

EMMANUEL UNIVERSITY

STUDENT HANDBOOK 2024-2025

TABLE OF CONTENTS

Institutional Overview

Student Handbook Purpose	8
Institutional Mission	8
Institutional Motto	8
Core Values	8
Alma Mater	10
Senior Leadership Team (SLT)	10
President	10
Chief Financial Officer	10
Vice President of Academic Affairs	10
Vice President of Student Life	11
Vice President of Advancement and Executive Vice President	11
The Honor System	11
Student Rights	12
Resolving Student Grievances & Complaints	12
Notice of Non-Discrimination	13
Disability Services & Reasonable Accommodations	14
Title IX Sexual Misconduct	15

Academics: Policies, Programs & Resources

Academic Integrity	16
Academic Advisors	16
Academic Resource Center (ARC)	17
Shaw Leslie Library	18

Student Life: Divisions, Programs & Guide to Community Living

Overview of Departments and Services	18
Campus Life	18
Campus Engagement	18
Residence Life and Housing	18
Commuter Services	19
International Students Services	19
Clubs & Organizations	19
Student Government	19
Career Services	19
E Serve	20
Short Term Missions	20
Fundraising	20

Spiritual Life and Pastoral Care	20
Disability Services	21
Student ID	21
Worship Services and Attendance Policy	21
Chapel Services	21
Alpha Week & New Beginnings	21
Community Life Philosophy	22
Drug-Free School and Communities Act Amendments of 1989	24
Alcohol and Non-Prescription Drugs	24
Substance Abuse Education	25
Medical Amnesty, Good Samaritan & Safe Harbor Policies	26
Medical Amnesty	26
Good Samaritan	26
Safe Harbor	27
Description of Counseling/Treatment & Recovery Services	28
Student Guide to Community Living	30
Weapons	30
Alcohol	30
Non-Prescription/Illegal Drugs	31
Tobacco/Smoking	31
Arrest	31
Implied Consent/Passive Participation	31
Sexual Behavior & Gender Identity	31
Emmanuel Stance of Gender	32
Sanctity of Human Life	33
Unmarried Student Pregnancy	33
Disorderly Behavior	33
Altercations/Bullying/Intimidating Behavior	35
Failure to Comply/Disregarding University Authority	36
Discriminations and Harassment	36
Hazing	37
Theft	37
False Information	37
Vandalism/Damage of Property	38
Clothing and Personal Appearance	38
Public Indecency	39

Unauthorized Entry/Use of University Property	39
Public Display of Affection	39
Restricted Areas	39
Misuse/Abuse of Computers/Network	40
Social media Networking	40
Inappropriate Use of EU Mobile App	40
Gambling	40
Dancing & Dance Clubs	40
Athlete & Fan Behavior	41
Inappropriate and Offensive Language	41
Pornography	41
Interference with Disciplinary Process	41
Skateboards/Rollerblades/Scooters	41
Bicycles	41
Fundraising and Solicitation	42
Advertising	42
Commercial Enterprises	42
Student MEans of Expressions/Protest Regulations	42
Sidewalk Chalking	43
Disciplinary Sanctions	43
Expulsion	44
Suspension	44
Fines	46
Disciplinary Probation	48
Reprimand	448
Drug Testing	48
Housing Restrictions	48
Counseling	48
Fines	48
Restitution	49
Educational Sanctions	49
Parent Notification	429
Disciplinary Policies & Procedures	49
University Authority	49
Investigations	50
Reasonable Suspicion	50
Room Entry & Searches	50
Standard of Proof	51
Student Conduct Board	51
Hearing Procedures	51

Confidentiality	52
Appeals Process	52
Violations Not Eligible for Appeal	53
Accommodations in University Investigation/Disciplinary Process	53
Involuntary Withdrawal	53
Readmission After Suspension	54
Student Disciplinary Records	54
Student Right to Review Records	54
Additional Student Services & Resources	55
Dining Services/Student Meal Plans	55
Mail Services	55
Athletic Center	56
Bookstore	56
Accounting Services	56
Work Study	56
Financial Aid	56
EU Mobile App	57
Residence Life: Policies, Programs & Resources	57
Residence Life and Housing Professional Staff	57
Director of Residence Life and Housing	57
Area Coordinator	57
Resident Assistant	58
Roommate Bill of Rights	58
Community Hall Councils	51
Residence Life Policies & Regulations	59
Check-In/Check-Out	59
End of Semester Check Out	59
Fall Semester Check-Out	60
Spring Semester Check-Out	60
Check-Out Procedures for Graduation/Graduating Seniors	60
Room Wellness Inspections (Announced or Unannounced)	61
Quiet Hours	61
Non-Student Guests	62
Overnight Guests(s) (Weekends Only)	62
Open Hall	62
Residence Hall/Floor Meetings	63
Residential Damages & Vandalism	63
Fire Safety	64

Candles, Open Flames & Hot Surfaces	64
Keys	65
Theft of Personal Property	66
Decorations & Modifications	66
Appliances	67
Room Furnishings	67
Furniture	67
Lofts	68
Babysitting/Childcare	68
Pets	68
Trash Disposal	68
Waterbeds	68
Windows & Screens	68
Housekeeping/Cleanliness	68
Lobbies	68
Laundry Rooms	69
Kitchen/Cooking	69
Bathroom Cleaning	69
Storage	69
Student Housing	69
Residency Requirements	69
Residency Exemption	70
Residency Exemption Application Process	71
Housing Eligibility	71
Private Rooms	72
Housing Freeze/Mid-Semester Room Changes	72
Summer Housing	73
Winter Term Housing	73
Re-Assignment of Space	73
Room Consolidation	73
Housing Contract	73
Campus Safety: Policies, Programs & Resources	82
Campus Safety Contact Information	83
Local Law Enforcement & Emergency Agencies	83
Clergy Act	84
Criminal Offenses	84
Hate Crimes	84
VAWA Offenses	84
Arrests and Referrals for Disciplinary Action	84
Missing Student Policy	85

Student Emergency Contact Information	85
EU Alert Services	85
Reporting Crimes & Emergencies	85
Confidential Reporting	86
Professional & Pastoral Counseling	87
Campus Security Authorities	88
Timely Warnings	88
 Emergency Plan Information	 89
Fire & Explosion	89
Injuries	89
Hazardous Spill or Contaminant Release	89
Severe Weather	90
Violence, Civil Disobedience, Bomb Threat,	90
Person in Mental Health Crisis	90
Active Shooter	90
Hostile Intruder: Campus Grounds	90
Hostile Intruder: Campus Building	91
Unsecuring and Area	92
What to Report	92
Building Alarm	92
Power Outages, Gas Leaks, Flooding	92
Other	92
Evacuation for Persons with Physical Disabilities	93
Evacuation for Persons with Vision Limitations/Hearing Impaired	93
 Parking	 93
Parking Plan	93
Parking Policy	94
Parking Permit Location	94
Parking Violations	95
Parking Ticket Appeals	96
 Health Awareness	 100
Communicable Diseases	100
Practicing Good Hygiene	100
 Graduate Student Expectations	 101
Important Phone Numbers	102

(This page left blank)

Institutional Overview

Student Handbook Purpose

Welcome to Emmanuel University! Your Student Handbook is prepared by the Office of Student Life to assist you in the orientation process to Emmanuel University (The University). It also contains policies, procedures, and important information about the many services, personnel, and resources available to students. Other important documents include the EU Catalog, Student Athlete Handbook, and information provided by organizations and academic departments. The 2024-2025 [Course Catalog](#) can be found on the EU website under the *Academics* heading.

Although a good-faith effort is made to ensure that the information provided in the Student Handbook is accurate and current, changes may occur. The University reserves the right to make changes and update regulations, policies, and procedures as necessary. It is the student's responsibility to know and comply with the policies, regulations, and expectations contained in the Student Handbook and agree to any necessary changes.

Institutional Mission

Emmanuel University develops Christ followers through a student-focused higher education experience from a Biblical worldview.

Institutional Motto

Deus Nobiscum – “God With Us”

Core Values

We believe in and affirm:

1. **We value the body of Christ.**
 - We seek to love Christ supremely and love others unconditionally, as Christ loves us.
 - We practice a lifestyle of worship, including repentance and confession of sin.
 - We acknowledge the importance of prayer, both private and corporate.
 - We seek to cultivate the spiritual formation and growth of all believers.
 - We encourage the diversity of gifts within the body of Christ.
 - We acknowledge individual differences and honor diverse traditions among Christians who are seeking to follow biblical truth.

2. **We value the worth of each person as a unique creation of God.**
 - We respectfully listen to the opinions of others, seeking first to understand and then be understood.
 - We endeavor to help everyone discern and fulfill God's calling upon their lives.
 - We demonstrate integrity with each other, confronting rumors, disagreements, and controversy with openness, honesty, and compassion.
 - We promote a commitment to a life of Christian service, and we provide

opportunities for students and employees to serve locally and globally including a compassionate focus on helping the poor and other marginalized populations.

- We affirm the biblical truth that all people are created equal in the image of God, and therefore reject and renounce hatred and racism in any form.

3. We value Christ-centered higher education that integrates faith and learning.

- We acknowledge Jesus Christ as the ultimate truth and the source of all knowledge.
- We expect personal integrity within the learning environment and practice personal and professional ethics based on biblical principles in order to reach our full spiritual and intellectual potential.
- We pursue excellence in our academic and co-curricular programs while promoting the spiritual formation of individuals.
- We value teaching and learning as our commitment to God ‘ s calling in our lives.
- We recognize the place of the liberal arts in our varied educational programs as a necessary building block to developing students as holistic individuals in society.
- We promote critical thinking, speaking and writing clearly, using technology effectively, and developing interpersonal skills based on a biblical worldview.
- We mentor others through our character, actions, and speech.

4. We value our Evangelical/Pentecostal tradition and heritage.

- We believe in the Bible as the fully inspired word of God.
- We believe in the necessity of repentance and a personal relationship with Jesus Christ as the basis of salvation.
- We are committed to advance God’s kingdom on earth through the person and work of Jesus Christ.
- We train and mentor the future leadership of the International Pentecostal Holiness Church and those from other Christian traditions.
- We influence, engage, and transform the culture through our commitment to biblical truth, independent of societal norms as reflected in our Statement of Faith and Lifestyle expectations.

Alma Mater

*In the great, warm heart of Georgia
Towering o'er the hills
Stands Emmanuel in her splendor
God with her doth dwell.
Wave her banner high to heaven
Loud her praises swell.*

*Unto thee, our Alma Mater,
Hail Emmanuel.
To the heights she calls us daily,
More of truth to see.
Living symbols of Christ's teaching
We will strive to be.
Wave her banner high to heaven
Loud her praises swell.
Unto thee, our Alma Mater,
Hail Emmanuel!*

Senior Leadership Team (SLT)

Students have open access to the members of the Senior Leadership Team of Emmanuel University. The following descriptions of the duties of these individuals may assist students in selecting the proper individual to whom they could go for assistance.

President

The President is the chief officer of the University and has general supervision over its activities, properties, and expenditures. He is an ex-officio member of all faculty committees and is the liaison officer between the Emmanuel Board of Trustees and the faculty. The president appoints other administrative officers, subject to board approval. The President's office is located on the second floor of the Aaron Building.

Chief Financial Officer

The Chief Financial Officer is responsible for the overall business and financial operation of the University. Included in this operation is the supervision of Accounting Services, Campus Operations, Equity & Compliance, and Auxiliary Services. The Chief Financial Officer's office is located in the Life Springs Building adjacent to the post office.

Vice President for Academic Affairs

The Vice President for Academic Affairs assists the administration in the improvement of instruction, the coordination of instructional activities, the assigning of teaching loads, and the keeping of faculty and student personnel records. With the President, the Vice President for Academic Affairs appoints faculty members and academic department chairmen. The Vice President for Academic Affairs works in conjunction with the Registrar's Office for registration of students, applications for graduation, preparation of diplomas and certificates, class schedules, and the assignment of classroom space. The Vice President for Academic Affairs' office is located on the second floor of the Aaron

Building.

Vice President for Student Life

The Vice President for Student Life is the senior administrator of the Office of Student Life at Emmanuel University and is responsible for coordinating all student services, programs, and co-curricular activities, and is responsible for all student disciplinary matters. Student services include Campus Life, Student Government, student activities, spiritual life, counseling, career services. Assisting the Vice President for Student Life are the directors of all Student Life departments and programs. The Vice President for Student Development's office is located in the Student Life Building.

Vice President for Advancement and Executive Vice President

The Vice President for Advancement is responsible for strengthening the mission of Emmanuel University by raising funds, coordinating alumni activities, and facilitating the University's development plan under the supervision of the President. The Vice President for Advancement's office is located on Franklin Heights Street.

Vice President for Athletics

The Vice President for Athletics is responsible for the entirety of athletics, athletic programming, athletic facilities, Sports Information, Sports Medicine, Compliance, and budgeting. The Vice President's responsibilities include 26 athletic teams, 24 full-time coaches, and a staff of 6, full-time athletic trainers. The Vice President's office is upstairs in the Athletic Center.

The Honor System

The Honor System of Emmanuel University has been established in order to protect the integrity of the Institution and its students.

We, the students of Emmanuel University, believe that honor is of the utmost importance in maintaining an appropriate atmosphere for academic, social, and spiritual growth. We believe that the following are essential in achieving honor at Emmanuel University and hope that our fellow students would be able to exemplify these statements:

- **Honesty.** *We will be honest in relationships, academics, and all endeavors. (Ephesians 4:15)*
- **Authority.** *We will honor those who have been placed in authority over us. (1 Peter 2:13-14)*
- **Behavior.** *We will play the role of a Good Samaritan, striving to help those in need. (Luke 10:30-37)*
- **Respect.** *We will demonstrate attitudes of respect toward others' and their individual rights. (Matthew 7:12)*
- **Community Living.** *The life of every Emmanuel University student should exemplify Christ according to the inspired Word of God in that it adheres to the Community Life Philosophy as stated in the Emmanuel University Guide to Community Living. (1 Timothy 4:12, Philippians 4:8)*

Student Rights

Student rights at Emmanuel University include, but are not limited to, the following:

- The right to receive quality educational instruction.
- The right to be treated with dignity and respect.
- The right to know the regulations and policies for which you are accountable.
- The right to inquire about institutional policymaking.
- The right to be treated fairly if charged for violating University policies.
- The right of freedom of speech and assembly as long as such actions are conducted with dignity and respect for the property and personhood of others.
- These activities should be consistent with the mission and purpose of the institution.
- The right of confidentiality of your educational records according to the Family Educational Rights and Privacy Act.
- The right of access to your educational records.

Resolving Student Grievances & Complaints

The following guidelines shall be used for resolving student grievances or complaints.

Office of Student Life (Residence Life, Student Conduct, etc.) A grievance or complaint regarding the Office of Student Life such as Residence Life, Student Conduct, or other non-academic issues shall be submitted by the student in writing to the person immediately responsible for that area of Life. Examples include:

- Residence grievances shall be submitted to the Director of Residence Life.
- Student Conduct grievances should be submitted to the Associate Vice President for Campus Life.
- Grievances of a religious nature should be submitted to the Director of Spiritual Life/Campus Pastor.
- Campus Activities, Clubs and Organization, Commuter, or International Student grievances should be submitted to the Director of Student Engagement.

If a satisfactory resolution cannot be reached at this level, then the grievance shall be submitted in writing to the Vice President for Student Life with a written explanation of what actions have been taken to this point. Both the student and the person dealing with the grievance shall request an audience with the Vice President for Student Life. If a resolution is not reached at this level, the grievance shall be submitted in writing to the President with an explanation of what actions have been taken to this point. No further appeals may be made.

Student Accounts

A grievance or complaint regarding financial issues shall be submitted by the student in writing to the Director of Accounting Services who can be contacted at:

<https://ec.edu/student-accounts/>

If a satisfactory resolution cannot be reached at this level, then the grievance shall be submitted in writing to the Chief Financial Officer with a written explanation of what actions have been taken to this point. The Chief Financial Officer shall bring the grievance before the Senior Leadership Team.

Academics (Includes Grade Appeals)

From time to time, a given student may have the following complaints or grievances regarding, but not necessarily limited to, the following:

- how a faculty member is personally treating a student
- expectations placed by the faculty member on students
- grade and course assignment matters

For policies and/or procedures regarding an academic grievance or complaint, please refer to the University's catalog at <https://ec.edu/course-catalog/>.

Accommodations

For grievances regarding reasonable accommodations, which may include academic accommodations, please refer to <https://ec.edu/equity-compliance/>.

Financial Aid

A grievance or complaint regarding Financial Aid shall be submitted by the student in writing to <https://ec.edu/financial-aid/>.

Institutional

By Executive Order from the Governor of the State of Georgia, the Georgia Nonpublic Postsecondary Education Commission is designated as the state agency responsible for receiving complaints made by students enrolled in private postsecondary institutions. Contact information regarding concerns or complaints relating to compliance or accreditation can be found <http://www.ec.edu/life/student-grievances>

Athletics

A grievance or complaint regarding Intercollegiate Athletics shall be submitted according to the guidelines outlined in the Athletic Student Handbook which can be found on the Official Emmanuel University Webpage:

https://www.goelions.com/information/Inside_Athletics/EC_Student-Athlete_Handbook.

Notice of Non-Discrimination

The University is committed to maintaining an environment that is free of unlawful harassment and discrimination. In accordance with federal law and its commitment to a fair and open campus environment, the University cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex (including sexual harassment & pregnancy), color, religion, national origin, genetic information, age, disability, veteran's status, or any factor that is a prohibited consideration under applicable law. (The University has been granted a Title IX

exemption by the Department of Education's Office of Civil Rights division for certain regulatory provisions regarding sex-based discrimination "to the extent they are interpreted to reach gender-identity or sexual orientation discrimination, and to the extent they restrict Emmanuel University's freedom to apply and enforce its Statement on Human Life").

Disability Services & Reasonable Accommodations

Emmanuel University has a desire and a legal and educational obligation to provide equal access to University resources, coursework, programs, and activities as well as employment opportunities for all qualified individuals in compliance with federal disability law, including the Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973. These laws provide a framework for qualified individuals with documented disabilities to request reasonable accommodations needed to participate in a program or place of employment.

The ADA/Section 504 Coordinator is responsible for establishing disability eligibility criteria, making disability eligibility determinations, and establishing appropriate Reasonable Accommodations for students, employees, and visitors, as appropriate. The ADA/Section 504 Coordinator is also responsible for monitoring the University's compliance with ADA and Section 504 of the Rehabilitation Act.

Reasonable accommodations are defined as adjustments or modifications that enable a qualified individual with a documented disability to participate as fully as possible in an educational program or place of employment without altering the essential nature of the program or job or creating an undue hardship on the University. An accommodation is any change to a job, the work environment, or the way things are customarily done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits available to other individuals in the workplace. Such accommodations may include changes to activities, programs, coursework, events, work environment, meals and/or housing. To be considered reasonable, these changes must not modify essential functions of the job or fundamentally alter academic requirements that are essential to the academic program, practice, course, or standard of instruction, or result in undue financial or administrative hardship on the institution. An employer is not required to lower quality or production standards to make an accommodation; nor is an employer obligated to provide personal use items such as glasses or hearing aids.

Reasonable accommodations are distinguished from services of a personal nature, which Emmanuel University does not provide, but the student may choose to employ. Such services of a personal nature may include individual assistants or coaches.

Examples of covered conditions under this policy include, but are not limited to: Attention Deficit/Hyperactivity Disorder (ADHD); autism spectrum disorders (ASD); chronic medical conditions (cystic fibrosis, diabetes); learning disabilities; mental health

disabilities (bipolar disorder, depression, post-traumatic stress disorder); mobility disabilities (use of wheelchair or other assistive device); neurological disorders (traumatic brain injury, epilepsy, motor or tic disorders); orthopedic disabilities (bone or muscle disorders, connective tissue disorders); and sensory disabilities (hearing, vision). Temporary Medical Conditions and Injuries (TMCI) such as injuries, acute illnesses, surgeries, pregnancy and/or related medical conditions, and breastfeeding and expelling breast milk, may not qualify as permanent disabling conditions. However, the University does provide assistance to students and employees and guidance on working with a temporary medical condition while at Emmanuel University.

Services Animals, Service Animals in Training, & Emotional Support Animals

Emmanuel University recognizes the importance of Service and Emotional Support Animals to individuals with disabilities and is committed to providing reasonable accommodations; fulfilling its responsibilities under federal, state, and local laws and regulations; ensuring the health and safety of the Campus Community, Guests and Visitors; and preserving the integrity of University Property. In accordance with the Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973, the University is committed to allowing individuals with disabilities the use of a Service Animal on University Property to facilitate full participation and equal access to the University's programs and activities.

Under federal law, individuals are not required to contact the University in order to have a Service Animal on University Property and may be used without written permission. In accordance with the Fair Housing Act (FHA), the University is committed to allowing Emotional Support Animals (ESA's) in University Housing Residences to provide for the emotional support of students with disabilities under certain conditions. This University's Animal Policy is designed to provide the Campus Community, Guests and Visitors with guidelines for the use of Service Animals, Service Animals in Training, and Emotional Support Animals on University Property.

For information on how to request an emotional support animal, the registration process, documentation requirements, and criteria, please visit <https://ec.edu/equity-compliance/> to view a full copy of the University's Animal Policy and Procedures.

The University is responsible for establishing disability eligibility criteria, making disability eligibility determinations, and establishing appropriate Reasonable Accommodations for students, employees, and visitors, as appropriate. The ADA/Section 504 Coordinator is also responsible for monitoring the University's compliance with ADA and Section 504 of the Rehabilitation Act.

Title IX & Sexual Misconduct

Emmanuel University's Sexual Misconduct Policy (hereafter referred to as the "Policy"), serves as Emmanuel's overarching policy against sexual misconduct and gender or sex based discrimination in all of its forms. (The University has been granted a Title IX

exemption by the Department of Education's Office of Civil Rights division for certain regulatory provisions regarding sex-based discrimination "to the extent they are interpreted to reach gender-identity or sexual orientation discrimination, and to the extent they restrict Emmanuel University's freedom to apply and enforce its Statement on Human Life"). The accompanying Formal Grievance Policy covers a narrower sub-set of sexual harassment that must be addressed under a defined formal grievance process as required by the U.S. Department of Education under new Title IX Regulations, effective August 1, 2024. Please visit <http://www.ec.edu/title-ix> for the full policy and procedures.

The University will not tolerate discrimination of any kind, including all forms of sex or gender-based discrimination, harassment, and misconduct, including, but not limited to, sexual harassment, sexual assault, non-consensual sexual contact (or attempts to commit same), non-consensual sexual penetration (or attempts to commit same), dating violence, domestic violence, sexual exploitation, and stalking. This Policy further prohibits aiding or inciting another person(s) to violate this Policy. The Policy specifically prohibits retaliation, in any form, against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy and Procedures.

The University is committed to take prompt and equitable action to stop and eliminate the conduct prohibited under the Policy, to prevent the recurrence of any harassment, and to correct its discriminatory effects. The University is committed to the ongoing assessment and improvement of the Policy and the University's Title IX compliance program.

The Office of Vice President of Student Life is responsible for administering this policy. Reports of Discrimination, Harassment, and/or Retaliation should be promptly made to the Office of Equity & Compliance:

Academics: Policies, Programs, & Resources

Please refer to the Academic Catalog or the website for the Academic Calendar.

Academic Integrity

Honesty, trust, and integrity are fundamental to one's academic pursuits. In a University community, formal academic disciplines and interpersonal relationships can only function in an atmosphere where these character traits are represented. As such, all students are expected to abide by the policies and procedures established in the University **Academic Integrity Policy**.

The full printing of this policy is in the current University <https://ec.edu/course-catalog/>.

Academic Advisors

An advisor is someone who has been trained to assist students in making their academic decisions and understands their degree requirements. Advisors are individuals who show concern for students and their well-being. Each student is assigned an Academic

Advisor. The Academic Advisor's chief role is to assist the student in registering for classes each semester and can also assist with:

- Providing accurate and timely information regarding academic programs, requirements, policies, and procedures.
- Helping in the exploration and certification of educational options, including the choice of a major.
- Being available should the student experience academic difficulties and/or be placed on academic probation.
- Making referrals, when appropriate, to other support services on campus. Should an Advisor not feel qualified to provide adequate advice in a given situation, the Advisor may refer the student to other appropriate resources.
- Maintaining confidentiality in the advising process.

