoholic Beverages and other Drugs or Narcotics

- A. Use, possession, sale, delivery, manufacturing, consumption, or distribution of alcoholic beverages on Spelman property or at any College sponsored event.
- B. Under the influence of alcohol and/or intoxicated in public and/or in the residence halls or any College facility or sponsored event (including individual residence hall rooms).
- C. Use, possession, sale, delivery, consumption, or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia on College premises, except as expressly permitted by law.
- D. Under the influence of illegal drugs and/or intoxicated in public and/or in the residence halls or any College facility or sponsored event (including individual residence hall rooms).

2. Firearms, Weapons, Fire, and Explosives

- A. Use or possession of weapons, including handguns, firearms, knives (2 inches or longer), ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous substances on College premises or at a College sponsored event.
- B. Attempting to ignite and/or igniting College and/or personal property and/or property of others on fire either by intent or as a result of reckless behavior that results in damage to persons or property on College premises or at a College sponsored event.
- C. Arson with intent to destroy persons or property.

Note: Possession of weapons, including handguns is prohibited, even for licensed handlers.

3. Fire Alarms, Emergencies and Fire Safety

- A. Tampering with fire alarms, fire extinguishers or fire signs and prevention equipment or failing to comply with other safety rules.
- B. Making false emergency calls and destruction of emergency signs on College premises.
- C. Attempting to ignite and/or igniting College and/or personal property on fire either by intent or as a result of reckless behavior that results in damage to persons or property on College premises or at a College sponsored event.
- D. Failure to exit or evacuate the building during a fire alarm or fire drills.
- E. Issuing bomb threats.

4. Actions Against Members of the College

- A. Physically or verbally abusing or threatening any member of the College community.
- B. Violating Spelman's Sexual Harassment Policy or harassing any person or group of persons.
- C. Actions against oneself and/or displaying behaviors that could endanger self.
- D. Sexual misconduct or unwanted sexual behavior that involves actual or attempted physical contact of a sexual nature. This includes explicit behavior in common areas (e.g. bathrooms, classrooms, etc.) and sexual assault.
- E. Fighting, regardless of level of responsibility.
- F. Disruptive behavior or disorderly conduct.
- G. Engaging in obscene, lewd, or other conduct that disrupts any program or activity on the Spelman campus or impedes the freedom of movement of any member of the College community (including all College facilities and College sponsored events).
- H. Any discriminatory conduct that has the effect of creating a hostile environment for another member of the College community based on race, disability, gender, religion, nationality, age, or sexual orientation.
- I. Using electronic communications such as email, websites, My Space, Facebook, and texting for the purpose of defamation or character or to threaten or harm individuals or groups, regardless of your intent.

5. Unauthorized Possession, Damage, False Information, Unauthorized Use and Entry

- A. Stealing or possessing stolen property, or extorting or attempting to extort money or property from any member of the College community.
- B. Intentionally damaging property of the College or any member of the College community.
- C. Unauthorized entry into, use or occupancy of College facilities. This includes unassigned residence hall rooms.
- D. Unauthorized possession or use of any student ID, key or master key to College offices or residential facilities.
- E. Unauthorized use of checks, personal records information, credit cards, or calling card.
- F. Unauthorized permission to use signature on College documents including falsifying academic or non-academic documents or financial instruments.
- G. Knowingly providing false information to the College, faculty and/or staff either verbally or written, including financial, academic, and/or nonacademic documents.

6. Academic Integrity*

Any form of academic dishonesty which may include, but is not limited to:

- A. Cheating
- B. Plagiarism
- C. Unethical behavior in an attempt to persuade any individual to alter a grade(s).
- D. Unauthorized permission to use signature of another person on academic documents
- E. Unlawfully accessing and/or securing tests
- F. Assisting any student or member of the college community in violating any of the Academic Integrity policies and/or procedures.

