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Southern Adventist University Graduate Handbook & Planner 2019-2020

Southern Adventist University

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SOUTHERN
ADVENTIST UNIVERSITY

Power for Mind & Soul

Post Office Box 370
Collegedale, TN 37315
423.236.2000 • southern.edu

GRADUATE ACADEMIC PLANNER

2 0 1 9 - 2 0 2 0

Name: _____

Finding the Contents

Southern's Commitment to Student Rights.....	2
Student Commitment to Responsible Conduct	3
Helpful Information	4
Monthly Student Events Calendar	12
(Refer to Daily Planning Calendar for detailed information)	
Student Handbook	
Services.....	41
Policies and Procedures	53
Code of Conduct	71
Campus Websites	77

SOUTHERN'S COMMITMENT TO STUDENT RIGHTS

SOUTHERN ADVENTIST UNIVERSITY WILL PROTECT THE ACADEMIC, SPIRITUAL, SOCIAL, PERSONAL, AND CORPORATE RIGHTS OF OUR STUDENTS.

- Academic** Southern will provide substantive academic programs that are clearly communicated and are responsive to the educational needs and concerns of our students.
- Spiritual** Southern will promote the spiritual development of our students through the values we espouse, programs we present, and individual nurturing we provide.
- Social** Southern will treat our students with dignity and cultivate an environment of respect for individuals, including privileges of expression and assembly in harmony with university standards.
- Personal** Southern will provide our students opportunity for development of personal potential by articulating and practicing high standards of healthful living, wellness, and entertainment.
- Corporate** Southern will clearly communicate what is required for all members of the university community and will apply our regulations with fairness, timeliness, and confidentiality.

STUDENT COMMITMENT TO RESPONSIBLE CONDUCT

AS A STUDENT AT

SOUTHERN ADVENTIST UNIVERSITY

**I WILL CONSISTENTLY COMMIT MYSELF TO
ACADEMIC, SPIRITUAL, SOCIAL, PERSONAL,
AND CORPORATE RESPONSIBILITY.**

ACADEMIC

I will follow directions in the university catalog and will apply my best effort to my academic program with inquisitiveness, propriety, honesty, and integrity. I will promote the same conduct among my peers.

SPIRITUAL

I will honor the university's mission of seeking and teaching truth as revealed by Jesus Christ in the Bible. I will balance work, study, and recreation with Sabbath rest and spiritual enrichment.

SOCIAL

I will show respect for all members of the university community—their lives, property, and environment. This includes respect for diversity, ethical use of communication technologies, and community service.

PERSONAL

I will develop high standards of personal health, wellness, and entertainment and will promote the same for other members of the university community. I will avoid alcohol, tobacco, improper drug use, and sex outside of marriage.

CORPORATE

I will actively participate in the corporate life of the university, taking initiative to meet all my duties under its regulations. I will follow the policies and standards of the Student Handbook, which includes financial obligations, program and class attendance, appropriate dress and behavior, vehicle procedures, and fulfillment of my designated role as a member of this residential community.

helpful information

Phone Numbers, Services, Operating Hours

To use a campus phone, dial 8 before the phone number, all numbers use the (423) area code.

General Information	236.2000
Academic Administration	236.2805
Oversees management of all academic area on campus	
Monday-Thursday, 8 a.m.-5:30 p.m.	
Friday, 8 a.m.-12 p.m.	
Admissions	236.2844
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Adventist Book Center <i>adventistbookcenter.com</i>	396.2814
Sunday, 11 a.m.-4 p.m.	
Monday-Thursday, 9 a.m.-6 p.m.	
Friday, 9 a.m.-3 p.m.	
Campus Safety <i>southern.edu/campussafety</i>	236.2100
Campus Safety personnel are available 24 hours a day, seven days a week. Services include: vehicle registration, motorist assists, life safety and crime investigation, lost and found, and safety escorts. Email: campussafety@southern.edu	
Monday-Thursday, 7:30 a.m.-5:30 p.m.	
Friday, 7:30 a.m.-1 p.m.	
Campus Shop <i>saucampusshop.com</i>	236.2152
Textbooks, school supplies, bath/beauty products, cards/gifts, Southern apparel	
Monday-Thursday, 8:30 a.m.-5:30 p.m.	
Friday, 8:30 a.m.-12:30 p.m.	
Cashier	236.2826
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Chaplain's Office and Campus Ministries	
.....	236.2787
Pastoral care, outreach activities; Student Missions; uQuest Missions; Vespers; and LifeGroups	
Monday-Thursday, 9 a.m.-5 p.m.	
Friday, 9 a.m.-12 p.m.	
Classical 90.5 WSMC <i>wsmc.org</i>	236.2905
Classical radio station, also available for listening on WSMC app.	
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	

Collegedale Church	
396.2134	
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Vespers, 7:30 p.m., Church	
Church Services:	
Adoration, 9 a.m., Renewal, 11:45 a.m.	
Connect, 11:45 a.m., Collegedale Academy	
Collegedale Credit Union <i>collegedale.org</i>	396.2101
Drive-thru open 7:30 a.m.-closing	
Sunday, 11 a.m.-2 p.m.	
Monday–Wednesday, 8 a.m.-4 p.m.	
Thursday, 8 a.m.-6 p.m.	
Friday, 8 a.m.-2 p.m.	
Collegedale Police (non-emergency)	396.3133
Collegedale Post Office	396.9498
Monday-Friday, 9 a.m.-4 p.m.	
Closed: Saturday, Sunday, and Holidays	
Computer Labs	
Business/English (Brock Hall 3rd floor, check posted schedule for hours).....	236.2599
Computing (Check posted schedule for hours)	
Advanced Computing Lab (Hickman 118)	
Computing Lab (Hickman 116).....	236.2706
Education 21 st Century Classroom (Check posted schedule for hours).....	236.2778
Journalism Mac Lab (Brock Hall 1st floor, check posted schedule for hours)	236.2933
Library	236.2788
Sunday, 12 p.m.-12 a.m.	
Monday-Thursday, 7:30 a.m.-12 a.m.	
Friday, 7:30 a.m.-2 p.m.	
Nursing (Check posted schedule for testing, holidays, and summer)	236.2940
Sunday, 1:00 p.m.-9:30 p.m.	
Monday-Thursday, 7 a.m.-9:30 p.m.	
Friday, 7 a.m.-2:30 p.m.	
Departments and Schools (Academic)	
Departments	
Allied Health.....	236.2926
Biology	236.2926
Chemistry	236.2931
English	236.2381
History	236.2381
Mathematics	236.2874
Modern Languages	236.2221
Lab	236.2742
Physics	236.2669
Technology.....	236.2860
Schools	
Business and Management.....	236.2527
Computing	236.2936

Education and Psychology	236.2765
Journalism and Communication	236.2330
Editing Lab	236.2332
Photography Lab	236.2933
Music	236.2880
Nursing	236.2940
Learning Lab	236.2970
Skills Lab	236.2969
Physical Education, Health, and Wellness	236.2850
Religion	236.2976
Social Work	236.2768
Visual Art and Design	236.2732
Dining Hall Menu southern.edu/food	236.2399
Sunday, Closed	
Monday-Friday, 6:30 a.m.-6:30 p.m.	
Saturday, 12 p.m.-2:30 p.m.	
eClass Help Desk.....	236.2086
Technical support for eClass, clickers, and Turnitin assignments is available	
Monday-Thursday, 8 a.m. -5 p.m.	
Friday, 8 a.m.-12 p.m.	
Emergency (ambulance, fire, or police).....	911
Enrollment Management.....	236.2835
Financial aid awards, scholarships, federal work-study, student loans, summer camp scholarships, application forms, financial aid counseling	
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Graduate Studies	236.2694
Processes applications for prospective students seeking admission into Graduate Studies	
Monday-Thursday, 8:30 a.m.-12:30 p.m. and 1:30 p.m.-5:30 p.m.	
Friday, 8:30 a.m.-12:30 p.m.	
Gymnasium (Iles P. E. Center).....	236.2850
Reserving racquetball courts, equipment, and facilities. For intramurals information, go to southern.edu/intramurals . For more facility hours, go to southern.edu/wellness	
Sunday, 5-9 p.m.	
Monday-Thursday, 8 a.m.-10 p.m. (except during classes/Conovcations/Breaks)	
Friday, 8 a.m.-12 p.m.	
Hulsey Wellness Center southern.edu/wellness and imleagues.com/southern ..	236.2850
The Kayak (snack shop), rock wall, indoor and outdoor walking tracks, fitness floor, aerobics room, hot tub, therapeutic-massage, pool, locker rooms with steam baths and dry sauna	
Sunday, 12 p.m.-9 p.m.	
Monday-Thursday, 5 a.m.-10 p.m.	
Friday, 5 a.m.-2 p.m.	

Information Technology	
Audio Visual	236.2411
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Campus Cards and replacements	236.2707
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-1 p.m.	
Computer Support Desk	236.2712
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Insurance (Risk Management)	236.2566
Monday-Thursday, 8 a.m.- 5 p.m.	
Friday, 8 a.m.-12 p.m.	
International Student Advising	236.2845
Monday, 8:30 a.m.- 8 p.m.	
Monday-Thursday, 8:30 a.m.- 4:30 p.m.	
The Kayak (Snack Shop)	236.2592
Smoothie and sandwich bar	
Sunday, 5-8:45 p.m.	
Monday-Thursday, 2-9 p.m.	
Friday-Saturday, Closed	
Kiddie Campus	396.9253
Child day-care option	
Monday-Thursday, 6:30 a.m.-6 p.m.	
Friday, 6:30 a.m.-4 p.m.	
KR's Place (Eatery)	236.2719
Sunday, 4 p.m.-10 p.m.	
Monday-Thursday, 10 a.m.-10 p.m.	
Friday, Closed	
Sabbath, 6 p.m.-9 p.m.	
Library (McKee)	236.2788
Databases, books, journals, magazines, center for the Study of 19th Century America, special collections, videos, and streaming media	
Sunday, 12 p.m.-12 a.m.	
Monday-Thursday, 7:30 a.m.-12 a.m.	
Friday, 7:30 a.m.-2 p.m.	
Research and Writing Center	236.2014
McKee Library, Main Floor	
Sunday, 6-9 p.m.	
Monday - Thursday, 9 a.m. - 9 p.m.	
Friday, 9 a.m.-12 p.m.	
Tutoring Center	236.2578
McKee Library, 3rd Floor	
Sunday, 6-9 p.m.	
Monday - Thursday, 9 a.m. - 9 p.m.	
Friday, 9 a.m.-12 p.m.	

Online Campus	236.2087
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Outdoor Education Center southern.edu/outdoor	236.2850
Ropes Course and Alpine Tower; schedule by appointment. SOAP opportunities on the first Sabbath and first Sunday of every month.	
Quick Print	236.2861
Copying, UPS, mail service, color copies, etc.	
Monday-Thursday, 9 a.m.-5 p.m.	
Friday, 9 a.m.-12 p.m.	
Records and Advisement/Transcripts	236.2899
Registration, class schedule, class add/drop, grades, transcripts, verifications for student loans or good student driving discounts, major or adviser changes	
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Residence Halls	
Talge Hall for Men	236.2994
Thatcher Hall for Women	236.2904
Thatcher South for Women	236.2910
Sunday-Friday, lobbies close at 11 p.m.	
Saturday, lobbies close at 12:45 a.m.	
Sheriff (non-emergency)	622.0022
Student Association (Check posted schedule for hours).....	236.2723
Festival Studios	236.2678
Social Activities	236.2603
Southern Accent	236.2612
Southern Memories	236.2613
SA President	236.2600
Student Center	236.2611
CNN and ESPN, video games, national and campus newspapers, pool table, air hockey, ping-pong, and various table games	
Sunday, 1 p.m.-10:30 p.m.	
Monday-Thursday, 11 a.m.-10:30 p.m.	
Friday, 11 a.m.-1 p.m.	
Student Employment (Human Resources) southern.edu/hr	236.2276 or 236.2278
Information about on and off-campus jobs	
Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Student Finance (See Enrollment Services)	
Student Life and Activities	236.2484
Coordinates social activities, student organizations, and assists community students	
Monday-Thursday, 9:30 a.m.-12 p.m. and 1 p.m.-5:30 p.m.	

Student Park

Reservations.....	236.2814
Cave Reservations.....	236.2785
Goliath Wall amphitheater reservations	236.2814

Student Development236.2814

Oversees management of the various aspects of student life: Residence life, Student Success Center, Student Life and Activities, Convocations, University Health Center, and student conduct.

Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5 p.m.

Friday, 8 a.m.-12 p.m.

Student Success Center

Monday-Thursday, 8 a.m.-5 p.m.

Friday, 8 a.m.-12 p.m.

Career Services236.2078

Counseling and Testing Services.....236.2782

Disability Support Services dss@southern.edu236.2574

First Year Experience.....236.2575

Retention Services236.2838

Teaching Materials Center southern.edu/tmc236.2661

Ellison dies are available for use without charge. Construction paper, card stock, copy paper, envelopes, file folders, some arts and craft supplies, as well as lamination, copying and printing are available for a minimal price. Please be prepared to pay cash, unless you are a Southern student charging more than \$.50 over the semester. Books, DVDs, artifacts from around the world, and educational games and manipulatives are available for loan. Holdings are listed in the McKee Library catalog.

Sunday, 3 p.m.- 8:45 p.m.

Monday-Thursday, 9 a.m.-8:45 p.m. (Closed during Convocation)

Friday, 9 a.m.-12 p.m.

Transportation Services236.2716

Transportation to and from airport, bus station, medical appointments, the Social Security office., and Groome Transportation connecting to Atlanta and Nashville airports. Requests must be made 24 hours in advance on southern.edu/transportation. For univeristy breaks, students must sign up on southern.edu/transportation 48 hours in advance. Free to current students.

Monday-Thursday, 7:30 a.m.-12 p.m. and 1 p.m.-5 p.m.,

Friday, 7:30 a.m.-12 p.m.

University Health Center southern.edu/universityhealth.....236.2713

Visit the UHC first, for minor illnesses or injuries, wound care, labwork, immunizations, physicals, referrals to area physicians.

Monday-Thursday, 8 a.m.-12 p.m., 1 p.m.-5 p.m.

Friday, 8 a.m.-12 p.m.

Village Market (health food store)236.2300
 Sunday, 8 a.m.-6 p.m.
 Monday-Thursday, 7 a.m.-9 p.m.
 Friday, 7 a.m.-4 p.m.

Deli at the Village Market
 Sunday, 8 a.m.-6 p.m.
 Monday-Thursday, 7 p.m.-9 p.m.
 Friday, 7 a.m.-4 p.m.

Wright Hall

Academic Administration236.2805
 Monday-Thursday, 8 a.m.-5:30 p.m.
 Friday, 8 a.m.-12 p.m.

Accounting.....236.2820
 Monday-Thursday, 8 a.m.-5 p.m.
 Friday, 8 a.m.-12 p.m.

Cashier236.2826
 Monday-Thursday, 8:30 a.m.-5 p.m.
 Friday, 8:30 a.m.-12 p.m.

Enrollment Services236.2835
 Monday-Thursday, 8:30 a.m.-5 p.m.
 Friday, 8:30 a.m.-12 p.m.

Human Resources.....236.2276
 Monday-Thursday, 8:30 a.m. - 5 p.m.
 Friday, 8 a.m.-12 p.m.

President's Office236.2801
 Monday-Thursday, 8 a.m. - 5:30 p.m.
 Friday, 8 a.m.-12 p.m.

Records and Advisement236.2899
 Monday-Thursday, 8:30 a.m.-5 p.m.
 Friday, 8:30 a.m.-12 p.m.

Transcripts236.2921
 Monday-Thursday, 8:30 a.m.-5 p.m.
 Friday, 8:30 a.m.-12 p.m.

WSMC Radio (FM 90.5) wsmc.org236.2905

Classical radio station
 Monday - Thursday, 8 a.m. - 5 p.m.
 Friday - 8 a.m. - 12 p.m.

