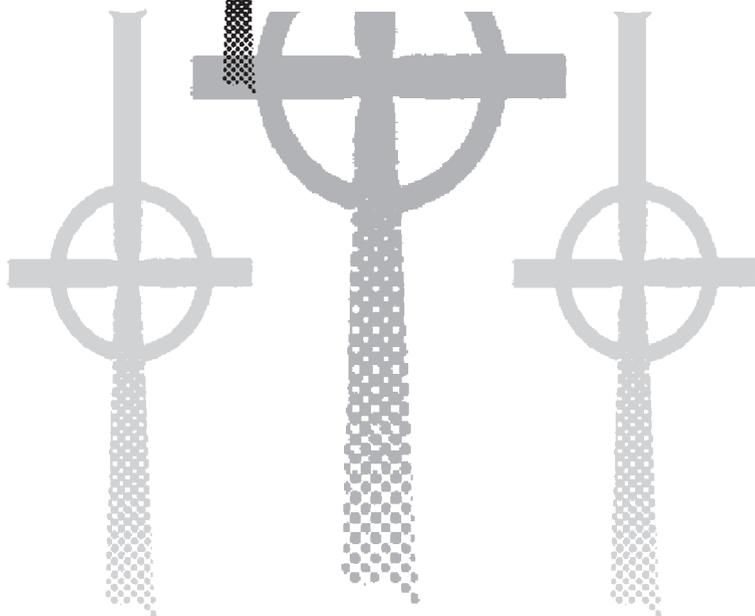


MILLIGAN COLLEGE

Academic excellence since 1866



Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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DEAR STUDENTS,

With each new school year come opportunities for your intellectual, spiritual, social, and physical development. We believe Milligan College is a community in which you will find persons who are eager to help as you seek to realize your full potential as a Christian student. The friendships you establish with other students, faculty, and staff will last a lifetime and you will graduate with many pleasant memories. The years you spend in college are both challenging and rewarding, filled with hard work and good times. Please do not hesitate to contact any member of the Student Development staff whenever you have a question or problem.

We believe you chose Milligan because of the objectives reflected in the Mission Statement of the College and that you are seeking a quality education in a Christian atmosphere. Your participation in campus life is a key factor in helping that become a reality. Please read the *Expectations and Responsibilities for Community Life at Milligan College* contained in this handbook. We think these are reasonable guidelines for persons seeking to follow the example of Jesus Christ.

The *Student Handbook* is a resource tool for you. It contains information about student organizations, support services, and various college policies. For further explanation or clarification on any aspect, you may contact the Student Development Office. We are praying for your success this year.

In Christ,

Mark Fox
Vice President for Student Development

GREETINGS FRIENDS,

I would like to personally welcome everyone to Milligan's campus. For some, this is your first year at Milligan, for others it may be your last. However, no matter how much time you have left at Milligan it is certain you will begin or continue an adventure that you will remember for the rest of your life.

The Student Government Association is looking forward to a great year filled with student activities that aim to strengthen Milligan's community. I want to give you a brief look into some of the activities you can look forward to this year.

SGA's goal is to build stronger relationships between Milligan's faculty, staff, and students. We have begun a program entitled THE LEGACY PROJECT in order to foster these relationships, as well as keep students involved in Milligan's future. I encourage you to be a part of this program in order to help ensure your time at Milligan is the best it can be.

As always, you can look forward to Homecoming. Spirit week is filled with nightly events followed by a weekend of intramural games, parade, Homecoming Dance, and Powder Puff game. In the spring, get excited for the MR. BUFF pageant, Faculty Auction and Family Weekend!

Most importantly, I want make sure we all realize what a blessing we have been given in order to be able to attend Milligan. Let us, as a community of believers, be centered on Christ first and foremost. Let us encourage each other in our faith and seek to become a generation of servant leaders!

Here to serve you,

Shannon Slaughter
SGA President

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STUDENT DEVELOPMENT STAFF

<u>POSITION</u>	<u>NAME</u>	<u>OFFICE LOCATION</u>	<u>PHONE</u>
Vice President for Student Development	Mark Fox	Student Center	8760
Admin. Asst. to VP for Student Dev	Ann Easter	Student Center	8760
Campus Minister	Brad Wallace	Student Center	8748
Director of Campus Activities	Katy Mosby	Student Center	8335
Director of Intramurals	Ryan Reynolds	Wellness Center	8487
Director of Residence Life	Kate Anderson	Student Center	8735
Resident Directors	Ansley Cleveland	Hart Hall	1500
	Katy Mosby	Sutton/ Williams Hall	1647
	Travis Weeks	Webb/Kegley/Quillen Hall	1709
	Gina Jury	Suites/MSA	1619
	Ryan Starr	Kegley/Quillen	1731
Coordinator of Wellness and Recreational Activity	Chris Webb	Wellness Center	8443
Director of Disability Services	Tony Jones	Student Center	8981
Director of Student Success	Tony Jones	Student Center	8981
Health Clinic Nurse	Susie Dayton	Wellness Center	8667
Director of Intercollegiate Athletics	Ray Smith	Fieldhouse	8990
Baseball Coach	Nathan Meade	Fieldhouse	8722
Women's Basketball Coach	Rich Aubrey	Fieldhouse	8738
Men's Basketball Coach	William Robinson	Fieldhouse	8783
Cross Country Coach	Chris Layne	Quillen Athletic Bldg.	8738
Golf Coach	Tony Wallingford	Fieldhouse	8783
Women's Soccer Coach	Lisa Buckley	Fieldhouse	8993
Men's Soccer Coach	Adam Laney	Fieldhouse	8993
Softball Coach	Wes Holly	Fieldhouse	8951
Swimming Coach	Terry Caldwell	Fieldhouse	8489
Women's and Men's Tennis Coach	Ryan Reynolds	Wellness Center	8487
Biking Coach	Brad Hill	Fieldhouse	8330
Track & Field Coach	Chris Layne	Quillen Athletic Bldg.	8738
Volleyball Coach	Doneva Bays	Fieldhouse	8724
Cheerleading and Dance Coach	Rhonda Paulson	Fieldhouse	

MILLIGAN COLLEGE ACADEMIC CALENDAR 2012 - 2013

SUMMER SESSION, 2012

Registration	May 21
First Term Classes.....	May 29-June 22
Second Term Classes.....	June 25-July 20

FALL SEMESTER, 2012

Residence Halls Open to New Students	August 18
Conference for Families of New Students	August 18
Matriculation of New Students.....	Evening of August 18
New Student Orientation	August 18-21
Residence Halls Open to Returning Students	August 19
Faculty Worship Service.....	8:30 a.m., August 20
*Advising, Mentoring, and Registration	August 20-21
Classes Begin.....	August 22
Last day to add a class	August 28
Last day to drop with class removed from record.....	September 4
Mid-term	October 10
Fall Break	October 11 – 12
Board meeting	October 25 – 26
Last day to drop with guaranteed grade of "W"	October 30
Thanksgiving Holidays.....	November 21, 22, 23
**Classes resume at 4:00 p.m., November 26.	
Last Day of Classes.....	December 7
Final Examinations	December 10 – 13
Commencement	December 14

SPRING SEMESTER, 2013

January Term

Classes begin; classes end	January 7 – 12
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Spring Term

Residence Halls Open to New Students and Returning Students.....	January 13
New Student Orientation	January 14
*Advising, Mentoring, and Registration	January 14 – 15
Classes Begin.....	January 16 (ETSU January 17)
Martin Luther King, Jr., Day	January 21
Last day to add a class	January 23
Last day to drop with class removed from record.....	January 29
Spring Break.....	March 11 – 15 (ETSU March 11-16)
Easter Break.....	March 29-April 1
Last day to drop with guaranteed grade of "W"	April 5
Awards Convocation.....	April 25
Board meeting	April 25 – 26
Last Day of Classes.....	May 3 (ETSU May 3)
Final Examinations	May 6-9 (ETSU May 4-9)
Commencement	May 10 & 11 (ETSU May 11)

May Term

Classes begin; classes end	May 13 - 31
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SUMMER SESSION, 2013

Registration	May 28
First Term Classes.....	June 3-28
Second Term Classes.....	July 1-26

*All students must come to registration.

**Classes meeting once a week on Monday and beginning no earlier than 4:00 p.m.

The *Student Handbook* is published for the Milligan College community once each August by the Student Development Office and is distributed during fall registration. This handbook does not constitute a contract between Milligan College and its students. The information described in this book is subject to change by the college at any time. All changes, corrections, or additions should be reported to the Student Development Office for the following year's handbook.

Founded in 1866, Milligan College is a four-year Christian liberal arts college. Our Christian community values the dignity and worth of all persons. We do not discriminate on the basis of race, ethnic origin, sex, age, or disability.

CAMPUS HOURS

Bookstore	M,W,F	8:00 a.m. - 5:00 p.m.
	T,Th	8:00 a.m. - 6:30 p.m.
Cafeteria	Mon. – Fri.	Continuous Service 7 a.m. – 7 p.m. Full Service Breakfast 7a.m.- 8:30a.m. Full Service Lunch 11 a.m. – 2 p.m. Full Service Dinner 5 p.m. – 7 p.m.
	Saturday Brunch	10:30 - 12:30 p.m.
	Saturday Dinner	5 p.m. - 6 p.m.
	Sunday Breakfast	8:00 - 9:00 a.m. (continental)
	Sunday Lunch	11:45 a.m. - 1:15 p.m.
	Sunday Dinner	5 p.m. - 6 p.m.
	The Grill	Mon. – Fri.
	Sat. & Sun.	6:30 p.m. – 10:30 p.m.
Curriculum Center	Mon.-Fri.	8:00 a.m. - 5:00 p.m.
	Mon.-Thurs.	7:30 a.m. - 11:00 p.m.
Derthick Hall	Fri.	7:30 a.m. - 6:00 p.m.
	Sat.-Sun.	6:00 p.m. - 11:00 p.m.
	Mon.-Fri.	8:00 a.m. - 5:00 p.m.
	Mon.-Thurs.	7:00 - 11:00 p.m.
	Fri.-Sun.	7:00 - 10:00 p.m.
	Sat.-Sun.	2:00 - 5:00 p.m.
Health Clinic	Mon.-Fri.	9:00 - 2:00 p.m.
	Mon.-Fri.	8:00 a.m. - 5:00p.m.
IT Department	Evenings/Weekends	Student/Staff on call
	Mon.-Thurs.	8:00 a.m. - midnight
Library (Only the Main Floor is open 10:30 p.m. - midnight Sun. - Thurs.)	Friday	8:00 a.m. - 5:00 p.m.
	Saturday	11:00 a.m. - 5:00 p.m.
	Sunday	2:00 p.m. - midnight
	Pool	TBA
U.S. Post Office-Desk (Closed daily for lunch 1:30a.m. - 12:30 p.m.)	Mon.-Fri.	8:30 a.m. - 4:30 p.m.
	Saturday	8:00 a.m. - 11:00 a.m.
Box hours	Mon.-Sun.	24 hours a day
Residence Halls	Sun.-Thurs.	6:00 a.m. - 12:00 midnight
	Fri.-Sat.	6:00 a.m. - 1:00 a.m.
	Sun.-Sat	7:30 a.m. - 2:00 a.m.
Student Union Bldg.	Mon.-Fri.	9:00 a.m. - 3:00 p.m.
Writing & Study Skills Center.		

MISSION STATEMENT

As a Christian liberal arts college, Milligan College seeks to honor God by educating men and women to be servant-leaders. Milligan College offers programs of study leading to undergraduate or graduate degrees. These programs have as their objectives the following:

A Positive, Personal Christian Faith That Jesus is Lord and Savior.

The expression "Jesus is Lord and Savior" is to be understood in its historical, biblical significance. Jesus, the Man of Nazareth, is God's Son, therefore, both Savior and Lord of Life. The attainment of positive, personal Christian faith means the commitment of one's life to this Jesus.

A Commitment to Follow the Teachings of the Christian Scripture in One's Personal and Social Ethics.

This commitment involves recognition of the norms of human conduct that derive their sanction from the Christian faith.

The Capacity to Recognize and Assume Responsibility in Society.

The main functions of education are to arouse within the individual an awareness of indebtedness to one's fellow human beings, to foster in each a desire to assume personal responsibility, and to prepare the individual to fulfill his or her obligation to society.

The Knowledge, Meaning, and Application of Sound Scholarship.

The student is led to develop a respect and enthusiasm for sound scholarship and to seek it with diligence and perseverance.

Preparation for Securing an Enriched Quality of Life for Self and Family

Courses of study and campus life are designed to develop the quality of aesthetic appreciation, to provide a background in the liberal arts, and to lead to the selection of a field of interest which will provide opportunities for a fulfilling life.

Participation in the Activities of a Healthy Lifestyle

This may be accomplished through intramural and intercollegiate sports, residence hall living, campus fellowship, and other student activities.

COMMITMENT TO NON-DISCRIMINATION

In accordance with the Age Discrimination Act, Title IX, and Section 504 of the Rehabilitation Act, Milligan College does not discriminate on the basis of age, disability, gender, race, color, national and ethnic origin, or political affiliation in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Concerns should be addressed to:

Tony Jones, Director of Disability Services
P.O. Box 500
Milligan College, TN 37682
tjones@milligan.edu
423.461.8981

COMMUNITY LIFE

MCMAHAN STUDENT CENTER

The McMahan Student Center, dedicated in 1987, provides a focal point of campus fellowship and includes a snack bar, SUB 7 room, lounge, bookstore, career resource center, conference room, the LINC Volunteer Services office and offices for the Student Government Association. On the lower level of the Student Center are the offices of the Vice President for Student Development and the Vice President for Enrollment Management. If you are interested in getting involved on campus, contact the Director of Campus Activities at 423-461-8335.

STUDENT GOVERNMENT

The Student Government Association (SGA) exists to formulate and execute a Christian student government whose duties are to stimulate communication and cooperation among students, faculty, and administration. It also helps to coordinate student activities, to participate in the determination of College procedures, to labor in the interest of improving academic standards and to develop a greater spirit of progressive citizenship. SGA holds open meetings and anyone can come and voice concern. Voting membership consists of class presidents and representatives, the dorm presidents, a commuter representative and the executive council. Non-voting members are the chairs of Committees.

CAMPUS ACTIVITIES

The Mission of Campus Activities is to enhance the student educational experience through challenge and support in mentor relationships, active-learning opportunities and purposeful programming. Below is a listing and description of opportunities for involvement on campus.

STUDENT ORGANIZATIONS:

Professional, Social, and Recreational All professional and social organizations of Milligan College are designed to aid the students in fulfilling themselves and reaching their full potential religiously, academically, socially, and creatively. The following organizations were originated by students and have received the sanction of the College. Additional professional or social organizations may be added to this list upon the initiative of several students who present a charter to the College, select a faculty adviser, and demonstrate that the proposed organization is in keeping with the purposes and philosophy of Milligan College. To be a recognized student organization, approval must be obtained from the Campus Activities Office and a faculty/staff adviser must be selected by the organization. All college-sponsored activities must be scheduled and approved through the Campus Activities office. Fund raising projects must be approved by the Vice President for Student Development.

Airband is an exciting and dynamic musical lip syncing competition that happens on campus every Fall. Students spend months perfecting their acts, and all spectators agree that this is a show you must be a part of.

Alpha Chi is a collegiate national honor society. The association is open to juniors and seniors in the top 10% of their class with a grade point average of at least 3.5.

Alpha Psi Omega, the national theatre honorary society, is active on campus with membership based on a point system whereby points are earned by participating in the many facets of theatre work on campus. Popular current projects include sponsoring the yearly Festival of One Act Plays and a touring production that travels to area public schools.

Milligan Anime Screening Society exists to promote a greater understanding of the world of anime and other artistic endeavors.

Arts Council functions as a way to promote and recognize the arts on campus as well as making students aware of art opportunities on and off campus. The council strives to involve more students in artistic activities and sponsors a 'paint night' each semester.

Breaking the Silence works to increase and raise student awareness of various types of sexual exploitation and abuse such as: human trafficking, sex slave trade, pornography, and homosexuality.

Buffalo Ramblers is an informal association of those members of the Milligan College family who enjoy exploring on foot the scenic gorges, peaks, caves, and waterfalls surrounding the College.

CAB, Campus Activities Board, is a committee of SGA. Students are invited to get involved in this group and help plan the majority of activities available during the year. CAB consists of six different sub-committees: Film, Dances, Trips, Wonderful Wednesday, and Music Events (Including Sub 7 Coffeehouse).

Christian Pre-law Association provides a means for students interested in law school or various careers within the legal field to gain an understanding of what will be expected of them after college. In addition, the club explores possible methods of integrating a Christian perspective in the legal field.

College Republicans is an organization made up of students interested in local, state, and national politics.

Commuter Council seeks to unite and involve commuters in campus life.

Creation Care continually seeks to make recycling a permanent and practiced activity on campus. Students strive to influence the college's attitudes toward the environment and Christian responsibility.

Fanatics seek to increase student's school spirit and attendance at campus events (e.g. athletic, campus activities, campus ministry, and residence life).

The French Club exists to promote social and educational activities in a French language setting. This club is open to all elementary and intermediate French students.

Multi-Cultural Affairs Committee aims to make Milligan a genuinely multicultural Christian community by affirming the worth of all human beings and affirming the value and significance of the human cultures and communities that have developed over the centuries.

Phi Alpha Theta is an honorary history society with more than 270,000 members in over 850 chapters in colleges and universities across the United States. Phi Alpha Theta's mission is to promote the study of history through the encouragement of research, good teaching, publication, and exchange of learning and ideas among historians. Milligan history students established the Alpha Iota Tau chapter of Phi Alpha Theta during the Spring 2001 semester.

Photography Club increases awareness of the Milligan College photography program and incorporates the community through Christian service in the arts.

Psi Chi offers Psychology majors and minors ways to explore and learn about the connection between the field of psychology and their faith. Students also seek to connect with the community through service.

The Spanish Club exists to encourage Spanish culture and language appreciation while hosting several social and educational activities.

The Stompede is Milligan's first student lead step group. Inspired by the rhythm stepping beats of traditional "step" this group knows how to really get an audience moving.

The Student Nurses Association is an organization that exists to provide fellowship and student support for those in the nursing major. This organization also provides service and health promotion activities to the Milligan community. It also brings together both traditional and non-traditional aged nursing students

The Student Tennessee Education Association exists to interest capable men and women in education as a lifelong career, to develop among students preparing to be teachers an understanding of the teaching profession, and to give students preparing to teach practical experience in working with professional associations.

SUB 7 Coffeehouse is another facet of CAB. This organization sponsors several coffeehouse style performances each month. Those participating with SUB 7 book the acts, set up the sound equipment, and make the coffee for each performance. All students are invited to attend.

Table Tennis Club gives students the chance to compete in the class game of table tennis.

Club Ultimate exists to provide a spiritual experience through physical activity and controlled competition. This club plays ultimate Frisbee at least once a week and all are welcome to join.

CAMPUS MINISTRY ORGANIZATIONS:

(FCA) Fellowship of Christian Athletes: Open to all students this ministry addresses the mutually benefiting opportunities for religion and sports and serves the unique dynamics of student athletes. FCA hosts monthly events qualifying for the spiritual formation program, weekly small groups and bible studies, retreats and Christian leadership seminars.

Vespers: An informal, contemporary student-led worship service open to all students. Vesper services occur at 8:30 PM on Sunday evenings in lower Seeger Chapel's Walker Auditorium. This is an informal time for worship in which all students are invited to participate. The program is varied, incorporating singing, sharing, speaking, and special programs of fellowship. Vespers is an important part of the spiritual activities at Milligan College. This weekly event is held in lower Seeger.

(CCMC) Cross Cultural Missions Committee: This ministry promotes cross cultural mission awareness and engagement through mission trips, monthly forums, national conferences and other events. This group sponsors special discussions about various mission fields and aids in the recruitment of missionaries

(LINC) Linking Individuals to the Needs of the Community: This organization serves as a hub for coordinating individual students with local community service organizations. It also provides the college community with opportunities to partner with national service initiatives.

Habitat for Humanity: This ministry is an official chapter of the nationwide Habitat for Humanity organization and enables Milligan students to build houses in partnership with those in need of shelter. Habitat for Humanity is a non-profit, non denominational Christian housing organization.

(CMC) Campus Ministry Committee: This committee coordinates discipleship and spiritual formation activities beyond those of the CMT, Campus Ministry Team. These activities include spiritual retreats, prayer vigils, Christian leadership conferences and seminars, devotional breakfasts, additional discipleship groups, campus ministry publicity and fellowship events.

Bible Bowl: This ministry made up of former bible bowlers coordinates The Milligan College Summer Bible Bowl tournament.

MUSIC GROUPS:

Heard Mentality a male a capella group performing a variety of musical styles from barbershop to Christian to pop and performs for both on and off campus events.

Heritage a small a cappella ensemble, is an auditioned group of six to eight men and women performing on and off-campus for churches and service clubs.

Brass Choir is an instrumental ensemble composed of brass instruments devoted to the study and performance of literature written specifically for brass.

Civic Band provides students a performance opportunity with the Johnson City Civic Community Band.

Concert Choir is an auditioned mixed chorus with varied repertoire of classics, spirituals, hymn arrangements and musical theatre. The Choir tours annually and performs on numerous other occasions. Open to all students.

Gospel Choir provides students with the opportunity to learn and perform the art of gospel music.

Pep Band is an instrumental ensemble devoted to performance of music during select Milligan College athletic events.

Orchestra provides students an opportunity to perform with the Johnson City Symphony Orchestra.

Jazz Combo is the study of jazz and pop styles for small ensembles with emphasis on ensemble playing, solo playing and improvisation as it relates to small group performance.

Jazz Ensemble is an organization devoted to performance of jazz and pop styles, with emphasis on ensemble playing, solo playing, and improvisation.

Johnson City Symphony Orchestra provides students an opportunity to perform with this local orchestra.

Milligan College Orchestra is an auditioned orchestra which performs representative literature for on and off campus performances. This ensemble is open to elective students, as well as music majors and minors.

Milligan Women's Chorale is a women's ensemble singing various styles of music and performing on and off campus.

String Quartet is a chamber ensemble for string players which perform for on and off campus events.

SCHEDULING EVENTS

All planned events by any Milligan student organization or club should be placed on the master calendar in the Campus Activities Office. The Director of Campus Activities will assist in reserving rooms and equipment and will give checklists to follow to ensure success of both annual and new events.

PUBLICATIONS

The Buffalo is the Milligan College yearbook, and it is published in cooperation with the faculty, administration, and students. Interested students with or without experience are welcomed.

The Phoenix is an art and literary publication by and for the Milligan community. Any short story, poem, or artwork is welcomed and wanted for the magazine. One issue is published each year. A concert is held each spring to raise funds for the publication. All students and faculty are invited to participate or attend.

The Stampede is the Milligan student-run newspaper published both in print and online, to provide news and information about the college community as well as serve as an open forum. Students from all disciplines are welcome to contribute or to join the staff. The Stampede includes a weekly "bulletin board" of events and announcements. Send items for the bulletin board to thestampede@milligan.edu.

RAFFLES AND GAMBLING

In accordance with Tennessee Law, students are forbidden to engage in any form of organized raffles or gambling.

SOLICITATION

No one, including faculty, staff members, as well as outsiders, is permitted to sell, solicit, or conduct any business operation or distribute literature in the residence halls or on campus without written permission from the Student Development Office.

MCCORMICK DINING CENTER

The goal of the dining service is to meet the needs of students by offering a nutritionally well-balanced meal through multiple food selections, served in a comfortable atmosphere, as expedient as possible while allowing time for fellowship and meet schedule requirements. To further meet the needs of schedules and meal choices, Meal Transfers will allow board students to take 15 meals per semester at the Grill. To enter the dining center, boarding students must present their student ID to be scanned by computers at the door. Board plan information is recorded using bar codes on each ID, thus it is critical to have your ID to enter. Those with lost/misplaced ID's must pay per meal to enter until they have an ID. A refund of meals paid for will be made upon the presentation of the ID. The board plan program is designed for "all you can eat" per meal while in the dining center. No food or beverages are permitted to be taken out of the dining center other than those that have been approved (Sick trays, sack lunches etc.) Please do not remove any dining center serveware. Dishes, trays, and silverware are to remain in the dining room. Each person must wear shoes and a shirt while in the dining room for health and sanitary reasons.