****Please refer to College Bulletin for details regarding procedures and policies for Academic Integrity.***

7. Failure to Comply

- A. Failure to comply with rules and/or directions imposed by any College official in performance of his/her duties.
- B. Failure to comply with the sanction(s), condition(s) and/or restrictions imposed under the Community Standards and Code of Conduct.
- C. Failure to comply with reasonable instructions from a College official.
- D. Failure to respond to written and/or verbal communication from a College official in performance of his/her duties.

8. Hazing

Hazing is defined as any activity that is intentional, or unintentional due to reckless behavior, occurring on or off campus directed against a student that endangers the student's mental or physical health or safety. This activity is commonly associated with the student's membership, initiation, affiliation, pledging and/or association with an organization, but may include other activities. The definition includes, but is not limited to;

- A. Physical brutality, whipping, beating, striking, branding, paddling, kicking, choking, scratching, and electronic shocking and placing harmful substance on or in the body;
- B. Sleep deprivation, exposure to elements, and confinement in a small space, aerobic exercising, duck walking and weight lifting;
- C. Any activity involving the excessive consumption of food or non-appropriate foods and liquids, alcohol, liquor, drugs, (this includes ingesting foreign objects or substances);
- D. Any activity that intimidates, ostracizes, and/or subjects students to extreme mental stress, shame and/or humiliation or anything that adversely affects the student's mental health such as:
 - Screaming at an individual or group
 - Belittling or humiliating participants
 - Using derogatory, profane or obscene language toward participants
 - Requiring participants to engage in morally degrading or humiliating games (as perceived by the College community and/or participants)
 - Embarrassing activities
 - Reputation damaging
 - Disheveling hair, tearing clothes
 - Using participants' cars, money, or clothes or other personal items
- E. Treasure hunts, scavenger hunts, road trips, or other activities that require participants to travel long distances and find their way back from isolated areas with insufficient financial resources or that otherwise endanger a participant are prohibited;
- F. Any activity in which hazing is either condoned or encouraged by members, officers, and/or alumni of the organization;
- G. Gifts of any form may not be given to any individual or organization prior to the intake process or during the membership intake process and

H. Engaging in any activity that is prohibited by law or by the policies of the College.

Note: Georgia Hazing Law - (1) "Haze" means to subject a student to an activity that endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. (4b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office or other status in a school organization.

9. Abuse, Misuse or Theft of College Computer Data, Programs, Time, Computer and/ or Network Equipment

- A. Unauthorized use of computing and/or networking resources.
- B. Unauthorized accessing and/or copying of programs, records, or data belonging to the College and/or other user, or copyrighted software, without permission.
- C. Use of computing and/or networking resources for unauthorized or nonacademic purposes.
- D. Attempted or actual breach of the security of another user's account and/or computing system.
- E. Attempted or actual use of College computing and/or networking resources for personal or financial gain.
- F. Attempted or actual transport of copies of College programs, records, or data to another person or computer without written permission.
- G. Attempted or actual destruction or modification of programs, records, or data belonging to the College or any other user or destruction of the integrity of computer-based information.
- H. Attempted or actual use of the computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer).
- I. Allowing another person, either through one's personal computer account, or by other means, to accomplish any violation.
- J. "Spamming" is defined as the sending of unsolicited e-mails to parties with whom you have no existing business, professional, or personal acquaintance.
- K. Use of computing and/or networking resources to display materials that could be damaging to the College, property, or any individual or group in the College community.

10. Abuse of the Student Judicial Process

- A. Failure to respond to a notification to appear before an official of the College.
- B. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
- C. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- D. Filing an allegation known to be without merit or cause.
- E. Discouraging or attempting to discourage an individual's proper participation in, or use of, the discipline system.
- F. Influencing or attempting to influence a member of a disciplinary body prior to, and/or during the disciplinary proceeding.
- G. Retaliation against any person or group who files grievances or allegations in accordance with the *Student Handbook*.

11. Housing and Residence Life

Violating any policy, procedure, notification, regulation or condition established within the residence halls, (this includes published and non-published materials) and/or any rules established by majority vote of the residents.