A student is an individual who is committed to obtaining a University degree from an institution of higher education. Advisors expect the following from their students:

- That each student gives consideration to your personal, educational, and career goals.
- That each student has a basic familiarity with your academic program, including academic requirements and policies.
- That each student gives timely notice and information concerning academic problems you may encounter.
- That each student accepts responsibility for their decisions. Although Advisors are instructed to do all in their power to help students register for necessary courses, the student is ultimately responsible for their own enrollment decisions.
- That each student arrives punctually for all advising appointments and comes prepared with a tentative idea of the schedule of classes.
- That each student asks questions if you feel you have received insufficient or confusing information.
- That each student takes full advantage of any advising appointment, having all questions answered with an understanding of how decisions made fit within the context of one's personal, educational, and career goals.

Academic Resource Center (ARC)

Located on the bottom floor of the Aaron Building (101), the Academic Resource Center (ARC) serves the academic community of Emmanuel University by offering free tutoring and test proctoring services to all currently enrolled students. Tutoring is conducted by trained peer tutors who coach students to better comprehend their course material, write more effective essays, better manage their time, and study more efficiently. Subjects covered include Bible, biology, business, chemistry, economics, history, kinesiology, literature, math, physics, science, study skills, time management, and writing. Tutoring is available in person (limited online availability). The center also provides a quiet, supervised testing environment for make-up tests and academic accommodation needs. Test proctoring is in-person only.

Shaw Leslie Library

The Shaw-Leslie Library contains printed books, electronic books, periodicals, newspapers, and electronic resources for student use. Many library resources, including full-text periodical articles and e-books, are accessible through the library catalog and GALILEO. A scanner and a WEPA Print Station are located on the first floor of the library. Access to databases requires a password which may be obtained from the Library page on the EC website. Below are answers to Frequently Asked Questions about the library. For complete information on the full range of library services, visit the “Library Resources” on the MYMANE website.

Student Life: Programs, & Guide to Community Living

Overview of Departments & Services

The Student Life division works through two departments (Campus Life & Student Life) that are seamless and serve under the umbrella of the Student Life division with accountability to the Vice President of Student Life.

CAMPUS LIFE

Campus Life at Emmanuel University is committed to enhancing the overall educational experience of students and fostering a holistic Student Life experience through a variety of opportunities. The Department of Campus Life is located in the Office of Student Life. Campus Life at Emmanuel University includes New Student Orientation, Campus Clubs and Organizations, Commuter Services, International Student Services, Student Activities, Residence Life and Housing, and Student Conduct. Both Resident and Commuter students are an integral part of the livelihood of our campus community. Therefore, special initiatives and programs are developed for both. The Associate Vice President of Campus Life is responsible for implementing the overall campus life program.

This mission of the Campus Life department is to provide a uniquely Emmanuel Experience by encouraging holistic growth for each student.

Campus Engagement

The purpose of the Campus Engagement program is to provide engaging, relevant, and effective campus opportunities, events, programs, and trips (both on and off campus) pertaining to Student Life in the following areas: spiritual growth, intellectual growth, meaningful relationships, recreation, and health and wellness.

Residence Life and Housing

Residence Life and Housing exists to ensure that each residential student is able to fully engage the Emmanuel Experience within the residence halls. This office is also responsible to provide accurate and appropriate housing placements for all students.

Commuter Services

Commuter Services are geared toward meeting the needs of Commuters by streamlining campus information, developing commuter specific programs, and providing sufficient common areas across campus. Commuter Services aims to provide opportunities for commuter students to integrate themselves into the life of the University and to address issues and needs which are unique to the commuting student population.

International Student Services

International Student Services exists to meet the needs of the ever-growing International Student population at Emmanuel University. Our goal is to ensure that Emmanuel is catering to this unique group of students by providing personal support and ensuring that the international students' voices are heard. International Student Services aims to provide and support international students to ensure that they integrate themselves into University life in America. Contact: Deborah Millier (dmillier@ec.edu).

Clubs & Organizations

Whether you are a resident or commuter, a traditional student or are returning to school after a few years off, Student Clubs and Organizations can be an important part of your University experience. Helping you to connect to students and professors with similar interests, Student Clubs and Organizations provide out-of-classroom experiences that will enhance your studies and help you build relationships.

Student Clubs and Organizations are a link between academics and life outside of the classroom. It is an opportunity to collaborate with faculty and staff to plan and implement programs to help develop Campus Life. The purpose of Student Clubs and Organizations at Emmanuel University is to help engage students by allowing them to:

- Participate in co-curricular activities
- Develop leadership abilities
- Develop healthy relationships with others who have similar interests
- Formulate ways to gain a better understanding of God, self, and others
- Work with University representatives to understand policies and procedures
- Design and implement opportunities to enhance Campus Life (Replace Campus Life with Student Life?)

The guidelines for Clubs and Organizations can be found on the Emmanuel University website under the Student Life Tab.

Student Government

The University operates a vibrant Student Government Association. SGA is designed to provide students with a direct line of communication to the Senior Leadership Team of the University. SGA offers a number of positions to serve our diverse student body.

Career Services

The purpose of Career Resources is to assist students in resume and cover letter writing, job search assistance, mock interview training, internship assistance, career counseling,

and networking. Students seeking assistance with their career and professional development can schedule a one-on-one meeting with the Career Resource Coordinator by visiting <https://ec.edu/career-services/>. Aside from the above services, students can attend a career fair provided by Career Resources. At the career fair, students can meet employers and interview for potential job openings and or internship opportunities.

E Serve

Emmanuel University is dedicated to developing Christ-like disciples who live a life of service. Students who engage in service, whether on or off campus, will be positioned to grow personally, develop spiritually, and experience the benefits of working with faculty, staff, and fellow students. E Serve is responsible for developing service-learning initiatives and promoting campus and community involvement through those initiatives. All members of the campus community are encouraged to seek out opportunities to serve. Information about service-learning opportunities can be found at the Office of Student Life.

Short Term Missions

Each year, students are given the opportunity to experience the front lines of ministry on the mission field through short-term mission trips. Most trips are scheduled for the summer months. The length of the trips from time of departure to return varies but is generally one to two weeks.

Oversight of the Summer Missions program is provided by the E Serve. Applications and information packets will be made available at Chapel during the fall of each year, and again during Send Week in the spring semester. All trips must be approved by the E Serve Director in order to be an official Emmanuel University mission trip.

Fundraising

Students are not to solicit funds for missions unless their trip has been approved as an official Emmanuel University mission trip. All funds raised for missions must be deposited into an account at Emmanuel University's Office of Accounting Services and are non refundable. Checks should be made payable to "Emmanuel University" and should include the mission trip location in the Memo line. Funds received for this purpose cannot be used for personal University accounts or personal expenses. A contribution receipt can be issued for income tax purposes at the contributor's request.

Spiritual Life & Pastoral Care

Campus Spiritual Life at Emmanuel University affords students many spiritual experiences. The Campus Pastor coordinates spiritual life and religious events on campus and is available to provide pastoral care and counseling to the campus community. This position also oversees all student ministry groups as well as the Christian formation and discipleship programs of the University.

Since Emmanuel University is concerned with the total development of the person, activities are provided to complement the classroom experience. It is recognized that just as there are some requirements for intellectual growth and development, there are others for the development of spiritual maturity. These will develop a life pattern which reflects a growing Christian Faith and a lifelong pursuit of God.

Each student is urged to set aside a daily quiet time with God. A few minutes spent in prayer, reading God's Word and meditating upon it may very well be the most important part of the day. Students are also encouraged to get involved in the spiritual activities on campus. This involvement will allow one not only to be ministered to but will also give one an opportunity to use one's gifts and talents in ministry to others.

Some of the greatest spiritual opportunities of life are just ahead. Students are encouraged to take advantage of each one and to view spiritual activities as opportunities for learning and growth.

Disability Services

Located in the Office of Student Development, the Office of Disability Services seeks to minister to the whole person through a Christ-centered approach. Emmanuel provides accommodations through the federal 504 plan. If a student has accommodations from high school and wishes to continue those at Emmanuel, they should contact the office of Student Life.

Student ID

Each student will take a picture and upload the picture to their personal MYMANE page. This picture will serve as their student ID and will show up on the EU app which will provide students access to events on campus and campus dining.

Worship Services & Attendance Policy

Emmanuel University is firmly committed to the spiritual growth and development of its students as an essential part of a Christian liberal arts education. In that context, corporate worship services as well as a variety of Christian formation experiences are offered to all students.

These services are an integral and indispensable part of the Emmanuel University experience. Corporate worship is a place to wait on God, to minister to the Lord through worship and praise, and to hear from God through various means of ministry. Speakers representing various denominations and areas of Christian ministry are invited to minister in many of these services.

Chapel Services

Attendance at weekly services (Tuesday morning, Wednesday evenings and Oasis Thursday morning chapel) is viewed as an integral part of the program of Christian formation and discipleship as well as community life at Emmanuel University.

Attendance to Tuesday Morning Chapel services is mandatory to both Resident and Commuter students who are enrolled full-time (12 or more hours). Commuters

with valid reasons why attendance is not possible may seek a Chapel Attendance Exemption through the Office of Spiritual Life.

While attendance to Wednesday Night Chapel is highly encouraged and recommended, it is not mandatory. Oasis chapel services are a third option for students and are held each Thursday morning. **During all worship services, students should demonstrate courtesy and respect for his or her peers and the speaker by not talking, studying, sleeping, slouching, texting, or engaging in any other distracting behavior.** Staff members of the Office of Student Life will communicate with students who are engaging in this type of distracting and disrespectful behavior.

Alpha Week & New Beginnings Week

Each school year begins with an emphasis on the spiritual needs and concerns of the student body. Great effort is made to stimulate the entire University community to respond to the truths of the Gospel and to make the commitments necessary to best serve in the Kingdom of God. Students are encouraged to take advantage of this event and thus begin the academic year with a mind spiritually prepared for the challenges ahead.

In conjunction with the start of a new year each January, the University sponsors an event called New Beginnings. Pertinent messages are designed for University students regarding spiritual growth and development. New Beginnings Week occurs at the beginning of the Spring Semester.

Community Life Philosophy & Guide to Community Living

The Community Life Philosophy establishes the expectation that students enroll at Emmanuel University eager to participate as members of a Christ-centered, living, learning environment that maintains an atmosphere conducive for responsible citizenship, wholesome attitudes, healthy habits, and a life of service. The Emmanuel University community is committed to maintaining an atmosphere that reflects our life in Christ and ultimately gives praise and glory to God.

The policies of Emmanuel University are determined by our Christian mission, not the culture. We believe that Scripture provides clear guidelines for human behavior. Therefore, practices that are known to be morally wrong by Biblical teachings are not acceptable for members of the Emmanuel University community. The University also recognizes that while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in social practices which are harmful or offensive to others.

The University has chosen to adopt certain standards that will contribute to the promotion of a Christ-centered community. The standards of Emmanuel University may not be the preference of each individual. Those who choose to join the campus community do so voluntarily and willingly take upon themselves the responsibility of becoming familiar with and adhering to University policy.

Emmanuel University is dedicated to maintaining an environment that supports the mission, core values, and educational goals of the institution. To facilitate the desired environment, the University has adopted the Guide to Community Living. This guide outlines the expectations for community life, the Honor System, the commitment to protecting student rights, and procedures for responding to conduct regulations as outlined. As a Christian institution, the University has sought to establish standards and policies based on scriptural, moral, and ethical principles. As a learning community, everyone accepts responsibility for his/her actions. The Office of Student Life seeks to encourage and assist students in maintaining such standards.

The Guide to Community Living outlines behavioral standards developed by the University community for students along with related processes/procedures for addressing violations of the Guide to Community Living. Any student found responsible for misconduct may be subject to conduct sanctions(s), conditions(s), and/or restriction(s).

The Guide to Community Living and related processes/procedures educate students about their rights and responsibilities while promoting holistic development, self-worth, and mutual respect for all members of the University community. The student conduct aspect of University life is to encourage accountability within our community and to address misconduct from an educational perspective.

Emmanuel University reserves the right to take necessary and appropriate action to protect the mission of the University or the safety of its members. This may include taking disciplinary action against students whose behavior off University premises or between academic periods violates University ordinances and regulations, federal, state, or local laws; or which materially and adversely affects the individual's suitability as a member of the campus community.

If a student breaks a law that also violates University's Guide to Community Living, the student may be held accountable by both external authorities and the University. The University may, at its sole discretion, elect to pursue disciplinary action against the student either before, during, or after administrative, civil, or criminal proceedings that arise out of the same or other events and shall not be subject to challenge on the ground that external charges involving the same incident have been dismissed, reduced, or pending.

The University system and the Guide to Community Living have as an underlying principle the assumption that each student is responsible for maintaining acceptable, ethical, moral, and social behavior at Emmanuel University. This section outlines and discusses the primary purpose, procedures, student rights, penalties, and key terms or references of the CJS and COC.

Standards and procedures have been established by the University to protect its educational purpose, to provide for the orderly conduct of its activities, to protect the victims of crime, and to safeguard the interests of the University community. These disciplinary procedures used by the University are considered part of its educational process and reflect the philosophy of promoting responsible citizenship. Hearings and appeals conducted as part of this process are not courts of law. The University System is not intended to simulate courts of law. The Committees are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to the University for their actions. Disciplinary action at the University will normally proceed, notwithstanding any civil or criminal proceeding. The process is intended to give a student notice of charges filed against him/her and an opportunity to be heard as it concerns the charges. A registered student agrees to conform to and abide by University rules, regulations, and policies, and is subject to disciplinary action upon violation of any part of the Guide to Community Living. Disciplinary action may be taken for inappropriate conduct, ON or OFF University premises.

Drug-Free Schools and Communities Act Amendments of 1989

The University's policies for alcohol and other drugs reflect a commitment to the requirements established in the Drug-Free Schools and Communities Act Amendments of 1989. These policies also demonstrate the University's commitment to provide a safe and healthy educational environment. The abuse and misuse of alcohol and/or non-prescription and illegal drugs by members of the Emmanuel University community are incompatible with the mission, goals, and community life philosophy of the institution.

Alcohol and Non-Prescription/Illegal Drugs

Student conduct regulations at Emmanuel prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students. Sanctions for violations of school policy pertaining to alcohol and non-prescription/illegal drugs are outlined in the Student Handbook and may include, but is not limited to, warnings, probation, athletic team suspension/ineligibility, educational awareness, suspension, and/or expulsion. The Family Educational Rights and Privacy Act (FERPA) has given universities the option to notify parents/guardians about specific types of information from a student's conduct record, including violations in the areas of alcohol and non-prescription/illegal drugs.

The use of alcohol is potentially harmful, both physically and mentally, and often interferes with the user's ability to function adequately in his or her academic and social life. Emmanuel University requires students to comply with federal, state, and local laws concerning the possession and use of alcoholic beverages. In the state of Georgia, it is illegal for persons under 21 years of age to purchase, possess, or consume alcohol, to furnish alcohol to anyone under 21 years of age, or to drive under the influence of alcohol. Under certain circumstances, it is against Georgia law to walk or

be upon a roadway while under the influence of alcohol or other drugs. In the state of Georgia, the punishment for these offenses may include fines, imprisonment, mandatory loss of one's driver's license, mandatory treatment/education programs, and community service.

Emmanuel University also requires students to comply with federal, state, and local laws concerning the possession and use of non-prescription/illegal drugs. The misuse of non-prescription/illegal drugs is a violation of institutional policy and includes the selling, unlawfully possessing, sharing, buying, or using in a manner different than prescribed, any non-prescription/illegal drug. **In the state of Georgia, it is illegal to possess, use, distribute, or drive under the influence of illegal drugs.** Failing to comply with federal, state, and local laws regarding illegal drugs is considered a violation of institutional policy and will subject a student to disciplinary action. Students facing legal action off campus may also be held accountable through the Emmanuel University judicial system. Federal sanctions for illegal possession of drugs, depending on the severity, can include imprisonment from 1 to 3 years and fines from \$1,000 to \$5,000. Additional federal penalties for the illegal possession of drugs may also include:

- Forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1-year imprisonment.
- Forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs.
- Civil fine up to \$10,000 per violation.
- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense.
- Successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

PLEASE NOTE: *The Athletics Department will perform Random Drug Test Screenings through Drug Free Sport throughout the year in accordance with NCAA policies. See Athletic Handbook for details regarding the Random Drug Testing Policy for student athletes.*

Substance Abuse Education

Emmanuel University provides an online mandatory training program for all students and employees as part of the University's commitment to community wide safety and awareness. This program provides a platform for new community members to become familiar with the University's policies regarding non-prescription/illegal drugs and alcohol. The office of the Associate Vice President of Student Life develops student learning programs each semester with goal of impacting Student Life in a variety of areas, including student awareness in the areas of substance abuse.

Medical Amnesty, Good Samaritan, & Safe Harbor Policies

It is in the best interest of students' welfare that persons who have alcohol or other drug related emergencies be brought to the attention of medical personnel. Furthermore, Emmanuel University recognizes that the potential for disciplinary action for these and other incidents may act as a barrier to students who would otherwise seek assistance themselves or for other students. It is for these reasons that the University maintains Medical Amnesty and Good Samaritan policies. In these incidents, the primary concern is the well-being, health, and safety of students.

Medical Amnesty

Under this policy, students seeking medical assistance during an alcohol or other drug related emergency will not face formal disciplinary action by the office of the Associate Vice President of Student Life for the mere possession or use of alcohol or drugs. The sole reason for the student's intoxication being discovered by University personnel must be due to medical care being sought by the affected student. Additionally, student(s) seeking medical assistance for another person during an alcohol or other drug-related emergency will not face formal conduct action for the mere possession or use of alcohol or drugs.

Medical amnesty applies only to alcohol or other drug-related medical emergencies and students who seek medical amnesty may be held responsible for violating other policies, including but not limited to assault, property damage, or distribution of illicit substances. In cases where an individual or organization fails to seek emergency medical assistance when risk of harm is clearly indicated, formal disciplinary action may be taken against the individual(s) or organization.

In order to qualify for medical amnesty, the student must seek medical attention at the time of the incident and must meet with the Office of Vice President of Student Life or his/her designee within a reasonable amount of time after the incident and agree to comply with the conditions set forth by the Office Associate Vice President of Student Life or his/her designee. Students that assist those in need may also have to meet certain conditions for medical amnesty. If these conditions are met, there will be no conduct case, and the incident will not become part of the student's disciplinary record. If the student does not follow these stipulations, qualifications for medical amnesty are considered not met, and the student is subject to the judicial system as outlined in the Guide to Community Living.

It is the expectation of the University that a student uses the medical amnesty policy once; it is an opportunity for a student to learn from a mistake and avoid such mistakes in the future. Therefore, past the first incident, the availability of medical amnesty to the student is at the discretion of the Office of Associate Vice President of Student Life or his/her designee. Students that help others seek medical assistance are not limited to one use of the medical amnesty policy, as they should always feel empowered to help those in need.

It is important to be aware that Emmanuel University enforces federal, state, and local laws prohibiting the possession and use of alcoholic beverages and drugs. Medical amnesty applies only to the Emmanuel University Guide to Community Living and does not in any way prohibit law enforcement personnel from enforcing federal, state, or local laws.

Good Samaritan Policy

The University recognizes that there may be other situations, outside of those involving alcohol and drugs, which may pose a threat to the well-being, safety, or health of students. In those instances, any student seeking help from University personnel due to concerns of safety or health

may be excused from conduct proceedings related to violations discovered only as a result of seeking that help. University personnel include student staff members who are formally charged with monitoring assigned areas of campus.

In order to qualify for the Good Samaritan protocol, the student must seek help at the time of the incident and must meet with the Office of Vice President of Student Life or his/her designee within a reasonable amount of time after the incident and agree to comply with the conditions set forth by the Office of Associate Vice President of Student Life or his/her designee. Students that assist those in need may also have to meet certain conditions for this protocol. If these conditions are met, there will be no conduct case, and the incident will not become part of the student's disciplinary record. If the student does not follow these stipulations, qualifications for Good Samaritan are considered not met, and the student is subject to the judicial system as outlined in the Guide to Community Living. Good Samaritan protocol applies only to the Emmanuel University Guide to Community Living and does not in any way prohibit law enforcement personnel from enforcing federal, state, or local laws.

Safe Harbor Policy

The Safe Harbor Program gives Emmanuel University students the ability to "self-report" drug use to an athletic administrator, the Office of Associate Vice President of Student Life, or the VP of Student Life. The student will enter the Safe Harbor Program, in which they will receive lesser discipline, and will be referred for evaluation and counseling. A student may enter the Safe Harbor Program only once during his/her time at Emmanuel University unless extenuating circumstances are approved by the Vice President of Student Development.

For Student-Athletes the self-report to an Athletic Administrator must occur at least one day before his/her name is selected for a drug test.

A student cannot enter the Safe Harbor Program after he or she has been informed of a conduct investigation meeting or of an impending reasonable suspicion drug test. A Student-Athlete cannot enter the Safe Harbor Program after he or she has been informed of an impending drug test or NCAA drug test. Student-Athletes in the Safe Harbor Program remain eligible to be selected for drug testing by the NCAA. While in compliance with the Safe Harbor Program treatment plan, the Student-Athlete will not be included in the list of students eligible for reasonable suspicion/sanctioned drug testing by Emmanuel University for 30 days. The Director of Athletics or designee may suspend a Student-Athlete from play or practice if Student-Athlete may be a danger to himself or players. The Director of Athletics, Associate Athletic Director, the student-athletes Head Coach, or their designee will be informed if a Student-Athlete is participating in the Safe Harbor program. Other Emmanuel University personnel may be informed only to the extent necessary for the implementation of this policy.

Emmanuel University will work with a student entering the program to prepare a treatment plan, and the student can remain in the program for a reasonable period, not to exceed 30 days. If a student tests positive for any Banned Substance after entering the Safe Harbor Program or fails to comply with the Safe Harbor treatment plan, the student will be removed from the Safe Harbor Program. Failure to comply with the above to the satisfaction of the Office of Assistant Vice President of Student Life, including the retroactive counting of a positive drug test may result in an immediate dismissal from the University.

Description of Counseling/Treatment & Recovery Services

Campus Counseling Services for Students

- Emmanuel University
Office of Student Life
212 Spring St.
Franklin Springs, GA, 30639
(706) 245-2881
Terrance.james@ec.edu

Local Counseling/Treatment Services

- Wellsprings
63 Springs Station Drive
Franklin Springs, GA, 30639
(706) 246-0733
www.wellspringsga.com
- Heart Ministries (Women Only)
1150 Bear Creek Road
Lavonia, GA, 30553
(706) 453-7929
<https://www.penfieldaddictionministries.org/lavonia-georgia-rehabs-near-me>
- Robert W Dail Memorial Treatment Center
734 Hospital Rd
Commerce, GA, 30529
(706) 335-5180
rwdmemorial.com
- Advantage Behavioral Health Services (Elbert County)
50 Chestnut Street
Elberton, GA, 30635
(706) 213-2048 ex. 2001
advantagebhs.org
- DM & ADR Inc.
1710 Commerce Rd.
Athens, GA, 30607
(706) 552-0688
theathensclinic.com
- Pittard Clinic
1654 Falls Rd.
Toccoa, GA, 30577
(706) 886-4420
pittardclinic.com
- Advantage Behavioral Health Services (Athens) 199
Miles St.

Athens, GA, 30601
advantagebhs.org

- Potters House
655 Potter's House Rd
Jefferson, GA, 30549
(706) 543-8338
atlantamission.org
- Twin Lakes Recovery Center
723 Baxter St., Suite C
Athens, GA, 30606
(706) 489-6426

Alcoholic Anonymous (AA)

- To Light The Way Group
Lavonia Church of God
107 Bear Creek Rd.
Lavonia, GA, 30553
Th. 7:00 p.m.
- Danielsville Group
Danielsville United Methodist Church
295 General Daniels Ave. N.
Danielsville, GA, 30633
Friday 7:00 p.m.
- 5th Tradition Group
The Double A Club House
933 Elbert St.
Elberton, GA, 30635
T/W/Th. 5:45 p.m.
Sat. 10:00 a.m.
- Alive & Well Group
79ers Club
32 Owens Lane
Hartwell, GA, 30643
M/W/F/S – 7:00 p.m.
Tues. 6:00 p.m.
Find many more AA groups: aageorgia.org

Narcotics Anonymous (NA)

- New Dreams Group
Universalist Church Fellowship Hall
40 Brown St.
Canon, GA, 30520
Sat/Tues. 7:00 p.m.