SNACKBAR ACCOUNT

Students may also use the option of the Snack Bar Plus Account to provide a *credit line* at the Student Union Grill. Plus account may be purchased at registration or at any time throughout the semester at the business office or from the Snack Bar manager. Commuters or non-board students living in the MSA Suites may also use their Plus account to eat at the McCormick Dining Center as well as the Grill. Any unused Plus Account balance remaining at the end of the Fall Semester *will be* transferred to the Spring Semester. Any unused balance remaining at the end of the Spring Semester *will not be* transferable and will be forfeited if not used by the last day of classes for the Spring Semester.

SNOW SCHEDULE

In case of inclement weather, announcements of schedule changes will be on the following radio and television stations: WCYB-TV, WJHL-TV, WKPT-TV, WKOS (FM 104.9), WKIN (1320 AM), WAEZ (FM 94.9), WXBQ (FM 96.9) (AM 980), WKPT (AM 1400), WTFM (FM 98.5), WBEJ (AM 1240), WEMB (AM 1420)/WXIS (FM 92.3 & 103.9), WPJO (FM 99.3), WQUT (FM 101.5), WJCW (AM 910), WGOC (AM 640), WCQR (FM 88.3), WRZK (FM 95.9), WPJO (FM 99.3), and WFHG (FM 92.7)

If a snow schedule is announced, classes will begin at 9:30 a.m. and follow the following meeting times below. For classes that meet at times other than the normal MWF or TR meeting times, select the normal meeting time that more closely matches the meeting time of your class.

Period.....	MWF	Period.....	TT
1 (8:00).....	9:30-10:10	1 (8:00)	9:30-10:30
2 (9:05).....	10:20-11:00	2 (9:30)	10:40-11:40
3 (10:10).....	11:10-11:50	Chapel	11:50-12:30
4 (11:15).....	12:00-12:40	4 (12:40)	12:40-2:00
Lunch Break	12:40-1:00	5 (2:10)	2:10-3:30
5 (1:00).....	1:00-1:55	6 (3:40)	3:40-5:00
6 (2:05).....	2:05-3:00	7 (5:10)	5:10-6:30
7 (3:10).....	3:10-4:05		
8 (4:15).....	4:15-5:10		

TRADITIONAL-AGED STUDENTS:

Students who are 24 years old and younger are considered traditional-aged. Policies for this student population are applicable to both residential and commuter students, regardless of their academic program enrollment.

NON-TRADITIONAL-AGED STUDENTS:

Students who are 25 years old and older are considered non-traditional-aged, regardless of their academic program enrollment.

SPIRITUAL LIFE

CHURCH INVOLVEMENT

Milligan College strongly encourages students to get involved in a local congregation. Finding a church home is an important component of spiritual growth as it opens up opportunities for service, worship, and intergenerational connection beyond campus. Area congregations consistently welcome Milligan students and appreciate the contribution they make to the life of the church. Need help connecting with a local church? Contact the Church Relations Office for assistance.

CAMPUS MINISTRY

Spiritual formation – the development of personal faith, commitment, Christ-like character, and a vision of God’s Kingdom in the world – lies at the heart of the Milligan enterprise. The process of Christian spiritual formation happens as we intentionally exercise, in community, those practices that the church has long identified as nurturing to faith: prayer, corporate worship, reflection on Scripture, cross-cultural engagement, and service to others. These disciplines feed the life of the Spirit in the growing disciple, forming in him or her the character of Jesus, and the result is a life increasingly marked by servant-leadership.

Creating opportunities for students to experience and grow in spiritually forming practices is the responsibility of the Campus Ministry. Working with various extensions of the Campus Ministry Team (Vespers, Fellowship of Christian Athletes, SGA Spiritual Life Branch, Chapel Planning Team), the Campus Minister oversees programs aimed at faith development and provides pastoral care to the campus community.

SPIRITUAL FORMATION PROGRAM

In support of its mission of educating men and women to become servant-leaders, Milligan College requires all traditional (under age 23) undergraduate students to participate in its Spiritual Formation Program. *Students are required to accumulate 150 Spiritual Formation Program (SFP) credits in order to graduate.* SFP credits are earned by participating in Chapel and Convocation services, approved community service projects, and other events geared toward spiritual formation. A calendar of qualifying SFP events is published at the beginning of each semester and maintained on the College website. *Only activities listed on the SFP calendar, or additional events approved by the Campus Ministry Office, will qualify for SFP credit.*

CHAPEL AND CONVOCATION

Chapel has been a central feature of life at Milligan from its very beginning. Chapel and Convocation provide the opportunity to come together to worship, pray, learn, and share our stories. Chapel services (Thursdays at 11:00am) typically consist of times of corporate worship and teaching, and aim to be inclusive by reflecting the diversity and giftedness of the entire campus community. Convocation services (Tuesdays at 11:00am) follow a different format, focusing on the integration of faith and learning. Convo services may include such elements as panel discussions, arts/cultural presentations, guest lectures, films, concerts, and community-building events.

Chapel/Convo is a time for the campus community to come together in worship and learning. To honor God and allow His Spirit to form us, each of us must do our part. Students should bring open hearts and minds, a willingness to engage with the service, and a respectful attitude for both those around them and those leading the service. Portable electronic devices, homework, and other distractions should be set aside during Chapel in order to allow you and those around you to focus.

CAMPUS MINISTRY PROGRAMS

In addition to Chapel and Convo, other Campus Ministry programs can qualify for SFP credit. These include Diversity Forums, devotional breakfasts, select FCA events, retreats, and programming during special emphases such as Justice Week or Spiritual Renewal Week. Local service opportunities through LINC may qualify for credit as well as certain community events approved by the Campus Ministry Office.

EXEMPTION

All traditional undergraduate students are required to accumulate 150 SFP credits in order to graduate. Students anticipating a semester during which Chapel attendance will be difficult need to plan ahead in order to stay on track with the SFP requirement.

Exemption from SFP attendance is not granted for:

- Athletes with schedule conflicts due to team events and responsibilities
- Commuters without classes on Tuesday & Thursday

- Schedule conflicts due to job or internship responsibilities
- Schedule conflicts due to classes at other educational institutions (e.g. ETSU, ECS)
- Academic major field experience (e.g. nursing clinicals, student teaching, required internships, study abroad programs).

CCCU Semester Abroad Study Programs can qualify for 10 SFP, pending pre-approval by the Campus Minister and completion of a two-page reflection paper demonstrating participation in spiritually forming activities during the semester.

Students may apply for SFP exemption by age at the start of the first fall semester following their 23rd birthday.

- Exemption by age operates on a full academic year basis. Students who reach age 23 during the school year must wait until the following fall to apply for exemption.
- Exemption by age does not equal automatic fulfillment of the 150 SFP requirement. Instead, exemption reduces the number of credits required in order to graduate. Students are still responsible for fulfilling this reduced requirement.
- For example, a student who completes three years of school and then turns 23 during the summer before his senior year can qualify for SFP exemption *from that point forward*. This reduces his SFP requirement for graduation from 150 credits to 112, or three years’ worth. He is required to accumulate 112 credits in order to graduate, and may complete these during the senior year if necessary.
- Students seeking exempt status must fill out an application through the Campus Ministry Office and be approved by the Vice President for Student Development.

PRORATING

First year and transfer students who bring at least 13 credit hours in to Milligan will be prorated SFP credits according to their class standing (see chart below).

Class standing	Semester	Qualifying credit hours	Prorated SFP credits
Freshman	1st semester	0-12	(0)
	2nd semester	13-25	19
Sophomore (26 credit hours)	1st semester	26-41	38
	2nd semester	42-57	56
Junior (58 credit hours)	1st semester	58-74	75
	2nd semester	75-91	94
Senior (92 credit hours)	1st semester	92-109	113
	2nd semester	110-128	131

Students who begin at Milligan, transfer to another institution, and are then readmitted to Milligan will receive prorated credits for semesters enrolled elsewhere. These will be added to the actual credits accumulated during their previous semesters at Milligan.

POINTS TO REMEMBER

- The calendar of SFP events for is available online at www.milligan.edu/community/spiritual/SFP_Schedule.html. As additional events are added through the semester, they are publicized through campus email and at www.infotoday.milligan.edu.
- Students need to earn an average of 19 SFP credits per semester in order to reach the graduation requirement of 150. A detailed record of your SFP account including credits earned is available online at www.infotoday.milligan.edu.
- Milligan College does not grant degrees to students who fail to satisfy the SFP graduation requirement. Students who complete their coursework but do not reach 150 SFP before graduation may be allowed to return the following semester to earn the needed credits. Seniors who are deficient in SFP will not be offered alternative means of earning credits.

- Attendance at Chapel/Convo and most other SFP events is tracked by scanning student ID cards. In order to receive credit you must present your ID to be scanned by an authorized person – “no card, no credit” (email or visual verification is not sufficient to document your attendance). Your card must be scanned no later than 10 minutes after the start of the event, and you must remain until the conclusion of the event. *If you scan in, you must remain for the duration of the event order to receive credit.*
- Students who scan in and then leave prior to the conclusion of an SFP event are assumed to be falsifying their attendance. *Students caught falsifying SFP attendance or assisting others in falsification (scanning another student’s card) will lose all credits earned during the semester and forfeit the right to earn additional credits for the remainder of that semester.*

ACADEMIC LIFE

ACADEMIC POLICIES & PROCEDURES

Academic Probation - A semester or cumulative GPA of less than 2.0 is the criterion for being placed on Academic Probation. Participation in extracurricular activities is restricted and must first be approved by the Academic Dean’s Office. Volunteer tutors are available to offer assistance in various classes. A list of tutors may be obtained from the Director of Student Success or the Student Development Office.

Academic Grievance Procedure - If a student feels that a final grade is unfair, he/she should follow this procedure:

1. Go directly to the professor and discuss the problem.
2. If this does not work, then the student should go to that Area Chair and discuss the problem. (The Dean’s office can tell you who this is if you do not know.)
3. If this still does not solve the problem, then go to the Academic Dean, who will set up a meeting with the student, professor, Area Chair, and Academic Dean all present.

ACADEMIC INTEGRITY

Academic dishonesty (the intentional misrepresentation of all or part of one’s work to deceive for personal gain, or assisting another to do the same) is a serious offense which undermines the bonds of trust and honesty between members of the college community and defrauds those who may eventually depend upon our knowledge and integrity.

Since academic dishonesty is related to a student’s class work, the appropriate response is vested in the professor or academic administrator, as follows. Depending upon the nature and extent of the offense, the student may receive a failing grade on the work in progress, or a failing grade in the course. Incidents of flagrant academic dishonesty may be referred to the College Discipline Committee for resolution. In all cases, the professor will notify the student, in writing, of the offense and the sanction. A copy of the notification will be provided to the Vice President for Academic Affairs, who will inform the Vice President for Student Development. With the exception of cases referred to the Discipline Committee, the student may request further hearing via the Academic Grievance Procedure.

ADVISING

All freshmen entering Milligan College are assigned a faculty mentor who will function as the academic adviser for that year. All other students will be assigned an adviser, usually from within the discipline in which the student is majoring. Milligan College requires regular meetings between students and their academic mentors or advisers – four meetings for the first semester freshman, two meetings for second semester freshmen, and one per semester for all other students. Failure to meet with academic advisers will result in not being able to pre-register for classes.

Students are especially encouraged to consult with advisers on a regular basis. While a student’s satisfactory progress toward graduation is the responsibility of the student, regular contact with one’s adviser can help ensure timely progress toward graduation.

INTELLECTUAL PROPERTY

Intellectual properties are items that one has created that are unique and that could potentially provide an economic benefit. This includes, but is not limited to, inventions, creations, web designs, original works of authorships, trade secrets, processes, procedures, forms, spreadsheets, photography, checklists, etc. Whenever intellectual property is created as a result of funds specially provided by or secured by Milligan College (including all forms of work study) that intellectual property and profits shall remain the property of Milligan College. All property produced from an Appalachian College Association (ACA) grant, including multi-institutional grants, will remain the property of Milligan College and/or the ACA. The Milligan College Business Office shall maintain copyrights and other indications of ownership of intellectual property produced as described above.

PHOTOGRAPH RELEASE

From time to time our students and employees may be identified or photographed for publication, broadcast, transmission and/or electronic display by the news media or college public relations officials. Unless a written statement to the contrary is filed with the Office of Student Development at the beginning of the semester, students and employees of Milligan College waive their model rights to be photographed for the college’s print and online publications without prior notice.

RELEASE OF INFORMATION

The College makes every effort to keep student records in line with federal regulations. The Family Educational Rights and Privacy Act stipulates the guidelines by which the College makes decisions in regard to the release and use of student records. A copy of this Act may be obtained in the Student Development Office. Milligan follows the Family Educational Rights and Privacy Act in releasing any information. Only directory information, such as name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student is released without the student’s consent. Students may file a form in the Registrar’s Office if they wish to be excluded from the directory. The directory is for use within the College. Anyone outside the College who desires student information is directed to the Registrar.

RESIDENCE LIFE

RESIDENCE LIFE MISSION

The goal of the residence staff at Milligan College is to provide the physical environment and professional services to help students have an effective educational living/learning experience which will contribute to every aspect of student life - spiritual, social, academic, and physical. Interaction and cooperation are essential to personal growth in the residence hall. To this end, students and staff work together to communicate clearly, to encourage one another, and to uphold fairly the standards of communal living.

Membership in an academic community of Christians carries with it certain responsibilities. Residents are expected to abide to Student Guidelines of Lifestyle and Conduct (see page 36-43) and conform to all rules of the College, as well as local, state and federal laws. The Milligan community is obliged to renounce behaviors and attitudes that do not follow these guidelines and seek God’s forgiveness and help so that we may grow in grace and righteousness.

The College affirms the right of each student to a degree of privacy. Rooms and furnishings are the property of the College, and the College has the obligation to prevent the use of the College rooms for purposes that are either illegal or in violation of campus regulations. Therefore, the College administration (or its authorized personnel) reserves the right to enter rooms at any time for inspection and search purposes. Any such room inspections or searches will be conducted with valid reasons and discretion. Inspections and searches may be conducted without the presence of the resident. All rooms are subject to spot checks by the Resident Director who is required to approve the use and condition of each room. Students agree to take care of rooms and furnishings in a satisfactory manner and pay for damages (beyond normal wear) which occur while they are assigned to that room.

RESIDENCE LIFE STAFF AND STUDENT LEADERSHIP

DIRECTOR OF RESIDENCE LIFE AND HOUSING

The Director of Residence Life and Housing oversees all aspects of the residence life program and works with other College staff on special programs and projects such as student leadership development and other areas of service to students.

RESIDENT DIRECTORS

Resident Directors (RD's) are members of the student development staff. Each Resident Director is responsible for administering and operating a residence hall and supervising resident assistants to ensure the general welfare of residents and the College. Resident Directors and their staff are officials of the college and they operate under the jurisdiction of the College administration. Each RD resides in their respective Residence Halls.

RESIDENT ASSISTANTS

Resident Assistants (RA's) are students who assist the Resident Director in the supervision, counsel, and direction of life and activities in the residence hall. They are resource people, liaisons, and informal counselors. By close contact with their peers, RAs challenge students to make the most of their College experience.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) is comprised of the Residence Hall Councils on campus, and the Campus Commuter Representative. The Residence Hall Association is dedicated to promoting and maintaining a healthy residential life. The RHA looks to encouraging peer involvement and expectations, spiritual, mental and physical well-being and looking after the needs of the community at large.

RESIDENCE HALL COMMUNITY GUIDELINES AND SAFETY POLICIES

ALCOHOL/ILLEGAL DRUGS

The illegal purchase, possession, use, or distribution of drugs, drug paraphernalia, or any substance of abuse is prohibited and any violation is grounds for immediate dismissal. A substance of abuse is any substance of which the illegal possession, use and/or distribution is considered a crime, including but not limited to any form of narcotics, amphetamines, hallucinogenic, sports enhancement, "street drug" or any substance which is legal but is used in an illegal fashion.

Milligan College prohibits the use, possession, distribution and influence of alcohol on campus and at any college functions on or off campus. Traditional-aged students may not use or have in their possession any alcoholic beverages at any time. Violations will result in disciplinary options outlined in the Student Guidelines section.

In the event of a non-traditional-aged Milligan student socializing with or in the company of a traditional-aged Milligan student, both parties will be subject to the alcohol policy for traditional-aged students (See definition of traditional and non-traditional-aged students in the Community Life section of the Student Handbook).

The College does not permit the use, possession or distribution of illegal drugs or narcotics as defined by federal law. Substances and/or paraphernalia so prohibited will be confiscated and disposed of by College staff members. See Student Guidelines section of Student Handbook for disciplinary sanctions given for violation of this policy.

ALCOHOL ADVERTISEMENTS

Advertisements advocating the use of beer, liquor and wine as well as paraphernalia showing the trademarks or slogans of these beverages are not permitted on College property.

BICYCLES

To comply with State Fire Codes, bicycles may not be parked in walkways, hallways, stairways or entrances. Residents must store bicycles in their rooms.

CANDLES, LANTERNS, POTPOURRI, INCENSE

Candles, Lanterns, Potpourri Candles, Simmering Potpourri, Plug-In Deodorizers, or other flammable items are strictly forbidden in the residence halls. Violation can result in fines and disciplinary sanctions.

COMMUNITY AREAS, STUDY ROOMS, LOBBIES AND LOUNGE AREAS

The Residence Hall staff will discuss the management of areas shared by students in your hall. Although community areas are cleaned several times each week by the housekeeping staff, residents are expected to participate in keeping their residence hall a clean and livable environment. Community furnishings are not to be removed. For a group activity, residents may reserve their floor lounge or dorm lobby through their RA or RD.

DAMAGES

Conduct within the residence halls that deprives the rights of others or damages College property is subject to disciplinary action.

DISCIPLINARY GUIDELINES

If residents violate the Milligan College code of conduct or college policies, they face the possibility of disciplinary action. Disciplinary action in the residence halls and at Milligan College is viewed as a means of guiding students toward developing Christian responsibility and maturity. See the College's full Disciplinary Guidelines in this Student Handbook.

FINES

All fines handed out are credited to the student's account within two weeks. A verification of the account posting is given to the student by the Director of Residence Life and Housing. All disciplinary fine money is put back into the residence hall account for use in programming for all residents of the hall. Disciplinary fines are separate from making restitution for direct damages (see below in Room/Hall Damage Charges).

FIRE SAFETY

If you find or suspect a fire and don't hear an alarm, activate a fire alarm immediately.

- If smoke is present in your room, keep close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with available cloth and call 9-9-1-1 and campus security (daytime 423-461-8734 evenings, 423-791-0617) to report your location. If the phone isn't working, open the window and hang a sheet or other material out of the window to attract attention.

In case of fire:

- Close your windows and open the draperies; turn on all lights.
- Take a coat or blanket and a towel with you; wear shoes.
- Unlock and close your door when you leave.
- Go to the nearest exit.
- Walk rapidly, but do not run; keep to the right; go quietly, PREVENT PANIC.
- Stay with the group and away from the building until a signal is given to re-enter the hall.
- Never re-enter the building during a fire. Your personal belongings are not worth your life.

If you hear an alarm and your door is not hot, close the windows, open the curtains/blinds, turn the lights on, leave the room and close the door leaving it unlocked. Proceed to the nearest exit, checking to see if the rooms next to you are empty. (Each dorm/apartment building has posted evacuation routes which are designed to eliminate confusion.) Proceed to the nearest evacuation location. Do not return to the building until you receive approval from the residence hall staff, the Physical Plant Director or the Fire Department.

Students who knowingly refuse to vacate a hall during a fire or fire drill will be fined \$100 and are subject to disciplinary action.

Do not tamper with smoke alarms. Any tampering with fire equipment is a \$100 fine by the College and may be prosecuted by the State Fire Marshal as a misdemeanor. Individually starting false alarms will be prosecuted by the Fire Marshal.

The Tennessee Code Annotated section pertaining to false fire alarms reads as follows:

"39-2215 FALSE FIRE ALARM PENALTY - Any person who willfully and maliciously gives or causes to be given, by any means, a false alarm of fire, shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not less than ten dollars (\$10) nor more than five hundred dollars (\$500), or imprisoned in the county jail or workhouse for a period of not more than six months (6) or both."

HALL MEETINGS

Meetings are held throughout the semester to inform you of college policy and events and to receive feedback from residents on how the living environment may be improved. Each resident is required to attend mandatory meetings.

HALLWAYS

Hallways should remain clear at all times. No personal items such as trash, drying racks, furniture, shoes, etc. are permitted in the hallways at any time.

HARASSMENT AND OTHER INAPPROPRIATE ACTIVITIES

Such activities are defined as any individual or group activity that results in the disturbance or distress of others. Acts that fall under harassment include verbal acts and name-calling; bullying, repeated inappropriate behavior, direct or indirect and by one or more persons which undermines an individual's rights to dignity; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws that the Office of Civil Rights enforces.

Sexual Harassment: Sexual harassment in unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Any cases of sexual harassment will result in strict disciplinary action.

Hazing: Hazing of students is an unacceptable activity and will result in strict disciplinary action. Hazing is defined as any action which causes or is likely to cause mental or physical damage, danger or harm. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is unacceptable.

Fighting: Both physical and verbal fighting are considered serious and disturbing to a healthy community environment. If students have disagreements, each student is encouraged to handle them in a healthy manner, involving Residence Life Staff if necessary. In some cases students involved may be required to participate in an anger assessment or formal mediation processes.

LOFTS

The college has a limited number of lofts available for students. These lofts will be given at the beginning of the fall semester through the process of a lottery. No outside lofts, either bought or made are allowed to be utilized in the residence halls.

MEDICATION

Any resident who is required to take special medication should make this known to the Resident Director by way of the Emergency Contact Sheet filled out at the beginning of the year and to the College nurse.

OBSCENE LANGUAGE/PICTURES

Obscene language, literature, or pictures are not tolerated in and around the residence hall. The College reserves the right to remove questionable posters or material.

OPEN HALL HOURS

Open Hall hours are outlined in the Student Handbook Planner. Students may open their rooms and guests of the opposite sex may come to visit. This tradition provides excellent fellowship and encourages students to take greater pride in their living areas. The door to the room must remain completely open with a light source on at all times visitors are present.

OVERNIGHT GUEST POLICY

Overnight guests are welcome, but they should pay a \$5 fee per night if they stay longer than two nights. The student host will be responsible for the collection of the fee which should be given to the Resident Director. Residents are responsible for informing the guest of housing policies, and the resident assumes all responsibilities for the guest. **Members of the opposite sex are not permitted to stay overnight in the room, even if they are family members.**

PRANKS

Such activities are defined as any individual or group activity that causes damage, destruction or defacement to property. All such activity is prohibited and subject to disciplinary action and any resulting damages are charged to the students involved, including an entire floor or hall. Activities such as soccer, basketball, roller-blading, wearing of cleats, wall climbing, Frisbees, paint guns, water fights, etc. are not permitted in the residence halls.

PETS

Pets are strictly forbidden. Residents may have one 25 gallon (max.) aquarium for fish only. Any other animals or pets in the residence halls should be reported immediately to an RA or RD. Violations are subject to disciplinary sanctions.

