This Student Handbook belongs to:

Name: _________________________________________________
Address: _______________________________________________
Phone: ____________________ Email: ___________________

Honor Code
The basis of life at Hollins is honor and trust. The Honor Code, which embodies these ideals, applies to and must be upheld by all members of the Hollins community. Students, in a symbolic commitment to live by the Code, sign an Honor Pledge during their first six weeks at Hollins.

Honor Code Pledge
I pledge to conduct myself in an honorable and trustworthy manner at Hollins University by not lying, stealing, or cheating. I understand that my responsibilities to the Honor System are as follows when an honor offense occurs. I will:

a. report myself to the Honor Court; and/or
b. ask another to report herself or himself for an offense; and/or
c. report the violation to the Honor Court if the student does not do so.

I, _____________________________, place myself under the Honor System of Hollins University. I understand that a plea of ignorance will not excuse me in the matter. I also understand that I am subject to prosecution should I fail to report a violation.

Information contained in the Student Handbook was correct at the time of printing. However, there may be institutional changes or changes in Student Government Association policies or procedures. All changes, and therefore the most updated handbook, will be posted on my.hollins and/or other campus publications.
## Contents

### Who Do I Contact?

<table>
<thead>
<tr>
<th>The Question</th>
<th>The Answer</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic</strong></td>
<td>Professor, Advisor, Michael Gettings, Dean of Academic Services</td>
<td><a href="mailto:mgettings@hollins.edu">mgettings@hollins.edu</a></td>
<td>540-362-6333</td>
</tr>
<tr>
<td><strong>Academic Advising</strong></td>
<td>Advisor, Michael Gettings, Dean of Academic Services</td>
<td><a href="mailto:mgettings@hollins.edu">mgettings@hollins.edu</a></td>
<td>540-362-6333</td>
</tr>
<tr>
<td><strong>Academic Transcripts</strong></td>
<td>Registrar’s</td>
<td>registrar’<a href="mailto:s@hollins.edu">s@hollins.edu</a></td>
<td>540-362-6016</td>
</tr>
<tr>
<td><strong>Admission</strong></td>
<td>Office of Admission</td>
<td><a href="mailto:hualmission@hollins.edu">hualmission@hollins.edu</a></td>
<td>540-362-6211</td>
</tr>
<tr>
<td><strong>Athletics</strong></td>
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<tr>
<td><strong>Athletic Director</strong></td>
<td>Myra Sims</td>
<td><a href="mailto:simssms@hollins.edu">simssms@hollins.edu</a></td>
<td>540-362-6435</td>
</tr>
<tr>
<td><strong>Athletic Trainer</strong></td>
<td>Kaitlyn Costa</td>
<td><a href="mailto:costakm@hollins.edu">costakm@hollins.edu</a></td>
<td>540-362-6205</td>
</tr>
<tr>
<td><strong>Basketball Coach</strong></td>
<td>Jenny Logan, Basketball Coach</td>
<td><a href="mailto:loganj@hollins.edu">loganj@hollins.edu</a></td>
<td>540-632-6329</td>
</tr>
<tr>
<td><strong>Cross Country</strong></td>
<td>Jenny Logan</td>
<td><a href="mailto:jlogan@hollins.edu">jlogan@hollins.edu</a></td>
<td>540-362-6329</td>
</tr>
<tr>
<td><strong>Hollins Outdoor Program (HOP)</strong></td>
<td>Jon Guy Owens, Director</td>
<td><a href="mailto:jowens@hollins.edu">jowens@hollins.edu</a></td>
<td>540-362-6456</td>
</tr>
<tr>
<td><strong>Lacrosse Coach</strong></td>
<td>Kate Keagins</td>
<td><a href="mailto:keaginskm@hollins.edu">keaginskm@hollins.edu</a></td>
<td>540-362-6572</td>
</tr>
<tr>
<td><strong>Riding</strong></td>
<td>TBD, Director and Head Riding Coach</td>
<td><a href="mailto:eroschen@cox.net">eroschen@cox.net</a></td>
<td>540-362-6691</td>
</tr>
<tr>
<td></td>
<td>Elise Roschen, Asst. to Director</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Liz Courter, Associate Director</td>
<td><a href="mailto:ecourter@hollins.edu">ecourter@hollins.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Soccer Coach</strong></td>
<td>Robin Ramirez, Head Soccer Coach and Instructor</td>
<td><a href="mailto:ramirezrl@hollins.edu">ramirezrl@hollins.edu</a></td>
<td>540-362-6476</td>
</tr>
<tr>
<td><strong>Sports Information Director</strong></td>
<td>Richie Waggoner, Sports Information Director</td>
<td><a href="mailto:rwaggoner@hollins.edu">rwaggoner@hollins.edu</a></td>
<td>540-362-6470</td>
</tr>
<tr>
<td><strong>Swimming Coach</strong></td>
<td>Patrick Richardson, Swimming Coach</td>
<td><a href="mailto:richardsonpj@hollins.edu">richardsonpj@hollins.edu</a></td>
<td>540-362-6539</td>
</tr>
<tr>
<td><strong>Tennis Coach</strong></td>
<td>Alex Kosicki, Tennis Coach</td>
<td><a href="mailto:kosickiaz@hollins.edu">kosickiaz@hollins.edu</a></td>
<td>540-362-7436</td>
</tr>
<tr>
<td><strong>Volleyball Coach</strong></td>
<td>Katherine Lawson, Volleyball Coach</td>
<td><a href="mailto:klawson@hollins.edu">klawson@hollins.edu</a></td>
<td>540-362-6424</td>
</tr>
<tr>
<td><strong>Bills/Accounts/Outstanding Balances</strong></td>
<td>Fawn Reed, Accounts Receivable Coordinator</td>
<td><a href="mailto:reedfr@hollins.edu">reedfr@hollins.edu</a></td>
<td>540-362-6471</td>
</tr>
<tr>
<td><strong>Batten Leadership Institute</strong></td>
<td>Abrina Schnurman-Crook, Executive Director</td>
<td><a href="mailto:aschnurmancrook@hollins.edu">aschnurmancrook@hollins.edu</a></td>
<td>540-362-7488</td>
</tr>
<tr>
<td><strong>Book Store/Spirit Shop</strong></td>
<td>Karen Callaway, Retail Supervisor</td>
<td><a href="mailto:kcallaway@hollins.edu">kcallaway@hollins.edu</a></td>
<td>540-362-6661</td>
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<td><a href="http://www.hollinsbookstore.com">www.hollinsbookstore.com</a></td>
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<tr>
<td><strong>Calendar of Events</strong></td>
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<tr>
<td><strong>Career Center</strong></td>
<td>Karen Cardozo, Executive Director of Career Development</td>
<td><a href="mailto:cardozokm@hollins.edu">cardozokm@hollins.edu</a></td>
<td>540-362-6364</td>
</tr>
<tr>
<td></td>
<td>Andrea Martin, Associate Director</td>
<td><a href="mailto:martinan@hollins.edu">martinan@hollins.edu</a></td>
<td>540-362-6680</td>
</tr>
<tr>
<td></td>
<td>Amber Becke, Career Center Coordinator</td>
<td><a href="mailto:beckaeae@hollins.edu">beckaeae@hollins.edu</a></td>
<td>540-362-6364</td>
</tr>
<tr>
<td></td>
<td>Sheyonn Baker, Manager of Events and Promotions</td>
<td><a href="mailto:bakersl@hollins.edu">bakersl@hollins.edu</a></td>
<td>540-362-6938</td>
</tr>
<tr>
<td><strong>Change of Name/Address</strong></td>
<td>Registrar’s Office</td>
<td>registrar’<a href="mailto:s@hollins.edu">s@hollins.edu</a></td>
<td>540-362-6016</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>See handbook</td>
<td>Page 12</td>
<td>Extension 7777 (540-362-6538 off-campus)</td>
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<tr>
<td>Computer Labs</td>
<td>IT Services Help Desk</td>
<td><a href="mailto:Help_desk@hollins.edu">Help_desk@hollins.edu</a></td>
<td>540-362-6444</td>
</tr>
<tr>
<td>Counseling</td>
<td>Rebecca Ewell, Counselor</td>
<td><a href="mailto:rewell@hollins.edu">rewell@hollins.edu</a></td>
<td>540-362-6444</td>
</tr>
<tr>
<td></td>
<td>Emily Painter, Counselor</td>
<td><a href="mailto:painterea@hollins.edu">painterea@hollins.edu</a></td>
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</tr>
<tr>
<td>Class Registration</td>
<td>Registrar’s Office</td>
<td>registrar’<a href="mailto:s@hollins.edu">s@hollins.edu</a></td>
<td>540-362-6016</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>Academic Advisor or Registrar’s</td>
<td>registrar’<a href="mailto:s@hollins.edu">s@hollins.edu</a></td>
<td>540-362-6016</td>
</tr>
<tr>
<td>Drop/Add Course</td>
<td>Registrar’s Office</td>
<td>registrar’<a href="mailto:s@hollins.edu">s@hollins.edu</a></td>
<td>540-362-6016</td>
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<tr>
<td>Email</td>
<td>Help Desk</td>
<td><a href="mailto:help_desk@hollins.edu">help_desk@hollins.edu</a></td>
<td>540-362-7777</td>
</tr>
<tr>
<td>Employment (off-campus)</td>
<td>Karen Cardozo, Executive Director of Career Development</td>
<td><a href="mailto:cardozokm@hollins.edu">cardozokm@hollins.edu</a></td>
<td>540-362-6364</td>
</tr>
<tr>
<td></td>
<td>Andra Martin, Associate Director</td>
<td><a href="mailto:martinan@hollins.edu">martinan@hollins.edu</a></td>
<td>540-362-6680</td>
</tr>
<tr>
<td></td>
<td>Amber Becke, Career Center Coordinator</td>
<td><a href="mailto:beckeeae@hollins.edu">beckeeae@hollins.edu</a></td>
<td>540-362-6364</td>
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<td></td>
<td>Sheyonn Baker, Manager of Events and Promotions</td>
<td><a href="mailto:bakersl@hollins.edu">bakersl@hollins.edu</a></td>
<td>540-362-6938</td>
</tr>
<tr>
<td>Employment (on-campus)</td>
<td>Scholarships &amp; Financial Assistance</td>
<td><a href="mailto:sfa@hollins.edu">sfa@hollins.edu</a></td>
<td>540-362-6332</td>
</tr>
<tr>
<td></td>
<td>Human Resources</td>
<td><a href="mailto:hollinshr@hollins.edu">hollinshr@hollins.edu</a></td>
<td>540-362-6660</td>
</tr>
<tr>
<td>Facility Reservations</td>
<td>Chris Powell, Director, Special Programming</td>
<td><a href="mailto:cpowell@hollins.edu">cpowell@hollins.edu</a></td>
<td>540-362-6225</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Scholarships &amp; Financial Assistance</td>
<td><a href="mailto:sfa@hollins.edu">sfa@hollins.edu</a></td>
<td>540-362-6332</td>
</tr>
<tr>
<td>Food Service (Meriwether Godsey)</td>
<td>Lee McMillan, Director of Dining Services</td>
<td><a href="mailto:lcmillan@hollins.edu">lcmillan@hollins.edu</a></td>
<td>540-362-7450</td>
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<tr>
<td>Fundraising</td>
<td>Institutional Advancement</td>
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<td>Grades</td>
<td>Registrar’s Office</td>
<td>registrar’<a href="mailto:s@hollins.edu">s@hollins.edu</a></td>
<td>540-362-6016</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>Cathy Koon, Manager</td>
<td><a href="mailto:ckoon@hollins.edu">ckoon@hollins.edu</a></td>
<td>540-362-6257</td>
</tr>
<tr>
<td>Guest Housing for students</td>
<td>TBD</td>
<td><a href="mailto:studentaffairs@hollins.edu">studentaffairs@hollins.edu</a></td>
<td>540-362-6588</td>
</tr>
<tr>
<td>Guest Housing Barbee House or Alumni Cottage</td>
<td>Brittany Foutz Wade, Coordinator, Special Programming</td>
<td><a href="mailto:bfoutz2@hollins.edu">bfoutz2@hollins.edu</a></td>
<td>540-362-6021</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>Myra Sims, Athletics Director</td>
<td><a href="mailto:simsms@hollin.edu">simsms@hollin.edu</a></td>
<td>540-362-6435</td>
</tr>
<tr>
<td>Health &amp; Counseling</td>
<td>Phyllis Isaacs, Director</td>
<td><a href="mailto:isaacspi@hollins.edu">isaacspi@hollins.edu</a></td>
<td>540-362-6444</td>
</tr>
<tr>
<td>Honor Code Questions</td>
<td>Melissa Hine, Assistant Dean of Students</td>
<td><a href="mailto:hinemd@hollins.edu">hinemd@hollins.edu</a></td>
<td>540-362-6281</td>
</tr>
<tr>
<td>Horizon Program</td>
<td>Mary Ellen Apgar, Director</td>
<td><a href="mailto:apgarame2@hollins.edu">apgarame2@hollins.edu</a></td>
<td>540-362-6575</td>
</tr>
<tr>
<td>Housing &amp; Residence Life</td>
<td>Melissa Hine, Assistant Dean of Students, Director of housing and Residence Life</td>
<td><a href="mailto:hinemd@hollins.edu">hinemd@hollins.edu</a></td>
<td>540-362-6281</td>
</tr>
<tr>
<td>Inclusivity and Diversity</td>
<td>Idella Glenn, Special Advisor</td>
<td><a href="mailto:glennig@hollins.edu">glennig@hollins.edu</a></td>
<td>540-362-6587</td>
</tr>
<tr>
<td></td>
<td>Jeri Suarez, Associate Dean, Cultural &amp; Community Engagement</td>
<td><a href="mailto:jsuarez@hollins.edu">jsuarez@hollins.edu</a></td>
<td>540-362-6382</td>
</tr>
<tr>
<td>ID Cards</td>
<td>Campus Security</td>
<td><a href="mailto:dispatch@hollins.edu">dispatch@hollins.edu</a></td>
<td>540-362-6501</td>
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<td><strong>International Students</strong></td>
<td>Jeri Suarez, Associate Dean, Cultural &amp; Community Engagement</td>
<td><a href="mailto:jsuarez@hollins.edu">jsuarez@hollins.edu</a></td>
<td>540-362-6382</td>
</tr>
<tr>
<td><strong>Internships</strong></td>
<td>Karen Cardozo, Executive Director of Career Development ÊAndrea Martin, Associate Director Amber Becke, Career Center Coordinator Sheyonn Baker, Manager of Events and Promotions</td>
<td><a href="mailto:cardozokm@hollins.edu">cardozokm@hollins.edu</a></td>
<td>540-362-6364</td>
</tr>
<tr>
<td><strong>Leave of Absence</strong></td>
<td>Michael Gettings, Dean of Academic Services</td>
<td><a href="mailto:mgettings@hollins.edu">mgettings@hollins.edu</a></td>
<td>540-362-6333</td>
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<tr>
<td><strong>Library Information</strong></td>
<td>Luke Vilelle, University Librarian</td>
<td><a href="http://library.hollins.edu">http://library.hollins.edu</a></td>
<td>540-362-6591</td>
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<tr>
<td><strong>Maintenance Request</strong></td>
<td>Physical Plant</td>
<td><a href="mailto:marinod@hollins.edu">marinod@hollins.edu</a></td>
<td>540-362-7459</td>
</tr>
<tr>
<td><strong>Majors – declaring and/or changing</strong></td>
<td>Academic Advisor or Registrar’s Office</td>
<td>registrar’<a href="mailto:s@hollins.edu">s@hollins.edu</a></td>
<td>540-362-6016</td>
</tr>
<tr>
<td><strong>Media Services</strong></td>
<td>Gabe Simpkins, Manager, Media Services</td>
<td><a href="mailto:gsimpkins@hollins.edu">gsimpkins@hollins.edu</a></td>
<td>540-362-6235</td>
</tr>
<tr>
<td><strong>New Student Orientation</strong></td>
<td>Patty O’Toole, Vice President, Student Affairs and Dean of Students Megan Canfield, Director of Student Activities and Orientation</td>
<td><a href="mailto:potoole@hollins.edu">potoole@hollins.edu</a></td>
<td>540-362-6588</td>
</tr>
<tr>
<td><strong>New Student Orientation</strong></td>
<td>Mary Ellen Apgar, Director</td>
<td><a href="mailto:apgar@hollins.edu">apgar@hollins.edu</a></td>
<td>540-362-6609</td>
</tr>
<tr>
<td><strong>Operator</strong></td>
<td></td>
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<td><strong>540-362-6000</strong></td>
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<tr>
<td><strong>Organization Charts</strong></td>
<td>Human Resources</td>
<td>my.hollins.edu</td>
<td>540-362-6501</td>
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<td><strong>Parking</strong></td>
<td>Campus Security</td>
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<td><strong>Phone Directory</strong></td>
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<tr>
<td><strong>Printing, Mailing, and Shipping Services</strong></td>
<td>Liane Cundiff, Site Manager, Printing, Mailing &amp; Shipping Services</td>
<td><a href="mailto:cundiffflm@hollins.edu">cundiffflm@hollins.edu</a></td>
<td>540-362-6420</td>
</tr>
<tr>
<td><strong>Quantitative Reasoning Center</strong></td>
<td>Erin Levering, Director, QR Center</td>
<td><a href="mailto:leveringee@hollins.edu">leveringee@hollins.edu</a></td>
<td>540-362-6540</td>
</tr>
<tr>
<td><strong>Roommate Concerns</strong></td>
<td>RA/Assistant Director</td>
<td>Upper Level Moody</td>
<td>540-362-6085</td>
</tr>
<tr>
<td><strong>Service Learning/Community Service</strong></td>
<td>Jeri Suarez, Associate Dean, Cultural &amp; Community Engagement</td>
<td><a href="mailto:jsuarez@hollins.edu">jsuarez@hollins.edu</a></td>
<td>540-362-6382</td>
</tr>
<tr>
<td><strong>Spiritual and Religious Life</strong></td>
<td>Jenny Call, Chaplain Laura Miller, Secretary, Spiritual and Religious Life</td>
<td><a href="mailto:callj@hollins.edu">callj@hollins.edu</a></td>
<td>540-362-6665</td>
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<tr>
<td></td>
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<td><a href="mailto:lmmiller1@hollins.edu">lmmiller1@hollins.edu</a></td>
<td>540-362-6603</td>
</tr>
<tr>
<td><strong>Student Activities</strong></td>
<td>Megan Canfield, Director, Student Activities and Orientation</td>
<td><a href="mailto:canfieldm@hollins.edu">canfieldm@hollins.edu</a></td>
<td>540-362-6986</td>
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<tr>
<td><strong>Student Government Association (SGA)</strong></td>
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<td><strong><a href="mailto:sga_sec@hollins.edu">sga_sec@hollins.edu</a></strong></td>
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<tr>
<td><strong>Student Health Insurance – International Students</strong></td>
<td>Patty O’Toole Vice President for Student Affairs and Dean of Students</td>
<td><a href="mailto:potoole@hollins.edu">potoole@hollins.edu</a></td>
<td>540-362-6588</td>
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<td><a href="mailto:hollins.university@rcmd.com">hollins.university@rcmd.com</a>.</td>
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<tr>
<td>Department</td>
<td>Contact Person 1</td>
<td>Contact Person 2</td>
<td>Phone Number</td>
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<td>Student Conduct Process</td>
<td>Melissa Hine, Assistant Dean of Students</td>
<td><a href="mailto:hinemd@hollins.edu">hinemd@hollins.edu</a></td>
<td>540-362-6281</td>
</tr>
<tr>
<td>Student Organizations/Clubs</td>
<td>Megan Canfield, Director, Student Activities and Orientation</td>
<td><a href="mailto:canfieldm@hollins.edu">canfieldm@hollins.edu</a></td>
<td>540-362-6986</td>
</tr>
<tr>
<td>Study Abroad (International Programs)</td>
<td>Jeanette Barbieri, Director</td>
<td><a href="mailto:jbarbieri@hollins.edu">jbarbieri@hollins.edu</a></td>
<td>540-362-6214</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Alicia Godzwa</td>
<td><a href="mailto:agodzwa@hollins.edu">agodzwa@hollins.edu</a></td>
<td>540-362-6070</td>
</tr>
<tr>
<td>Transfer of Credit</td>
<td>Patricia Brokken, University Registrar Michael Gettings, Dean of Academic Services</td>
<td><a href="mailto:brokkenpe@hollins.edu">brokkenpe@hollins.edu</a></td>
<td>540-362-6016</td>
</tr>
<tr>
<td>Theatre</td>
<td>Ernie Zulia, Director Anna Goodwin, Theatre Department Assistant</td>
<td><a href="mailto:ezulia@hollins.edu">ezulia@hollins.edu</a></td>
<td>540-362-6259</td>
</tr>
<tr>
<td>Campus Security</td>
<td><a href="mailto:dispatch@hollins.edu">dispatch@hollins.edu</a></td>
<td></td>
<td>540-362-6419 540-362-6911</td>
</tr>
<tr>
<td>Vice President, Student Affairs and Dean of Students</td>
<td>Patty O'Toole</td>
<td><a href="mailto:potoole@hollins.edu">potoole@hollins.edu</a></td>
<td>540-362-6018</td>
</tr>
<tr>
<td>Weather Info Line</td>
<td></td>
<td></td>
<td>540-362-6400</td>
</tr>
<tr>
<td>Withdrawal from University</td>
<td>Michael Gettings, Dean of Academic Services</td>
<td><a href="mailto:mgettings@hollins.edu">mgettings@hollins.edu</a></td>
<td>540-362-6333</td>
</tr>
<tr>
<td>Writing Center</td>
<td>Brent Stevens, Writing Center Director</td>
<td><a href="mailto:hstevens@hollins.edu">hstevens@hollins.edu</a></td>
<td>540-362-6335 540-362-6387</td>
</tr>
</tbody>
</table>
Important Phone Numbers