Find many more NA groups: negana.org

National Helpline

- Substance Abuse & Mental Health Services Administration (SAMHSA)
1-800-662-4357

Federal Services

- FindTreatment.gov

GUIDE TO COMMUNITY LIVING

Weapons

Emmanuel University conforms to Georgia statutes which address the possession of weapons on or within a school safety zone ("school safety zone" means in or on any property owned by Emmanuel University.) Possession and/or use of any object used as a weapon and/ or to inflict bodily harm while on university property or at University sponsored activities:

1. Using, possessing, distributing, manufacturing, maintaining, transporting or receiving in a residence hall, any location on University property, or at any University sponsored event, any of the following weapons as defined in Georgia Code Section 16-11-127.1
 - a. Pistol, revolver, or any weapon designed or intended to propel a missile of any kind (this includes airsoft, paintball, BB or pellet guns, potato guns and other such homemade devices).
 - b. Knife having a blade of two or more inches.
 - c. Straight edge razor or razor blade.
 - d. Spring stick.
 - e. Bat, club, or other bludgeon type weapons.
 - f. Nun Chahka, nunchuck, nunchaku, or shuriken.
 - g. Throwing star or oriental dart.
 - h. Stun gun or Taser HB 792 electroshock weapons.
 - i. Any destructive device, detonator, explosive, incendiary, over-pressure device or any explosive materials defined in Georgia Code Section 16-11-127.1.

The possession of a valid firearms permit or a valid license to carry a concealed weapon does not exempt students from the provisions of this policy or provisions detailed in Georgia Code Section 16-11-127.1. Under Georgia Code section 16-11-127.1, Law Enforcement personnel are not prohibited from carrying weapons on the Emmanuel University campus.

Alcohol

It is a violation of institutional policy, **regardless of age**, to participate in or associate with the manufacture, purchase, possession, consumption, distribution, facilitation or unlawful sale of alcohol whether **on or off campus**. Aiding and abetting in the sale or transfer of alcoholic beverages to any person is prohibited. Kegs, funnels, or other common containers of alcohol, and/or paraphernalia are prohibited on campus and will be confiscated by the Associate Vice President of Student Life or the designee.

Non-Prescription/Illegal Drugs

It is a violation of this Policy to possess, sell, use, be under the influence of, deliver, dispense, distribute, administer, or manufacture any non-prescription/illegal drugs, including marijuana,

marijuana seeds, CBD oil containing illegal amounts of THC over 0.3% per Georgia law, narcotics, hallucinogens, opiates, stimulants, THC oil, wax, or shatter, or depressants. All paraphernalia that is associated with and related to the use of non-prescription/illegal drugs is also strictly prohibited, including bongs, grinders, DAB pens, scales, etc., and will be confiscated and disposed of by the Office of Associate Vice President of Student Life or his/her designee.

Tobacco/Smoking

Emmanuel University is a tobacco-free campus. Tobacco use or possession or sale in any form is prohibited. This includes tobacco and tobacco paraphernalia including, but not limited to, smokeless or spit tobacco, snuff, cigarettes (including electronic cigarettes/vapes and paraphernalia), cigars, cigarillos, pipes, bidis, and hookahs. All paraphernalia will be confiscated by the Office of Associate Vice President of Student Life or his/her designee. All perishable items confiscated will be disposed of by the Office of Associate Vice President of Student Life.

Arrest

Students in attendance at Emmanuel University are subject to all local, state, and federal laws and statutes. Students who are arrested by any law enforcement agency are required to inform the Office of Associate Vice President of Student Life within 24 hours of their release. Students arrested may be subject to the University judicial system when their conduct violates University policy. Failure to report this information to the Office of Associate Vice President of Student Life will result in a failure to comply/disregard University authority violation and will result in further disciplinary action.

Implied Consent/Passive Participation

If a student becomes aware of a violation of the Guide to Community Living, including but not limited to, Alcohol or Drug policy violation(s) occurring in their presence, the student is expected to remove themselves from the situation, attempt to take reasonable action to stop the violation from occurring, and/or alert a staff member of the policy violation(s). If a student fails to remove themselves from a situation in which a policy violation is occurring, they are giving implied consent to allow the violation to occur and will be seen as passive participants in the activity and thus held fully responsible for the consequences of violating the implied consent/passive participation policy. Additionally, as circumstances deem appropriate, they may also be held responsible for violating the originally cited policy as well.

Sexual Behavior & Gender Identity

Institutional Foundation and Christian Identity

Emmanuel University is a private, four-year Christian University with an Evangelical, Pentecostal foundation that is committed to the Lordship of Jesus Christ. The Board of Trustees of Emmanuel bears the legal responsibility and authority for all aspects of the operation of the institution and establishes policies that are consistent with those of the General Conference of the International Pentecostal Holiness Church. As the sponsoring denomination of Emmanuel University, the International Pentecostal Holiness Church plays an active role in guiding the educational philosophy and core values of the

institution.

Emmanuel University's Stance on Gender Identity and Sexual Behavior

God's original and ongoing intent and action were at the creation of humanity manifest as two distinct sexes, male and female. In Matthew 19:4 and Mark 10:6, Jesus himself affirmed that, "in the beginning God made them male and female" and Emmanuel University's stance is that a person's gender identity is directly linked to his/her biological sex at birth. Emmanuel University adheres to the biblical teaching that God had, and continues to have, a specific design for sexual behavior and marriage (Genesis 1:26-28; 2:22-24). Specifically, the biblical standard is the expression of sexuality within a monogamous marriage between one man and one woman (Mark 10:4-12). Sexual intimacy outside of the covenant of marriage, whether it is between a man and a woman or between two persons of the same sex, is considered an illegitimate moral option based on the teaching of Scriptures and as understood by Christian churches throughout history. Therefore, practices that are incongruent with sound biblical interpretation and teachings in the areas of sexual behavior and gender identity are not acceptable for members of the Emmanuel University community. Further, Emmanuel University defines intimate relationship as being between one man and one woman and does not recognize same-sex intimate relationships as healthy or appropriate in the sight of God. Emmanuel University seeks to reflect God's love and concern for all of humanity, including individuals who experience discordance between certain sexual aspects of their personhood. We further recognize our calling within the context of our educational mission to cultivate an environment that supports and reflects our understanding of biblical and theological perspectives of human sexuality and behavior.

University Response to Policy Infractions: Sexual Behavior and Gender Identity

The University will utilize the aforementioned policies as a guide in making decisions in areas including but not limited to student admission and retention, student housing placement, facilities/grounds usage and rentals, employment hiring and retention, and other decisions of a practical nature as deemed appropriate by the Board of Trustees and Senior Leadership Team. Students who are in violation of the Emmanuel University Policy on Sexual Behavior and Gender Identity are subject to institution accountability and/or disciplinary action. Examples of accountability and disciplinary actions could include but are not limited to removal from involvement in athletic team participation, leadership positions, or other institutional activities (either temporarily or permanently); probation; suspension; expulsion. Depending on the detail of the policy violation, the University may request that a student seek general counseling services and/or pastoral care offered by the institution or receive formal psychological care from an outside licensed professional who provides therapy from the biblical perspective established in this document. If such a student engages in violations of the Emmanuel University Policy on Sexual Behavior and Gender Identity as established in this document during the counseling and/or pastoral care process, he or she will be subject to disciplinary action including the possibility of suspension. The Board of Trustees and Senior Leadership Team of the University reserves the right to make decisions that may or

may not be in writing in regard to the aforementioned policies.

Sanctity of Human Life

Emmanuel University believes, based on the authority of Scripture, that all humans, male and female, are made in the image of God (Genesis 1:27), and therefore have an inherent dignity that should be treasured. Emmanuel University believes in the sanctity of human life as a reflection of our belief that God, who created all things, is the Giver and Sustainer of all life. Because of the clear teaching of Scripture regarding the sacredness of human life (Psalm 139:13-16; Isaiah 44:24; Jeremiah 1:5), Emmanuel University considers abortion to be an act that violates both biblical teaching and institutional policy.

Unmarried Student Pregnancy

The Emmanuel community holds to the sanctity of life and does not support the act of abortion. In the event that an unmarried student should become pregnant, Emmanuel University will support, to the extent that it can, the spiritual, emotional and physical well-being of those involved. As for enrollment, no student, including the father, if enrolled at the University, will be dismissed from Emmanuel University strictly due to pregnancy. If the affected students are currently living in an on-campus residence area, he/she may have the option to move off campus or be reassigned to another residence area on campus. Both parents (if enrolled at Emmanuel University) will receive disciplinary accountability for their growth and support through the situation.

In accordance with Title IX, The University prohibits discrimination against pregnant and parenting students. Harassment based on pregnancy, childbirth, or related medical conditions is prohibited. For complaints of discrimination or harassment related to pregnancy or parenting status, to understand your rights as a pregnant/parenting student, and/or to request reasonable accommodations related to pregnancy/parenting status, please contact the University's Title IX Coordinator. The Title IX Coordinator can also help connect a student to local resources for assistance with medical care, WIC, parenting classes, insurance related needs, baby supplies, adoption services (if desired) etc.

Disorderly Behavior

Violations in this area include but are not limited to:

(3a): Lying, intentionally furnishing false information to the University or other forms of dishonesty in University related affairs. Abuse of the Judicial System. Knowingly making false charges or giving false testimony in an attempt to have a student sanctioned by the University.

(3b): Disorderly conduct or lewd, indecent or obscene conduct or expression or public profanity. Distributing on University owned property, or at any University sponsored activities, printed material that is libelous, or that encourages violation of public laws or University regulations.

(3c): Obstruction, disrespect or disruption of teaching, research, administration, residence life functions, disciplinary procedures or University activities including its public service function or other authorized activities on University premises or at University sponsored or supervised

events. Participating in, or attendance at, riots or mass disturbances by students on any University property. Participating in, leading, or inciting others to disrupt scheduled and/or normal campus activities, events, and programs. Intentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.

(3f): Habitual or repeated incidents of excessive noise, violation of quiet hours and misuse of musical instruments and noise producing devices in such a way as to violate the rights of other to live in an atmosphere conducive to learning and study.

(3g): Theft, misappropriation, illegal, possession of or sale of or transfer of or damage to property of the University or an Organization affiliated with the University or a member of the University community or campus visitor, including the unauthorized sale of the academic property of the University or another person or to deny the use of the same when required.

(3j): Defiance of Authority. Any student may be charged with defiance of authority if he/she shows defiance or belligerence toward a university security officer, faculty member, or other university official who, in the line of duty, asks for identification or information. Students are expected to carry university identification cards at all times and must identify themselves to university officials upon request. It is understood that university officials or security officers will identify themselves before making such a request.

(3m): Having pets in buildings or on campus including residence halls, classrooms, offices, etc. except when required in connection with a handicapped person or class-room assignment, and/or without the approved written consent of the Associate Vice President for Student Life for Emotional Support Animal (ESA) accommodation.

(3t): Contempt of Judicial Sanction. Students who fail to comply with sanction requirements may be subject to suspension. Any student who repeats or commits another violation while under sanction(s) shall be subject to suspension.

(3u): Off-Campus Misconduct. Any student who violates community law regulation off-campus, so as to bring negative report upon himself/herself and the University, shall be in violation of the Campus Codes of Conduct and punishable as shall be determined.

(3v): Emmanuel University does not permit the unauthorized use of the University seal or logos or official reference to the University or the use of the University's name in a manner that might imply official approval, authorization, or sponsorship of an activity or publication. This prohibition extends to Emmanuel University students or any Emmanuel University organization, whether officially recognized or not. Exceptions to this policy require written authorizations from the Office of the President. This policy includes, but not limited to, public performances or statements, electronically distributed statements, printed matter, Internet web pages, souvenirs, or merchandise.

(3w): Conduct inappropriate for a Emmanuel University student. This is conduct, which may bring disfavor upon the University. Additionally, students may be sanctioned for conduct which constitutes a hazard to the health, safety, or well-being of members of the University community; or which is detrimental to the University's interest, whether such conduct occurs on-campus, off-campus, or at a university-sponsored events.

- Disruption or obstruction of classroom teaching or other authorized University activities taking place on campus.
- Behavior that disturbs the academic pursuits or infringes upon the rights, privacy, property, or privileges of another person.
- Failure to comply with directions or instructions given by University officials, Law Enforcement, or other personnel (including residence life staff) acting in performance of their duties and/or failure to identify oneself truthfully to these persons when requested to do so.
- Behavior or actions that are considered rude or disrespectful toward others including faculty, staff, administration, roommates, residence life staff, guests, and other students.
- Involvement in a campus demonstration that disrupts the normal operations of the University and/or infringes upon the rights of others.
- Circulating any advertisement (paper or electronic) without approval from the proper University official(s).
- Operating a motor vehicle in a manner that jeopardizes the safety and well-being of others.
- Maintaining inappropriate volume levels of residence hall electronics or motor vehicle stereos.
- Behavior that interferes with the normal functioning of a Residence Hall or unnecessarily impedes on the rights of students and/or staff is prohibited.
- Hall sports, water fights, and other disruptive actions.
- Using abusive, derogatory, or disrespectful language toward a University official, for any reason, is prohibited.

Altercations/Bullying/Intimidating Behavior

Violations in this area include but are not limited to:

- Altercations, such as physical abuse, fighting, verbal abuse, or threatening behavior. Acts or threats of violence including, but not limited to, physical restraint, assault, or any other act of violence (striking, kicking, shoving, slapping, or otherwise forcefully touching a person, etc.) or use of physical force against any member of the campus community, or any act that threatens the use of physical force.
- Participating in any activity on or off campus that threatens and intimidates and/ or endangers the health, physical, mental, or emotional well-being of a community member, or results in damage, malicious or non-malicious vandalism, or general disregard for the University or private property
- Written threats, intimidation, or coercion.
- Bullying is defined as unwanted, offensive and malicious behavior that undermines

an individual or group through persistently negative attacks. The behavior generally includes an element of vindictiveness, and is intended to undermine, patronize, humiliate, intimidate or demean an individual(s)."

Some forms of the above behaviors as well as other forms of student misconduct, may be considered discriminatory harassment if based upon a person's federally protected status (See <https://ec.edu/equity-compliance/>).

Failure to Comply/Disregarding University Authority

All students are expected to cooperate fully and respectfully with the requests of University officials, including Residence Life staff, Campus Safety personnel, University staff or faculty members, and/or any official University vendors (dining services, bookstore, etc.).

Failure to comply consists of various aspects to include, but not limited to: failure to attend mandatory meetings, not evacuating during fire alarms, not showing identification upon request, and not complying with other reasonable and appropriate requests from University officials.

Repeat incidents of the same violation will result in greater penalty, this includes but not limited to, repeat restricted areas, on campus parking, and noise violations. When this happens sanctions can significantly increase as result of this more serious policy violations.

Discrimination & Harassment

All allegations of discrimination and harassment, not covered by the University's Sexual Misconduct Policy which can be found at <https://ec.edu/equity-compliance/>, based on the protected categories as listed below will be handled pursuant to this Policy.

Emmanuel University will not tolerate discrimination against or harassment of any individual or group based upon actual or perceived discriminating characteristics including race, sex (including sexual harassment & pregnancy), color, religion, national origin, genetic information, age, disability, veteran's status, or any factor that is a prohibited consideration under applicable law. (The University has been granted a Title IX exemption by the Department of Education's Office of Civil Rights division for certain regulatory provisions regarding sex-based discrimination "to the extent they are interpreted to reach gender-identity or sexual orientation discrimination, and to the extent they restrict Emmanuel University's freedom to apply and enforce its Statement on Human Life").

Discriminatory harassment is defined as unwelcome physical or verbal conduct that substantially interferes with an individual's employment, education, or access to the institution's programs, activities, or opportunities. Harassment may include, but is not limited to, verbal or physical attacks, graphic or written statements, threats, remarks of a demeaning or condescending nature; or repeated demeaning jokes or slurs when it is

sufficiently severe, persistent or pervasive to:

- Unreasonably interfere with the individual's work or educational performance;
- Create an intimidating, hostile, or offensive working or learning environment; or
- Unreasonably interfere with or limit one's ability to participate in or benefit from an institutional program or activity.

Discrimination is defined as: Decision-making based on race, sex (including sexual harassment & pregnancy), color, religion, national origin, genetic information, age, disability, veteran's status, or any factor that is a prohibited consideration under applicable law.

Hazing

Under Georgia Code Section 16-5-61, hazing is a criminal offense. Emmanuel University's policy on hazing reflects those laws. The University supports only those activities that are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. Hazing is defined as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off campus, which endangers the mental or physical health of an individual, produces physical discomfort, subjects the individual to embarrassment, harassment, or ridicule, or is morally degrading or humiliating in nature.

Theft

Violations in this area include but are not limited to:

- Taking, attempting to take, or having in his/her possession items of University property, items belonging to other students, faculty, staff, or guests of the University, or items belonging to businesses or individuals in the community without proper authorization.
- Taking, attempting to take, or keeping any items that belong in a classroom, office, library, or any other facility on campus.
- Selling or attempting to sell textbooks unless the seller is the owner of the textbook.

False Information

Students are not to provide false information in any form to University officials. Specific violations of this policy include, but are not limited to:

- Knowingly misusing, misrepresenting, or falsifying any University record, I.D. card, form, computer resource or procedure.
- Making a false or misleading oral or written statement at any point of the student conduct process or any other process used to address student behavior. ■ Possessing or displaying any form of false identification or any identification not one's own.
- Falsely reporting a crime or violation of the Guide to Community Living or any other University policy.

- Assuming or attempting to assume the identity of another person. ▪ Forgery, alteration, or misuse of any University document.
- Providing false information to any University official or office.
- Tampering with the election process or casting more than one ballot for any University recognized student organization or position.

Possible sanctions for violations of this False Information Policy within each category could be higher or lower than what is listed, based on the attitude of the student, circumstances surrounding the situation, and/or previous disciplinary history.

Vandalism/Damage of Property

Malicious or unwarranted damage or destruction of University property, items belonging to students, faculty, staff, or guests of the University, or items belonging to businesses or individuals in the community.

The intentional or reckless destruction or dismantling of any University property or equipment may result in disciplinary sanctions. Charges for damages and cleaning will be determined only by the Department of Residence Life or other appropriate University personnel; repairs or replacement of items may not be done by students. Students who fail to pay assessed charges may be prevented from registering for classes, obtaining transcripts, or receiving grades.

Clothing & Personal Appearance

The University reserves the right to address any issue of immodesty or inappropriate attire. If clothing and/or personal appearance is deemed inappropriate by University officials including but not limited to Student Life personnel, Athletic personnel, and/or faculty, immediate cooperation is expected from the student. Violations in this area include but are not limited to:

- Presenting oneself in dress and appearance that is not modest, appropriate, or conducive for a Christian living, learning environment.
- Drawing inappropriate or undue attention to one's self or any part of one's anatomy. Visible undergarments are generally considered inappropriate in most settings.
- Appropriate dress is required for entrance in the campus dining hall at all times.
- Pants should not have rips or tears that expose bare skin above mid-thigh.
- Pajama pants are inappropriate for public areas and for attending class.
- Shorts, dresses, leggings, tights, and skirts should reflect modesty.
- Swimwear should reflect modesty and be worn in appropriate areas.
- Wearing clothing with inappropriate advertising, designs, and/or logos that are contrary to the mission of the University including alcohol and cigarette ads, sexually explicit/suggestive and/or drug-related sayings or designs.
- Not wearing shirts and shoes to class, chapel, convocation, and any other University facility.
- Not wearing shirts outdoors, on campus, or public areas.
- Participating in or attending University functions in clothing that is not appropriate

for the occasion (CAP events, formal University functions, leading worship, etc.).

Public Indecency

Emmanuel University adheres to the Criminal Law of Georgia prohibiting public nudity (GA Code Section 16-6-8). Therefore, it is University policy that nudity outside of the student's room or restroom is considered public nudity and will not be tolerated.

Unauthorized Entry/Use of University Property

No student shall participate or assist in unauthorized entry into or use of any University facility, building, office, or onto any roof or other University property. Violations in this area include but are not limited to:

- Unauthorized entry, attempted entry, or use of any University owned building or property. This includes all rooftops of any University owned buildings.
- Unauthorized use, possession, or duplication of University keys or other methods of facility access (i.e. cards, codes, etc.).
- Students shall not enter Residence Hall rooms to which they have been neither assigned nor invited.

Public Displays of Affection

It is expected that students in any stage of a romantic relationship and/or friendship reflect integrity, honor, and mutual respect and consent in their relationships. Efforts should be made to preserve the comfort of other community members in public common spaces. To this end, Emmanuel University community members are expected to use discretion when displaying affection publicly. While not an exhaustive list, students should refrain from the following: extended periods of hugging and kissing, sitting on or resting one's head upon another person's lap, or lying down together.

Restricted Areas

Outside of move-in day, year-end check-out, and announced Open Hall periods, students are not permitted on the Residence Hall floors, in the Residence Hall stairwells or rooms of members of the opposite sex unless directed otherwise by the appropriate University personnel. Violation of this policy could result in suspension from the University.

Examples of violations of this policy include, but are not limited to:

- Visiting a student of the opposite sex in a residence hall outside of the specified periods listed inside the halls.
- Retrieving a personal item that was left in a student's room of the opposite sex during non-Open Hall hours. (If you leave an item in an opposite sex room, please have the student from that room bring the item to you in the common lobby area or contact a residence life staff member)
- Delivering items to students in opposite sex residence hall rooms during non-Open Hall hours.
- Non-Student guest policy violations.

Misuse/Abuse of Computers/Network

Violations of University policy pertaining to computer and network usage. Computer use, and network policies can be found at <https://ec.edu/computer-access/>

Social Media Networking

The posting of inappropriate or offensive information or pictures on social networking sites, web-pages, etc. Students are reminded to use extreme caution when visiting social networking websites. As a safety precaution, students are strongly discouraged from providing personally identifiable information to such websites or blogs. In addition, students should be advised that offensive or inappropriate material posted by Emmanuel University students to such sites, which brings discredit to Emmanuel University, will not be tolerated. Offensive and/or inappropriate material includes but is not limited to photographs, audio, or video streams and abusive, profane, or threatening language. Material that violates the Guide to Community Living and constitutes a disciplinary offense as outlined in the Student Handbook will be dealt with accordingly.

Inappropriate Use of EU Mobile App

As a condition of using the Emmanuel University app, students agree not to use the service in a way that will violate Emmanuel University standards. Student access to the mobile app is a privilege, not a right. Students who violate policies and procedures and misuse the mobile app for purposes including but not limited to transmitting unwanted "spam", bullying, posting or transmitting any content that is defamatory, obscene, abusive, profane or violates Emmanuel's Guide to Community Living may have their app account privileges suspended or terminated.

Gambling

Conducting, organizing, or participating in any type of illegal gambling is prohibited.

Multi-Media Usage & Entertainment

Violations in this area include but are not limited to:

- Viewing or having in one's possession movies, video games, magazines, posters, etc. that contain inappropriate material including nudity, strong sexual content, excessive and graphic violence, and other types of objectionable material.
- Playing or having in one's possession music with vulgar or explicit lyrics.
- Unauthorized distribution, showing, or viewing of movies, films, music, videotaped TV programs, etc. that violates federal copyright laws.

Dancing & Dance Clubs

Violations in this area include but are not limited to:

- Engaging in provocative and suggestive dancing.
- Attending dance clubs, taverns, strip clubs, or any establishment whose primary purpose is serving alcohol, etc.

Athlete & Fan Behavior

Violations in this area include but are not limited to:

- Displaying behavior at any University athletic event that does not demonstrate good sportsmanship.
- Students and guests who use obscene gestures, profanity, racist or sexist language, intimidating action(s) or language toward referees, officials, opponents, or spectators.

For the complete University policy regarding this and other athletic topics see the Student Athletic Handbook which can be found on the Official Emmanuel University Athletic Page [here](#).

Inappropriate & Offensive Language

The blatant use (verbally or in writing) of abusive, profane, racist, obscene, or sexist language is prohibited.

Pornography

The possession, use, or distribution of any pornographic material, including magazines, books, posters, photos, videos, computer games, and internet websites is prohibited.