PROHIBITED ITEMS

To maintain a safe environment in the residence halls, the following items are prohibited in the residence hall: firearms such as rifles, shotguns, pistols, weapons, war souvenirs, explosives, ammunition, fireworks, air guns, etc., candles or any open-coil cooking or heating appliances. Possession of a gun or weapon should be reported immediately to the RA, RD, Director of Residence Life and Housing and/or Security. According to Federal law (TCA Code# 39-17-1309) it is a felony to possess or use firearms or dangerous weapons of any kind on Milligan College campus. Furthermore, a Tennessee gun permit does not allow possession of a weapon on campus. State law stipulates a penalty of six years imprisonment maximum and a fine not to exceed \$3,000 for carrying weapons on school property. Use or possession of prohibited items on campus will result in a \$50 fine for a first offense and referral to the Dean of Students for multiple offenses.

QUIET HOURS

Respect should be paid to all other residence hall students. Reasonable quiet levels should be maintained in the residence hall at all times and a study time will be from 9:00 p.m. to 9:00 a.m. Residence Halls may decide on their own to alter quiet times, however a minimum of 11p.m. to 8:00a.m. is required. Instruments, radios, stereos, TV sets, etc. must be played on low volume in order not to disturb other students, staff or neighbors and to help create a good study environment.

RESIDENCE HALL HOURS

The residence halls will be open at 6:00 a.m. each morning. Guests may be entertained in the lobby from 9:00 a.m. until closing time (1a.m. Friday and Saturday nights, 12a.m. all other nights.) Both men and women visiting other residence halls should always use the main entrance. Members of the opposite sex are not permitted beyond the main lobby except during specified Open Hall Nights. First Semester Freshmen are advised to be inside of the Residence Halls when they are locked for the evening.

Students are expected to be away from the campus during designated all-school holidays. Students should be out of their residence hall at the time set by the Residence Life and Housing Office and should not return more than 24 hours prior to the beginning of classes. Any student finding it an absolute necessity to remain after official holiday closing must receive permission to stay from the Residence Life and Housing Office three days before the holiday begins. (See *Holiday/Break Housing Policy*)

Residents are requested to inform their Resident Assistant when leaving campus overnight so they may be contacted in case of emergency. A location and phone number where they are staying is recommended. When leaving the campus due to an emergency and the Resident Assistant is not available, contact the Resident Director.

The Residence Halls are locked from 12 a.m. to 6 a.m. Sunday through Thursday and 1 a.m. to 6 a.m. Friday and Saturday. Your room key will open the doors of your residence hall. Carry your key with you whenever you leave your room and keep your room locked at all times. Keys will be returned at the end of each semester at check-out.

Keys will be issued at the completion of check-in both in fall and spring. Students must promptly return the keys to the Residence Hall Staff at check-out (for both withdrawal from housing and room change during the year). Students changing rooms or withdrawing must return the key directly to the Residence Hall Staff. Room keys may not be duplicated or given to other students. Anyone who illegally possesses, uses or duplicates a College key will be subject to a fine and/or judicial action. A resident may not be let into someone else's room without that person's consent.

Lost Keys: Any resident who loses a key to his or her room will have 24 hours to notify the Residence Hall Staff that the key is lost. After this 24-hour period, the Residence Hall Staff will turn in a Maintenance Request Form to have the lock changed and the student will be billed for the cost of the lock change and labor.

Lock Outs: If a resident is locked out, he/she should find an RA. Appropriate college ID may be requested before entry to a residence hall room. Resident may be charged if occurs frequently.

SMOKING/TOBACCO

Attempting to maintain high standards of health, smoking or the use of tobacco in any form is not permitted on the campus of Milligan College. Violation of this policy will result in: 1st Offense: Warning; 2nd Offense: \$25 fine; 3rd Offense: Referral to Dean of Students.

SUNBATHING

Sunbathing is permitted only in the designated courtyard area of Hart Hall.

TRASH

All residents are responsible for the cleanliness of their own room and bathroom. All trash must be taken out weekly and deposited in a college trash dumpster. **Residents may not deposit personal trash in lobby trash cans or place trash in the hallway.** Room inspections are held monthly by the Residence Hall Staff to ensure proper health, cleanliness and safety standards are being maintained throughout the residence halls.

VISITATION POLICY

Men and women may visit each other's residence hall rooms only during specified hours for Open House. Any visitors of the opposite sex at any other time is deemed as a Visitation Violation and is subject to disciplinary action. All incidents of sexual misconduct are automatically referred to the Director of Residence Life and Housing. Please note: All visitation violations will have an adverse affect on the entire Residence Hall which may lead to the loss of all visitation rights for all the residents. Your behavior directly affects the privileges of all.

WATER GAMES

Use of water balloons, water guns, etc. is forbidden inside buildings. No biking, roller-blading, skateboarding, etc. inside of the building.

WINDOWS, ROOF, STAIRWELLS, BALCONIES

No objects or substances may be dropped, thrown or poured from a stairwell, out of a window, or off a balcony or roof. Climbing on the outside of any building is prohibited and no student shall be allowed on any roof or balcony at any time. Such acts are extremely dangerous and will be considered a discipline matter in addition to being subjected to a fine.

RESIDENCE HALL FINES

Trash in Hall	\$10 - per person in room/suite
Inappropriate Items in Room (posters, candles, open coil, etc)	\$20 - per item
Quiet Hours	1st offense - Warning, 2nd - \$10, 3rd - \$15
Failed Room Inspection	\$20 per person
Tampering with Fire Equipment	\$100
Cable TV Tampering, Network Tampering	\$50
Fireworks, explosives, weapons, firearms, knives, etc.	\$50 & will be referred to Dean of Students.
Failure to Evacuate during Fire Drill	\$100
Failure to check-out of room, lost room key, changing rooms without permission	\$40
Refusal to leave residence hall during official holidays/breaks	\$50 with additional \$20 for each night stay
Inappropriate Behavior in Common Areas	1st offense - Warning 2nd - \$20 (all parties involved will be fined and removed)
Refusal to Comply with Open Dorm Policies of Doors open and some lighting source being on	1st offense - Warning 2nd - \$20 and referred to the Director of Residence Life and Housing 3rd - Dean of Students
Tobacco use/possessions	1st offense - Warning 2nd - \$25 3rd - Dean of Students
Alcohol/Drug Use/Possession	See Student Guidelines section of Student Handbook for discipline sanctions. Will be referred to Dean of Students
Visitation Violation	1st offense - \$50 and will be referred to the Director of Residence Life and Housing 2nd - \$100 fine and will be referred to Dean of Students
Lost Room Key	\$100
Missing Mandatory Meeting	\$10
Unapproved Room Air Conditioner	1st offense - \$20/day 2nd offense - \$50/day 3rd offense - Referred to Dean of Students

**All disciplinary matters may be referred or appealed to the Discipline Committee. Fines must be paid or appealed within 7 business days. Payment may be made in the Student Development Office. After 7 days the fine will be charged to the student's account and \$10 will be added.

HOUSING POLICIES AND PROCEDURES

Milligan College has traditionally been a residential college and continues to support the concept that community living as part of College life complements the academic experience and contributes to holistic development of the student. Consequently, all students are expected to take room and board on campus. Exceptions to this policy are:

- 1.) Any student who is married
- 2.) Any student who is living with a member of his/her own immediate family (parents, grandparents, married brother or sister)
- 3.) Any student who has completed 128 semester hours or eight semesters of full-time academic work
- 4.) Any student whose total load for a given semester is less than 9 hours
- 5.) Any student who is a veteran of more than one year
- 6.) Any student who will be 23 years or older in the fall semester

APPLIANCES AND ELECTRONICS

The electrical service in the rooms will allow for small appliances, such as hairdryers, electric razors, computers, stereos, TVs and radios. Room air conditioners (110 volt max per room) are not permitted without a physician completed medical necessity form and subsequent approval by the Dean of Students. In these cases, the student must provide their own room air conditioner and an additional charge of \$100 per semester will be added to the account of the requesting student. Medical necessity and approval must be obtained each year by the student. . You are permitted to have a small dorm-size refrigerator (2 cu ft.) and small microwave oven (700 watts max.) in your room, with a limit of one each per room (2 total in Kegley/Quillen/Williams.) Such appliances must be connected to a power strip with a self-contained circuit breaker. Residents may wish to consider personal insurance for their belongings. The College carries no insurance on student property and accepts no responsibility or liability for its security. No open coil heating units, hot plates, indoor grills, toasters or ovens. Students are not permitted to affix antennas to the building or to attach leads to College antennas or existing cables. There is a \$50 fine for attaching leads to the TV cables. Infractions will also be dealt with by the local cable company.

CHECK-OUT PROCEDURES

Fall

When you are ready to leave for the semester, you must follow this procedure in order to be sure you are not assessed damage or cleaning charges for which you are not responsible. Failure to check out before leaving campus results in a \$100 charge for each infraction to your student account.

1. Sign-Up for a designated check-out time with your RA.
2. **Thoroughly** clean your room and bathroom. Defrost your refrigerator and remove all perishables from the room. Unplug all items.
3. Do not leave trash in the hallway **at any time**. It must be taken to the **outside** location for collection.
4. With a Residence Hall staff member, review the condition of your room and confirm the room is ready for the Holiday Break.
5. Lock windows and door, including bathroom suite doors.

If you leave without following the above procedure, you accept full liability for damages as assessed by the residence hall staff. All residents must be completely moved out by 5:00 p.m. of the day following the last day of final exams. Students participating in graduation may remain until noon the following day. There is \$25 per day charge to any exception which must first be approved by the Residence Life and Housing Office.

Spring and Final

When you are ready to leave for the year, you must follow this procedure in order to be sure you are not assessed damage or cleaning charges for which you are not responsible. Failure to check out or return your key before leaving campus results in a \$100 charge to your student account for each infraction.

1. Sign-Up for a check-out time as directed by Residence Life. Consult the instructions provided on how to check-out of your room.
2. Remove ALL personal items from room.
3. **Thoroughly** clean your room and bathroom. If one person accepts a responsibility and leaves without completing it, the charge is assessed to all occupants equally. Sweep all the floors and dust every surface.
4. Do not leave trash in the hallway **at any time**. It must be taken to the **outside** location for collection.
5. With a Residence Life staff member, review the condition of your room using the Inventory Sheet which was filled out when you moved in this year. It is on file with Residence Life. Sign the inventory sheet and the damage/cleaning memorandum.
6. Return your room key to the Residence Life Staff member.

While Resident Assistants do an initial walk through with students checking out, a final assessment of the room is done by the Resident Director and Director of Residence Life. If damages have occurred or the room was not sufficiently cleaned a fine will be assessed to both residents that occupy the space. It is not the responsibility of the RA to assess fines, however they will help guide students to what issues need attention and could result in check out fines.

If you leave without following the above procedure, you accept full liability for damages as assessed by the Residence Life staff. All residents must be completely moved out by 5 p.m. of the day following the last day of final exams. Students participating in graduation may remain until noon the following day. Students that are moving into summer housing will inform their current RA of their summer room. Summer residents will move into the summer room the day after graduates are required to be out or as instructed by Housekeeping. There is \$25 per day charge to individuals staying late. Any exception must first be approved by the Residence Life and Housing Office.

When leaving school at the end of each semester, the student must check out with Residence Life (see check out procedure). Any damage or cleaning charges will be assessed to the student's account. **Keys will be returned at the end of each year.**

COLLEGE FURNITURE

College furniture, including lounge and study room furnishings, signs, and decor must not be taken to student rooms, shifted from one room to another, or taken from the buildings for any purpose. Furniture will remain in the student room in which it has been placed unless written permission has been given by the Director of Residence Life and Housing. Waterbeds are not allowed. Dismantling or reconstructing beds or other furniture provided in the room is prohibited unless authorized by the Director of Residence Life and Housing. This includes the unbolting of brackets, standing of beds on end, stacking of furniture, etc.

HOLIDAY/BREAK HOUSING POLICY

With the exception of Fall Break and Easter Break all residence halls and Undergraduate Honors suites will be closed during all-school holidays. Students are expected to be away from campus during the all-school holidays and should be out of their residence hall or suite at the time set by the Residence Life and Housing Office. A student finding it necessary to remain in his/her residence hall or suite after official holiday closing times must receive permission from the Residence Life and Housing office and will be charged a fee of \$25 per night. Permission must be given and the fee must be paid three days prior to the start of the break. This fee can be paid in the form of cash, check or charged to the student's account. No students will be allowed to remain in the residence halls or suites during Christmas Break. A student who has a pre-approved, school related commitment that requires him/her to remain in the residence hall/suite will not be expected to pay. However, he/she will need to notify the Residence Life and Housing Office 1) what nights he/she will be in the residence hall/suite and 2) what school commitment he/she will be involved in. Students who have not been given permission to stay are to return to campus no earlier than 24 hours before classes begin. If a student not approved to stay is found in the residence hall/suite, he/she will be charged \$25 for each night he/she stayed in the residence hall/suite and fined an additional \$50.

INSPECTIONS

Regular room inspections are held monthly as outlined by Residence Life Staff to assure the health, cleanliness and safety conditions of student occupied rooms. Refusal to comply with requests to clean a room may result in a fine assessed, and required passing of room inspection within 24 hours of violation, or the fine doubles and is submitted to the Director of Residence Life and Housing. Unannounced room inspections are held at minimum one time per semester.

Room Entry - The entry by College officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical condition of the room to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant.

Search - The entry by College officials into an occupied room for the purpose of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances which require immediate attention. In order to enforce College policies, College officials upon "reasonable cause to believe" may enter an individual room, make a search and seizure of illegal or otherwise forbidden items which may be used as evidence in any subsequent disciplinary proceedings. Searches may be in the presence of the student concerned. Searches are not necessarily conducted in the presence of the room occupant. Searches will be conducted by a College official, accompanied by at least one other person. Searches conducted by local, state or federal police without a College official's request to do so will require a valid search warrant or consent of the party whose person or property is to be searched.

Emergency - The entry by College authorities into an occupied room when there is imminent danger to persons, properties or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant.

Entrance policy for staff members includes knocking on the door, stating who they are and why they are entering the room, and allowing approximately 30 seconds for a response before keying into the room/apartment.

OFF-CAMPUS HOUSING REQUEST

Students must meet the housing exemptions outlined under Housing Policies and Procedures and inform the Student Development Office if planning to live off campus. Off-Campus forms are available in the Student Development Office and should be completed before room sign-ups. Any student living off campus without the Dean of Student's prior knowledge and approval will be at risk of dismissal.

ROOM CHANGES

Guidelines for room change may be obtained from your RA. Approval must be received from both your present and future RA and RD **before** any change can be made. Upon approval, students **must** complete all required paperwork prior to moving and complete a room check-out with your RA (see Room Check-out Procedure below). Students who move to another room without permission may incur a fine and may be required to return to the originally assigned space. Room changes will be made during the first week of each semester, at the discretion of the RD. Room changes for Spring Semester must be requested prior to Fall Finals Week and all room changes must be completed the last day students are required to leave for Christmas Break. Your RA and RD will provide guidelines for this transition time.

ROOM CHARGES

Room charges are made according to the number of occupants per room and will vary depending upon the dorm in which the student resides. Occasionally due to an early withdrawal or a "no show", students have a single room that was not anticipated. Persons who do not desire to pay for a single room will be assigned a roommate during the room change week at the first of each semester. It is left to the parties involved to arrive at a mutual agreement regarding which room they will occupy. If a decision cannot be reached in the matter, it will be determined by the Residence Hall Director. All single rooms (including those in Kegley, Quillen, Williams and the Suites) will pay the single room rate regardless of circumstances. Final charges are made in the Business Office.

Students living in housing without central air may request consideration for a room air conditioner. In order to be considered the student must have their physician complete a medical necessity form (obtained from the Student Development Office) and then have the request approved by the Dean of Students. Students must get these approvals each school year and are responsible for providing their own room air conditioner. The student receiving the approval will be charged an additional \$100/semester. Residents in rooms with unapproved units will be subject to disciplinary action and fines.

ROOM CONSOLIDATION AND ROOMMATE PLACEMENTS

Residents who do not have a roommate may be assigned one at any time during the semester given a 24-hour notice. Students who have a vacant space in their rooms when the residence halls close for break must prepare their room before they leave in the anticipation of a new roommate. If a student does not sign up with a roommate during spring room sign-ups, one will be assigned to them by the Residence Hall Staff by May 1 or sometime during the summer. This is for the purpose of consolidating for new student room assignments made in the summer. All single rooms (including those in Kegley, Quillen, Williams and the Suites) will pay the single room rate regardless of circumstances. It is the resident's responsibility to notify the Residence Life Staff if they do not want a single.

ROOM CONTRACT

The contract period is for the Fall and Spring Semesters. Priority for College housing is given to students enrolled for nine credits or more each semester. Students enrolled part-time may request housing as space permits. A student contracts for a space on campus, but not for a specific dorm, room/apartment or roommate assignment. The College reserves the right to:

- 1.) Assign roommates unilaterally
- 2.) Reassign students who are without roommates
- 3.) Use a room when it is not occupied
- 4.) Assign single rooms
- 5.) Reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Upon signing the Room Contract, the student (and his or her parents or legal guardian, as the case may be) agree to accept responsibility and the legal obligation to pay all room and meal plan charges and other fees incurred. Although the student's parents or legal guardian may serve as co-signer, the student remains primarily responsible and legally obligated to Milligan College.

ROOM PERSONALIZATION GUIDELINES

Residence Hall rooms may not be painted.

Tacks, drilling, staples, and nails are not permitted in walls, wood trim, furniture, or doors. Contact paper, tape, wallpaper, stenciling or paneling is not permitted. The use of white plasti-tak and removable adhesive is permitted.

ROOM SIGN-UPS

In the spring, returning students may reserve a room for the upcoming academic year (Fall and Spring Semester) during specified Room Sign-Up Days as communicated by the Office of Residence Life and Housing. All returning students must sign up for a room at that time unless they have received prior permission for off-campus housing from the Dean of Students. All residents must sign up with a roommate. No singles are permitted at the time of room sign-ups (see Single Rooms[™]). Room sign-ups are done through a lottery process based on seniority. Students who reserve a room and then decide to cancel their reservation must notify the Residence Life and Housing Office as soon as possible.

SINGLE ROOMS

Due to space limitations, single rooms are granted on an availability basis and are usually not available for the Fall Semester. As single rooms become available, priority is given to those who have seniority by classification number of credits earned and who placed their name on the Single Room Waiting List during room sign-ups held in the spring. Ranking within class will be done by G.P.A. No single rooms will be guaranteed. **All single rooms will be charged the single-room rate regardless of circumstance.** Students signing up for a single should sign up with a roommate for the fall.

ROOM/HALL DAMAGE CHARGES

Below is a listing of the charges for various damages to the residence hall room and its furnishings. Complete your check-in form fully so you will not be charged for the damages caused by another student. Students are responsible for the damages in their room and will share the cost of repairs with their roommate.

Doors

1. Repair: \$100 for parts and labor
2. Replacement: \$350 (This includes doors kicked in or damaged from abuse.)
3. If lock, door knob, hardware, etc., must be replaced: \$100
4. Damaged door frame: \$15

Walls

1. Holes, nails darts, etc.
 - a. 5 or less: \$75 with painting
 - b. 6 or more: \$150 with painting
2. Cork and glue on walls. if four or more places: \$150 in room; \$50 in bathroom.
3. Repainting due to unacceptable painting done by students, \$200 in room; \$75 in bathroom

Furniture

1. If damage to furniture can be repaired: 80% of replacement will be charged.
2. Handles broken off, loose legs, etc. are considered normal wear and tear.

New chair: \$125	New desk: \$300
New chair seat: \$45	New desk top: \$100
New chair back: \$45	New desk drawer: \$65
New bed frame: \$150	New chest: \$200
Broken window: \$55	Broken Smoke Detector: \$20
Broken light fixture covers: \$30	Broken mirror: \$30
Furniture left in storage rooms: \$50	Lost/damaged screen: \$70
Broken bathroom hangers, soap dish, etc: \$50	Broken fixture in commode: \$150
Broken fixture in toilet or sink: \$50	
Damage to floor sufficient to require more than stripping & waxing: \$100	

Room Cleaning Charge

Assessed at checkout if not acceptable: \$50. Milligan reserves the right to assess final room damages/ cleaning charges if room is deemed unacceptable after time of check-out.

RESIDENTIAL SERVICES

CAMPUS SECURITY

Security is available on campus as outlined in this Student Handbook.

Thefts - Any crimes and/or thefts should be reported immediately to Security and your RA or RD and a report will be taken. If desired, the student may notify the police department. The College makes a reasonable effort to protect the personal property of residents, however the college will not be liable for articles that are lost, stolen, or damaged by fire, water, heat, and/or natural disasters. Students are strongly encouraged to lock room doors and car doors. Students are also strongly encouraged to purchase insurance to cover loss or damage to personal property or extend parents' insurance for this purpose. Please follow the security guidelines as outlined in this handbook.

Suspicious Persons/Activity - Any suspicious persons/activity should be reported immediately to Security and your RA or RD and a report will be taken. The residence halls are private property and therefore are not open to businessmen, solicitors or other outside persons.

HEALTH SERVICES

The Health Clinic is located in the Gilliam Wellness Center (ph# 8667). Health services include health and physical assessment, treatment of minor injuries and problems, and referral to local physicians or other appropriate health care providers. The College recommends all students have basic insurance protection for medical expenses. **Every case of illness, accident or other medical emergency should be reported to the RA or RD immediately and stay with the person until otherwise instructed. If the medical emergency is imminent call 9-1-1 immediately.** If you are ill and confined to your room, your RA may bring you a meal from the cafeteria. You must send your campus ID card with your RA in order to receive a meal. Residence Hall Staff can not get you excused from any classes or academic requirements, but can relay your illness and resulting absence to your professors. The College is not responsible for providing emergency medical transport. The local rescue squad will be notified and the student may be transported via their medic units or by private ambulance, depending on the circumstances. In less critical situations, students may opt to be transported by friends or family in a private car.

LAUNDRY

Laundry facilities are located on the lower levels of Hart, Sutton, Webb and Williams Halls. All washers and dryers (\$1.25 each) use both coins and special debit cards that may be purchased from the Wash Card machines in Sutton and Webb laundry rooms. Value may also be added to the cards at these machines. If a machine malfunctions, put an out-of-order sign on it and notify the Physical Plant (461-8734) of the machine location and nature of problem.

MAINTENANCE REQUESTS

All maintenance requests from the individual students or residence hall councils are to be directed to the Physical Plant Department through a Resident Assistant or the Resident Director.

MARRIED STUDENT APARTMENTS

A limited number of college-owned apartments are available for married students. Additional information and application forms may be obtained from Ann Easter in the Student Development Office.

STORAGE

Sutton and Hart Halls are the only Residence Halls with storage space available. Residents may utilize the limited residence hall storage rooms during the academic year and summer on a space-available basis in designated areas only. Contact your RA or RD for gaining access into storage. Any item stored must be boxed and have the student's name, home address, phone number and the date it was stored. Students placing items in storage at the College do so at their own risk. Carpets, lofts and furniture may not be stored on campus.

Your RA will post specific dates and times for cleaning. Items must be removed at those times, and may be returned to storage the following weekend. Unclaimed items will be given away or thrown out.

Graduating seniors and non-returning students will not be allowed to use dormitory facilities for personal storage. Residents who have stored items and do not return are responsible for making arrangements to remove his/her belongings from the dorm before the next school semester begins or the items will be thrown out.

TELEPHONE SERVICES

Basic telephone service is included with student resident housing, but students must supply their own telephone. Basic service includes intercampus calling, local calls to surrounding towns, voicemail and the ability to receive calls from off campus. To report telephone trouble go to www.milligan.edu/it/TroubleTelephone.htm.

Dialing Instructions - To make an intercampus call when using a campus phone, dial the last four digits. To make a local or 1-800 number call, dial "9" and then the number.

Long-Distance Calls - You will need to provide your own calling card to make long-distance calls.