ON CAMPUS
Hollins Campus Emergency 540-362-6911
Hollins Campus Security 540-362-6419
Hollins Campus Directory 540-362-6000
Hollins Health & Counseling Center 540-362-6444
Hollins CASA (Sexual Assault Assistance Program on Campus) 540-362-6635
Hollins University Chaplain 540-362-6665

ROANOKE VALLEY
Al-Anon, Roanoke 540-387-5005
Alcoholics Anonymous, Roanoke 540-343-6857
Carilion Roanoke Community Clinic 540-985-8000
Carilion Roanoke Memorial Hospital 540-981-7000
Velocity Care (Carilion Urgent Care) 540-772-8670
Lewis-Gale Hospital 540-776-4000
CONNECT (24-hour crisis and referral line through Carilion Medical Group) 540-981-8181
RESPOND (24-hour crisis and referral line Lewis Gale Hospital) 540-776-1100
Emergency Outreach Services (EOS) 540-981-9351
Sexual Assault Response and Awareness (SARA), Roanoke 540-981-9352
LGBTQ Partner Abuse and Sexual Assault Helpline 1-866-356-6998
Hours: Monday-Friday 8am-8pm
Virginia Family and Sexual Violence Hotline 1-800-838-8238

NATIONAL
Crisis Text Line 741-741
National Eating Disorders Association (NEDA) 1-800-931-2237
Narcotics Anonymous 1-800-777-1515
National Suicide Prevention Lifeline – 24 HR 1-800-273-8255
Trans Lifeline 1-877-565-8860
Trevor Project Lifeline 1-866-488-7386
U.S. Poison Control 1-800-222-1222
General Information
I. General Information

The Hollins Student Handbook includes information about university programs and policies. The provisions of this handbook are effective August 11, 2018, and are not to be regarded as an irrevocable contract between the student and Hollins University. While every attempt has been made to provide correct and updated information, the university reserves the right to change any provisions or requirements at any time within the student’s term of attendance. The most updated version of the Student Handbook can be found on the student life tab on my.hollins. Additionally, the 2018-2019 undergraduate academic catalog is online and students are responsible for that information as well.

Hollins University Mission Statement

Hollins is an independent liberal arts university dedicated to academic excellence and humane values. Hollins University offers undergraduate liberal arts education for women, selected graduate programs for men and women, and community outreach initiatives. The Hollins curriculum and co-curricular programs prepare students for lives of active learning, fulfilling work, personal growth, achievement, and service to society.

The Hollins community sustains talented students engaged in challenging study, and productive scholars and artists devoted to teaching and to the advancement of knowledge. Experiential learning, study abroad, and internships enhance the academic program. The hallmarks of a Hollins education are creativity and effective self-expression, problem solving and critical thinking skills, and independent inquiry and the free exchange of ideas.

Hollins nurtures civility, integrity, and concern for others, encourages and values diversity and social justice, and affirms the equal worth of women and men. Our university motto, Levavi Oculos, calls us to leadership and service in accord with the Hollins values and traditions.

Non-Discrimination Policy

Hollins does not discriminate in admission because of race, color, religion, age, disability, genetic information, national or ethnic origin, veteran status, or sexual orientation, and maintains a nondiscriminatory policy throughout its operation. For more information, contact: Alicia Godzwa; Director of Human Resources/Title IX Coordinator; Botetourt Hall, Room 4; Box 9716; Roanoke, VA 24020; 540-362-6660.

Policy on Transgender Issues

Hollins University is a women’s college offering a distinctive undergraduate program for women, supported and confirmed by its mission statement. In order to matriculate into the university, an undergraduate student must be a female. The conferring of a Hollins undergraduate degree is limited to those who are women.

Within that framework, the Hollins community welcomes diversity within its student body and community. Students’ needs vary widely and university administrators, faculty, staff, and students strive to support all university students.

Transgender is an umbrella term used to describe people who have gender identities, gender expressions, and/or gendered behaviors not traditionally associated with their birth sex.

In an effort to recognize and honor the identities of individual students, the university considers transitioning from female to male to have occurred when an undergraduate student “self identifies” as a male and initiates one or more of the following processes:

1) Undergoes hormone therapy with the intent to transition anatomically from female to male.
2) Undergoes any surgical process (procedure) to transition from female to male.
3) Changes legal name with the intent of identifying as a man.

If an undergraduate student transitions from female to male before attaining 64 academic credit hours, the student will be able to remain at the university through the end of the semester in which the student achieves the 64 academic credit hour threshold. Most college and university graduation requirements include the completion of half of the student’s academic credits at the institution; thus, the 64 credit hour limit is intended to support the student’s transfer to and success at another university.

If a student transitions from female to male after having already attained 64 academic credit hours, the student will be able to remain at the institution through the end of the semester in which the student initiates the transition process. In either case, the university will assist the student in transferring to another institution.
Applicants to the undergraduate program who have completed the surgical process to transition from male to female and legal transformation from male to female will be evaluated for acceptance to the undergraduate program on the same basis as other women candidates.

This policy applies to all undergraduate students. However, if the undergraduate student is a residential student and chooses to transition from female to male as defined above, the administration reserves the right, based on the best interest of the student and the university community, to decide if the student will be permitted to continue living in university housing. If applicable, all reasonable efforts will be made to assist the student in finding appropriate housing accommodations.

Circumstances that invoke the terms of this policy will be considered by the vice president for student affairs and dean of students. Decisions by the vice president for student affairs and dean of students are directly appealable to the president of the university or his or her designee.

Recognizing the changing landscape as it pertains to individuals on the gender spectrum, this policy may be reviewed and/or updated.

Hollins Traditions

Traditions provide a link to the history of Hollins. Some traditions have changed to fit changing times, but the special meanings remain.

Road to Commencement: This special tradition mirrors the day of Spring Commencement (graduation), welcoming new students into the Hollins community as they begin their journey.

Opening Convocation: The president welcomes and addresses the campus community, officially beginning the academic year.

First Step: Occurring immediately after Opening Convocation on Front Quad for Seniors only. Seniors may ask underclass students to participate in aspects of the tradition.

Miss Matty Cocke’s Birthday: Miss Matty, besides being the daughter of the founder, was president of Hollins from 1901 to 1933. Students celebrate her birthday in October with cake and all the trappings of a birthday party.

Tinker Day Scares: Prior to Tinker Day, seniors parade through the first-year residence halls banging pots and pans in anticipation of Tinker Day.

Ring Night: This is an ever-evolving tradition in which seniors secretly adopt junior(s). The juniors participate in skits and other silly antics in hopes of earning their rings and discovering the identity of their senior. First-year students and sophomores also participate in the fun as helpers.

Holiday Tea: During December, the university invites the community to a holiday tea in the Green Drawing Room. Friends and good cheer make this a very special tradition.

Faculty and Staff Caroling: One surprise night in December, members of the faculty and administration gather to sing favorite holiday songs in student residence halls.

Sharing the Light: A holiday celebration in story and song: Expanding on the longstanding tradition of the Hollins White Gift Service, this candlelight event of music, readings, and dance celebrates the spirit of the holiday season, and welcomes the diverse traditions of our community.

Honor Awareness Week: The Honors, Conduct, and Appeals Board (HCA) sponsors a week of events highlighting the honor code prior to finals.

Pancake Study Break: Faculty and staff serve students a late-night pancake breakfast the night before final exams begin each term.

Hundredth Night: One hundred nights before graduation, the senior class celebrates its upcoming graduation.

Hollins Day: Each year Hollins celebrates the founding of the university.

Cotillion: The earliest cotillions, held in the 1890s, were festive formal dances (social regulations at that time prohibited males). Today, the spring weekend includes informal activities as well as a formal dance for undergraduate students.

Sophomore/Senior Banquet: A class banquet with sophomores honoring their graduating seniors.

Honors Convocation: Students who have received awards, attained membership in honorary societies, and who have been designated honor students for the fall term are recognized at this spring convocation.

Passing of the Robes: At the end of the semester, each senior is given the opportunity to pass on their treasured robe to a junior.

Freya Walks: Throughout the year, the members of Freya walk at midnight to bring attention to certain traditional events or current issues. They wear black hooded robes to protect their anonymity and carry candles to symbolize hope.

The Rock: Seniors are given the privilege of painting messages on a large boulder located near the Dana Science Building. Birthdays are celebrated, events and activities announced, and visitors welcomed to the community by
“rock artists.” The Rock is painted at midnight the night before on a first come first serve basis. Expressions on The Rock are not anonymous as artist(s) are required to initial their work on the side. At the discretion of the senior class president and the VP for student affairs and dean of students, inappropriate messages may be removed. Additionally, students who do not initial their work may be referred to the student conduct process.

**Golden Rule Dinner:** At least once a year, the dining hall prepares a simple meal of soup and toast. This meal, promoted by the Office of Spiritual and Religious Life, is designed to save food that is subsequently donated to various service organizations.

**Tinker Day:** Tinker Day is a university-wide celebration, during which everyone is welcome to dress in their Tinker Day costume; climb Tinker Mountain; sing original class songs; present class, organization, and new faculty skits; and enjoy a plentiful picnic.

The schedule for Tinker Day is:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 am</td>
<td>Chapel Bell Ringing</td>
</tr>
<tr>
<td>7:30 am</td>
<td>Doughnuts in the Dining Hall</td>
</tr>
<tr>
<td>8:30 am</td>
<td>Chapel Bell Ringing</td>
</tr>
<tr>
<td>8:45 am</td>
<td>President's Proclamation on the Front Steps of Main (All Participants Gather)</td>
</tr>
<tr>
<td>8:55 am</td>
<td>Class songs on Main front steps</td>
</tr>
<tr>
<td>9:30 am</td>
<td>Forward March!</td>
</tr>
<tr>
<td></td>
<td>Health Services Van Leaves from the Botetourt Loading Dock</td>
</tr>
<tr>
<td></td>
<td>Prop Van Leaves from the Botetourt Loading Dock</td>
</tr>
<tr>
<td>11:30 am</td>
<td>Picnic Lunch</td>
</tr>
<tr>
<td>12:30 pm</td>
<td>Class Skits</td>
</tr>
<tr>
<td>2 pm</td>
<td>Descend the Mountain</td>
</tr>
<tr>
<td>4 pm</td>
<td>Evening Classes and Meetings Resume</td>
</tr>
</tbody>
</table>

Tinker Day Policies to help make Tinker Day a success:

- Day classes are cancelled. Classes and meetings resume at 4 pm.
- No pets are permitted on the hike/mountain. Please leave the furry, four-legged members of the family at home.
- No smoking on the trail.
- There are to be no alcoholic beverages on the trail or mountain.
- There are to be no student, faculty, staff, or guest cars at the base of the mountain or on the mountain at any time. No personal vehicles are allowed.
- It is important that students do not “walk off” by themselves at any time throughout the day. If there are any questions regarding this rule, please contact John Guy Owens, Director of the Hollins Outdoor Program (HOP).
- Please wear tennis shoes, hiking shoes, or shoes that tie – no open-toed shoes.
- Please lock your room or apartment before you leave for the hike.
- Participating in Tinker Day activities are at your own risk.

Other tips to help make Tinker Day a success:

- Do not drink the water from the spring on the trail. Bring your own water, especially if it is a warm day.
- Clean up after yourselves. Leave no litter on the mountain or the trail.
- Our routes take us through and onto other people’s property – please be courteous; we are guests.
- The hike up Tinker Mountain is not a stroll in the woods; it’s a real hike. Be prepared for strenuous activity.
- The HOP Director will carry a first-aid kit up the trail and a first-aid station will be located on top of the mountain.
- The HOP Director will have access to emergency care through the use of the security radio should the need arise.
- A Health Services van will leave at 9:30 am from the loading dock. If you are unable to climb the mountain due to medical reasons and will need a ride, please call Health Services 540-362-6444. Employees should contact Alicia Godzwa, Director of Human Resources 540-362-6070 agodzwa@hollins.edu. **Priority is given to students and space is very limited.**
- Faculty, staff, and commuter students who wish to participate in Tinker Day activities, and would like to be called early on the morning of the hike, please contact the Office of Student Affairs 540-362-6588 studenaffairs@hollins.edu.
Academic Life and Guidelines
II. Academic Life and Guidelines

Information about academic regulations such as drop/add, class standing, the grading system, and undergraduate academic probation can be found in the undergraduate and graduate catalogs.

Academic Honesty and Plagiarism
The following basic principles, inherent in academic honesty, will help explain how to avoid an honor violation:

- Students' work must be their own.
- Students must give appropriate acknowledgment of others' work when incorporating that work into their own.
- No student will submit work done for one course to the instructor of another course without approval of all instructors involved.
- No student will log into another student's computer account or take information from another account.
- No aspect of any examination or test will be discussed before all students have completed it.

The Honor Court has found that plagiarism is the most frequent violation of academic honesty, primarily because students do not understand plagiarism or how far it extends. Plagiarism is regarded as both literary theft and academic dishonesty. To plagiarize is to "steal" the ideas or writings of another person and present them as one's own. If students have questions about plagiarism and proper documentation, they should contact their professor or the Writing Center. Listed below are some general rules that may help students avoid problems.

1. Quotations must be clearly marked. Sources of information, ideas, or opinions not one's own must be clearly indicated on all written work, including examinations; this applies to paraphrased ideas as well as to direct quotations. Paraphrasing by definition means expressing someone else's ideas using one's own words and style. Incomplete or partial paraphrasing is a common Honor Court plagiarism offense.

2. In the laboratory, students are expected to make all necessary measurements and drawings independently from their observations of the material provided.

3. Collaboration in preparing written work may take place only to the extent approved by the instructor.

For information on the Honor Court and the conduct system, please refer to "Student Conduct and Social Responsibility."

Advisors (Undergraduates)

New first-year students are assigned to a first-year seminar. The seminar instructor will also serve as the student's advisor and will work with them until they declare a major and select a major advisor (to be decided by the end of the sophomore year). Transfer students will be assigned advisors by the dean of academic services. If any student has a concern with her advisor prior to declaring a major, they should see the dean of academic services.

Advisors not only help with traditional questions about course scheduling, academic requirements, study abroad, internships and career options, but also serve as mentors who can help students become acclimated to, and thrive in, the Hollins community.

Class Attendance

The university recognizes diversity in teaching methods and types of classes and does not impose a uniform class attendance policy. Instead, individual faculty members set attendance requirements for their classes and communicate them to the students at the beginning of each term. Given that students are responsible for all components of the courses in which they are registered, including class participation and daily work, regular class attendance is important. Students are responsible for work missed for any reason.

If medical or personal reasons require a student's absence from classes for several days, the student should communicate directly with each instructor, as early as possible. For anticipated absences (e.g. observance of religious holy days or athletic competitions), the student should communicate with each instructor at the beginning of the semester. Individual faculty members set the attendance policy for their courses and are under no obligation to excuse absences or accept late work. Undergraduate students who are absent for longer than one week, for reasons of illness, hospitalization, family or personal emergency, should inform the dean of academic services, who will in turn consult with instructors to determine an appropriate course of action. Graduate students in such situations should consult with professor(s) and/or the manager of graduate services. Students should refer to their course outlines, or consult with their faculty members, regarding specific attendance and late work policies.

Disabilities

Hollins University recognizes the special needs of students with disabilities and is committed to providing equal opportunity to all of its degree-seeking students, observing section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act (ADAA) of 2008.
Students with temporary physical or mental impairments should communicate directly with their instructors. However, if a physical or mental impairment is permanent, long-term or substantially limits one or more major life activities, the undergraduate student should communicate with the dean of academic services. Graduate students may contact the manager of graduate services.

Hollins University uses the definition of learning disabilities published by the National Joint Committee on Learning Disabilities:

Learning Disabilities: “A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to a central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not themselves constitute a learning disability. Although learning disabilities may occur concomitantly with other handicapping conditions (for example, sensory impairment, mental retardation, serious emotional disturbance) or with extrinsic influences (such as cultural differences, insufficient or inappropriate instruction), they are not the result of those influences.” (NJCLD, 1988, p.1)

A student requesting accommodations and support services needs to provide a diagnostic report which clearly identifies a learning disability based on testing and evaluation in some or all of the following areas:

- Receptive and expressive oral and written language
- Word-attack skills and reading comprehension
- Mathematical reasoning and computations
- Verbal and nonverbal concept formation
- Auditory and visual-processing abilities, including memory, sequencing speed, perception, and discrimination
- Capacity for sustained attention

Recommendations for accommodations and support services in a student’s documentation need to be supported by diagnostic data. “Learning differences” or “styles” alone do not justify accommodations.

Documentation of the learning disability needs to be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed psychiatrist, learning disability specialist, or psychologist, and will include the testing procedures followed, the instruments used to assess the disability, the test score results, and a written interpretation of the test results by the professional. The university reserves the right to ask students to undergo reassessment if the documentation they provide is more than three years old.

The following procedures are meant to assist students seeking academic accommodations because of learning disabilities:

- For information about learning accommodations, undergraduate students and prospective students must first contact the office of the dean of academic services. Graduate students should contact their program director.
- Upon request, a meeting will be arranged promptly between the student and the dean or program director to review policies and procedures, to assess the particular situation, and to give guidance about how to proceed.
- A Hollins student will be defined as having a learning or attention disability once she/he provides a substantive report from a qualified professional. The report must provide diagnostic data and recommended accommodations.
- The dean or program director will review the documentation to make certain that the accommodations are both supported by the diagnostic data and are reasonable. Reasonableness will be considered both in terms of protecting the integrity of the academic program at Hollins and in terms of economic feasibility. Each student’s situation will be considered on its own merits. The university recognizes that disabilities with the same diagnostic label may manifest themselves differently in different students and require different accommodations.
- The dean will write a letter specifying the accommodations that have been approved for the student based on the documentation. The dean will meet with the student to review the letter. After both student and dean sign the letter, the original will be given to the student and a copy will be placed in her student file. It is the responsibility of the student to share the letter with her instructors at the beginning of the term. The terms of this letter will remain in effect during a student’s time at Hollins, unless there is a change in diagnosis and a new letter is required.
- When necessary, the dean or program director will consult with a faculty review panel, the composition of which will be decided by the Academic Affairs Committee. The purpose of the panel is to determine whether
accommodations will actually facilitate the student’s learning and also maintain the academic integrity of Hollins. The panel may seek professional advice about disabilities, accommodations, and standards for academic integrity from Health and Counseling Services, appropriate faculty members, or community resources. The student will be invited to meet with the panel.

- Students who encounter difficulties with their accommodations, or have a change in diagnosis should contact the dean of academic services or graduate program director. If the student has a grievance about an accommodation, an appeal can be made to the Academic Policy Committee, which has final authority.
- For service and assistance support animal requests see page 38.