Interference with Disciplinary Process

Violations in this area include but are not limited to:

- Unreasonably delaying the judicial system by failing to appear for a meeting by the authorized University official
- Providing false or distorted information
- Disrupting the normal operation of the judicial system
- Failure to comply with the sanctions imposed under the Guide to Community Living

Skateboards/Rollerblades/Scooters

Use of skateboards, rollerblades, scooters, or other similar modes of transportation in University buildings or on University premises in such a manner as to constitute a safety hazard or cause damage to University or personal property is prohibited. Storing gas powered devices (such as mini-bikes or other similar vehicles/items) in residence halls is prohibited. Use or storage of hoverboards is also prohibited.

Bicycles

Bicycles cannot be operated or stored in rooms, hallways, stairwells, or any other area inside the Residence Hall or other University buildings. Bicycles must be kept in designated bicycle storage racks. Bicycles should not be attached to railings, benches, trees, or in other exterior locations that obstruct access to stairways, sidewalks, or entrances. Bicycles left unattended anywhere in the halls or on campus may be treated as abandoned property. It is the student's responsibility to lock and secure his/her bicycle.

The University is not responsible for damaged, lost, or stolen bicycles. Motorcycles, mopeds, scooters, and similar vehicles are not permitted inside the Residence Halls.

Because of fire safety concerns, these vehicles should never be parked near or against the building.

Fundraising & Solicitation

Solicitation shall include any undertaking of an individual or group which attempts to promote the sale or use of a particular product or service. Specifically, this policy addresses the following:

- Soliciting on campus (door to door or office to office) is expressly prohibited without permission from the Senior Leadership Team.
- Solicitation in or on all campus facilities by for-profit corporations, nonprofit organizations, private individuals, faculty, staff, or non-resident students is prohibited, unless prior permission has been granted by the Senior Leadership Team.
- Personal solicitation through campus e-mail list services is prohibited.
- Members of the Emmanuel University community who are involved in on or off campus fundraising must receive permission from the Senior Leadership Team. Fundraising request forms may be obtained from the Accounting Services Office.

Advertising

Advertising and promotion shall be understood to include such forms of personal and material presentation as commercial advertising, direct personal solicitation, publicity, and sales promotion in the forms of posters, flyers, samples, coupons, refund offers, price reductions, premiums, contests, trading stamps, sales demonstrations, buying allowances, free goods or services, bonuses, etc.

- All flyers and announcements to be placed in a Residence Hall must be approved by an Area Coordinator. Postings are to be placed only in designated areas including bulletin boards found in most lobbies. Flyers and announcements should not be placed on any Residence Hall entry or room door.

All flyers and announcements to be placed on/in campus facilities must first be approved by the Associate Vice President of Student Life. Designated areas typically include bulletin boards found in academic buildings, CAF, Lion's Den, and the Athletic Center.

Commercial Enterprises

Use of University property and any University resource for the conducting of commercial enterprises and/or business is prohibited.

Student Means of Expression/Protest Registration

The University appreciates and recognizes that constructive protest and discussion of issues can be done respectfully to communicate dissent and desire for change. The University also recognizes an obligation to maintain, on the campus, an atmosphere conducive to academic work and the respect of the private rights of all individuals.

Therefore, the following guidelines govern student protests/demonstrations:

- Student demonstrations (marching, picketing, silent vigils, etc.) are to be registered for information and approval with the Associate Vice President for Student Life no later than 48 hours preceding the occurrence.
- Sponsoring organizations, their officers, and all individual participants, will be held responsible for their conduct in demonstrations.
- Student demonstrations are to be conducted in an orderly manner and are not to interfere with the normal operations of the University. University officials reserve the right to disperse, modify, or relocate protests.
- The privilege of on-campus student demonstrations is not extended to organizations or students not directly affiliated with Emmanuel University.
- Student demonstrations do not necessarily reflect the views of Emmanuel University.

Sidewalk Chalking

Chalking is only permitted by authorized clubs/organizations or University approved programming events, and approval must be obtained through the Associate Vice President for Campus Life in conjunction with Assistant Vice President of Operations. Chalking is only permitted on natural gray concrete sidewalks and streets that are subject to being washed by the rain.

Disciplinary Sanctions

The following sanctions may be imposed on a student for any violation of the Emmanuel University Associate Vice President of Student Life, his/her designee. Possible sanctions for violations of this Policy within each category could be higher or lower than what is listed, based on the attitude of the student, circumstances surrounding the situation, and/or previous disciplinary history.

All sanctions become a part of the student's disciplinary record that is maintained in the Office of Student Life. Although transcripts of permanent education records are normally issued to students upon request, they may be withheld when there are unpaid financial obligations or other outstanding sanctions. Additionally, students may not be permitted to enroll in subsequent classes if they have uncompleted sanctions.

The Associate Vice President of Student Life or his/her designee may modify or impose additional sanctions for failure to complete sanctions by the assigned deadline. A student's disciplinary status is not public information. However, the disciplinary status will be provided to those who "need to know," which may include coaches, professors, ministry leaders, Residence Life personnel, etc. The following list is neither exhaustive nor in order of severity and may be added to and/or modified to meet the circumstances of a violation of any Emmanuel University Guide to Community Living Policy:

Expulsion

Permanent separation of the student's relationship with the University.

Suspension

A period of time in which the student may not be enrolled at the University or be present at any University location, including University-sponsored events, unless prior arrangements have been made with the office of the Associate Vice President of Student Life. Suspension and expulsion are considered a mandatory withdrawal. The student is responsible for completing the withdrawal procedure as outlined on the form supplied by the Registrar unless otherwise instructed by the office of the Associate Vice President of Student Life. Refunds, if any, will be made in accordance with withdrawal guidelines and the Refund Policy as printed in the Course Catalog at <https://ec.edu/course-catalog/>.

A student who is suspended may also receive a "W" or "F" for that semester's courses as determined by the office of the Associate Vice President of Student Life. When a suspension or expulsion occurs, a student must leave the campus immediately unless otherwise instructed by the Office of Residence Life & Housing & Student Conduct.

Below is a list of common violations and consistent sanctions applied:

Level	Conduct Violation Description	Sanction Codes
	Minor weapons (knives, nerf, etc.)	1; 3; 4; 5; 9
	Restricted areas (non-sexual)	1; 3; 9
	Residential Damages / Vandalism	1; 2; 4; 5; 6; 9
	Tobacco/Smoking	1; 2; 3; 9
	Repeated violations (+3 or as deemed necessary)	2; 3; 4; 5; 6; 9; 10
	Theft	2; 4; 5; 6; 9; 10; 11; 12
	Alcohol A. Implied Consent/ Passive Participation B. Possession or Consumption w/ Minimal Distribution C. Concerning, Disruptive, or Repeat Incidents D. Persistent Concerning Behavior or Serious Incident	A. 1; 3; 9 B. 9; 2; 3; 12 C. 9; 7; 2; 10; 12 D. 10; 11; 12; 5
	Sexual Restricted areas	1; 3; 4; 5; 9; 10
	Non-Prescription/ Illegal Drugs A. Implied Consent/ Passive Participation B. Possession or Consumption w/ Minimal Distribution	A. 1; 3; 9 B. 9; 2; 8; 7; 3; 12

	C. Concerning, Disruptive, or Repeat Incidents D. Persistent Concerning Behavior or Serious Incident	C. 10; 2; 8; 3; 12 D. 10;11;12; 5
Vandalism / Destruction of Property		1; 3; 4; 5; 6; 9; 10
Failure to comply		2; 5; 6; 9; 10; 11
Altercations/Bullying/ Harassment		1; 2; 3; 4; 5; 7; 9; 10; 11; 12

Resolve Options - See [Student Guide to Community Living](#) for more info

Disciplinary Sanction Codes

1. Reprimand (Warning)
2. Parental Notification
3. Educational Sanctions (Strengths Finder, Enneagram, etc.)
4. Housing Restrictions(loss of privileges and/or relocation)
5. Fines (from \$10-\$500 & beyond)
6. Restitution (property loss, damages, etc.)
7. Counseling (referral, community support, etc.)
8. Drug Testing
9. Disciplinary Probation
10. Suspension
11. Expulsion
12. Notification of Civil Authorities
13. Failure to Comply

Possible Ramifications of Suspension

Students who are suspended from the University for any length of time should be aware that this action may have an impact on the following (this is not an exhaustive list):

- Tuition, Residence Hall costs, and fees (suspension does not forgive financial obligations)
- Student Financial Aid including HOPE Scholarship
- Athletic participation and eligibility
- Health insurance (contact your personal health care provider)
- University Housing
- Meal Plan
- Use of University resources and access to facilities
- Immigration status for international students
- Status and benefits of veterans and dependents of veterans
- Internships, assistantships, and study abroad
- Class Withdrawal

Further implications of Suspension

Students who are suspended from the University for any length of time should be aware that this action may have an impact on the following (this is not an exhaustive list):

- Tuition, Residence Hall costs, and fees (suspension does not forgive financial obligations)
- Student Financial Aid including HOPE Scholarship
- Athletic participation and eligibility
- Health insurance (contact your personal health care provider)
- University Housing
- Meal Plan
- Use of University resources and access to facilities
- Immigration status for international students
- Status and benefits of veterans and dependents of veterans
- Internships, assistantships, and study abroad
- Class Withdrawal

Fines

The following lists are of monetary fines that may be assessed. These lists are not exhaustive, and the fines may be increased, reduced, or coupled with further disciplinary action or fines as the circumstances surrounding each violation are evaluated. Payment of fines must be made to the Cashier in the Student Accounts Office (2nd Floor Aaron). Unpaid fines will be charged to the student's account and finance charges will accrue at a rate of 1.5% PER MONTH. This is an ANNUAL PERCENTAGE RATE OF 18%.

In certain cases, when damage is caused, or a community policy is being repeatedly violated in a community area of a residence hall (such as bathrooms, hallways, main lobbies, stairwells, etc.) and the University is unable to determine who is responsible, the University reserves the right to assess a shared community fine that will be equally distributed amongst the residents of the area in question. Similarly, students may be held responsible for actions that come from their own property and/or area.

Residence Life/GCL Fines

Fine amounts increase substantially with each additional violation. Amounts listed below are for **first** violations unless otherwise stated. Any violation of any Emmanuel University policy listed in the student handbook is subject to a fine. This list is not exhaustive but includes the most common violations that are fined. Fines generally increase when violations are repeated.

<u>COMMON CONDUCT FINES</u>	
Alcohol Violation	\$200.00
Implied Consent/Passive Participation (2 ND Violation)	\$100.00
Restricted Area (2 nd Violation)	\$200.00

Tobacco & Paraphernalia	\$100.00
Non-prescription/Illegal Drugs	\$250.00

<u>RESIDENCE LIFE FINES</u>	
Noise Violation	\$20.00
Absent from mandatory meeting	\$10.00
Items taken out of Cafeteria	\$10.00 per
Items in Residence Halls (Fire Code Violation)	\$10.00 per
Improper Residence Hall Checkout	\$50.00
Loss of Room and/or Outdoor Residence Hall Key	\$100.00
Failure to return Room and/or Outdoor Residence Hall Key	\$100.00
Unapproved pets in Residence Hall	\$500.00
Reckless Operation of Vehicle	\$100.00
Burning candles, incense, or open flames (Fire Code Violation)	\$50.00
Use of prohibited items in Residence Halls (hotplates, hot pots, toaster ovens, oil, popcorn poppers, halogen lamps, appliances with exposed coils, etc.)	\$50.00
Roof walking or wall climbing on any campus building or awning	\$50.00
Unauthorized possession of keys	\$100.00
Duplication of University-issued keys	\$100.00
Locking oneself out of Residence Hall and/or Room (3 rd occurrence)	\$10.00
Performing an unauthorized Residence Hall room change	\$50.00
Improper garbage disposal/littering	\$50.00
Throwing objects out of windows (Defenestration)	\$50.00

Theft, removal, or misuse of University property	\$100.00
Storing items above ceiling tiles	\$25.00
Remaining on campus additional days without specific documented permission, before or after the semester has begun or ended	\$50.00 per night
Inhibiting a fire drill/refusal to evacuate when a fire alarm sounds	\$200.00

Disciplinary Probation

A student may be prohibited from participating in activities which represent the University (e.g. athletic teams, student ministry teams, etc.) and in extracurricular activities (e.g. intramurals, student organizations, etc.). Students placed on probation may lose all or a portion of awarded scholarships. Violations of school policy pertaining to conduct regulations while on probation may result in severe disciplinary sanctions, including, but not limited to suspension or expulsion from the institution.

Reprimand

An official written or verbal notification that a student's behavior is in violation of University regulations or standards and clarifies expected behavior in the future.

Drug Testing

A student may be subject to unscheduled drug testing as part of the investigation process if there is reasonable suspicion of a non-prescription/illegal drug violation or as a sanction, at the student's expense, if found responsible for violating the non-prescription/illegal drug policy.

Housing Restrictions

Includes potential loss of housing privileges and/or relocation of housing assignment.

Counseling

Students may be required to receive counseling from an Emmanuel University counselor, local provider, or community support group such as AA, Celebrate Recovery, etc., depending on the circumstances of the violation.

Fines

Students may be fined for damages (no matter if damages were intentional and accidental) and may be required to submit a mandatory payment to the University for violations of the Guide to Community Living. Fines may range from \$10 to \$500 and beyond, depending on the severity of the violation. Please refer to the "Fines" section at the end of the Student Handbook for a list of possible fines.

Restitution

This may include making monetary restitution to a party suffering property loss, damage,

etc.

Educational Sanctions

Projects or assignments designed to impact student learning and development and educate a student in connection with the effect of his/her behavior. Educational assignments include, but are not limited to, papers, letters of apology, attending educational workshops, alcohol education, online courses, etc.

Parent Notification

The University reserves the right to notify parents at any time regarding violation of conduct regulations. In accordance with the Higher Education Amendments of 1988 to the Family Educational Rights and Privacy Act (FERPA) of 1974, Emmanuel University may notify a parent or legal guardian of a student under 21 years of age, or a dependent according to tax records, when the student violates school policy in the area of alcohol and non

prescription/illegal drugs. Decisions to notify parents will be based on the severity of the incident and any prior incidents, including those involving alcohol or drugs.

Disciplinary Policies & Procedures

University Authority

From the time a student is accepted to the University until the date at which the student graduates, officially withdraws, is suspended, or is expelled, the University reserves the right to take into account any conduct on the part of the student that may disqualify him or her from initial enrollment, from continuing enrollment, or from re-enrollment for successive terms. Once enrolled, students are not only accountable for their conduct on campus during the academic term but also for their conduct off-campus, during vacations, and between terms. Accordingly, the violation of any law, statute, or ordinance, the violation of any University rules or other conduct that reflects discredit upon the institution is subject to review. The violation will result in appropriate disciplinary action regardless of whether it occurs online, including Canvas classrooms; off-campus; during vacations; or between terms.

The University reserves the right to investigate any suspicious activity regarding violations of any of the University's policies. Investigation may include but is not limited to room inspection, canine drug scan, or drug tests in cases of reasonable suspicion of non prescription or illegal drug use. Refusal to submit to these measures at the time of request may be treated as a violation of the Alcohol or Drug policy.

Emmanuel University grants students the privilege of attending the institution on the condition that they accept and abide by its Student Guide to Community Living. It is the policy of the University to internally resolve all disciplinary cases involving violations of the Guide to Community Living. A disciplinary decision is not subject to judicial review or collateral attack in court. By accepting the privileges of attending Emmanuel University,

students agree to abide by any University disciplinary decision against them, subject only to the prescribed appeal process outlined in the Student Handbook. Students waive any right to redress in court and agree and covenant not to sue the University because of disciplinary action. Since it is impossible to define all types of prohibited behavior, the University reserves the right to further establish and interpret policies and regulations that may or may not be in writing.

Investigation

Alleged violations of the Emmanuel University Guide to Community Living should be reported to the Office of the Associate Vice President of Student Life or his/her designee. Alleged violations may be filed as a complaint, referral, or through a police report. This Office reviews alleged violations to determine if an investigation is warranted. The investigation may include but is not limited to interviewing those involved/witness of the alleged violation, University employees, reviewing incident reports, requesting law enforcement records, requiring a drug or alcohol assessment, and requesting information from members outside of the campus community.

Students are expected to participate in the process of investigation and answer any questions truthfully to determine the facts relevant to any alleged violation. Investigation meetings take precedence over any other University activity. If a student does not attend and has not provided sufficient notice or a reasonable excuse for their absence, the meeting will be held in his/her absence. Failure to appear may be construed as an admission of responsibility for the violation.

At the conclusion of the investigation, the Office the Associate Vice President of Student Life will determine whether enough evidence exists to confirm a Guide to Community Living violation has occurred. If such evidence *does not* exist, then no further action will be taken. If it is deemed that such evidence *does* exist, the Office of the Associate Vice President of Student Life has the choice to handle violations in one of several ways:

- Address the violation directly and assign the appropriate sanctions.
- Refer the violation to the appropriate Emmanuel University employee.

Reasonable Suspicion

Reasonable suspicion includes, but is not limited to, suspicious odors, paraphernalia, disorderly, extreme, and/or erratic behavior, verbal reports/anonymous tips which are credible in the opinion of an official, symptoms commonly associated with non-prescription or illegal drug or alcohol use, and traces/residue of non-prescription or illegal drugs or alcohol.

Room Entry & Searches

The University reserves the right, and the students as part of their housing agreement, agree to allow the University to enter student rooms for the purposes of:

- Health and safety inspections.

- Enforcing University policies as outlined in the Student Handbook and the Guide to Community Living.
- Facility improvements and routine maintenance.
- Managing rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students.
- Maintaining a quiet environment where residents may sleep and study.
- Unscheduled/reasonable suspicion room inspections to ensure policies in the Student Handbook are being followed.

The above list is not exhaustive. Students are responsible at all times for articles or substances present in their rooms (and POD living areas in Roberson Halls) whether brought to their room by themselves or others.

In addition to the above list, if reasonable suspicion exists that a search will reveal a violation of any of the University's policies, including violations of the Guide to Community Living, a search may be conducted by any member(s) of the University administration or staff, including Resident Assistants and Campus Safety personnel.

Under certain circumstances, local law enforcement officers may search a student's room. Students will not be given access to any student room which is not their own without proper consent.

Standard of Proof

In all cases of alleged violations of the Emmanuel University Guide to Community Living, the standard of proof is the preponderance of the evidence (i.e., more likely than not). This standard is also employed when making determinations regarding interim restrictions and/or sanctions.

Student Conduct Board

The primary role of the Student Conduct Committee is to carry out a hearing when a hearing is needed of incidents that are more serious in nature, or when the Director of Student Conduct refers a case to the committee. The committee is made up of 3 or 5 members consisting of staff, faculty and student representatives. The Associate Vice President of Student Life will serve as the Chair in a non-voting capacity. Failure to appear before the Student Conduct Committee will be construed as an admission of responsibility for the violation. The Student Conduct Committee may proceed regardless of student attendance to make a determination on the matter and administer sanctions as appropriate. The Student Conduct Committee does not handle alleged violations of the University's Academic Integrity Policy or alleged Title IX violations. The University reserves the right to utilize the Student Conduct Committee at any time.

Hearing Procedures

Student Conduct Hearings are not trials, and they are not constrained by the technical rules of procedure, evidence, or judicial formality. They are designed to encourage open discussion among those involved, promoting the hearing panel's understanding of the facts, the circumstances under which the incident occurred, the nature of the conduct,

and the attitudes and the experiences of those involved. The development of self and personal integrity are primary goals of the Student Conduct Committee and corrective measures are intended to help each student become a responsible and contributing member of the Emmanuel University community. Parents, students without prior consent, and/or Legal counsel are not allowed in the proceedings.

The office of the Associate Vice President of Student Life will initiate the process of the hearings. Each student involved should be advised in writing of the time and place of the hearing, as well as the alleged violation against him or her. The main objective of the Student Conduct Committee is to determine if a violation of school policy occurred and to determine the appropriate sanctions from the options outlined in the Student Handbook.

The decision of the Student Conduct Board will be given to the office of the Associate Vice President of Student Life along with any sanctions administered. The involved student(s) will receive written notification within twenty-four (24) hours (unless an extenuating circumstance exists) of the decision made by the committee, the assigned sanctions (if applicable), and information regarding the appeals process (if eligible). When multiple students are involved in an alleged violation, decisions may be delayed until all students have completed their hearings. If eligible, a written appeal must be submitted to the office of the Associate Vice President of Student Life within twenty-four (24) hours of notification of the original decision for review by the Vice President for Student Life. Omitting pertinent information or giving false information constitutes grounds for suspension.

Confidentiality

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student conduct hearings are closed to anyone not directly involved with the hearing, and all student conduct files are confidential unless a student waives his/her right to confidentiality, or under specific exemptions outlined under FERPA. Although hearings are confidential, a victim of a crime of violence may request in writing the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator. More detailed information regarding FERPA can be found in the University Catalog: <https://ec.edu/course-catalog/>.

Appeals Process

Students who wish to appeal a finding of responsibility may submit their written request outlining their reasons for an appeal to the office of the Associate Vice President of Student Life within twenty-four (24) hours of the sanctions being issued. The appeal, unless extraordinary circumstances exist, will be heard within five (5) working days from the receipt of the written request for an appeal. The Vice President for Student Life will review each appeal request and determine if the student has sufficiently addressed one or more of the criteria for an appeal hearing:

A. New Evidence

- To consider new information, not available at the time of the original hearing, that is sufficient to alter a decision.

B. Procedural Violations

- To determine whether all hearing processes were conducted in conformity with prescribed procedures, or that deviations from the prescribed procedures did not significantly alter the outcome of the case.

C. Sanction Inconsistencies

- To determine if sanctions assessed were appropriate.

Violations Not Eligible for Appeal

While the University is committed to a judicial system that is both fair and expeditious, it is recognized that some violations are of such a severe nature that they may threaten the campus community and safety of its members. Therefore, the following violations are not eligible for an appeal. This means that the finding of the original disciplinary hearing will be imposed immediately without the right to appeal.

- A positive result on a University-mandated drug test.
- Possession or use of a firearm or other deadly weapons on campus or at a University sponsored event off campus.
- An arrest for the illegal possession of a firearm or deadly weapon on or off campus.
- A felony arrest.
- Making threats or an incident of violence, including but not limited to sexual assault, on or off campus.

Accommodations in University Investigation/Disciplinary Process

Students who are involved in any University investigation and/or judicial system may be entitled to reasonable accommodations when they have a disability that necessitates special assistance during the process. If a student has a disability that necessitates assistance, they may request an accommodation by contacting the Director of Disability Services.

So that the University can respond in a timely manner, students should make requests prior to their scheduled conduct-related appointments/hearings/meetings. When a request is made the Director of Disability Services will communicate the request to the appropriate individual that is overseeing the appointment/hearing/meeting. Any adjustments and/or accommodations will be made by the Director of Disability Services in collaboration with the individual overseeing the appointment/hearing/meeting. More information about disability services and the process for requesting reasonable accommodations can be found at <https://ec.edu/equity-compliance/>.

Involuntary Withdrawal

Emmanuel University may require, at any time, the withdrawal of any student whose conduct or academic standing it regards as undesirable, either for the student's sake or for the University's.

If the conduct of a student is unintentional but suggests that they may be a harm to self or others or does not comply with the order or operation of the University, the matter will be referred to the office of the Associate Vice President of Student Life. The office of the Associate Vice President of Student Life will consult with the VP of Student Life, health-care providers, counselors, professors, and other individuals as appropriate. The office of the Vice President of Student Life may require interim, temporary, or permanent withdrawal of such students.

Students who leave the campus under the above conditions, either voluntarily or involuntarily, may be readmitted to the University only after being cleared by the office of the Vice President of Student Life. Readmission of the student may take into account the student's demonstrating a period of stable behavior outside the University and may require a statement from a physician, psychologist, or other qualified professionals that the student is ready to return and cope successfully with University life. Follow-up services or special conditions may be required as part of the readmission decision.

Readmission After Suspension

Students placed on disciplinary suspension may re-apply to the University after the suspension period ends. However, students that re-apply after disciplinary suspension may be denied readmission for any reason, regardless of academic standing. Eligibility and conditions for re-admission will be determined by the office of the Associate Vice President of Student Life in conjunction with the Vice President for Student Life and other University personnel as is deemed necessary.