2019

July

Sunday	Monday	Tuesday
	1	2 Tornado Siren Test, Noon Mid-Term Grades due for S19, Verified 5p,
7	8	9
14	Payday: Salary 15	16 Tornado Siren Test, 6p
21 Enrollment Activities, 11a-2p, Wright Hall Campus Shop Open, 11a-3p	22 Summer Institute, 9a-5p, Summerour 1300	23 Summer Institute, 9a-5p, Summerour 1300
Parents Day 28 Campus Shop Open, 9a-3p	29 McKee Library Open, 7:30a-9p	Payday: Salary 30 S19S1 & S19S2 Grades due, Verified 5p, Records

Wednesday	Thursday	Friday	Saturday
3 McKee Library Open, 9a-5p Forest Kindergarten Workshop EOOE 530 Ends	4 Independence Day University Offices, Health Center, McKee Library, & Campus Shop Closed Forest Kindergarten Workshop EOOE 531 Begins (4-12)	5 Payday: Hourly/Student University Offices, Health Center, McKee Library, & Campus Shop Closed Last day for 40% tuition refund No tuition refund after today for S19 Sunset, 8:57p	6 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
10	11	12 University Health Center Closed Forest Kindergarten EOOE 531 Ends MSEd Online Classes Ends Sunset, 8:55p	13 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
17	18 Last day to drop S19 classes Preview Southern	19 Payday: Hourly/Student University Health Center Open, 8a-Noon Sunset, 8:52p	20 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
24 Summer Institute, 9a-5p, Summerour 1300	25 Summer Institute, 9a-5p, Summerour 1300	26 Summer Institute, 9a-Noon, Sum- merour 1300 S1952 Classes End Vespers, 7:30p, Church, Chaplain Sunset, 8:47p	27 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA Diversions, 9:30p, Student Center
31 Last day to add S1953 classes Last day to change S19 Meal Plan	Sign-up for intramurals: southern.edu/intramurals	Key for Summer Sessions: S1951: 1st Summer Session May 6-May 31 S19: June 3-August 22 S1952: 2nd Summer Session June3-July 26 S1953: SmartStart & 3rd Sum- mer Session July 29-August 22 F19: Fall Semester August 26-December 19	

2019 August

Sunday	Monday	Tuesday
<p>Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S19S1: 1st Summer Session May 6-May 31 S19: June 3-August 22 S19S2: 2nd Summer Session June 3-July 26 S19S3: SmartStart & 3rd Summer Session July 29-August 22 F19: Fall Semester August 26-December 19</p>	
4	5	6
<p>Ocoee Rafting Trip, 9a-4p, Wright Hall Open Cave, 11a-3p, Student Park</p>	<p>New Faculty Orientation, 9a-5p, Summerour 1300 All vehicles must be registered with Campus Safety</p>	<p>New Faculty Orientation, 9a-5p, Summerour 1300 Tornado Siren Test, Noon</p>
11	12	13
<p>Ocoee Rafting Trip, 9a-4p, Wright Hall</p>	<p>Employee In-Service, 8:30a- 12:30p, Lynn Wood Chapel University Colloquium (12-17) Employee In-Service, 1:30-5:30p, Lynn Wood Chapel</p>	<p>New Employee Orientation, 8:30a-5p, Presidential Banquet Room Faculty In-Service: Center for Teaching Excellence & Southern Online Campus Support Ses- sions, 1-5p SON Orientation, 3p</p>
18	19	20
<p>MSW Orientation</p>	<p>DNP Intensive (19-22)</p>	<p>Tornado Siren Test, 6p</p>
25	Classes Begin 26	27
<p>Campus Shop Open, 9a-4p Enrollment Activities, 11a-2p, Wright Hall University Health Center Open, 11a-2p MSW Classes McKee Library Open, Noon-4p Organization Showcase, 4:30-6:30p, & Supper, 5-6:30p, Iles PE Center</p>	<p>McKee Library Open, 7:30a- Midnight MSEd Online Classes (26-October 6) SB Classes Begin Softball Intramural Sign-up be- gins, southern.edu/intramurals School of Music Choir Auditions (26-29)</p>	<p>SON Welcome, 7:30a MS Counseling Classes Begin All Summer Grades due, Verified Sp, Records</p>

Wednesday	Thursday	Friday	Saturday
	1	Payday: Hourly/Student 2 Last day for 100% tuition refund for SmartStart & S1953 Vespers, 7:30p, Church Sunset, 8:42p	3 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA Connections Cafe, 1:30p, Iles PE Center Diversions, 9:30p
7 New Faculty Orientation, 9a-5p, Summerour 1300	8 New Faculty Orientation, 9a-5p, Summerour 1300	9 New Faculty Orientation, 9a-Noon, Summerour 1300 Last day to drop S1953 classes Last day for 50% tuition refund No tuition refund after today for S1953 Vespers, 7:30p, Church, Anna Bennett Sunset, 8:35p	10 Adoration, 9a, Church SOAP Church: Hiwassee Rafting Trip, 11a-6p, Wright Hall Renewal, 11:45a, Church Connect, 11:45a, CA Transportation Leaves, 9p, Wright Hall Diversion: Bowling, 9:30p, Spare Time, Hixson
14 Faculty In-Service, Noon-5:30p, Iles PE Center	Payday: Salary 15 Graduate Faculty Luncheon, Noon-1:15p Light Volunteers Reception, 5:30p, Presidential Banquet Room	Payday: Hourly/Student 16 New Employee Reception, 5:30p, Presidential Banquet Room Vespers, 7:30p, Church, Don Keele Sunset, 8:27p	17 Adoration, 9a, Church Employee Colloquium Sabbath School & Church Service, 10a, Lynn Wood Chapel Renewal, 11:45a, Church Connect, 11:45a, CA Open Gym Night, 9:30p, Iles
21	Final Exams: SS, S1953 22 Book Buy Back, 9a, Campus Shop S1953 Classes End	23 Book Buy Back, 9a-Noon, Campus Shop Vespers: Enrollment Services, 7:30p, Church Sunset, 8:18p	24 Adoration, 9a, Church Renewal: Student Leadership Dedication, 11:45a, Church Connect, 11:45a, CA Diversions, 9:30p
28 Faculty Showcase, Noon, Presidential Banquet Room	29 Convocation: Student Dedication, 11a, Church, David Smith Softball Captain's Meeting, 5p, Hulseley Wellness Center Challenge Course, 6-9p, Outdoor Education Center	30 Payday: Salary/Hourly/Student McKee Library Open, 7:30a-2p Double Tennis Sign-ups begin Vespers, 7:30p, Church, Chaplain Sunset, 8:09p	31 Adoration, 9a, Church Merge Worship, 11:130a Renewal, 11:45a, Church Connect, 11:45a, CA University Church Grand Opening Celebration Evensong, 7:30p, Church SA Welcome Party, 9:15p, Iles PE Center

September 2019

Sunday	Monday	Tuesday
<p>1</p> <p>MSEd/OE Fall Intensive (1-13)</p> <p>McKee Library Open, Noon-Midnight</p>	<p>2</p> <p>Labor Day</p> <p>Last day to make a change without charge or for 100% tuition refund</p> <p>Last day for Student Insurance Open Enrollment, Risk Management</p> <p>Softball Season begins</p> <p>Undergraduate Council, 3:30p</p>	<p>3</p> <p>Fee charged for add/drop "W" on transcript</p> <p>Tornado Siren Test, Noon</p>
<p>8</p> <p>Grandparents Day</p> <p>Ocoee Rafting Trip, 9a-5p, Wright Hall</p> <p>Double Tennis League Season begins</p> <p>MSW Classes</p>	<p>9</p> <p>Community Service Emphasis Week, 11:30a-1:30p, Student Center</p> <p>Last day to add a class (Census)</p> <p>All vehicles must be registered with Campus Safety</p>	<p>10</p> <p>Community Service Emphasis Week, 11:30a-1:30p, Student Center</p>
<p>15</p> <p>National Hispanic Heritage Month (15-Oct. 15)</p> <p>Ocoee Rafting Trip, 9a-5p, Wright Hall</p>	<p>16</p> <p>Payday: Salary</p> <p>Last day for 80% tuition refund</p> <p>Futsal Season begins</p> <p>University Senate, 3:30p</p>	<p>17</p> <p>Constitution Day</p> <p>Tornado Siren Test, 6p</p>
<p>22</p> <p>MSW Classes</p>	<p>23</p> <p>First Day of Autumn</p> <p>Alumni Think Tank, Noon, Presidential Banquet Room</p> <p>Undergraduate Council, 3:30p</p>	<p>24</p> <p>Transfer Night, 5:30-8p</p>
<p>29</p> <p>ICIAM Crisis Response Training, 8a-5p</p> <p>Ocoee Rafting Trip, 9a-5p, Wright Hall</p>	<p>30</p> <p>Payday: Salary</p> <p>Last day for 60% tuition refund</p> <p>Faculty Portfolios due, VP Academic Administration's office</p> <p>Flagball Season begins</p> <p>University Senate, 3:30p</p>	

Wednesday	Thursday	Friday	Saturday
4	5	6	7
<p>Teach' Noon, Presidential Banquet Room</p> <p>Double Tennis Captain's Meeting, 5p, Hulsey</p>	<p>Convocation: Departments/Schools, 11a, Various Locations</p> <p>Begin ordering December Graduation regalia & announcements, www.cbgrad.com</p> <p>Deans/Chairs Advisory, 3:30p</p>	<p>Commitment Weekend (6-7) Futsal Sign-up begin</p> <p>OEC Bat Vespers, 6-11p, Wright Hall</p> <p>Vespers, 7:30p, Church, David Ferguson</p> <p>Ministry Expo, 9:30p, Church</p> <p>Sunset, 7:59p</p>	<p>Adoration, 9a, Church LifeGroup Orientation I, 9a, Church</p> <p>Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA</p> <p>Southern Union Great Haystack, 1:30p, Iles PE Center</p> <p>Evensong, 7:30p, Church</p> <p>Men's Club Bowling Night, 9:30-11:30p, Spare Time, Hixson</p>
11	12	13	14
<p>Community Service Emphasis Week, 11:30a-1:30p, Student Center</p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>Futsal Captain's Meeting, 5p, Hulsey</p>	<p>Convocation: Community Service, 11a, Iles, Christine Williamson</p> <p>Community Service Emphasis Week, Noon-1:30p, Student Center</p> <p>Dean's Luncheon, Noon, Presidential Banquet Room</p> <p>Graduate Council, 3:30p</p>	<p>Payday: Hourly/Student</p> <p>Student Missions Re-Entry Retreat (13-15)</p> <p>School of Business Student Dedication</p> <p>Vespers, 7:30p, Church, Manny Artega</p> <p>Star Watch, 8:30p, Hickman Parking Lot</p> <p>GroupLink, 9:30p, Church</p> <p>Sunset, 7:49p</p>	<p>Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA</p> <p>Evensong, 7:30p, Church</p> <p>Extreme Dodgeball Night, 9p, Iles</p>
18	19	20	21
<p>Faculty Tech Bytes, Noon, Presidential Banquet Room</p>	<p>Convocation: Constitution Day, 11a, Iles, Kristin du Mez</p> <p>Preview Southern (19-20)</p> <p>Faculty Convocation Showcase, Noon, Presidential Banquet Rm.</p>	<p>National Concussion Awareness Day</p> <p>Flagball Sign-up begins</p> <p>OEC Island Camping, 1-7p, Outdoor Education Center</p> <p>Vespers: Lawn Concert, 7:30p, Goliath Wall, Josh Wilson</p> <p>Sunset, 7:39p</p>	<p>Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA</p> <p>Evensong, 7:30p, Church</p> <p>SA Event: Inflate the Fun, 9p, Iles PE Center</p>
25	26	27	28
<p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>Flagball Captain's Meeting, 5p, Hulsey</p>	<p>Convocation, 11a, Iles, Andrew Collins & Jameel McGee</p> <p>Convocation Luncheon, Noon, Presidential Banquet Room</p> <p>Graduate Council, 3:30p</p>	<p>Payday: Hourly/Student</p> <p>Comp Exam for December Counseling Grads</p> <p>Ministerial Candidate Recognition, 7:30p, Thatcher Chapel, Victor Maddox</p> <p>Vespers: Student Missions, 7:30p, Church</p> <p>Sunset, 7:29p</p>	<p>Adoration, 9a, Church Ministerial Candidate Recognition, 9:30 & 11a, Thatcher Chapel, Victor Maddox</p> <p>Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA</p> <p>Evensong, 7:30p, Church</p> <p>All Night Softball Tournament, 8:30p, Summit Softball Complex</p>
	<p>Campus Fire Safety Month</p> <p>Suicide Prevention Awareness Month</p> <p>ADHD Month</p> <p>National Campus Safety Awareness Month</p>	<p>Sign up for intramurals: southern.edu/intramurals</p>	

October 2019

Sunday	Monday	Tuesday
<p>National Depression Education & Awareness Month</p> <p>National Domestic Violence Awareness Month</p> <p>Fire Prevention Month</p> <p>National Bullying Prevention Month</p> <p>Sign up for intramurals: southern.edu/intramurals</p>		<p>Online Registration for S2053 Begins</p> <p>SON Application Deadline for W20</p> <p>Tornado Siren Test, Noon</p>
<p>6</p> <p>ICISM Crisis Response Training, 8a-5p</p> <p>36th Annual Sunbelt Cohutta Springs Triathlon Registration, 10:30-11:45a</p> <p>Race begins, 12:30p</p> <p>Open Cave, 11a-3p, Student Park</p> <p>No Field Trips or Tours (6-12)</p> <p>Board of Trustees Meeting</p> <p>MSW Classes & Information Session</p> <p>MSEd Online Classes End</p> <p>Symphony Orchestra Concert, 7:30p, Church</p>	<p>7</p> <p>SON Interviews</p> <p>MSEd Online Classes Begin (7-November 15)</p> <p>Undergraduate Council, 3:30p</p>	<p>8</p> <p>Employee Town Hall Meeting, 10a-Noon</p> <p>Employee Town Hall Meeting, 3-5p</p>
<p>13</p> <p>ICISM Crisis Response Training, 8a-5p</p> <p>Employee Autumn in the Park, Student Park</p> <p>Wind Symphony Concert, 7:30p, Church</p>	<p>Columbus Day</p> <p>14</p> <p>University Senate, 3:30p</p>	<p>Payday: Salary</p> <p>15</p> <p>Tornado Siren Test, 6p</p>
<p>20</p> <p>Flea Market, 8a-3p, Wood/Talge Parking Lot</p> <p>National Chemistry Week (20-26)</p> <p>McKee Library Open, 6p-Midnight</p>	<p>21</p> <p>Undergraduate Council, 3:30p</p> <p>Performing Arts: Andreas Klein, 7:30p, Ackerman</p>	<p>22</p> <p>School of Nursing FOA Conference, 8:30a-Noon, Iles</p> <p>Senior Class Organization, 11a, Presidential Banquet Room</p> <p>Mid-Term Grades due, Verified 5p, Records</p>
<p>27</p> <p>16th Annual Antique/Classic Car Show, 11a-1:30p, Wood Hall Parking Lot</p> <p>MSW Classes</p> <p>SA Fall Festival, 6p</p>	<p>28</p> <p>Last day for 40% tuition refund</p> <p>No tuition refund after today</p> <p>University Assembly, 4p</p> <p>Week of Prayer: Love Reality Tour, 8p, Church</p>	<p>29</p> <p>New Employee Orientation, 8:30a-5p</p> <p>Commitment Deposit of \$250 for W20 becomes non-refundable</p> <p>SON Forum, Noon-1p</p> <p>Week of Prayer: Love Reality Tour, 8p, Church</p>