C. Violation within the AUCC

As a member of the Atlanta University Center Consortium, Spelman has a reciprocal agreement with the other member institutions regarding student behavior and discipline. When a Spelman student is accused of misconduct on an AUC campus, Spelman has the right to handle the case as though it occurred at Spelman. Likewise, their own institution may address students from other AUC institutions who engage in misconduct on the Spelman campus.

D. Student Protests

Spelman and the other institutions of the Atlanta University Center are committed to providing an academic environment in which diverse political, religious, and social views can be expressed and debated in a responsible manner.

The AUC institutions will not tolerate the use of physical force or obstruction in a manner that interferes with teaching or learning, impedes the movement of others throughout any AUC campus, or obstructs the programs or operations of any AUC institution, including administrative functions. AUC institutions do not condone the use of physical force to seize and occupy school buildings, to injure persons, or to harm property. Students who use physical force or obstruction as a means of forcing their will upon others will be subject to prompt disciplinary action.

E. General Procedures

When a report is received alleging that a student or student organization may have violated the **Community Standards and Code of Conduct**, the student or student organization is notified. (In the case of a student organization, the advisor will also be notified.) Spelman strives to ensure reasonable and fair proceedings that reflect the College's educational philosophy. The process is as follows:

1. Student or student organization receives notification of an alleged violation of the College's policy, procedures and/or regulations.
2. Student or student organization (representative) meets with the Dean of Students or designee for a prehearing meeting or an administrative hearing or to prepare for an administrative hearing with the Dean or the Community Standards Review Committee.
3. The hearing or pre-hearing takes place.
4. A decision is made either by the Dean of Students or designee for an administrative hearing or a hearing with Community Standards Review Committee. Decisions will be based upon supportive documentation, student or student organization statements, and/or witnesses to the behavior in question.
5. If a student or student organization is found responsible for a violation, there may be sanction(s), condition(s), and/or restriction(s) administered along with a deadline for completion, if applicable.
6. The College reserves the right to investigate and sanction conduct in a different manner should it deem such action appropriate.

Note: The College may conduct a hearing without the student present after several attempts have been made to contact the student regarding the incident.

F. Sanctions, Conditions, and Restrictions

When a student or student organization has been found **responsible** for misconduct; sanction(s), condition(s), and/or restriction(s) may be assessed by either the Dean of Students or designee in an administrative hearing, or recommended by the Community Standards Review Committee in a committee hearing. With any sanction, a condition and/or restriction may also be administered. The range of sanctions is cited below:

1. **Formal reprimand with or without conditions or restrictions**

A formal reprimand is an official written notification that the action in question was misconduct.

2. **Probation with or without conditions or restrictions**

Probation is a designated period of time in which conduct will be observed and reviewed. Any violations during this observation period may result in further disciplinary action.

3. **Deferred suspension with or without conditions or restrictions**

Suspension is deferred for a period of time of observation and review. The student remains enrolled as a student and student organizations may remain active. Any violations during this observation period may result in immediate suspension.

4. **Suspension with or without conditions or restrictions**

This is a period of time in which a student may not attend classes or participate in any College activities. Students who are suspended are not permitted to be on the College campus during the time of suspension without prior permission from a designated College official. Suspended student organizations may not use College facilities and all privileges of a student organization are suspended.

5. Expulsion

The student or student organization is permanently withdrawn and separated from the College. Students who are expelled are not permitted to be on the College campus without prior permission from a designated College official. Readmission to the College will not be considered.

Note: The College reserves the right to institute additional or alternative sanctions, conditions, and/or restrictions as deemed appropriate.

G. Appeal Procedures

Spelman College will allow one (1) appeal for a sanction, condition and/or restriction. Appeals must be written and submitted to the appropriate appeal officer or committee within five (5) business days from the issuance of the decision letter. Appeals must be detailed and state the grounds for appeal in order to be valid for review. Appeals are not intended to be a rehearing of the case and serve as a review of the written evidence to determine the validity of the appeal. Appeals must be based on one or more of the following:

1. Appropriateness of sanction(s), condition(s), and/or restriction(s) in light of the incident
2. Procedural error
3. Evidence of compelling additional information regarding the incident

Note: Appeals will be accepted from the student(s) involved in the case. Appeals from any other body other than the student(s) involved in the case will not be considered.