Student Disciplinary Records

Student disciplinary records are maintained in the Office of Student Life for five (5) years after withdrawal, date of last enrollment, or graduation. After five (5) years, they are deleted. If the case involves a sanction of suspension or expulsion, the file remains permanently in the Office of Student Development. All questions regarding student conduct records should be directed to the Office of Student Life. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), students may view but not copy their own records in the Office of Student Life.

Student Right to Review Records

The Family Educational Rights and Privacy Act (FERPA) ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law. A student conduct record is an educational record. Officers of the federal and state governments and representatives of accreditation agencies may have legal access to these files, as well as Emmanuel University officials who are required to perform duties which necessitate having access to these files. In addition, the University may disclose an educational record to officials of another school in which a student seeks enrollment or intends to enroll, upon request by officials of that other school.

In general, a student has the right to:

- Inspect his/her educational records within 45 days of the day the University

- receives a written request from the student for access;
- Require that the University obtain his/her prior written consent before releasing personally identifiable information;
- Request that corrections be made to educational records if the student believes the records are inaccurate or misleading.

A student should submit to the office of the Associate Vice President of Student Life a written request that identifies the portion of their student conduct record that they wish to inspect. The Office the Associate Vice President of Student Life, or his/her designee, will make arrangements for access and notify the student of the time and place where the records may be inspected. A student has the right to file a complaint with the Student Privacy Policy Office at the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. A complaint must be submitted to the Office within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The complaint must contain specific factual allegations giving reasonable cause to believe that a violation of the Act has occurred, and it should be emailed to FERPA.Complaints@ed.gov or printed and forwarded to: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington DC 20202-8520. For more detailed information regarding FERPA please see page 39 in the Course Catalog at <https://ec.edu/course-catalog/>.

Additional Student Services & Resources

Dining Services/Student Meal Plans

All resident students are automatically assigned the Standard meal plan plus \$50 Dining Dollars. More information including commuter meal plans can be found on the Emmanuel University App under Dining Services.

Students who need dietary accommodations, will need to follow the University's process for requesting reasonable accommodations through the Office of Disability Services. The policy and procedures, along with the required forms are located on the website at <https://ec.edu/equity-compliance/>. Most food allergies and dietary restrictions can be accommodated through Emmanuel University's Dining Services. The Director of Disability Services will work with the student and the Director of Dining Services to discuss the specific needs of the student.

Mail Services

Students who wish to receive mail while living on campus must make appropriate arrangements with the Franklin Springs Post Office located adjacent to campus at 2391 West Main Street. Post Office mailboxes are available for lease. ***Mail sent directly to the University's main address will be returned to sender.***

Athletic Center

The Athletic Center provides an area for a variety of fitness, wellness, leisure, and recreational activities and includes the following:

- Cardiovascular machines
- Free weights
- Paramount weight machines
- Basketball Courts
- Bowling alley
- Swimming pool
- Walking/jogging track
- Café with Papa John's Pizza

When using this facility, students and visitors are asked to be considerate of others and to take proper care of all equipment and furniture. Students are required to present and scan their EU ID for entrance and use of the Athletic Center. When using the swimming pool, a key must be requested from the front desk for access to the swimming area.

Bookstore

The University operates a Barnes and Noble bookstore in the Athletic Center. The bookstore offers basic school supplies, EU gear, and provides all academic textbooks. Once you are enrolled you will receive instructions from the bookstore on how to order books. As a service to our students, the cost of all textbooks is factored into tuition costs.

Accounting Services

Located in the Aaron Building, Accounting Services is responsible for all University accounting and record keeping. Included are financial transactions of the University, student accounts, and issuing receipts. Supervision includes maintaining systematic reports and collections of student accounts. All individual campus clubs and campus organizations must conduct their financial activities through the Accounting Services office.

Work Study

Many of Emmanuel University's students are enrolled in the Work Study program and work with different departments on campus. All work-study employees are expected to perform his or her assigned tasks efficiently and responsibly. Failure to do so could result in being released from one's job assignment and subsequent loss of that portion of the student's financial aid package. All work-study funds must be earned through work. No exceptions are made to this federal policy. Students who are interested in joining the Work Study program should talk to their Financial Aid Counselor, or students can visit the Work Study Office, located in Aaron 200, suite C. Students may apply by visiting the Work Study tab on the Financial Aid page on the EU website. Students are only required to complete one application per academic year.

Financial Aid

Located on Advocate Drive, beside the post office, the Financial Aid Office coordinates loans and grants for students who are unable to meet University costs without assistance. Inquiries should be made in the Financial Aid Office, where descriptive literature and application forms are available. Prompt or early completion of Financial Aid

application will assist in this process.

EU Mobile App

The Emmanuel University app brings multiple services to your fingertips and enables you to connect with classmates, staff, faculty, and friends wherever you are. With this cellular application you have access to your daily schedule, personal to-dos, EU's online MYMANE system, campus map, EU's clubs and organizations, ResLife, Campus Life, and all other school related events, private messaging, and Cap Event attendance. Emmanuel University's cellular application is compatible with iOS (Apple) & Android devices.

Residence Life: Policies, Programs, & Resources

The Community Philosophy as outlined in the Guide to Community Living calls us to operate as threads of a common fabric, and it is up to each of us to encourage productive interactions and relationships that reflect the mission of Emmanuel University. Students arrive on campus with unique ideas, knowledge, and understanding about people different from themselves. Choosing to be a member of Emmanuel University's residential community is choosing to live in a diverse setting that encourages all participants to engage in the living, learning process in the context of a Christ-centered environment.

Such a community must allow for and respect diverse opinions and beliefs, individual differences, and offer a level of personal support and accountability. The residential areas consist of students and staff of different backgrounds, races, abilities, and cultures. The opportunity to learn about others is one of the great benefits of residential life on a University campus.

Residence Life and Housing Professional Staff

Director of Residence Life and Housing

The Housing Coordinator facilitates management of all Residence Halls with the goal of fostering a living, learning environment. The Coordinator oversees various residential living procedures, provides oversight and direction for the Department of Residence Life as a whole, and manages policies contained in the Residence Life Guide and Student Handbook. The Housing Coordinator is responsible for all housing placement. The Director is also responsible for the coordination of Residence education and programming, ResLife staff and personnel management of the Resident Assistants.

Area Director

The Area Director is responsible for the daily operation of assigned residential facilities. Responsibilities include supervision of Senior RAs, Resident Assistants (RAs), being available to students, implementing developmental programs and initiatives, and enforcing University standards, rules, and policies. The Area Directors report directly to the Director of Residence Life and Housing and the Associate Vice President of Student Life.

Resident Assistant

Resident Assistants live with the residents in the Residence Halls and are responsible for helping establish a positive residential environment. There is typically one RA per floor in each of the residence halls. These student staff members are selected for their skills, interests, and abilities which allow them to help other students get the most out of their Emmanuel University experience. Through programmatic activities, assisting resident needs, and appropriate enforcement of University policies, RAs play a vital role in the success of the Residence Life program. Resident Assistants report to their appropriate Area Coordinators.

Roommate Bill of Rights

- I. The right to read and study in one's room.
- II. The right to sleep with as little disturbance as possible.
- III. The right to have one's personal belongings respected by one's roommate and/or suitemate.
- IV. The right to live in a clean environment.
- V. The right to enter one's room whenever one wants, unless other provisions are made and agreed upon by one's roommate and/or suitemate.
- VI. The right to personal privacy.
- VII. The right to have guests in accordance with school policy, providing they respect the rights of the roommate and/or suitemate and other residents.
- VIII. The right to speak out openly whether it is about ideas, opinions, or grievances.
- IX. The right to be free from physical or emotional harm.
- X. The right to be treated considerately and thoughtfully.
- XI. The right to expect reasonable cooperation from one's roommate and/or suitemates.

RESIDENCE LIFE POLICIES & REGULATIONS

Check-In/Check-Out Procedures

Check-In and Check-Out information will be communicated to Students by Residence Life Staff through campus email and/or mandatory Residence Hall meetings.

When a resident student checks into his or her assigned space at the start of the semester, he or she will receive a copy of the Residence Housing Contract and a blank

Room Inventory Form. It is the responsibility of the student to check their room carefully upon move-in in order to accurately fill out and complete the Room Inventory Form. All Room Inventory Forms must be turned into the student's Area Director within 24 hours of receiving the form. If not completed, fines may be assessed.

All resident students are expected to check out of the Residence Halls with a Residence Life Staff member at the end of each semester. Students are expected to check out of their Residence Halls on the day of their last final exam, except for students graduating in the Spring semester. Special permission to stay after that date must be obtained from the appropriate Area Director. All resident students are required to be out of their Residence Halls no later than graduation day. Keys must be turned in to Residence Life Staff, rooms must be cleaned and empty, damages noted, and rooms inspected by the Resident Assistant or Area Director before the student leaves. If not completed, the student will be assessed a fine for having an improper check-out. Anytime a resident student moves out, whether moving off-campus, leaving Emmanuel University, or transferring to another Residence Hall on Emmanuel University's campus, these general procedures should be followed (*note, the following list is not exhaustive, and each student is responsible to follow any and all instructions provided by an approved Residence Life or Housing official*):

1. Arrange a Check-Out time with your Area Director at least 24 hours in advance of the anticipated check-out time.
2. Remove all belongings from the room and clean the room. The Resident and the ResLife Staff will check the room against the Room Inventory Form that was submitted upon Check-In to assess for damages. If there are damages, they will be noted on the Room Inventory Form, and charges will be assessed by The Department of Residence Life. Failure to pay damage costs may result in the student's transcripts or diploma being withheld or having a delinquent account with the University.
3. Upon check-out, turn in your room key and sign the Room Inventory Form with the appropriate Residence Life Staff. Failure to return the room and/or outdoor residence hall key will result in a lost key fine in the amount of \$100.00 per key. An improper check-out or failure to check-out will result in a fine of \$50.00.

End of Semester Check-Out

Near the end of the semester, each Residence Hall will hold a mandatory meeting to review check-out procedures and policies in order to help all students successfully complete their check-out. Information will be disseminated at these meetings, through emails, and on flyers around the Residence Halls.

At the time of check-out, resident students must be present in their dorm room to turn in Residence Hall keys. Upon check-out, residents must ensure that their rooms are clean

and have completed the following tasks:

1. Vacuum floor
2. Empty refrigerator of its contents and clean the inside of the refrigerator
3. Unplug all appliances except for refrigerators
4. Wash all dishes
5. Turn off all lights
6. Clear floors of all personal belongings
7. Completely empty trash
8. Clean bathroom, if applicable
9. If a student has been alone in a double occupancy room, the student must move all personal belongings to one side of the room, leaving the other side available for incoming students.
10. For students living in POD spaces (Roberson Towers), there is a collective responsibility that exists. All students in a pod are responsible for the common living area and its cleanliness upon check out.

Additional Check-Out Procedures that are specific for each semester are as follows:

Fall Semester Check-Out (Thanksgiving/Christmas Break)

Returning resident students are permitted to keep their Residence Hall room key over Christmas break but are required to turn in their outdoor key to Residence Life Staff upon checking out of the Residence Hall. Failure to do so will result in a fine.

Spring Semester Check-Out (Summer Break)

All personal belongings must be removed from Residence Halls. As previously stated in the abandoned items policy, any belongings left in Residence Halls become the University's property on the first Monday after graduation and will be appropriately disposed of.

Check-Out Procedures for Graduation/Graduating Seniors

1. Residents who wish to stay on campus for Graduation must obtain prior approval from their Area Coordinator.
2. Residents who will be staying on campus for Graduation must set up an alternate check-out appointment time. Residents who fail to set up a check-out appointment time will be assessed an improper check-out fine.
3. At the time of check-out, the resident must sign out with a Residence Life Staff member and turn in his or her keys.
4. If a resident is staying for graduation, he or she must be packed up and checked out administratively by a Residence Life Staff member no later than the day before graduation. The resident will be permitted to stay that night in his or her room and will turn in his or her keys to the Area Coordinator on the day of Graduation.
5. Keys must be turned in by 6:00 pm on the day of Graduation. Students are responsible for knowing these instructions and planning accordingly.
6. All rooms and Residence Halls will be secured and locked by 6:00 pm on the day

of Graduation.

Anyone who does not follow the Graduation Checkout Procedure and any additional or separate instructions provided by the Department of Housing and/or Residence Life will be assessed the \$50.00 improper checkout fine.

Room Wellness Inspections (Announced & Unannounced)

Regular room wellness inspections will be conducted by Residence Life personnel. Residents are expected to maintain his/her room and common living areas in suites by:

- Keeping dishes clean and trash properly disposed
- Placing dirty clothes in a laundry basket and clean clothes neatly in provided dressers/wardrobes
- Vacuuming floors regularly
- Routinely cleaning private bathrooms
- Maintaining general orderliness within the room for all possessions

Students must bring their own supplies for cleaning their rooms. Following these simple guidelines helps prevent the infestation of insects and/or rodents and the spread of infection. In addition, these simple tasks conducted by residents will assist in maintaining a healthy and safe living environment. Failure to maintain a clean room may result in disciplinary action, up to and including room reassignment and housing fines.

Quiet Hours

Quiet hours are periods of time when noise that is audible one door away from the source is considered to be too loud. Students must always view the Residence Halls as neighborhoods where common courtesies should be extended to all residents. In order to preserve a peaceful atmosphere conducive to study and relaxation, quiet hours are in effect from 9:00 PM until 9:00 AM. Any action in or around Residence Halls which interferes with another resident's ability to study or sleep during this time is a violation of this policy and may result in disciplinary action.

Regardless of the time of day, loud noises, disruptive activities, and other forms of disrespectful behavior are prohibited in and around Residence Halls. This type of behavior does not reflect responsible citizenship in Residence Hall neighborhoods and will be dealt with accordingly. During final exams, quiet hours are extended and will be announced by the Office of Residence Life and posted in the Residence Halls. Stereos, radios, and musical instruments are permitted in student rooms, but playing volumes must be kept to the minimum at all times. Students who violate this basic consideration for others may have their equipment confiscated for an appropriate period of time as determined by the University.

The University discourages students from developing the habit of keeping late hours. Should late activity be necessary, proper precautions should be taken to not disturb others who may be sleeping.

Non-Student Guest(s)

To maintain an environment conducive to community life, students must abide by the following policies and procedures regarding non-student guests:

General Visitation Guidelines:

- Students wishing to host non-student visitors must inform the appropriate Area Director of the time, date, and duration of the anticipated visit, and successfully complete appropriate paperwork to register the visit. This should be done a minimum of 24 hours prior to a planned visit.
- No parents or other guests under the age of 16 or over the age of 25 are permitted to stay (spending the night) in the residence halls during the course of the school year.
- All non-student visitors must register with the appropriate Area Director upon arrival and complete required paperwork.
- For security purposes, non-student visitors may be asked to provide a driver's license and vehicle information.
- Persons visiting a Residence Hall must be escorted by a resident of that hall at all times.
- Students who entertain guests are responsible for acquainting them with University regulations. Non-student visitors must abide by all University regulations. Failure to adhere to University regulations may result in notification of Law Enforcement.
- Visitors should not enter residence hall areas or rooms of the opposite sex, unless given prior approval by the appropriate Area Director. This includes family members. (For example, a father should not enter his daughter's residence hall living area, pod, or room without express permission by the appropriate Area Coordinator.)
- Non-student visitors are not permitted to spend the night in a Residence Hall Sunday – Thursday unless permission has been obtained by the appropriate Area Director.
- Students who have been dismissed from the University must have prior approval from the Vice President for Student Life in order to visit any Residence Halls.

Overnight Guests (Weekends Only)

No overnight visitors will be allowed on campus without written approval from both the Director of Residence Life & Housing and Associate Vice President of Campus Life.

Open Hall

The Department of Residence Life periodically allows open Residence Hall nights (open hall) to support community life and positive student interactions. Specified "open hall" hours are announced, and students may visit the halls of different residential communities during these times. Residence Life Staff supervise open hall nights, and students are required to abide by open hall policies during this time (see below). Roberson Hall open hall visitation is limited to pod lobby (living room) Areas. No bedrooms in Roberson Halls are permitted to be used for visitation.

While visiting opposite sex residence halls or hosting opposite sex visitors during open hall hours, the following policies apply:

- Students must check-in at the appropriate hall's open hall sign-in QR code. Instructions will be provided for how to sign in.
- Hall residents who have guests of the opposite gender must escort their guests to and from their rooms.
- Room/Pod doors must be kept wide open.
- A strong and significant light source must be turned on to provide the room adequate lighting at all times.
- No inappropriate displays of affection (see University's policy on PDA for more info)
- No sleeping or showering while hosting/visiting.
- Showering in a community bathroom (Wellons, Drum, Jackson) on one's own hall is permissible during open hall only if that student goes to and comes from the community showers fully clothed and is not currently hosting or visiting with a member of the opposite sex.
- Students visiting opposite sex residence halls and their respective areas must only use Hall lobby bathrooms in main common areas and must not use hall or pod bathrooms of the opposite gender.
- Students must adhere to full dress code policy during open hall visitation, even if in their own rooms.
- Students must leave open hall visitation immediately upon open hall hours ending.

Students are expected to demonstrate respect and courtesy to others and should conduct themselves appropriately during open hall hours.

Residence Hall/Floor Meetings

Building-wide and individual floor meetings will be held on a periodic basis by the Residence Life Staff. These meetings are designed to inform the residents of upcoming events and other vital information concerning on-campus housing. Students who do not attend mandatory Residence Hall or Floor Meetings are subject to disciplinary action, which is typically a minimum fine of \$10.00. These mandatory meetings are announced in advance and should not be missed by resident students for any reason. If a student is not going to make a hall meeting, it is the responsibility of the student to notify their Area Director, in writing, 48 hours prior to a hall meeting. In extenuating circumstances, students who are unable to attend mandatory meetings may be excused if their situation is evaluated by Residence Life Staff and found to be unavoidable. These will be handled on a case-by-case basis and do not necessitate approval for missing mandatory Residence Life meetings.

Residential Damages & Vandalism

Residents are responsible for the condition of their rooms and all the furnishings assigned to them. If the room is damaged, or its furnishings are damaged or lost,

residents are financially responsible for necessary repairs and/or replacements. Residents of an individual room or Residence Hall may also be required to share the expense of repairing or replacing property in common areas, such as hallways, pod lobbies, studies, or main lobbies when such repairs are determined to be above and beyond normal wear and tear.

The intentional or reckless destruction or dismantling of any University property or equipment may result in disciplinary sanctions. Charges for damages and cleaning will be determined only by the Department of Residence Life or other appropriate University personnel; repairs or replacement of items may not be done by residents. Students who fail to pay assessed charges may be prevented from registering for classes, obtaining transcripts, or receiving grades.

Fire Safety

Violations in this area include but are not limited to:

1. Damaging, tampering with, or misusing fire safety equipment (such as fire extinguishers, smoke detectors, fire doors, fire alarm panels, etc.).
2. Obstructing or propping open a fire exit in any University building.
3. Setting (or causing) any unauthorized fire.
4. Possessing or using fireworks of any kind on University property without authorization.
5. Making (or causing) a false fire alarm.
6. Failure to exit a building when a fire alarm sounds.
7. Possessing or using items that violate fire safety codes, including but not limited to: candles and candle warmers, hotplates, hot pots, toaster ovens, oil popcorn poppers, crock pots, grills, halogen lamps, lava lamps, space heaters, appliances with exposed coils, furniture without flame-retardant upholstery, etc.

Candles, Open Flames, & Hot Surfaces

Fire regulations prohibit the presence of any open flame, exposed heating surface (such as toasters, compact grills, crock pots, and the like), or device that emits smoke, such as burning incense, candles, oil lamps, or kerosene lanterns. These can all interfere with the smoke detection devices and pose serious safety concerns to the larger community.

Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire is prohibited unless expressly permitted by a University official. Attempting to ignite and/or the action of igniting University and/or personal property on fire either by intent or reckless behavior that results, or could result, in personal injury or property damage of

University premises is prohibited. Also, reference the Fire Safety and Electrical Appliances section for more information on prohibited items and safety guidelines.

Keys

Upon checking into the Residence Hall, each resident will be issued a room key and an outdoor key. Proper use and care of these keys are vital to the security of personal property. Residents are responsible for returning each key upon completing the check out procedure with the Residence Hall staff. Residents should not loan his/her keys to anyone, nor are students permitted to duplicate their keys. If a key is lost, a Residence Life Staff member should be notified immediately. Charges may be assessed to residents to lose his/her keys, failing to return keys at check-out, or duplicate University issued keys. The fine for violating this policy in any way is \$100.00 per key.

The capacities of the residence halls' electrical systems are limited and overloading them can result in fire hazards. In addition, there are certain types of electrical appliances that are dangerous in the residence hall rooms. For the safety of all residents, residence hall staff are responsible to ensure compliance with all electrical use policies and to stipulate any necessary changes in the operation of appliances and/or outlets.

The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms:

1. Approved appliances include compact refrigerators, small microwaves, electric kettles and rice cookers *with automatic shut-off*, sealed coffee makers, iced tea makers, hot air popcorn poppers, clothes irons and steamers, electric blankets, hair dryers and curlers, radios and stereos, desk lamps, computers, and televisions, wall-outlet air fresheners and scent diffusers.
2. Electrical appliances with an exposed heating element are strictly prohibited
3. Extension cords may be used under the following conditions:
 - a. Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be connected in a series.
 - b. Only properly grounded extension cords may be used with appliances that require grounding.
 - c. Multiple-outlet adapter "strips" with built-in circuit breakers are recommended when the desired number of outlets exceeds the available number of outlets in student rooms.
4. Resident owned air conditioners are not permitted. This includes space heaters.
5. Humidifiers are not permitted.
6. Resident-owned refrigerators are allowed in residence hall rooms provided that they do not exceed the following requirements:
 - a. They operate at 118 volts (plus or minus 5%), 60 Hz, and do not draw

- more than 1.5 amps or 180 watts of power.
 - b. They do not exceed 4.6 cubic feet in physical size
- 7. All electrical equipment and cords must be maintained in safe operating condition and must satisfy UL standards.
- 8. Outside antennas and satellite dishes are prohibited.
- 9. Irons may be used with ironing boards only
- 10. Microwave ovens must be limited to 1.0 cubic feet maximum capacity and 700-watt maximum power.
- 11. Students must not leave items unattended while cooking.
- 12. Use of halogen light bulbs are not permitted due to the danger of fire associated with these types of bulbs.

Theft of Personal Property

Emmanuel University is not responsible for the theft, damage, or loss of personal belongings. Residents and commuters are strongly encouraged to lock their doors to reduce the threats of theft of their belongings. Residents are responsible for obtaining personal property coverage through family homeowner's or renter's insurance policies. All personal property identification numbers should be recorded and accessible when reporting a misplaced/or stolen item incident report to The Office of the Assistant Vice President of Student Life and/or the Franklin Springs Police Department. If a student has credible evidence that another student is responsible for the theft, he/she should alert the Office of The Associate Vice President of Student Life for further investigation. The University is not responsible or liable for any injury, loss, or damage to any person or property.

Decorations & Modifications

Emmanuel University Residence Life must ensure that no safety or fire hazards are created as a result of room decorations. In addition, the Department of Campus Operations must be able to perform periodic maintenance. Nails, screws, and any other abrasive adhesives are not permitted. Non-damaging, removable adhesive products may be used as needed.

General Decoration Requirements

All residents must meet the following general requirements when decorating rooms:

- 1. All decorations must be in good taste and reflect the Community Philosophy as outlined in the Guide to Community Living. Literature, pictures, posters, or

- advertisements that are obscene or otherwise distasteful are not permitted in the Residence Halls.
2. Electrical accessories must be UL-approved. Electrical devices may not be spliced into existing wires; use only extension cords.
 3. When students move out of a room, the room must be returned to its original state. Residents are responsible for any damage to their room.
 4. All lights or other electrical decorations must be approved by a Area Coordinator.
 5. All drapes must be made of fire-retardant fabric.
 6. The use of contact paper/adhesive shelving liners in Residence Halls is prohibited.
 7. Residents may not paint their rooms.
 8. Hanging items from Residence Hall windows is prohibited.

Wall Decorations

Limitations on the types of adhesives and wall-hangings are designed to reduce potential damages to walls. No nail holes should be made in the walls. To hang posters, calendars, and other lightweight items on walls, students should use self-sticking, removable adhesive products. Students will be responsible for the cost of repairing any damages to the walls in their Residence Hall rooms. For Roberson Hall, adhesives should not be used. Roberson Hall residents should use thumbtacks. Students are not permitted to draw, engrave, or place stickers on room doors, furnishings, walls, or glass surfaces. Residents will be charged for any damages to a room above and beyond normal wear and tear.