Physical Disabilities: Students with physical disabilities should provide documentation of the disability to the dean of academic services (or graduate program director) and the director of health and counseling services. The documentation must come from a qualified health professional and must include a list of recommended accommodations. The dean (or graduate program director) and the director of health and counseling services will consult with the student to determine reasonable accommodations. The dean of academic services (or graduate program director) will write a letter to the student’s instructors informing them of the accommodations.

Faculty Responsibilities to Students
In general, faculty responsibilities to students are excellent teaching, being present during reading days and examination days for as long as university duties require (this includes observing office hours), submitting a copy of an outline for each course taught — including a reading list — to the VPAA at the beginning of each term, and giving at least a week’s notice for major tests. For more information, consult the Faculty Handbook available on my.hollins.

Family Educational Rights and Privacy Act (FERPA)
FERPA is a federal act that affords university students certain rights with respect to their education. Hollins University follows these guidelines to protect the privacy of students. Once students become part of this community, they will be treated as adults. It is their responsibility to keep parents/guardians informed of their activities and their academic progress. In accordance with FERPA rules and regulations, it is the university’s policy to not:

- Release information to parents/guardian about grades or academic progress without the written consent of the student.
- Release information to parents/guardian about Honor Code or student conduct violations and/or sanctions without the written consent of the student.
- Release information to parents/guardian about the student’s whereabouts or social activities without the written consent of the student.
- Release information related to a student’s health or counseling record (also covered under HIPAA: The Health Insurance Portability and Accountability Act) without the written consent of the student.
- Notify a parent or legal guardian when a student is withdrawn or put on a leave of absence from the university.

The university will contact parents/guardians/emergency contact person as designated by the student, consistent with FERPA and other relevant laws and/or statutes:

- When the staff has ongoing concerns about a student’s well-being, or is concerned that a student presents a threat to her/himself or to others.
- When asked, the university can provide parents/guardians with basic directory information.

Faculty members are asked to submit unsatisfactory work notices on students beginning in the fourth week of classes, and midterm grade reports on first-year students around the sixth week of classes. Students who are doing poorly academically will receive a letter from the dean of academic services asking them to meet with their instructor (and in some cases the dean of academic services) to see what can be done to help them improve. Letters regarding unsatisfactory progress go directly to students. The office of Academic Services also sends letters to students who are doing exceptional academic work. In accordance with FERPA rules and regulations, it is the university’s policy to not send any of these letters or notices to parents. Again, it is the students’ responsibility to inform parents/guardian of their academic progress.

The following student rights are covered by FERPA and are afforded to all eligible students of the university:

- The right to inspect and review the student’s educational records.
- The right to request the amendment of the student’s education records that the student believes is
inaccurate or misleading.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hollins University to comply with the requirements of FERPA.
- The right to notify the university in writing if the student does not want any or all of the information designated as directory information to be released internally or externally.

The annual notification of these rights is found in the Student Handbook and the Academic Catalog. All or individual directory items may be declared confidential provided written expression is received by the VP for student affairs and dean of students no later than three days from the beginning of any term. Hollins designates the following as directory information:

**Category I: Campus Directories and Publications**: Student name, class year or program, nickname, local mailing address, local residence address, local telephone number, parent(s) name, student's permanent mailing address (usually the parent(s) address), email address, weight and height of athletes, photographs, date and place of birth, participation in officially recognized activities and sports, most recent previous school attended, field of study, dates of attendance, degree awarded and date, awards and honors, and full- or part-time status.

**Category II: External Requests**: The university reserves the right to provide directory information to callers external to the university who request information such as confirmation of a student's attendance at Hollins, dates of attendance (if known), degree awarded and date (if known), and withdrawal date (if known).

**Effective January 3, 2012, the U.S. Department of Education’s FERPA regulations expanded the circumstances under which students’ education records and personal identifiable information (PII) – including social security number and grades – may be accessed without the student's consent**. Organizations and offices which may request student records and PII without consent include the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, Federal and State Authorities. The data may be used within evaluations of federal – or state-supported education programs, in connection with Statewide Longitudinal Data Systems, and as part of federal – or state-supported research studies. Federal and State Authorities must obtain certain use-restriction and data security promises from entities they authorize to receive and compile student PII. They may also track student participation in education and other programs by linking PII to additional personal information obtained from other federal and state data sources including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The Code of Virginia Title 22.1 Education, Chapter 14. Pupils, Section 22.1-287.1 Directory Information, was updated effective July 1, 2018 to restrict disclosure of directory information without written authorization of the student. Further clarification is pending and will be added to the online handbook when available.

**Field Trips (Undergraduates)**
The dean of academic services approves class and organizational field trips that necessitate student absences from class. Professors must notify students of the date of the field trip at least 10 days in advance of the trip. Students do not need permission from their other instructors to participate in approved field trips, but they should inform them of planned absences. One field trip is allowed per term for an academic course and one per year for an organization. However, no student will be required to go on a field trip that will necessitate her absence in a single course more than twice a term. The cost of most field trips is borne by the students involved.

**Final Examinations (Undergraduates)**
For undergraduate students, faculty members have the choice of giving a final exam during a scheduled time period or allowing the exam to be administered under the independent examination system. To view the times of scheduled exam periods, visit the Registrar's web page (schedule of classes → final exam schedule).

The independent examination system affords students the convenience of scheduling final examinations themselves. The independent exam system is run by students and depends on student monitors. Please volunteer to help during the exam period. Independent exam sessions will be cancelled if at least two monitors are not present.

Three testing periods are offered on all but the final day of the five-day examination period: 9 am - noon; 2 - 5 pm; and 7-10 pm on the last day, two exam periods are available (9:00 am to noon; 2:00 pm to 5:00 pm). Students pick up examinations in Dana 142 fifteen minutes before the examination period begins and proceed to a designated room
in the Dana Science Building. At the end of the examination period, the monitor collects the examinations, including any blue/green books that were distributed at the beginning of the exam period. Once students have taken an exam, they must not discuss it with any other students until final exams are concluded.

Graduate student classes generally follow different final examination procedures. Professors will discuss their procedures in class.

**Undergraduate Research and Creative Project Funds**

Limited funds are available to help support research and creative projects by undergraduate students. These funds have limitations and special criteria.

Application for the three funds below are made to the Faculty Development and Student Research Funds Committee. Funds will be awarded on the basis of merit alone; the student’s financial aid status will not be a consideration. A student may apply for one or more of the funds to support the same project, provided that the project actually meets the criteria for multiple funds. Incomplete applications will not be considered. There are two general application deadlines each year – one in September/October and one in February/March. Current application procedures and concrete deadlines are available through my.hollins (forms → student forms) and the Career Center.

- The Warren W. Hobbie Ethics & Service Endowment supports “experiential or service learning and internships will be considered for funding, as well as student-initiated projects for collaborative study with faculty on a specific ethical issue.” The project must have a faculty sponsor. Each project receiving funding must clearly engage issues of values or ethics, and must specify this engagement through a well-written, well-reasoned, quality application. Each project funded will involve physical or mental labor; each will result in a concrete written or oral presentation or performance, as required by the faculty sponsor to assess the learning experience.
- The Janet MacDonald & Betty Gushee Fund is intended to assist students with research projects or creative endeavors. The project must have a faculty sponsor.
- The Oscar McCullough Music and Performing Arts Fund is available to students in Music and performing arts (Theater, Dance) who need extra financial support primarily in the preparation for and the execution of senior music recitals and senior theater/dance thesis preparation for and the execution of senior music recitals and senior theater/dance thesis projects. The project must have a faculty sponsor, along with a letter of recommendation.
- The SGA Short Term Scholarship Fund helps students on the basis of need and the special nature of the project. The SGA chair of the Academic Policy Board chairs the Short Term Scholarship Committee. Applications are available in late fall from the SGA Office or by contacting the SGA academic policy board chair.

**Grievances**

Students who believe they have been treated unfairly academically are encouraged to meet with the instructor to attempt to resolve the matter informally. If this approach is unsuccessful or seems inappropriate, students may take their complaints to their academic advisor, the appropriate department chair, the dean of academic services or the manager of graduate services.

If a dispute cannot be resolved informally among those involved, students may present a formal written complaint to the dean of academic services or manager of graduate services (for graduate students), who will arrange for the matter to be taken up by the Faculty Review Board. If the Faculty Review Board determines that the complaint plausibly alleges that the instructor has failed to fulfill academic responsibilities, the complaint will receive a formal hearing by an academic grievances board consisting of two faculty members and two students. This board will take up the matter, and its composition will change according to the circumstances, for no member of the hearing board should be a member of, or a major in, the department of the course under review. Faculty members will be selected from the Faculty Review Board. If the complaint is brought forward by an undergraduate student, student representatives will be selected by the chair of the SGA Student Academic Policy Committee and the chair of the SGA Appeals Board. If the complaint is brought forward by a graduate student, selection will be by lottery from a pool of graduate students provided by the manager of the graduate services. Students may appeal the outcome of a review to the VPAA.

Faculty responsibilities are discussed in more detail in the Faculty Handbook. Students should note that the Faculty Review Board is empowered to hear a complaint regarding grading practices only if they arise from a faculty member’s alleged breach of his or her academic responsibilities. For grievances against Hollins staff members, contact Human Resources: 540 362-6660.
Medical Leave of Absence (MLOA) Policy

Introduction
The University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students should consider requesting a medical leave of absence (MLOA), which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with an enhanced opportunity to achieve their academic and co-curricular goals.

Hollins University has designed this policy to ensure that students are given the individualized attention, consideration and support needed to address medical issues that arise or escalate during their time at the University. This policy outlines a flexible and individualized process that students should follow to request a medical leave of absence to address their medical difficulties so that they can return to successfully matriculate at the University.

Note: Students may also be eligible to take other types of leave from their academic program. Undergraduate students should consult the Undergraduate Catalogue, available at http://pressreg.hollins.edu/academic-catalogs/ and contact the Dean of Academic Services. Graduate students should consult the Graduate Catalogue, available at http://pressreg.hollins.edu/academic-catalogs/ and contact the Manager, Graduate Studies.

Advantages of Taking a Medical Leave of Absence
Students who take a MLOA may be eligible to receive the following advantages that may not be afforded by another type of leave of absence:

1. For undergraduate and graduate students, a MLOA does not necessarily disrupt the student's guarantee of scholarships or funding.
2. A MLOA may allow a student to initiate a leave of absence and withdraw from classes later in the semester than is normally permitted for personal leaves of absence.
3. For students with tuition reimbursement insurance, a MLOA may qualify them for benefits under tuition insurance plans they may carry. Students should check with their insurance providers regarding their policy.
4. For international students, a MLOA may provide a way to remain in the US legally. It is the student's responsibility to check with the International Programs Office for details. Per SEVIS Regulations, MLOA must be renewed each term.

Medical Leave of Absence Process
The following procedures provide for an individualized approach for assessing a student’s eligibility to take and return from a MLOA and are designed to be reasonable and flexible.

The Exit Process
Students who are experiencing significant health issues that are interfering with their academics or university life may choose to request a voluntary medical leave of absence. Students interested in a MLOA should contact the Dean of Academic Services for information regarding the process. As part of the process, the student will be required to submit a medical recommendation from a medical health provider (MHP) or the Health and Counseling Center (H&CC) to the Dean’s Office that a MLOA be approved where the student’s health, safety, or academic success has been compromised by a significant health issue. In recommending a medical leave, the H&CC or MHP will make individualized treatment recommendations to students designed to help them become academically and personally ready to resume life at the University. The H&CC or MHP recommendation needs to be supplied by the student, or the student must ensure the H&CC or MHP supply the recommendation to the Dean of Academic Services. The exit process proceeds as quickly as possible to allow a student experiencing difficulties due to a medical condition to immediately step away from University life and receive the support they need.

Because every student's situation is different, the length of the recommended leave will be determined individually. The goal of taking a MLOA is to ensure that students return to the University with an increased opportunity for academic success and students should take the time to achieve this goal. Students should check in with the Dean of Academic Services prior to and during their leave as leaves may not be permitted indefinitely.

Returning from a MLOA
When a student is interested in returning to the University from a medical leave of absence, the student should take the following steps in order to initiate the return process:

1. Contact the office of the Dean of Academic Services to inform them of the student’s interest in returning well in advance of the intended return date. The student must submit all appropriate documentation/materials to the Dean of Academic Services between June 1 and June 30 for consideration for the fall semester, and
November 1 and November 30 for consideration for the spring semester (see number 3 below for appropriate documentation/materials). This ensures that the Dean of Academic Services’ office along with the H&CC have sufficient time to review the student’s request and re-enroll the student. If materials are received shortly after the relevant deadline, the University will attempt to be flexible and review the student’s request to return for the desired semester. However, if there is missing information and/or the University needs additional time to contact the student’s treatment provider, as discussed below, consideration for a return may be made for the following semester rather than the semester for which they were initially seeking to return.

2. Have treatment providers complete the Request to Return from Medical Leave form along with possible supporting documents of their work with the student, the student’s clinical status, and an opinion as to the student’s readiness to successfully resume academics and university life. The University relies heavily on information received from the student’s treatment provider. The Request to Return from Leave form asks the student to give authorization for release of information to appropriate and qualified Hollins University personnel. It is important the student complete this section of the request so that University representatives may communicate treatment providers and appropriate university staff regarding their return, and continue to work with those providers until the proposed date of return. Assessing a student’s readiness to successfully resume academics and university life is of the upmost importance and the student’s readiness may have changed from the time the initial documentation was provided and the date classes begin.

3. Depending upon the nature and individual circumstances of the MLOA, provide additional information showing that the student has reasonable capability of day-to-day functioning, with or without reasonable accommodations. The decision to require a student to provide this information is made on an individualized basis, and will be conveyed to the student during the exit process. In those cases where the information provided by the student’s treatment provider is not sufficient to make a determination about return, the Dean of Academic Services will inform the student. There are many ways in which a student might be able to demonstrate their day-to-day functioning. Students may choose to provide documentation from a reliable adult community observer who can comment on a student’s activities and readiness to resume university life. A reliable adult community observer could be a mentor, a member of the clergy, a work or community service supervisor, personal trainer, athletic coach, or some other individual in a position to have observed the student during the course of the leave (not a family member). Where possible, the letter should be submitted on letterhead stationery, signed, dated, and describe the student’s daily activities and the extent to which the writer feels the student is ready to resume studies at Hollins University and participate productively in University life. The student should have the letter sent to the Dean of Academic Services and the Dean may share it with the appropriate University officials. The student will not have to disclose the reason for the leave of absence to the letter writer.

5. Depending upon the nature and individual circumstances of the MLOA, provide a brief statement (no more than two pages) describing (1) the student’s experience away from Hollins including the activities undertaken while away, (2) the student’s current understanding of the factors that led to the need for the leave, and the insights the student has gained from treatment and time away, and (3) how the student plans to ensure a successful return to Hollins University. The decision to require a student to provide this information is made on an individualized basis, and will typically be conveyed to the student, in writing, during the exit process. The Dean of Academic Services or Health Service may also require this information be submitted at a later time if the University determines that the other information submitted is not sufficient to make a determination about return. Any requests for additional information may extend the University’s timeframe for reviewing requests to return. The University will notify the student of any situations where its review is delayed.

Processing a Student’s Request to Return from a MLOA

Once a student has sent in the materials, they should call to double check that the Dean of Academic Services has received these materials. Following a review of these materials, the Dean of Academic Services, in consultation with the appropriate University officials, will determine if the student appears ready to resume academics and university life. Every effort will be made to respond to the student’s request for return within 15 business days of submission of all the required materials. A longer response time may be caused by the inability to reach a student’s treatment provider, high volume in the office of the Dean of Academic Services, or other extenuating circumstances.

As described above, the University gives significant weight to the documentation from the student’s treatment providers regarding the student’s ability to function academically and safely at the University with or without reasonable accommodations. During the process of reviewing an application, if the University determines that information provided by the treatment provider is incomplete, requires further explanation or clarification, or when there is a disconnect between the medical information provided by the treatment provider and other information
in the student’s files, the appropriate University official will contact the treatment provider and/or the student to obtain additional information. In extraordinary circumstances (e.g., the University is concerned about the medical provider’s credentials), the appropriate University official may request that the student undergo an additional assessment to allow the University to make a determination about the student’s readiness for return. In those rare instances, the Dean of Academic Services will notify the student.

Students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act (ADAA) of 2008. Students are responsible for communicating their requests for academic accommodations to the Dean of Academic Services. Detailed information on the process for requesting accommodations may be found on Hollins University website.

In consultation with the appropriate University officials, the Dean of Academic Services will make the final determination of whether a student is able to return. The Dean’s office will be in touch with students regarding any applicable academic requirements upon returning to the University.

If upon review, the Dean of Academic Services decides a student is not ready for return, the student will be advised of the determination in writing along with recommendations that will enhance the student’s chance of a positive outcome the next time the student’s request is considered. A student may appeal the determination that they are not ready to return to the University by submitting an appeal letter in writing to the Vice President for Academic Affairs (VPAA) within 10 business days of receiving notice of the negative recommendation. The student may also submit any information they believe to be relevant to the appeal. The VPAA will review the student’s submission and make a final determination.

Registrar’s Office
The Registrar’s Office is dedicated to the support of the educational purpose and mission of Hollins University. It strives to serve the university community in a timely, friendly, and accurate manner, and guards the integrity and security of all student academic records in a manner consistent with ethical and legal standards.

The Registrar’s Office is responsible for all aspects of undergraduate registration and academic records. This includes undergraduate class registration and scheduling, grade reporting and record keeping, transcript processing, enrollment verifications, major and minor declarations, summer reading applications, graduation analysis and certification, transfer credit evaluations, and final examination schedules. The Graduate Studies Office handles registration for graduate students.

Information about the Registrar’s Office can be located on the Hollins website or my.hollins, including academic catalog, schedules of classes, exam schedules, forms for downloading, the academic calendar, and transcript request procedures. The Registrar’s Office is located on the lower level of Main. Office hours are Monday through Friday from 8:30 am to 4:30 pm.

Registration Holds
If a student has a hold on their account in the current academic term, the student will not be permitted to participate in registration for the following term until the hold issue(s) have been resolved. A hold can be placed on registration for the following reasons:

- A failure to pay an outstanding financial balance with the Business Office.
- A failure to complete required paperwork for Financial Aid.
- A failure to submit health and immunization records to Health and Counseling Services.
- A failure to declare a major with the Registrar’s Office by the time a student is a junior.
- A failure to complete the QR Assessment by the end of a student’s first term at Hollins.

Student Academic Opinion Surveys (SAOS)
The Student Academic Opinion Surveys are course evaluation forms that students fill out in each class at the end of the term. Instructors do not have access to the forms until after final grades are turned in. SAOS forms allow faculty members to consider making changes to courses based on recommendations and suggestions made by students. These student evaluations are usually considered in tenure and promotion decisions. Copies of all SAOS forms from undergraduate courses are available in the office of the dean of academic services where students are welcome to review them. SAOS forms from graduate courses are kept in the office of the manager of graduate services where graduate students are welcome to review them. Both undergraduate and graduate SAOS forms are also available for viewing online (from campus only) at www.hollins.edu/Registrar’s.
Transfer Credit
Undergraduate students who wish to complete work at another college or university (summer or full term) should obtain prior approval from their advisor and the Hollins Registrar. Students must complete a Request for Approval of Courses to be taken at Other Colleges/Universities form and attach course descriptions for all courses they wish to take. The form must be signed by the student’s advisor and by the chair of the student’s major/minor department if the course is to count toward a major or minor. Petition must be made to the Academic Policy Committee if a student wishes to fulfill a requirement in the Hollins general education program by taking a class at another institution. Credits are granted for transfer back to Hollins with a grade of C (2.0 on a 4.0 scale) or higher, and all such grades are recorded as a P (pass).

Withdrawals, Readmissions and Leaves of Absence
Students who plan to withdraw from Hollins must inform the dean of academic services or manager of graduate services. Undergraduate students who have withdrawn from Hollins in good standing or due to medical reasons may be readmitted upon application to the dean of academic services. Students who have been withdrawn by the university for academic reasons may reapply to the dean and may be readmitted on academic probation if they have demonstrated that they can do university work at the level necessary to fulfill graduation requirements at Hollins.