H. Committees

There are three (3) committees that serve the Division of Student Affairs:

1. Community Standards Review Committee
2. Community Standards Appeals Committee
3. Policy and Procedures Committee

The **Community Standards Review Committee** will conduct disciplinary hearings in referred cases. The committee will be composed of members of the College community who serve as a pool of members from which to choose for each hearing. There will be no more than five members for each actual hearing. A quorum for the committee is three (3) members with at least one member from each category (faculty, staff and student) present.

The **Community Standards Appeals Committee** will convene to review written appeals from Community Standards Review Committee recommendations/decisions. The committee will be composed of members of the College community who serve as a pool of members from which to choose for each appeal. A quorum for the committee is three (3) members with at least one member from each category (faculty, staff and student) present. A chair for both committees will be appointed by the Dean of Students and will be a member of the faculty or staff. In the absence of a chair, the Dean of Students will name a chair from the previously selected committee members.

The **Policy and Procedures Committee** has the charge of reviewing the *Student Handbook* and the Code. The committee is selected by the Vice President for Student Affairs and/or the Dean of Students and is composed of members of the College community.

I. Campus Resource and Administration

The Office of the Dean of Students serves as the primary source of information for the *Student Handbook*, the judicial committees, and the Community Standards and Code of Conduct. The Office of the Dean of Students may also provide alternative dispute resolution for students in order to assist with conflicts within the College community as it relates to policies and procedures.

REGISTERED STUDENT ORGANIZATIONS

Spelman College is home to more than 85 clubs and organizations, representing everything from professional, cultural and spiritual development to recreation, sports clubs and volunteer services. By involving yourself in one or more of these organizations, you can meet new people and develop interests or talents. Furthermore, you can gain leadership skills, explore career options, serve others, celebrate your ethnic heritage, or learn about the heritage of others. Involvement with extracurricular activities is a vital part of a comprehensive college experience. A great way to meet this need is through the clubs and organizations at Spelman College.

Academic & Professional

AUC Nippon Club (Japanese)
AUC Public Health Association
Child Development Club
Diverge AUC Art Club
Health Careers Club
Mathematics Club
National Society of Black Engineers (NSBE)
Pauline E. Drake Scholars
Pre-Alumnae Council
SHAPE (Student Health Associates and Peer Educators)
Spelman College Society of Women Engineers

Greek

Alpha Kappa Alpha Sorority, Inc.
Delta Sigma Theta Sorority, Inc.
Zeta Phi Beta Sorority, Inc.
Sigma Gamma Rho Sorority, Inc.
Gamma Sigma Sigma National Service Sorority, Inc.
Tau Beta Sigma National Honorary Band Society

Governance

Sophomore Class Council
Junior Class Council
Senior Class Council
SSGA (Spelman Student Government Association)

Academic

French Francophonies Club
Pauline Drake Scholars
Political Science Society
Psychology Club
WIN (Women in Neuroscience)

Special Interest

Afrekete
Al-Nisa
Atlanta University Center Council
Commuter Student Association
Diverge Art Club
Environmental Task Force
FMLA (Feminist Majority Leadership Alliance)

Granddaughter's Club
Investment Club
Jack and Jill Alumni Organization
Mock Trial
Peer Mentoring
PEPPERS (Peer Education Programmers)
POSSE (Protecting our Spelman Sisters Everyday)
SIFE (Students in Free Enterprise)
TATOO (Taking Action to Overcome Obesity)
Tri-State Club
WORTH
(Women Offering Representations that Heal)

Honorary

Alpha Epsilon Delta Health Pre-Professional Honor Society
Alpha Lambda Delta
Beta Kappa Chi
Golden Key International Honor Society
Kappa Delta Epsilon, Beta Psi Chapter
National Society of Leadership and Success
Psi Chi National Honor Society
Sigma Tau Delta English Honor Society