Painting of Rooms

Students are not permitted to paint Residence Hall rooms. The Department of Residence Life in conjunction with the Maintenance Department will determine when Residence Halls need to be painted.

Appliances

The capacities of the residence halls' electrical systems are limited and overloading them can result in fire hazards. In addition, there are certain types of electrical appliances that are dangerous in the residence hall rooms. For the safety of all residents, residence hall staff are responsible to ensure compliance with all electrical use policies and to stipulate any necessary changes in the operation of appliances and/or outlets.

Room Furnishings

Residence Hall room furnishings include a bed frame and mattress, desk, desk chair, dresser space, closet space, and high-speed internet service. Room size and window dimensions vary from room to room. Students may not move University-provided furnishings into or out of their rooms.

Furniture

No University-provided furniture is to be removed from rooms or used in a manner other than that for which it is intended. All room furnishings belonging to the University

must remain in good condition. Students will be financially responsible for damaged, misplaced, or missing furnishings.

Lofts

Students are not permitted to build lofts, however, most rooms do have bed systems that can be bunked.

Babysitting/Childcare

Students are not permitted to babysit or provide childcare inside Residence Halls.

Pets

No pets are allowed inside Residence Halls, except for Emotional Support Animals and/or service animals that have received clearance from the Office of Disability Services. This policy includes aquatic life and pets of visitors. Failure to adhere to this policy will result in a \$500.00 fine (including the potential for additional fines to pay for damages or cleaning charges caused by the animal) and possible disciplinary action.

Trash Disposal

Students are responsible for disposing of their trash in the Residence Hall's designated outdoor dumpster. To prevent the spread of litter around campus, students should not empty trash cans directly into dumpsters. Trash should be contained in a tied trash bag. Students who fail to properly dispose of personal trash will be assessed a minimum fine of \$50.00. Improper disposal includes placing personal trash in a public trash can, including those in bathrooms, hallways, lobbies, etc. Students should never place trash bags outside of his/her Residence Hall room.

Waterbeds

Waterbeds are not permitted in Residence Hall rooms.

Windows & Screens

Residents may not remove windows, window screens, throw items through, or hang anything externally from Residence Hall or other University property windows.

Entering and/or exiting any Residence Hall through a window is prohibited except in cases of emergencies. If your room is missing the window screen during check out, there will be a \$100 fine assessed to your account.

Housekeeping/Cleanliness

It is each resident's responsibility to maintain the cleanliness of his/her personal room and living areas. In addition, residents are expected to exercise care and stewardship of their common living areas. The Housekeeping staff provides general cleaning services to common areas such as public or hall bathrooms, hallways, lobbies, etc. Rooms/suites with private bathrooms, living, dining, and kitchenette areas are to be maintained by the residents. Failure to demonstrate respect and responsibility in these areas may result in disciplinary action, up to and including re-assignment of housing and/or housing fines.

Lobbies

As a general rule, lobbies serve the purpose of creating an environment suitable for student interaction. However, visiting hours and lobby etiquette policy will be posted in each Residence Hall lobby. Courtesy and respect should be shown toward others when visiting any lobby on campus. Equipment and furniture in lobby areas are for the use of all residents and commuters and are not to be removed to any other part of the Residence Hall or campus. It is the student's responsibility to clean up behind themselves in these public areas, including cleaning the microwaves after use and throwing away trash.

Laundry Rooms

Residence Halls have laundry facilities for resident student use. Take responsibility to set a timer and keep track of when your clothes are done. Other students are likely waiting to use the facilities. After using the clothes dryer, students should clean the lint filter. The University is not responsible for items left unattended in laundry facilities.

Kitchen/Cooking

Limited use of kitchens is provided for students in Jackson, Drum, and Wellons Residence Halls, and students are advised to use extreme caution when cooking. Clean cooking areas are essential to avoid sanitary problems such as odors, insects, etc. All appliances and counters should be cleaned by students immediately after use. Dishes should be cleaned and stored appropriately. Students are responsible for any damages done to kitchen areas and cleaning charges.

Items left in the kitchen may be discarded along with any outdated items in the refrigerators. Students must not leave the kitchen unattended when using a microwave, stove, or oven. Students may not dispose of food in kitchen sinks. Residence Halls that have kitchen areas are for student use. These areas are the responsibilities of the students and should be kept clean at all times. Failure to cooperate with these guidelines may result in disciplinary action.

Bathroom Cleaning

In support of community living, students should help keep Residence Hall bathrooms clean by taking shower belongings to their rooms and throwing paper towels in the trash cans. Sinks should be free of clutter and rinsed out after use. Students should report any items that need repair by submitting a maintenance request to their RA or AD via email or in person. Failure to abide by these guidelines may result in disciplinary action.

Storage

There are no storage facilities available on campus for students' personal property. Residents must store all of their personal property in their assigned Residence Hall rooms. Likewise, the University does not provide storage for students over the summer months. All personal property must be removed at the time that the student is checking out of the Residence Hall.

Student Housing

Residency Requirement

Emmanuel University supports the philosophy that education is not confined to the academic classroom. Instead, liberal-arts learning is enhanced through the community, which occurs when students live and study on campus. The University is dedicated to maintaining congruence between intellectual and residential life. Therefore, Emmanuel University requires all full-time students to live on campus in a Residence Hall for Fall and Spring semesters unless they are granted residency exemption through the Housing Supervisor.

Violation of school policy pertaining to residency requirements may prevent students from being activated and attending classes. In addition, students may be responsible for half of the semester's Residence Charge. Students are advised not to sign an off campus lease unless they have been granted a written exemption to the residency requirement by the Housing Supervisor. Applications are also subject to the approval of the Associate Vice President for Student Life. Violations of the Guide to Community Living may result in loss of residency exemption. Students that live within 15 miles of the campus and have selected to be a resident Student may be placed on a Campus Housing waiting List.

Residence Hall options (Female)

- Hartsfield: Suite-style with two double rooms attached to a shared bathroom
- Jackson: Hall style with shared bathrooms and both single and double rooms
- Roberson Towers 1 & 3: Pod style with four rooms (two single rooms/two double rooms per pod) with bathroom in each room along with main kitchenette area.

Residence Hall options (Male)

- Melton: Suite-style with two double rooms attached to a shared bathroom.
- Drum and Wellons: Hall style with shared bathrooms and both single and double rooms.
- Roberson Towers 2 & 4: Pod style with four rooms (two single rooms/two double rooms per pod) with bathroom in each room along with main kitchenette area.

Residency Exemption

The University may first attempt to accommodate the student, however additional documentation may be requested to support the reasons outlined by the student. If citing medical needs as a basis for Residency Exemption, the student grants consent for appropriate University personnel to review the information submitted, including supporting documentation. Students are advised not to sign a lease agreement until he/she has received written notification of approval from the Housing Supervisor. Please note the following criteria to apply for a residency exemption:

1. The student must be living with an approved family member (this does not include cousins) within commuting distance (45 miles). They must attach a letter, from the family member/caregiver stating the student will be living at his/her residence, in their residency exemption application. The University reserves the right to require the submission of supporting documentation to verify student residency.
2. The student is or will be married during the term for which they are applying. The University reserves the right to require the submission of a copy of the marriage certificate.
3. The student is a single parent with primary child-rearing responsibilities. The University

- reserves the right to require the submission of a copy of the official birth certificate(s).
4. The student is a veteran. The University reserves the right to require documentation.
 5. The Student will be 22 (twenty-two) years of age prior to the first day of classes for the semester for which they are applying.
 6. The Student has earned more than 90 (ninety) credit hours and will be applying to live in University-owned rental property
 7. Other: A student who does not meet the above criteria but feels that he/she has an extenuating circumstance which warrants living off-campus should still submit a Residency Exemption application and outline his/her reasons for such.

If your Residency Exemption application is approved, you are required to submit a copy of your lease agreement to the Housing Supervisor prior to the first day classes in the respective semester. If the address that you listed on this application changes at any point, you must notify the Housing Supervisor and submit a copy of your new lease agreement showing the change of address. Students must re-apply for Residency Exemption each academic year. Failure to do so may result in the loss of residency exemption.

Residency Exemption Application Process

1. Retrieve the Residency Exemption Application from the Housing & ResLife section of the EC website or at the Student LifeBuilding.
2. Complete the form in its entirety, including any separate documentation. Incomplete applications will not be reviewed.
3. Submit the Residency Exemption Housing Application to the Housing Supervisor by the appropriate deadlines. Residency Housing Exemptions Applications that are submitted after the deadline may not be reviewed.
 - a. Applications for Spring are due by October 30th each year.
 - b. Applications for Fall are due by April 15th each year.
 - c. Applications for New Incoming students due by December 15th for Spring semester
 - d. Applications for New incoming students due by July 15th for the Fall semester
4. Once a decision has been made, students will be informed of the decision via Emmanuel University's email from the Housing Director.
5. If you would like to appeal the Residency Exemption decision, all appeals must be submitted to the Associate Vice President of Student Life by email, within 48 hours from the time that you received the denial email from the Housing Supervisor.

Students are advised to participate in Housing Rush in April each year. Participating in Housing Rush in April will ensure that if your application for Residency Exemption is denied, you have secured your desired on-campus housing for the up and coming year. For Housing Rush information, please see: HOW TO USE YOUR MYMANE CHECKLIST TO REQUEST A HOUSING SELECTION.

All applications are subject to clearance by the offices of Conduct, Academic Advisors and the Office of Financial Aid before your Residency Exemption application will be processed by the Housing Supervisor. Students may submit an application during a current semester and between deadlines if he or she has a change in circumstances that would result in their eligibility. The University reserves the right to modify this policy in the event of extenuating circumstances.

Note: Filling out the Residency Exemption Application does not guarantee that you will be approved.

Housing Eligibility

To be eligible to live in a University Residence Hall during the fall and spring academic terms, students are required to meet the following conditions: Residents must be classified as full-time students as defined by the Emmanuel University Registrar's Office. Students enrolled for fewer than the minimum hours to be considered full-time must obtain advance approval from the Housing Supervisor to continue on-campus residency.

Residents must settle all account charges prior to move-in unless the appropriate University personnel grants permission. Failure to settle accounts may result in class schedule and housing assignment cancellation, and the student may be required to vacate the Residence Hall. University Residence Halls are designed for traditional students. The age limit is 22 upon initial enrollment. Nontraditional students may apply to live in University-owned rental property or off-campus.

Obtaining Room Assignments for Current Students:

Current Resident Students should adhere to the following procedures to successfully secure their housing assignment for the upcoming academic year:

- Register for classes for the upcoming semester.
- Pay the nonrefundable housing deposit at the Student Accounts office.

Once the steps above have been completed a student may choose their Housing Selection using the MYMANE Checklist system using the steps outlined below.

Obtaining Room Assignments for New Students:

New/Incoming Resident Students should adhere to the following procedures to successfully secure their housing assignment for the upcoming academic year.

- Be officially accepted to Emmanuel University.
- Have an Emmanuel University email account (active)
- Pay the nonrefundable Housing/Registration deposit.
- Complete all required items on their MYMANE Checklist under their myEC account.

New students will be placed in housing based on their housing application. Once a placement has been made, the student will receive notification from the Office of Residence Life and Housing.

Private Rooms

Private rooms are rarely available during the fall semester. Space permitting, private room assignments are made at the discretion of the Housing Office. Those students with medical based needs receive priority. If a student requires special accommodation, the appropriate paperwork must be obtained from the Residence Life webpage, completed, and submitted to the Housing Supervisor. Students cannot pay an additional charge to make a double room into a single room.

Housing Freeze/ Housing Thaw & Mid-Semester Room Changes

During the first two weeks of each semester, the University undergoes a “housing freeze”. During this time students are expected to stay in their assigned placement. During the “housing thaw” students may request a room change after the first two weeks of the semester. Unless there are extenuating circumstances; no room changes will be permitted during the first two weeks of the semester, known as “Housing Freeze.” During the second week of the semester, room changes may be requested via the Room Change Request Form online. During the third week of the semester, the Housing Supervisor will notify students via email if their request has been approved. Approval is not guaranteed and is up to the discretion of the Director of Residence Life. Should approval be granted, the student must officially check out of his or her original room with their Area Director.

Checking out includes thoroughly cleaning the student’s portion of that room and returning the assigned room key and outdoor key if needed. The student must adhere to any other checkout instructions given to them by an Emmanuel University ResLife employee. After the Area Director has completed their Check out, the student will be given a new set of keys and paperwork to be completed for their new dorm room assignment. The paperwork to that dorm must be returned to that hall’s Area Director the same day. After the 3rd week of the semester, no room changes will occur unless under extenuating circumstances as determined by the University. The Housing Supervisor must approve and properly document any room changes. Unauthorized room changes will accrue a minimum fine of \$50.00 and may result in the student having his or her desired room change request denied.

Summer Housing

Summer housing is available for students who are involved in EC mandated summer athletic competitions, or are working for the University during that time and are approved by the Housing Director. Students will typically be relocated to a new summer housing assignment following graduation and will be notified of housing assignments and moving procedures via email from the Department of Housing.

Winter Term Housing

Winter term housing is available for students who are involved in EC mandated winter athletic competitions, or are working for the University during that time and are approved by the Housing Supervisor. Students will be notified of housing assignments and moving procedures via email from the Department of Housing.

Re-Assignment of Space

The Housing Supervisor may reassign students to other spaces, rooms, halls or on-campus properties when it is deemed to be in the best interest of the community.

Room Consolidation

The Housing Coordinator in conjunction with the Campus Life staff reserves the right to consolidate and change room assignments as seen fit by the appropriate 90 personnel and/or to aid the University in the efficient administration of the Residence Life program.

Housing Contract

All resident students are required to sign The Guide to Community Living upon checking in to their residence hall assignment each year. It is each student’s responsibility to be familiar with

and adhere to the policy expectations outlined in the contract and the Student Handbook.

1. License; Conditions of License

- A. ***Grant of License.*** The University shall grant the student a limited, nonexclusive, non transferable and revocable license to use and occupy an assigned space in a University Housing facility in accordance with the terms and conditions in this Contract (the "License"). The parties to this Contract do not intend that an estate, a tenancy or any other interest in property should pass from the University to the student, nor is it intended that a usufruct be granted to the student. Instead, it is the intention of the parties that the relationship between the University and the student be that of licensor and licensee and the sole right of the student to use the assigned space as a living unit shall be based upon the License granted in this Contract.
- B. ***Revocation of License.*** The University reserves the right to revoke the student's License if the student or the student's guest(s), spouse, domestic partner and/or dependent children engages in any of the following misconduct:
 - a. Intentionally or recklessly setting a fire (including the lighting of incense, candles or other open flame) or recklessly initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency in a housing facility or at a University Housing-sponsored activity;
 - b. Intentionally or recklessly misusing, tampering or damaging any fire safety equipment in a housing facility or at a University Housing-sponsored activity;
 - c. Intentionally sharing an Emmanuel University key with another individual, or making copies of an Emmanuel University key, or otherwise providing unauthorized access to a housing facility to another individual;
 - d. Using, possessing, manufacturing, distributing, maintaining, transporting or receiving any of the following while on University property (unless noted as an exception) or at a University Housing-sponsored event:
 - i. any firearm or weapon as defined by Georgia Code Section 16-11-127.1, whether operable or inoperable, or any object of like character including but not limited to paintball guns, air soft guns, BB guns, potato guns, knives or razor blades;
 - ii. any dangerous weapon, such as but not limited to, a machine gun, shotgun, sawed-off shotgun, rifle or silencer as defined by Georgia Code Section 16-11-121;
 - iii. any bacterial weapon, biological weapon, hoax device, destructive device, detonator, explosive, incendiary, over-pressure device or poison gas as defined by Georgia Code Section 16-7-80;
 - iv. any explosive materials as defined by Georgia Code Section 16-7-81;
 - v. any fireworks as defined by Georgia Code Section 25-10-1 in or in close proximity to University Housing facilities;
 - vi. any hoax devices, replica of a destructive device or configuration of explosive materials with the appearance of a destructive device such as a fake bomb or packages that give the appearance that they may contain chemical explosives or toxic materials; or
 - vii. use of an "electroshock weapon" against another person in a manner other than in defense of self or others;
 - e. Touching any resident, guest or staff member in a manner to which that person has not consented and that is either harmful or offensive, or actions that cause the

- reasonable apprehension of such touching; f. Using, possessing, manufacturing or distributing:
- i. any dangerous drug as defined by Georgia Code Section 16-13-71;
 - ii. any drug paraphernalia or drug-related objects as defined by Georgia Code Section 16-13-32.2; iii. any unauthorized controlled substance as defined by Georgia Code Section 16-13-25 through 16- 13-29;
 - iv. any counterfeit substance as defined by Georgia Code Section 16-13-21(6); or
 - v. any imitation controlled substance as defined by Georgia Code Section 16-13-21(12.1);
 - g. Violating University policy with respect to the possession, consumption, or distribution of alcoholic beverages in a housing facility or at a University Housing-sponsored activity;
 - h. Behaving in a manner that may create the appearance of and/or pose a danger to the student or to others, and such behavior is determined at the University's sole discretion to have caused disruption within the residential community;
 - i. Dropping, throwing, projecting or causing to be projected any object from a housing facility window; j. Theft or damage of University property or the property of another resident, guest or staff member; k. Possessing stolen property;
 - l. Furnishing false information to University Housing or any staff member acting for University Housing, including providing false or misleading information in connection with the student's housing registration and eligibility for University Housing;
 - m. Operating a business out of University Housing facilities, including the student's assigned space and/or community living area;
 - n. Using the assigned space and/or community living area to engage in illegal activities;
 - o. Consistently playing any television, musical instrument, electronic devices or other sound producing device in a manner that unreasonably interferes or otherwise disrupts the educational and residential environment as determined by the University;
 - p. Interfering with the normal operation of a housing facility or elevator including but not limited to violating any visitation rules and/or quiet hours;
 - q. Failing to pay fees as required under this Contract;
 - r. Being convicted of a crime against a victim who is a minor as defined by Georgia Code Section 42-1- 12(a)(14);
 - s. Violating Emmanuel University policies, rules and regulations; and/or
 - t. Suspension or dismissal from the University.

C. ***Effect of License Revocation.*** If the University revokes the student's License, the student will lose all privileges or rights to use or occupy the student's assigned space. The student must vacate the premises prior to the time specified by the University by removing all belongings from the assigned space and following designated checkout procedures. If the student's License to live on campus is revoked, the student may remain liable for the full payment of fees due under this Contract as outlined below in Section 3. Should the student fail to voluntarily comply with the University's notice to vacate, the student may be subject to criminal prosecution for trespassing and disciplinary action through the University's student conduct process. If a student's License has been revoked, any spouse, domestic partner and/or dependent children will also lose all privileges or rights to use or occupy the student's assigned space and must vacate the premises prior to the

time specified by the University.

2. Incorporation of Policies, Rules and Regulations

- A. The policies, rules and regulations appearing in the online edition of the Student Handbook, and other documents that from time-to-time may be promulgated by University Housing or the office of the Associate Vice President of Student Life are made part of this Contract and incorporated herein. Students wishing to review any of these policies, rules or regulations prior to executing a contract may contact University Housing to request the respective publications or refer to <https://ec.edu/student-handbook/> for online information. In the event of a conflict between said policies, rules or regulations and this Contract, the provisions of this Contract shall control. B. This Contract shall be governed by the laws of the United States and the State of Georgia, and the rules and regulations of Emmanuel University.
- C. In performance of this Contract, and consistent with the University's Non-Discrimination and Anti-Harassment Policy, the University shall not unlawfully discriminate on the basis of race, sex (including sexual harassment & pregnancy), color, religion, national origin, genetic information, age, disability, veteran's status, or any factor that is a prohibited consideration under applicable law.

3. Termination of Contract

The terms and conditions for terminating this Contract are stipulated below according to the enrollment status of the student during the contract period as verified after the start of the term. Once a Contract is executed, any cancellation for a reason other than (i) non-enrollment or (ii) University Housing-initiated cancellation due to occupancy limitations may result in charges as outlined in Section 3.A. The student must submit a housing termination request through University Housing to terminate the Contract. In addition, the University at its discretion may choose to revoke this Contract at any time (i) should the student not maintain full-time enrollment status, or (ii) should the License be revoked. If the University decides to revoke this Contract, the University at its discretion will decide whether to charge the cancellation fee as calculated in Section 3.A. In any event, the registration fee is nonrefundable. Regardless, the Contract will terminate at the end of the contract period, provided that Sections 5, 8, 10, 11, 12, and 13 shall survive.

A. Students wishing to cancel the Contract but who remain enrolled at the University

during the contract period: a. The student must pay a contract cancellation fee equivalent to 50% of the remaining portion of the License Fee (as defined below) for the assigned space for the entire contract period as well as a prorated nightly rate for all nights occupying the assigned space (whether prior to the date of cancellation or following such date) unless specified below.

b. Upon written notification from a student that the student will vacate the assigned space early and cancel the remaining period of the Contract due to participation in a University-sponsored internship, University cooperative education, study abroad or practice teaching program, this Contract shall terminate upon completion of the last semester of residence and the University's verification of the matters asserted in the student's notification. Upon such termination, the University shall refund the student any portion of the License Fee paid by the student for the remaining of the contract period less any charges assessed. Verification will take place after the add/drop period, and if discovered the student remains enrolled in classes at Emmanuel University, cancellation fees will be assessed as outlined in 3.A.a.

B. Students wishing to cancel the Contract but who are no longer enrolled at the University during the contract period:

- a. If written notification of the cancellation is received before the stated deadline (see table below) and non enrollment is verified, the License Fee and any additional fees paid by the student for the term of non enrollment pursuant to this Contract shall be credited to the student's account.
- b. If written notification of the cancellation is received after the stated deadline (see table below), a cancellation fee as outlined in the table below will be assessed to any student who does not check into the assigned space. A student who checks into the assigned space but then cancels the Contract will be assessed a \$300 cancellation fee (\$100 for summer terms) or a fee equal to nights occupying the housing assignment, whichever is higher.
- c. If the University cancels the student's enrollment or the student ceases to be enrolled at the University for any reason after the first day of classes during the contract period, including completion of graduation requirements, this Contract shall terminate immediately upon University Housing's verification of non enrollment. Once non-enrollment has been verified, the student must vacate the assigned space as outlined by University Housing.
 - i. For students billed on a semesterly basis, if the student officially vacates the assigned space by a date up through 60% of the term as determined by the Student Accounts Office, the University shall credit the paid License Fee less any charges for nights occupying the housing assignment and any other miscellaneous charges to the student's account. After 60% of the term, the University will not credit any unused License Fees.
 - ii. For students billed on a monthly basis, the student shall remain responsible for any remaining License Fees due for the month.
- d. Verification for non-enrollment will take place after the add/drop period, and if discovered the student remains enrolled in classes at Emmanuel University, cancellation fees will be assessed as outlined in 3.A.a.

Cancellation Fee Table

Cancellation fee for students who are or will be enrolled during the period of the Contract

ENROLLED	TERM OF CANCELLATION	CANCELLATION DEADLINE	CANCELLATION DEADLINE
	ALL TERMS	No Deadline	Enrolled students are responsible for 50% of the remaining portion of the License Fee for the assigned space in addition to any charges for nights occupying the assigned space (see section 3.A).

4. Period of Occupancy

- A. Beginning occupancy: the student is authorized to occupy the assigned space beginning on the date and time designated by University Housing. The student's failure to occupy the assigned space each semester by 9 a.m. on the first day of class entitles the University to cancel the student's assignment, assess appropriate fees as noted in Section 3, and assign the space to another individual. If the University Housing receives written notification from the student's EC email account that the student's arrival will be delayed, the University will attempt to hold, within reason, the original assignment for the student.
- B. Termination of occupancy: the student may continue to occupy the assigned room for up to 24 hours after completion of the student's last scheduled examination or until 12 p.m. on the day immediately following the last scheduled examination according to the official Emmanuel University calendar, whichever is earlier. If this Contract is terminated before the end of the contract period, the student may occupy the assigned space no later than 24 hours after the student is notified of the termination. These deadlines may be adjusted at the discretion of University Housing.
- C. The residence halls close for winter and summer breaks. Students are required to vacate the residence halls by the date issued by University Housing officials.