Voicemail - To receive voicemail instructions go to www.milligan.edu/it/Telephones.htm

STUDENT SERVICES

HEALTH SERVICES

HEALTH CLINIC

Health services include health and physical assessment, health teaching, health counseling, treatment of minor injuries and problems, and referral to local physicians or other appropriate health care providers. Every case of illness, accident or other medical emergency should be reported at once to the Health Clinic located in Wellness Center (ph# 8667).

Students requiring special diets may contact the Food Services Director for the necessary arrangements.

An official policy regarding students diagnosed as being infected with Acquired Immune Deficiency Syndrome is on file in the Registrar's Office.

All students are required to maintain health insurance coverage on themselves at their own expense. However, the college does provide information on health insurance coverage that can be purchased individually. This information can be obtained through the Student development office, the campus nurse or from www.ejsmith.com.

ASSISTANCE WITH EMOTIONAL DIFFICULTIES

Assessment and referral services for students who are having difficulties which are emotional in nature are available on campus. Students who are feeling overwhelmed by issues which prevent them from fully functioning in an academic or social way should seek direction from the counseling service. Appointments with the counseling service can be arranged through the health clinic. The number to the health clinic is 461-8667 or simply dial ext. 8667 if on campus. The counseling service is able to assess, make recommendations, and provide short-term counseling for interpersonal and personal issues. Referral services for more serious issues are provided as well. Referral services include assisting students in making contact with a local clinician and an appointment, if a student wishes to do so. Students may also contact local mental health providers directly. These services may be obtained in the Frontier Health system which provides counseling and evaluation in the Charlotte Taylor Center in Elizabethton (547-5950), the Watauga Mental Health Center in Johnson City (232-2600) or the Fairview Associates Center in Johnson City (232-2670). In each center is a multi-disciplinary team able to provide counseling and other services. Numerous professionals in the medical, psychiatric, psychological and spiritual realms also might be consulted for help with emotional issues. Contact information is available in the phone book yellow pages under one of the following headings: Counselors, Physicians-Psychiatry, Psychologists, or Social Workers.

SUICIDE THREATS/ATTEMPTS

In cases in which a student is a threat to self or others, to harm or kill self or others, the College will respond in a way which is significant and immediate, in a way designed to be quick and ensuring reduction of the risk to everyone involved and threatened. The College has limited resources to provide care to an individual displaying threatening behavior, so resources are obtained from other agencies and the threatening student is removed from the campus until an assessment of the severity of risk can be ascertained.

An attempt or threat to harm will result in action which includes emergency personnel from Emergency Medical Services and law enforcement being called to the campus to transport the student to an emergency room or to a psychiatric facility in which quick appropriate action might be provided. The student will be hospitalized to the extent which is considered necessary by medical personnel. This intervention might be inpatient medical/psychiatric care or outpatient therapy. The College will rely on the clinical staff to determine the extent and duration of treatment and the course of after-care following discharge. At the time of admission, the student will be required to provide to the college staff access to the medical team and the student's medical records to ensure that a full and smooth transition is made back to the academic and residential setting following hospitalization. The College, through the Dean of Students, the Director of Residence Life and the Residence Hall Director and others with a direct responsibility for/to the student, will determine the advisability of the student's return to the academic and residence hall setting. If the decision is that the student's enrollment should be terminated, an administrative withdrawal will be imposed and the student must leave the campus within 24 hours. Refunds of tuition, room and board costs and fees will/will not be made in accordance with the policy as stated in the College Catalog. If the student is a non-residence hall student, the Director of Residence Life might not be a part of this decision to continue enrollment. If counseling is required as a part of the long-term adjustment, this service is to be obtained by the student and paid for by the student, the student's family or insurance carrier. The College assumes no financial obligation for any expenses for medical or continuing care related to these types of emergencies and care.

To return to or continue in school after hospitalization for a suicide attempt or threat, a dependent child must have a written statement of parent/guardian acknowledging awareness of the incident and indicating a desire for the student to continue enrollment.

When evidence such as:

- a student's changed, unusual, uncharacteristic or inappropriate behavior,
- a student's subtle but damaging influences on others,
- other students being emotionally drained or overwhelmed by an individual,
- other students providing support or reinforcement for emotionally dependent, needy, attention-seeking, behavior, is observed or reported, the College will act in a manner along a continuum which **could** include:
 1. guidance or direction to community help providers,
 2. disciplinary action,
 3. termination of enrollment,
 4. parental involvement, and/or
 5. medical intervention.

The College has an agreement with Frontier Health's Mobile Crisis Response Team. This group responds to emergencies as requested. Its members can be on campus to respond to crises and to determine the need for emergency assessment and referral to mental health and community outreach. The Mobile Crisis Response Team can provide a seamless transition from College personnel to mental health and medical staff when needed.

OFFICE OF DISABILITY SERVICES

Individuals who require assistance with disabilities should contact the Director of Disability Services:

Tony Jones, Director of Disability Services

P.O. Box 500

McMahan Student Center

Milligan College, TN 37682

423-461-8981

tjones@milligan.edu

NOTIFICATION OF DISABILITIES

It is the responsibility of the student to notify the school of his or her disability and to follow the process for requesting appropriate auxiliary services and academic adjustments.

1. Entering students should submit a written request for auxiliary aids to the DDS prior to matriculation at Milligan College. A current student who discovers the need for accommodations may submit a request at any point during his or her academic career.
2. Along with the written request, the student must provide documentation of the disability. This documentation must be prepared by a medical doctor, psychologist, or other qualified diagnostician as appropriate.
3. Complete documentation should include a diagnosis of the current disability, the date of this diagnosis, how the diagnosis was reached, the credentials of the diagnosing professional, how this diagnosis affects a major life activity, and how the disability affects the student's academic performance.
4. If available, the student should submit other documentation such as an Individualized Educational Program (IEP) or a section 504 plan from high school. Milligan prefers these plans to be dated within the past three years of submission.

GENERAL CONSIDERATIONS:

1. Upon receipt of requests for auxiliary aids, the DDS will procure recommendations from a professional counselor or occupational therapist as appropriate.
2. In all cases, the age of the student, thoroughness of the documentation, and adjustments being requested will assist in determining whether the evidence submitted is sufficient for eligibility. If more documentation is required, the student will be informed.

3. Based on the documentation and evaluation, the DDS will notify faculty members each semester of specific auxiliary aids and/or academic adjustments that are to be granted.
4. When a student's documentation is lacking or insufficient or is considered outdated, it may be necessary to secure a new evaluation. The need for such an evaluation will be established by the college professional reviewing the request. In such cases, the student will be referred to a local physician or psychologist for evaluation. It shall be the student's responsibility to secure the needed evaluation by sufficiently trained physicians or psychologists. Without the completion of this step, the college will assume no responsibility for providing requested academic adjustments.
5. Students will be notified of their status (eligible, ineligible, deferred) after the college professionals have reviewed the documentation. If the student is ineligible or deferred, the notification letter will explain what is missing. **If a student is determined eligible, then it is the student's responsibility to make an appointment with the DDS to discuss reasonable adjustments. Adjustments will not be initiated prior to this meeting (i.e. priority registration, extended time on tests, etc.).**

ESTABLISHMENT OF ACADEMIC EXPERIENCES FOR STUDENTS SEEKING ACCOMMODATIONS AND DETERMINING ESSENTIALNESS

Essential academic experiences are those learning activities that the College has determined are fundamental for achievement of prescribed learning outcomes in a course or academic program. Essential academic experiences in all curricula are determined by the College's Academic Committee through regular and systematic review of course and program requirements. In cases where requested academic accommodations may affect the achievement of essential academic experiences, a review of academic accommodations by the Director of Disability Services (DDS) will consider both the student's disability and possible alternative means of meeting the academic requirements.

Below is the procedure by which the College will determine the essentialness of specific academic requirements that will be affected by requested academic accommodations.

1. Upon receipt of a student's request for accommodations, such as auxiliary aids and/or academic adjustments, the DDS will consult with academic advisors in the program field as well as with professionals in medical or occupational areas (either within or outside of the College community). Such a review will take into account the extent of the student's disability, prior use of auxiliary aids, as well as the nature of the program content and alternative options.
2. Based on the foregoing documentation and evaluation, the DDS will notify faculty members each semester of specific auxiliary aids and/or academic adjustments that are to be granted.
3. When a student's documentation is lacking or insufficient or is considered outdated, the student will be required to secure a new evaluation. The need for such an evaluation will be established by the college professional reviewing the request. In such cases, the student will be referred to a local physician or psychologist for evaluation. It shall be the student's responsibility to secure the needed evaluation by sufficiently trained physicians or psychologists. Without the completion of this step, the College will assume no responsibility for providing requested academic adjustments.
4. Students will be notified of their status (eligible, ineligible, deferred) after the College personnel (and if necessary, any outside parties consulted) have reviewed the documentation. If the student is ineligible or deferred, the notification letter will explain what is missing. If a student is determined eligible, then it is the student's responsibility to make an appointment with the DDS to discuss reasonable adjustments. Adjustments will not be initiated prior to this meeting (i.e. priority registration, extended time on tests, etc.).

Students or faculty who wish to appeal the College's decisions regarding the essentialness of specific academic requirements should follow the procedures found in the College Catalog and the Student Handbook.

APPEAL AND FORMAL GRIEVANCE PROCEDURE FOR INDIVIDUALS WITH DISABILITIES

Milligan College strives to maintain the highest standards of integrity of upholding the rights of persons with disabilities provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (amended 2008). Milligan has adopted internal appeal and grievance procedures to provide for the expeditious and equitable resolution of complaints of discrimination, including but not limited to, the provision of accommodations to students or applicants for admission and complaints by employees who believe they have been subject to discrimination.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a 504/ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, although it is strongly suggested that this procedure be used first.

Formal Grievance Procedure

The Formal Grievance Procedure is available for any individual (student or employee) who feels subject to discrimination due to a disability. The formal grievance procedure is as follows:

1. The complainant/grievant should obtain a GRIEVANCE FORM from the Director of Disability Services (DDS). The complainant/grievant must submit a completed GRIEVANCE FORM electronically to the Director of Disability Services (DDS). Should the complaint be against the Director of Disability Services, the form may be submitted to the Chair of the ADA Committee (Dr. Christy Fellers, Associate Professor of Occupational Therapy, McGlothlin-Street Center for Occupational Therapy, Hardin Hall, cmfellers@milligan.edu, 423-461-8653).
2. A complaint must be submitted within 90 calendar days of the occurrence of the alleged violation.
3. An investigation conducted by the DDS, or other designee as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal, but thorough, and it should afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the findings of the investigation of the complainant and the description of the resolution, if any, shall be forwarded to the ADA Committee within 45 calendar days of the Complainant's filing, who shall review the information and rule on the case. A final determination will be released by the Chair of the ADA Committee no more than 15 days after the Committee's receipt of the initial finding.
5. If the decision of the ADA Committee is unacceptable to the complainant, he/she may request a formal hearing with the ADA Committee within 15 business days of the receipt of the determination of the Committee. A meeting will include the complainant and, at a separate time, any other party involved for review of the incident. Within 15 business days of this meeting, the Committee will forward its recommendation to the College vice-president(s) overseeing that portion of College operations to which the complaint relates. Within 15 business days of the receipt of this recommendation, the appropriate vice-president(s) will make a final ruling on the grievance and will forward that ruling in writing to the complainant.
6. If the grievance is substantiated and the College is found to be in violation of disability mandates, a copy of the decision letter will be forwarded to the College President. The President will assemble a committee of appropriate parties to determine options for a fair and expeditious remedy to the violation as well appropriate policy and procedure revisions to prevent a recurrence of the violation.
7. If the grievance is not substantiated, the complainant may appeal the decision of the ADA Committee to the College President within 15 days of the determination in 5) above.
8. All decisions of the Office of Student Disability Services stand until such time as the grievance process is completed.

This foregoing formal grievance procedure is applicable to both students and employees.

The DDS shall maintain the files and records relating to the complaints for a period of 3 years.

THE CENTER FOR CALLING AND CAREER EXPLORATION

GETTING STARTED

Career development and planning, a key function at most colleges and universities, gets a special twist at Milligan, where it's about vocational and career exploration. The emphasis is not just on making a living, but making a life. A comprehensive approach that spans the entire student experience, the **Center for Calling and Career Exploration** is a place where students can seek answers to questions of vocation and find opportunities to work and serve.

Listed below are services the Center for Calling and Career offers to our students. Our goal is to personalize our support to each and every individual student.

DROP-IN COUNSELING

Drop-In Counseling is a brief consultation with a Career Services professional on any career-related concern such as:

Major/career decisions	Full-time job
Occupation information	Graduate school
Salary statistics	Resume
Networking	Cover letters
Job shadowing	Interviewing
Internship	Negotiating salaries/evaluating job offers
Summer job	

The Career Services professional may be able to answer your question(s) in the 10 to 15 minute session and/or refer you to our other services to address your concern.

SCHEDULED APPOINTMENTS

One hour appointments are available Monday through Friday from 9:00am to 4:00pm and need to be scheduled one day in advance. To schedule an appointment, please telephone Beth Anderson at 461-8316 or email banderson@milligan.edu.

INDIVIDUALIZED CAREER ASSESSMENTS

Individualized career assessments can greatly aid participants by giving them personal information as they consider potential careers. Students may make an appointment to complete specialized career assessments, including the Myers Briggs Type Indicator (MBTI) and the Strong's Interest Inventory (SSI).

The MBTI will inform students about the correspondence between their personality types and particular careers. It also informs students of popular professions for their personality types. The SSI informs students of career choices that match their interests, as well.

Students generally complete these assessments during MLGN 200, College and Career, but assessments are available to individuals who have not completed them previously.

To complete either or both of these assessments, contact Beth Anderson by email or by phone at 423.461.8316 for an appointment.

BUFFS2WORK

Bufs2Work is Milligan College's on-line job bank and web-based recruiting system.

To register for the Bufs2Work go to www.milligan.edu/career and click on the Buff2Work link for students. Fill out the registration form using your Milligan College email address as your student identification. The registration system will generate a password for you. Once you are registered and logged in with your system generated password, you may change to your own password.

Once you have registered, you can search for full-time employment, internships and part-time jobs offered by a variety of employers in the tri-cities region, nationwide and internationally. You can upload your resume for employers to view, see the schedule of recruiters interviewing on campus, and learn about upcoming career events.

LOST AND FOUND

All articles found on the campus are to be turned in at the Registrar's Office.

COMPUTER NETWORK - MCNET

Milligan College has installed a campus local area network, McNet, which links all residence hall rooms with faculty and staff offices in addition to providing access to the Internet, application programs, and library services.

Milligan students may either connect a computer they bring to campus in their residence hall room or use a computer in one of the campus computer labs. Residence hall room computers may be connected to McNet, provided that the student's computer conforms to minimum requirements, which are posted on the Milligan College web site under the Information Technology Department. The computer must also have a 16-bit 10/100BaseT Ethernet network adapter card installed.

Students are responsible for being familiar with and abide by the Computer Use Policy posted on the Milligan College web site under the Information Technology Department.

COMPUTER LABS

Four networked computer labs are located on campus. The Derthick Lab has twenty-five computers and most computer classes are held in this lab. The Jones Lab is located in the Paxson Communication Center and has ten computers and an optical image scanner. The Nursing department has a computer lab located on the third floor of Hardin Hall and has 20 computers. The Education department has wireless laptop lab located in the Paul Clark Education Center and has 11 laptop computers. Each lab also has at least one letter quality printer available.

WEB SITE

The Milligan College web site is located at www.milligan.edu

STUDENT EMAIL POLICY

For official communication, including any communication from Milligan offices or Milligan faculty to students, the e-mail address issued by Milligan College will be the only e-mail address used. Notices sent by official Milligan e-mail will be considered adequate and appropriate communication. It is incumbent on students to check their official Milligan e-mail regularly.

COMPUTER USE POLICY

Introduction

Access to computer systems and networks owned or operated by Milligan College imposes certain responsibilities and obligations and is granted subject to college policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwanted solicitations.

Milligan College is a guest on the Internet, and use of the Internet through Milligan College facilities reflects upon the College. Accordingly, each user is expected to behave in a manner that reflects our commitment to be a premier Christian liberal arts college where Jesus Christ is exalted and excellence is the standard.

The computing facilities at Milligan College are provided for the students, faculty, and staff of the College and all such individuals are expected to abide by this policy whether they are considered full-time or part-time. In special circumstances, guests of Milligan College may be afforded the use of the technology resources and are expected to abide by this policy.

Use of the network and computing facilities at Milligan College implies consent to abide by this policy and other relevant policies and regulations relating to the use of these facilities.

Guidelines

In making acceptable use of resources, you should follow the guidelines:

1. Access only files and data and resources that you own, that are publicly available, or to which you have been given authorized access. You should not use another person's system, use Id, password, files, or data without permission.
2. Take all reasonable precautions to safeguard your password. You are responsible for all activities on your user Id or that originate from your system.
3. Use only legal versions of copyrighted material in compliance with vendor license requirements.
4. Be considerate in your use of shared resources. You should refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
5. Improper use of the Internet and campus network will be dealt with on an individual basis.
6. Public Online Information and Compliance to the Milligan College Code of Conduct
Students should note that any file put on the network may be routinely checked for compliance to the Milligan College Code of Conduct. Additionally, any public online material in a violation of the Milligan College Code of Conduct or college policies may be subject to discipline action.

Expressly forbidden are:

1. Attempting to use computer programs or other means to decode passwords or access control information.
2. Attempting to circumvent or subvert system or network security measures, including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
3. Connecting unauthorized equipment to the campus network, including hubs and switches.
4. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, or "Trojan horse" programs; disrupting services; damaging files; or making unauthorized modifications to College data.
5. Making or using illegal copies of copyrighted materials or software, store such copies on College systems, or transmit them over the College network.
6. Using mail or messaging services to harass, offend, or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or User Id.
7. Wasting computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings. Multiple copies of printouts should be made on copy machines rather than on computer printers.
8. Removing supplies provided in computer laboratories for use on personal computers in dormitories. Students are responsible for providing for their own supplies for in-room use.
9. Using the College's systems or networks for commercial purposes; for example, by selling access to your User Id or to College systems or networks, or by performing work for profit with College resources in a manner not authorized by the College.
10. Storing games and other large non-academic related files (e.g., mp3, video) on shared computing facilities (e.g., lab computers and personal network directories).
11. Peer-to-peer sharing of copyrighted materials, movies, music files, etc.
12. Engaging in any other activity that does not comply with the General Principles presented above.

Safety Tips for On-line Information

The internet is considered public domain; therefore, revealing a large amount of personal information on-line can have harmful consequences. Posting information online, such as phone numbers and home and school addresses could lead to identity theft, unwanted personal contact, and even stalking. Additionally, future employment can also be affected by profiles and blogs. Safety should be your first priority; use common sense. Do not list personal information and disregard emails from unknown senders. Remember, the information provided on your profile can project an unintended bad image about you, your family, Milligan College as well as present a bad first impression to future employers.

Just as you can browse other online profiles, your personal information can be accessed by anyone, and you do not know who is looking at your profile. Therefore, edit, restrict and protect your private information. Here are some general guidelines to follow:

- **Be aware of the scope of the web.** Even secure sites can be hacked, so your information may be open to the public.
- **Create passwords that others can't easily figure out.** Use complex alphanumeric passwords, unrelated to any of the information you have already posted (e.g., not your birthday).
- **Consider posting only information already available in the public domain.** Just because there is a field on the site does not mean you have to fill it in. True "friends" can always email you to ask for more contact information.

- **Post general rather than specific information.** For example:

Birth day – Sept. 19 (leave out the year).

Address – Johnson City, Tennessee (leave off name of residence hall or address).

Don't post information such as phone number, address, social security number, or schedule of activities.

- **Consider the impact of what you post.** Be aware of the image your profile and information projects about you, your family, and Milligan College, as well as the image it may send to future employers.
- **Change privacy settings to keep your identity safe.**
- **Know what you're agreeing to:** Review online terms to understand what you are agreeing to when you log on.

When you do not restrict and edit information, wrong and unintended individuals can gain access to your private information exposing you to any number of cyber stalking: identity theft, obscene phone calls and voicemails, threatening emails, and mysterious online messages.

Privacy

As a matter of general policy, the College respects a user's right to privacy. All user files and directories stored on shared computing systems are considered to be private and confidential. Only files which a user has explicitly made public (e.g., by placing in a "public" directory or made available as a shared public resource) should be considered open for general access.

Users should not assume that email messages are private since most are transmitted unencrypted.

It is the policy of the College not to monitor individual usage of any general facility. However, the College reserves the right to monitor and record the usage of all facilities if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation and as necessary to evaluate and maintain system efficiency. The College has the right to use information gained in this way in disciplinary or criminal proceedings.

Hosting Web Pages and/or Discussion Lists Members of the College community may post personal web pages on the College's web site provided they follow general College guidelines concerning such postings and reflect positively upon the College.

Milligan College will consider requests for hosting web pages or discussion lists (listservs) for off-campus non-commercial professional organizations for a fee. Such organizations must have current active participation by a Milligan employee (faculty or staff) or student organization. National student organizations seeking such services must have a current active affiliate chapter on campus.

The Milligan College employee (faculty or staff) or student organization faculty advisor will assume the responsibility and accountability of maintaining and monitoring changes in web pages and ongoing discussions. Therefore, maintenance of these services is a privilege contingent upon Milligan College employee involvement.

All web site pages must be developed and submitted in advance for approval to the Milligan Technology Applications Committee. All web pages will conform to the Milligan College standards. Milligan reserves the right to terminate web page or discussion list services at any time.

Network User Storage

Milligan College provides a personal folder on the network server for storage of user files. A limit on the amount of storage used by an individual will be enforced. Milligan College reserves the right to discontinue providing this privilege for any reason including disciplinary action or limited resources.

The College maintains a backup schedule of most user areas, however Milligan College disclaims any and all liability resulting from any and all situations in which we are unable to recover data in user storage areas for reasons such as, but not limited to, system crashes and technical failures of any type. Users are cautioned to keep a copy of any data posted in user storage areas. Milligan College assumes no liability for data and loss of data in any and all areas.

Enforcement

It is the policy of Milligan College that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standards of ethics. The College considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on College systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. All users of the College's computing facilities are responsible for understanding the principles set forth above.

Failure to comply with the guidelines above may result in suspension of privilege, or civil or criminal action under state or federal law. Students discovered to be in violation of these principles will be referred to the College's judicial system; faculty and staff discovered to be in violation of these principles will be referred to the appropriate Vice President for hearing and possible disciplinary action, which may involve having system privileges revoked.

The intent of these guidelines is to ensure a productive and economical computing environment for all users, while abiding by laws governing copyrights and computer access. The examples do not constitute a complete list but are intended to convey the intent of the code. Questions and suggestions regarding these policies should be directed to the Director of Information Technology.

Termination of Services

Upon ceasing enrollment or employment at Milligan College, a student or employee will no longer have access to Milligan College e-mail and network accounts.

STUDENT FINANCIAL SERVICES

Student Financial Services assists students with all aspects of financing their education. As you apply for financial aid, register for classes, and receive your student account statement, your financial services counselor can guide you through all the processes necessary to pay for your education.

In order to attend classes, you must make financial arrangements for payment of your bill prior to registration. Milligan College accepts MasterCard, Visa, American Express, and Discover. Credit card payments and e-check payments may be made online at www.milligan.edu/sfs. We also offer a tuition payment plan through Academic Management Systems (AMS). Through this plan, students and families may finance any portion of their academic year costs over several months. The only fee for this service is to cover the maintenance of the AMS account for the year. You may receive more information or enroll for the AMS plan at www.TuitionPay.com.

Student Financial Services considers any financial aid you are receiving as a payment toward your bill, as well as your enrollment deposit and any amount you finance through the AMS tuition payment plan. If financial aid and the payment plan will not cover your entire bill for the academic year, you and your student financial services counselor may also consider additional loans such as the Parent Loan for Undergraduate Students (PLUS) and graduate students or an alternative loan program.