Wednesday	Thursday	Friday	Saturday
2	3	4	5
Financial Aid for 2020-21 available, FAFSA deadline November 30 Teach!, Noon, Presidential Banquet Room	Convocation: Latin American Heritage, 11a, Iles, Luis Martinez-Fernandez Deans/Chairs Advisory, 3:30p	1 Cantori Concert Tour (4-5) Board of Trustee Retreat (4-6) Vespers: Latin American Heritage, 7:30p, Church, Elden Ramirez Sunset, 7:19	Adoration, 9a, Church SOAP Outdoor: Church: Rock Climbing 10a-6p, Wright Hall Renewal: LAC Worship, 11:45a, Church, Elden Ramirez Connect, 11:45a, CA Connections: Cafe Latin Style, 1:30p, Church Evensong: Hymn Fest, 7p, Church 423 Night Market, 8:30p, Collegedale Commons
9	10	11	12
Faculty Showcase, Noon, Presidential Banquet Room Convocation: GYCSE, 7p, Thatcher Chapel, David Wright	Convocation: GYCSE, 11a, Church, David Wright October Preview Southern (10-11) Meet the Firms & Graduate Schools, Noon-2p Graduate Council, 3:30p Convocation: GYCSE, 7p, Thatcher Chapel, David Wright	Payday: Hourly/Student SON Interviews Graduate Vespers, 6p Commitment to Adventist Education Vespers, 6, Lynn Wood Vespers: uQuest Missions, 7:30p, Church GYCSE Vespers, 8p, Thatcher Chapel, David Wright Star Watch, 8p, Hickman Parking Lot Sunset, 7:10p	Adoration, 9a, Church Sabbath School & Church, Commitment to Adventist Education, 10a, Lynn Wood Chapel Renewal, 11:45a, Church Connect, 11:45a, CA Evensong, 7p, Church LAC Cultural Night, 9p, Iles
16	17	18	19
National Boss's Day Faculty Tech Bytes, Noon, Presidential Banquet Room McKee Library Closes, 5p	University Health Center Closed (17-20) McKee Library Closed Society of Adventist Communicator, Albuquerque, New Mexico (17-19) MidTerm Break SOAP Trip, 5p, Outdoor Education Center	McKee Library Closed Sunset, 7:01p	Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA
MIDTERM BREAK			
23	24	25	26
Faculty Showcase, Noon, Presidential Banquet Room	Convocation: Adventist Heritage, 11a, Church, Michael Campbell #PurpleThursday Photo Booth, 11a-1p, Student Center Homecoming Weekend (24-27) Graduate Council, 3:30p Alumni Banquet, 6p, Dining Hall	Payday: Hourly/Student Campus Shop Open, 8:30a-2p Psychology Symposium, 9a-1:30p, Summerour 1200 Deadline for Graduation contracts for December/May Graduation, Records Faculty Winter Textbook Adoptions due, Campus Shop Vespers, 7:30p, Church Sunset, 6:53p	Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA Die Meistersinger Reunion Concert, 4p, Church Evensong, 7p, Church Southern Shuffle Race, 8p, Wood Hall
30	31		
Payday: Salary Faculty Field Trip ACA Orientation Meeting, 6:30p, Miller 201 Week of Prayer: Love Reality Tour, 8p, Church	Convocation: Week of Prayer, 11a, Church, Love Reality Tour Last day to drop a class "W" on transcript Fall Preview Southern (31-Nov. 1) Remember to file for Financial Aid for 2020-21, FAFSA deadline November 30 Wind Symphony Tour (31-November 2) Week of Prayer: Love Reality Tour, 8p, Church		

November 2019

Sunday	Monday	Tuesday
Sign-up for intramurals, southern.edu/intramurals		
3 Daylight Savings Time Ends, Set clocks back one hour at 2a Cave Open, 11a-3p, Student Park	4 Archaeology Museum Exhibit Opening, "From Script to Scripture" Online W20 Registration for Graduate Students Undergraduate Council, 3:30p Music General Recitals, 7:30p, Ackerman	5 Election Day Online Winter Registration for Returning Seniors >93 hours (5-6) Giving Day Kickoff Tornado Siren Test, Noon Performing Arts: Double Bass, Xavier Foley, 7:30p, Ackerman
10 MSW Classes & Information Session Symphony Orchestra Concert, 7:30p, Church	11 Veteran's Day December Graduates deadline to finish incompletes & home study correspondence Online W20 Registration for Returning Sophomores >23 hours, Juniors, & Seniors (11-12) Floor Hockey Season begins University Senate, 3:30p	12 Annual Employee Benefits Fair, 10a-2p Music General Recitals, 7:30p, Ackerman
17	18 Online Winter Registration open for New/Transfer students (18-January 14) Alumni Think Tank, Noon, Presidential Banquet Room Undergraduate Council, 3:30p Archaeology Museum Lecture, 7p, Lynn Wood Chapel, Felix Hofmayer	19 Tornado Siren Test, 6p
24 McKee Library Closed MSW Classes	25 University Health Center Closed (25-December 1) McKee Library Open, 1-5p	26 McKee Library Open, 1-5p

THANKSGIVING BREAK

Wednesday	Thursday	Friday	Saturday
		1	2
		Floor Hockey Sign-ups begin Vespers: Week of Prayer, 7:30p, Church, Love Reality Tour Sunset, 6:45p	Adoration, 9a, Church SOAP Outdoor Church: Hiking, 11a-6:30p, Wright Hall Renewal: Love Reality Tour, 11:45a, Church Connect, 11:45a, CA Evensong: School of Music, 5:30p, Church Studio 4109 LIVE, 8:32p, Iles
6	7	8	9
Teach ¹ , Noon, Presidential Banquet Room Floor Hockey Captain's Meeting, 5p, Hulsey Music General Recitals, 7:30p, Ackerman Giving Day Wrap-Up, 8p, Lynn Wood Chapel	Convocation: SA, 11a, Church Online W20 Registration for Returning Junior > 54 hours & Seniors (7-8) AcroFest (7-9) Dean's Luncheon, Noon, Presidential Banquet Room Dean/Chairs Advisory, 3:30p	Payday: Hourly/Student 3 on 3 Basketball Sign-ups begin Star Watch, 6:30p, Hickman Parking Lot Pierson Weekend, 7:30p, Thatcher Chapel, Gary Gibbs Vespers, 7:30p, Church, Anna Bennett Sunset, 5:39p	Adoration, 9a, Church Pierson Weekend, 9:30 & 11a, Thatcher Chapel, Gary Gibbs Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA Evensong, 5:30p, Church AcroFest Show, 8p, Iles
13	14	15	16
Online W20 Registration for Returning Freshmen < 24 hours, Sophomores, Juniors, & Seniors (13-15) Faculty Showcase, Noon, Presidential Banquet Room 3 on 3 Basketball Captain's Meeting, 5p, Hulsey	Convocation, 11a, Iles, Larry Shears Symphony Orchestra Tour (14-16) Graduate Council, 3:30p Music General Recitals, 7:30p, Ackerman	Payday: Salary MSEd Online Classes End Overnight Backpacking Trip, 1p, Outdoor Education Center (15-16) Vespers, 8p, Church, Chaplain Sunset, 5:34p	Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA Evensong, 1 Cantori, 5:30p, Church 3 on 3 Basketball Tournament, 7:30p, Iles
20	21	22	23
Faculty Tech Bytes, Noon, Presidential Banquet Room	Convocation, 11a, Church, Rachel Williams-Smith	Payday: Hourly/Student McKee Library Open, 7:30a-Noon Vespers: Home Vespers, Various Times & Locations Sunset, 5:30p	Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA New York Study Tour Begins
27	28	29	30
McKee Library Closed All University Offices Close, Noon	Thanksgiving Day All University Offices & McKee Library Closed	Payday: Salary All University Offices & McKee Library Closed Priority Deadline for filing 2020-21 FAFSA Last day to order December Graduation regalia online, www.cbgrad.com Sunset, 5:28p	Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA

december 2019

Sunday	Monday	Tuesday
1	2	3
<p>Concerto Competition Finals, 4p, Ackerman</p> <p>McKee Library Open, 6p-Midnight</p>	<p>Undergraduate Council, 3:30p</p>	<p>Tornado Siren Test, Noon</p> <p>Graduate Christmas Party, 5:30-6:30p</p> <p>Danu: Emerald Christmas, 6:30p, Taylor Circle & Illes</p>
8	9	10
<p>Employee Christmas Brunch, 9:30a, Dining Hall</p> <p>No Field Trips or Tours (8-14)</p> <p>MSW Classes</p> <p>SA Christmas Party, 7p, Dining Hall</p>	<p>SON Orientation</p> <p>University Senate, 3:30p</p>	<p>School of Nursing Research Day</p>
15	16	17
<p>No Field Trips or Tours (15-19)</p>	<p>Payday: Salary</p> <p>Semester Exams (16-19)</p>	<p>Book Buy Back, 9a-5p, Campus Shop</p> <p>Last day to make up Winter & Summer 2019 incompletes</p> <p>Tornado Siren Test, 6p</p>
22	23	24
<p>McKee Library Closed (22-January 1)</p> <p>F19 Grades due, Verified Midnight, Records</p>	<p>All University Offices Closed (23-January 1)</p> <p>Residence Halls Close, Noon (23-January 1)</p> <p>Food Services Closed (23-January 12)</p> <p>Academic Review Committee, 2p</p>	<p>Christmas Eve Service, 6p, Church</p>
29	30	31
	<p>Payday: Salary</p>	<p>Last day to make a gift for tax deduction purposes for 2019</p>

Wednesday	Thursday	Friday	Saturday
4	5	6	7
<p>Teach!, Noon, Presidential Banquet Room</p> <p>Biology Expo, 7p, Hickman 2111 & 2113</p> <p>School of Journalism & Communication Student Presentation Showcase, 7p, Brock 1010</p>	<p>Convocation: Departments/Schools, 11a, Various Locations</p> <p>Dean/Chairs Advisory, 3:30p</p>	<p>Payday: Hourly/Student</p> <p>Basketball Sign-up begins</p> <p>Kristen Wolcott Memorial 5K Run, 3p, Duck Pond</p> <p>Vespers, 7:30p, Church, Chaplain</p> <p>Sunset, 5:28p</p>	<p>Adoration, 9a, Church</p> <p>SOAP Outdoor Church: Caving, 10a-6p, Wright Hall</p> <p>Merge Worship, 11:30a</p> <p>Renewal, 11:45a, Church</p> <p>Connect, 11:45a, CA</p> <p>Evensong: Organ, 5p, Church</p> <p>Wind Symphony Christmas Concert, 8p, Iles</p>
11	12	13	14
<p>Basketball Captain's Meeting, 5p, Hulsey</p>	<p>Convocation: SA Town Hall, 11a, Iles</p> <p>Graduate Council, 3:30p</p>	<p>Star Watch, 6:30p, Hickman Parking Lot</p> <p>Vespers: School of Music, 7:30p, Church</p> <p>Sunset, 5:29p</p>	<p>Adoration, 9a, Church</p> <p>Merge Worship, 11:30a</p> <p>Renewal, 11:45a, Church</p> <p>Connect, 11:45a, CA</p> <p>School of Music Christmas Concert, 4p, Church</p> <p>Schools/Departments/Student Organizations Christmas Party, Various Times & Locations</p>
18	19	20	21
<p>Book Buy Back, 9a-5p, Campus Shop</p> <p>DNP Scholarly Project Presentations</p> <p>School of Business Commissioning Service</p> <p>School of Nursing Dedication, 7p, Iles</p>	<p>McKee Library Open, 7:30a-5p</p> <p>Book Buy Book, 9a-5p, Campus Shop</p> <p>McKee Library Closes, 5p</p> <p>Winter Commencement, 7p, Iles</p>	<p>Payday: Hourly/Student</p> <p>McKee Library Open, 9a-Noon</p> <p>Book Buy Back, 9a-Noon, Campus Shop</p> <p>Sunset, 5:32p</p>	<p>First Day of Winter</p> <p>Adoration, 9a, Church</p> <p>Renewal, 11:45a, Church</p> <p>Connect, 11:45a, CA</p>
CHRISTMAS BREAK			
Christmas Day 25	26	27	28
		<p>Sunset, 5:36p</p>	<p>Adoration, 9a, Church</p> <p>Renewal, 11:45a, Church</p> <p>Connect, 11:45a, CA</p>
		<p>Sign-up for intramurals: southern.edu/intramurals</p>	

2020 January

Sunday	Monday	Tuesday
<p>Sign-up for intramurals: southern.edu/intramurals</p>		
5	6	7
	<p>McKee Library Open, 1-5p</p>	<p>Tornado Siren Test, Noon McKee Library Open, 1-5p</p>
12	Classes Begin 13	14
<p>Campus Shop Open, 10a-5p</p> <p>Enrollment Activities, 11a-2p, Wright Hall</p> <p>University Health Center Open, 11a-2p</p> <p>Open Cave, 11a-3p, Student Park</p> <p>McKee Library Open, Noon-5p</p> <p>MSW Orientation for January Starters</p>	<p>McKee Library Open, 7:30-Mid- night</p> <p>MSEd Online Classes Begin (13-February 21)</p> <p>Prepare/Enrich I Training for COUN Students</p> <p>SB Classes Begin</p> <p>Basketball Season begins</p> <p>Undergraduate Council, 3:30p</p>	<p>SON Welcome, 7:30a</p> <p>MS Counseling Classes Begin</p>
19	Martin Luther King Jr. Day 20	21
<p>uQuest Orientation, 10a-6p, Church</p> <p>MSW Classes</p> <p>MSEd/OEWinter Intensive (19-31)</p> <p>McKee Library Open, Noon- Midnight</p>	<p>Community Service Day, 8:30-3p, lles</p> <p>No Day Classes-Evening Classes Meet</p> <p>University Senate, 3:30p</p> <p>McKee Library Open, 6p-Midnight</p>	<p>Last day to make a change without charge or for 100% tuition refund</p> <p>Tornado Siren Test, 6p</p> <p>Faculty Piano Recital: Peter Cooper, 7:30p, Ackerman</p>
26	27	28
<p>All vehicles must be registered with Campus Safety</p> <p>Symphony Orchestra Concerto Concert, 4p, Church</p>	<p>Remember to file for Financial Aid (Priority Deadline March 1)</p> <p>Last day to add a class (Census)</p> <p>Alumni Think Tank, Noon, Presi- dential Banquet Room</p> <p>University Senate, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p> <p>Student Week of Prayer, 8p, Church</p>	<p>New Employee Orientation, 8:30a-5p</p> <p>Last day for Student Insurance Open Enrollment. Must submit proof of a QLE (Qualifying Life Event) after this date</p> <p>Student Week of Prayer, 8p, Church</p>

Wednesday	Thursday	Friday	Saturday
<p>New Year's Day 1</p> <p>All University Offices & McKee Library Closed</p>	<p>2</p> <p>Residence Halls Open, 8a</p> <p>McKee Library Open, 1-5p</p>	<p>Payday: Hourly/Student 3</p> <p>McKee Library Closed</p> <p>Sunset, 5:41p</p>	<p>4</p> <p>Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA</p>
CHRISTMAS BREAK			
<p>8</p> <p>McKee Library Open, 1-5p</p>	<p>9</p> <p>McKee Library Open, 1-5p</p>	<p>10</p> <p>McKee Library Closed</p> <p>Sunset, 5:47p</p>	<p>11</p> <p>Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA</p>
<p>Payday, Salary 15</p> <p>Faculty Tech Bytes, Noon, Presidential Banquet Room</p>	<p>16</p> <p>Convocation, 11a, 11es, Mike Wiley</p> <p>Deans/Chairs Advisory, 3:30p</p> <p>Performing Arts: DAR HE, One Man Play, Mike Wiley, 7:30p, 11es</p>	<p>Payday: Hourly/Student 17</p> <p>McKee Library Open, 7:30a-2p Submit proof of insurance to Risk Management to avoid charges 1 Cantori Concert Tour (17-20)</p> <p>Vespers, 7:30p, Church, Chaplain Ministry Expo, 9:30p, Church</p> <p>Sunset, 5:53p</p>	<p>18</p> <p>Adoration, 9a, Church LifeGroup II, 9a, Church SOAP Outdoor Church: Caving, 10a-6p, Wright Hall Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA Evensong, 6p, Church SA Mid-Winter Party, 8p, 11es PE Center</p>
<p>22</p> <p>Fee charged for add/drop "W" on transcript</p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p>	<p>23</p> <p>Convocation: Departments/Schools, 11a, Various Location</p> <p>Graduate Council, 3:30p</p>	<p>24</p> <p>3 on 3 Volleyball Sign-up begins</p> <p>Vespers, 7:30p, Church, Anna Bennett GroupLink II, 9:30p, Church</p> <p>Sunset, 6:01p</p>	<p>25</p> <p>Chinese New Year</p> <p>Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA</p> <p>Evensong, 6p, Church Sigma Theta Chi Skating Party, 11:30p, Hamilton Skate Place</p>
<p>29</p> <p>Faculty Field Trip</p> <p>3 on 3 Volleyball Captains Meeting, 5p, Hulsey Student Week of Prayer, 8p, Church</p>	<p>Payday: Salary 30</p> <p>Convocation: Student Week of Prayer, 11a, Church</p> <p>Student Week of Prayer, 8p, Church</p>	<p>Payday: Hourly/Student 31</p> <p>Vespers: Ministerial Trainee Induction, 7:30p, Thatcher Chapel, Josh Woods Student Week of Prayer, 7:30p, Church</p> <p>Sunset, 6:08p</p>	

february 2020

Sunday	Monday	Tuesday
<p>Black History Month National Eating Disorder Awareness Month Sign-up for intramurals: southern.edu/intramurals</p>		
<p>2</p> <p>Cave Open, 11a-3p, Student Park MSW Classes & Information Session</p> <p>SA Super Bowl LIV Party, 6p, Iles</p>	<p>3</p> <p>Last day for 80% tuition refund</p> <p>Undergraduate Council, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>4</p> <p>Tornado Siren Test, Noon</p>
<p>9</p> <p>Caving Trip</p>	<p>10</p> <p>Begin ordering Graduation regalia & announcements online, www.cbgrad.com</p> <p>University Senate, 3:30p</p> <p>Guest Pianist: Derek Parsons & Peter Cooper, 4p, Ackerman Auditorium</p> <p>Guest Pianist: Derek Parsons, 6:30p, Ackerman Auditorium</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>11</p> <p>Faculty Portfolio Workshop, 11a-Noon, Presidential Banquet Room</p> <p>Guest Pianist: Derek Parsons, 7:30p, Ackerman Auditorium</p>
<p>16</p> <p>Parents Brunch, 10a, Dining Hall, Kerri Pomarolli MSW Classes</p>	<p>17</p> <p>President's Day</p> <p>Last day for 60% tuition refund</p> <p>Volleyball Season begins</p> <p>President's Day Preview Southern</p> <p>Undergraduate Council, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p> <p>Archaeology Museum Lecture, 7p, Lynn VWood Chapel, Douglas Petrovich</p>	<p>18</p> <p>Faculty Portfolio Workshop, Noon-1p</p> <p>Tornado Siren Test, 6p</p>
<p>23</p> <p>Southern 6K Trail Race</p> <p>Board of Trustees Meeting</p> <p>No Field Trips (23-29)</p>	<p>24</p> <p>University Senate, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>25</p>