Graduate students who have withdrawn from Hollins in good standing or due to medical reasons may be readmitted upon application to the manager of graduate services. Graduate students who have been withdrawn by the university for academic reasons may request reinstatement. The manager of graduate services will present the application to the Graduate Studies Advisory Committee, which will review the request and make the final decision. Reasons to apply for a leave of absence for a term or more include the desire to study at another university, foreign study, emergencies at home, medical challenges, or just the need to take some time off. A word of caution: never assume that credits earned elsewhere will automatically be accepted at Hollins. In most cases there are no problems, but there are some programs of study, particularly foreign ones, that Hollins does not recognize. If everything is checked out in advance, students will avoid problems (see section on Transfer Credit). Students who do not return from a leave of absence by a specific date and have not requested an extension will be withdrawn from the university. For the complete adding/dropping/withdrawing from courses policy, please refer to the undergraduate or graduate student catalogue.

Wyndham Robertson Library
The library staff would like to welcome all students to campus! The library’s top priority is assisting our students. Please take the opportunity to meet the librarians and helpful staff members; they will be glad to answer any questions.

Contacts
Checkout and Reserves Desk – 540-362-6591
Research Help Desk – 540-362-7465; askref@hollins.edu; IM - askwyndham
Interlibrary Loan – 540-362-6239; ill@hollins.edu
Archives and Special Collections – 540-362-6237
University Librarian – 540-362-6232

Hours
Monday – Thursday 8 am – 12 midnight
Friday 8 am – 6 pm
Saturday 10 am – 6 pm
Sunday 12 noon – 12 midnight

Hours vary during holidays, breaks, Short Term, and summer. Changes are published on my.hollins and the library’s website.

Programs and Events
In addition to research assistance, the library regularly provides programs and events for the Hollins community. To make sure our services are tailored to our student population, we welcome student input via our Student Advisory Board, which meets monthly. The library also sponsors the annual Undergraduate Research Awards to recognize excellence in academic work. While here you can take in a reading in the Hollins Room, participate in a write-in, or check out a book in Moody during our monthly bookmobile! Like us on Facebook, or follow the library on Twitter or Instagram (@HollinsULibrary), for the latest news about library services and events.

Computers & Printers
Computers for public use are located on every floor of the library and they connect to two networked printers. Students can also print wirelessly from their laptop or mobile devise by connecting to Hollins’ WIFI. Forgot your
charger? Not a problem! Check out a lightning charger for Androids or iPhones, or a laptop charger for PCs and Macs.

Research Help
Providing research assistance is one of the library’s most important roles on campus. Because of this, there are multiple ways to contact a librarian:

- Research Help Desk: The research help desk is located on the main floor the library and is staffed from 10 am to 9 pm, Monday – Thursday, and 10 am to 2 pm on Friday. The staff member at the desk is there specifically to answer your questions!
- Online chat: If you can’t come in person, click on the “Ask the Library” button and ask us a question via the chat box on the right side of the page.
- Email: Feel free to email us at askref@hollins.edu with any research or library-related questions.
- By Appointment: Our librarians each specialize in a particular subject area and we encourage students to make appointments for one-on-one assistance by contacting their librarian. Every academic department has a designated liaison librarian who is there to help you!
- Phone: You can reach the Research Help desk at 540-362-7465.
- Text: Send questions to 540-999-4821 (standard text messaging rates apply).

Collections and Services
To expand our offerings, Hollins shares a book and film collection with the library at Roanoke College. You can easily search this joint-collection using OneSearch on the library's homepage. Items from Roanoke College may be requested online and will be available to pick up the next business day. OneSearch is your gateway to all our resources: books, journal articles, magazine articles, videos, and music. Go to www.library.hollins.edu to get started. Note: off-campus users will need to sign in to our databases using their Hollins username and password.

Students can check out library materials at the Checkout and Reserves Desk using their student ID card. The checkout period for books is four months and for films is one week, and materials can be renewed online at www.library.hollins.edu. Because our mission is to provide access to materials and not charge fees, the library does not charge late fees for most items. Students will pay fees if they lose an item, or return a reserve or recalled item after it is due. All notices from the library are sent via Hollins email, so students should check this account regularly.

Hollins history is kept alive in Archives and Special Collections! Students are welcome to explore our Special Collections of rare materials and the treasures in the University Archives. The Archivist and Special Collections Librarian is available for assistance at 540-362-6237.

Our Interlibrary Loan (ILL) department locates and borrows materials not owned by the Hollins library on behalf of students. Students can fill out an online form to request materials. For assistance with this free service, call 540-362-6239 or email ill@hollins.edu.

Media Services is housed on the ground floor of the library. They provide audio-visual equipment, video editing, production and screening rooms, and a multimedia development center for faculty and student use. You can contact them at 540-362-6569.

Food and Drinks
The Coffee Commons is a space where students can take a break from studies to refuel with a cup of coffee, cold drink, or a snack from the vending machines. The library’s Greenberry’s Coffee shop is open Sunday – Thursday from 6 pm – 10 pm during the fall and spring semesters, and serves espresso drinks, drip coffee, cold drinks, and snacks (*No Cash Accepted*). When Greenberry’s is not open, there are snack and drink vending machines available in the same space. You are welcome to bring food or drink into the library – we simply ask that you be respectful of all library spaces and materials, as the library is a shared resource.

Jobs
Almost all of our student employees are work-study recipients. If you have a work-study award and would prefer to work in the library, come by the Checkout and Reserves Desk to discuss open positions.
Hollins University
Policies and Regulations
III. Hollins University Policies and Regulations

An educational community thrives on the free exchange of ideas, which makes it vitally important for all members to exhibit concern and respect for others as they live and learn together. Students are expected to maintain appropriate standards of behavior that reflect these high academic and community ideals. Community standards discussions in residential communities, led by the Housing and Residence Life staff, will address these issues in more detail as students come together to define the standards of behavior by which they will live. By exhibiting appropriate behavior, students and their guests exercise their personal rights while respecting the rights of others and understanding the balance of living and learning in the Hollins University community.

Alcohol Use Policy
The use of alcoholic beverages on campus is at the discretion of the university and subject to state alcoholic beverage regulations. Unless the university has specifically sanctioned the location and condition of alcohol use, the possession and consumption of alcohol on campus is prohibited.

1. Virginia State Law
   A. The laws of the Commonwealth of Virginia apply in all cases. The Code of Virginia and regulations of the Virginia Department of Alcoholic Beverage Control require:
      1) Persons who are under 21 years of age may not purchase, possess, or consume beer, wine, or distilled spirits. Any student who is under 21 years of age may not consume or possess alcoholic beverages on campus or at any university-sponsored event.
      2) Alcohol may not be served to any person known or believed to be underage (under 21 years of age) and that no one allows such a person to consume any alcoholic beverages at their event.
      3) No one serves any alcoholic beverage to any person known or believed to be intoxicated, nor allow the consumption of any alcoholic beverage by such a person at an event, and that no one allows such a person to remain in attendance at the event. Individual hosts or organizations may be held liable for alcohol-related accidents and/or injuries.
      4) Those who serve alcohol at an event must also be of legal drinking age (21 years of age or older).
      5) Virginia law imposes criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or university-initiated sanctions.
      6) Publicity for an event may not highlight the availability of alcoholic beverages.

For additional information regarding ABC and Virginia laws, refer to www.abc.virginia.gov.

2. University Policy
   A. Students and guests of legal drinking age (21) may possess and consume alcoholic beverages on campus in a responsible manner according to established procedures in the following areas:
      • Student residence halls.
      • Other locations on campus that are covered under Meriwether Godsey’s catering license.
   B. Students have one option when organizing events where alcohol is present (excluding student residence rooms), which is to work with Meriwether Godsey, who holds the university’s ABC and catering licenses, to provide the alcohol. Students must meet with the director of dining services at least 15 business days before the event to make the necessary arrangements. Security must be present at a catering event where alcohol is served. See the director of student activities and orientation for more information about security requirements.
   C. For events hosted under Meriwether Godsey’s licenses, the consumption of any alcoholic beverage is not permitted in outdoor, athletic or other areas open to the “public view” on campus. This includes walking on campus or in public locations with an open container of alcohol (can, bottle, cup, etc.).
   D. No alcoholic beverages may be brought into an event or campus related activity.
   E. Student Government Association fees may not be used to purchase alcoholic beverages for on-campus or off-campus SGA-sponsored events. If SGA, or a recognized Hollins student organization, chooses to purchase alcohol with fund-raised money they must follow all university and state regulations with regard to the distribution, purchase and consumption of alcohol.
   F. Advertising or promotional items sold or distributed for a function where alcohol is being served may make no reference in written or picture form to alcoholic beverages being served or the cost of such beverages, and may not in any way induce persons to consume to excess.
   G. Alcohol may not be given as a prize for any event or contest.
   H. Any advertising/publication for an event where alcohol is being served must first be approved by the Director of Student Activities and Orientation who in turn will work with the HAB Chair to provide final HAB stamp approval.
3. Guidelines for Responsible Use
   A. At any event at which alcoholic beverages are served, food and non-alcoholic beverages must be available and readily accessible to guests for the duration of the event in the same vicinity as the alcoholic beverages and featured as prominently as the alcoholic beverages. All alcoholic and non-alcoholic beverages must be labeled appropriately.

   B. The serving of alcoholic beverages needs to end at least one half-hour before the end of the event.
   C. Games that emphasize drinking are not allowed.
   D. Grain alcohol is prohibited.
   E. The availability of alcohol at events is facilitated by Meriwether Godsey. Private use of kegs is not permitted at student events or in student housing.

Violations of the university alcohol policy may result in a student being referred to the student conduct system. Please see pages 86-95 for the student conduct process and possible sanctions if found in violation. Under Federal and State law, persons who violate the possession or distribution laws regarding illegal drugs or alcohol, may be charged with misdemeanor and/or felony charges in criminal court. To view additional information, please refer to the Hollins University Annual Security Report for more details.

Alcohol Use in University Housing
   1. Follow all Virginia State Laws and University alcohol policies listed on pages 23 of this handbook.
   2. Alcohol is not permitted in social/TV rooms, hallways, stairwells, and other common areas.
   3. No kegs are permitted in university housing.
   4. Alcohol IS NOT permitted to be consumed in public view, except as permitted by ABC laws.

Alcohol and Illicit Drug Use Risks
The health risk associated with the use of illicit drugs and alcohol abuse encompasses a wide variety of risk. Illicit drugs consist of any street drug or a prescription medication being used by an individual in which it was not prescribed to. Alcohol abuse is the long term use of drinking excessive amounts of alcohol. Although it is thought that alcohol abuse occurs over time, in a college age student risk could occur in a single evening.

Health risk associated with illicit drug use consists of the following but not limited to:

Poor academic performance:
• Short term memory problems
• Distorted perception
• Difficulty in thinking and problem solving
• Loss of coordination

Involvement in:
• Deviant behavior
• Criminal activity
• Violence

Development:
• Dependence on the substance continuing into adulthood
• Leading to positive attitudes toward drug use
• More likely to initiate the use of other drugs

Negative Emotional States:
• Attention deficit disorder
• Anxiety disorder
• Phobias
• Depression
• Suicidal behavior

Increases:
• Odds of death from accidental or intentional overdoses
• Engagement in unsafe behaviors (driving under the influence)

Health related:
• Increased heart rate
- Increases chances of heart attacks
- Potential to promote cancer (Marijuana smoke contains more carcinogenic hydrocarbons than tobacco smoke)
- Contracting STD’s
- Contracting HIV/AIDS
- Contracting viral hepatitis
- Unintended pregnancy
- Injuries from fights, motor vehicle accidents

Health risk associated with alcohol abuse consists of the following but is not limited to:
- Injuries caused by car accidents
- Cirrhosis of the liver
- Alcohol-induced liver disease
- Liver cancer
- High cholesterol
- Cardiovascular disease
- High blood pressure
- Heart failure
- Increased calorie intake (obesity/diabetes)
- Stroke

Negative Emotional States:
- Attention deficit disorder
- Anxiety disorder
- Phobias
- Depression
- Suicidal behavior
- Contracting STD’s, and if untreated in women, cause infertility
- Contracting HIV/AIDS

Poor academic performance:
- Short term memory problems
- Distorted perception
- Difficulty in thinking and problem solving
- Loss of coordination
- Inability to concentrate or focus


**Athletic Facilities Usage Policy**

The Hollins University athletic and fitness facilities are for use by Hollins current students, university active and retired employees (including dining and Health and Counseling employees), university guests who are staying in the Barbee Guest House and Alumni Cottage, and Community School employees and students. Facilities are also available for family members (spouse/partner and dependent children) of Hollins active and retired employees living in their immediate households. In order for family members of Hollins employees and retirees to utilize the athletic facilities, the employee or retiree must talk with the Human Resources Office to obtain a special identification card for the family member(s).

Current students and employees may bring guests to use the facilities on a limited basis. Guests must obtain a one-day guest pass, and be accompanied by the student or employee at all times while using the facilities. The guest is responsible for assumption of liability while participating in fitness/sport activities. Guests of students or employees can obtain a one-day pass Monday-Thursday from the Athletics Department office located in Tayloe Gymnasium. Guest passes of more than one day will not be issued. Please contact Athletics Department Administrative Assistant Wendy Stewart (362-6436 or stewartwa@hollins.edu) with any questions or concerns.

Children must be 16 or older to use the athletic facilities unless accompanied by an adult, with the exception of the Funkhouser weight room. Children under the age of 16 are not allowed in the Funkhouser weight room at any time.

Facilities covered by this policy include Tayloe gymnasium, Mary Moody Northen pool, Funkhouser weight room, the Movement Lab, Batten tennis courts, the turf area beneath the gym, Moody field, and the upper athletic practice field.
The main gymnasium courts are reserved for varsity team activities and practices at all times. Due to required upkeep and maintenance, Moody field and the practice field are reserved for varsity sports only. The pool is available on a limited basis, and swimming is permitted only when a lifeguard is on duty. The climbing wall is available on a limited basis, and climbing is permitted only when a trained supervisor is on duty.

Any outside usage of the athletic fields, pool, and/or climbing wall requires a contract and insurance through the Director of Special Programs. Scheduled classes and athletic events take priority in facility scheduling.

Proper attire and footwear are required while using the athletic facilities. This includes the following:

- Shirts should cover the torso, and minimize skin contact with benches or pads (best practices indicate that limiting skin contact with benches and pads protects users from possible skin conditions that can spread quickly in a fitness center)
- Shorts, tights, or sweat pants with no buckles or abrasive materials that may damage benches or pads (no jeans, belts, etc.)
- Athletic shoes that cover the entire foot (no sandals or flip-flops)

Please bring your Hollins identification card or guest pass with you when accessing athletic facilities. University staff may request that the card or pass be shown, and those without their university identification card or guest pass may be denied access to the facilities.

Animals are not permitted in any athletic facilities buildings or on the tennis courts at any time. The only exceptions to this are working animals for purposes of aiding those with disabilities or for verifiable academic reasons.

Groups outside the Hollins University community wanting to reserve any athletic facilities must sign a contract through the Director of Special Programs. For facility rentals, outside groups (high schools, churches, AAU, etc.) are required to provide a certificate of insurance naming Hollins University as an additional insured in the amount of $1,000,000 prior to use of the facility. Any use by these types of groups must be scheduled through the Director of Special Programs.

If you suspect someone is using Hollins University athletic facilities who should not be, please contact Wendy Stewart (362-6436, stewartwa@hollins.edu) or anyone else on the Athletics Department staff. If no one is available in the Athletics Department, please contact Campus Security at 362-6419.

Updated August 24, 2018

Consensual Relationships Policy and Procedures

A consensual sexual relationship is one in which two people are engaged by mutual consent in a physically (sexually) intimate relationship. When such a relationship involves people who differ in power within the university community, it is of special concern because of the potential for conflict of interest and/or abuse of power. For these reasons, Hollins University has adopted a policy to prohibit “consensual” sexual relationships wherein the inherent imbalance of power is such that these relationships place the university at high risk, especially when students are involved. A special note is made in the University’s Harassment Policy that the seeds of harassment and sexual harassment exist in relationships of any kind that involve differences of status of power.

Policy

1. Among employees: Sexual, intimate and/or romantic relationships (even consensual ones) between university employees (faculty, administrators and staff) and those they supervise are potentially exploitive because of the imbalance of power inherent in them. Employees must avoid relationships that pose threats to the fulfillment of their professional duties or call into question the consensual nature of their relations.

   The university prohibits employees from supervising, evaluating, or determining the terms or conditions of employment of anyone with whom they have a sexual relationship. This includes faculty department or program chairs and a faculty member in a department or program under that chair’s direction.

2. Among undergraduate students and employees: Sexual relationships between employees (faculty, teaching fellows, administrators and staff) and undergraduate students are inconsistent with the mission of the university and inappropriate because they carry a risk of damaging the student's educational experience and the employee's career. The university thus prohibits sexual relationships, even of a consensual nature, between employees and currently enrolled undergraduate students. Employees are strongly advised to exercise their best professional judgment concerning student-employee relationships and to consider that
intimate relations with students, even of a non-sexual nature, can be fraught with difficulties and the appearance of impropriety.

3. Among graduate students and employees: The university prohibits sexual relationships between employees (faculty, teaching fellows, administrators and staff) and graduate students in the same program or students whom they supervise, evaluate, or teach. The university discourages sexual relationships between graduate students and employees not in the same program.

A member of the university community who violates the Consensual Relationships Policy will be subject to disciplinary action by the institution up to and including dismissal.

Process
Any member of the University community who has substantial reason to believe that a violation of the Consensual Relationships Policy has occurred is encouraged to contact the vice president for academic affairs, the vice president for student affairs and dean of students or the director of human resources to express his/her concern and to explain the basis for the concern. The vice president for academic affairs, the vice president for student affairs and dean of students or director of human resources is responsible for fully investigating and taking appropriate disciplinary action if it is determined that the policy has been violated. Any concern about violations by the president should be taken to the chair of the board of trustees. The administrator conducting the investigation will inform the alleged offenders of the allegation and of the identity of the person bringing the grievance. A written statement of the grievance should be given to both parties, and every effort will be made to protect the person bringing the grievance from retaliatory action by those named in the grievance. Disciplinary action appropriate to the situation may range from reprimand up to and including suspension or dismissal.

Any member of the community who becomes aware of a relationship between individuals violating the Consensual Relationships policy may also bring the matter to the attention of the Harassment Grievance Board by meeting with any of its members, under the same standards of confidentiality and disclosure outlined in the University's Policy on Harassment.

As stated by the AAUP, disciplinary actions will not be used to restrain faculty members in their exercise of academic freedom, and as in harassment investigations, the rights of all individuals involved to privacy and due process will be respected. If a determination is made that an accusation was not made in good faith, the individual bringing the false accusation will be subject to a charge of harassment. If any party to the situation is not satisfied with the actions taken by the administrator, he/she may appeal to the president or the chair of the board of trustees if the president was the investigator or accused.

In the event that a relationship described above develops between employees or pre-exists being employed, the supervisor or superior administrator involved in the relationship may seek the assistance of the vice president for academic affairs or director of human resources (or the president, if the involved party is the vice president for academic affairs or director of human resources) to attempt to alter the employment relationship and remove the conflict of interest and/or power differential. However, the University is not obligated to provide such accommodation for those involved in consensual relationships. If no suitable realignment of the supervisory relationship can be agreed upon, then the supervisor or superior administrator involved in the relationships will be held accountable for violation of the university policy prohibiting consensual relationships if the relationship is not ended.

When a pre-existing relationship exists, the president can evaluate and approve a request for an exception before the student is enrolled or individual is employed if extenuating circumstances exist.

If a community member feels that they have been subjected to sexual harassment, they may also file a complaint under the university’s Harassment Policy.

If a consensual relationship pre-exists the implementation of this policy, the involved parties must contact the vice president for academic affairs, the vice president for student affairs and dean of students or the director of human resources immediately to report the existence of the relationship and devise a response to come into conformity with this policy that is accepted by the vice president for academic affairs, the vice president for student affairs and dean of students or director of human resources of the University. If the relationship is not reported by the involved parties, the individuals will be subject to the policy listed above including disciplinary action.

Contacting Hollins Alumnae
Alumnae names, addresses, and biographical information are entrusted to the Office of Institutional Advancement by each individual alumna to be used solely for university-sanctioned activities for the advancement of Hollins. Approval
from the Office of Institutional Advancement is required to contact groups of alumnae or individual alumnae except in cases where alumnae have already given permission for their names to be listed for student contact (such as with the career center for career networking or internships).