Milligan College has a priority deadline of March 1 for receipt of your FAFSA and your Milligan College Financial Aid/Scholarship Application, as well as any other documentation necessary to complete your file for awarding. You may apply for federal financial aid at www.fafsa.ed.gov by completing the Free Application for Federal Student Aid (FAFSA). You must have a pin number before you can sign the FAFSA electronically. You may apply for your pin number at the same website. Please remember to use the Milligan College school code of **003511** to ensure that the electronic result of your FAFSA will be electronically transmitted to Milligan College.

If you have questions regarding your financial aid award or your student account, please contact Student Financial Services for assistance. You may visit us in McCown Cottage or on our website at www.milligan.edu/sfs, or contact our office by phone or email if you have questions. We can be reached by phone at 800-447-4880 or 423-461-8949, and our email address is sfs@milligan.edu.

POSTAL MAILING ADDRESS POLICY

All students are responsible for keeping their permanent home mailing address and current local postal mailing address up to date with the college. Students must go to the Registrar's Office to notify the college if their address changes.

WRITING & STUDY SKILLS CENTER

The Writing and Study Skills Center is a place where any student can access resources and ask questions about writing and study skills. Located in Library, the Center is staffed by a Writing and Study Skills instructor and Humanities tutors. It is open during the day and on MTW evenings.

CAMPUS SECURITY

Note: The information following is provided in accordance with the Tennessee "College and University Security Information Act" of 1989, and the Federal "Student Right to Know and Campus Security Act" of 1990. Statistics on campus crimes are available in the Student Development Office.

Campus security is everyone's responsibility, and it is necessary to maintain sound and sensible precautions. It is therefore important for members of the College community to report any and all questionable incidents. Crimes which occur on campus are to be reported immediately to the Director of Campus Security (423-461-8734) whose office is located in Maintenance Building. Persons who may assist in reporting criminal actions include members of the Campus Security force, Residence Hall Staff, or the Student Development Office. Victims or witnesses of criminal activities are directed to complete an Incident Report which details the facts surrounding the crime. Report forms are available from the offices named above. In cases involving violation of local, state, or federal laws, the Elizabethton City Police are notified for appropriate follow up. The College cooperates fully with any investigations conducted by proper authorities. In the event of a threat to campus, regardless of the nature, a variety of measures will be used to advise the community. Measures used may include email, campus emergency warning system and telephone calls.

Milligan College contracts with a professional guard service to provide after hours security. Between 8:00 a.m. and 5:00 p.m. weekdays, the Director of Campus Security is on duty to assist with campus law enforcement. Between 5:00 p.m. and 8:00 a.m. daily, at least one security officer is on duty (423-461-8912). These individuals conduct inspections of campus buildings and patrol the campus throughout the night. Security personnel have authority to enforce campus traffic policies, to request identification of any person on campus and to escort unauthorized persons from campus if necessary, to detain persons in violation of the law, and to fulfill such other responsibilities as may be appropriate in the performance of their duties. Campus security officers are equipped with cellular telephones to provide direct access by the community during the hours on duty. During new student orientation, Crime prevention is addressed through educational videos and a review of precautions necessary to provide for one's personal safety and well-being. Literature is distributed and posters displayed on campus which recommend ways to protect one's self and his or her belongings. Residence hall programs also cover the topic of crime prevention as it relates to campus housing and safety procedures.

The residence halls and other campus buildings have an announced closing hour during the year. Any exceptions to these times must be approved by either the Student Development Office or Academic Affairs Office in advance of a scheduled event. Students living on campus are given personal key access to the main door of their residence hall. They may also contact Campus Security to be admitted to the hall. Proper identification is required.

The college requires that all residential students report to their Resident Assistant (RA) or Resident Director (RD) whenever they are to be away from their housing unit overnight. This report must include their destination and expected time of return. The purpose is to help assure the safety of students by having knowledge of their whereabouts. In case of a missing person or potential missing person, the college will make every effort to contact the person directly. If the college is unable to contact the person and no other individuals on campus have knowledge or communication with the person then the college will contact the parents/guardian/family of the suspected missing person within 24 hours of the college's determination that the student is deemed missing. The college will then work directly with the family and/or local authorities in efforts to locate the student.

In the case of a sexual assault, the victim is advised to report the incident immediately to one of the following persons on campus: the Vice President for Student Development, Director of Security, Director of Counseling, or a Residence Hall Director. The assault should be reported by the victim to the Elizabethton Police Department for criminal investigation. The College will provide reasonable assistance to students who request such assistance in filing a report on or off campus. Medical treatment is advised at an area hospital in order to preserve evidence that may be needed in the investigation. Services may also be obtained through the Rape Crisis Center of Johnson City by calling the 24 hour Hot-line of Contact Ministries at 926-0144.

When it is determined a sexual assault has occurred, the person or persons responsible will face campus disciplinary proceedings in accordance with the College Disciplinary Guidelines and appropriate sanctions will be imposed upon a finding of guilt. Possible sanctions include mandatory treatment and suspension or expulsion. The College will cooperate fully with law enforcement agencies in any investigation and prosecution of offenders who will be subject to all applicable legal sanctions under local, state, or federal laws. Counseling support services will be extended to the victim. Information relative to the outcome of the case will be provided to the accused and the accuser. The College will also offer assistance in making necessary changes in classes, housing, or such other arrangements as may be appropriate to enable the student to continue in school in cases of an alleged assault. Education programs on rape awareness are held in residence halls during the course of the school year.

In regard to campus security, each student has certain individual responsibilities which lend themselves to an orderly campus environment. These responsibilities include the following:

1. Students are prohibited from entering rooms, buildings, and other restricted areas of the campus after their normal closing hours.
2. No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other College employees acting in the performance of their duties. Students must be prepared to provide proper identification upon request of a College official.
3. No student shall intentionally provide false information to a College faculty member or staff member acting in the performance of his/her duties.
4. It is against the law for adults to wear masks in public. Therefore, students are prohibited from wearing masks on campus or otherwise concealing their identity. The only exception to this is when officially sanctioned College activities call for the participants to come in costume.
5. Guests are welcome on campus and are expected to abide by the College's security procedures.

In case of severe disruptive or threatening behavior on campus or where the security of any campus personnel or the well being of College property is potentially in danger, the Vice President for Student Development (or an official representative acting for the administration) is authorized to immediately remove a student from the campus to provide necessary campus security. Obviously, the student in such a situation will be informed of the reason for his removal which is subject to review.

MILLIGAN COLLEGE STUDENT COMPLAINT POLICY

After students have exhausted appropriate appeals processes by communicating with faculty and staff directly involved in the issue at hand, students may lodge formal complaints, in writing, using the Student Complaint Form available on the website and in the Student Development Office.

Student Affairs Issues (e.g. housing, food service, student activities, athletics, intramurals, spiritual life, parking): Complaints should be directed to the Vice President for Student Development

Academic Affairs Issues (e.g., faculty, courses, schedules, transcripts, information technology, registration): Complaints should be directed to the Vice President for Academic Affairs.

Business Affairs Issues (e.g. financial aid, student accounts complaints, work-study, bookstore, physical facilities, housekeeping or landscaping/grounds): Complaints should be directed to the Vice President for Business and Finance.

The Vice President will respond to complaints within a reasonable time.

Should the response be unsatisfactory, or should a complaint arise for an area not listed above, a formal written complaint may be submitted to the Office of the President

STUDENT GUIDELINES

EXPECTATIONS & RESPONSIBILITIES FOR STUDENT LIFESTYLE

Membership in an academic community of Christians carries with it certain responsibilities. Because Milligan College seeks to provide a quality education in an appropriate Christian setting, it is assumed that a member is both committed to Christ and willing to grow and develop not only academically, but also socially and spiritually. Therefore, by virtue of their enrollment, students agree to accept the responsibilities of membership in the Milligan community.

Historically, individuals, groups and communities have developed rules as a guide toward their goals. Rules also help us to put into practice our basic moral and social principles. They help us provide order and structure in relationships with others in the community. What basis is there for Milligan rules?

We at Milligan adopt specific rules on the basis of our belief that God's Word, as final rule of faith and practice, speaks specifically on many matters. Behavior that conflicts with Scripture is unacceptable at Milligan.

Included are specific acts such as drunkenness, stealing, the use of slanderous or profane language, all forms of dishonesty including cheating, occult practices, and sexual sins.

In addition, Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful discrimination. The Milligan community is obliged to renounce these behaviors and attitudes and seek God's forgiveness and help so that we may grow in grace and righteousness.

Other rules are based on civil law. As Christians, we do not normally disobey the government, except in rare instances where obedience to civil authorities would conflict with Scriptural teachings. Even then each individual would submit to the consequences of such behavior. Members of the Milligan community are expected to uphold the laws of the local community, the state of Tennessee and the nation. Some examples of these are illegal entry, theft, vandalism, assault, possession or use of alcohol by minors, and illegal drugs.

Appropriate life-styles involve concern for the influence of our behavior on our College community, and the city and larger society of which we are a part. Many of these rules reflect our concern of not giving unnecessary offense to others who find some things spiritually and morally questionable. This spirit is reflected in the individual's personal and academic integrity; respect for the dignity, rights, and property of others; discouragement of bigotry while learning from differences in people and their ideas; and demonstrations of caring and concern for others. Members of the Milligan community are expected to subject themselves to the self-discipline necessary to conform to these standards.

The College requires members of the community to refrain from: possession and use of alcoholic beverages, hallucinogenic substances (including Marijuana) or narcotics not prescribed by a physician; pornography; profanity, expletives, obscenities, and demeaning gestures; threats of violence; damage to property; and immodest dress. Music which is profane, obscene, or socially offensive is not acceptable. Furthermore, members of the community are expected to exercise discretion in extra-curricular and off-campus activities.

In addition, members of the community are expected to use the Lord's Day to give primary attention to worship, rest, fellowship, and Christian service. Likewise, regular attendance at Chapel is expected.

These rules apply to students while they are under the jurisdiction of the College, that is, while enrolled in a College program or residing in College-approved housing; and are expected to exercise restraint in these matters even when not under College jurisdiction.

We do not pretend that our rules are perfect. Neither do we expect everyone to agree about all our rules. We do ask an understanding of why we have rules, integrity in keeping them, a positive attitude, and the use of proper procedures in improving them.

Our rules, then, are not to be viewed as legalistic degrading impositions, but an attempt to do what is Biblically and morally right, to act out of love, to consider the effects of what we do on ourselves and the community, and to pursue our goals in an orderly structured fashion.

Those who for some reason refuse to accept these responsibilities forfeit their privilege of membership in the Milligan community.

Those who accept the challenge of community living here at Milligan will not only realize academic growth, but satisfying personal relationships with others, and continuing spiritual growth and development.

STUDENT CONDUCT GUIDELINES

1. **Milligan students are expected to select clothing which is suitable for the various activities of the College.** Faculty has the prerogative to determine appropriate attire for their classes and dismiss from class students who are not appropriately attired.
2. **A Christian community is built upon respect for truth, for others, and for their personal property. Lying, cheating, stealing and plagiarism are not consistent with the standards of a Christian institution and are therefore unacceptable at Milligan College.** Academic dishonesty (the intentional misrepresentation of all or part of one's work to deceive for personal gain, or assisting another to do the same) is a serious offense which undermines the bonds of trust and honesty between members of the college community and defrauds those who may eventually depend upon our knowledge and integrity. Since academic dishonesty is related to a student's class work, the appropriate response is vested in the professor or academic administrator, as follows. Depending upon the nature and extent of the offense, the student may receive a failing grade on the work in progress, or a failing grade in the course. Incidents of flagrant academic dishonesty may be referred to the College Discipline Committee for resolution. In all cases, the professor will notify the student, in writing, of the offense and the sanction. A copy of the notification will be provided to the Vice President for Academic Affairs, who will inform the Vice President for Student Development. With the exception of cases referred to the Discipline Committee, the student may request further hearing via the Academic Grievance Procedure.
3. **Any form of sexual immorality is prohibited. This includes but is not limited to pre-marital sex, adultery and homosexual behavior. Cohabitation (living/residing with a non-related person of the opposite sex) outside the bonds of marriage is prohibited. Marriage is defined as the legal union between a male and female.**
4. **All on and off campus social dancing functions must be pre-approved by the Campus Activities office.** All functions must be sponsored by an existing, recognized campus organization. All functions must be scheduled through the Campus Activities office and coordinated with the master calendar. All functions must have a minimum of 2 staff members present to supervise activities. All set-up and clean-up functions are the responsibility of the sponsoring organization with supervision from the campus activities office.
5. **Students tempted to engage in pranks are urged to consider carefully such possible implications as property damage, disruption of individual rights and privacy, infringement of an orderly campus environment, unusual hardship to the College maintenance staff, and interruption of the normal functioning of the campus schedule.**
6. **Tampering with fire equipment on campus constitutes a serious threat to the safety and welfare of the community and is sufficient grounds for expulsion. Fire regulations require that passageways and fire exits remain clear at all times. During a fire or fire drill, no student shall knowingly refuse to evacuate a building. No student shall set off a false alarm.**
7. **Firearms such as rifles, shotguns, pistols, knives, weapons, war souvenirs, explosives, ammunition, firecrackers, air guns, etc. are not permitted in any residence unit occupied by a student, nor are they permitted on the campus.** According to Federal law (TCA Code# 39-17-1309) it is a felony to possess or use firearms or dangerous weapons of any kind on Milligan College campus. Furthermore, a Tennessee gun permit does not allow possession of a weapon on campus. State law stipulates a penalty of six years imprisonment maximum and a fine not to exceed \$3,000 for carrying weapons on school property. Use or possession of fireworks on campus will result in a \$50 fine for a first offense and referral to Dean of Students, subsequent fines and disciplinary follow-up for repeated offense.
8. **Milligan College prohibits the use, possession and influence of alcohol or illegal drugs on campus and at any college functions on or off campus. Traditional-aged students may not use or have in their possession any alcoholic beverages at any time. Violations will result in disciplinary options outlined below. In the event of a non-traditional-aged Milligan student socializing with or in the company of a traditional-aged Milligan student, both parties will be subject to the alcohol policy for traditional-aged students (See definition of traditional and non-traditional-aged students in the Student Handbook). The student may choose which option listed under the disciplinary sanctions he/she prefers for a first offense. If a second offense occurs, the student will be dismissed for the remainder of the semester and possibly the following semester. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College prohibits the unlawful possession, use or distribution of drugs and alcohol by students on College property or as any part of College activities. Possession, use and/or distribution of any illegal drug are serious offenses. Consequently, any offender is subject to immediate dismissal. Sanctions imposed for violation of these guidelines shall be consistent with local, state, and federal law and may include expulsion from the College. Incidents will be reported to proper legal authorities for prosecution by government officials.**
9. **If a student is convicted of any criminal offense(s) other than minor traffic violations subsequent to admission, the student is required within three (3) days after such conviction to report to the Dean of Students the date and nature of the conviction and the court location. The Dean of Students, in consultation with college counsel, will determine whether disciplinary action is warranted, possibly including dismissal from the college. Students who fail to report a new criminal conviction may be dismissed.**
10. **Harassment, threats, or intimidation, whether verbal or physical, of any member of the College community is considered a very serious offense and will be dealt with accordingly. Bullying of students is an unacceptable activity and will result in strict disciplinary action. Bullying is defined as repeated inappropriate behavior, direct or indirect and by one or more persons which undermines an individual's rights to dignity. Hazing of students is an unacceptable activity and will result in strict disciplinary action. Hazing is defined as any action taken or situation created on or off campus which causes or is likely to cause mental or physical danger or harm. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is unacceptable.**
11. **Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972.**

Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity.
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment.

Racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment.

 - a. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong.
 - b. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Victims of harassment in any form are advised to inform the appropriate administrative officer and to provide a written statement of the allegations including the circumstances and dates of the alleged occurrences. An investigation will be conducted to determine appropriate disciplinary action when warranted.

12. Smoking or the use of tobacco in any form is not permitted on the campus of Milligan College.

DISCIPLINARY GUIDELINES

Disciplinary action at Milligan College is viewed as a means of guiding students toward developing Christian responsibility and maturity. This disciplinary action is effected at the discretion of the Dean of Students subject to the Disciplinary Committee, if appealed.

The College reserves the right to refuse, suspend, or dismiss any student without assignment of reasons, if such action is deemed to be in the interest of the College. Public disclosure of reasons shall be at the discretion of the President.

Notification of disciplinary charges, or any ensuing correspondence, may be sent to the parents/guardians of any financially dependent student. Persons on Social Probation may have specific restrictions or sanctions imposed.

I. THE DISCIPLINE COMMITTEE

A. Composition

The Discipline Committee shall consist of seven (7) members composed of three (3) students, three (3) faculty members and a voting Chairman who shall be a member of the faculty. The Committee members shall be appointed by the President of the College as early as possible following nominations submitted to him within the first ten (10) days of the Fall Semester. The President of the student body, with the advice and consent of the Student Government Association, shall nominate the three (3) student members. The Dean of Students, in consultation with the Academic Dean, shall nominate two (2) faculty members and the Academic Dean, in consultation with the Dean of Students, shall nominate one (1) faculty member. The Chairman shall be nominated and appointed by the President of the College. Additional nominations shall be made as aforesaid if any nomination is rejected by the President of the College.

B. Term of Service:

The faculty members, including the Chairman, shall serve for two (2) years, which term shall conclude at the end of Summer session of the second academic year. The student members shall serve for one (1) year unless a student member will not be attending both Summer School sessions, in which case, his or her service will end with the close of the Spring Semester. Summer Session student member (s) will be nominated by the President of the student body, elected in the Spring Semester with the advice and consent of the Student Government Association and shall be appointed by the President of the College for the Summer Sessions.

C. Vacancies:

Vacancies, for any unexpired term, shall be filled by the President of the College following the nomination procedures above. Vacancies shall be filled as soon as possible following notice to the President of the College of such vacancy and upon submission of nominations, such notice being made by the Chairman of the Discipline Committee. The members of the Discipline Committee may be reappointed for additional terms.

D. Quorum:

A quorum shall consist of five (5) members to always include the Chairman, two (2) faculty members.

II. PROCEDURES

A. Notice of Charge:

The Dean of Students (in matters of student conduct) or the Academic Dean (in academic matters) shall cause a written charge to be made setting forth the person charged, the specific nature of the alleged offense, the time of the alleged offense, if known, and the recommended disciplinary action. The student may choose to accept the disciplinary action recommended by the Dean of Students or the Academic Dean.

B. Hearing:

Should the accused student desire a hearing regarding the charge, he/she shall request such hearing in writing to the chairman within three (3) business days to the receipt of the charge. The accused student shall, if he or she desires to be represented by someone from the Milligan College community, designate such one (1) person in the written request for a hearing. The Chairman, upon receipt of a written hearing request, shall set a hearing date within three (3) business days following such hearing request, providing at least twelve (12) hours' notice of the time of the hearing to the accused student and the members of the Discipline Committee. Should the accused student not make a timely hearing request then it shall be presumed that the student accepts the proposed disciplinary action and the Dean of Students or the Academic Dean is authorized to carry out the disciplinary action as described in the Notice of Charge..

C. Conduct of Hearing:

The Dean of Students or his or her designee shall first present such evidence as desired to support or prove the charge. Thereafter, the accused student may present any evidence in defense, mitigating evidence, or plea deemed necessary by said student. The accused student may be represented by anyone from the Milligan College community, including a fellow student, faculty member, staff, administrator, or parent. The Chairman may limit the number of witnesses giving repetitious evidence or the number of character witnesses. The Discipline Committee Chairman may reschedule such hearing, from time to time, to receive any additional evidence. The hearing shall be recorded electronically by the College unless the Discipline Committee determines that there are extraordinary reasons why such recording should not be made. Such recording shall be retained by the Committee for a period of one (1) year, unless order by legal process to retain same for a longer period.

The Chairman shall rule on the admissibility of all evidence. The accused student shall not be required to give evidence against himself but if the accused student does testify he/she may be required to answer any question touching on the inquiry and the refusal to respond may be considered by the Discipline Committee.

The Chairman shall permit the presentation of all relevant testimony by the accused student, subject to the restriction set forth above. The hearing may be open or closed at the request of the accused student.

D. Decision:

The Discipline Committee shall adjourn to Executive Session to make its decision, which shall be made by a majority vote. The Executive Session shall be closed to the public. The Discipline Committee, in Executive Session, may call the Dean of Students and/or the accused student into the Executive Session for any purpose. The Discipline Committee shall render its written decision within twenty-four (24) hours of the close of the testimony and transmit same forthwith to the accused student, the student's faculty advisor, Dean of Students, Academic Dean, and the President of the College, together with its recommended disciplinary action, which action may be that proposed by the Dean of Students or any other Disciplinary Sanction it deems appropriate, if any.

E. Appeal:

Should the accused student or the Dean of Students desire to appeal the decision, or recommended disciplinary action of the Discipline Committee, the appeal shall be made in writing to the President within forty-eight (48) hours of the receipt of the decision of the Discipline Committee by the appealing party. Said appeal shall set forth, specifically, the reason the appealing party believes the decision is erroneous, what witnesses or evidence is believed to support the appealing party, and shall be signed by the appealing party. Copies of said appeal shall be delivered to the Chairman of the Discipline Committee, the Academic Dean (if appropriate), the Dean of Students, or the accused student (if appropriate) and the President. The Chairman of the Discipline Committee, upon receipt of an appeal, shall deliver the signed appeal, the record of the hearing (if any) together with any other evidence to the President.

F. Appeal to the President:

The President of the College may decide the appeal on the record developed in the Discipline Committee hearing or may request a further hearing or private conference with the accused student and/or the Dean of Students. Any further hearing by the President need not be recorded, unless requested by the President or the accused student.

The President shall render a decision on the appeal within a reasonable time following receipt of same. The President may affirm the Discipline Committee's decision, reverse the decision, modify the same, including the disciplinary action, or may send the matter back to the Discipline Committee for further hearing and/or decision.

III. DISCIPLINARY SANCTIONS

The student receiving one or more of the following sanctions shall be considered to be on social probation. The Dean of Students shall enforce all sanctions and keep all other affected offices and persons informed.

The following sanctions may be imposed:

A. General:

The student may be compelled to either do or avoid doing action specified which shall be commensurate with the offense(s).

B. Warning:

Notice in writing may go to the student warning that continuation and/or repetition of this conduct will be cause for more serious disciplinary action. This warning shall expire in a specified length of time (no more than the length of one semester).

C. Counseling:

The student may be required to submit to prescribed counseling, including those of a social, redemptive, or educative nature. Any related costs will be borne by the student.

D. Reprimand:

A written reprimand for violation of any specified disciplinary rule may be sent to the student. The reprimand will inform the student that continued violation of this rule or citation of this student to the Dean of Students for any other rule infraction, will be the cause for more serious action. The written reprimand will remain in the student's file during his tenure at the College, and will be removed at his departure in good standing from the College.

E. Campusing:

The student may be directed to stay within the confines of the student's dorm room from 7:00 p.m. to 7:00 a.m. for a period of time to be specified by the Discipline Committee, the Dean of Students, or the President of the College up to a maximum of three (3) weeks. The student is limited to class, study activities and meals in the cafeteria on campus during the normal class day. When not scheduled to participate in classes and lab activities, eating in the cafeteria during normal serving hours or studying in the library the student will be in the residence hall. From 7 PM to 7 AM, the student is confined to his or her suite. This will be monitored by the residence hall staff, the RAs under the supervision of the RD.

F. Work on Campus:

The type and duration of work to be performed and the person to supervise the work may be specified in writing by the Disciplinary Committee or the Dean of Students within two (2) working days. A deadline for completion of the work will be assigned. It will be the responsibility of the person performing the work to contact the designated supervisor, gather the necessary materials and perform to all specifications. Completion of the assigned work will be reported by the supervisor to the Dean of Students' office. Failure to complete the assignment will result in further disciplinary action by the Dean of Students.