Wednesday	Thursday	Friday	Saturday
			1 Adoration, 9a, Church Ministerial Trainee Induction, 9:30 & 11a, Thatcher Chapel, Josh Woods SOAP Outdoor Church: Hiking, 10a-6p, Wright Hall Renewal, 11:45a, Church Connect, 11:45a, CA Evensong: Hymn Fest, 6p, Church 3 on 3 Volleyball Tournament, 7p, Iles
5 Teach!, Noon, Presidential Banquet Room	6 Convocation, 11a, Church, Kylie Bisutti Deans/Chairs Advisory, 3:30p	7 Volleyball Sign-up begins Star Watch, 7p, Hickman Parking Lot Vespers: African American Heritage, 7:30p, Church, Andre Campbell Sunset, 6:15p	8 Adoration, 9a, Church Renewal: BCU Worship, 11:45a, Church, Andre Campbell Connect, 11:45a, CA Connections Cafe, 1:30p, Church Evensong: Aeolians, 6p, Church Studio 4109 LIVE, 8p, Iles
12 Faculty Showcase, Noon, Presidential Banquet Room Volleyball Captain's Meeting, 5p, Hulsey	13 Convocation: SA Elections Speeches, 11a, Iles Dean's Luncheon, Noon-1p, Presidential Banquet Room Sigma Tau Delta Induction, 6p, Presidential Banquet Room	14 Payday: Salary/Hourly/Student Valentine's Day Parents Weekend (14-16) Vespers: Student Missions, 7:30p, Church SM Expo, 9p, Church Sunset, 6:22p	15 Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA Evensong, 6p, Church Rees Series Finals, 7p, Iles Pops Concert, 8p, Ackerman
19 Honor Choir Festival (19-22) Faculty Tech Bytes, Noon, Presidential Banquet Room	20 Convocation: African American Heritage, 11a, Reginald Horton Graduate Council, 3:30p	21 Comp Exam for May Counseling Grads OEC Overnight Trip: Backpacking, 4p, Outdoor Education Center (\$25 food/gear) (21-22) Encounter Couples Retreat, Summerour 1300 (21-23) Vespers: SA, 7:30p, Church Sunset, 6:28p	22 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA Academy Honors Choral Festival Concert, 4p, Church Evensong, 6p, Church 14th Annual Cardboard Boat Event, 7:30p, Iles
26 Employee Town Hall, 10a-Noon Faculty Showcase, Noon, Presidential Banquet Room Employee Town Hall Meeting, 3-5p	27 Convocation: Meet the Firms, 11a, Iles	28 Payday: Salary/Hourly/Student Campus Research Day Submission Deadline Vespers, 7:30p, Church, Chaplain Sunset, 6:35p	29 Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA Evensong, 6p, Church BCU Cultural Night, 8p, Iles

2020

march

Sunday	Monday	Tuesday
<p>1</p> <p>Cave Open, 11a-3p, Student Park No Field Trips (1-7) MSW Classes & Information Session</p> <p>I Cantori Concert, 7:30p, Ackerman Auditorium</p>	<p>2</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>3</p> <p>Tornado Test Siren, Noon</p> <p>Music General Recitals, 7:30p, Ackerman</p>
<p>8</p> <p>International Women's Day</p> <p>Daylight Savings Time Begins. Set clocks forward one hour at 2a</p> <p>Symphony Orchestra Concert, 7:30p, Church</p>	<p>9</p> <p>Undergraduate Council, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p> <p>Year of the Adventist Composer Concert, 7:30p, Ackerman</p>	<p>10</p> <p>Mid-Term Grades due, Verified 5p, Records</p>
<p>15</p> <p>McKee Library Closed</p>	<p>16</p> <p>Payday: Salary</p> <p>McKee Library Open, 1-5p</p>	<p>17</p> <p>World Social Work Day</p> <p>McKee Library Open, 1-5p</p> <p>Tornado Siren Test, 6p</p>
<p>22</p> <p>MSW Classes</p> <p>McKee Library Open, 6p-Midnight</p>	<p>23</p> <p>Last day for 40% tuition refund No tuition refund after today</p> <p>University Senate, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>24</p> <p>SON Forum, Noon-1p</p>
<p>29</p> <p>Ocoee Rafting Trip, 10a-5p, Wright Hall</p> <p>Tennis/Badminton/Racquetball Tournament begins</p>	<p>30</p> <p>Payday: Salary</p> <p>Online Registration for S20, S20S1, S20S2</p> <p>Soccer Season begins</p> <p>Alumni Think Tank, Noon, Presidential Banquet Room</p> <p>University Assembly, 4p</p> <p>E.A. Anderson Lecture Series, 7p</p> <p>Organ Master's, 7:30p, Church</p>	<p>31</p> <p>Online F20 Registration for Returning Seniors >93 hours (31-April 1)</p> <p>Nathan Laube Organ Concert, 7:30p, Church</p>

Wednesday	Thursday	Friday	Saturday
4	5	6	7
Teach ¹ , Noon, Presidential Banquet Room	Convocation: SA, 11a, Church Music General Recitals, 7:30p, Ackerman	1 Cantori Concert Tour (6-7) Vespers: PS46:10, 7:30p, Church Star Watch, 7:30p, Hickman Parking Lot Sunset, 6:41p	Adoration, 9a, Church SOAP Outdoor Church: Kayaking, 10a-6p, Wright Hall Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA Evensong: Organ, 6p, Church Open Gym, 8p, Iles
11	12	13	14
Faculty Showcase, Noon, Presidential Banquet Room Music General Recitals, 7:30p, Ackerman	Deans/Chairs Advisory, 3:30p McKee Library Closes, 5p	Payday: Hourly/Student McKee Library Closed University Health Center Closed (13-22) Symphony Orchestra Tour to Cuba (13-22) Sunset, 7:47p	Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
SPRING BREAK			
18	19	20	21
McKee Library Open, 1-5p	First Day of Spring McKee Library Open, 1-5p	University Offices & McKee Library Closed Soccer Sign-up begins Sunset, 7:52p	Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
25	26	27	28
MSEd Online Classes Begin (25-May 1) Faculty Showcase, Noon, Presidential Banquet Room Soccer Captain's Meeting, 5p, Hulsey	Convocation: Hasel Lectureship, 11a, Church, Paul House Last day to drop a class "W" on transcript Spring Preview Southern (26-27) Graduate Council, 3:30p	Payday: Hourly/Student Faculty Summer Textbook Adoptions due, Campus Shop Tennis/Badminton/Racquetball Tournament Sign-up begins OEC Overnight Island Camping, 4p, Outdoor Education Center (27-28) Vespers, 7:30p, Church, Chaplain Sunset, 7:58p	Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA Evensong: School of Music, 7:30p, Church SA Talent Show/Studio 4109 LIVE, 9:11p, Iles
			National Women's Month National Social Work Month National Self Injury Awareness Month Sign-up for intramurals: southern.edu/intramurals

2020

april

	Sunday	Monday	Tuesday
	<p>Abuse Awareness Month National Driving Awareness Month National Sexual Assault Awareness Month National STD Awareness Month Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S20S1: 1st Summer Session May 1-May 29 S20: May 11-August 24 S20S2: 2nd Summer Session June 1-July 24 S20S3: SmartStart & 3rd Summer Session July 27-August 20 F20: Fall Semester August 24-December 17</p>	
	5	6	7
	<p>Ocoee Rafting Trip, 9a-4p, Wright Hall Cave Open, 11a-3p, Student Park MSW Classes & Information Session Tennis Singles Tournament begins National Student Employment Appreciation Week (6-10) Senior Recognition Banquet, 5p, Dining Hall Wind Symphony Concert, 7:30p, Church</p>	<p>May Graduates deadline to finish incompletes & home study correspondence Online F20 Registration for Returning Sophomores >23 hours, Juniors, & Seniors (6-7) Commitment Deposit of \$250 must be paid to register for F20 Undergraduate Council, 3:30p E.A. Anderson Lecture Series, 7p</p>	<p>Tornado Siren Test, Noon</p>
	12	13	14
	<p>Easter Ocoee Rafting Trip, 9a-4p, Wright Hall</p>	<p>Last day to order May Graduation regalia online, www.cbgrad.com University Senate, 3:30p</p>	<p>Transfer Night, 5:30-8p Performing Arts: CSO Wind Quintet, 7:30p, Ackerman</p>
	19	20	21
	<p>Ocoee Rafting Trip, 9a-4p, Wright Hall MSW Classes Gym-Masters Home Show Matinée, 2:30p, Iles Symphony Orchestra Concert, 7:30p, Church</p>	<p>SON Interviews, 1p Undergraduate Council, 3:30p</p>	<p>Tornado Siren Test, 6p</p>
	26	27	28
	<p>Alumni Golf Tournament, 8a, Bear Trace Golf Course, Harrison Bay Ocoee Rafting Trip, 9a-4p No Field Trips (26-May 1) McKee Library Open, Noon-4p SA Strawberry Festival, 4p, Iles</p>	<p>University Senate, 3:30p</p>	<p>Student Appreciation Day, Various Times & Locations School of Journalism & Communication Student Presentation Showcase, 6:30p, Brock 1010</p>

Wednesday	Thursday	Friday	Saturday
1	2	3	4
SON Application Deadline for F21 Teach ¹ , Noon, Presidential Banquet Room Tennis Singles/Badminton/Racquetball Meeting, 5p, Hulsey	Convocation: Asian Heritage, 11a, Church, Rhidge Garcia Online F20 Registration for Returning Juniors >54 hours, & Seniors (2-3) Deans/Chairs Advisory, 3:30p	Vespers: Asian Heritage, 7:30p, Church, Rhidge Garcia Sunset, 8:04p	Adoration, 9a, Church SOAP Outdoor Church: Rafting/ Canoeing, 10a-6p, Wright Hall Renewal: Asian Worship, 11:45a, Church, Rhidge Garcia Connect, 11:45a, CA Connections Cafe, 1:30p, Church Wind Symphony Sacred Concert, 4p, Church Evensong, 7:30p, Church Asian Cultural Night, 9p, Iles
8	9	10	11
Online F20 Registration for Returning Freshmen <24 hours, Sophomores, Juniors, & Seniors (8-10) Faculty Showcase, Noon, Presidential Banquet Room	Convocation: Departments/ Schools, 11a, Various Locations	Payday: Hourly/Student Faculty Fall Textbook Adoptions due, Campus Shop Vespers: Home Vespers, Various Times & Locations Star Watch, 8:30p, Hickman Parking Lot Sunset, 8:09p	Church Services, SonRise Resurrection Pageant Games & Free Slushies, 9p, Student Center
15	16	17	18
Payday: Salary Federal Income Tax Return due Faculty Tech Bytes, Noon, Presidential Banquet Room	Convocation: Campus Research, 11a, Church, Matt Matlock Campus Research Day Wind Symphony Tour (16-18) Dean's Luncheon, Noon, Presidential Banquet Room	SON Interviews, 9a Vespers: Gym-Masters, 7:30p, Church Sunset, 8:15p	Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA Evensong, 7:30p, Church Gym-Masters Home Show, 9p, Iles
22	23	24	25
Administrative Professionals Day Earth Day Faculty Showcase, Noon, Presidential Banquet Room	Convocation: Origins, 11a, Iles Graduate Council, 3:30p	Payday: Hourly/Student Engage [God] Weekend (24-25) OEC Bat Vespers, 6-11p, Wright Hall Vespers: Next Step, 7:30p, Church, Allan Martin Sunset, 8:21p	Adoration, 9a, Church Merge Worship, 11:30a Renewal, 11:45a, Church Connect, 11:45a, CA School of Music Choir Concert, 5:30p, Church Evensong, 7:30p, Church Jazz Ensemble Concert, 9p, Ackerman Auditorium
29	30		
Faculty Showcase, Noon, Presidential Banquet Room	Payday: Salary Convocation: Awards, 11a, Iles		Key for Summer Sessions: S20S1: 1st Summer Session May 11-May 29 S20: May 11-August 24 S20S2: 2nd Summer Session June 1-July 24 S20S3: SmartStart & 3rd Summer Session July 27-August 20 F20: Fall Semester August 24-December 17

2020

may

Sunday	Monday	Tuesday
<p>Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S20S1: 1st Summer Session May 11-May 29 S20: May 11-August 24 S20S2: 2nd Summer Session June 1-July 24 S20S3: SmartStart & 3rd Summer Session July 27-August 20 F20: Fall Semester August 24-December 17</p>	
<p>3</p> <p>No Field Trips or Tours (May 3-7) MSW Final Classes for Semester</p>	<p>4</p> <p>Semester Exams (4-7)</p>	<p>5</p> <p>National Teacher's Day</p> <p>Cookies & Fruit on the Promenade, 9a-3p, Student Center Book Buy Back, 9a-5p, Campus Shop</p> <p>Last day to make up F19 incompletes</p> <p>Tornado Siren Test, Noon</p>
<p>Mother's Day 10</p> <p>Commencement, 9:30a, Chattanooga Convention Center McKee Library Closed</p>	<p>11</p> <p>S20 & S20S1 Classes Begin SOR Summer Intensives I (11-22)</p>	<p>12</p> <p>W20 Grades due, Verified Sp, Records</p>
<p>17</p> <p>Flea Market, 8a-3p, Wood/Talge Parking Lot MSW Intensives Part I (Advanced Standing) (17-19)</p>	<p>18</p> <p>All vehicles must be registered with Campus Safety</p>	<p>19</p> <p>New Employee Orientation, 8:30a-5p</p> <p>Tornado Siren Test, 6p</p>
<p>24</p>	<p>Memorial Day 25</p> <p>University Offices, Heath Center, McKee Library, Campus Shop Closed No Classes</p>	<p>26</p> <p>Last day to add S20 class (Census)</p>
<p>31</p>		

Wednesday	Thursday	Friday	Saturday
		1	2
		Commitment Deposit of \$250 for F20 becomes non-refundable Vespers: SM/ERC/Religion Dedication, 7:30p, Church, Ron Smith Sunset, 8:26p	Adoration, 9a, Church Religion Senior Consecration, 9:30 & 11a, Thatcher Chapel, Ron Smith Renewal, 11:45a, Church Connect, 11:45a, CA Diversions: Student Organizations End of the Year Parties, Various Times & Locations
National Nurses' Day 6	National Day of Prayer 7	Payday: Hourly/Student 8	9
Book Buy Back, 9a-5p, Campus Shop	McKee Library Open, 7:30a-5p Book Buy Back, 9a-5p, Campus Shop DNP Scholarly Project Presentations Show: Hosted by School of Visual Art & Design, 7p, Collegedale Academy	Spring Graduates Breakfast, 8a, Church Graduation Practice, 9a, Iles McKee Library Open, 9a-Noon Book Buy Back, 9a-Noon, Campus Shop Social Work Pinning, 6p, Ackerman School of Business Commissioning Service Consecration, 8p, Church Sunset, 8:32p	Adoration, 9a, Church Sabbath School, 10a, Chatt. Convention Center Baccalaureate, 11a, Chatt. Convention Center Renewal, 11:45a, Church Connect, 11:45a, CA School of Education/Psychology Dedication, 4p, University Church School of Nursing Dedication, 7p, Chatt. Convention Center
13	14	Payday: Salary 15	16
Last day to add S20S1 classes	Academic Review Committee, 1p	Last day for 100% tuition refund for S20 & S20S1 classes University Health Center Closed Sunset, 8:38p	Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
20	21	Payday: Hourly/Student 22	23
Spring Planning Day, 9a-4p (All Directors, Deans, & Chairs) MSW Intensives Part II (Advanced Standing) (20-22)		Last day for 50% tuition refund No tuition refund after today for S20S1 Last day to drop S20S1 classes University Health Center Closed Sunset, 8:43p	Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
27	28	Payday: Salary 29	30
		Last day for 80% tuition refund for S20 University Health Center Closed S20S1 Classes End Sunset, 8:48p	Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA

2020

June

Sunday	Monday	Tuesday
Key for Summer Sessions: S20S1: 1st Summer Session May 11-May 29 S20: May 11-August 20 S20S2: 2nd Summer Session June 1-July 24 S20S3: SmartStart & 3rd Summer Session July 27-August 20 F20: Fall Semester August 24-December 17	1 McKee Library Open, 9a-5p MSEd Online Classes Begin (1-July 10)	2 Tornado Siren Test, Noon S20S1 Grades due, Verified 5p, Records
7	8 SOR Summer Intensives 2 (8-19)	9
Flag Day 14 Academic Summer Camps (14-17) MSEd/OE Summer Intensive (14-26)	Payday: Salary 15 All vehicles must be registered with Campus Safety	16 Tornado Siren Test, 6p
Father's Day 21	22	23
28	29	Payday: Salary 30 S20 Mid-Term Grades due, Veri- fied 5p, Records

Wednesday	Thursday	Friday	Saturday
3 Last day to add S20S2 classes	4	Payday: Hourly/Student 5 Last day for 100% tuition refund for S20S2 Last day for 60% refund for S20 Sunset, 8:51p	6 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
10	11	12 Last day to drop S20S2 classes Last day for 50% tuition refund No tuition refund after today for S20S2 University Health Center Closed Sunset, 8:55p	13 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
17	18 Summer Preview Southern	Payday: Hourly/Student 19 University Health Center Closed Sunset, 8:57p	20 First Day of Summer Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
24	25	26 University Health Center Closed Sunset, 8:58p	27 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
Sign-up for intramurals: southern.edu/intramurals			

2020

july

Sunday	Monday	Tuesday
<p>Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S20S1: 1st Summer Session May 11-May 29 S20: May 11-August 20 S20S2: 2nd Summer Session June 1-July 24 S20S3: SmartStart & 3rd Summer Session July 27-August 20 F20: Fall Semester August 24-December 17</p>	
5	6 Last day for 40% tuition refund No tuition refund after today for S20	7 Tornado Siren Test, Noon
12	13	14
19 Enrollment Activities, 11a-2p, Wright Hall Campus Shop Open, 11a-3p	20	21 New Employee Orientation, 8:30a-5p Tornado Siren Test, 6p
Parents Day Campus Shop Open, 9a-3p	26 McKee Library Open, 7:30a-9p S20S3 Classes Begins	27 S20S1 & S20S2 Grades due, Verified 5p, Records
		28

Wednesday	Thursday	Friday	Saturday
1 McKee Library Open, 9a-5p	2 All University Offices, Health Center, McKee Library, Campus Shop Closed	Payday: Hourly/Student 3 All University Offices, Health Center, McKee Library, Campus Shop Closed Sunset, 8:58p	Independence Day 4 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
8	9	10 University Health Center Open, 8a-Noon Sunset, 8:56p	11 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
Payday: Salary 15	16 Last day to drop S20 classes	Payday: Hourly/Student 17 University Health Center Open, 8a-Noon Sunset, 8:53p	18 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA
22	23 SOR Summer Intensives 3 (23-24)	24 S20S2 Classes End Vespers, 7:30p, Student Center Sunset, 8:49p	25 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA Diversions, 9:30p, Student Center
29 Last day to add S20S3 classes	Payday: Salary 30	Payday: Hourly/Student 31 Last day for 100% tuition refund for SS & S20S3 Vespers, 7:30p, Thatcher Chapel Sunset, 8:43p	

2020

August

Sunday	Monday	Tuesday
<p>SmartStart & S2053 McKee Library Hours: Monday - Thursday, 7:30a-9p Friday, 7:30a-Noon Sunday, Noon-Midnight Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S2051: 1st Summer Session May 11-May 29 S20: May 11-August 20 S2052: 2nd Summer Session June 1-July 24 S2053: SmartStart & 3rd Summer Session July 27-August 20 F20: Fall Semester August 24-December 17</p>	
2	3	4
<p>Open Cave, 11a-3p, Student Park University Colloquium (2-8)</p>	<p>Employee In-Service, 8:30a-12:30p All vehicles must be registered with Campus Safety Employee In-Service, 1:30-5:30p, Lynn Wood</p>	<p>Tornado Siren Test, Noon Faculty In-Service: Center for Teaching Excellence & Southern Online Campus Support Sessions, 1-5p</p>
9	10	11
	<p>SON Orientation</p>	
16	17	18
		<p>S2053 Classes End Tornado Siren Test, 6p</p>
23	24	25
<p>Enrollment Activities, 11a-2p, Wright Hall University Health Center Open, 11a-2p Campus Shop Open, 11a-4p McKee Library Open, Noon-5p Organization Showcase, 4:30-6:30p, & Supper, 5-6:30p, Iles PE Center</p>	<p>Classes Begin McKee Library Open, 7:30a-Midnight Departments/Schools Welcome Parties, 6p, Various Locations</p>	<p>SON Welcome, 7:30a Softball Intramural Sign-up begins, southern.edu/intramurals</p>
30	31	
<p>McKee Library Open, Noon-Midnight MSEd/OE Fall Intensive (30-September 11)</p>	<p>Payday: Salary Last day to make a change without charges or for 100% tuition refund</p>	<p>All Summer Grades due, Verified Sp, Records</p>

Wednesday	Thursday	Friday	Saturday
			1 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA Diversions, 9:30p
5 Faculty In-Service, 12:30-5:30p	6	7 Last day for 50% tuition refund No tuition refund after today for 55 or S2053 Last day to drop S2053 classes Vespers, 7:30p, Church Employee Colloquium Vespers, 8p, Lynn Wood Chapel Sunset, 8:36p	8 Adoration, 9a, Church Employee Colloquium Sabbath School & Church Service, 10a, Lynn Wood Chapel Renewal, 11:45a, Church Connect, 11:45a, CA Diversions, 9:30p
12 Faculty In-Service, Noon-5:30p, Iles PE Center	13 Graduate Faculty Luncheon, Noon-1:15p Light Volunteers Reception, 5:30p	14 Payday: Salary/Hourly/ Student New Employee Reception, 5:30p Vespers, 7:30p, Church Sunset, 8:29p	15 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA Open Gym Night, 9:30p, Iles
19	20 Final Exams, S2053	21 Vespers, 7:30p, Church Sunset, 8:20p	22 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA Evensong, 7:30p, Church Diversions, 9:30p
26 Faculty Showcase, Noon, Presidential Banquet Room	27 Convocation: Student Dedication, 11a, Church, David Smith Softball Captain's Meeting, 5p, Hulsey	28 Payday: Hourly/Student McKee Library Open, 7:30a-2p Vespers, 7:30p, Church Sunset, 8:11p	29 Adoration, 9a, Church Renewal, 11:45a, Church Connect, 11:45a, CA Evensong, 7:30p, Church SA Welcome Party, 9:15p, Iles

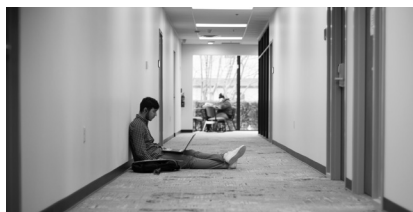
GRADUATE STUDENT HANDBOOK

2 0 1 9 - 2 0 2 0

The information presented in this book is a statement of the student-life policies of Southern Adventist University at the time of printing. Southern reserves the right to change policies without prior notice. If those changes occur after publication of this handbook but before the beginning of the academic school year, those changes may appear as single-sheet inserts in the book. If changes occur during the academic year, they will show on the online version of the handbook found on the Student Development page of Southern's website.

Students are expected to know and follow the policies appearing in this handbook.

SERVICES



To use a campus phone, dial 8 before the phone number. All numbers use the (423) area code.

MY ACCESS

southern.edu/access

All Southern students and employees have a personal account on Access, Southern's campus information service. Once logged in, students can access:

- Campus calendars
- Campus bulletin boards
- Class schedules
- Email
- Financial records
- Grades
- Online class information

ATHLETICS

See the *Athletics* heading in the Policies and Procedures section.

AUDIO VISUAL

Campus Services Building, 236.2410, *southern.edu/audiovisual*

The department assists with special events and programs. Please call to arrange sound, video, and lighting services.

BOOKSTORE/CAMPUS SHOP

Fleming Plaza, 236.2152, *saucampusshop.com*

The Campus Shop sells course materials, school and office supplies, Southern imprinted merchandise, cards and gifts. The Student ID card may be used to charge purchases to the student's account. Cash and credit cards are also accepted forms of payment. Textbook information can be found on the Campus Shop website.



CAMPUS SAFETY

Campus Services Building, 5061 Colcord Drive, 236.2100, southern.edu/campussafety, campussafety@southern.edu

Campus Safety is available for assistance and service 24 hours a day, seven days a week. Emergencies and life-threatening situations should be reported to 911 immediately. Crimes, criminal-type activities, and life-safety problems should be reported to Campus Safety. The United States Department of Education and the State of Tennessee, Tennessee Bureau of Investigation require colleges and universities to process crime statistics on the following: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, domestic violence, dating violence, stalking, liquor violations, drugs, weapons, arson, larceny, and hate crimes. Crime statistics or additional information regarding safety is available at Campus Safety during regular business hours or on Campus Safety's website.

CHAPLAIN'S OFFICE, CAMPUS MINISTRIES

Student Center, 236.2787, southern.edu/chaplain

The Chaplain's Office/Campus Ministries department is here to support the spiritual needs of students. Chaplains are available for prayer, Bible study, pastoral care, and pre-marital counseling.

Over 40 student-led and organized ministries are offered on and off campus. Students are encouraged to both participate in existing ministries and to create new ones. Current ministries on campus include: Vespers, LifeGroups, Week of Prayers, Collegiate Sabbath School, Residence Hall Ministry, and Renewal worship service (Collegedale Church). Current ministries off-campus (Chattanooga area) include Westside 4 Jesus, SWAG Camp, iWitness, and Breakfast Ministry.

The Student Missions program supports more than 60 students per year who choose to serve 9-12 month terms at various locations throughout the world. If short term is more your style, we also have uQuest Missions that goes out and serves during breaks in the school year.

COMPLAINTS

Students who have complaints of any area covered in this handbook should place the complaint in writing and refer it to the Graduate Studies office. Complaints are addressed by the Dean of Graduate Studies.

DISABILITY SUPPORT SERVICES (DSS)

**Lynn Wood Hall, Suite 137, 236.2574,
*southern.edu/disabilitysupport***

See the *Disability Support Services* heading in the Policies and Procedures section.

ECLASS HELP DESK

**Academic Technology building, 236.2086,
*eclasshelp@southern.edu***

Students may contact the eClass Help Desk by phone, email, or walk-in to receive support with technical issues relating to using eClass (Southern's Learning Management System), clickers, Panopto, and Turnitin (the originality checking application used on campus).

EMAIL/USER ACCOUNT

To create a Southern email account, go to *southern.edu* and click "My Access." Click "Create Account," and then enter your six-digit student ID number. If you do not know your number, contact the Campus Card Desk at 236.2707.

EMERGENCY NOTIFICATION SYSTEM

southern.edu/notify

Sign up for emergency notifications at *southern.edu/notify* for text or voice messages.

EVENSONG

Often meets in the Collegedale SDA Church sanctuary, though the venue can change. The service usually is timed to begin 20-30 minutes before the end of the Sabbath to celebrate in Christian praise the end of one week and the beginning of another.

FOOD SERVICES

Wright Hall, 3rd Floor, 236.2708, *southern.edu/food*

Food Services offers four venues (Cafeteria, Deli, Kayak, and KR's) for your dining needs. Each of these venues offer nutritious, vegetarian selections which can be paid for using cash, credit cards, or meal plan. Visit the website for menus, meal schedules, and holiday closings.

The Cafe offers self-service buffets, including traditional hot meals, international cuisine, salad/fruit, and desserts. The Cafe serves three meals daily through-out the week with a large dining hall for your enjoyment and studying needs.

The Deli (at the VM) serves hot entrees for most meal periods through-out the week, and offers a self-service soup/salad bar plus a large variety of snacks, sandwiches, pizzas, desserts, and drinks.

The Kayak (in Hulsey) offers real fruit smoothies and healthy, nutritional snacks five days per week.

KR's (in the Student Center) offers sandwiches/wraps, snacks, desserts, and slushies six days a week along with a relaxing area to connect with friends or study.

Vending machines are located in the Residence halls, Brock Hall, Florida Hospital Hall, Hickman Science Center, and McKee Library. They contain drinks and snacks.

Catering services are also offered with advance notice. Please coordinate with the Catering Manager to determine menu and availability.

Note: students who steal, throw food, or deface/destroy Food Service property or are disrespectful to Food Service staff are subject to fines and disciplinary action.

GRADUATE STUDIES

Wright Hall, 236.2694, *southern.edu/graduatestudies*

Graduate Studies processes all applications for students seeking admission into graduate programs. Students must submit an application along with the required supporting documentation. When an applicant's file is complete, it is forwarded to the appropriate school for an admission status. For assistance, email grad@southern.edu.

GRADUATION

Academic Administration, Wright Hall, 236.2805

Graduation is coordinated by Academic Administration. Announcements and regalia are ordered online at cbgrad.com. Deadlines for ordering are printed in the calendar or visit southern.edu/graduation.

HULSEY WELLNESS CENTER

Hulsey Wellness Center, 236.2797, *southern.edu/wellness*

Here to help students, employees, and our community develop and maintain life-long habits of wellness, the Hulsey Wellness Center is a state-of-the-art facility providing trained assistants and a wide variety of activities to suite various fitness interests. We welcome you to healthier living.

LIBRARIES

236.2788, *southern.edu/library*

To provide outstanding assistance for both residential and distance education students, McKee Library offers a wide range of resources and services both online and on site.

The website provides access to an array of full-text databases, indexes, e-books, peer-reviewed journals, serials, and digitized materials. Patrons utilize the library website to find books and articles, submit interlibrary loan requests, schedule consultations with librarians, reserve study rooms, renew loans, view tutorials, and make use of the Ask-a-Question feature to get research advice.

When visiting the library facility, students can utilize computer workstations or borrow a laptop, iPad, Kindle, or Nook. They can have a group study session in one of the study rooms, attend an information literacy session, get help at the Writing Center, view Special Collection exhibits, study, read newspapers and journals, or enjoy an art display.

While on campus, users can also visit the Teaching Materials Center - an educational curriculum collection in Summerour Hall - to explore elementary and secondary curriculum materials and teaching guides and to make use of Ellison dies, laminators, and other resources. Additional libraries include: the William G. Dever Research Library, which houses a premier collection of archaeological resources, and the School of Music's music collection located in Wood Hall.

MEDIA TECHNOLOGY

Because media technology has the potential to hinder learning and motivation, Southern has established policies and practices regarding its use.

Students are expected to choose media content by applying Biblical standards: what is true, honest, just, pure, and brings honor to God and His creation.

Student choices that have a negative impact on their own or another student's grades and/or spirituality may result in fines and/or confiscation of equipment. Media use should not disturb neighboring rooms in residence halls or cause a distraction in common areas on campus.

Students are expected to honor provisions in the Acceptable Use Policy, which they signed through Information Technology when receiving a *southern.edu* email account and access to the Southern network. Violations of these standards may result in university disciplinary action and criminal charges through the courts.

SANCTIONS

Non-academic disciplinary procedures are under the direction of the dean of Graduate Studies and the vice president of Student Development respectively.

If suspension is a possibility, the student meets with the dean of Graduate Studies and other appropriate university officials. A decision regarding the appropriate disciplinary action is made. A student accepts this decision or has a right to appeal to the Discipline Review Committee within 48 hours of notification.

The university discipline process is separate from any criminal procedures. Discipline decisions may rely in part on information received from civil authorities but are not dependent on any civil or criminal proceedings.

STUDENT ASSOCIATION

Student Center, 236.2723, southern.edu/sa

Graduate students may participate in the SA by paying a fee equal to the general fee appropriated for undergraduate. Graduates students are not eligible to hold executive officers or obtain a yearbook.

STUDENT CENTER

Off K.R. Davis Promenade, 236.2611

The following are located in the Student Center: KR's Place (snack shop), game room, prayer room, Student Association offices, Student Association Media offices (Accent, Memories, Strawberry Festival), Chaplain's Office, Campus Ministries, Christian Services, Student Development, and Student Life and Activities.

Two television sets are in the student center broadcasting CNN in the eating area and sports in the game room.