5. Payment of Fees

- A. ***Determination and Payment of Fees.*** The student agrees to pay the contract fee for the assigned space (the "License Fee") and all other charges as provided in this Contract (together, "Additional Fees"). Additional Fees include miscellaneous charges for items including but not limited to room condition fees, improper room change fees, and/or improper checkout fees and damages. In the event of a discrepancy between the License Fee listed and that of another handbook, the License Fee listed in this contract will control.
- B. The student shall pay the License Fee, Additional Fees, and any other fees owed under this Contract to the Student Accounts Office according to the payment schedule set forth in the Addendum or the terms of the Contract, as applicable, and in accordance with the policies and procedures for student accounts.
- C. The License Fee listed in the Addendum is subject to approval or change by the University, and may be adjusted pursuant to that approval no later than the start date of the License to occupy the assignment. Any room rate increases will be communicated in writing to applicable students.
- D. Square footage of the assigned space is not a factor in determining the amount of the License Fee.
- E. The University recognizes email as an official means of communication and the student's EU email account as the student's official email address. Billing information and other student account correspondence will be emailed to the student's EU email account. As such, students are responsible for checking their EU email accounts regularly in order to receive timely billing notifications.
- F. ***Payment Guarantee.*** If the student is under 18 years of age, a parent, guardian or other guarantor agrees to guarantee to the University that the student will pay the License Fee and Additional Fees as provided in this Contract. The parent, guardian or other guarantor further agrees to make all such payments to the University if the student, for any reason, fails to make such payments. This agreement between the University and the parent, guardian or other guarantor is an undertaking that is separate and distinct from the

University's agreement with the student contained in this Section 5.

6. Assignment to Hall and Room

All students with roommates will be assigned to occupy rooms/suites/apartments with students of the same sex. University Housing reserves the sole right to make all hall and room assignments and to make any subsequent changes deemed advisable or necessary. At any time necessary, the student shall accept the assignment made by University Housing of another student of the same sex into the student's assigned space. In addition, University Housing in its sole discretion may determine a need to add occupants to a room or traditional common areas or reassign students based on special accommodation needs. This may result in a room's occupancy changing from single occupancy to double occupancy, from double occupancy to triple occupancy, or use of a traditional common area (e.g., lounge space) for multiple occupancy. Such changes to occupancy levels in a room shall not be deemed a breach of this Contract or the License granted hereunder, nor shall it entitle the student to a change in any fees assigned.

Students may make a request to change assignments through the Director of Housing. Changes will be granted priority by request type in the order the requests are received and to the extent practicable as solely determined by University Housing. Approved changes will be reflected on the student's MYMANE account showing the new assignment.

A. Residence Hall Room Types

- a. Most room assignments are for rooms designated as double occupancy – that is, the student will be assigned to a room with one other person.
- b. The University at its sole option may permit a student to pay an additional fee for assignment to a double occupancy room on a single-occupancy basis as provided in Section 6.A.b.i and 6.A.b.ii.
 - i. When the University makes a single occupancy assignment in a double occupancy room at the student's request, the University guarantees the student that no roommate will be assigned during the contract period.
 - ii. The additional fee is based on an additional percentage of the current License Fee. Once a student is granted a single occupancy assignment in a double occupancy room, the student is obligated to pay the additional fee for the remainder of the contract period, and the Addendum will be considered amended to reflect the change in License Fee. If the single occupancy assignment in a double occupancy room is not granted until after the start of the contract period, the student will be billed for the additional fee at the time of the assignment to the single occupancy prorated to the date of occupancy.
 - iii. If the student does not request a single occupancy assignment in a double occupancy room, but the University assigns the student to be the sole occupant of a double occupancy room (as sole designated by the University), the student's License Fee shall only be the standard fee for such room and not the additional fee levied for single occupancy assignments in double occupancy rooms.

7. Assignability of Contract

The student has no right to and shall not assign or transfer the License to, or allow the assigned housing space to be occupied or controlled by, another person or entity for any purpose whatsoever.

8. Condition of Space and University Property

- A. ***Room Inventory Process.*** Upon check-in, all students are responsible for completing a room inventory form to indicate any discrepancies between what staff reported as pre-existing damages or missing items and what the student noted in their assigned space. Any discrepancies between the original room inventory condition and what the student identified must be forwarded to the Resident Director within 24 hours of checking in. The student will be responsible for any damages or missing items not reported on the room inventory upon checkout of the assigned space.
- B. ***Costs of Cleanup or Repair.*** The student is responsible for maintaining the cleanliness of the assigned space and shall reimburse the University for all cleaning costs in excess of normal cleaning costs if staff is required, at the University's sole discretion, to clean the assigned space. The student is also responsible for the care of the assigned space and is expected to report any repair needs to University Housing. The student shall be liable for increased repair costs due to failure to report conditions in need of repair. The student is responsible for using all University property in a safe, responsible manner and shall be responsible for damages to and/or replacement of University property within the assigned room/suite/apartment except for damage and loss from ordinary wear and tear. When the University determines that it is unable to assign liability for such damage, the student shall share equally with other building/floor/unit/suite residents the cost of cleaning, repair or replacement of any University property in common areas of the building/floor/unit/suite including but not limited to hallways, lounges and laundry rooms. The University at its sole discretion shall determine the amount of any costs for cleaning, loss or damage and shall notify the student of such charges. Payment is due upon such notification.

9. Right of Entry

The University reserves the right to enter the student's space for the purposes stated in the Student Handbook, including but not limited to, the purposes of safety, occupancy verification, facility improvements, conducting routine maintenance, health and safety checks, managing rooms and apartments in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students, and/or maintaining a quiet environment where residents may sleep and study. Students will not be given access to any student room or apartment to which they are not assigned.

10. Personal Property

The University is not responsible for lost, damaged or stolen items. To cover risks to personal property, the student may wish to carry such fire and extended coverage insurance as the student deems appropriate and shall not look to the University to insure the student's personal property. The University will dispose of abandoned resident property in accordance with the University's policy on abandoned property as stated in the Student Handbook.

11. Failure to Vacate

Unless the University extends the contract period, the License shall terminate at the end of the contract period. The student shall vacate the assigned housing space on or before the end of the contract period. If the student fails to vacate by the end of the contract period (whether the License has been canceled, terminated, or expired), the student shall be responsible for all costs and damages (direct or indirect) suffered by the University in connection with the student's failure to vacate.

12. Remedies

The student's breach of any obligations established by this Contract authorizes the University to use any remedy available by law or in equity. Additionally, if the student (or parent, guardian or guarantor) fails to pay the License Fee or Additional Fees or any other charges required by this Contract, the University is authorized to use any or all of the following remedies: initiation of a contract review process; termination of this Contract; removal of the student and belongings from University Housing; restriction of access to the assigned space; cancellation of the student's enrollment at the University; restriction of the student to register for classes; and restriction of the student to conduct University business as determined by the Registrar. The University's failure to enforce at any time any of the provisions of this Contract, or its failure to utilize any remedy that is authorized herein, shall in no way be construed as a waiver of such rights or in any way affect the validity of this Contract or any part hereof or the right of the University thereafter to enforce each and every such provision. Appeals of determinations made by University Housing under Sections 3.A.a, 3.B.b and 8.A of the Contract may be made in writing by the student within five (5) business days of such determination and emailed to the Vice President of Student Life.

13. Collections and/or Attorney Fees

The student shall be responsible for the fees of any collection agency, which may be based on a percentage of a maximum of 15% of the debt and all costs and expenses, including reasonable attorney's fees, incurred in efforts to collect any amounts due under this Contract.

14. Time of Essence

Time is of the essence in the satisfaction of all terms of this Contract.

15. Severability

If any provision of this Contract is ruled illegal or invalid, such ruling shall not affect the validity or enforceability of the remainder of the provisions of the Contract.

16. Entire Agreement

Together with the Addendum, room inventory, Student Handbook, Guide to Community Living, the housing contract cancellation request (if applicable) and dependent verification form (if applicable), the Meningococcal Disease Vaccination Statement, and the Lead Warning Disclosure (if applicable), this Contract contains the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations or agreements (either verbal or written) between the parties hereto with respect to the subject matter herein.

17. Address for Correspondence

All correspondence required by this Contract or otherwise relating to matters contained in this Contract from the student (or parent, guardian or other guarantor) to the University shall be mailed or delivered to University Housing 139 Lions Place, Royston, GA 30662.

1. The resident agrees to abide by the guidelines set forth in the student handbook including all local, state, and federal laws.

2. The possession, distribution, or use of alcohol, non-medical drugs, or tobacco in any form is prohibited.
3. The possession of any weapon outlined including guns, knives with blades over 2 inches, spring sticks, throwing stars, ETC., or any weapon outlined in Georgia section 16 - 11 - 127.1 is prohibited on or within 1,000 feet of university property.
4. This contract is for an assignment within campus housing and any change of assigned room requires prior approval from the Office of Residence Life and Housing.
5. Should a resident choose to terminate the contract, he/she would pay a contract cancellation fee that is equivalent to 50% of the remaining balance.
6. Emmanuel University reserves the right to enter residence hall rooms without notice to conduct health and safety inspections, and facility improvements, and to enforce university policies.
7. Residents are responsible for obtaining personal property coverage such as fire and extended coverage insurance as the student deems appropriate. Emmanuel University is not to insure the student's personal property.
8. Residents are required to vacate the premises at the announced closing time(s) and are not to return until the residence halls reopen. The Resident must return the room key to the Residence Life and Housing Office Personnel through the proper procedure.
9. No pets (including visitor pets) are allowed to reside within the residence halls.
10. Residents shall, at his/her own expense, and at all times, maintain the premises and any appliances in a clean and sanitary manner and shall surrender the same in a good condition and received, with the exception of normal wear and tear.
11. Residents shall not make or allow, any alterations, installations, repairs, or redecoration of any kind to the property. No nails, screws, picture hooks, shade brackets, or curtain rod brackets may be placed in walls, woodwork, or any part of the property.
12. Residents agree to take responsibility for damages in their rooms and community living areas.
13. Residents do hereby indemnify, release and save harmless to the university and agents of the university from and against any and all suits, actions, claims, judgments, and expenses arising out of or relating to any loss of life, bodily or personal injury, property damage, or other demand, claim or action of any nature arising out of or related to the use of any university-owned residential property and surrounding premises.

Campus Safety: Policies, Programs, & Resources

Overview

Emmanuel University's Office of Campus Safety is governed by the Campus Safety Committee and the policies are carried out by various members of the committee. The Campus Safety Committee is comprised of the following individuals:

- Matt McCree: Chief Financial Officer

- Joann Harper: Director of Human Resources
- Mandrake Miller: Vice President - Student Life
- Kirk McConnell: Associate VP- Student Life
- Sandy Campbell, LAT, ATC: Assistant Athletic Director-Sports Medicine
- Student Representative

The Office of Campus Safety is responsible for evaluating and facilitating the overall safety and security of the campus, including students, employees, grounds, buildings, furnishings, equipment, and other property. In consultation with all other University personnel as appropriate, the Office of Campus Safety serves as a primary liaison with law enforcement and other public safety agencies. The Director of Equity & Compliance serves as the Clery Coordinator for the University.

Campus Safety Contact Information

Phone: 706-685-6074

Email: campussafety@ec.edu

For all non-emergencies, or to inquire about, or to report a campus safety related concern, please contact the following:

Chief Financial Officer

Matt McRee

mmcree@ec.edu 91

706-245-3115

You may also contact the Franklin Springs Police Department at 706-245-0000 (non-emergency).

Local Law Enforcement & Emergency Agencies

The Emmanuel University Office of Campus Safety maintains a close working relationship with local emergency agencies and their members. Emmanuel University relies wholly on responding local law enforcement officers for all law enforcement actions or needs. Emmanuel University is within the jurisdiction of the City of Franklin Springs which includes law enforcement, emergency medical services, and the city's fire department.

The City of Franklin Springs Police department has officers which patrol the city streets on campus via marked patrol units to deter acts of crime and to detect and intervene when criminal activity occurs. In addition to patrol duties, the City of Franklin Springs Police Department and/or other local law enforcement investigate traffic accidents, provide limited motorist assistance, enforce city street parking/traffic regulations, and provide support to numerous campus activities and events, including graduation and certain athletic events. Franklin County Emergency Medical Services provide medical coverage county-wide including Franklin Springs.

The City of Franklin Springs Public Safety Building is centrally located within the city and adjacent to the campus grounds enabling timely responses anywhere on campus. The Franklin Springs Volunteer Fire Department is also located at the Franklin Springs Public Safety building and has a long history of focus and support concerning the needs of Emmanuel University.

No Emmanuel University personnel have the authority to make arrests and Emmanuel University relies completely on local and state law enforcement agencies for the enforcement of city and state laws. The jurisdiction of the Office of Campus Safety is limited to Emmanuel University property and buildings and does not extend outside the boundaries of the Emmanuel University Campus.

Emmanuel University cooperates with local public safety officials. This cooperation allows for the investigation of alleged crimes, emergency response, special event coordination, training, and prevention efforts on campus. As a practice, local and state police agencies do not always inform the University of criminal activity in the vicinity of the University campus. A reasonable attempt is made to be aware of any crimes occurring in the area of the campus that would pose a threat to the campus community.

When the University is aware of a potential threat to the campus community a timely warning will be issued via the University's EUAlert system, the campus emergency mass messaging service. The Office of Campus Safety and Residence Life staff assist with the enforcement of the campus-wide ban on possession and use of alcohol and illegal drugs by working closely with local law enforcement agencies. Possession of dangerous weapons or firearms anywhere on campus, including the residence halls, is a violation of the Student Guide to Community Living, and of Faculty and Staff employment policies, as well as local and state laws.

Clergy Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act that requires The University and universities across the United States to disclose information about crime on and around their campuses. The report lists statistics for serious crimes over the past three calendar years. The Clery Act can be found on the University's website at <http://www.ec.edu/life/campus-safety>. Students and family members are encouraged to contact the Vice President of Student Life to discuss specific concerns.

Criminal Offenses

- Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Hate Crimes (any of the above-mentioned offenses, and any incidents of)

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

VAWA Offenses

- Domestic violence
- Dating violence
- Stalking

Arrests and Referrals for Disciplinary Action

- Weapons law violations
- Drug abuse violations
- Liquor law violations

Missing Student Policy

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Emmanuel University Office of Campus Safety to investigate any report of a missing student who resides on campus at Emmanuel University. This policy, and accompanying procedures, establishes a framework for members of the University community to follow with the end goal of locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University and/or has been reported missing by another individual. All reports of missing students shall be directed to the Office of Campus Safety at (706) 245-2810.

Campus Safety personnel will:

- Initiate an investigation in coordination with Student Life to determine the validity of the missing person report and to continue the investigation on behalf of the University in coordination with law enforcement.
- (If a missing student is under 18 years of age) Notify the parent or guardian for missing students under 18 years of age within 24 hours of the determination that the student is missing.
- Notify the Executive Vice President and the Vice President for Student Life.
- Notify the Franklin Springs Police Department within 24 hours after determining that the student is missing.
- Notify the emergency contact identified by the missing student within 24 hours of making the determination that the student is missing.

The Executive Vice President and/or his/her designee shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student. The Office of Campus Safety shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students. The Office of Campus Safety may also contact the student's instructors if necessary or beneficial in the situation to the student and/or instructors.

Student Emergency Contact Information

Students are given the opportunity to confidentially designate emergency contact information at the time of housing registration. Only authorized campus officials and law enforcement officers may have access to this information for the purpose of conducting their investigation.

EU Alert Service

Every student is strongly encouraged to participate in EU Alert, the emergency mass notification system employed by Emmanuel University Department of Campus Safety to contact students, faculty, and staff in the event of an emergency, crisis, or with other important information. EU Alert allows you to receive urgent information through email, text message, and/or voice message. For more information and to sign up to participate, please visit <http://www.ec.edu/life/campus-safety>.

Reporting Crimes & Emergencies

Emmanuel University community members, students, faculty, staff, and guests are instructed to call 911 immediately for all emergencies. Upon dialing 911, campus personnel are encouraged to provide accurate and complete information regarding location and the nature of the emergency. It is important that information be relayed accurately as it will enable prompt response. When making a call to emergency services consider the following:

- Call 911; report any and all details of the incident
- Describe the suspect's appearance, clothing, height, weight, coloring, scars or other noticeable features
- Describe the location of the incident
- Describe the suspect's vehicle, license plate number and direction of travel
- If you observe a crime or a suspicious incident, call immediately. Do not assume someone else has made the call.

Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. STAY ON THE LINE until the dispatcher says it is okay to hang up. Once a call has been made to the 911 center, please notify the Office of Campus Safety immediately by calling 706-685-6074.

All emergency services including responding police, ems, and fire services are coordinated and dispatched via the Franklin County 911 Center. An individual may report by calling 706-685-6074 or emailing campussafety@ec.edu.

Emmanuel University does not maintain a daily crime log because the University does not maintain a campus police department or a security department or agency. Emmanuel University relies on local law enforcement.

Emmanuel University considers those that are mandatory reporters (including all faculty, staff, Resident Assistants, and Campus Safety work study students) under the University's Sexual Misconduct/Title IX Policy to also be Campus Security Authorities, with the exception of groundskeeping staff, maintenance staff, and housekeeping staff, and designated confidential resources.

Campus Safety incident reports involving students are forwarded to the office of the Associate Vice President of Student Life for review and potential action as directed by the Student Guide to Community Living and in accordance with appropriate University policies.

Students, employees, and community members may also report any potential crime, Clery Act violations, VAWA violations, or other safety concerns to the office of the Associate Vice President of Student Life of the University.

Confidential Reporting

If you are the victim or witness of a crime and do not want to pursue action within the University system or the criminal justice system, you may want to consider making a confidential report. The purpose of a confidential report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. Confidential reports can be made to campus pastoral and professional counselors. According to the 1998 amendments to the 20 U.S.C. Section 1092 (f), campus "pastoral counselors" and "professional counselors," when acting as such, are NOT

considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. But, while in the course of their professional duties as a mental health counselor (e.g., in a counseling session, assessment, crisis intervention session or a consultation situation), any Counseling and Psychological Services professional staff member (e.g., licensed professional counselor, psychologist, social worker, administrative assistant or student intern) who learns from an Emmanuel University student that s/he has been a victim of a crime will take the following steps:

1. The staff member will provide the student with information on procedures for reporting the crime to local law enforcement:
 - To report a crime or an emergency on campus, contact the Franklin Springs Police Department at 706-245-0000 (non-emergency) or 911 in emergency situations. After calling 911, please call the Office of Student Life @ 706-685-6074.
2. Counseling Services staff and the Campus Pastor may choose to voluntarily report anonymous information about crimes disclosed during confidential counseling sessions to the Office of Equity & Compliance.

All non-identifying information will be used for the purposes of maintaining accurate crime statistics for inclusion in Emmanuel University's Annual Security and Fire Safety Report, as required by the Jeanne Clery Disclosure of Campus Crime Statistics Act, and to determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. The Counseling Services Staff and Campus Pastor can fill out a reporting form which can be found online at <http://www.ec.edu/life/campus-safety>.

PLEASE NOTE: When these reports involve allegations of sexual misconduct (including sexual harassment or sexual violence) or immediate threatening circumstances they are made available to the University's Title IX Coordinator and/or Office of Campus Safety. If a report of crime or incident of sexual misconduct discloses an immediate threat to the University campus community, where timely notice must be given to protect the health or safety of the community, the University may not be able to maintain confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, crimes of violence, or other circumstances that represent a serious and ongoing threat to Emmanuel University students, faculty, staff or visitors. While these professional and pastoral counselors may maintain a person's confidentiality vis-à-vis the University, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

Professional and Pastoral Counselors (confidential)

- **Director of Spiritual Life and Campus Pastor**
Chris Maxwell
cmaxwell@ec.edu
(706) 245-2887
School of Christian Ministries

Counseling Services

Terrance James
Terrance.james@ec.edu
Aaron Building-305

Campus Security Authorities (Required Reporters)

The Department of Education in 34CFR Part 668 defines "Campus Security Authorities" as someone with "significant responsibility for students and campus activities." Emmanuel University considers those that are mandatory reporters under the University's Sexual Misconduct/Title IX Policy to also be Campus Security Authorities.

Emmanuel University further defines the following as Campus Security Authorities:

- Faculty
- Staff
- Resident Assistants
- Campus Safety work-study students

**Please note that groundskeeping staff, housekeeping staff, and maintenance staff are not considered CSA's or mandatory reporters, however, they are encouraged to report any incidents that may occur.*

Timely Warnings

When a Clery crime is reported to the Emmanuel University Office of Campus Safety, local law enforcement or a Campus Security Authority, either on or off campus that in the judgment of the Executive Vice President or his/her designee represents a serious or continuing threat to the campus community, the Executive Vice President or his/her designee will issue a campus-wide "EUAAlert" to serve as a timely warning and to aid in the prevention of similar crimes. Timely warnings may be issued as soon as pertinent information is available for the following crime classifications: aggravated assault, arson, burglary, criminal homicide, dating violence, domestic violence, motor vehicle theft, robbery, sex offense, and stalking when the crime is deemed to pose a serious and/or ongoing threat to the Emmanuel University community.

Crime alerts for incidents of aggravated assault, sex offenses, dating violence, domestic violence and stalking will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Executive Vice President or his/her designee. Alerts will include information about the incident (including date, time and location), any suspect information (if known) and recommended safety advice. For confidentiality reasons the victim's names will never be disclosed in a crime alert. Timely Warnings will be issued by the Executive Vice President or his/her designee using some or all of the following methods: E-mail, Website, Social Media, and/or via the EUAlert mass messaging SMS/Text system service through the vendor sendwordnow.com. Crime alerts will remain in effect until it is determined there is no longer a threat to the safety of the campus community. Anyone with information about a crime that warrants the issuance of a crime alert should contact the following in this order immediately:

- Vice President of Finance
Matt McRee
mmcree@ec.edu
706-245-3115

Emergency Plans & Information

Fire or Explosion

- If clothing catches on fire, STOP, DROP, and ROLL to smother the flames.
- If there is copious smoke or heat, crawl and stay close to the ground.
- Pull the fire alarm or provide verbal warning to leave the building.
- Leave the building by the nearest safe exit; go to the area upwind of the fire, preferably the designated building staging area. Secure critical research operations, close ventilation hoods, shut down equipment, turn off ignition sources, and close doors and windows, if time permits.
- Contact the Fire Department by dialing 911. Ensure that the address of location is provided.
- Contact Campus Safety at 706-685-6074.
- After warning other occupants to leave the building, a person may choose to fight the fire with a fire extinguisher. If the fire is small and can be extinguished using an available fire extinguisher where there is no danger to the person, they may do so within their level of personal comfort and safety.
- Occupants may go back into the building only when someone in authority, such as the Fire Department designee or an EU authority says it is safe to do so.

Injuries

- Where possible, remove the hazard or the affected person from the hazard.
- Obtain medical assistance.
- If ambulance transportation is needed, dial 911.
- Use barriers such as gloves or other material to prevent contact with a victim's blood.
- Contact Campus Safety at 706-685-6074.
- For life, limb, or eyesight threatening injuries, call 911.
- If life-limb, or eyesight are not threatened by medical care, the victim can be transported to the nearest available medical treatment center.
- Students may go to the medical professional of choice for injuries that are not serious.
- If the situation permits, notify your Area Coordinator, a staff member, or a professor.

Hazardous Spill or Contaminant Release

- If time permits and safety is ensured, contain the spill or release and turn off ignition sources.
- For emergency spills or releases, such as a high concentration of toxic substances, a situation that is life threatening, a condition that poses a fire or explosion hazard, etc. dial 911.
- Pull fire alarm, emergency alarm, or provide verbal warning to leave the building or area if outside.
- Leave the facility by the nearest exit, secure critical research operations if time permits, go to an area upwind from the facility, preferably the building staging area.