G. Restitution/Apology:

The student may be directed to make restitution and/or appropriate apologies to the affected parties under the supervision of the Dean of Students.

H. Exclusion from Extra-Curricular Activities:

The student may be prohibited for a designated period of time from participation in extra-curricular activities or organizations which represent the student body of the College.

I. Options for Alcohol Infractions:

The student may choose which option he/she prefers for first offense. If a second offense occurs, the student will be automatically dismissed for the remainder of the semester and possibly the following semester.

OPTION ONE	OPTION TWO *Residential Students Only*	OPTION THREE *Commuter Students only*
\$100 fine	\$100 fine	\$100 fine
7 day suspension from campus	Campused for 14 days	Can only be on campus for class purposes for 14 days
7 day suspension from classes and no extra-curricular activities	No extra-curricular activities for 14 days	No campus extra-curricular activities for 14 days
Complete 20 hours pre-approved community service during 7 day suspension	Complete 40 hours pre-approved community service during 14 day period	Complete 50 hours pre-approved community service during 14 day period
Possible counseling if circumstances warrant	Possible counseling if circumstances warrant	Possible counseling if circumstances warrant

J. Suspension:

The student may be suspended from the College for a specified period of time. At the end of this time, student status would resume under conditions determined by the Dean of Students, or the President of the College, with any unexpired sanctions remaining in effect.

K. Expulsion:

The Dean of Students may recommend to the President of the College that the student be expelled from the College for a specified period of time. Readmission would be considered, upon a Petition for Readmission filed by the accused student with the President of the College and the conditions for readmission shall be determined by the President of the College at the time of Petition for the readmission.

L. Interim Suspension:

If, in the opinion of the Dean of Students **and/or** the President of the College, the presence of a student, pending a hearing, poses a serious threat to either the students, faculty, staff, administration, property, or the integrity of the College, the Dean of Students may recommend to the President or the President may affect an immediate suspension. In such a situation, a hearing shall be held at the earliest reasonable time.

The College, through the Dean of Students, reserves the right to publish data pertaining to disciplinary hearings.

IV. MISCELLANEOUS

A. Intent of Disciplinary Procedures:

It is the intent of these procedures to afford the accused student a fair and adequate hearing while, at the same time, protecting the College community from conduct which may be inappropriate or unacceptable as set forth in the Catalog and/or Student Handbook.

B. Waiver of Time Requirements:

Nothing, herein, shall prevent the President of the College or the Discipline Committee from waiving any of the time requirements imposed upon any accused student.

C. Modification of Rules:

The College may, from time to time, modify these procedures and shall publish such modifications or procedures in writing. The College shall seek input and involvement from the faculty, students, and administration in the modification process.

D. Confidentiality:

The confidentiality of the evidence, hearing, and procedures taken, other than the decision, shall be maintained. Members of the Discipline committee who fail to keep such matters confidential shall be subject to removal from the Discipline Committee by the President of the College.

E. Informal Resolution:

Nothing, herein, shall prevent the informal resolution of disciplinary action through conference by the Dean of Students, and/or the Residence Hall Director, and/or Resident Assistant with the accused student. If informal resolution cannot be effected, the disciplinary sanctions, other than interim suspension, will be imposed only following a formal disciplinary hearing.

F. Offenses:

Disciplinary action may be taken regarding, but not limited to, any offense set forth in the current catalog and/or Student Handbook.

G. Guests of Students:

Guests of students who have permission to stay in student housing shall be subject to these disciplinary procedures as part of such permission being granted. Guests of students who do not have permission to stay in student housing shall not be entitled to the protection of any of these procedures.

H. Delegation of Authority:

Nothing, herein, shall prevent the President of the College from designating a Vice President of the College to act in his stead and to carry out the duties incumbent hereunder on behalf of the College.

I. Service of Committee Personnel:

The members of the Discipline Committee shall serve at the discretion of the President.

J. Confidential Disclosures:

Information disclosed during counseling session shall be privileged and may not be admitted for consideration unless American Psychological Association Standards require such disclosure or the accused student has given permission.

K. Referral to Committee:

The Dean of Students may refer disciplinary matters directly to the Discipline Committee to review the charges against the accused student and to determine appropriate disciplinary action, if any.

MILLIGAN COLLEGE VEHICLE REGISTRATION/PARKING GUIDELINES

Parking spaces are limited, and it is necessary to limit vehicles to color allocated parking lots. Vehicles parked in a lot other than that designated by the parking sticker in the window will be ticketed. This policy is not intended to inconvenience members of the campus community, rather to provide adequate parking nearest each residence hall and building for those who live or work there.

REGISTER VEHICLE(S): Upon enrollment all students must register with the Student Development Office each motorized vehicle to be driven and parked on campus. Prior to the beginning of classes each fall semester, vehicles must be registered again for the new school year. If vehicles are brought to campus at anytime during the year, they must be registered and the license plate/tag #, make, model, year and color of vehicle provided. Any vehicle to be parked/driven on campus (new, borrowed, temporary, or rental) must be registered. Color-coded decals/stickers will be issued. Inform the office if you are registering a rental car to obtain a temporary pass. If you are a student from ETSU, Emmanuel, etc. also taking classes, driving/parking at Milligan, register your vehicle & current parking decal information or get a parking decal from us. Decal/sticker to be placed on back windshield, upper driver's side on the outside of vehicle. **Tickets in the amount of \$100 will be issued for unregistered vehicles** OR for vehicles not displaying a current decal. Ensure you have a current, appropriately displayed, visible decal on your vehicle(s). Do not move a decal to a 2nd car. Parking decals/stickers are provided at no charge.

UPDATE YOUR INFO: Inform the Student Development Office when your license plate/tag # changes. you have a different vehicle or you bring a vehicle later in the semester, even temporarily. Also report any housing situation changes, i.e., from on campus resident to commuter or vice versa; this will change the color of your appropriate parking sticker and parking lot(s). Keep your information up to date. Contact Ann Easter any time at 461-8760 or AEaster@milligan.edu

TEMPORARY PASS: Students on crutches, etc. may apply in the Student Development Office for a temporary, limited parking pass for handicap spaces or for lots closer to classrooms with a signed statement from attending doctor noting the problem and length of time pass is recommended.

PAYMENT: For your convenience, all parking tickets will be paid in the McCown Cottage Business Office or online. Appeals may be made in the Student Development Office (upper SUB). **Receiving more than ten tickets in one semester will result in loss of driving privileges.**

IMPORTANT INFO TO AVOID TICKETS: Register your vehicle(s). Use TICKET FREE PARKING AREAS - your assigned lot(s) and the "canyon." The "canyon" is for overflow or if you need to park a little closer to the academic/business side of campus than your assigned lot.

Anyone parked in the following areas are subject to fines: handicap spaces, fire lanes/yellow marked areas, visitor spaces, bus spaces, service vehicle spaces, on the grass, in front of dumpsters, students may not park on the road from physical plant to post office, in front of steps at Hopwood Church, behind Derthick and science building, tennis court road, areas in front of residence halls, center of lot to fieldhouse, 15 minute loading zones (white area) at Hart and Sutton are for loading and unloading only; violators will be fined. Only yellow stickered vehicles are allowed from Hart to fieldhouse and past the rocks. **No driving to the cafeteria for meals.** Residence Hall students may not park on the academic/business side of campus between 7:30a.m. and 3:00p.m. After 3:00 p.m. open parking on this side of campus, including behind Hopwood Church. The lot at the **Gilliam Wellness Center** is for faculty/staff & commuters when using the wellness facilities. This lot is not for residence hall parking. The speed limit on campus is 20 mile per hour. Pedestrians and persons on bicycles have the right-of-way. Vehicles must be operated in a safe and cautious manner at all times, avoiding excessive speed. Violators will immediately lose all driving privileges on campus. The use of a vehicle on campus is a privilege extended to the college community. Operators of vehicles on campus are expected to learn and follow the driving/parking policies. Tickets range from \$20 - \$100. Milligan College will not be responsible for any personal or public liability resulting from use or possession of a vehicle on or off campus.

LOT ASSIGNMENTS:

- **Females. Milligan Suites and MSA residents: Yellow sticker** for female residence hall occupants and Milligan married/grad apartments & suites. - lots located at Sutton, Hart, Williams Halls, Milligan apartments & suites. Overflow parking is in the “canyon” at the physical plant.
- **Males: Blue sticker-** Blue sticker lots for male residence hall occupants -lots located at Webb, Kegley and Quillen and across from the McMahan Student Union (upper level), along the brick wall to the left of Kegley and the front lot of Webb. Overflow parking is in the “canyon” at the physical plant.
- **Commuters/off campus: Orange sticker-** Orange sticker lots for commuter/off campus students are located behind the McMahan Student Center & Gregory Center; at the Baker Faculty Office Center; along the right side of Hopwood Church and lot behind the church (Anglin Field); and the large physical plant lot between the chapel and fieldhouse (lower Lacy Fieldhouse “the canyon”). A map is available at registration and Student Development Office.
- **Faculty/staff:** lots - lower & upper Hardin; McCown Cottage; Hopwood; library; Seeger Chapel; Hyder House; science building; behind McMahan Student Center & Gregory Center, faculty office building; fieldhouse; physical plant; white blocked areas

MILLIGAN COLLEGE VEHICLE LIABILITY STATEMENT: Students should be aware that in the event of an auto accident involving their personal vehicle, the student’s personal auto insurance is the carrier for any claims that might arise, even though the student may be driving to a college event, such as an athletic practice or game. Further, any liability that may arise as a result of having passenger(s) in the vehicle will also be covered by the student’s personal auto insurance. As is often stated in the insurance industry - a vehicle’s insurance follows the vehicle.

DIRECTORY

WHERE TO GET HELP

Question	Who	Where	Phone Ext.
Academic Dean	Dr. Mark Matson	Derthick 107	8720
Admissions	Tracy Brinn	Little Hartland	8730
Alumni Relations	Theresa Garbe	Hyder House	8718
Athletics	Ray Smith	Fieldhouse	8990
Audio Visual	Mark Matson	Derthick 101	8683
Automobiles	Ann Easter	Student Center	8760
Bills	Student Financial Services	McCown Cottage	8949
Bookstore	Jack Presnell	Student Center	8733
Buffalo	Jim Dahlman	Paxson.	8994
Campus Activities	Katy Mosby	Student Center	8335
Campus Minister	Brad Wallace	Student Center	8748
Career Services	Beth Anderson	Student Center	8316
Church Relations	Phyllis Fox	Hyder House	8708
Counseling	Susie Dayton	Wellness Center	8667
Dean of Students	Mark Fox	Student Center	8760
Disability Services	Tony Jones	Student Center	8981
Diversity Services	Ernesto Villarreal	Student Center	8492
Drop/Add	Registrar’s Office	Derthick 103	8788
Education Department	Karen Hill	Education Building	8927
Ensembles	Music Office	Seeger	8723
Faculty Office Building	Tammy Whitehead	F.O.B.	8749
Fieldhouse Secretary	Sheri Shoemaker	Fieldhouse	8783
Financial Aid	Student Financial Services	McCown Cottage	8949

Question	Who	Where	Phone Ext.
Food Service	Mark Henry	Cafeteria	8742
Helpdesk	IT	Student Center	8704
Housekeeping	Theresa McCrary	Physical Plant	8765
Intramurals	Ryan Reynolds	Wellness Center	8487
Library	Gary Daught	Library	8703
Maintenance	Ken Broyles	Physical Plant	8734
Nurse	Susie Dayton	Wellness Center	8667
Parking Regulations	Traffic Court	Student Center	8760
President	Dr. Bill Greer	Little Hartland	8710
Public Relations	Lee Fierbaugh	Hyder House	8719
Registrar	Sue Skidmore	Derthick 103	8788
Residence Life	Kate Anderson	Student Center	8735
Resident Directors	Ansley Cleveland	Hart	1500
	Katy Mosby	Sutton and Williams	1647
	Travis Weeks	Webb/Kegley/Quillen	1709
	Gina Jury	Student Suites/MSA	1619
	Ryan Starr	Kegley/Quillen Halls	1731
Security (Daytime)	Ken Broyles	Physical Plant	8734
Security (Evening)			8912
Stampede	Jim Dahlman	Paxson	8994
Student Government	Shannon Slaughter	Student Center	8752
Testing	Registrar’s Office	Derthick 103	8415
Transcripts	Registrar’s Office	Derthick 103	8788
Tutoring	Tony Jones	Student Center	8981
LINC Office	Student Volunteers	Student Center	8711
VP for Finance	Jacqui Steadman	McCown Cottage	8686
Withdrawals	Tony Jones	Student Center	8981
Wellness Center	Chris Webb	Gilliam Wellness Center	8443
Workstudy	Linda Lawson	McCown Cottage	8712



August 6, 1991 – British computer scientist Tim Berners-Lee released files describing his experimental World Wide Web project, a hypertext system that would allow documents to “link” to each other easily.

GOALS/PRIORITIES:

MONDAY

6

Lined writing area for Monday, August 6.

TUESDAY

7

Lined writing area for Tuesday, August 7.

WEDNESDAY

8

Lined writing area for Wednesday, August 8.

ameliorate – improve. Foreign aid is badly needed to ameliorate the effects of the drought.

THURSDAY

9

Lined writing area for Thursday, August 9.

FRIDAY

10

Lined writing area for Friday, August 10.

SATURDAY

11

Lined writing area for Saturday, August 11.

SUNDAY

12

Lined writing area for Sunday, August 12.

AUGUST

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	

-claud-, -claus- (to close) - claustrophobia, enclose, conclude



August 13, 1899 – English-born film director Alfred Hitchcock was born.

GOALS/PRIORITIES:

MONDAY

13

TUESDAY

14

WEDNESDAY

15

bovine – cow-like, dull. The travelers wore bovine expressions while waiting in the airport.

THURSDAY

16

FRIDAY

17

SATURDAY

18

10:30PM - Residence Hall Floor Meetings (Hart, Sutton, Webb)
7:45PM - Matriculation (Seeger Chapel)
8:45PM - Dessert Reception (Mary Sword Commons)
New Student Orientation
Parent Council Meeting - TBA
Residence Halls Open to New Students
W Soccer vs Brevard (Scrimmage)

SUNDAY

19

2:00PM-9:00PM 2012 Buff Nation Migration (depart from Sutton Hill by bus to Doe River Gorge)
New Student Orientation
No Open Halls

AUGUST

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	

com- (with, together) - combine, commerce, communicate



August 26, 1920 – The 19th Amendment, guaranteeing women the right to vote, was formally adopted into the U.S. Constitution.

GOALS/PRIORITIES:

MONDAY

20

2012 Buffalo Magazine Distributed
7:00PM - New Student Banquet (Sutton Dining Hall)
Buffalo Annual Portraits - During Registration - Derthick 108
New Student Orientation
No Open Halls

TUESDAY

21

2012 Buffalo Magazine Distributed
6:00PM - Twins Tuesday (Elizabethton Twins Park)
Buffalo Annual Portraits - During Registration - Derthick 108
New Student Orientation
No Open Halls

WEDNESDAY

22

6:00PM - Team Meetings/The Game (meet behind SUB)
9:00PM - Drive-In (State-Line Drive-In, Elizabethton)
Classes Begin
No Open Halls

effusive – gushy. They gave us such an effusive welcome it was quite embarrassing.

THURSDAY

23

5:00PM - Luau on the Lawn (Mary Sword Commons)
No Open Halls

FRIDAY

24

6:00PM - W Soccer vs Emmanuel College (Home)
8:00PM - Sub 7 Coffeehouse (McMahan Student Center) (Doors open at 8pm, music starts at 9pm)
All Halls Open
Volleyball U of Mobile Tournament (Mobile, AL)

SATURDAY

25

6:30PM - M Soccer vs Southern Poly (Home)
All Halls Open
Volleyball U of Mobile Tournament (Mobile, AL)
12:30 PM - Buffalo Ramblers Hike to Laurel Falls (Hart Porch)

SUNDAY

26

AUGUST

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	

comp- (to fill) - complete, complement, comply



August 29, 2005 – Hurricane Katrina hits southeast Louisiana, causing levees to burst and more than 1 million people in Louisiana, Mississippi and Alabama to be displaced. The storm and flooding caused 1,300 deaths and \$150 billion in damages.

GOALS/PRIORITIES:

MONDAY

27

TUESDAY

28

6:30PM - M Soccer vs St. Andrews (Home)
Last day to add a class
W Soccer vs St. Andrews (Home)

WEDNESDAY

29

Sutton, Hart, Kegley, Quillen, Williams Open Halls

facetious – inappropriately flippant. He showed his disapproval with facetious remarks.

THURSDAY

30

Kegley, Quillen, Williams Open Halls

FRIDAY

31

1:00PM - W Soccer vs Missouri Baptist (Jackson, TN)
3:30pm & 7:30PM Volleyball
Milligan Mountain Madness Tournament
All Halls Open
M Soccer vs Missouri Baptist (Jackson, TN)

SATURDAY

1

1:00PM - W Soccer vs Belhaven (Jackson, TN)
11:00AM & 3:00PM Volleyball
Milligan Mountain Madness Tournament
All Halls Open
M Soccer vs Oauchita Baptist (Jackson, TN)

SUNDAY

2

AUGUST

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

-pell-, -puls- (to drive) - repel, expel, propellant, compulsion, pulsate



September 4, 1882 – Thomas Edison illuminated 400 electric lights on the streets of lower Manhattan in New York. This was the first mass lighting of electric light bulbs.

GOALS/PRIORITIES:

MONDAY

3

Labor Day
1:00 PM - 3:00 PM - HERD Labor Day Social - Hyder House

TUESDAY

4

7:00PM - Volleyball vs King (Bristol, TN)
Last day to drop with class removed from record
Payroll Time Sheets/Time Approvals Due

WEDNESDAY

5

7:00PM - W Soccer vs Carson Newman (Home)
Webb, Kegley, Quillen, Williams Open Halls

lachrymose – tearful. The wedding guests became lachrymose when the couple shared their vows.

THURSDAY

6

Kegley, Quillen, Williams Open Halls

FRIDAY

7

All Halls Open

SATURDAY

8

1:00PM - Volleyball vs TN Wesleyan (Athens, TN)
5:00PM - W Soccer vs Southern Wesleyan (Central, SC)
7:00PM - M Soccer vs King (Home)
All Halls Open

SUNDAY

9

SEPTEMBER

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-aster- (star) - asterisk, asteroid, disaster



September 11, 2001 – An attack on New York City's World Trade Center and the Pentagon in Arlington, Virginia, destroyed the 110-story twin towers and severely damaged a wing of the military headquarters.

GOALS/PRIORITIES:

MONDAY

10

TUESDAY

11

3:00PM - W Soccer vs Montreat (Home)
6:30PM - Volleyball vs Union (Home)
M Soccer vs Montreat (Home)

WEDNESDAY

12

RUSH Day (Mary Sword Commons)
Sutton, Hart, Kegley, Quillen,
Williams Open Halls

flagging – weak, drooping. The team's spirit was flagging toward the end of the game.

THURSDAY

13

6:30PM - Volleyball vs Montreat (Home)
Kegley, Quillen, Williams Open Halls

FRIDAY

14

All Halls Open
Student/Hourly Pay Day
7:00 PM - Buffalo Tales with
Jonesborough Storyteller's Guild
(Gregory Center Theatre)

SATURDAY

15

All Halls Open
M Soccer vs Va. Intermont (Bristol, TN)
W Soccer vs Virginia Intermont (Bristol, VA)

SUNDAY

16

SEPTEMBER

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23	24	25	26	27	28	29
30						

-put-, -putat- (to trim, to calculate) - computation, amputate, putative



September 17, 1787 – In Philadelphia, Pennsylvania, the Constitutional Convention, made up of delegates from 12 states, unanimously approved the Constitution of the United States.

GOALS/PRIORITIES:

MONDAY

17

TWIRP Week

TUESDAY

18

Payroll Time Sheets/Time Approvals Due
TWIRP Week
W Soccer vs Trevecca Naz (Home)

WEDNESDAY

19

TWIRP Week
Webb, Kegley, Quillen, Williams Open Halls

augury – omen, prediction. Dan hoped his early victory was an augury of a winning season.

THURSDAY

20

Kegley, Quillen, Williams Open Halls
TWIRP Week

FRIDAY

21

6:30PM - Volleyball vs Columbia (Home)
All Halls Open
TWIRP Week

SATURDAY

22

First Day of Autumn
11:00AM - Volleyball vs St. Andrews (Home)
2:15PM - M Soccer vs Point (Atlanta, GA)
3:00PM - Volleyball vs Lindsey Wilson (Home)
All Halls Open
W Soccer vs Point (Atlanta, GA)

SUNDAY

23

SEPTEMBER

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-tempor- (time) - contemporary, extemporaneous, temporize



September 25, 1957 – Nine black students entered all-white Central High School in Little Rock, Arkansas, escorted by the U.S. Army. Three weeks earlier, Arkansas Governor Orval Faubus had employed National Guard troops to prevent federal court-ordered racial integration.

GOALS/PRIORITIES:

MONDAY

24

6:30PM - Volleyball vs UVA Wise (Wise, VA)

TUESDAY

25

WEDNESDAY

26

Sutton, Hart, Kegley, Quillen, Williams Open Halls
W Soccer vs Mars Hill (Mars Hill, NC)

zephyr – soft breeze. The zephyr helped to cool the farm laborers.

THURSDAY

27

Kegley, Quillen, Williams Open Halls

FRIDAY

28

7:00PM - Volleyball vs Reinhardt (Waleska, GA)
All Halls Open
Pay Day

SATURDAY

29

11:00AM - Volleyball vs Point (West Point, GA)
7:00PM - M Soccer vs Union (Home)
All Halls Open
W Soccer vs Union (Home)

SUNDAY

30

SEPTEMBER

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						30

contra- (against) - contradict, contrary, contrast, contraband, contravene



October 1, 2009 – A University of California at Berkeley research team presents its first full analysis of “Ardi,” a 4.4-million-year-old hominid skeleton—the oldest yet to be identified. Found in the Ethiopian desert, it is known as *Ardipithecus ramidus*.

GOALS/PRIORITIES:

MONDAY

1

Student Teacher Applications due in CASE

TUESDAY

2

6:30PM - Volleyball vs Virginia Intermont (Bristol, VA)
Payroll Time Sheets/Time Approvals Due

WEDNESDAY

3

7:00PM - M Soccer vs Carson-Newman (Home)
Webb, Kegley, Quillen, Williams Open Halls

clamor – noise. It was difficult to hear over the clamor in the train station.

THURSDAY

4

6:30PM - Volleyball vs Carson Newman (Home)
Kegley, Quillen, Williams Open Halls

FRIDAY

5

All Halls Open

SATURDAY

6

1:00PM - Volleyball vs Bryan (Bryan, TN)
3:15PM - M Soccer vs Tenn. Wesleyan (Athens, TN)
All Halls Open
W Soccer vs Tenn Wesleyan (Athens, TN)

SUNDAY

7

-cura- (to care) - curator, sinecure, secure

OCTOBER

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October 13, 2010 – The last of 33 Chilean miners takes a 15-minute ride in a 13-foot capsule to reach the earth's surface after spending more than two months in a collapsed gold and copper mine 2,000 feet below ground.

GOALS/PRIORITIES:

MONDAY

8

Columbus Day (Observed)

TUESDAY

9

WEDNESDAY

10

4:00PM - M Soccer vs Young-Harris
6:30PM - Volleyball vs Southern Wesleyan (Home)
Midterm

ignoble – of low character. Because Beth knew of the man's ignoble reputation, she didn't hire him as a security guard.