Special Interest

AUC TX Club
Commuter Student Club
Environmental Task Force Challenge
Young Black Thinkers Society
Young Professionals Society
Diversity/Multicultural
Caribbean American Association (CASA)
Chinese Cultural Club
International Student Organization (ISO)

Media

Reflections Yearbook
Spelman Spotlight

Political/Advocacy & Service

- A.C.T.S. (Actively Changing Tomorrow Through Service)
- Campus Kitchen Project
- Global-I
- MUSE (Moving Upward by Standing for Excellence)
- NAACP-Spelman Chapter (National Association for the Advancement of Colored People)
- National Council of Negro Women
- Operation SMILE
- ROOTS (Food Literacy)
- SKIRTS (Sisters keeping it real through Service)
- Student United Way
- Young Democrats of America-Spelman Chapter

Production/Performance

- Event Envoys
- PULSE (Programming for a Unique and Lively Spelman Experience)
- Spelman College Cheerleaders

Professional

- AUC Public Health Association
 - Economic Empowerment Initiatives, Inc.
 - Morehouse Spelman Pre-Law Society
 - PLUS (Professional Ladies Understanding Success)
 - Pre-Dental Institute
 - Pre-Pharmacy Professionals
 - Spelman/Morehouse Toastmasters
- Religious**
- Esther's Circle
 - IMPACT
 - National Catholic Student Coalition-AUC Chapter
 - New Life Inspirational Gospel Choir
 - Sisters Chapel Arts Ministries
 - WUFF (Women United in Faith and Feminism)



CAMPUS CONTACTS

ACADEMIC AFFAIRS OFFICES

Dean of Undergraduate Studies	Rockefeller	(404) 270-5696
Registrar	Packard Hall, Room 204	(404) 270-5230
The Learning Resources Center/Academic Advising	Giles Hall, Room 105	(404) 270-5583
The Writing Center	Cosby, Room 337	(404) 270-5580

STUDENT AFFAIRS OFFICES

Office of the Vice President for Student Affairs	210 Manley Student Center	(404) 270-5138
Office of the Dean of Students	210 Manley Student Center	(404) 270-5133
Housing and Residence Life	Johnnetta Betsch Cole Living and Learning Center	(404) 270-5344
Commuter Student Services	209 Manley Student Center	(404) 270-5143
Student Dining Services	Manley Student Center	(404) 581-0700
Sisters Chapel/ Dean of Religious Life	Bessie Strong Hall	(404) 270-5729
International Students Program	209 Manley Center	(404) 270-5143
Student Life and Engagement	201 Manley Center	(404) 270-5139
Physical Education and Intercollegiate Athletics	Read Hall	(404) 270-5711
Student Health Services	MacVicar Hall	(404) 270-5249
Counseling Services	MacVicar Hall	(404) 270-5293
Disability Services	MacVicar Hall	(404) 270-5298
Public Safety	Parking Structure- Lee Street Entrance	(404) 270-5328

DIVISION OF MEDIA & INFORMATION TECHNOLOGY

Spelman College Help Desk	ACC 201	(404) 270-5400
Student Technology Assistance Center (STAC)	Manley Center, Lower Level	(404) 270-5324

WHO CAN HELP

Academic Concerns (Transcripts, Schedules, Course Changes) Credits	Registrar Packard Hall Room 206	(404) 270-5230
Help with Majors	Academic Advisors and Academic Departments	(404) 270-5701
Graduation Requirements	Registrar Packard Hall Room 206	(404) 270-5230
Course Withdrawal	Office of Undergraduate Studies Rockefeller Building Room 103	(404) 270-5230
Exchange Programs	Office of Undergraduate Studies Rockefeller Building Room 103	(404) 270-5230
School Withdrawal Or Leave of Absence	Registrar's Office Packard Hall Room 206	(404) 270-5230
Interested in Study Abroad	Office of Study Abroad Rockefeller Building 107	(404) 270-5495 Or X5538
U.S. Citizenship and Immigration Services	Coordinator of International Student Services	(404) 270-5143
Immigration and Student Visa Information	Manley Student Center, Room 209	(404) 270-5143