**Dietary Exclusion From Meal Plan (Undergraduates)**

Hollins University is a residential community in which full-time, traditional undergraduate students are required to live on campus and participate in the university meal plan. In addition to the basic residential nature of the campus, our residence halls do not provide appropriate spaces for individual meal preparation. Very few medical diagnoses will suffice for an exclusion from the meal plan. Students who have special dietary needs should talk with the director of dining services to request accommodations. Additionally, students should be aware that financial difficulty or finances are not a cause for an exemption.

Students wishing to be considered for an exemption for medical reasons must review the following guidelines:

1. The Meal Plan Exclusion request form should be sent to the VP for student affairs and dean of students or the director of housing and residence life prior to June 1 (for fall term) or November 1 (for spring term) along with documentation from a licensed professional. The Business Office will not prorate exemptions in the middle of a semester. For new students, all requests should be made when immunization and health records are sent to Health and Counseling Services.
2. The medical documentation that is included with the exemption form must specify: a) the nature of the special need, b) the medical diagnosis, and c) the dietary requirements.
3. The VP for student affairs and dean of students, director of housing and residence life, and director of health and counseling services will discuss the request.
4. The student may be asked to meet with the nurse practitioner or the director of health and counseling services if the documentation provided is not sufficient.
5. The director of health and counseling services or the nurse practitioner may contact the medical professional providing the medical documentation if additional information is needed.
6. The VP for student affairs and dean of students will make the final decision about the exclusion and will communicate it to the student.

**Disruptive Behavior**

Disruptive behavior is defined as behavior that infringes upon academic pursuits or is disruptive to the University community. Students engaging in disruptive behavior may be subject to University conduct or administrative action.

**Dissent**

See “Policy on Political Activity” on page 36.

**Fishing Policy and Procedures**

Currently, fishing on campus property is not permitted, except for special permissions from the office of the vice president for finance and administration and notification to Campus Security. All state laws that pertain to fishing in Virginia apply on campus property. Community members in violation may be disciplined. Violation by non-community members may result in their being removed from campus and being barred from future visits to the university.

**Fundraising by Students and Student Groups**

Students who wish to raise funds in the Moody Lobby must reserve space through the calendar/request-a-space on my.hollins. Students who wish to raise funds in the residence halls should contact the assistant dean of students/director of housing and residence life (upper level of Moody Center). All fundraisers in conjunction with a Not-for-Profit and For-Profit Organization outside of Hollins conducted on campus by students for the purpose of funding student organizations must be approved by the Director of Student Activities and Orientation. This is to ensure compliance with Hollins University non-profit status. All information will be shared with the club coordinator and the SGA treasurer.

Any use of the Hollins logo or name on fundraising merchandise must be approved by the vice president for external relations. This approval will be obtained by the Director of Student Activities and Orientation for the student organization. At the conclusion of the fundraising event, the student organization must submit written documentation of their fundraising efforts to the Director of Student Activities and Orientation and the club coordinator, as well as deposit any funds into their University-held account. These deposits should be done on a regular basis during the fundraising effort.

Student groups seeking to solicit outright gifts of funds, goods or services from external constituencies should file a fundraising plan with the Director of Student Activities and Orientation in advance for review by the development
office. Additional information can be obtained from the office of Student Activities and Orientation in advance at 540-362-6986. Approval from the VP of external relations is required for all solicitations from external constituencies.

Solicitations involving Hollins alumnae are, with rare exceptions, restricted to projects deemed to be institutional priorities by Hollins leadership. Fund-raising by individuals for personal benefit or the benefit of other individuals is prohibited.

**Clubs and Organizations Accounting/Banking**

No Hollins University student club or organization is permitted to have any off campus financial accounts. All financials are required to be organized through the Hollins University Business Office. Virginia Law prohibits raffles. Please contact the Office of Student Activities and orientation if you have questions.

**Graduation**

The graduation fee of $110 is used to offset the costs of commencement, such as, programs, rentals, sound system, food service, and diplomas. The fee will be charged to the graduating student’s account during the spring semester. In order for students to walk across the stage at graduation and receive a diploma, they must have successfully completed all degree requirements and be in good current financial standing. Students who either fail a required course in the spring of their senior year, need to complete work over the summer, or who are not in good current financial standing will only be able to robe and sit with their class on graduation day, not cross the stage.

**Harassment Policy**

For the most current and complete policy, including options, resources, and immediate and interim measures for all harassment complaints: go to https://my.hollins.edu/ go to the “Hollins Quick Links” menu in the top navigation bar, select “University Policies” in the drop-down, click “Harassment Policy Information,” and then click the “Harassment Policy” link; or click this direct link: https://hr.press.hollins.edu/wp-content/uploads/sites/24/2017/08/Harassment-Policy.pdf

**Title IX Inquiries**

The university’s Title IX Coordinator, Alicia Godzwa, is also the Director of Human Resources. She may be reached at 540-362-6070; agodzwa@hollins.edu; or Hollins University, Human Resources Office, Box 9716, Roanoke, VA 24020. Her office is located on the main floor of Botetourt Hall, office 4. Questions regarding Title IX may be referred to the Title IX Coordinator or the Department of Education Office for Civil Rights.

**Policies Governing Confidentiality**

A student may contact Health and Counseling Services or the University Chaplain to have a sexual harassment complaint deemed, in most cases, a privileged and confidential disclosure. The exceptions to this confidentiality are situations in which there are concerns about the student’s or others’ safety, or the victim or survivor is a minor. In such situations, incident information pertinent to the student’s, others’, or the minor’s safety will be disclosed to university administrators responsible for helping keep the student, campus community, or minor safe; all other information will remain confidential.

A student may contact CASA (Coalition Against Sexual Assault) or an off-campus resource to have a sexual harassment complaint deemed a privileged and confidential disclosure, and an employee may contact an off-campus resource to have a sexual harassment complaint deemed a privileged and confidential disclosure. In these disclosures, all information is kept confidential.

Students and employees who tell a responsible employee or a student representative about a sexual harassment situation should understand that the responsible employee or student representative must report the incident, including personally identifying details, to the Title IX Coordinator as a requirement of this policy and state and federal laws. Responsible employees and student representatives have been trained that if a student or employee contacts them with a sexual harassment incident, they are asked to explain their reporting obligations before the student or employee reveals any information about the incident to them.

All other, non-sexual harassment complaints from students and employees are considered privileged and confidential disclosures unless the complainant contacts a Harassment Grievance Board officer.

There are times in sexual or non-sexual harassment complaints when the university may not be able to honor a student’s or employee’s request that their name not be disclosed to the respondent, or that no investigatory or disciplinary action be taken. These times include, but are not limited to, if the respondent has been involved in similar incidents; there is a risk to the safety of the student, employee, others, or the campus community; or the victim or
survivor is a minor. The Title IX Coordinator is responsible for evaluating such requests for confidentiality or no action.

**Prohibition Against Retaliation**
Prohibition of retaliation is a clear expectation throughout the report/complaint filing, investigation, determination, resolution, discipline, and appeals processes. Retaliation against a complainant (including a third-party), witness, or any other person exercising her/his rights or responsibilities under this policy is prohibited. Anyone found to have violated the anti-retaliation provision of this policy will likely be disciplined.

**Parallel Investigations with Law Enforcement**
Hollins University has a memorandum of understanding (MOU) with Roanoke County (Virginia) Police Department, and may contact them to assist in the investigation of any alleged felony criminal sexual assault in or on campus property or on public property. Hollins also has a mutual aid agreement (MAA) with the Virginia State Police, and may contact them to assist with any alleged felony sexual assault. Hollins will provide these law enforcement agencies with as much information as possible to aid in their investigations, at the request of a complainant, without violating the confidentiality of a complainant who requests such. The exceptions to this confidentiality are situations in which the respondent has been involved in similar incidents; there is a risk to the safety of the complainant, others, or the campus community; or the victim or survivor is a minor.

**Definitions**

**Harassment**
Harassment is any conduct directed toward an individual or group that is unwelcome, unacceptable, and/or offensive; that is based on the protected classes of sex (including sexual misconduct), race, color, ethnic origin, nationality, disability, genetic information, sexual orientation, veteran status, marital status, age, and political and religious beliefs; and that is pervasive and adversely affects participation in employment, education, or campus life; and/or creates a hostile environment. Harassment can be of a physical, written, verbal, or nonverbal nature. Additionally, harassment can occur regardless of intent.

**Sexual Harassment**
Sexual harassment is unwelcome, unacceptable, and/or offensive physical, written, verbal, or nonverbal conduct of a sexual nature. This includes sexual violence.

**Hostile Environment**
A hostile environment is created when repeated, severe, pervasive, or persistent harassment interferes with an individual’s ability to learn, work, or otherwise participate in university life. In the majority of cases, a pattern of incidents is required; casual or sporadic incidents are not enough to show a hostile environment. However, a single incident may be sufficiently severe to create a hostile environment.

**Hostile Environment Cause by Sexual Harassment**
A hostile environment caused by sexual harassment is created when repeated, severe, pervasive, or persistent unwelcome, unacceptable, and/or offensive physical, written, verbal, or nonverbal conduct of a sexual nature interferes with an individual's ability to learn, work, or otherwise participate in university life. In the majority of cases, a pattern of incidents is required; casual or sporadic incidents are not enough to show a hostile environment. However, a single incident may be sufficiently severe to create a hostile environment.

**Sexual Violence**
Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. This includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**Sexual Assault**
Sexual assault, under Virginia state law, includes rape, forcible sodomy, inanimate or animate object sexual penetration, marital sexual assault, aggravated sexual battery, and sexual battery. Sexual assault, under federal law, includes rape, fondling, incest, and statutory rape. Sexual assault also includes non-consensual sexual contact and non-consensual sexual intercourse. Non-consensual sexual contact occurs when a party does not consent to, under Virginia state law, sexual intercourse or physical contact in an act of apparent sexual stimulation or gratification with her/his clothed or unclothed genitals, pubic area, buttocks or, if such be female, breast. Non-consensual sexual intercourse occurs when a party does not consent to the act, and under Virginia state law, such act is accomplished (i) against the complaining witness's will, by force, threat, or intimidation of or against the complaining witness or another person; or (ii) through the use of the complaining witness’s mental incapacity or physical helplessness; or (iii) with a child under age 13 as the victim.
Sexual Exploitation
Sexual exploitation is one party’s illegal use of an incapacitated person for sexual purposes for her/his or another’s profit or advantage.

Domestic Violence
An act against a family or household member that involves violence, force, or threats, and results in physical injury, or places the family or household member in fear of injury or harm.

Dating Violence
An act against a person, with whom the perpetrator is involved romantically or intimately, that involves violence, force, or threats, and results in physical injury, or places the person in fear of injury or harm. The existence of such a relationship will be determined by the length and type of relationship and frequency of interactions.

Stalking
Conduct, on more than one occasion, directed at someone that places, or has the intent to place, a person in reasonable fear of death, criminal sexual assault, or bodily injury to that person or her or his family or household member, or to suffer substantial emotional distress.

Retaliation
No one may discharge, suspend, expel, threaten, intimidate, coerce, or otherwise discriminate against a complainant or witness who, in good faith, complains or provides information to, or otherwise cooperates with, a harassment grievance officer or the Harassment Grievance Board; attempts to assert any right protected by state or federal law; or assist any person in asserting such right. No one may discharge, suspend, expel, threaten, intimidate, coerce, or otherwise discriminate against any person for exercising her/his responsibilities, in good faith, under this policy.

Intimidation
No one may scare a complainant or witness who, in good faith, complains or provides information to, or otherwise cooperates with, the Harassment Grievance Board; attempts to assert any right protected by state or federal law; or assists any person in asserting such right. Intimidation includes, but is not limited to, use of force, threat of use of force, reprisal, or threat of reprisal.

Note these additional definitions in relation to sexual activity:

Consent
With regard to sexual activity, consent is a voluntary agreement to engage in such activity. Someone who is incapacitated cannot consent; past consent does not imply future consent; silence or an absence of resistance does not necessarily imply consent; consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another; consent can be withdrawn at any time; and coercion, force, threat, or intimidation of either party is not consent, and invalidates prior consent. Consent is not given if the act is accomplished through the use of a person’s mental incapacity or physical helplessness. Consent obtained from a person who is under the influence of alcohol or other drugs may not be considered informed consent. Ideally, a person’s consent should be informed, freely given, and mutually indicate permission through words and actions unmistakable in meaning.

Incapacitation
Incapacitation can result from the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents a person from having the ability to give consent to sexual activity.

Bullying
Bullying is defined as repeated intimidation of others by the real or threatened infliction of physical, verbal, written, or electronically transmitted abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put downs.

Hollins is a community that expects mutual respect of its members. If a student, faculty, or staff member feels they have been bullied by a student, the resolution process is as follows:

Inform, in writing, the VP for student affairs and dean of students or the assistant dean of students. Once written documentation has been submitted, the VP for student affairs and dean of students and/or the conduct coordinator will meet with the complainant to develop a plan of action that may include:

- talking with the other individual(s) involved.
- mediating the parties involved.
• writing a letter that requires the alleged behavior(s) to stop.
• having the complaint resolved through an administrative hearing.

Under appropriate circumstances, immediate action to prevent bullying may be taken and is not limited to the process provided herein.

When possible, individuals have a responsibility to resolve conflicts between or among themselves. What is perceived as bullying by one individual may not be similarly perceived by another where differences of attitude or culture apply.

Rules of confidentiality and prohibition of retaliation are clear expectations throughout the investigation and resolution procedures.

Whistleblower Policy
Hollins University is committed to compliance with the laws and regulations to which it is subject. Laws, regulations, policies and procedures strengthen and promote ethical practices and ethical treatment of the members of the University community and those who conduct business with the University. The University's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies and procedures may occur and may constitute improper activities as defined by definitions in this policy. The University has a responsibility to investigate appropriate parties allegations of suspected improper activities and the actions taken by the University. This policy governs reporting and investigation of allegations of suspected improper activities and represents the University’s implementing policies related to whistleblowers. Employees and others are encouraged to use guidance provided by this policy for reporting all allegations of suspected improper activities and represents the University’s implementing policies related to whistleblowers. Employees and others are encouraged to use guidance provided by this policy for reporting all allegations of suspected improper activities. Individual employee grievances and complaints regarding terms and conditions of employment will continue to be reviewed under the applicable faculty and staff personnel policies. Any allegations of improper activities that may result in subsequent actions bringing disciplinary charges against a faculty or staff member shall be coordinated with the applicable faculty or staff personnel conduct and disciplinary policies. In all instances, the University retains the prerogative to determine when circumstances warrant an investigation and, in conformity with this policy and applicable laws and regulations, the appropriate investigative process to be employed.

For the complete policy, go to https://my.hollins.edu/ go to the “Hollins Quick Links” menu in the top navigation bar, select “University Policies” in the drop-down, click “Policies and Guidelines,” and then click the “Whistleblower Policy” link; or click this direct link:

Hazing
Hollins University policies concerning hazing are consistent with the laws of the Commonwealth of Virginia. The Virginia law on hazing is:
• § 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty.
• It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.
• Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.
• Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, ‘hazing’ means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.
Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities:

1. Paddling;
2. Kidnapping;
3. All forms of physical activity which are used to harass, punish, or harm an individual;
4. Excursions or road trips;
5. Confinement;
6. Spraying, painting, or pelting with any substance;
7. Burying in any substance;
8. Nudity with the intent to cause embarrassment;
9. Servitude;
10. Exposure to uncomfortable elements;
11. Verbal abuse;
12. Wearing, in public, of apparel which is conspicuous and/or indecent;
13. Forcing consumption of alcohol or any other substance, legal or illegal;
14. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
15. Burning, branding, or tattooing any part of the body;
16. Psychological hazing, defined as any act which is likely to:
   a. Compromise an individual’s dignity;
   b. Cause an individual embarrassment or shame;
   c. Cause an individual to be the object of malicious amusement or ridicule; or
   d. Cause an individual emotional distress;
17. Interrogating an individual in an intimidating or threatening manner;
18. Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way;
19. Misleading prospective members into believing that they will be hurt during induction or initiation;
20. Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
21. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose;
22. Binding or restricting an individual in any way that would prohibit them from moving on their own; and
23. Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

Activities that are not consistent with the constitutional laws of the United States, the Commonwealth of Virginia, the County of Roanoke, or the policies of Hollins University are not permitted.

For clarification or more information of the hazing policy at Hollins University, students should contact the VP for student affairs and dean of students, Director of Student Activities and Orientation, or the assistant dean of students. (Code 1950, 18. 1-71; 1960, c. 358; 1975, cc. 14, 15; 2003, cc. 62, 67; 2014, c. 627.)

Animal Control Policy
This policy provides rules and regulations concerning the control of domestic animals in all facilities and locations owned or operated by Hollins University in an effort to provide for a safe and secure learning and working environment for its students, employees, and visitors.

This policy also outlines procedures concerning the control of wild animals that routinely populate the campus grounds and properties.

Definitions
Immediate physical control is defined as some kind of restraining device (leash, tie out, kennel) that keeps the animal from being able to leave the immediate vicinity of the owner or custodian.

Nuisance animal is defined as any dog, cat, or other domestic animal, which unreasonably annoys humans, endangers the life or health of other animals or persons, or substantially interferes with the rights of citizens, other than its owner, to the enjoyment of life or property. Such acts of nuisance shall include, but are not limited to the following:
- Damages property other than that of the owner;
- Attacks or disturbs other animals, persons or vehicles by chasing, barking or biting;
- Makes excessive noises including, but not limited to, barking, whining, howling, caterwauling, or crying;
- Creates noxious or offensive odors;
- Defecates upon any public place or upon premises not owned or controlled by the owner, unless promptly removed by the animal’s owner; or
- Creates an unsanitary condition or insect breeding site due to an accumulation of excreta or filth.

Running at large is defined as roaming, running off the property of its owner or custodian and not under its owner’s or custodian’s immediate physical control at all times.

Wild animal is defined as any natural wildlife that is not domesticated and under the control of humans. Wildlife includes, but is not limited to: deer, coyotes, squirrels, birds, snakes, bears, skunks, rabbits, ground hogs, etc.

Applicability
This policy applies to all Hollins University faculty, students, visitors, and contracted service representatives and to all property owned, leased, operated or controlled by Hollins University.

Service and Assistance Animals
At no time should any dog, cat, or other pet animal be in any residence hall, any administrative building, or any academic building. The only exceptions are to working animals for purposes of aiding those with disabilities, or for verifiable academic reasons. At no time should the owner of any dog permit such dog to run at large on any property owned or controlled by Hollins University. All dogs must remain under the immediate physical control of its owner or custodian.

At no time may any person allow their animals to become nuisance animals.

At no time should any dog be allowed on the university tennis courts. The surface of the tennis courts can become damaged by the nails of dogs. The athletics department has requested that Campus Security officers enforce this policy on the tennis courts.

At no time should any community member interfere with the passage of natural wild animals on the campus grounds and properties. Campus Security will contact Roanoke County Police for advice on dangerous wildlife found on campus.

Procedures
Roanoke County Police will remove nuisance animals or dangerous wildlife from the campus property. Campus Security officers are not eligible for certification to act in the authority of an animal control officer and they will not be required to capture nuisance animals or dangerous wildlife. Wildlife is natural to the campus properties and shall be left alone until the time that they become dangerous or a nuisance to campus grounds or buildings.

Roanoke County Ordinances pertaining to dogs, cats, and other animals:
Sec. 5-41. Required: It shall be unlawful for any person to own a dog or cat four (4) months old or over in this county, unless such dog or cat is currently licensed under the provisions of this division. (Code 1971, § 5-14; Ord. No. 2135, 9-26-78; Ord. No. 72688-11, § 1, 7-26-8; Ord. No. 41294-7, § 1, 4-12-94)

Sanctions
Any employee violating this policy will be subject to a fine of $100 by the university. Any student violating this policy will be subject to sanctions through the conduct board and a fine of $100 by the university. Any visitor violating this policy will be subject to being barred from campus. Reparations for damages caused by someone’s pet will be the responsibility of the pet’s owner.

Exclusions
This policy does not apply to law enforcement officials or working animals for purposes of aiding those with disabilities, or for verifiable academic reasons.

Interpretation
The authority to interpret this policy rests with the president, and is generally delegated to the vice president for finance and administration.