THURSDAY

11

Fall Break
No Open Halls

FRIDAY

12

6:30PM - Volleyball vs Reinhardt (Home)
Fall Break
No Open Halls

SATURDAY

13

3:00PM - W Soccer vs Columbia (Home) (Senior Day)
6:30PM - Volleyball vs Point (Home)
No Open Halls

SUNDAY

14

No Open Halls

OCTOBER

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21	22	23	24	25	26	27
28	29	30	31			

-dat- (to give) - data, mandate, date



October 15, 2002 – The first wireless phone with a built-in camera debuts in the U.S.; it is made by Sanyo and sold by Sprint.

GOALS/PRIORITIES:

MONDAY

15

Student/Hourly Pay Day

TUESDAY

16

6:30PM - Volleyball vs Mars Hill (Home)
M Soccer vs Averette

WEDNESDAY

17

Sutton, Hart, Kegley, Quillen, Williams Open Halls
W Soccer vs Southern VA (Buena Vista, VA)

sapient – wise. Grandmother was often consulted because she was sapient in giving advice.

THURSDAY

18

Kegley, Quillen, Williams Open Halls
Payroll Time Sheets/Time Approvals Due

FRIDAY

19

6:30PM - Volleyball vs Columbia (Columbia, SC)
All Halls Open

SATURDAY

20

1:00PM - Volleyball vs Winston Salem (Laurinburg, NC)
11:00AM - Volleyball vs St. Andrews (Laurinburg, NC)
7:00PM - W Soccer vs Bryan (Dayton, TN)
All Halls Open
M Soccer vs Bryan (Dayton, TN)

SUNDAY

21

OCTOBER

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21	22	23	24	25	26	27
28	29	30	31			

de- (down, away) - debase, decant, depart, default



Oct. 24, 1945 – The United Nations officially came into existence on this date. Since 1948, United Nations Day has been celebrated every October 24.

GOALS/PRIORITIES:

MONDAY

22

TUESDAY

23

7:00PM - Volleyball vs Montreat (Black Mountain, NC)

WEDNESDAY

24

7:00PM - M Soccer vs Tusculum (Home) Webb, Kegley, Quillen, Williams Open Halls

quash – crush. Her dreams of medical school were quashed when she failed her entrance exams.

THURSDAY

25

6:30PM - Volleyball vs Union (Barbourville, KY) Board Meeting Kegley, Quillen, Williams Open Halls

FRIDAY

26

All Halls Open Board Meeting Homecoming

SATURDAY

27

11:00AM - Volleyball Alumni Match All Halls Open Homecoming M Soccer vs Reinhardt (Home) W Soccer vs Reinhardt (Home)

SUNDAY

28

OCTOBER

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28	29	30	31			

deb-, -debit- (to owe) - debt, indebtedness, debenture



October 31, 2011 – The United Nations estimates that the world's population is now 7 billion people.

GOALS/PRIORITIES:

MONDAY

29

TUESDAY

30

3:30PM - M Soccer vs U. of the Cumberlands
6:30PM - Volleyball vs Virginia Intermont (Home)
7:00PM - M Basketball vs Alice Lloyd (Pippa Passes, KY)
Last Day to drop with possible grade of "W"

WEDNESDAY

31

Halloween
Pay Day
Sutton, Hart, Kegley, Quillen, Williams Open Halls

explicate – explain in detail. The students explicated each step of their science project.

THURSDAY

1

Kegley, Quillen, Williams Open Halls

FRIDAY

2

6:30PM - Volleyball vs Bryan (Home)
All Halls Open
Payroll Time Sheets/Time Approvals Due

SATURDAY

3

11:00AM - Volleyball vs TN Wesleyan (Home)
12:00PM - W Basketball vs Lee (Cleveland, TN)
3:00PM - M Basketball vs Knoxville College (Knoxville, TN)
All Halls Open
M Soccer AAC Quarter

SUNDAY

4

Standard Time returns

OCTOBER

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28	29	30	31			

dec- (ten) - decade, deciliter, decimal, decagon, decathlon



November 8, 2010 – U.S. star Cammi Granato is the first woman to be inducted into the Hockey Hall of Fame.

GOALS/PRIORITIES:

MONDAY

5

7:00PM - M Basketball vs Warren Wilson College (Home)

TUESDAY

6

Election Day
 7:00PM - M Basketball vs ETSU (Johnson City, TN)
 7:00PM - W Basketball vs Lees-Mcrae (Home)

WEDNESDAY

7

Volleyball AAC Tournament (Meadow View Convention Center, Kingsport, TN)
 Webb, Kegley, Quillen, Williams Open Halls

umbrage – offense. He took umbrage over not landing the lead role.

THURSDAY

8

Kegley, Quillen, Williams Open Halls
 Volleyball AAC Tournament (Meadow View Convention Center, Kingsport, TN)

FRIDAY

9

7:00PM - W Basketball vs Presbyterian (Clinton, SC)
 All Halls Open
 M Soccer AAC Semi
 Volleyball AAC Tournament (Meadow View Convention Center, Kingsport, TN)

SATURDAY

10

5:30PM - W Basketball vs Berea (Berea, KY)
 All Halls Open
 M Soccer AAC Final

SUNDAY

11

Veterans Day

NOVEMBER

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25	26	27	28	29	30	

-cad-, -cas- (to fall) - decadent, cadence, accident, cascade



November 16, 1992 – IBM debuts the Simon, the first smartphone, at a computer tradeshow in Las Vegas.

GOALS/PRIORITIES:

MONDAY

12

Res Life Week

TUESDAY

13

5:30PM - W Basketball vs UVA
Wise (Home)
7:00PM - M Basketball vs Knoxville
College (Home)
Res Life Week

WEDNESDAY

14

Res Life Week
Sutton, Hart, Kegley, Quillen,
Williams Open Halls

hackneyed – unoriginal, overused. The lyrics on the rapper’s new album were so hackneyed, the critic couldn’t listen any longer.

THURSDAY

15

Kegley, Quillen, Williams Open Halls
Res Life Week
Student/Hourly Pay Day

FRIDAY

16

7:30PM - W Basketball vs Alice
Lloyd (Home)
Airband (Gregory Center)
All Halls Open
M Basketball Asbury Classic
(Wilmore, KY)
Res Life Week

SATURDAY

17

3:00PM - W Basketball vs Hiwassee
(Home)
All Halls Open
M Basketball Asbury Classic
(Wilmore, KY)

SUNDAY

18

NOVEMBER

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

-cap-, -cip- (head) - decapitate, captain, capital



November 19, 1863 – President Abraham Lincoln dedicated a national cemetery at the battlefield of Gettysburg, Pennsylvania. His Gettysburg Address is recognized as one of the most eloquent speeches in the English language.

GOALS/PRIORITIES:

MONDAY

19

CMC Live Tour 2012 (Gregory Center)
Payroll Time Sheets/Time Approvals Due

TUESDAY

20

WEDNESDAY

21

No Open Halls
Thanksgiving Holiday

quiescent – quiet, tranquility. The quiescent seaside setting helped her relax.

THURSDAY

22

Thanksgiving
No Open Halls
Thanksgiving Holiday

FRIDAY

23

No Open Halls
Thanksgiving Holiday

SATURDAY

24

No Open Halls

SUNDAY

25

No Open Halls

NOVEMBER

S	M	T	W	T	F	S
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-agog (leader) - demagogue, pedagogue, synagogue



November 28, 1990 – The United Nations passed resolutions authorizing U.N. forces to use “all necessary means” against Iraq unless it withdrew from Kuwait by January 15, 1991.

GOALS/PRIORITIES:

MONDAY

26

7:00PM - M Basketball vs Berea College (Home)
Classes resume at 4:00PM

TUESDAY

27

WEDNESDAY

28

5:30PM - W Basketball vs Virginia Intermont (Bristol, VA)
7:30PM - M Basketball vs Virginia Intermont (Bristol, VA)
Webb, Kegley, Quillen, Williams Open Halls

abeyance – temporary suspension. Kara held her excitement in abeyance while waiting for the judge’s score.

THURSDAY

29

Kegley, Quillen, Williams Open Halls

FRIDAY

30

All Halls Open
Pay Day

SATURDAY

1

2:00PM - W Basketball vs Montreat (Home)
4:00PM - M Basketball vs Montreat (Home)
All Halls Open

SUNDAY

2

NOVEMBER

S	M	T	W	T	F	S
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-demos- (people) - democracy, demagogue, epidemic



December 5, 1933 – The 21st Amendment to the U.S. Constitution was ratified, repealing the 18th Amendment and bringing an end to the era of national prohibition of alcohol in the U.S.

GOALS/PRIORITIES:

MONDAY

3

7:00PM - M Basketball vs Alice Lloyd (Home)

TUESDAY

4

5:30PM - W Basketball vs UVA Wise (Wise, VA)
Payroll Time Sheets/Time Approvals Due

WEDNESDAY

5

Sutton, Hart, Kegley, Quillen, Williams Open Halls

mollify – soothe, soften in feeling. He tried to mollify his wife by giving her flowers.

THURSDAY

6

Kegley, Quillen, Williams Open Halls
7:00 PM - Buffalo Tales - Stories from Storytelling Class (Gregory Center Theater)

FRIDAY

7

7:30PM - W Basketball vs Salem International (Salem, WV)
All Halls Open
Last Day of Classes
8:00 PM - Milligan Jazz Combo (Sub 7)

SATURDAY

8

1:00PM - W Basketball vs Central State (Salem, WV)
4:00PM - M Basketball vs Asbury (Home)
No Open Halls

SUNDAY

9

DECEMBER

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23	24	25	26	27	28	29
30	31					

-cy (state of being) - democracy, obstinacy, accuracy



December 10, 2004 – Kenyan environmental activist Wangari Maathai is the first African woman to receive the Nobel Peace Prize, awarded for her work for sustainable development, democracy and peace.

GOALS/PRIORITIES:

MONDAY

10

Final Exams
1:00 PM - 3:00 PM - HERD Study
Break - Hyder House

TUESDAY

11

Final Exams
10:00 AM - 6:00 PM - Book Buy
Back (SGA Conference Room)

WEDNESDAY

12

Final Exams
10:00 AM - 4:00 PM - Book Buy
Back (SGA Conference Room)

ribald – unrestrained, profane. His ribald stories offended the wedding guests.

THURSDAY

13

Final Exams
10:00 AM - 6:00 PM - Book Buy
Back (SGA Conference Room)

FRIDAY

14

2:00PM - W Basketball vs
Northwood (W Palm Beach, FL)
Student/Hourly Pay Day
3:00 PM - Commencement
Rehearsal
7:00 PM - Commencement

SATURDAY

15

12:00PM - W Basketball vs Florida
Memorial (W Palm Beach, FL)
2:00PM - M Basketball vs Carson
Newman (Jefferson City, TN)

SUNDAY

16

DECEMBER

S	M	T	W	T	F	S
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30	31					

-rid-, -ris- (to laugh) - derision, risibility, ridiculous



December 18, 2011 – Under orders of President Barack Obama, U.S. troops withdraw from Iraq, ending a war that began March 19, 2003, to disarm dictator Saddam Hussein.

GOALS/PRIORITIES:

MONDAY

17

TUESDAY

18

M Basketball vs Berkeley (Parsippany, NJ)
Payroll Time Sheets/Time Approvals Due

WEDNESDAY

19

M Basketball vs The King's College (New York, NY)

bifurcate – divide into two. Once another employee is hired, the company will bifurcate the woman's duties.

THURSDAY

20

FRIDAY

21

First Day of Winter
7:00PM - M Basketball vs Liberty (Lynchburg, VA)

SATURDAY

22

SUNDAY

23

DECEMBER

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

-via- (way) - deviation, viaduct, trivial



December 26, 2004 – An earthquake off the coast of Indonesia sets off a tsunami across the Indian Ocean coastline, causing 230,000 deaths.

GOALS/PRIORITIES:

MONDAY

24

TUESDAY

25

Christmas

WEDNESDAY

26

mutable – changeable. A folding screen creates a mutable partition in a large room.

THURSDAY

27

FRIDAY

28

SATURDAY

29

SUNDAY

30

2:00PM - W Basketball vs Lincoln Memorial (Harrogate, TN)
M Basketball vs App State (Boone, NC)

DECEMBER

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23	24	25	26	27	28	29
30	31					

-chron- (time) - chronometer, chronological, synchronize, chronic



January 1, 1863 – President Abraham Lincoln issued the Emancipation Proclamation that declared all persons held as slaves in areas that were fighting Union forces to be forever free.

GOALS/PRIORITIES:

MONDAY

31

Pay Day

TUESDAY

1

New Year's Day
2013-14 FAFSA available for completion online @ www.fafsa.gov

WEDNESDAY

2

canard – lie, falsehood. Her ridiculous excuse was clearly a canard.

THURSDAY

3

5:30PM - W Basketball vs St. Andrews (Laurinburg, NC)
7:30PM - M Basketball vs St. Andrews (Laurinburg, NC)

FRIDAY

4

SATURDAY

5

4:00PM - M Basketball vs Reinhardt (Home)

SUNDAY

6

JANUARY

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27	28	29	30	31		

dia- (across) - diagonal, diameter, diagram



January 12, 2010 – Haiti, already the poorest North American nation, is struck by an earthquake measuring 7.0 on the Richter scale. More than 200,000 people die in the resulting destruction.

GOALS/PRIORITIES:

MONDAY

7

Classes Begin

TUESDAY

8

7:30PM - M Basketball vs Bryan (Dayton, TN)

WEDNESDAY

9

knell – solemn sound of a bell. The funeral knell made the stormy day even more grim.

THURSDAY

10

5:30PM - W Basketball vs Union (Barbourville, KY)
7:30PM - M Basketball vs Union (Barbourville, KY)

FRIDAY

11

SATURDAY

12

2:00PM - W Basketball vs Tenn Wesleyan (Home)
4:00PM - M Basketball vs Tenn Wesleyan (Home)
Classes End

SUNDAY

13

Residence Halls Open to New Students and Returning Students

JANUARY

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20	21	22	23	24	25	26
27	28	29	30	31		

-diurn- (day) - diary, diurnal, journey



January 15, 2009 – Capt. Chelsey “Sully” Sullenberg III safely lands a commercial airplane in New York’s Hudson River after a bird strike causes engine failure. All 155 people on board survive.

GOALS/PRIORITIES:

MONDAY

14

New Student Orientation

TUESDAY

15

Buffalo Annual Portraits (retakes and make-up day) - During Registration - Derthick 108

WEDNESDAY

16

5:30PM - W Basketball vs Columbia (Columbia, SC)
Classes Begin

halcyon – peaceful, calm. Amidst the turmoil, she dreamily recalled her halcyon days on the beach.

THURSDAY

17

FRIDAY

18

All Halls Open
Payroll Time Sheets/Time Approvals Due

SATURDAY

19

2:00PM - W Basketball vs Point (Home)
4:00PM - M Basketball vs Point (West Point, GA)
All Halls Open

SUNDAY

20

JANUARY

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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		

dis-, dif- (not) - discord, differ, distrust



January 27, 2010 – Apple Inc. debuts the iPad, a multi-functional tablet computer; it sells 25 million in the first 14 months.

GOALS/PRIORITIES:

MONDAY

21

Martin Luther King, Jr. Day
(Observed)

TUESDAY

22

7:00PM - M Basketball vs Johnson
University (Knoxville, TN)

WEDNESDAY

23

Mawlid al-Nabi begins at sundown
5:30PM - W Basketball vs Virginia
Intermont (Home)
7:30PM - M Basketball vs Virginia
Intermont (Home)
Last day to add a class
Sutton, Hart, Kegley, Quillen,
Williams Open Halls

choleric – irritable, short-tempered. The choleric receptionist became enraged by several prank phone calls.

THURSDAY

24

Kegley, Quillen, Williams Open Halls

FRIDAY

25

All Halls Open

SATURDAY

26

2:00PM - W Basketball vs Montreat
(Montreat, NC)
4:00PM - M Basketball vs Montreat
(Montreat, NC)
All Halls Open

SUNDAY

27

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		

-doc-, -doct- (to teach) - docile, document, doctor



February 1, 2003 – During re-entry after a 16-day mission, the Space Shuttle Columbia broke apart, killing its seven astronauts.

GOALS/PRIORITIES:

MONDAY

28

TUESDAY

29

5:30PM - W Basketball vs St. Andrews (Home)
7:30PM - M Basketball vs St. Andrews (Home)
Last day to drop with class removed from record

WEDNESDAY

30

Webb, Kegley, Quillen, Williams
Open Halls

acumen – keenness of intellect. She has considerable financial acumen.

THURSDAY

31

5:30PM - W Basketball vs Reinhardt (Waleska, GA)
7:30PM - M Basketball vs Reinhardt (Waleska, GA)
Kegley, Quillen, Williams Open Halls
Pay Day

FRIDAY

1

All Halls Open

SATURDAY

2

Groundhog Day
2:00PM - W Basketball vs Bryan (Dayton, TN)
4:00PM - M Basketball vs Bryan (Dayton, TN)
All Halls Open

SUNDAY

3

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		

-domin- (to rule) - dominate, domain, dominant



February 4, 2004 – From his dorm room, 19-year-old Harvard student Mark Zuckerberg launches thefacebook.com, the predecessor to Facebook, the social networking site.

GOALS/PRIORITIES:

MONDAY

4

Payroll Time Sheets/Time Approvals Due
Student Teacher Applications due in CASE

TUESDAY

5

WEDNESDAY

6

5:30PM - W Basketball vs Union (Home)
7:30PM - M Basketball vs Union (Home)
Sutton, Hart, Kegley, Quillen, Williams Open Halls

coterie – group of persons with a similar purpose. The women’s coterie liked to discuss their favorite books.

THURSDAY

7

Kegley, Quillen, Williams Open Halls

FRIDAY

8

All Halls Open

SATURDAY

9

2:00PM - W Basketball vs Tenn Wesleyan (Athens, TN)
4:00PM - M Basketball vs Tenn Wesleyan (Athens, TN)
All Halls Open

SUNDAY

10

Chinese New Year

FEBRUARY

S	M	T	W	T	F	S
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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		

-dynam- (power, strength) - dynamic, dynamite, dynamo



Feb. 12, 1809 – Abraham Lincoln, the 16th president of the United States, was born on this day.

GOALS/PRIORITIES:

MONDAY

11

TUESDAY

12

Lincoln's Birthday

WEDNESDAY

13

Ash Wednesday
6:30PM - W Basketball vs Columbia (Home)
Webb, Kegley, Quillen, Williams
Open Halls

diluvial – pertaining to a flood. Saturday's rain brought yet another diluvial disaster to the region.

THURSDAY

14

Valentine's Day
Kegley, Quillen, Williams Open Halls
11:30 AM - 1:00 PM - HERD
Valentine Event - Sutton Lobby

FRIDAY

15

All Halls Open
Family Weekend
Parent Council Meeting - TBA
Reminder: Complete 2013-14
FAFSA @ www.fafsa.gov
Student/Hourly Pay Day

SATURDAY

16

2:00PM - W Basketball vs Point (West Point, GA)
4:00PM - M Basketball vs Point (Home)
All Halls Open
Family Weekend

SUNDAY

17

Family Weekend

FEBRUARY

S	M	T	W	T	F	S
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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		

-ess (female) - goddess, lioness, actress, priestess



February 20, 2008 – Because of illness, Fidel Castro resigns as Cuba's leader after nearly 50 years.

GOALS/PRIORITIES:

MONDAY

18

Presidents' Day
W Basketball AAC Tournament

TUESDAY

19

Payroll Time Sheets/Time Approvals Due
W Basketball AAC Tournament

WEDNESDAY

20

Sutton, Hart, Kegley, Quillen, Williams Open Halls
W Basketball AAC Tournament

ebullient – exhilarated, enthusiastic. The contestant was in an ebullient mood after winning the grand prize.

THURSDAY

21

Basketball AAC Tournament
Kegley, Quillen, Williams Open Halls
W Basketball AAC Tournament

FRIDAY

22

Washington's Birthday
All Halls Open
Basketball AAC Tournament
W Basketball AAC Tournament

SATURDAY

23

All Halls Open
Basketball AAC Tournament
W Basketball AAC Tournament

SUNDAY

24

Basketball AAC Tournament
W Basketball AAC Tournament

FEBRUARY

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		

ego- (I, self) - egoist, egotist, egocentric



Feb. 26, 1919 – The Grand Canyon National Park was established, covering 1,218,375 acres. A gorge of the Colorado River, it is considered one of the world's most spectacular natural phenomena.

GOALS/PRIORITIES:

MONDAY

25

Basketball AAC Tournament
W Basketball AAC Tournament

TUESDAY

26

WEDNESDAY

27

Webb, Kegley, Quillen, Williams
Open Halls

feckless – ineffective, worthless. His girlfriend's father felt he was feckless, even though he tried to find a job.

THURSDAY

28

Kegley, Quillen, Williams Open Halls
Pay Day

FRIDAY

1

All Halls Open

SATURDAY

2

All Halls Open

SUNDAY

3

FEBRUARY

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		

-counter- (against) - counteract, counterspy, encounter



March 9, 2011 – Space Shuttle Discovery completes its 39th and final mission since its 1984 debut.

GOALS/PRIORITIES:

MONDAY

4

Payroll Time Sheets/Time Approvals Due

TUESDAY

5

11:30 AM - 1:00 PM - Tuition Freedom Day/Thank-a-thon - Sutton Lobby

WEDNESDAY

6

Sutton, Hart, Kegley, Quillen, Williams Open Halls

apathy – lack of interest. Student apathy forced the club to dissolve.

THURSDAY

7

Kegley, Quillen, Williams Open Halls

FRIDAY

8

No Open Halls

SATURDAY

9

No Open Halls

SUNDAY

10

Daylight-Saving Time begins
No Open Halls

MARCH

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						

-leg-, -lect- (to read, to choose) - legible, eligible, election, select



March 11, 2009 – Toyota Motor Co. sells its 1 millionth hybrid vehicle in its Toyota and Lexus lines in the U.S.; the Prius model leads in number sold.

GOALS/PRIORITIES:

MONDAY

11

No Open Halls
Spring Break

TUESDAY

12

No Open Halls
Spring Break

WEDNESDAY

13

No Open Halls
Spring Break

foible – minor weakness. While the employee's resume is outstanding, her late arrival is a foible.

THURSDAY

14

No Open Halls
Spring Break

FRIDAY

15

No Open Halls
Spring Break
Student/Hourly Pay Day

SATURDAY

16

No Open Halls

SUNDAY

17

St. Patrick's Day
No Open Halls

MARCH

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						

-luc- (light) - elucidate, lucid, translucent



March 20, 1916 – Albert Einstein published his theory of relativity.

GOALS/PRIORITIES:

MONDAY

18

TUESDAY

19

Payroll Time Sheets/Time Approvals Due

WEDNESDAY

20

First Day of Spring
Webb, Kegley, Quillen, Williams
Open Halls

laudatory – praiseworthy. The principal commended our laudatory work.

THURSDAY

21

Kegley, Quillen, Williams Open Halls

FRIDAY

22

All Halls Open

SATURDAY

23

All Halls Open

SUNDAY

24

Palm Sunday

MARCH

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						

-erg- (work) - energy, ergonomic, ergometer, metallurgy



March 30, 1867 – U.S. Secretary of State William Seward reached an agreement to purchase Alaska from Russia for \$7.2 million. Uncertain of its value, Senators approved the purchase by only one vote.

GOALS/PRIORITIES:

MONDAY

25

Passover begins at sundown

TUESDAY

26

WEDNESDAY

27

Sutton, Hart, Kegley, Quillen, Williams Open Halls

penury – poverty. The decrepit buildings gave the area a mark of penury.

THURSDAY

28

Pay Day

FRIDAY

29

Good Friday
Easter Break
No Open Halls

SATURDAY

30

No Open Halls

SUNDAY

31

Easter
No Open Halls

MARCH

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						

-fid-, -fide-, -feder- (faith, trust) - confidante, fidelity, confident, infidel, federal, confederacy



April 6, 648 BC – The earliest solar eclipse recorded by the Ancient Greeks occurred on this date. Earlier eclipses were recorded in China and Babylon.