STUDENT DEVELOPMENT

Student Center, 236.2814

The Office of Student Development serves students by meeting their non-academic needs. Under the umbrella of this office are the following departments: Student Success Center (Counseling and Testing Services, Career Services, Disability Support Services, First-Year Experience, Retention and First-Year Advising), Residential Life, Student Association, University Health Center, and Student Life and Activities.

The vice president for Student Development provides administrative leadership, support, and direction for all matters related to student development and student life and is a member of the President's Cabinet.

STUDENT EMPLOYMENT

Human Resources, Wright Hall, 236.2276, southern.edu/hr

Students are encouraged to obtain part-time employment in the university's industries, services, or academic departments in order to help pay school expenses. Students are expected to be punctual and to maintain their work schedule during the entire semester, including examination week. To be absent from work appointments without cause, a previous arrangement, or lack of notification in the case of illness, is a sufficient reason for separation of employment.

STUDENT EMPLOYEE PRE-EMPLOYMENT INFORMATION

Students who are looking for student employment should check the Student Job Bard, which is found at the following online address: southern.edu/studentjobs. Because new jobs become available virtually every day of the week, it is wise to check it periodically for new postings.

Southern Adventist University is committed to equal employment opportunities for all individuals. The university does not discriminate on the basis of race color, sex, age, national origin, veterans, or handicap/disability in its hiring and employment practices Federal law requires all employers to verify the identity and employment eligibility of all persons

hired to work in the United States. When offered a position on campus, prospective employees (including student employees), as a condition of employment; will be asked to complete the Form I-9 for employment eligibility verification. Documents must be unexpired and in their original form (copies, scans/faxes, and e-mail will not be accepted). For more information on acceptable Form I-9 documents, visit: uscis.gov/i-9-central/acceptable-documents. Southern Adventist University participates in E-Verify.

Students are encouraged to excel academically, but when hired for a student position, commitment to that responsibility is necessary in order to maintain active student employment status. To obtain more information about these and other student employment standards and conduct, please contact our Student Employment Coordinator: 423.236.2278.

Enrollment eligibility for student jobs on campus: Students must either be enrolled full-time, or taking a minimum of 5 credit hours (graduate students) at Southern Adventist University.

Attendance and punctuality is expected during the entire semester, including examination week. An absence without reasonable cause, previous arrangement, or lack of notification, is sufficient reason for separation of employment.

During the academic school year (Aug. 20 to May 6), student employees are limited to working a maximum of 24 hours per week (combined hours for ALL campus positions). During the summer (May 7, to August 19), student employees are limited to working a maximum of 38 hours per week (combined hours for ALL campus positions). Further limitations on hours may apply in certain situations. Students and their supervisors are expected to work together to ensure that students do not exceed the maximum hours per week.

The university prohibits harassment and sexual misconduct in the workplace. Please refer to Student Development or the Human Resources Department for more information on Sexual Misconduct: southern.edu/administration/student-services/TitleIX.html

STUDENT FINANCE

Wright Hall, 236.2535, southern.edu/graduatestudies/graduate-finances

Student Finance advises students about the availability of grants, scholarships, and loans from private and government sources. It is also responsible for managing student accounts.

Students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by going to fafsa.ed.gov or My Student Aid app. Student Finance processes financial aid information and sends an award letter notifying students of their eligibility. Once the aid is accepted and the student enrolls at Southern, and after the census date, the financial aid is credited to the student's account.

Students are encouraged to work with a student finance counselor and develop a financial budget. Students are expected to have their

account paid in full or be current on a payment plan each semester to register for the next semester. Accounts must be current by the start of each semester in order to continue enrollment at Southern. Students or parents should contact Student Finance if their financial situation changes.

A student convicted in a court of law of a drug violation may lose eligibility for federal financial aid. Student Finance will explain to any affected student the requirements for regaining eligibility for federal financial aid.

STUDENT HEALTH INSURANCE

Wright Hall, 2nd Floor, 236.2566, southern.edu/risk

STUDENT RECORDS

Maintaining health insurance is strongly encouraged. As a service to our students, Southern offers a Platinum level health insurance plan through United Healthcare (UHC) at affordable rates. All graduate students enrolled in classes on campus are eligible to enroll for health insurance coverage with UHC. As an eligible graduate student having purchased your coverage, you may also purchase coverage for your spouse and/or dependent(s). To review the policy brochure describing benefits, terms, and limits go to uhcsr.com/southern.

Graduate students living in University housing are required by Southern to have health insurance coverage for both emergency and non-emergency health care benefits in the state of Tennessee. If you have your own plan, submit a waiver via southern.edu/risk/students, select 'Online Health Insurance Information Form', complete and submit the waiver. If you do not have your own insurance, you may purchase coverage by logging on to southern.edu/risk/students. Select and complete the 'To Enroll in United Healthcare Plan' portion of the online 'Health Insurance Information' form. Once you have purchased coverage and received enrollment confirmation, you will need to access your account and print your ID card. Log on to United Healthcare's website at



uhcsr.com/southern. Create an account, then log in and select the blue circle on the right that says 'ID card' and follow instructions to print your ID card. If you have not submitted a valid waiver by the same date as the 'Last day to add a class' your account will be automatically charged for insurance. This date is also the last day to make changes to your enrollment or waiver.

Insurance coverage may be purchased at the listed rate at any time throughout the school year with a qualifying life event (i.e. adoption/birth of a child, loss of other coverage, or change in marital status). For the policy to be valid, students must actively attend classes for the first 31 days after the date of policy inception. A refund of the premium is allowed after 'the last day to add a class' in the cases of entry into the Armed Forces or withdrawing from school within the 30 days after the policy inception date.

STUDENT LIFE AND ACTIVITIES

Student Center, 236.2484, *southern.edu/activities*

A wide variety of social programming is coordinated through Student Life and Activities including Saturday night activities, special programs, Christmas on the Promenade, Cookies on the Promenade, etc.

The director of Student Life and Activities serves as a special advocate for student interests/challenges with students and student families.

STUDENT MISSIONS

Chaplain's Office, Student Center, 236.2787, *southern.edu/studentmissions*

Currently, more than 60 student missionaries are serving for nine to twelve months in 24 countries. National and international opportunities are offered. The department's goal is to send out 10 percent of the student body in a dedicated year of service. Many returned students speak of the strong spiritual impact the student mission year has had on their lives.

STUDENT RECORDS ACCESS

Wright Hall, 236.2895

Southern is committed to meeting all Family Education Rights to Privacy Act (FERPA) requirements. Students have the right to inspect and review official records, files, and data directly related to them kept by any unit of the university. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request has been filed. The Act stipulates a reasonable fee may be charged if copies of the material in the file are desired. See *Student Records* policy in the Policies and Procedures

section for more information.

STUDENT WELLNESS

**Hulsey Wellness Center, School of P.E. Health and Wellness
southern.edu/pe**

The Student Wellness program is designed to help improve the quality of life for people on campus and in the community. Student leaders plan, implement, and evaluate programs that promote better living. Student Wellness assists students in pursuing a wholistic, temperate lifestyle full of purpose and satisfaction. This is accomplished through encouraging changes that create a balanced life spiritually, socially, environmentally, physically, intellectually, emotionally, vocationally, and financially.

TECHNOLOGY ON CAMPUS

**Information Technology, Wright Hall, 236.2712,
southern.edu/online**

The department supports computers and audio visual technology in all classrooms. Call or email for classroom technology support and campus computer support at computersupport@southern.edu.

TITLE IX

Wright Hall, Risk Management Office, 236.2266

In compliance with Title IX of the U. S. Higher Education Amendments (1972) Southern does not discriminate on the basis of gender. In addition to gender equity in sports, Title IX prohibits sex-based discrimination in education. It addresses gender-based discrimination and sexual violence (whether student to student, employee-to-student, or employee to employee, or volunteer-to-student). Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexual-based threats or abuse, and intimate partner violence.

The Title IX Coordinator is designated to resolve all sexual misconduct grievances. Student grievance under Title IX should be presented to the Title IX Coordinator, the director of Risk Management, who will either resolve the grievance or present it to the designated committee



for resolution.

TRANSPORTATION SERVICES

Park Lane, 236.2716, *southern.edu/transportation*

Students needing local transportation to medical appointments or Social Security office can place a request online at southern.edu/transportation within 48 hours of the appointment. Services are offered Monday through Thursday, from 7:30 a.m. to 5 p.m. and Friday from 7:30 a.m. to 12 p.m.

Transportation is available to and from campus to Chattanooga airport, Groome Transportation, Mega Bus, and Greyhound on specific dates before and after breaks. Check the website for dates and times. These services are free of charge to currently enrolled students.

UNIVERSITY HEALTH CENTER

4687 University Drive, 236.2713, *southern.edu/university*

The University Health Center (UHC) is under the supervision of a physician. A nurse practitioner/physicians assistant works regular office hours, and the physician will see students at the UHC at pre-arranged times. Registered nurses also work regular office hours.

The UHC provides medical services for primary and acute/sub-acute conditions, illnesses, and injuries rather than comprehensive medical care for major problems. Chronic health conditions may be managed by the students primary care physician, and the UHC will work closely with the primary care physician while the student is at Southern. The UHC is available to make referrals to area health care providers. The UHC is open to all current students of Southern and dependents, ages 10 and above, if they are covered by the university by the university student health insurance.

For after-hours care (evenings, nights, and weekends)

Emergencies - For any perceived life- or limb-threatening emergency, on or off-campus, emergency services should be activated by calling 911. Emergency care should NEVER be delayed due to being unable to reach the UHC or the on-call nurse. Area hospitals have emergency room services available 24 hours a day, 7 days a week.

Medical Charges: All charges incurred at the UHC are applied to the student's account. The UHC will submit claims for those with Southern's student insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should plan to file their own insurance. A walk-out statement summarizing fees for services provided is available by request.

Medical information is strictly confidential and may be released only with the written permission of the student. The medical record is not accessible to anyone other than the professional staff of the UHC.

The UHC retains medical records for 10 years after a student's last attendance at the university. Immunization records are kept indefinitely. To request copies of medical and/or immunization records, please submit a Medical Release Authorization form. This can be obtained at southern.edu/administration/university-health-center/forms. Submit form to UHC@southern.edu

WORSHIP OPPORTUNITIES

Although not required of graduate students they are welcome to attend any of these services. Information on Evensong, Vespers and Convocation may be obtained from the university calendar, the Campus Chatter in the Accent, or on *The Weekender*.

EVENSONG

Evensong is a worship service held each Sabbath in the Collegedale Church, beginning about 20 minutes before sundown.

VESPERS

Each Friday evening while school is in session, a Vespers program is organized from the Chaplain's Office and Campus Ministries. The program is usually held in the Collegedale Church but may convene at different locations throughout the year. Vespers is a special time when the university family gathers to sing, share, pray, and worship. The vespers service, while offering a variety of programs, remains a consistently anticipated spiritual event on campus. The Vespers programs are streamed online every Friday. Visit southern.edu/streaming.

WRITING CENTER

**McKee Library, Main Floor, 236.2014,
southern.edu/writingcenter**

The Writing Center offers free individualized tutorial sessions for graduate students. Each session with a writing tutor lasts 30-60 minutes. Writing Center tutors work with students on: brainstorming at the start of an assignment, organization of a paper, developing and sustaining an argument, incorporating and citing sources accurately, improving the flow of the paper, and final editing of the paper. To schedule a session, visit the online scheduler at southern.mywconline.com.

POLICIES AND PROCEDURES



ACADEMIC POLICIES

Students should familiarize themselves with their particular programs of study as outlined in the *Graduate Catalog*.

ALCOHOL, TOBACCO AND ILLICIT DRUG USE

See the *Alcohol, Tobacco and Illicit Drug Use* heading in the Code of Conduct section.

ASSAULT

Assault of any kind is not tolerated. Students involved in assaulting behaviors and actions are subject to disciplinary actions and legal proceedings if charges are filed. See *Sexual Assault and Harassment* in the Code of Conduct section for more information.

ATHLETICS

southern.edu/intramurals

Southern provides organized sports activities through the intramural program administered by the School of Physical Education, Health, and Wellness. The program is committed to excellence and offers activities that foster a positive, safe, and active social and moral environment. The goal of the intramural recreation program is to provide a wide variety of positive experiences for as many students as possible.

Participation in intramurals is open to:

1. Undergraduate students (enrolled on campus for more than 6 credit hours) and spouses

2. Graduate students (enrolled on campus for more than 3 credit hours) and spouses
3. Full-time employees of Southern and spouses
4. Full-time employees of the Collegedale Church and spouses

In order to protect the physical well-being of students and the liability of the university, Southern prohibits participation in sports with excessive physical contact, such as tackle football.

Southern does not sponsor or participate in athletic competition with other educational institutions or churches.

AUTOMOBILES AND MOTORCYCLES

southern.edu/campussafety

All students who bring a motorized vehicle onto campus must register the vehicle through Campus Safety. Vehicle registrations are good for one semester; students must re-register their vehicles each semester or summer session that they are in attendance.

Students are to place the registration decal for their vehicles in the lower left corner of the windshields. These decals give students permission to park in lots that match the color of the decal assigned to the vehicles. Failure to register a vehicle or to park in an assigned parking lot will result in a parking fine. Repeat offenders of these policies can expect their vehicles to be booted. Campus Safety is responsible for parking enforcement.

Visitor parking is found in the northwest lot in front of Wright Hall.

BICYCLES

Bicycles should be ridden in a safe and courteous manner at all times. Helmets should be worn at all times. Trick riding, towing, riding with a passenger, riding on stairs, in buildings or any other deemed unsafe activity to rider or pedestrian is prohibited. Bicycles should be parked and locked in appropriate bicycle parking racks and not attached to handrails, light poles, sign posts, or parked in locations that will limit or delay pedestrian traffic or emergency exit from a building or area.

It is strongly recommended that bicycles be registered with the university through one of the residence halls. Campus Safety is responsible for monitoring and enforcing bicycle safety. Abandoned or confiscated bicycles that are not claimed after 90 days are disposed according to statutes in state law.

BUILDING ACCESS

Buildings are locked and unlocked according to university set schedules. Students and visitors are to immediately leave a building at closing time. A current university faculty or staff member must accompany a student in a locked building.



BULLETIN BOARDS

Bulletin board material must be approved and stamped by Student Development prior to posting. Inappropriate bulletin board material will be removed by Student Development personnel.

CLASS VISITATION

Classes at Southern are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells. Hence, visitors may not enter such gatherings unless they are official guests with legitimate business in a classroom or have the permission of the instructor. Visitors who attend classes may not engage in the discussions unless invited to do so.

CLASSROOM CONDUCT

Professors and the institution reserve the right to remove students from classes if their behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom. Professors conducting extension classes from other institutions on the Southern campus share the rights spelled out by this policy.

CLERY ACT southern.edu/administration/campus-safety/clery

Southern complies with the federal Clery Act requirements for reporting and maintaining public record of reported crimes. A daily crime log, monthly statistics, an Annual Security Report, and other required safety information are available upon request at Campus Safety.

COMMUNICABLE DISEASE POLICY

The university is committed to acting with Christian compassion toward anyone with a communicable disease. Southern is also committed to protecting the members of its community from exposure to communi-

cable diseases. The university's position is that practicing universal contamination precautions, avoiding intravenous drug use, abstaining from sexual relations outside of marriage are the most effective ways to avoid exposure to communicable diseases. A plan with detailed procedures to accomplish these goals has been officially established and is published in the university's *Policy and Procedures Manual* and is also on file in the office of the vice president for Student Development.

CRIME ON CAMPUS

Campus Safety, 236.2100, southern.edu/campusafety

Campus Safety is available for assistance and service 24 hours a day, seven days a week.

Emergencies and life-threatening situations should be reported to 911 immediately. Crimes, criminal-type activities, and life-safety problems should be reported to Campus Safety. The United States Department of Education and the State of Tennessee, Tennessee Bureau of Investigation, require colleges and universities to process crime statistics on the following: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor violations, drugs, weapons, arson, larceny, domestic violence, dating violence, stalking, and hate crimes. Crime statistics or additional information regarding safety is available at Campus Safety during regular business hours or on Campus Safety's website.

CROSSWALKS

Pedestrians crossing the streets on campus should use the designated crosswalks and signaling devices. Tennessee law requires drivers to yield the right-of-way to pedestrians in crosswalks. However, no pedestrian should suddenly leave a curb or another place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. If the pedestrian does not allow reasonable time and distance for the driver to stop, the driver has the right-of-way.

CURFEW

Residence halls close at 11 p.m. Sunday-Friday, and at 12:45 a.m. on Saturday. Campus curfew is midnight. The campus is closed between midnight and 5 a.m. During this time, the walking/running track and the tennis courts may be used for their intended purpose with the provision that a valid university Campus Card be shown if requested by the Campus Safety officer on duty. Loitering on campus after buildings close is prohibited. The Student Park closes at sundown unless prior arrangements have been made through the Student Development office. Ropes courses and Biology Trails are closed at sundown.