Students should also see ‘Guidelines on Service Dogs and Assistance/Support Animals for Students.’
Heating to Cooling Switchover
Facilities Management personnel perform the required changeover from heating to air-conditioning in the spring. Because of the varying equipment installed throughout campus, most buildings must be changed over individually. Facilities Management performs the changeover on the basis of priorities established to (1) provide comfort to students living in residence halls, (2) maintain required temperatures to protect equipment and research in progress, and (3) serve the greatest number of individuals and activities. Air conditioning may not begin until outside temperature has reached 75°F for seven consecutive days. Temperature projections are also considered. The wide swings in temperature during the fall of the year and the difficulty in switching between heating and cooling make this policy necessary. Special problems or hardships with this policy should be addressed to the vice president for finance and administration.

Cooling to Heating Switchover
Facilities Management personnel perform required changeover from air-conditioning to heating in the Fall. Because of the varying equipment installed throughout the campus, most buildings must be changed over individually. Facilities Management performs the changeover on the basis of priorities established to (1) provide comfort to students living in residence halls, (2) maintain required temperatures to protect equipment and research in progress, and (3) serve the greatest number of individuals and activities. Heating may not begin until the high outside air temperature has dropped below at least 55°F for seven consecutive days, or there is an imminent threat of freeze damage to Hollins systems. Temperature projections are also considered. The wide swings in temperature during the fall of the year have made this policy necessary. Special problems or hardships with this policy should be addressed to the vice president for finance and administration.

University Policy on Intellectual Property – Student Information
Hollins University recognizes the importance of intellectual property as a spur to innovation and the need in any university for a policy to address intellectual property created by its students, faculty, and administrative staff. This policy is intended to address the ownership of patentable inventions and copyrightable works created by the faculty, staff, and students of the university. (A separate policy will address the university’s management of its trademarks.)

Works and inventions created by undergraduate and graduate students
Students at Hollins University may create works or inventions in the course of their studies, in the course of an academic collaboration with a faculty member, or in the course of employment by the university. Works and inventions created by a student in the course of his or her studies (as part of a class assignment, independent study, or otherwise), will ordinarily be treated as owned by the student, unless particular circumstances create rights in a third party. Works and inventions created in the course of an academic collaboration with a faculty member will be treated as if the student were a faculty member, and will be subject to the same rights and conditions as described above in paragraph (1). A works or invention created by a student in the course of employment by the university will be treated as a “work for hire” (if copyrightable) or subject to assignment to the university (if an invention) and in both cases, shall be owned by Hollins University. All students agree to assign their ownership rights in such inventions or works created while employed by the university to Hollins University. Works and inventions that are created by students outside the course of their studies at Hollins or that are unrelated to their work at Hollins, or are subject to a specific prior written agreement with Hollins University, shall be owned by their creator or creators.

Administration and Resolution of Disputes
The vice president for academic affairs will administer this policy with regard to works and inventions created by faculty members and those created by students performing coursework or working in academic collaboration with faculty. The Vice President for Academic Affairs will act with due regard for federal and state law and contractual obligations. Disputes arising out of the vice president for academic affairs’ administration of this policy will be referred to the Review Board.

Policy on Illicit Drugs
The university prohibits the possession and use of illicit drugs and paraphernalia. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of both federal and state laws and university regulations.

Anyone who distributes illicit drugs will be dismissed from the university and may be subject to criminal prosecution by appropriate federal or state authorities. Hollins University does not provide sanctuary from state and federal laws which regulate the use of drugs. Law enforcement agents have jurisdiction on campus, and, with probable cause, reasonable suspicion, or when in possession of the proper documents, may legally make arrests and search any room or building without prior notice to the university. The university cannot protect an accused person from the consequences of an arrest or conviction on or off campus.
Additionally, students may be referred to Student Conduct Council. Please see pages 86-95 for the student conduct process and possible sanctions if found in violation of this policy.

If Campus Security receives a complaint of alleged possession of illicit drugs or paraphernalia, a Campus Security Officer will be dispatched to the scene to conduct a preliminary investigation. An HRL member will be summoned to witness the preliminary investigation. If during the preliminary investigation, illicit drugs or paraphernalia are found, Roanoke County Police will be summoned to the location. Neither professional staff nor Campus Security is required to obtain a warrant to search your room or your vehicle. Once drugs or paraphernalia are found, Roanoke County Police may arrest you and conduct a further search of your room or your vehicle to discover additional evidence for a criminal prosecution.

University Policy on Political Activity
By its nature, Hollins University shelters and presents a diversity of opinions. Indeed, its freedom from political control rests on the assumption of its social and political objectivity. It is contrary to the purposes and interest of an educational institution to be used as an instrument of political action.

Hollins University recognizes and cherishes the right of dissent by individual members of the community as one of the fundamental democratic freedoms.

In exercising the right of protest, individual members of the Hollins community must always bear in mind their special responsibility to the university:

- For faculty members, these obligations are set forth in the statement on academic freedom issued by the American Association of University Professors (AAUP), and is adhered to by the university.
- Students enjoy equal rights as citizens, but should make clear when they are speaking for themselves and not the institution.
- Freedom from disorder is essential to the right of dissent. Hollins University welcomes peaceful and orderly protest, but it will not tolerate interference with the rights of others, obstruction of normal activities, threats of coercion, violence, or destruction of property.
- Normal academic schedules will not be suspended except for reasonable cause determined by the president or a designee, after consultation with the Hollins community.

If there are questions about this policy, students should contact the VP for student affairs and dean of students, faculty should contact VPAA, and staff should contact VPFA. Consistent with university policy, if at any time there are concerns about campus safety, Campus Security should be notified.

Posting Policy
Flyers are considered publicity materials that are 8.5x11” or smaller; posters are between 8.5x11” and 24x36”; banners are any materials larger than 24x36”.

First-time registration (in a given academic year):
- Those requesting to advertise on the Hollins University Campus must be a recognized club, organization, or an SGA interest club as defined by the SGA Club Coordinator.
- Clubs must submit a digital or hard copy of any poster they want to hang to the Director of Student Activities and Orientation. This poster will then be given an approval stamp. Any club/organization flyers that do not contain this stamp may be removed from posted locations.
- All banners must be approved separately.

Posting/Promotion Regulations
- All subsequent advertising following the initial registration must be registered with the student activities and orientation office at least two weeks prior to an event.
- Anything to be posted may go on approved general-purpose bulletin boards, columns, brick surfaces and doors where appropriate. Please note that some bulletin boards are used primarily by academic departments. In the residence halls/apartments, approved boards are labeled.
- Glass, painted surfaces and cars are prohibited. The use of the outside of buildings is strongly discouraged.
- The name of the sponsoring department, organization or responsible individual must be clearly stated.
- Only one flyer per event is allowed on any given bulletin board.
- Table Tents (flyers placed on tables in Moody) must be registered by the general manager of Meriwether Godsey.
- Materials making reference to the use, sale or consumption of alcohol, tobacco or marijuana and/or those that are sexually explicit are prohibited.
• Materials promoting anything in violation of Hollins University policies and procedures or any advertising which promotes illegal activities or illegal content are prohibited.
• Copyright material may not be included in advertising.
• Any public film showings (outside of scheduled class time or private resident socials) cannot be publicized unless registered by the Director of Student Activities and Orientation and the rights to screen the film are secured.
• Materials not associated with a specific event may be displayed for no more than ten business days unless specific approval is obtained from the office of student activities and orientation.
• Sponsors are responsible for removal of materials within two days of event completion.
• Glue, spray adhesives, nails, heavy gauge staples, or other metal fasteners are prohibited.
• Only painter’s tape may be used on painted walls. If other tape is used and there is damage, the individual or organization may be billed.

Other Advertising Options
• To advertise events through the Hollins online calendar at my.hollins, please email all event information to Kathy Rucker at krucker@hollins.edu. To advertise any events through a Student Activities email, an email that all current students receive, please submit correct event information, including graphics, in a jpeg format one week before the event. Event notices can be emailed to the Director of Student Activities and Orientation - studentactivities@hollins.edu.
• Students wishing to post flyers on other campuses must consult the posting policies of those institutions. The Public Relations Office will assist students in publicizing events in the Roanoke community. Please visit Jeff Hodges on the third floor of the Cocke Administration Building at least three to four weeks in advance of the event.
• If you would like to advertise on Channel 3, email a PowerPoint slide containing all pertinent information to media_services@hollins.edu. Please include in your email the last date you would like the slide to show.

Additional Information and Enforcement
• Hollins University acknowledges that a policy of this nature may not anticipate every issue with respect to posting and advertising. The University reserves the right to impose reasonable restrictions with respect to time, place and manner of posting activities.
• Postings in violation of this policy will be removed regardless of content.
• Violations of this policy can be referred to the student conduct process.

Chalk:
Students are welcome to express their thoughts and advertise events in chalk on the sidewalks around campus. Students must not write on the sides of buildings, steps, on the Moody Plaza bricks, or on the pavers and the cement that frames the pavers in front of the Administration Building. Chalking may be removed after the event by Physical Plant.

Student Health Insurance
Hollins University does not offer health insurance to domestic students for 2018-19. For domestic students interested in acquiring health insurance, please contact individual insurance providers or https://www.healthcare.gov/. International students are required to have health insurance. The fee for 2018-19 will be $1716 and is listed in the cost of attendance for financial aid purposes, and will appear as an additional charge on the student’s bill. If a student has comparable student health insurance, they may waive the university health insurance.

Information regarding the Student Health Insurance Plan and the waiver process can be found at www.geobluestudents.com.

Residential Requirement (Undergraduates)
Hollins University is a residential campus that prides itself on its campus community. By living on campus, students are afforded the opportunity to develop academically, socially, physically, and spiritually within safe and comfortable living areas. Residence halls provide the best and fastest way to meet other people. Each year approximately 90% of the traditional undergraduate student body lives in university housing.

Recognizing the multiple benefits available to residential students, members of the President’s Cabinet developed the Hollins University Residency Policy based on recommendations from the Board of Trustees. The Hollins University community feels very strongly that Hollins should remain a residential campus.
The policy stipulates that all traditional-age students under the age of 23 must live on campus and have a university meal plan. Students who live with their parents or legal guardians in Botetourt County, City and County of Roanoke, City of Salem, Town of Vinton or within a 40 mile radius of Hollins based on MapQuest are exempt, but are still required to complete the Exemption from Residency Policy form, available from the office of Housing and Residence Life.

If students wish to be considered for an exemption from the Residency Policy, the following guidelines must be followed:

1. Exemption requests should be made to the office of Housing and Residence Life prior to June 1 or November 1. The Business Office will not prorate exemptions in the middle of a semester. For all new students, all requests must be made upon admission to Hollins.
2. Reasons for the exemption should be explained in detail and attached to the Exemption from Residency Policy form.
3. The assistant dean of students/director of housing and residence life in consultation with the vice president for student affairs and dean of students will make the final decision for exemption.

Ring Night Activities (Undergraduates)

Ring Night, sponsored by the senior class and Student Affairs, is a Hollins tradition that occurs once a year. This event’s main purpose is to honor the juniors in the Hollins community. Ring Night is a time during which all class years come together to focus on Hollins and the comradery unique to the university.

Ring Night is administered by a committee chaired by the senior class president, and assisted by the other class presidents. This committee ensures that processes and procedures are in place for safe and successful Ring Night events. Any grievances and/or violations should be made known to the Honor Court chair, assistant dean of students or a member of the Ring Night Committee. Any person may file a conduct complaint regarding violations of the Ring Night guidelines or agreement.

Ring Night events should affirm the dignity and rights of religious, ethnic, gender, sexual orientation, racial, and socio-economic groups through student behavior, costumes, make-up and skits. As a member of the Hollins community, each student accepts the responsibility of balancing freedom for the individual with a sensitivity to, and respect for, the rights of others. The basic principle of student conduct at Hollins holds that any behavior that infringes on the rights, privileges or property of others, or which impedes the safety of community members or the educational process is unacceptable. At any event or activity, students are encouraged and expected to bring concerns to the individual(s) honor court chair or member of the Ring Night committee. Please refer to the section on hazing for more information.

Service Dogs and Assistance/Support Animals Policy for Students

Federal and state laws require colleges and universities to provide reasonable accommodations to students with disabilities to ensure equal access. Hollins University recognizes the importance of Service Dogs as defined by the ADA Amendments Act of 2008 (ADAAA) and the broader category of Assistance/Support Animals under the Fair Housing Act. The health and safety of Hollins students, faculty, staff, and the service dog or assistance animal is an important concern; therefore, each request for such an accommodation will be considered and the decision made on a case by case basis. Hollins University reserves the right to amend these guidelines as circumstances require.

The process for Service Dogs and Assistance/Support Animals is different and specified in separate sections below. However, in all cases students are strongly encouraged to request accommodations at least thirty (30) days prior to the first day of classes, or thirty (30) days before planning to bring the animal to campus.

On a case-by-case basis, Hollins will make every effort to make needed arrangements as quickly as possible.

Students requesting service dogs should contact the Office of Academic Services at 540-362-6333.

Students requesting assistance/support animals should contact the Housing and Residence Life Office at 540-362-6281 or hrl@hollins.edu.

Guidelines on Service Dogs

The presence of service dogs in non-public areas of the Hollins University campus is overseen by the Dean of Academic Services (for academic buildings) and the Assistant Dean of Students/Director of Housing and Residence Life (for residential buildings). Each student’s request to bring a service dog in non-public areas will be determined on a case-by-case basis.
Definitions

- **Service Dog**: A service dog is any dog that is specifically trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, or performing other duties. Service dogs are working dogs, not pets. The work or tasks a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

- **Handler**: A handler is an individual with a disability who receives assistance from a service dog or a personal care attendant who handles the service dog for an individual with a disability.

- **Service Dog in Training**: Consistent with applicable federal and Virginia state law, a service dog in training must be at least six months of age, be housebroken, be on a leash and in a harness, backpack, or vest identifying the dog as a service dog in training, and be accompanied by an experienced trainer. The trainer must be a) wearing a jacket identifying the specific service dog organization they represent or b) be part of a three-unit service dog team, comprised of the trainer, the handler and the service dog in training for on-going training in public areas only.

**Hollins Process Regarding Service Dogs**
A student handler enrolled at Hollins who has a service dog should schedule an appointment to meet with the Dean of Academic Services to discuss access to non-public academic buildings and to discuss the handler's responsibilities related to the presence of the service dog on campus. Students are advised to request accommodations at least four weeks prior to the first day of classes. Students requesting to bring their service dog to campus are expected to provide veterinary records to show that the dog has been vaccinated and documentation of licensing to the Dean of Academic Services (see Responsibilities of All Service Dog Handlers below).

After submitting the above documentation, students must meet with the Dean of Academic Services and should bring their service dog with them to the scheduled meeting. When it is readily apparent that a dog is trained to do work or perform tasks for an individual with a disability (the dog is observed guiding an individual who is visually impaired or providing assistance with an individual with an observable mobility disability), Hollins generally will not make any inquiries about the service dog. If, however, the work that the service dog is trained to do is not readily apparent, Hollins may ask:

1. Is the dog required because of a disability?
2. What work or task has the dog been trained to perform?

Hollins does not require documentation that the dog has been certified, trained or licensed as a service dog.

After meeting with the Dean of Academic Services, a residential student handler who owns a service dog should schedule an appointment with the Assistant Dean of Students/Director of Housing and Residence Life to discuss important aspects of living in the residential community with a service dog, including but not limited to control of the dog and waste clean-up. The handler should bring their service dog with them to the scheduled meeting.

A student handler who is planning to live in University housing is expected to inform the Assistant Dean of Students/Director of Housing and Residence Life that they intend to have a service dog with them in University housing and provide the required housing documentation. Advance notice may allow more flexibility in meeting the student’s specific housing preferences. If a student’s need for a service dog arises after they have already been assigned to campus housing for the year, the student should notify the Dean of Academic Services and the Assistant Dean of Students through the process outlined in this section as soon as possible.

No animal will be permitted in University housing that:

- Is not approved by the Assistant Dean of Students/Director of Housing & Residence Life
- Poses a direct threat to the health or safety of others
- Would cause a substantial physical damage to the property of the University and other residents
- Would pose an undue financial and administrative burden to the University
- Would fundamentally alter the nature of the University’s housing operations

**Responsibilities of All Service Dog Handlers**
Students approved for a service dog in non-public areas of campus must abide by current local, state and federal ordinances, law, and/or regulations pertaining to licensing, vaccination, and other requirements for dog. It is the
student’s responsibility to know and understand these ordinances, laws, and regulations. All approved service dogs or assistance animals must comply with applicable laws regarding animals and their treatment and care and also meet the following standards:

- All required immunizations must be up-to-date and a copy of the immunizations must be on file.
- Dogs must be licensed in Roanoke County and a copy of the license must be on file.
- Dogs must be spayed or neutered. A copy of the veterinarian’s report must be on file.
- A trained service dog should be in a harness, backpack, or vest identifying the dog as a trained service dog.
- Collars, license tags and identification tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall room or apartment. Dogs must never be allowed to run freely.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises based on any confirmed threatening or territorial behavior.
- Service dogs must be properly trained. Obedience and training programs are highly recommended for service dogs and their handlers.

Consistent with applicable federal and Virginia state law, the service dog should be under the full control of the handler and be on a leash or harness at all times, unless either the handler is unable to use a leash or harness because of a disability, or if the use of the harness would interfere with the service dog’s safe, effective performance of the required work it is trained to perform for the handler. In this case the service dog must be under the effective control of the handler by voice control, hand signals or other effective means.

As stated above, service dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by either the Dean of Academic Services or Assistant Dean of Students/Director of Housing and Residence Life based on any confirmed threatening or territorial behavior. The service dog must be kept on a leash at all times when outside the residence hall room or apartment, must wear a collar and tags at all times, and must never be allowed to run freely. As noted above, service dogs must be properly trained.

Consistent with applicable federal and Virginia state law, a service dog in training is allowed in all public spaces on campus. A service dog in training is not allowed in classrooms or labs or other non-public areas of campus except where approved by the Dean of Academic Services.

**Responsibilities of Residential Service Dog Handlers**

The handler is responsible for any damage caused by their service dog and may be charged. The owner has an obligation to make sure that the apartment or residence hall room is as clean as the original standard. If the apartment or room has carpeting, this also includes regular vacuuming and spot cleaning. When the resident moves out of their room/apartment, the room/apartment will be assessed to determine if damage to University property can be attributed to the dog. Damages and extraordinary cleaning that becomes necessary due to the presence of the dog are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the owner. The University maintains the right to conduct announced or unannounced room/apartment inspections for the purpose of assessing the owner’s compliance with the policy as well as any damage caused by the dog. Hollins University assumes no responsibility or liability for the actions of any service dog. If the service dog injures a human being or another animal, the handler is solely responsible for the actions of the dog and any costs due to damages or litigation.

When the handler does not remain overnight on campus, the dog must be taken off-campus. Another person cannot provide overnight care on campus in the absence of the handler. Therefore, in an emergency, the dog is not permitted to stay on campus without the handler. It is the handler’s responsibility to have an emergency plan in place for the dog.

**Access to Campus Areas**

Hollins University generally allows service dogs in areas where the general public is invited subject only to the conditions and limitations established by law and/or University policy when the service dog is accompanied by their handler who indicates the service dog is trained and provides a specific service to them that is directly related to their disability.

**Removal of Service Dogs**

The University may exclude/remove an approved dog when 1) the dog poses a direct threat to the health or safety of others, or 2) the dog’s presence results in a fundamental alteration of the University’s program, or 3) the handler does not comply with the Guidelines on Service Dogs, or 4) the dog or its presence creates an unmanageable disturbance or interference with the Hollins community. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the dog and, as warranted, may also result in a resident being in breach of their housing agreement.
Pursuant to Virginia law, any person who knowingly and willfully fits a dog with a harness, collar, vest, or sign, or uses an identification card commonly used by a person with a disability, in order to represent that the dog is a service dog or hearing dog to fraudulently gain public access for such dog pursuant to provisions in Va. Code § 51.5-44 is guilty of a Class 4 misdemeanor and may be charged accordingly.

**Guidelines on Assistance/Support Animals**

As part of the housing accommodation process, the presence of assistance/support animals is overseen by the Assistant Dean of Students/Director of Housing and Residence Life. Each student’s request will be determined on a case-by-case basis. While it is Hollins’ general policy that animals are not permitted in the residence halls, Hollins will consider a request by an individual with a disability for reasonable accommodation. Hollins will not limit or restrict housing assignments for students with approved assistance/support animals.