GOALS/PRIORITIES:

MONDAY

1

April Fools' Day
Easter Break
No Open Halls

TUESDAY

2

WEDNESDAY

3

Payroll Time Sheets/Time Approvals Due
Sutton, Hart, Kegley, Quillen, Williams Open Halls
Webb, Kegley, Quillen, Williams Open Halls

anomalous – deviating from the normal. Her anomalous teaching methods inspired students who had tired of lectures.

THURSDAY

4

Kegley, Quillen, Williams Open Halls

FRIDAY

5

All Halls Open
Last day to drop with possible grade of "W"

SATURDAY

6

All Halls Open

SUNDAY

7

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				

-phon- (sound) - symphony, telephone, phonetic, phonograph, euphony, cacophony, telephone



April 8, 1974 – Hank Aaron hit the 715th home run of his career, breaking the record set by Babe Ruth in 1935. He finished his career in 1976 with a total of 755 home runs.

GOALS/PRIORITIES:

MONDAY

8

Lined writing area for Monday, April 8.

TUESDAY

9

Lined writing area for Tuesday, April 9.

WEDNESDAY

10

Sutton, Hart, Kegley, Quillen, Williams Open Halls

Lined writing area for Wednesday, April 10.

impious – lacking reverence or respect. His callous attitude toward others reflects his impious character.

THURSDAY

11

Kegley, Quillen, Williams Open Halls

Lined writing area for Thursday, April 11.

FRIDAY

12

All Halls Open

Lined writing area for Friday, April 12.

SATURDAY

13

All Halls Open

Lined writing area for Saturday, April 13.

SUNDAY

14

-ine (nature of) - masculine, genuine, medicine, opaline, Benedictine

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				



April 20, 2011 – BP's Deepwater Horizon drilling rig explodes in the Gulf of Mexico, killing 11 and discharging massive amounts of crude oil.

GOALS/PRIORITIES:

MONDAY

15

Student/Hourly Pay Day

TUESDAY

16

WEDNESDAY

17

Webb, Kegley, Quillen, Williams Open Halls

kitsch – tacky decorative objects. Their home is full of 1950s kitsch.

THURSDAY

18

Kegley, Quillen, Williams Open Halls
Payroll Time Sheets/Time Approvals Due

FRIDAY

19

All Halls Open

SATURDAY

20

All Halls Open

SUNDAY

21

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				

-plac-, -pac- (please) - placid, placebo, placate, complacent, pacify



April 23, 1564 – While the date is not certain, William Shakespeare, England's most famous and most revered poet and playwright, is said to have been born on this date. He died on April 23 in 1616.

GOALS/PRIORITIES:

MONDAY

22

Earth Day

TUESDAY

23

WEDNESDAY

24

Sutton, Hart, Kegley, Quillen, Williams Open Halls

itinerant – traveling from place to place. The itinerant circus will make its next stop in my town.

THURSDAY

25

Awards Convocation
Board Meeting
Kegley, Quillen, Williams Open Halls

FRIDAY

26

All Halls Open
Board Meeting
9:00 PM - Milligan Jazz Combo
(Sub 7)

SATURDAY

27

All Halls Open

SUNDAY

28

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				

-mono- (one) - monopoly, monologue, monorail, monotonous, monomania, monocular, monogamous



May 2, 2011 – U.S. military personnel kill Osama bin Laden in his Pakistan home. The leader of Al Qaeda, a terrorism network, is believed to have masterminded the September 11, 2001, attacks on the U.S.

GOALS/PRIORITIES:

MONDAY

29

Lined writing area for Monday 29

TUESDAY

30

Pay Day

Lined writing area for Tuesday 30

WEDNESDAY

1

Webb, Kegley, Quillen, Williams Open Halls

Lined writing area for Wednesday 1

assuage – make less severe. The government has tried to assuage the public's fears.

THURSDAY

2

Kegley, Quillen, Williams Open Halls
Payroll Time Sheets/Time Approvals Due

Lined writing area for Thursday 2

FRIDAY

3

All Halls Open
Last Day of Classes

Lined writing area for Friday 3

SATURDAY

4

No Open Halls

Lined writing area for Saturday 4

SUNDAY

5

Cinco de Mayo

Lined writing area for Sunday 5

MAY

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	

-sed-, -sess-, -sid- (sit) - sediment, session, obsession, possess, preside, president, reside, subside



May 10, 1869 – The transcontinental railroad was ceremoniously completed when workers drove the golden spike into the rail line at Promontory Point, Utah.

GOALS/PRIORITIES:

MONDAY

6

Final Exams
1:00 PM - 3:00 PM - HERD Finals
Chill Out - Hyder House

TUESDAY

7

Final Exams
10:00 AM - 6:00 PM - Book Buy
Back (SGA Conference Room)

WEDNESDAY

8

Final Exams
10:00 AM - 4:00 PM - Book Buy
Back (SGA Conference Room)

enigmatic – puzzling. The Mona Lisa has a famously enigmatic smile.

THURSDAY

9

Final Exams
10:00 AM - 6:00 PM - Book Buy
Back (SGA Conference Room)

FRIDAY

10

3:00 PM - Commencement
Rehearsal
6:30 PM - Nursing Pinning
Ceremony - Location TBA
7:00 PM - Commencement
(Graduate and Non-Traditional)

SATURDAY

11

2:00 PM - Commencement
(Traditional)

SUNDAY

12

Mother's Day

MAY

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	

-tort- (twist) - torture, retort, extort, distort, contort



May 14, 1804 – Meriwether Lewis and William Clark, charged by President Thomas Jefferson with finding a water route to the Pacific Ocean, began their successful journey from St. Louis, Missouri.

GOALS/PRIORITIES:

MONDAY

13

Classes Begin
Payroll Time Sheets/Time Approvals Due

TUESDAY

14

WEDNESDAY

15

Student/Hourly Pay Day

jettison – to cast overboard, discard. Before their move to Florida, the couple jettisoned their winter clothes.

THURSDAY

16

FRIDAY

17

SATURDAY

18

SUNDAY

19

MAY

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	

-vale-, -vali-, -valu- (strength, value) - equivalent, valiant, validity, evaluate, value, valor



May 22, 2011 – Joplin, Missouri, is hit by an EF-5, multiple-vortex tornado, killing 158 and causing \$3 billion in damages.

GOALS/PRIORITIES:

MONDAY

20

TUESDAY

21

WEDNESDAY

22

evanescent – vanishing, not lasting. Lovely yet evanescent, the sunrise lifted her spirits.

THURSDAY

23

FRIDAY

24

SATURDAY

25

SUNDAY

26

MAY

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	

ante- (before) - antecedent, antediluvian, ante-nuptial



May 27, 1937 – The Golden Gate Bridge opened in San Francisco, California. About 200,000 people walked across the bridge on that first day.

GOALS/PRIORITIES:

MONDAY

27

Memorial Day (Observed)

TUESDAY

28

Registration

WEDNESDAY

29

temerity – reckless boldness. She had the temerity to call me a liar.

THURSDAY

30

FRIDAY

31

Classes End
Pay Day

SATURDAY

1

SUNDAY

2

MAY

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	

-anthrop- (man) - anthropology, misanthrope, philanthropy



June 4, 1989 – Following a month and a half of student protests for democracy, the Chinese government ordered its troops to open fire on the unarmed protesters at Tiananmen Square in Beijing.

GOALS/PRIORITIES:

MONDAY

3

First Term Classes Begin

TUESDAY

4

WEDNESDAY

5

maladroit – awkward, tactless, inept. His maladroit response to criticism upset would-be voters.

THURSDAY

6

FRIDAY

7

SATURDAY

8

SUNDAY

9

JUNE

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						

aqua- (water) - aqueduct, aquatic, aquarium



June 14, 1942 – Today was the first entry in Anne Frank's diary. The diary records her time in hiding from the Nazis during World War II. It was later published and has been translated into more than 55 languages.

GOALS/PRIORITIES:

MONDAY

10

TUESDAY

11

WEDNESDAY

12

demagogue – leader who appeals to people's prejudices. The demagogue blamed immigrants for the lack of jobs.

THURSDAY

13

FRIDAY

14

Flag Day

SATURDAY

15

SUNDAY

16

Father's Day

JUNE

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

-astr- (star) - astronomy, astrology, astronaut, astrophysics, astrolabe



June 17, 1885 – The Statue of Liberty arrived in New York City. It was a gift of friendship from the French.

GOALS/PRIORITIES:

MONDAY

17

TUESDAY

18

WEDNESDAY

19

kismet – destiny, fate. Jane likes movies depicting characters accepting their true kismet in life.

THURSDAY

20

FRIDAY

21

First Day of Summer

SATURDAY

22

SUNDAY

23

JUNE

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

-aud-, -audit- (hear) - audible, auditorium, audience



June 25, 1876 – The Battle of Little Big Horn (Custer’s Last Stand) took place near Little Bighorn River, Montana. The Sioux nation killed more than 200 of Custer’s forces. The only survivor was a horse named Comanche.

GOALS/PRIORITIES:

MONDAY

24

TUESDAY

25

WEDNESDAY

26

gustatory – relating to sense of taste. Sara’s cooking was full of gustatory delights.

THURSDAY

27

FRIDAY

28

First Term Classes End

SATURDAY

29

SUNDAY

30

JUNE

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

auto- (self) - autocracy, automobile, autobiography



July 2, 1937 – The Lockheed aircraft carrying American aviator Amelia Earhart and navigator Frederick Noonan was reported missing near Howland Island in the Pacific. The pair was attempting to fly around the world.

GOALS/PRIORITIES:

MONDAY

1

Second Term Classes Begin

TUESDAY

2

WEDNESDAY

3

retrogress – go backward. The project's failure forced the team to retrogress.

THURSDAY

4

Independence Day

FRIDAY

5

SATURDAY

6

SUNDAY

7

JULY

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			

-belli- (war) - bellicose, belligerent, rebellious



July 8, 1776 – The Liberty Bell rang in Philadelphia for the first time, announcing the first public reading of the Declaration of Independence.

GOALS/PRIORITIES:

MONDAY

8

Ramadan begins at sundown

TUESDAY

9

WEDNESDAY

10

beatific – bestowing bliss or the like. The woman had a beatific smile that made her look years younger.

THURSDAY

11

FRIDAY

12

SATURDAY

13

SUNDAY

14

JULY

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			

bene-, bon- (well, good) - benefactor, benevolence, bonus



July 21, 1861 – Union and Confederate troops clash outside Manassas, VA, in the first major engagement of the Civil War, the First Battle of Bull Run.

GOALS/PRIORITIES:

MONDAY

15

TUESDAY

16

WEDNESDAY

17

belfry – bell tower. Several times a year, the church belfry needed to be cleaned of cobwebs.

THURSDAY

18

FRIDAY

19

SATURDAY

20

SUNDAY

21

JULY

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			

biblio- (book) - bibliography, bibliophile, Bible



July 24, 1969 – The first spacecraft to land on the moon, Apollo 11, returned to earth.

GOALS/PRIORITIES:

MONDAY

22

TUESDAY

23

WEDNESDAY

24

irascible – easily angered. Her frequent outbursts show she's becoming more irascible as she ages.

THURSDAY

25

FRIDAY

26

SATURDAY

27

SUNDAY

28

JULY

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			

bi- (two) - bicameral, biennial, bicycle



July 30, 1932 – Walt Disney released *Flowers and Trees*, the first color cartoon.

GOALS/PRIORITIES:

MONDAY

29

Lined writing area for Monday 29

TUESDAY

30

Lined writing area for Tuesday 30

WEDNESDAY

31

Lined writing area for Wednesday 31

hinterland – wilderness. The family moved out of the city and into the hinterland.

THURSDAY

1

Lined writing area for Thursday 1

FRIDAY

2

Laylat al-Qadr begins at sundown

Lined writing area for Friday 2

SATURDAY

3

Lined writing area for Saturday 3

SUNDAY

4

Lined writing area for Sunday 4

JULY

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			

bio- (life) - biology, biography, biochemist

LANGUAGE ARTS {MLA style of documentation}

YOUR WORKS-CITED LIST

Your works-cited list should appear at the end of your essay. It provides the information necessary for a reader to locate and retrieve any source you cite in the essay. Each source you cite in the essay must appear in your works-cited list; likewise, each entry in the works-cited list must be cited in the text.

According to the *Modern Language Association Handbook for Writers of Research Papers*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles and titles of unpublished works.
- {7} Separate the author, title and publication information with a period followed by one space.
- {8} Single space after a colon.
- {9} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {10} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.
- {11} Commonly used with electronic sources, the abbreviation n.p. indicates that neither a publisher nor a sponsor name has been provided. Use n.d. (for no date) when the Web page does not provide a publication date.

WEBSITES (GENERAL GUIDELINES)	Author's last name, first name (if available). <i>Name of Site</i> . Version number. Publisher or sponsor, date of resource creation (if available or n.d. if you don't know the date). Web. Date of access.
PAGE ON A WEBSITE	"How to Change Your Car's Oil." <i>eHow.com</i> . eHow, n.d. Web. 5 Jan. 2011.
ARTICLE IN A JOURNAL OR A WEBSITE (ALSO IN PRINT)	Wheeler, Mark. "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention." <i>Emerging Infectious Diseases</i> 6.6 (2000): 595-600. Web. 8 Feb. 2009.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> . Date: inclusive pages. Medium of publication.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> 7 Mar. 1993, nat. ed., sec. 1: 12. Print.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> 12 Mar. 1993: A12. Print.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> June 1992: 57-79. Print.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurism's Farthest Frontier." <i>Time</i> 9 July 1979: 58-59. Print.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> 11 Mar. 1993: 6B. Print.

LANGUAGE ARTS {MLA style of documentation}

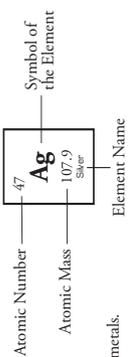
BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Additional information. City of publication: Publishing company, publication date. Medium of publication.
BOOK BY ONE AUTHOR	Wheeler, Richard. <i>Sherman's March</i> . New York: Crowell, 1978. Print.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . New York: Doubleday, 1991. Print. ---. <i>The Nine Nations of North America</i> . Boston: Houghton, 1981. Print.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Ripperre. <i>Elements of Writing About a Literary Work</i> . Urbana, Ill.: NCTE, 1968. Print.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Boston: Houghton, 1956. Print.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . New York: Doubleday, 1961. Print.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Dictionary of American Book Publishing</i> . 2003 ed. New York: Bowker, 2002. Print.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Ed. Darwin T. Turner. New York: Norton, 1988. Print.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> . Eds. Richard Wilbur and W. H. Auden. New York: Dell, Laurel Edition, 1965. 35-52. Print.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Ed. Larry D. Benson. 3rd ed. Boston: Houghton, 1987. Print.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed. Print.
UNSIGNED ARTICLE IN A REFERENCE BOOK	"Tharp, Twyla." <i>Who's Who of American Women</i> . 17th ed. 1991-1992. Print.



18 VIIIA	2 He 4.003 Helium	17 VIIA	16 VIA	15 VA	14 IVA	13 IIIA	Transition Metals										12 IIB	11 IB	10 I	9 VIIIB	8 VIII	7 VIIB	6 VIB	5 VB	4 IVB	3 IIIB	2 IIA	1 IA**																																										
		9 F 19.00 Fluorine	8 O 16.00 Oxygen	7 N 14.01 Nitrogen	6 C 12.01 Carbon	5 B 10.81 Boron	30 Zn 65.38(2) Zinc	29 Cu 63.55 Copper	28 Ni 58.69 Nickel	27 Co 58.93 Cobalt	26 Fe 55.85 Iron	25 Mn 54.94 Manganese	24 Cr 52.00 Chromium	23 V 50.94 Vanadium	22 Ti 47.87 Titanium	21 Sc 44.96 Scandium	10 Ag 107.9 Silver	9 Au 197.0 Gold	8 Pt 195.1 Platinum	7 Ir 192.2 Iridium	6 Os 190.2 Osmium	5 Rh 186.2 Rhodium	4 Pd 106.4 Palladium	3 Cd 112.4 Cadmium	2 Hg 200.6 Mercury	1 Rn (222) Radon	1 Fr (223) Francium	1 Cs 132.9 Cesium																																										
	10 Ne 20.18 Neon	9 F 19.00 Fluorine	8 O 16.00 Oxygen	7 N 14.01 Nitrogen	6 C 12.01 Carbon	5 B 10.81 Boron	48 Cd 112.4 Cadmium	47 Ag 107.9 Silver	46 Pd 106.4 Palladium	45 Rh 102.9 Rhodium	44 Ru 101.1 Ruthenium	43 Tc (98) Technetium	42 Mo 95.9(2) Molybdenum	41 Nb 92.91 Niobium	40 Zr 91.22 Zirconium	39 Y 88.91 Yttrium	80 Hg 200.6 Mercury	79 Au 197.0 Gold	78 Pt 195.1 Platinum	77 Ir 192.2 Iridium	76 Os 190.2 Osmium	75 Re 186.2 Rhenium	74 W 183.9 Tungsten	73 Ta 180.9 Tantalum	72 Hf 178.5 Hafnium	71 Rf (261) Rutherfordium	70 Db (262) Dubnium	69 Ce 140.1 Cerium	68 Pr 140.9 Praseodymium	67 Nd 144.2 Neodymium	66 Pm (145) Promethium	65 Eu 152.0 Europium	64 Gd 157.3 Gadolinium	63 Tb 158.9 Terbium	62 Sm 150.4 Samarium	61 Pm (145) Promethium	60 Nd 144.2 Neodymium	59 Pr 140.9 Praseodymium	58 Ce 140.1 Cerium	57 La 138.9 Lanthanum	56 Ba 137.3 Barium	55 Cs 132.9 Cesium																												
	18 Ar 39.95 Argon	17 Cl 35.45 Chlorine	16 S 32.07 Sulfur	15 P 30.97 Phosphorus	14 Si 28.09 Silicon	13 Al 26.98 Aluminum	118 Uuo (294) Ununseptium	117 Uus (293) Ununseptium	116 Uuh (293) Ununhexium	115 Uup (288) Ununpentium	114 Uuq (289) Ununquadium	113 Uut (284) Ununtrium	112 Cn (285) Copernicium	111 Rg (272) Roentgenium	110 Ds (271) Darmstadtium	109 Mt (268) Meitnerium	108 Hs (277) Hassium	107 Bh (264) Bohrium	106 Sg (266) Seaborgium	105 Db (262) Dubnium	104 Rf (261) Rutherfordium	103 Yb (267) Ytterbium	102 Lu (260) Lutetium	101 Md (258) Mendelevium	100 Fm (257) Fermium	99 Es (251) Einsteinium	98 Cf (251) Californium	97 Bk (247) Berkelium	96 Am (243) Americium	95 Pu (244) Plutonium	94 Am (243) Americium	93 Np (237) Neptunium	92 U 238.0 Uranium	91 Pa 231.0 Protactinium	90 Th 232.0 Thorium	89 Ac (227) Actinium	88 Ra (226) Radium	87 Fr (223) Francium	86 Rn (222) Radon	85 At (210) Astatine	84 Po (209) Polonium	83 Bi 209.0 Bismuth	82 Pb 207.2 Lead	81 Tl 204.4 Thallium	80 Hg 200.6 Mercury	79 Au 197.0 Gold	78 Pt 195.1 Platinum	77 Ir 192.2 Iridium	76 Os 190.2 Osmium	75 Re 186.2 Rhenium	74 W 183.9 Tungsten	73 Ta 180.9 Tantalum	72 Hf 178.5 Hafnium	71 Rf (261) Rutherfordium	70 Db (262) Dubnium	69 Ce 140.1 Cerium	68 Pr 140.9 Praseodymium	67 Nd 144.2 Neodymium	66 Pm (145) Promethium	65 Eu 152.0 Europium	64 Gd 157.3 Gadolinium	63 Tb 158.9 Terbium	62 Sm 150.4 Samarium	61 Pm (145) Promethium	60 Nd 144.2 Neodymium	59 Pr 140.9 Praseodymium	58 Ce 140.1 Cerium	57 La 138.9 Lanthanum	56 Ba 137.3 Barium	55 Cs 132.9 Cesium

Notes: **Numbering system adopted by IUPAC. *Numbering system widely used from the mid-20th century. - Discoveries of elements 113-118 are claimed but not confirmed. Element names are temporarily assigned. Values in 0 indicate the mass number of the longest-lived isotope of the element.

Group IA (excluding Hydrogen) comprises the alkali metals.
Group IIA comprises the alkaline-earth metals.
Group VIIA comprises the noble gases.



Be kind to your mother

Given our alternatives, we should treat Mother Earth with all the respect she deserves.

Here are 10 simple things that will make a world of difference:

- Five recycled 2-liter plastic bottles can produce enough fiberfill to stuff a ski jacket.
- Everyone in the world could eat 6 picnics based on the number of plates and cups Americans throw away each year.
- Manufacturing a standard disposable battery takes 50 times more power than it produces. Solution: use rechargeable batteries.
- Just one quart of motor oil can pollute 250,000 gallons of drinking water.
- 100,000 marine mammals die each year from eating or becoming entangled in plastic debris.
- Every year Americans toss away enough office and writing paper to build a 12-foot-high wall spanning the miles between New York City and Los Angeles.

A few enviro-facts

<p>Never litter. Ever.</p> <p>Pick paper, not foam or plastic. <i>Foam cups are NOT biodegradable. In fact, if Christopher Columbus and his crew had tossed out a few Styrofoam cups when they first visited America more than 500 years ago, those cups would still be around today.</i></p>	<p>Dish it. <i>Use real silverware and dishes instead of disposable ones.</i></p> <p>Opt for e-mail to save paper.</p>
<p>Make a deposit. <i>If you live in a state that has a bottle-deposit program, make sure you participate.</i></p>	<p>Be smart when you shop. <i>Some companies have found more enviro-friendly ways to make their products. Patagonia, an outdoor outfitter, makes its synthetic fleece from recycled two-liter bottles instead of crude oil. The program has saved enough fuel to fill the gargantuan Chevy Suburban's 40-gallon gas tank 10,000 times.</i></p>
<p>Recycle. <i>Every can, bottle and newspaper you recycle means one less is polluting our world.</i></p>	<p>Share a ride. <i>Riding with someone saves gas and cuts down on air pollution, and it's more fun.</i></p>
<p>Share your old stuff. <i>Rather than throw them away, give your old toys, clothes, sports equipment, books, backpack, etc., to people who can use them.</i></p>	<p>Be your own bottler. <i>Convince your family to invest in a water-purification system or buy water in those huge reusable bottles. Then you can refill water bottles rather than buy hundreds of individual ones each year.</i></p>



SUCCESS SKILLS {keeping a monthly budget}

Learning how to manage your money is an important step in becoming financially independent. It's never too early to start keeping a budget. Use this budget worksheet to determine your income and expenses. If you need to cut back on spending, little bits add up.

→ When dining out with friends, don't order a soda; drink water instead.

- Skip costly coffeehouses and brew your own at home.
- Save money on gas and parking by walking to class or carpooling with pals.
- Many communities offer paying recycling programs, so cash in those cans.
- Consider trimming "extras" that add up, such as a cell phone, pager or cable TV.

Category	Monthly Budget	Monthly Actual	Semester Budget	Semester Actual	School Yr. Budget	School Yr. Actual
INCOME						
From Jobs						
From Parents						
From Student Loans						
From Scholarships						
From Financial Aid						
Miscellaneous Income						
INCOME TOTAL						
EXPENSES						
Rent or Room and Board						
Utilities (Gas, Electric, Water)						
Telephone						
Cable TV						
Groceries						
Car Payment/Transportation						
Insurance						
Gasoline/Oil						
Entertainment						
Eating Out/Vending						
Tuition						
Books						
School Fees						
Computer Expense						
Miscellaneous Expense						
EXPENSES TOTAL						
NET INCOME (Income less expenses)						