DISABILITY SUPPORT SERVICES (DSS)
Lynn Wood Hall, Suite 137, 236.2574,
southern.edu/disabilitysupport

Students with disabilities should contact Disability Support Services (DSS) when they decide to attend Southern. They should arrange an appointment for a confidential discussion of their situation, whether or not they intend to request accommodations. Students who request accommodations after the third week of the semester might not complete the process in time to receive accommodations for that semester. No retroactive accommodations can be provided.

Southern is in compliance with Section 504 of the Rehabilitation Act (1973) and is dedicated to the elimination of architectural and prejudicial barriers that prevent any qualified person from attending. Toward that end, Southern has established DSS to assist in advocating for reasonable accommodations that help ensure equal access to course content and evaluation. However, the university cannot assume responsibility for providing accommodations or special services to students who have not voluntarily (and confidentially) identified themselves as having a qualifying disability or to those who have not provided DSS with appropriate documentation of their disabilities.

DISTRIBUTION OF INFORMATION

Anyone who desires to distribute information via pamphlets or papers on the campus of Southern must receive permission from the Administrative Council through Student Development.

DRESS CODE

As a Christian educational institution, Southern has established a dress code emphasizing modesty, cleanliness, neatness, and professional appropriateness. Students are to meet the following requirements:

Men

1. Modest pants worn at the waist with shirts or sweaters
2. Sabbath services (Vespers, Sabbath School, church): suits or collared dress shirts and tie or turtleneck sweaters
3. Beards and mustaches clean and well groomed
4. Modest recreational apparel

Women

1. Modest dresses, skirts, or pants with shirts or sweaters
2. Sabbath services (Vespers, Sabbath School, church): modest skirts, dresses, or dress pants with shirts or sweaters
3. Makeup should be natural in appearance
4. Modest recreational apparel, including one-piece swimsuits

Men and Women

1. Shorts are not to be worn in classroom buildings or during Convocation programs.
2. Shoes and shirts are required in all non-recreational public places
3. Hair is to be clean, neat, and without radical styles

Specifically prohibited in public are:

1. Sloppiness, tank tops, pajamas/lounge wear, and clothing that is torn, frayed, or with printing that contradicts university standards
2. Tight fitting and revealing styles, sheer fabrics, low-cut tops, bare midriffs or shoulders, exposed camisoles, miniskirts with or without leggings, and skirts with deep slits
3. Jewelry: bracelets, necklaces, chains, medallions, earrings, and rings. Medical alert chains and bracelets are allowed. Married students may wear wedding bands. Students who wear jewelry may be fined

When working out in the Hulsey Wellness Center, modesty of dress should always be considered. Tops with sleeves and closed toed shoes must be worn on the fitness floor and walking track. No denim is allowed on the fitness floor.

Students not compliant with the dress code may be fined and subject to further discipline. Guests at Southern are encouraged to comply with the dress code.

EMOTIONAL SUPPORT ANIMALS (ESA) - STUDENT HOUSING

Southern Adventist University is committed to creating and sustaining a successful community of inclusive excellence as it prepares students to live, learn, and work among people who experience the world in fundamentally different ways. As such, Southern is committed to allowing Assistance Animals, also known as Emotional Support Animals (ESAs),





on its campus to provide individuals with disabilities an equal opportunity to use and enjoy university housing. Although it is the policy of Southern that pets, except for fish, are prohibited in university housing, Southern will consider a request for reasonable accommodation from this prohibition by an individual with a disability. However, no ESA may be kept in university housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.

Students who request an ESA must register with Disability Support Services (DSS) prior to bringing their animal to campus. Therefore, Southern requests that students submit their request for an ESA by March 15, June 15, or October 15 of the preceding semester or summer session so that it can best accommodate and provide a smooth transition for the students and their companion animal. After the ESA Information and Agreement form has been filled out and pertinent documents have been submitted, DSS will make a determination about accommodations. Approved students will then have to meet with both the University Housing office and residence hall staff to discuss residence hall policies regarding ESAs.

The university will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the DSS.

ENTERTAINMENT

Southern expects students to choose entertainment with discretion and to choose content that is spiritually and morally uplifting, focusing on that which is noble, right, pure, lovely, and admirable.

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

Southern is committed to following all the requirements of FERPA. For specific information, contact Records and Advisement or see the *Student Records* heading in the *Graduate Catalog*.

FIRE ALARM

When a fire alarm sounds, everyone in the building must exit and go to the assembly area designated on each building's evacuation signs. Make sure you stay outside the collapse zone of the building. Collapse zone is 1 ½ times the height of the building. The porch is NOT outside of the collapse zone. If the alarms or emergency personnel give other instructions, follow those instructions.

FIRE DRILL

Fire drills are required for all buildings each semester. When an alarm sounds, occupants are to follow the announced procedure promptly. There is a \$200 fine for not evacuating the building.

FIRE EQUIPMENT

Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject the offender to a \$200 fine and discipline. Anyone covering, tampering with, or removing a fire-system device is subject to a fine of \$200 and is responsible for damages. Tampering with fire equipment or violating fire regulations can result in civil and/or criminal charges and arrest.

FIRE HAZARDS

Candles, candle warmers, torchiere lamps, spider lamps, hot plates, toaster ovens, toasters, incense, open-flame lamps, or any other item that could cause a fire or smoke-related incident are prohibited inside buildings. Use of these items may result in a fine of up to \$200, in addition to charges covering damages caused by smoke or fire. All lamps must be UL (or similarly) listed. Power strips must be grounded (three-pronged plug), have a built-in circuit breaker, be UL approved, and be undamaged. It is recommended that power strips also have built-in surge suppression.

FIREARMS AND OTHER WEAPONS

All city, state, and federal laws and regulations governing firearms and weapons apply on university property. Firearms and guns (including but not limited to bullet, pellet, BB, and paint ball), bows and arrows, blowpipes, knives (or any edged weapon over four inches from bezel to tip), nun chucks, throwing stars, brass knuckles, and any other type of weapon prohibited by law are not allowed on campus. Violators are subject to fines, disciplinary actions, and arrest on local, state, and/or federal charges.

FIREWORKS AND EXPLOSIVE MATERIALS

Fireworks, explosives, or any mixture of chemicals or substances that can cause fire, smoke, or explosions are prohibited. Violators are subject to fines, discipline, damage costs as a result of smoke, fire or explosions, and arrest on local, state, and/or federal charges.

FUNDRAISING

Soliciting an amount exceeding \$500 requires approval by the Fundraising Committee. For further information, contact the director of Student Life and Activities. Approval must be received before any fundraising activities begin. Only organizations with current approval status may request permission to raise funds.

GRADUATION DECORUM POLICY

Southern's commencement ceremony is a formal event that exhibits the pride we have in the accomplishment of our graduates. As such, professional decorum is expected from those who attend or participate. Behavior that is loud, disruptive, or otherwise incongruous with that expectation may result in fines or other repercussions. Southern is within its rights to withhold diplomas and transcripts from students who have not paid their bill in full, including fees associated with improper graduation behavior. We encourage all in attendance to join us in enthusiastically celebrating individual academic accomplishments without diminishing this milestone moment for the group as a whole.

HORSES

Due to the damage it causes to the landscape, horseback riding is not allowed on campus, including the Biology Trails.

HOUSING

Currently enrolled single graduate students up to the age of 30 may live in older Single Student Housing where students are placed 2 or 3 per apartment. Older single students are placed 2 or 3 per apartment. For more information email housing@southern.edu or call 423.236.2222. Married or older graduate students will need Financial Administration. For this information, call 423.236.2816.

HULSEY WELLNESS CENTER

Graduate students may join the Hulsey Wellness Center for \$10 per month or \$100 per year. Payments should be made at the Hulsey Wellness Center front desk.

IMMUNIZATION REQUIREMENTS

- **PPD (TB) Skin Test**—Must be done within 6 months from the start of school. If positive, must attach a copy of a chest X-ray done within the last 5 years or IGRA lab test results.
- **Two MMRs** (Measles, Mumps, and Rubella)—After 12 months of age for students born after 1956 or attach lab copies of titers showing immunity for all three diseases
- **Hepatitis B** (Series of 3)—Students choose either to be vaccinated or sign a waiver.
- **Meningococcal Meningitis**—Students must choose either to be vaccinated or sign a waiver.

- **Two Varicella** (chickenpox)—For students born after 1980 or attach history of illness diagnosed by a health care provider or documentation of blood test showing immunity to Varicella.

Proof of vaccinations must be provided by submitting a copy of an official immunization record or a form by a medical provider verifying the immunization dates along with the physician's signature.

INTELLECTUAL PROPERTY POLICY

Southern Adventist University recognizes that research and creative activities are integral functions of a university. The University encourages such activities by the faculty, staff, and students, and recognizes its responsibility to see that creative and scholarly works are administered for the best interest of all parties concerned, including the public.

Southern affirms that the creator of intellectual property should have maximum freedom with respect to the creation consistent with obligations to Southern and other legal entities as established by the Faculty Affairs Committee. All intellectual property produced at Southern by faculty, staff, or students is covered by this policy. Intellectual property shall consist of, for example and without limitation: inventions, creative works, patentable subject matter, teaching resources, copyrightable materials, audiovisual materials, photographs, software, trade secrets and trademarks. No intellectual property is specifically excluded.

WAIVER OF UNIVERSITY RIGHTS

1. **Time for Review:** Before the creation of any work of intellectual property using substantial University resources, the creator(s) shall notify the office of the vice president of Academic Administration. Inventors and authors shall receive the written decision of the University's intention to pursue or release rights of ownership within 45 days of the date of the formal submission to the office of the vice president of Academic Administration.
2. **Release of Invention to Inventor(s):** The University may determine that an invention will not be patented and will not be licensed or otherwise commercialized by the University. In those cases, the vice president for Academic Administration will cause ownership rights to be waived by the University.
3. **Use of Revenue:** Funds received by the University from the sale of intellectual property owned by the University shall be allocated and expended as determined solely by the University.

UNIVERSITY OWNERSHIP

When intellectual property, such as works, inventions, developments, or discoveries, is created with substantial use of University facilities, whether provided by external support or not, the University will originally retain the rights to the property, provided that it desires to commercially develop the property or to make it available to the public. If, however, the University

elects not to commercially develop said property or fails to show diligence in such development, the ownership rights to that property may be acquired by the creator.

If the creator develops an intellectual property with substantial use of University facilities, she or he must make full and fair disclosure to the University of all such sources of compensation relating to that intellectual property.

LIBRARY

236.2788, *southern.edu/library*

McKee Library policies are available both in the library and online. Consideration is expected for the library facility, resources, other patrons, and library staff.

LOCKDOWN

If there is an imminent threat to student or employee safety, the university may lock down the campus or portions of it. If a lockdown is announced, get into or stay in a lockable room. Stay away from windows and doors. Once the door is locked, do not open it for anyone. Wait for the all clear from emergency personnel or the alarm system. If you are outside in the open during a lockdown, move away from the area. If you are able to leave campus, this is advised.

LOST AND FOUND

236.2100, *southern.edu/campussafety*

Campus Safety maintains a lost-and-found system for cataloging, storing, and disposing of items found on campus.



MEDICAL EMERGENCIES ON CAMPUS

236.2100 or 911

Southern Adventist University has an open medical services system, meaning any person can activate the emergency medical system by calling 911 or Campus Safety.

Situations that would definitely call for emergency medical services (EMS) would include:

1. Any life threatening situation
2. Loss of consciousness
3. Difficulty breathing
4. Chest pain
5. Uncontrolled bleeding
6. Seizures
7. Detached body parts
8. Severe/uncontrollable pain
9. Visible deformity

Because every situation is different and dynamic, each situation calls for decision making that is beyond the scope of this policy. If in doubt, call.

Calling 911 or having an ambulance on scene does not mean the patient must be transported by ambulance. A conscious, coherent, competent adult can refuse service and assume responsibility for their medical outcome.

MEDICAL LEAVE OF ABSENCE/WITHDRAWAL

Students may experience life circumstances or physical or mental health conditions that compromise their health, safety, or academic success or those of other students at Southern. In such circumstances, students may need to leave the university and their studies and resume the pursuit of their academic and co-curricular goals later. The withdrawal process may be initiated by the student, the student's representative, or the university. A completed Academic Petition Form with appropriate supporting information should be submitted to the Records and Advisement office.

The Records and Advisement office processes Medical Withdrawal requests upon receipt of the appropriate supporting information. The time frame for requests is within 30 days of the last day of attendance, but in no case later than two weeks prior to test week. A 'W' is recorded for all classes dropped.

Students are encouraged to speak with a Student Finance counselor prior to withdrawal to determine how a withdrawal will impact current and future charges, financial aid and scholarships, and Satisfactory Academic Progress. Refunds for withdrawals are calculated according to the standard refund policy. The full Medical Withdrawal policy is available at southern.edu/administration/student-development/.

MOVIES/VIDEOS/DVDS

The Film Subcommittee must approve in advance any feature-length films to be shown on campus or during any university-related function. Current copyright laws prohibit universities and suborganizations from publicly showing movies that are intended for private use. Requests for the showing of films should be directed to the chair of the Film Subcommittee.

Academic schools/departments and residence halls may approve films for specific non-academic use. In such cases, the chair/dean plus one or more additional departmental faculty must participate in the approval process. Prior to the approval process, the schools/department must contact the chair of the Film Subcommittee, who will provide film approval guidance.

MUSIC STANDARDS

Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God. To assist with this responsibility, a screening committee is appointed by the University Senate each year to screen student programs before they are presented. Student groups must contact the chair of the Screening Committee three weeks before their scheduled performance, so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.

NONDISCRIMINATION

In compliance with all applicable federal and state regulations, the university does not discriminate on the basis of race, color, gender, ethnic or national origin, disability, or age.

PARKING

See the *Automobiles and Motorcycles* heading in this section.

PERSONAL IDENTIFICATION

Students are to present proper identification when requested to do so by administrators, faculty, and staff.

PROTECTION OF PERSONAL PROPERTY

Students should lock their rooms, apartments, vehicles, and bicycles. They should also store and lock personal items in an appropriate place. Keep a list of all valuable property, including serial numbers.

Missing items should be reported to Campus Safety, with a description and serial number if applicable. Southern is not responsible for damaged, stolen, or missing personal property.

Southern encourages students to purchase insurance that will cover loss or damage of their items. See a residence hall dean for more information.



PUBLIC DISPLAY OF AFFECTION

Students are expected to conduct themselves with discretion and in a public manner that is consistent with Christian decorum.

QUESTIONNAIRES, SURVEYS, AND RESEARCH

Proposed student research must undergo a review process prior to research activity. This includes questionnaires or surveys by student organizations as well as research for class assignments. Further information and the required approval forms may be obtained from the vice president for Academic Administration or vice president for Student Development.

RECORDING

The use of electronic devices as a tool for learning is highly encouraged as long as permission has been granted by those being recorded prior to recording. If the content is to be broadcast or published, documented consent must be secured from the instructor.

RECREATIONAL VEHICLES (RV'S)

Recreational Vehicles (RV) and tent camping are not permitted on university property. The university does not have facilities or parking areas for RV or tent camping.

REGISTRATION

Students register for classes online at *southern.edu/register*. Help with academic questions is available by calling 236.2899, for technical support, call 309.2471. Students must register for courses no later than the second week of Fall/Winter semesters and three days into Summer sessions.

ROOFS

Any individual who is on the roof of a university building without authorization will be fined \$200. This constitutes trespassing and can also result in civil charges. Contact Campus Safety for authorization for classes and special projects.

SABBATH OBSERVANCE

The Sabbath is God's time for people to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate this, the university gives primary attention to worship, rest, Christian fellowship, and service from Friday sundown until Saturday sundown. During these hours students are expected to refrain from secular activities, including secular entertainment, secular music, shopping, sports, school studies, work, and other similar activities.

SELLING

Sales people and buyers are not allowed to solicit on Southern's general campus, including the Student Center. Exceptions to this policy for the residence halls must be approved by the Dean of Students in consultation with the vice president for Student Development.

SEVERE WEATHER

If the outdoor tornado siren or indoor warning systems sound, seek shelter immediately—severe weather is imminent. Follow the instructions of the announcement or emergency personnel. Familiarize yourself with shelter locations in the buildings you use.