The assistance/support animal is allowed in University housing only as long as it is necessary because of the owner’s disability.

Any student who brings an assistance/support animal into University housing before receiving approval from the Assistant Dean of Students/Director of Housing and Residence Life is in violation of the Pet Policy and may be fined and/or referred to the student conduct system.

**Definitions**

- **Assistance/Support Animal**: An assistance/support animal is not a pet. It is an animal that may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance/support animals do not perform work or tasks that would qualify them as service animals under the Americans with Disabilities Act. Assistance/support animals that are not service animals under the ADA may still be permitted, in certain circumstances, in University housing pursuant to the law.
- **Owner**: An owner is an individual with a disability who has requested the accommodation and has received approval for bringing their assistance/support animal into University housing.

**Requesting a Housing Accommodation for an Assistance/Support Animals**

Students are strongly encouraged to request accommodations at least four weeks prior to the first day of classes as it may take Hollins up to thirty (30) days to complete the approval process. Students requesting an assistance/support animal should submit a completed Housing Accommodation Request packet to the Assistant Dean of Students/Director of Housing and Residence Life.

If a student’s need for an assistance/support animal arises after they have already been assigned to campus housing for the academic year, the student should submit a housing accommodation request through the process outlined in this section as soon as possible as it may take Hollins up to thirty (30) days to complete the approval process. Students requesting assistance/support animals after housing assignments are determined may need to wait until the following semester to bring the approved animal into their assigned room/apartment, depending on their current housing arrangements. The University will make every effort to make needed arrangements as quickly as possible on a case-by-case basis.

Before the request for the accommodation of an assistance/support animal can be considered, the Housing Accommodation Request packet must be entirely completed and submitted by the student. In the Housing Accommodation Request packet, documentation from a qualified professional must establish the presence of significant impairment due to disability and provide a description of the relationship between the impairment and the presence of the animal. After receiving the completed documentation, Hollins will contact the qualified provider to confirm their documentation in the accommodation request.

No animal will be permitted in University housing that:

- Is not approved by the Assistant Dean of Students/Director of Housing & Residence Life
- Poses a direct threat to the health or safety of others
- Would cause a substantial physical damage to the property of the University and other residents
- Would pose an undue financial and administrative burden to the University
- Would fundamentally alter the nature of the University’s housing operations

**Standards for Approved Assistance/Support Animals**

All approved assistance/support animals must comply with applicable laws regarding animals and their treatment and
care and also meet the following standards:

Dogs
- All required immunizations must be up-to-date and a copy of the immunizations must be on file with Housing & Residence Life.
- Dogs must be licensed and a copy of the license must be on file with Housing & Residence Life.
- Dogs must be spayed or neutered. A copy of the veterinarian’s report must be on file with Housing & Residence Life.
- Collars and tags must be worn at all times. The dog must be kept on a leash at all times when outside the residence hall room or apartment. Dogs must never be allowed to run freely.
- Dogs must possess friendly and sociable characteristics. A specific dog can be restricted from the premises by the Director based on any confirmed threatening or territorial behavior.
- Obedience and training programs are highly recommended for assistance animals.

Domestic Cats
- All required immunizations must be up-to-date and a copy of the immunizations must be on file with Housing & Residence Life.
- Cats must be licensed and a copy of the license must be on file with Housing & Residence Life.
- Cats must be spayed or neutered. A copy of the veterinarian’s report must be on file with Housing & Residence Life.
- Collars and tags must be worn at all times. The cat must be kept on a leash and harness at all times when outside the residence hall room or apartment. Cats must never be allowed to run freely.
- Cats must possess friendly and sociable characteristics. A specific cat can be restricted from the premises by the Director based on any confirmed threatening or territorial behavior.

Any Other Animal
- To be considered on a case by case basis.

Responsibilities of Assistance/Support Animal Owners
Students approved for an assistance/support animal must abide by current local, state and federal ordinances, law, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the student’s responsibility to know and understand these ordinances, laws and regulations. The University has the right to require documentation of compliance, including a vaccination record, medical record that the animal has been spayed or neutered and proof that the animal has been licensed within Roanoke County.

Assistance/support animals must possess friendly and sociable characteristics. A specific animal can be restricted from the premises by Assistant Dean of Students/Director of Housing and Residence Life based on any confirmed threatening or territorial behavior. The animal’s collars and tags must be worn at all times. The animal must be kept on a leash at all times when outside the residence hall room or apartment. The animal must never be allowed to run freely.

When the owner does not remain overnight on campus, the animal must be taken off-campus. Another person cannot provide overnight care in the absence of the handler. Therefore, in an emergency, the animal is not permitted to stay on campus without the handler. It is the owner’s responsibility to have an emergency plan in place for the animal.

The owner is responsible for any damage caused by their service animal and may be charged. The animal owner has an obligation to make sure that the apartment or residence hall room is as clean as the original standard. If the apartment or room has carpeting, this also includes regular vacuuming and spot cleaning. When the resident moves out of their room/apartment, the room/apartment will be assessed to determine if damage to University property can be attributed to the animal. Damages and extraordinary cleaning caused by the animal are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the owner. The University maintains the right to conduct announced or unannounced room/apartment inspections for the purpose of assessing the owner’s compliance with the policy as well as any damage caused by the animal. Hollins University assumes no responsibility or liability for the actions of any assistance/support animal. If the assistance/support animal injures a human being or another animal, the owner is solely responsible for the actions of the animal and any costs due to damages or litigation.
Access to Campus Areas
Residential students who are owners of assistance/support animals are permitted to have their assistance/support animals in their assigned residence hall rooms/apartments. Owners may not take their Assistance/Support Animals into other student rooms/apartments or into any other campus building.

Removal of Assistance/Support Animals
The University may exclude/remove an approved animal when 1) the animal poses a direct threat to the health or safety of others, or 2) the animal’s presence results in a fundamental alteration of the University's program, or 3) the owner does not comply with Guidelines on Assistance/Support Animal, or 4) the animal or its presence creates an unmanageable disturbance or interference with the Hollins community. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may also result in a resident being in breach of their housing agreement.

Legal References
- Americans with Disabilities Act: https://www.ada.gov/
- Frequently Asked Questions about Service Animals and the ADA: https://www.ada.gov/regs2010/service_animal_qa.html
- Code of Virginia, Title 51.5-44: https://law.lis.virginia.gov/vacode/title51.5/chapter9/section51.5-44/ and Title 3.2 Ch. 65 https://law.lis.virginia.gov/vacode/title3.2/chapter65/section3.2-6500/
- Roanoke Code of Ordinances, Chapter 5, Article II: https://www.municode.com/library/va/roanoke_county/codes/code_of_ordinances

Sexual Violence
Health and Counseling Services and CASA (Coalition Against Sexual Assault) provide several programs during the school year to promote awareness of sexual violence. Any student survivor of sexual violence will be offered counseling services through Health and Counseling Services and other resources available in the community, including the University Chaplain. Survivors of sexual violence are encouraged to make a report to Campus Security and Roanoke County Police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence.

The CASA office is located in the Moody Center on the upper floor, Office 8. CASA is a sexual assault assistance program on campus. Staffed by student volunteers, CASA promotes and provides community education and awareness on the issues surrounding sexual violence. All services are confidential and free of charge. Active volunteers shall be given special consideration in regards to the Honor Code clause requiring students to report Honor Code violations, although only at times when performing CASA duties requiring confidentiality. An active volunteer is defined as an individual who has completed CASA volunteer training and is attending regular volunteer meetings during that academic term. CASA duties include peer-helping services rendered either during drop-in office hours or when approached informally as a CASA volunteer. CASA volunteers can be reached during night office hours Sunday-Thursday, on the anonymous office phone line (540-362-6635), and by appointment. At the present time, CASA services are available only during the academic year.

For additional information on emergency services available in the Roanoke area such as local hospitals and Sexual Assault Response and Awareness, Inc. (SARA), please refer to the section on important phone numbers on page 6. Should CASA be unavailable or should a student desire additional support, free, confidential counseling services and a 24-hour crisis hotline are available through., the Roanoke Valley sexual assault crisis center. The SARA, Inc. hotline number is 540-981-9352.

Crime Reporting Procedures – Clery Act
Under the Higher Education Act, or 20 U.S.C. 1092 now known as the Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act, Hollins University must collect certain crime statistics. This law applies to certain crimes reported to the police and other campus officials.

Hollins University has identified two methods of reporting crimes to the university. Crimes may be reported directly to
Campus Security, or they may be reported to a university-identified “Campus Security Authority” through a written crime report form.

**Reporting of Crimes to Campus Security:** All crimes that occur on university property should be reported to Campus Security immediately. In an emergency, Campus Security may be contacted by telephone at (540) 362-6911, 6911 from on campus, or by using any one of the twelve emergency call boxes located on campus. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond. The immediate reporting of any crime, especially sexual assaults, assists in the preservation of evidence, which may be necessary to convict a person involved in such criminal activity. Information on crimes that may impact or relate to the surrounding community is shared with appropriate law enforcement agencies. Campus Security will investigate every report of criminal activity, and notify local police if warranted or requested by the victim.

Non-emergency reporting of crimes and other incidents may be made by calling Campus Security on the non-emergency telephone, 540-362-6419, 6419 on campus, or by visiting Campus Security in Botetourt Hall. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond. Crimes reported to Campus Security will be documented and all information obtained from the victim, witness, other third party, or the offender will be recorded in the report.

**Reporting of Crimes to identified “Campus Security Authorities:”** The persons listed below have been identified as “Campus Security Authorities” for Hollins University, because they are an official of the institution and have significant responsibility for student and campus activities, and have the authority and duty to take action or respond to particular issues on behalf of the institution. They are required to report Clery Act specific crimes to Security that have been reported to them. “Campus Security Authorities” shall advise crime victims and witnesses that it is preferred that they make an open crime report to the Security Department so the crime can be documented, and local police contacted. If the victim/witness indicates that they do not want to make a crime report to Campus Security, then the “Campus Security Authority” shall prepare a “Campus Security Authority” Crime Report Form with all of the required information and forward it to Campus Security in Botetourt Hall, Attn: Director of Campus Security. CSA crime reports are included in the Daily Crime Log. The “CSA’ Crime Report Form must be forwarded as soon as possible, but not later than forty eight (48) hours from the date and time that the crime was reported to them. The CSA Crime Report does not collect victim, witness, other third party, or offender information; therefore no criminal investigation will be conducted by local police. This is simply a crime data collection tool, however, alternate crime reports will be used to determining if a timely warning to the community is warranted. If you want your crime to be investigated, you must report your crime directly to Campus Security.

1. VP for Academic Affairs
2. VP for Finance and Administration
3. VP for Enrollment
4. Dean of Academic Services
5. Associate Dean, Cultural and Community Engagement
6. VP for Student Affairs and Dean of Students
7. Assistant Dean of Students/Director of Housing and Residence Life
8. Assistant Director(s) of Housing and Residence Life
9. Director of Student Activities and Orientation
10. Executive Director of Career Development
11. Associate Director of the Career Center
12. Manager of Career Center Events and Promotions
13. Director of Athletics
14. All Varsity Coaches
15. Director of Hollins Outdoor Program (HOP)
16. Athletic Trainer
17. Director of Human Resources
18. Graduate Assistants for Housing and Residence Life (HRL), Cultural and Community Engagement (CCE), and Student Activities and Orientation

“Campus Security Authorities” are not responsible for determining authoritatively whether a crime took place; that is the function of the Security Department and local police.

All other university employees, not identified as “Campus Security Authorities,” should file or advise crime victims/witnesses to file an open report with the Security Department or file a crime report with one of the above listed “Campus Security Authorities.”

Pastoral and professional mental health counselors are encouraged to refer persons they are counseling to report
crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

Smoking Policy
This policy applies to all members of the Hollins University community, including faculty, staff, students, and visitors to the campus.

As Hollins University is dedicated to providing a healthful, comfortable, and productive study and work environment for all members of the community, and because Hollins is aware of the health hazards of smoking, and is concerned about the health, productivity, and well-being of all community members, along with health care costs, all of which are adversely affected by smoking, this policy was established. Smoking, including the use of e-cigarettes and vaporizers, is prohibited within 25 feet of or inside all academic and administrative buildings, including private offices, campus dining hall, snack bar, restrooms, and any other common indoor areas, and at all indoor public events. Smoking is also prohibited in residence halls and campus vehicles. Exceptions include the following designated smoking areas:

- **Botetourt**: East of the main doors beyond the wooden trash can and the side stairwell off the loading dock between the loading dock and the gym
- **Cromer Bergman**: Back patio
- **Dana**: Back side of the building facing the creek (above the loading dock)
- **Eastnor**: Back patio
- **Library**: Outside front doors at bottom of stairway to the east and the porch off of the coffee commons
- **Moody**: Designated smoking areas in Moody Plaza. No smoking is permitted on the Moody steps.
- **Pleasants**: Intersection of East and Pleasant covered walkway
- **Residence Halls**: When smoking outside residence halls, please ensure smoke does not go into the doors or windows.
- **Turner**: Back patio and at the West Hall location
- **VAC**: 2nd floor front balcony

As with all university policies, persons in supervisory capacities will have responsibility for ensuring that the policy is enforced. You also have the right to remind anyone of the university policy. Problems or violations should be brought to the attention of the appropriate supervisor, and handled through the existing administrative/academic structure or the student conduct system. Any such incidents will be handled on an individual basis. Referrals for smoking cessation programs are available from the director of health services and the director of human resources upon request.

All community members share the responsibility for the success of this policy, which will depend upon the thoughtfulness, consideration, and cooperation of everyone.

Technology Use Policy
Hollins University supports freedom of expression, freedom of speech and academic freedom in the pursuit of scholarly inquiry and the sharing of information. The university’s computing resources are made available to Hollins University’s students, faculty, staff and alumni for the academic, educational, creative, artistic, and research purposes of the university. With such use come responsibilities and obligations on the part of everyone using the network.

Each member of the university community is expected to protect the integrity of these resources and to know and adhere to University rules, regulations and guidelines for their appropriate use.

All official Hollins communications are made to students through their Hollins email account and any active Audix voicemail. To ensure they receive important university information, students’ email accounts must be activated and utilized on a regular basis.

Legal Issues: All members of Hollins University are bound by state, federal and local laws relating to civil rights, harassment, copyright, security, libel and other statutes relating to electronic media. Any attempt to break those laws through the use of the Hollins network may result in litigation against the offender by the proper outside authorities. If such an event should occur, Hollins University will fully cooperate with the authorities to provide any information necessary. In addition, such events will be dealt with by the appropriate Hollins disciplinary bodies. At a minimum, a violator may be subject to having his/her account revoked.

Student records are protected by the Family Educational Rights and Privacy Act (FERPA) and may be accessed only by school officials with a legitimate educational interest. Copyright law protects intellectual property such as software, images, musical compositions, DVD, VHS, videos and text against unauthorized copying. Hollins University users are responsible for making use of software and electronic materials in accordance with copyright and licensing
restrictions. Users should not copy programs and other intellectual property unless they are certain they are legally entitled to copy them (e.g., illegal music files).

_Racial and Sexual Harassment:_ Messages that harass an individual or a group are strictly prohibited. Hollins University has explicit personnel policies against harassment and all incidents of harassment will be dealt with according to those policies.

_Libel:_ All members of the computing community should be aware that untrue and/or reckless statements made about others may form the basis of a civil libel action.

_Privacy of Electronic Communication:_ The general standard of email privacy will be that which is assured to persons who send and receive sealed envelopes through the physical mail system—that envelopes would not be opened by university officials except for exigent conditions.

_Security:_ Hollins users may use only their own computer accounts. Users may not supply false or misleading data to obtain an account nor improperly obtain another's password in order to gain access to computers or network systems, data, or information.

Users are responsible for the use of their computer account(s). They should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Accounts are for the sole use of the individual to whom they are assigned and passwords are strictly confidential. If a user suspects that anyone else knows his or her password, the user must change it. For the user's own protection and for the security of computing resources, users should always remember to logout before leaving a networked computer.

To ensure the proper functioning of PCs to accomplish the mission of the university, users should avoid changes to the computers/network that might adversely affect its functioning. It is not acceptable to add, alter, disable or remove any software which resides on a machine in the public computing areas or is accessible via Hollins University's network resources. Hollins users may not attempt to modify the university system or network facilities or attempt to crash the systems. They should not tamper with any software protections or restrictions placed on computer applications or files. Users must have valid licenses for all software installed on university computers. Users should not tamper with any of the network hardware such as cables, jacks, or computers.

Any activity on the network that is likely to result in the loss or disruption of service to another person is prohibited. This includes, but is not limited to, such things as the introduction of viruses, worms, Trojan horses or other rogue programs to the system, tying up computer resources for excessive game playing and other activities not related to one's work or classes, sending junk mail and chain letters, and downloading extremely large files, especially those not related to the individual's class work or job. All PCs connecting to the Hollins University network are required to maintain updated virus protection software.

_Commercial Use:_ Although it is acceptable to promote money-making activities for organizations that are sanctioned by the university, individuals may not use the Hollins University computer network and resources for money-making activities or to advertise or support a private or commercial business since this may jeopardize Hollins' non-profit status.

_Mail:_ Persons with accounts should exercise due care and responsibility for the use of their email account. To prevent unwanted messages from being sent from an account, users should log out of mail or lock their computers when they are unattended. Mail should not be used to distribute threatening or harassing messages, spam, chain letters or solicitation for commercial activities. Users of Hollins University's IT resources may not send electronic messages in which the sender's identity is forged.

_Conservation of Resources:_ Printers are for the use and convenience of the university community. They should not be used to print output not related to the university's mission. If multiple copies of a document are needed, one should be printed and additional copies should be produced on copiers, to reduce costs. All users should try to eliminate the printing of pages that are not needed.

The amount of disk space available for directories on network servers is limited, so account owners should maintain only active Hollins University and frequently used files on these servers.

_Threatening Behavior:_ Behaviors which represent a threat (perceived or actual) to the health and wellbeing of any member or guest of the University community, including threats or acts of self-injury (such as attempted suicide) or injury to others are prohibited. Active or passive behaviors which may cause harm or physical injury including, but not limited to, verbal or
physical altercations, pranks, entrapment, behaviors under the influences of alcohol or a controlled substance, or hall sports are prohibited.

**Voter Registration**
The Higher Education Act of 1965 that references the National Voter Registration Act of 1993 requires higher education institutions to make a good faith effort to distribute voter registration forms to their students.

Voting is imperative for democracy to succeed. Each vote matters. Please register to vote if you have not already done so. You can find the information and forms at the following website: [http://www.sbe.virginia.gov/Index.html](http://www.sbe.virginia.gov/Index.html).

**Weapons Prohibition Policy**
This policy provides rules and regulations concerning the possession of weapons on the university campus and in all facilities and locations owned, leased, or operated by Hollins University, in an effort to provide a safe and secure learning and working environment for all students, employees, dependents, guests, and visitors.

A weapon is defined as, but not limited to, any pistol, revolver, long gun, other firearm, or other device designed or intended to propel a missile of any kind, to include a pellet or common BB; any device such as a bow and arrow or crossbow; any dirk, bowie knife, switchblade knife, ballistic knife, pocket knife or other instrument commonly known as an "edged weapon," with a blade in excess of three inches; any straight razor; any slingshot, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun-chuck, shuriken, or fighting chain; any disc, of whatever configuration, having at least two points or pointed blades which are designed to be thrown or propelled and which may be known as a throwing star or oriental dart; and any hunting boomerang.

This policy applies to all Hollins University employees, dependents, students, guests, visitors and contracted service representatives and to all property owned, leased or operated by Hollins University.

No person shall carry, maintain, or store a weapon as defined in this policy, concealed or otherwise, on any property owned, leased or operated by Hollins University. This policy applies to weapons carried about the person and maintenance or storage of any weapon in any university facility, building, residence hall, or within any parked or moving vehicle on university premises.

Weapons discovered on university premises in violation of this policy may be seized by Campus Security. Weapons that are prohibited by federal or state law will be turned over to Roanoke County police for prosecution. Items that are used as weapons on property owned or operated by the university, whether or not they fit the definition above, will also be subject to seizure and turned over for prosecution.