Graduate or Professional School	Career Planning & Development Milligan Building Room 2306	(404) 270-5273
Internships	Career Planning & Development Milligan Building Room 2306	(404) 270-5273
Testing GRE (Spelman Students Only)	Academic Affairs Division (OSETC) Tapley Hall Room 124	(404) 270-5805
Library Information	Robert W. Woodruff Library 1111 James P. Brawley Street	(404) 978-2000
Academic Support Services Learning Resources Center	Giles Hall Room 107	(404) 270-5582
Want College Credit for Your Activities	Office of Undergraduate Studies Rockefeller Building 103	(404) 270-5701
Para-curricular Credits	Milligan Building Room 2305	(404) 270-2305
Assistance with Writing and Tutoring	Cosby Academic Center Room 337	(404) 270-5593
COMMUNICATIONS		
Upper Manley Student Center Bulletin Board	Student Life and Engagement Manley Student Center Room 201	(404) 270-5139
The <i>Spotlight</i> Student Newspaper	The Spotlight Office, Lower Level Manley Student Center	(404) 270-5013
Approval for Posters and Flyers on Campus	Student Life and Engagement Manley Student Center Room 201	(404) 270-5139
Residence Hall Bulletin Board	Residence Hall Directors	(404) 270-5344
Commuter Student Bulletin Board	Upper Manley Student Center	(404) 270-5143
MAIL CENTER SERVICES		
Campus Mailbox	Spelman College Post Office	(404) 270-5862
Express Services	Spelman College Post Office	(404) 270-5862
Federal Express	Mailbox in front of Spelman College Post Office with supplies.	1 (800) 463-3339
USPS	Supplies located in Spelman College Post Office Lobby. Click and Ship program in lobby.	(404) 270-5862
UPS	Supplies issues by Spelman College Post Office during operation hours M-F 11:30am to 4:50pm and Saturday 10:00pm-12:00pm	(404) 270-5862

COUNSELING/HEALTH/SUPPORT SERVICES

Talk to Someone	Counseling Service Center MacVicar Health Center 1 st Floor	(404) 270-5288
Student Health Insurance	Health Services Center MacVicar Health Center 1 st Floor	(404) 270-5249
Alcohol or Drugs	Counseling Service Center MacVicar Health Center 1 st Floor	(404) 270-5288
Questions about Birth Control, Sexually Transmitted Diseases, Family Planning	Health Services Center MacVicar Health Center 1 st Floor	(404) 270-5249
Career Counseling	Career Planning & Development Milligan Building Room 2306	(404) 270-5273
Women's/Health Concerns	Health Services Center MacVicar Health Center 1 st Floor	(404) 270-5249
Gender Issues	Women's Research & Resource Center Director Cosby Building 2nd FI Room 206	(404) 270-5625
Religious Life Religious/Pastoral/ Spiritual Counseling	Bessie Strong	(404) 270-5729
Disabled Student Concerns	Coordinator MacVicar Health & Wellness Center 1 st Floor	(404) 270-5289
RESIDENCE LIFE/STUDENT ID		
Lost Room Key	Resident Director LLC II Administrative Suite	(404) 270-5344
Lost Residence Hall Key	Resident Director LLC II Administrative Suite	(404) 270-5344
On-Campus Room	Resident Director LLC II Administrative Suite	(404) 270-5344
Off-Campus Housing	Coordinator of International Student Services Manley Student Center Room 209	(404) 270-5143
Housing Questions	Residence Life Office LLC II Administrative Suite	(404) 270-5344
I.D. Lost	Educational Media Cosby Academic Center	(404) 270-5617
ID Replacement Cost	Student Accounts Packard Building 2nd FI Room 220	(404) 270-5161
New Meal Decal	Coordinator	(404) 270-5161
Replacement Meal Decal	Student Accounts Packard Building 2nd FI Room 220	