- The building or area may not be re-entered until the Fire Department designee or EU authority has indicated that it is safe to do so. • If the spill is outside, evacuate to a safe distance.
- For small, incidental spills or releases, isolate the area from unauthorized entry, if necessary, and evacuate to a safe distance before contacting the immediate supervisor or professor.
- If the city siren warning system should alarm with a steady blaring, immediately take shelter in a safe area and tune to radio or TV for informational broadcasts. Follow any instructions given by the Fire Department, Emergency Management System personnel, City/County Health Department, Federal authorities, or EU authorities.
-

Severe Weather

- In the case of severe weather watches, listen to media reports when possible and watch for conditions which might indicate a response is necessary.
- Tornado Warning: move immediately to the severe weather evacuation area, ground floor or basement away from windows, preferably a hallway or inside room such as a restroom. Remain there until the warning is lifted.
- Flood Warning: Remain in a sheltered area until the media indicates that the flood waters have receded before attempting to drive through the indicated flooded areas. If time permits, turn off electrical equipment, disconnect from power source, and secure critical operations.
- Lightning Storm: avoid using telephones and electrical equipment, disconnect equipment from power source where possible.
- Damage to the building and/or housing facilities should be reported to the ADs. Where major damage occurs that may cause injuries or increase the possibility of fire, dial 911 and evacuate the building by the closest exit.

Violence, Civil Disobedience, Bomb Threat, or Other Criminal Activities

- Call 911.
- Contact Student Life at 706-685-6074.
- Take all threats seriously.
- For major disturbances or violence, dial 911 and request city police, ambulance, and/or fire response as necessary. Leave the area immediately.
- If violence is within a building, leave when possible. Until then, turn off lights in room, lock or barricade door, and move to area out of sight of door and windows, dial 911 if phone is available.
- Do not move any suspicious objects.
- For bomb threats, write down all that is said, ask when the bomb is set to detonate and where it is located.
- For sexual assault incidents, refer to the University's Title IX Policy.

Persons in Mental Health Crisis

- Including potential harm to self or others, hallucinatory or delusional behavior, dial 911.

Active Shooter

- Armed Police Officers will respond to any violent situations, including containment and confrontation of armed and/or violent persons.
- Concealment: objects which shield a person from view but not from harm.

- Cover: objects which shield a person from view and may offer protection from harm

Hostile Intruder: Campus Grounds

Although each situation is different and may require a different response, when a hostile person is actively causing deadly harm or the imminent threat of deadly harm within a campus building, the following procedures are recommended:

- Run away from the threat if you can, as fast as you can
- Do not run in a straight line.
- If receiving fire in the open, move fast toward COVER and stay low.
- Keep (Cover and/or Concealment) vehicles, bushes, trees, and anything else that could possibly block the hostile person(s) view while you are running.
- If you can get away from the immediate area of danger, summon help and warn others
- Call 911!
- Contact Campus Safety at 706-685-6074
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- When possible, stay in small groups of 2-3 and work together; large groups of people gathered together make large targets.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if there are other victims around you.
- The last option you have if caught in an open area in the building may be to fight back. Take action as a last resort if your life is in imminent danger. Attempt to incapacitate the threat by throwing items or use physical aggression.
- Once the police arrive, obey all commands. ***This may involve you being handcuffed or made to put your hands in the air or on the back of your head. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.***

Hostile Intruder: Campus Building

- Although each situation is different and may require a different response, when a hostile person is actively causing deadly harm or the imminent threat of deadly harm within a campus building, the following procedures are recommended:
- Be aware that the 911 system may be overloaded. Contact Campus Safety at 706-245-2810. Consider sending a text message or an email if you are unable to speak.
 - Leave the building, if possible.
 - Secure immediate area. If flight is impossible, proceed to a room that can be locked. Lock and barricade doors. Carry keys with you in case of emergency. Stay away from windows.
 - Contact authorities.
 - Turn off lights. Close blinds and block windows. Turn off radios and computers, silence cell phones.
 - Keep occupants calm, quiet, and out of sight.
 - Do not sound the fire alarm. A fire alarm would signal occupants to evacuate the building and place them in potential harm.
 - Place signs in exterior windows to identify the location of any injured person(s).
 - If you are caught in the open, you may:
 - Attempt to hide.
 - Attempt to take cover by running out of the building as fast as you can if

you think that you can make it safely. Keep any objects you can between you and the hostile person(s) while running through the building or outside. o The last option is to fight back. Take action as a last resort if your life is in imminent danger. Attempt to incapacitate the threat by throwing items or using physical aggression.

- Once the police arrive, obey all commands. This may involve being handcuffed or made to put your hands in the air or on the back of your head. This is done for your safety, and once circumstances are evaluated by police, they will give you further directions.

Un-Securing an Area

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the person(s) inside a secure area
- Try to make decisions that benefit the greatest number of people***
- Stay in a secured area until emergency response personnel tell you it is safe to leave

What to Report

- Your specific location- building name and office/room number
- Number of people at your specific location
- Injuries – number of injured, types of injuries
- Assailants(s) – location number of suspects, race/gender, clothing description, physical features, types of weapon(s) (long gun, or handgun), backpack, shooter identity if known, separate explosives from gunfire, etc.

Building Alarm

- Leave the building; go to the staging area.
- Call 911.
- Contact Campus Safety at 706-685-6074.
- Wait for further instructions by someone in authority.
- Occupants may go back into the building only when someone in authority has instructed them that it is safe to do so.

Power Outages, Gas Leaks, & Flooding

- Leave the area if in immediate danger. Shut down equipment and secure critical research operations, if time permits.
- Contact Campus Safety at 706-685-6074.
- Contact the appropriate Area Coordinator, if applicable.
- For power outages, move to an area of emergency light or window light.
- Be alert for any changes in circumstance, such as smoke or electrical sparks.
- If the problem requires leaving the area, wait for further instructions from University personnel in authority or offsite response authority before returning to the area.

Other

- If the city siren system should alarm, or an announcement is made through one of EU's emergency notification systems, immediately take shelter and tune to radio or TV for information broadcasts.
- Follow any instructions given by city Fire Department, Emergency Management Agency

personnel, City/County Health Department, Federal authorities, or EU authorities. Do not attempt to leave shelter unless instructed or allowed to do so by authorities.

- For other emergency events not specifically listed, contact the building contact person or Campus Safety at 706-685-6074.

Evacuation for Persons with Physical Disabilities

- If on ground floor leave the building at the nearest safe exit
- If on above or below ground floor - Predetermine the safest plan of action considering your particular physical circumstances and the areas you will be in, with advice from your physician, and concurrence or assistance from the Physical Disability Coordinator; Mandrake Miller for students and with the Building Contact for staff and faculty.

The following general procedures are suggested by fire department and emergency personnel:

- In all areas you frequent, become familiar with the location of at least two exits, alarm provisions, safety equipment such as fire extinguishers, storm shelter areas, and evacuation staging areas.
- Before an emergency, choose at least two peers or fellow employees who are willing and able to assist you, if assistance may be needed in carrying you with or without the wheelchair to safety. Ask faculty, supervisor, or Building Contact (Physical Disability Coordinator for students) if help is needed in getting volunteers.
- Discuss with assistants and practice, if possible, the safest method for moving you up or down a stairway.
- If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- Carry a loud whistle or similar device you can operate, for use in the event you become trapped.
- During an emergency if not in immediate danger, wait till traffic has thinned, inform faculty, supervisor, or Building or Area Monitor where you will be, then go with assistants to a "designated rescue area," usually beside an exit stairway or a room near the exit stairway with a door that closes, a window and preferably a telephone.
- If near a telephone, dial 911 and inform dispatchers and campus safety where you are. Assistants should then exit to alert emergency responders.
- Wait for trained emergency responders to assist you from the building.
- If in immediate danger, inform assistants of the safest way to move you up or down stairs.

Evacuation for Persons with Vision Limitations/Hearing Impairments

Follow the process above in predetermining emergency evacuation routes and assuring a volunteer (which could be a faculty or staff member) is assigned to inform you of the danger and assist you, if needed, out the safest evacuation route. It may be advisable to wait until the traffic has thinned.

Parking

Having a vehicle on the Emmanuel University campus is a privilege, not a right. The University does not accept responsibility for any loss or damage to any vehicle parked or operated on campus.

VEHICLE REGISTRATION

Students, staff, and faculty are required to register all vehicles that they will use on the Emmanuel University campus. Vehicles used on a temporary basis should be registered, unless the vehicle is only used for a single day and is parked in a lot designated as a public parking lot. Vehicle registration services are offered each day during semester registration/move in days. Once classes resume, vehicle registration services are offered at specific days and times at the Athletic Center and by the campus parking coordinator. You may request assistance with parking by emailing parking@ec.edu.



PARKING LOTS AND RESERVED PARKING SPACES

There are four types of parking lots on the Emmanuel University Campus.

Public/visitor Parking Lots: Public parking lots are used for general parking and may be used to park any legally operated vehicle by visitors on campus. Public parking lots are located at the Shaw Athletic Center, the Swails Center, Admissions/Welcome Center, Financial Aid office and at specific designated visitor spaces on campus. The library parking lot is designated a visitor parking lot after 3:30 pm each weekday and on weekends and holidays. Vehicle registration is not required of visitors at these parking lots.

Standard Parking Lots: Standard parking lots may be used by all students, faculty, and staff at any time, to park a registered vehicle. Only the standard registration sticker is required, and there is no charge to use these parking lots. Lots currently considered standard lots include the front and rear parking lots at the Shaw Athletic Center, the Swails Center parking lots (except the small front lot which is designated staff parking), the gravel parking lot located adjacent to the old tennis courts on Aaron Street, the parking lots beside the Lions Den and wrestling gym, and the parking lot between Hartsfield Hall and Melton Hall. Parking Lots designated as "Premium Commuter" parking lots become standard parking lots after 3:30 pm each day and on weekends and holidays.

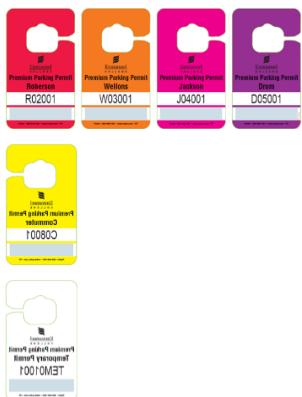
Staff Parking Lots: Staff Parking lots are designated for use by employees and certain contracted staff and regular volunteers as designated by the University. A green staff registration sticker and green hang tag placed on the vehicle rear view mirror are required to park in lots or parking spaces designated for Staff parking. Students are not permitted to park in these parking locations unless they have been issued a staff parking hang tag as an employee of the University. Students working for the University with specific needs to park in staff parking may be issued a staff parking hang tag, but not all "work study" students are eligible to use staff parking. Staff parking lots are treated as standard and visitor parking lots between 5:00 pm and 7:00 am each weekday and on normal weekends when major activities are not on campus. If major campus wide events are scheduled on a weekend (such as homecoming and graduation), staff parking will be enforced.

Student Parking Lots:

There are three types of student parking at Emmanuel University:

-
- Premium Resident
-
- Premium Commuter
-
- Standard

Parking Lots located adjacent to residence halls and other specific lots on campus have been designated as “premium” parking lots and have specific spaces numbered for use by students assigned to that reserved parking space. Students will be provided the opportunity to request assignment of a reserved parking space prior to the beginning of the Fall Semester (See Process for requesting Premium Parking below). There will be no additional charge for premium parking in 2024-2025. Students assigned the use of the reserved space are issued a “hang tag” that must be displayed on the vehicle rear view mirror. The hang tag will be color-coded to the appropriate lot and includes the specific parking space number to be used.



Students assigned a premium parking space in the Fall semester retain its use in the Spring Semester if they are in good financial standing at the beginning of the semester. The space will automatically be assigned to the student in the Spring semester unless the student returns the hang tag prior to the beginning of the Spring semester, or requests and is approved a change to their assigned space.

The Emmanuel University Campus Parking Map shows all current parking lots available on campus.

Premium or Standard Parking Rules

- Hangtags may only be used in vehicles which have been properly registered – Hangtags, and the registered vehicle they are placed in, must be registered to the same student.
- Our campus is relatively small and centralized. Students not assigned premium parking will find that even the standard parking is closer to residence halls and classrooms than at most other campuses.

- Since premium parking spaces are limited, not all students will be eligible to park in the paid parking areas. Premium parking will be opened on a first come first serve basis beginning with students classified as “Seniors”, then Juniors, then Sophomores, and then Freshmen. The Residence Life Department will email students the premium parking selection schedule before July 15. Each class group will be given about 5 days to make their selection before the next class is permitted in the system. Once all classes are opened for selection, all students can select spaces.
- Students are not permitted to assign or temporarily “allow” another student to use their assigned parking space. Students parking in another student assigned space may be ticketed, even if permission to use that space has been given by the student assigned to that space.
- ALL COMMUTERS TAKING CLASSES ON CAMPUS MAY OBTAIN A YELLOW HANG TAG THAT PERMITS PARKING IN THE PREMIUM COMMUTER PARKING LOTS. Commuters will obtain hang tags during the check in days prior to the semester or may contact the Parking Coordinator at parking@ec.edu.

Selecting Premium Parking Spaces

*Go to your EU My Mane account, select your CHECKLIST, scroll down to the Parking and Auto registration window. Click GO TO VEHICLE REGISTRATION TO COMPLETE, enter vehicle information including tag number prior to obtaining decal. Make your selection for “premium” or “standard” parking and then click “Set my Parking Preference.” Returning students should review the vehicle registration information and verify the vehicle they intend to use on campus. If vehicle information has changed, the student may add the vehicle again with updated information. Normally just the tag number would need to be updated on existing vehicles.

- Students who have a properly registered vehicle and have been assigned a residence hall will have the option to select a premium parking space at their residence Hall. Students not assigned to the residence hall will not have the option of selecting spaces at that parking lot.
- Select the parking lot and click on the preferred parking space. The system will show if the parking space is available or already assigned.
- The parking assignment system will allow students to change their assigned space selection. Students must first delete their assigned space and then request another space. Be aware that you could lose your space and no other spaces are available, especially during the initial selection windows offered to each group of students.
- Students with large trucks or other unique situations may contact the Parking Coordinator during the space selection window to arrange for assignment to a parking space best suited for that vehicle. Certain spaces will be set aside to be assigned for those situations.
- HANG TAGS FOR ASSIGNED PARKING SPACES WILL BE ISSUED DURING THE MOVE IN DAYS AS STUDENTS ARE ASSIGNED KEYS TO THEIR RESIDENCE HALLS.

PARKING POLICIES

- All students operating or parking motor vehicles on campus must register their vehicles and must properly place a registration decal/hangtag on their vehicles.
- Failure to register a vehicle and have a properly placed decal/hangtag may result in monetary fines, the vehicle being towed, and/or the revocation of parking privileges.

- It is the student's responsibility to become familiar with EU vehicle regulations and campus parking rules. The rules and regulations have been adopted and are enforced to protect everyone who uses campus streets and parking areas. Parking Plans and Policies are found on the EU website. Select the Student Life section and drop down to "parking."
- Any student operating a vehicle on any part of the campus is required to obey the laws of the state and the regulations of the University campus.
- Students will only park in lots and specific parking spaces that correspond to the decal/hangtag assigned to them. Students are not allowed to park in lots designated for faculty and staff.
 - Commuting students may park in the premium commuter parking lots (Yellow Lots) if assigned a premium commuter hang tag or in the standard lots.
 - Resident students assigned to a premium parking space and issued a resident hangtag must park in their designated parking space or in the standard parking areas.
 - Students with standard parking decals and not assigned a premium parking space must only park in the standard lots indicated on the map. Students are not permitted to park in spaces designated for "visitors" during normal business hours.
- To secure a parking permit, students can register their vehicle through the MYMANE system or Campus Parking. Access to parking registration can be obtained on each student's MYMane account student checklist.
- **Parking in Faculty/Staff designated areas by students will result in fines.**
- **Parking is prohibited in designated Fire Lanes, by Fire Hydrants, or near any yellow or red marked area.**
- Parking is prohibited in No Parking and/or Tow-away Zones.
- Parking is prohibited in areas not identified for parking on the parking map. e.g., Students are not allowed to park on grass, sidewalks, city streets, near Waste Management dumpster access, etc.
- Improper parking within parking lots will result in fines. Students should not leave vehicles parked outside of clearly marked parking spots. e.g., on grass, medians, double-parked, or blocking flow of traffic through parking lot, etc.
- Parking in Handicap spaces without a proper permit will result in fines.

Parking lots are provided for the benefit of students, faculty and staff; however, Emmanuel University is not responsible for damage to / theft of vehicles or theft of items in the vehicle. In case of damage or theft, a report can be filed with the Franklin Springs Police or Franklin County Sheriff's Office by calling (706) 384-7118.

- Temporary parking permits can be issued for a limited time if the currently registered vehicle is out of service for a short period. Temporary permits can be obtained from the Office of Campus Parking
- During times of special events, Homecoming, Campus Preview, concerts, etc., students may not be able to park in the usual area. Students will be informed through a "campus message" via email or EC Alert if an event requires alterations to Emmanuel University's parking plan.
- For those establishing residency in Georgia, new residents in the state must register their automobile within 30 days.
- Students can obtain registration and license plates in the Tax Commissioners Office near the courthouse in Carnesville. Students must bring proof of liability insurance and a title or

registration card from out of state to register a car. Students must change their driver's license within 30 days. Students can obtain a booklet of rules from the Department of Motor Vehicles in downtown Toccoa or in Elberton.

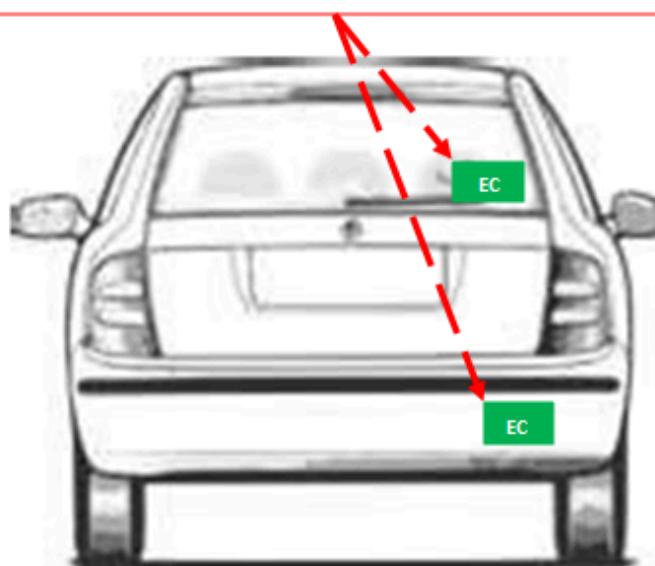
Parking Registration Permit Location

Place parking permit in one of the locations indicated so the permit is unobstructed and can be clearly seen from behind the vehicle or in the case of a hangtag where it can be viewed easily through the windshield.

**Place parking permit on driver's right side
front fork or windshield**
All other locations are not acceptable.



Place parking permit in one of the locations indicated so the permit is unobstructed and can be clearly seen from behind the vehicle. In the case of a hang tag, ensure it can be viewed easily from inside the windshield. These locations are applicable to all vehicles
All other locations are not acceptable.



Parking Violations

- Parking violations are assessed and posted to the student's account.
- Parking fines should be paid within 10 class days of the receipt of the ticket. Students with outstanding parking fines at the end of the semester may not be permitted to register for the following semester. Each violation will be assessed independently.
- Two or more fines may be applied if vehicle is in violation of more than one offense.

Parking Violations	Per Semester		
	1 st , 2 nd Offense Fine	3 rd -5 th Office Fine	6 th + Offense Fine
Parking in an Improper Lot for Parking Permit	\$25	\$50	\$250
Parking in a Fire Lane or Fire Zone	\$50	\$100	\$500
Blocking Access to a Fire Hydrant	\$50	\$100	\$500
Parking in a No Parking Zone	\$25	\$50	\$250
Parking in a Tow Away Zone	\$50	\$100	\$500
Parking in a Handicap Space without a Proper Permit	\$50	\$100	\$300
Parking in an Area not Marked for Parking	\$25	\$50	\$250
Parking Improperly	\$25	\$50	\$250
No Parking Permit Visible	\$50	\$100	\$500

Parking Ticket Appeals

Parking tickets may be appealed through the Parking Appeals Process on My Mane. The Parking Appeals Committee meets as needed, and individuals who have submitted appeals will be notified by email.

- Appellate applications must be submitted using the MyMane Portal. Directions for submitting appeals are included in the email received if the student is issued a ticket. Appeals submitted via email, or voicemail are not considered valid appeals.
- Students must include a valid basis or *reasoning* for the appeal, for an application to be considered. Ability to pay, being late for class, or not knowing the parking policies are not valid reasons for appeals.
- Filing an Appellate Application does not guarantee the ticket will be forgiven or reduced.
- Applications for appeals must be filed within ten (10) class days of the receipt of the ticket. Any appeal application received after that time will not be considered.

Health Awareness

Health information is available to students including resources on nutrition, exercise, stress management, disease prevention, and self-care at the Office of Student Life. Information about and directions to full time, off-campus emergency health facilities are located in the Residence Hall lobbies as well as strategic locations throughout campus.

The University requires each student to have personal health insurance coverage. Most students will have coverage through family insurance policies. Each student is personally responsible for medical bills incurred as a result of injury or illness. Emmanuel University is not liable for accidents or injuries occurring anywhere on the University campus.

Communicable Diseases

Emmanuel University seeks to maintain an environment that reasonably protects the rights, health, and safety of all members of the campus community. Compelling evidence suggests that most diseases are not transmitted through casual contact, and reasonable precaution against the transmission of diseases may be possible within a community. Therefore, Emmanuel University likewise seeks to respect the rights and reasonable needs of individuals who have a communicable disease.

In recognizing the delicate balance, individuals with a communicable disease are encouraged to report their condition to the Vice President for Student Life so that appropriate health and protective measures can be implemented. Emmanuel University, through its normal administrative responsibilities, will consider each individual on a case-by-case basis.

Individuals with a communicable disease should properly govern their behavior to protect other members of the campus community. Any individual with a communicable disease, who exposes any other member of the Emmanuel University community to a communicable disease, both through deliberate action or carelessness, will be held responsible and will be handled in an appropriate manner.

Practicing Good Hygiene

Students should use the following as guidelines to ensure personal health and safety:

1. Tips for good hygiene:
 - a. Wash your hands thoroughly and often, especially after using the toilet, coughing, or blowing your nose.
 - b. Avoid kissing or sharing a drinking glass, eating utensil, lipstick, or other such items with sick people or with others when you are sick.
 - c. Do not share personal items such as uniforms, personal protective equipment, clothing, towels, washcloths, or razors that may have had contact with the infected wound or bandage.
2. Follow guidelines to prevent the spread of the Corona virus (COVID-19) by reviewing and complying with the Plan for Reopening Campus Fall Semester 2020 (<https://ec.edu/community-health/fall-2020-University-reopening-plan/>).
 - a. Monitor symptoms of COVID-19 infection and get medical help if you experience any of the following:
 - i. Fever or chills
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing

- iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. New loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
- b. Follow general guidelines in the Plan:
 - i. Wash hands often and use sanitizing products
 - ii. Use proper cough and sneeze etiquette including wearing face coverings (mandated in certain circumstances and areas)
 - iii. Stay physically distanced from others (6 feet between individuals)
 - iv. Avoid sharing personal items with others
 - v. Follow screening protocols
 - vi. Limit personal travel
- 3. Monitor symptoms of influenza, including:
 - a. Fever (usually high) and headache
 - b. Extreme tiredness, cough, or sore throat
 - c. Runny or stuffy nose
 - d. Muscle aches, nausea, vomiting, and diarrhea
 - 4. Monitor symptoms of serious illness like meningitis. Meningitis infection is characterized by a sudden onset of fever, headache, and stiff neck. It is often accompanied by other symptoms, such as:
 - a. Nausea
 - b. Vomiting
 - c. Sensitivity to light
 - d. Altered mental status

Graduate Student Expectations

While all of Emmanuel University's graduate programming exists in an online format, Emmanuel maintains the expectation that graduate students will meet the standards found within the Guide to Community Living. The graduate experience has been designed as an extension of the mission, vision, and core values of Emmanuel University. As such, the University holds all graduate students to the same expectations found within the Guide to Community Living. While we understand that graduate students are online and are often unseen by the University, we challenge each graduate student to live out the ethos of Emmanuel University and be a light in your corner of the world.

Should you have any questions or issues during your graduate experience you are free to reach out to the University (please see the number below).

Important Phone Numbers

For contacting any office on campus, please call 706-245-7226 and ask to speak to whomever you are calling. If you do not know exactly who to speak to, please ask to be transferred to Student Life.