SEXUAL ASSAULT AND/OR HARASSMENT

Southern students, faculty, and staff will not engage in or tolerate sexual harassment, which is defined as, "unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct for a sexual nature." Any sexual behavior which creates an intimidating, hostile, or offensive working or school environment is a violation of Christian standards as well as applicable state and federal regulations and should be reported to the appropriate supervisor or residence hall dean, or the Title IX Coordinator in the Risk Management office. Any student, faculty member, or staff member who is guilty of such activity will be subjected to discipline, including dismissal and criminal prosecution.

SEXUAL CONDUCT

Southern welcomes all students into a safe and supportive environment in which to discuss and learn about a variety of issues, including those of human sexuality. The university affirms the Biblical understanding of sexuality as a gift from God. Southern promotes purity in singleness and fidelity in marriage, which it believes was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in living companionship. Departures from this norm include both heterosexual sex outside of marriage and homosexual behavior.

Southern prescribes Biblical standards of personal conduct. The university does not condone non-marital heterosexual conduct or homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would be contrary to the Seventh-day Adventist beliefs or the faith mission of the university.

The university encourages students struggling with these issues to avail themselves of opportunities for serious, confidential discussion and support through Counseling Services, 236.2782, or the Chaplain's Office, 236.2787.

SEXUAL HARASSMENT, SEXUAL OFFENSES, AND RETALIATION POLICY

Southern firmly believes that its students and employees have a right, in its workplace and educational programs and activities, to be free from gender-based harassment, sexual discrimination, and misconduct. Students will be held accountable for policy violations that take place between the time they first arrive on campus to begin their Southern program and their graduation, or the university's confirmation of their resignation or expulsion. Conduct that may be subject to the university disciplinary process includes, incidents that take place on or near Southern's property, in connection with a Southern-related event, or off-campus. Also included, are incidents that may represent a threat to the safety of Southern's community, its members, the pursuit of its objectives, and/or the educational environment of others. Southern also prohibits retaliation against any person who brings a good faith complaint under this policy or is involved in the complaint process. Conduct that violates this written policy may also violate state or federal law. Students or employees who violate this policy will be disciplined, which may include dismissal from Southern or termination from employment.

Southern students and employees will not engage in or tolerate sexual discrimination, harassment, misconduct, sexual violence or retaliation. Conduct prohibited by this policy does not generally include simple teasing, off-hand comments, or isolated incidents that are not serious. Rather, conduct that rises to the level prohibited by this policy includes, unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent, pervasive, or that unreasonably interferes with someone's ability to do their job or to participate in or benefit from Southern's educational programs and activities.

Conduct that violates this policy may result from actions that threaten a student or an employee in any Southern-related setting, whether it is conduct between students, between employees, between employees and students, or between students or employees and anyone properly conducting business on campus.

In summary, any sexual behavior that creates an intimidating, hostile, or offensive working or school environment is a violation of Christian standards as well as applicable state and federal laws and should be reported to the appropriate supervisor, Dean of Students, or Title IX Coordinator. Southern complies with all Clery Act regulations. Any student or employee engaging in any activity prohibited by this policy is subject to discipline, up to and including, but not limited to, dismissal from Southern and criminal prosecution.

Students should refer to the online version of the Sexual Misconduct Policy for a description of the steps that will follow any complaint under this policy. Southern offers support for any student subject to any type of sexual offenses and to any violation of this policy.

SKATEBOARDING AND SKATING

Roller skating, inline skating, skate boarding, and longboarding have a risk of injury or damage. Consequently, the rider performs this activity at his or her own risk. The university assumes no liability or responsibility for injuries received while riding on university property. Administrative sanctions and/or disciplinary action may be taken toward a person who violates or disregards this policy.

Riders are to abide by the following:

1. Wearing a helmet is required. Wrist guards, elbow pads, and knee pads are recommended
2. Provide right of way to pedestrians
3. Stop at all pedestrian roadways crossings, check for cross traffic, and proceed with crossing only when it is safe to do so
4. No riding on roads, driveways, parking lots, the running/walking track, or in areas where vehicles are normally driven and operated
5. No riding inside buildings
6. No riding, jumping, or sliding on stairs, railings, curb edges, benches, walls, or trick riding
7. No hanging onto or being pulled by any moving motorized or pedaled vehicle

TITLE IX

See the *Title IX* heading in the Services section.

TUITION REFUND

A student who withdraws from school during the semester will receive a tuition and fees refund. This is based on the date in which the completed withdrawal form, with all returned signatures, is filed with Records and Advisement. See the *Graduate Catalog* for percentage details.

UNIVERSITY HEALTH CENTER/CHARGES
southern.edu/universityhealth

Charges incurred at the University Health Center (UHC) are applied to the student account. The UHC will submit claims for those with Southern's student insurance. The insurance reimbursement is posted on the student's account when it is received. The UHC is unable to process claims for students with private insurance, so students should file their own insurance. A walk-out statement summarizing the fees for services provided is available by request.

USER ACCOUNT/EMAIL

See the *Email/User Account* heading in the Services section.

VEHICLE SALES

Only university-owned vehicles are permitted to be left on campus, this includes Fleming Plaza, for the purpose of advertising for sale.

WEAPONS

See the *Firearms and Other Weapons* heading in this section.

CODE OF CONDUCT

Southern Adventist University is a community committed to following Christ. Consistent with the mission of the University, we aim to create integrated, biblically-centered learning experiences that promote whole-person development of all students.

Community is best created on an Adventist campus when all members are committed to Jesus's command to "Love your neighbor as yourself." Stated another way, community occurs as a result of other-centered practices, strengthened when members:

- live with integrity,
- live in reconciled relationships,
- accept responsibility for their actions and words,
- submit to biblical instruction, and
- walk by the Holy Spirit.

An expectation that results from such community building is that the members of this community abide by community rules that make reaching our goals possible. All students are expected to abide by these community rules both on campus and off. As women and men of Southern, we desire to be people who pursue growth in our personal, relational and spiritual lives. Our desire is to support your growth and development by coming alongside you and offering care, resources, and, when necessary, accountability, in order to help you grow.

ACADEMIC AND DISCIPLINE GRIEVANCE PROCEDURES

The student, who believes that he or she has been unfairly treated or disciplined, may enter into an academic grievance process. The student shall first discuss the grievance with the instructor, within two weeks of the grievance, in an informal conference. If the student believes that

the solution is not appropriate, the student may submit the grievance, in writing, to the Dean of the School or Department Chair within four weeks of the informal conference. If the student believes that the resolution facilitated by the Dean is not appropriate, the student can appeal to the Vice Present of Academics within six weeks of the informal conference. The Vice President of Academics will convene a Grievance Committee, chaired by the Vice President of Academics or designee and including three other faculty members and two students selected by the counsel. Both the student and the professor involved in the case are entitled to appear before the committee or to present a written statement of the case. The decision of the committee shall be presented in writing to the individuals involved within three days of the committee meeting unless both parties agree upon a later time. The decision of the committee is binding and will be implemented by the professor involved or the Dean of Graduate Studies.

ALCOHOL, TOBACCO AND ILLICIT DRUG USE

Southern strives to maintain a safe and healthful environment for its students and employees. One way the university does this is by enforcing a drug-free lifestyle for employees and students. Therefore, manufacturing, distributing, possessing, and/or using tobacco, vapor or e-cigarettes, alcohol, and illicit drugs is strictly prohibited. This restriction includes the serving of alcohol, a fact which should be taken into consideration when seeking employment.

Though tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. It is Southern's policy to remain a safe and healthful environment. Possession, use, or distribution of tobacco products by Southern students is strictly prohibited. Violation is grounds for disciplinary action up to and including dismissal.

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's direction.

Any student who is found to have drunk alcoholic beverages or is in possession of alcoholic beverages will be required to submit to a chemical screening.

The results of a student's failed alcohol or drug test are kept in the student's file in the office of Student Development. Consistent with the regulations of FERPA, disclosure of this information to other school officials, including professor, within the institution occur only if the institution has determined that those entities have a legitimate reason to know. As such, the schools of Nursing, Social Work, Education and Psychology, and Religion have policies that establish them as legitimate need-to-know entities.

Possession, use, or distribution of tobacco products, alcohol, or illicit drugs by Southern students is strictly prohibited. Violations of this policy is grounds for disciplinary action up to and including dismissal.

Further information can be obtained from the *Substance Abuse Policy* booklet available in the Student Development office.

ASSAULT

Students involved in an incident of physical, verbal, or sexual assault are subject to disciplinary actions that are defined in other policies in this handbook (see "Sexual Assault and Harassment" under Services and "Discipline" in this section, Policies and Procedures). Both criminal and legal action may be taken if it is determined that a crime has been committed.

FIREARMS AND OTHER WEAPONS

All city, state, and federal laws and regulations governing firearms and weapons apply on university property. Firearms and guns (including but not limited to bullet, pellet, BB, and paint ball), bows and arrows, blowpipes, knives (or any edged weapon over four inches from bezel to tip), nun chucks, throwing stars, brass knuckles, and any other type of weapon prohibited by law are not allowed on campus. Violators are subject to fines, disciplinary actions, and arrest on local, state, and/or federal charges.

FIRE EQUIPMENT

Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject the offender to a \$200 fine and discipline. Anyone covering, tampering with, or removing a fire-system device is subject to a fine of \$200 and is responsible for damages. Tampering with fire equipment or violating fire regulations can result in civil and/or criminal charges and arrest.

FIREWORKS AND EXPLOSIVE MATERIALS

Fireworks, explosives, or any mixture of chemicals or substances that can cause fire, smoke, or explosions are prohibited. Violators are subject to fines, discipline, damage costs as a result of smoke, fire, or explosions, and arrest on local, state, and/or federal charges.

HAZING AND OTHER IRREGULAR ACTIVITIES

Hazing by organizations or individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass, or injure a fellow student is subject to discipline, including dismissal.

SEXUAL ASSAULT AND/OR HARASSMENT

Southern students, faculty, and staff will not engage in or tolerate sexual harassment, which is defined as "unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct for a sexual nature." Any sexual behavior which creates an intimidating, hostile, or

offensive working or school environment is a violation of Christian standards as well as applicable state and federal regulations and should be reported to the appropriate supervisor or Dean of Students, or the Title IX Coordinator in the Risk Management office. Any student, faculty member, or staff member who is guilty of such activity will be subjected to discipline, including dismissal and criminal prosecution.

Southern offers support for any student subjected to sexual assault or harassment. Assault is a crime and should be reported to one or more of the following immediately:

1. Local law enforcement, 911
2. Campus Safety, 423.236.2100
3. Dean of Students, 423.236.2900
4. Title IX Coordinator, 423.236.2266

If you are a victim of sexual assault:

1. Go to a safe place
2. Report the assault to local law enforcement, Campus Safety, or Dean of Students
3. Do not shower or change clothing, as this may destroy vital evidence
4. Call a close friend who can come to your location and offer you support

The following university and local resources are available:

1. Campus Safety, 236.2100
2. University Health Services, 236.2713
3. Counseling and Testing Services, 236.2782
4. Chaplain's Office, 236.2786
5. Title IX Coordinator, 236.2266
6. Sexual Assault Crisis Center, 755.2700

SEXUAL MISCONDUCT

As a Seventh-day Adventist educational institution, Southern Adventist University is committed to promoting a campus environment where sexual misconduct is not only not tolerated but also where victims of sexual misconduct of all kinds are provided support and avenues of correction. Many activities prohibited by Southern's Sexual Misconduct Policy are unlawful, and all are antithetical to the mission of the university. Therefore, Southern takes reasonable and appropriate remedial action to prevent sexual misconduct; to eliminate any hostile environment, including retaliation; to prevent its recurrence; and to correct its discriminatory effects on the Complainant and any others. Students who violate this policy are subject to discipline, which may include dismissal from Southern, termination from employment, and, if the legal system is involved, criminal prosecution.

Conduct that violates this policy may result from actions that threaten a student or employee in any Southern-related setting, whether it is conduct between students, between employees and students,

or between students and visitors to our campus. Examples of conduct that violate this policy are as follows: harassment in the form of unwelcome sexual advancements, requests for sexual favors, or any verbal or physical entreaties of a sexual nature; public indecency; rape, including spousal and statutory rape; willful exposure to HIV; incest; promotion of the performance of sexual activity, including sexual conduct performed by children and sexting; sexual exploitation of another individual, including children; solicitation; sexual trafficking; and stalking.

Both federal and Tennessee law include sub-categories of these examples. For a fuller discussion of the definitions of these acts, please refer to the Sexual Misconduct policy, which can be accessed at the Student Development and Human Resources pages of Southern's website. Hard copies of this policy are also found in the residence halls, in the office of Student Development, at Campus Safety, and at Human Resources.

Any Southern student, staff member, faculty member, or third party participating in any Southern program or activity who wishes to report a complaint of sexual misconduct against a Southern student may do so at any time. The procedures for reporting a complaint are found in the unabridged version of Southern's Sexual Misconduct policy. The policy also includes the process of investigation and adjudication of alleged misconduct; the rights of complainants and respondents; and a list of sanctions from which Southern's Student Sexual Misconduct Review Panel may choose should a student be found guilty of misconduct.

SEXUAL MORALITY

Southern welcomes all students into a safe and supportive environment in which to discuss and learn about a variety of issues, including those of human sexuality. The university affirms the Biblical understanding of sexuality as a gift from God. Southern promotes purity in singleness and fidelity in marriage, which it believes was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in living companionship. Departures from this norm include both heterosexual sex outside of marriage and homosexual behavior.

Southern prescribes Biblical standards of personal conduct. The university does not condone non-marital heterosexual conduct or homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would be contrary to the Seventh-day Adventist beliefs or the faith mission of the university.

The university encourages students struggling with these issues to avail themselves of opportunities for serious, confidential discussion and support through Counseling Services, 236.2782, or the Chaplain's Office, 236.2787.

STANDARDS OF BEHAVIOR

Students are expected to establish a Christian lifestyle that fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer, Bible study, Christian-service activities, practicing good study habits, selecting a balanced and nutritious diet, scheduling adequate periods of rest, participating in wholesome recreational and leisure-time activities, and relating responsibly and respectfully to other persons. Behaviors that do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco, and illicit drugs; gambling; dancing; improper sexual conduct; and attendance at entertainments that are spiritually or morally destructive. The School of Education/Psychology, Religion, Social Work, and Nursing have policies that establish them as legitimate need-to-know entities. Possession, use, or distribution of tobacco products, alcohol, or illicit drugs by Southern students is strictly prohibited. Violations of this policy is grounds for disciplinary action up to and including dismissal. Further information can be obtained from the *Substance Abuse Policy* booklet available in the Student Development office.

It is inappropriate for students of the opposite gender who are not married to each other to spend the night together. Students who engage in such behavior will be subject to discipline.

THEFT

Protection against theft is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should always take precautions to protect their personal belongings. The act of individuals taking any item they do not own without permission is regarded as theft. Students who are involved in theft are subject to both legal prosecution and campus suspension or dismissal.

WEAPONS

See the *Firearms and Other Weapons* heading in this section.

Campus Websites

ADMINISTRATION

southern.edu/advancement
southern.edu/alumni
southern.edu/give
southern.edu/marketing
southern.edu/president
southern.edu/records
southern.edu/risk

ACADEMICS

southern.edu/archaeology
southern.edu/art
southern.edu/biology
southern.edu/business
southern.edu/chemistry
southern.edu/computing
southern.edu/edpsych
southern.edu/english
southern.edu/fye
southern.edu/graduatestudies
southern.edu/history
southern.edu/journalism
southern.edu/library
southern.edu/math
southern.edu/modernlanguages
southern.edu/music
southern.edu/nursing
southern.edu/online
southern.edu/pe
southern.edu/physics
southern.edu/pta
southern.edu/religion
southern.edu/serve
southern.edu/socialwork
southern.edu/southernscholars
southern.edu/technology
southern.edu/writingcenter

SERVICES

southern.edu/access
southern.edu/activities
southern.edu/audiovisual
southern.edu/blogs
southern.edu/campussafety
southern.edu/campustalk
saucampusshop.com
southern.edu/careers
southern.edu/chaplain
southern.edu/church
southern.edu/counseling
southern.edu/disabilitysupport
southern.edu/enrollment
southern.edu/erc
southern.edu/finances
southern.edu/food
southern.edu/housing
southern.edu/hr
southern.edu/international
southern.edu/intramurals
southern.edu/is
southern.edu/learningsupport
southern.edu/notify
southern.edu/parent
southern.edu/register
southern.edu/studentmissions
southern.edu/successcenter
southern.edu/talge
southern.edu/thatcher
southern.edu/tmc
southern.edu/transportation
southern.edu/universityhealth
southern.edu/streaming
southern.edu/vm
southern.edu/wehaul
southern.edu/wellness
southern.edu/wsmc

STUDENT ASSOCIATION

southern.edu/accnt
southern.edu/sa