STUDENT LIFE AND ENGAGEMENT

Form a Club or Organization	Student Life and Engagement Manley Student Center Room 201	(404) 270-5139
Want to Set Up a Business Account for your Organization	Student Life and Engagement Manley Student Center Room 201	(404) 270-5139
Commuter Student Life and Engagement	Coordinator of International Student Services Manley Student Center, Room 209	(404) 270-5143
Market Friday	Student Life and Engagement Manley Student Center Room 201 Sign-up in Manley Student Center, Lower Level	(404) 270-5968
Student Government Committee	SGA Office Manley Student Center Lower Level	(404) 270-5978
Questions About Student Activities or Organizations	Student Life and Engagement Manley Student Center Room 201	(404) 270-5139

THEATER/MUSIC/DANCE

Try Out for a Play	Drama Department Fine Arts Center Room 145	(404) 270-5470
Build Sets, Make Costumes, etc	Drama Department Fine Arts Center Room 145	(404) 270-5474
Jazz or Wind Ensemble	Music Departments Fine Arts Center Room 202	(404) 270-5470
Glee Club	Music Departments Fine Arts Center Room 202	(404) 270-5476
Dance Group	Drama, Dance Department Fine Arts Center Room 130	(404) 270-5474

TRANSPORTATION/SAFETY & SECURITY

Parking Decals / Parking Policy	AAA Parking Parking Deck Lower Level	(404) 270-5431
Automobile Registration	AAA Parking Director Parking Deck Lower Level	(404) 270-5431
Impounded Vehicle	Public Safety Office	(404) 270-5328
Shuttle Bus Schedule	Public Safety Office	(404) 270-5328
Transportation to/from Airport (User expense)	MARTA Train/Bus Information	(404) 848-4711
Local Public Transportation Schedules	Public Safety Office	(404) 270-5328
MARTA Lost & Found	5 Points Station Only Open 10:00a.m. – 4:00p.m. M-F	(404) 848-3208

MISCELLANEOUS

Passport Information

Director of Study Abroad (404) 270-5495
Cosby Academic Center Room 307

USCIS (U.S. Citizenship and Immigration Services) Immigration and Student Visa Information

Coordinator of International Students Services (404) 270-5143
Manley Center Room 209

Volunteer for Community Service Project

Bonner Office of Community Services and Student Development (404) 270-5313
Manley Student Services Room 202

Need quick cash

ATM Lower Manley Center

Want College Work-study

Student Financial Services (404) 270-5212
Packard Hall Room 202

Commuter Students Lounge

Commuter Student Services (404) 270-5143
Manley Center Lower Level



STUDENT AFFAIRS CORE VALUES

Sisterhood

Acknowledging the unique national and global connectedness of women

Ethical/Leadership Moral Development

Exemplify honorable character and principled leadership potential

Respect

Valuing every human life to treat others with honesty and integrity

Balance

Committing to the ideal of attending to one's own physical, mental, emotional, and spiritual needs

Academic Success

Advancing the academic and intellectual climate of the College

Social Justice

Advocating for the fair and equitable treatment of all people in every aspect

Diversity

Appreciating the variety of characteristics, beliefs, doctrines, and views that make each person unique

MY CORE VALUES

My core values are those guiding principles that will shape and inform my life both academically and socially.

1. _____
2. _____
3. _____
4. _____
5. _____

FOR FURTHER INFORMATION PLEASE CONTACT:

Division of Student Affairs

Spelman College

350 Spelman Lane S.W.

Box 1577

Atlanta, Georgia 30314-4399

(404) 270-5131/5133

<http://www.spelman.edu/studentlife>

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Spelman



College

CALENDAR YEARS

2010

January	S M T W T F S	3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S	4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				
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	September	S M T W T F S		5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October		S M T W T F S	3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		November	S M T W T F S	7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S	5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

2011

January	S M T W T F S	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S	6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S	6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S	3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				
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2012

January	S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S	5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	March	S M T W T F S	4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				
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	September	S M T W T F S		2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	October		S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		November	S M T W T F S	4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	December	S M T W T F S	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