Community members violating any rule or regulation of the university may be disciplined under the Standards of Conduct section of the Employee Information Handbook if a faculty or staff member, or under the Student Handbook, if a student. Violation of these rules and regulations by non-community members may result in their being removed from campus and/or barred from future visits to the university.

The complete Hollins University Weapons Prohibition Policy can be found on [my.hollins](http://my.hollins), under Campus Services, Human Resources, Other Documents and Policies.
Campus Services
IV. Campus Services

ATM
A Wells Fargo/Wachovia Bank ATM machine is located on the lower level of the Moody Student Center across from the SGA office. ATM cards from the following networks will be accepted: Armed Forces Financial Network, CIRRUS, MAC, Maestro, MasterCard, NYCE, PLUS, Star, and VISA. Due to the high cost, this ATM does not provide deposit service.

Coin Machines
A change machine is in Botetourt lobby. If the machine is out of order, or for change for a five-dollar bill, try the bookstore, dispatch center, snack bar, or the cashier’s window in the lower level of the Cocke Administration Building (open Monday through Friday 8:30 am to 4:30 pm) Please report any difficulties with the change machine to Campus Security.

Duplicating/Faxing
A fax machine and copier are located in Printing, Mailing and Shipping Services in the lower level of Main Hall. There are charges for these services. Hollins Dollars, cash and credit card ($5.00 minimum) may be used. Charging to Hollins accounts is not permitted. For print jobs of 100+ copies, please submit requests twenty-four hours in advance to Printing, Mailing and Shipping Services at print-mail@hollins.edu. Completed print jobs will be available for pickup and payment at the Botetourt Hall mail center.

Emergency Funds
The Freya Emergency Loan Fund is available primarily for emergencies (medical, academic, and transportation). We regret that we cannot make loans for the payment of tuition. Funded by alumnæ of Freya (a campus group who engages in anonymous service to the betterment of the university), this fund allows us to make small non-interest bearing loans to students who have exhausted all other financial outlets. Decisions to grant loans are made by current student members in regard to applications without identifying information. To apply for a loan, students may obtain a request form from the duPont Chapel Office. The process between applying and the dispersing of funds (if approved) can take up to a week and a half.

The Student Outreach and Support (SOS) Fund was established in 1999 by faculty and staff of Hollins University to provide for undergraduate and graduate student needs in response to emergency situations. The SOS Fund is sustained solely by voluntary giving. Small grants may be solicited for the purchase of books, academic and personal supplies, as well as for emergency travel as funds are available. Applications may be received from and returned to the duPont Chapel Office and are confidential. Questions and referrals may be addressed to the chaplain.

The Sylvia B. Mays Emergency Loan Fund is available to Horizon students only. An emergency loan application is available in the Horizon Office for loans to Horizon students up to $200.

The Elizabeth Lee Patterson Horizon Fund can assist Horizon students with non-tuition needs such as books, computer equipment, other school supplies, travel, and expenses related to research. Applications are available in the Horizon Program Office.

Contour from Cox Communications
Welcome to TV freedom! Information Technology Services has worked together with Cox to replace the TV cable system with an improved IPTV system called Contour. It is available on campus only. Log on to https://campus.cox.com/ and use your Hollins network/email password to experience the first Hollins on-line TV system! Best of all you can watch it on your mobile devices anywhere on campus via WIFI!

Here are some of the great new features you now have access to:

- The new TV system can be viewed through devices such as your laptop, iPad, Surface, or smartphone via https://campus.cox.com
- TV content can be viewed anywhere with WiFi access on the Hollins campus.
- We have expanded to close to 100 channels including the most popular cable channels ESPN, Discovery, History, A&E, TNT, HGTV and more! Also featured is OnDEMAND, an on-screen program guide!
- DVR access will be coming soon with a minimum of 20 hours to record favorite TV shows.

All residents with TVs will need to use an HDMI cable to their laptop/device to view on your TV. You can use this service without a television, however.
Laundromat/Laundry Facilities
Only registered residential Hollins students are permitted to use the laundry facilities on campus. Residents of the Hill Houses and Front Quad have access to the laundromat behind West. Tinker, Randolph, and the Apartments have their own laundry facilities. Irons and ironing boards are in the laundromat and in each residence hall.

Lost and Found
The Department of Campus Security, located in Botetourt Hall, handles most lost and found items.

Dining Program
All members of the Hollins community and their guests may enjoy meals served in the dining room. Guest meals or those obtained by non-residential students must be paid for when entering the dining room, either with cash, a credit/debit card, or by putting money (Hollins Dollars) on a student ID card in advance. Failure to pay for meals is an Honor Code offense. To conform to health standards, clothes and shoes must be worn in the dining room. Plates, bowls, glasses, utensils, or any other service pieces are not to be removed from the dining room.

Meals in the dining room for residential students are included in the comprehensive fee. For local students, non-residential Horizon students, graduate students, and guests, the charges for meals in the dining room are: breakfast, $6.50; lunch, $8.00; dinner and brunch, $9.25.

Residential Students may choose from the following dining plans:
  - **Standard 19 Plan**
    - 19 meals per week / $125.00 Flex Dollars per semester (annually $250.00)
  - **Standard 14 Plan**
    - 14 meals per week
    - $225.00 Flex Dollars per semester (annually $450.00)
  - **Apartment Plan**
    - *(Only those students residing in the Hollins apartments are eligible)*
    - 12 meals per week
    - $275 Flex Dollars per semester (annually $550.00)

First semester first-year students will automatically be enrolled in the standard 19 plan. First semester first-year students will be permitted to change meal plans once they have completed their first academic semester. Returning and transfer students will have the option of changing meal plans through Meriwether Godsey. Students who choose to change their meal plan option must do so before the last day to add a class each semester, September 6, 2018 for fall semester and February 7, 2019 for spring semester.

All residential students are required to be enrolled in a meal plan. Meal plans are non-transferable. Additionally, students who are on a meal plan can only use their card once per meal. If a student would like to purchase a meal for a friend, they may do so via cash, credit card, Hollins Dollars, or Flex Dollars.

Local, non-residential Horizon and graduate students will receive meals at a discounted rate of breakfast, $5.00; lunch, $5.25; dinner and brunch, $6.50 if they are paying with their Hollins Dollars on their student ID. Additionally, students can add Hollins Dollars to their student ID cards to purchase items in the RAT and Greenberry’s Coffee (located in the Library and in the Moody Student Center). **Please note:** Hollins Dollars carry over from semester to semester as long as you are a current student, staff or faculty member.

  - **Commuter Block Plan**
    - 40 meals
    - $227.16 per semester

*Fall Semester: August-January/Spring Semester: February-May*

**Please note:** Commuter students who choose to purchase a mean plan must do so before the last day to add a class each semester, September 6, 2018 for fall semester and February 7, 2019 for spring semester. Commuter Block Plans do not carry over from the fall semester to the spring semester. You will need to submit a meal plan form each semester to purchase a meal plan.
When using a meal plan or Hollins Dollars, a Hollins ID is necessary. Replacement ID cards may be obtained from the Campus Security office at any time. Anyone who needs to make special meal arrangements should contact Hollins Dining Services at 540-362-7540.

Take-Out Parameters
A student may purchase a recyclable take-out meal container (a one-time $7.00 cost as long as the container is not lost) from MG to have the option to take-out a meal. Cash, all major credit cards and flex money accepted. If a student eats a meal in the dining hall, they are not permitted to take a meal out as well. The take-out meal is in place of sitting and eating in the dining hall. It is not an addition to eating in the dining hall.

Hours of Operation:

Monday through Friday:
- Breakfast: 7:30 am - 9:30 am
- Lunch: 11 am - 2 pm
- Dinner: 5 - 7 pm

Saturday and Sunday:
- Brunch: 10:30 am - 1:30 pm
- Dinner: 5 pm - 6:30 pm

Moody Dining Hall will be closed between all meals.

Greenberry’s Coffee hours in Moody are:
- Monday-Friday: 8:30 am - 4:30 pm
- Saturday-Sunday: closed

Greenberry’s Coffee hours in Wyndham Robertson Library are:
- Sunday-Thursday: 5:30 pm - 9 pm
- Friday-Saturday: closed

Please note: Greenberry’s Coffee in the Wyndham Robertson Library is located in the Norfolk Southern Room. All major credit cards and flex money are accepted. No cash accepted.

The RAT snack bar hours are:
- Monday-Thursday: 11 am - 10 pm
- Friday: 11 am - 10 pm
- Saturday: 4 pm - 11 pm
- Sunday: 4 pm - 9 pm

Hollins Dollars
Hollins Dollars funds can be added to your Hollins Dollars from a convenient and secure website called My Spending https://www.myspending.info.

Below are some anticipated questions about the program. If you have difficulty creating your account please call My Spending at 617-868-0060 x 4. You can also contact them via email at Support@MySpending.com. If you have any questions about using your online login, do not hesitate to let them know!

Hollins Dollars
Common Questions & Answers

Q: What is My Spending?
A: My Spending is a safe and secure website where students, parents, and employees can view and manage their Hollins $ account activity at any time and from virtually anywhere. Through the My Spending website you may deposit funds into your account using a credit card (Visa or Mastercard) or electronic check https://www.myspending.info.

Q: What are the benefits of using My Spending?
A: You can view your activity within 24 hours of a transaction. You may add funds to your card account at any time. You may also set up more than one account at Hollins. Parents can manage all their student(s) through one login and one password. Same goes for employees if they desire.
Q: Why is Hollins using My Spending?
A: My Spending is a great way for you to manage your Hollins $ account remotely. Through a safe and secure website, parents and employees can add funds to the account so you will have funds available the next day for your purchases (it usually takes minutes however).

Q: How do I register for My Spending?
A: Go to https://www.myspending.info and register. You must have a valid email address and your Hollins ID number (on front of your ID card or on your tuition invoice.) A minimum deposit of $25 is required. Deposits are non-refundable.

Q: My balance is low, how can I add funds to my account?
A: You can deposit funds in three ways. First by using a credit card, second by electronic check or lastly by going to the bookstore and depositing cash into your account. You can also set up the account to fund itself when the balance is low. When this occurs, you receive an email notice and a statement of spending since the last funding.

Q: I noticed that there are transaction fees involved with the on-line deposits. Why is that?
A: This is the cost of doing business electronically. The small fee, charged by My Spending is used to cover the bank and credit card transaction fee and hosting the secure website. To avoid these transaction fees, you can make a cash deposit in the bookstore.

Q: Will we be sent monthly statements?
A: One of the benefits of using My Spending is the ability to view your account at any time. My Spending does not send out email notices or statements each month, but you can set a balance at which point you will automatically receive a statement. You may also log on and request a statement for the current month at any time. Additionally, you will also receive a statement whenever an automatic funding occurs.

Q: Will I need to register every year?
A: No, your registration with My Spending does not expire. Once you have registered, you will not need to repeat the process and balances will carry forward year after year.

Mailing Services
All residential students at Hollins are required to have a campus mail box for receiving mail. The mail center is located on the first level of Botetourt Hall. There is no street delivery through United Parcel Service (UPS) or FedEx. All correspondence to a student from family members, insurance companies, banks, as well as retail orders, must have the student’s mail box as a part of the address. All mail must be addressed to the legal name of the student, not a nickname, and first and last name must be on every item to prevent it being returned to sender.

- Mail boxes cannot be shared.
- Fee for new and returning students is $62 per year. You will be billed in August for the fall semester and January for the spring semester for each year you are a resident student.
- Your Hollins ID will be your mail “key”. You will swipe your ID to retrieve mail. Replacement ID’s can be obtained at the Campus Safety department. Mail will not be released without your Hollins ID or government issued license.
- Mail sent to a student without a mail box number, or without a full legal name, will be returned to sender.
- Be sure to submit a change of address for summer or semester absence for forwarding mail temporarily.
- Stamps, mailing envelopes, priority boxes, and mailing services are available during regular office hours.
- Regular office hours are 8 am to 5 pm Monday through Friday.

Mail
Mail box services
Mail addressed to students should be addressed to their mail box address. Packages should be addressed the same way. See special note on page 53.

On-campus mail
For on-campus delivery to students, faculty and staff members, mail should be taken to Mail Services located on the first level of Botetourt Hall and should include the recipient’s name and box number.

Shipping
Deliveries and incoming packages
All ground and overnight deliveries to students from all carriers (USPS, FedEx, UPS, DHL, etc.) are delivered to Mail services in Botetourt weekdays from 8 am to 5 pm Monday through Friday. Package recipients will be notified at their Hollins email address upon receipt. Assistance will be available for heavy packages, with a signed liability waiver.

Weekend and evening emergency deliveries are left at the security department located in Botetourt. Students are emailed to pick up overnight packages.
Addressing
For correct shipping, use the address indicated below. All shipped packages should be addressed as follows:

Your Name
7916 Williamson Road
Box __________
Roanoke, VA 24020

SPECIAL NOTE: Most on-line retailers require a Hollins University street address be included in the address. The zip code 24019 can be used if an online retailer will not accept 24020.

Please do not ship any packages to Hollins over the summer. Please ship packages as close to your arrival date on campus as possible.

Outgoing packages
Shipping services are provided through Printing, Mailing and Shipping Services in Botetourt year round.

Printing and Mailing Mailbox Policy

Effective July 1, 2018

Student Boxes: All students living on campus, including the apartments, are required to have a mailbox. The student’s Hollins account will be billed at the start of each semester for that mailbox. No partial refunds are permitted. The fee covers an entire semester.

Departmental boxes: Departmental boxes will be billed each July at the beginning of the fiscal year. Department boxes are for business use only. Personal use of a department mailbox is NOT permitted.

On Campus Faculty/Staff boxes: All employees living on campus are required to have a mailbox. Using a departmental box for personal mail is no longer permitted. Faculty/Staff boxes will be billed in July at the beginning of the fiscal year and are charged in full year increments. No partial refunds are permitted for mailbox cancellations mid-year.

Off Campus Faculty/Staff boxes: Off campus employees may request a personal box by visiting PMSS. Using a departmental box for personal mail is no longer permitted. Faculty/Staff boxes will be billed in July at the beginning of the fiscal year and are charged in full year increments. No partial refunds are permitted for mailbox cancellations mid-year.

The above changes are being made to secure your privacy and confidentiality.

Student Drivers/Van Policy
To become an authorized driver, students must be at least 20 years of age or a third-year student at Hollins University, have a minimum of two years driving experience, have signed approval from a Hollins employee (the van authorization form and application form are available through the athletic department), and must take a van driving course through the Athletic Department (the class is administered by an outside safety compliance group). Please notify the Athletic Department in advance for information on how to become authorized. The signed application and copies of the student’s driving record are required in advance, along with presenting your driver’s license, in the business office. All driver applicants must read, and acknowledge by signing, the complete van policy. This policy includes overnight travel and student organizational travel regulations.

In addition, the following regulations must also be met:
1. Only students who have been approved by Hollins University are allowed to drive the university vehicles. This will include a driving course and DMV driving record review. Driving tests must be scheduled at least two weeks in advance with the Athletic Department.
2. Drivers must not drive when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or icy conditions).
3. No driver will allow more than ten people (including themselves) in the van at any time for any reason. The only exception is the turtle top bus.
4. An additional van safety driving course is required. These are scheduled throughout the semester.
5. This policy also applies to rented vans.

Drivers must be familiar with the entirety of the University Van Policy. All completed documents are due to the business office in advance of the van driving course and before authorization to drive.

Student Identification Cards
Identification cards are issued to all new students at no charge. Lost, stolen or damaged (including hole punches) identification cards will be replaced at Security in Botetourt Hall for a $35 fee. The $35 fee will be waived if the ID picture is unrecognizable and the card has been damaged from normal wear. The Security Department will have the
final authority on all ID card charges. Students are prohibited from loaning their university ID card or altering it in any way. Students are encouraged to use ID holders.

Students are required to carry their student identification card at all times and are required to show their identification card when requested by a university official or an agent of the university in the performance of his or her duties. This includes, but is not limited to, Housing and Residence Life, Dining Services, and Security staff.

Telephones

Students who are interested in having a land line phone in their residence please complete the form here: https://hollins.qualtrics.com/S/SE/?SID=SV_801exMiULwPS1X. Note that there is NO charge for having a land line, but you will need to bring your own phone if you desire to have a land line phone in your apartment or residence hall room.

Problems with phones should be reported to the help desk at: extension – 7777, Off-campus – 540-362-6538, or email help_desk@hollins.edu.

Vending Machines

Vending machines offering soft drinks, potato chips, and other snacks are available in the following places: Wyndham Robertson Library, Pleasants Lounge, second floor of Dana, first floor of Tinker, first floor West vending area, apartment's laundry room, and Botetourt Hall (behind the post office at the entrance to the sculpture studio), Randolph third floor entry way. Refunds for money lost in university vending machines may be obtained by filling out a voucher at the Campus Security dispatch center.

Local (Commuter) Undergraduate Students and Adult Horizon Students

The following information applies to part-time and full-time undergraduates who do not reside on campus.

Involvement: Local and Horizon students are strongly encouraged to become engaged in the co-curricular life of the campus. While the main academic mission of the university is carried out in classes, co-curricular programs serve to complement that mission in interesting and diverse ways. Students can attend Senate, athletic events, concerts, and lectures, join clubs, or participate in a number of other activities. Students who take advantage of these kinds of opportunities tend to have a more memorable and fulfilling experience at Hollins.

Communication: Maintaining ongoing communication with non-residential students is essential. For that reason, Hollins uses the following methods to keep students informed about academic deadlines and campus events and activities.

1. Email: Every Hollins student is assigned a Hollins email address. This is the primary form of communication to students about everything going on around campus.
2. my.hollins: An intranet service available for checking grades, class schedules, registration and other important information. Students are given a user name through Computing Services and can contact the Help Desk from off campus at 540-362-6538 for assistance.
3. Newsletters. Today@Hollins (campus information) is emailed daily and is available on my.hollins. A Horizon newsletter, which includes information specific to adult students, is emailed every month during the academic year. Check the bulletin boards in academic buildings and in the Moody Center for announcements.
4. Inclement Weather: Students should check local television and radio station broadcasts for delays or cancellations due to inclement weather.
5. Text Messaging Services: e2Campus is a mass notification system that can alert members of the Hollins community with text messages on their cell phones. For further information and how to register please see page 109.
6. HU Alert: Hollins offers students and parents the ability to place a small application called HUAlert on their computer. The application is designed to notify users with a scrolling bar at the bottom of their screen and an emergency sound clip of possible problems on campus. To install this application, go to my.hollins.edu and click on the icon at the top right.

Places to Go Between Classes: The Horizon, Graduate Student Lounge is located in Eastnor. Other welcoming places for students to go between classes to study or take a break include: the Rathskeller in Moody, the Coffee Commons in the Wyndham Robertson Library, Pleasants Lounge, the Gordh Room in the duPont Chapel, The Botetourt Reading Room, Green Drawing Room in Main, and Dana Lounge.

Staying Overnight: Local undergraduates or non-residential Horizon students who need to stay on campus overnight during exams or due to inclement weather should contact the assistant dean of students/director of housing and residence life at (540) 362-6281, with as much advanced notice as possible.

Additional Information: Please see the sections on “Dining Program” on page 50.
Student Life Procedures and Guidelines
V. Student Life Procedures and Guidelines

Bonfires
Bonfires or fires of any kind are not allowed on campus outside predetermined areas. Students are welcome to use the fire pit at Forest of Arden and may reserve the Tinker porch or Chapel patio for grilling. Students must reserve these spaces through the calendar/request a space on my.hollins and receive approval before moving forward with the event. Students are required to provide all materials for the fire (charcoal, lighter fluid, etc.) as well as two buckets of water to extinguish the fire. Misuse of these spaces may result in student conduct charges and/or loss of fire pit/grilling privileges.

Building Access during Thanksgiving and Winter Breaks
Buildings that normally have 24-hour access will have special hours during the Thanksgiving and Winter breaks.

During the week of Thanksgiving, 24-hour buildings will be open Monday, Tuesday and Wednesday. The buildings will be completely closed on Thursday, Friday and Saturday. They will resume their normal schedule that Sunday.

During Winter break, 24-hour buildings will close in the evening on the date the university closes and will reopen when students return. There will be no access granted once the building has been locked down. Certain university departments that will use students to complete critical tasks during the closed down periods MUST submit a list of student’s names with the responsibilities to be performed to Campus Security for approval.

Dress Standards
No dress code, as such, exists at Hollins. Students are expected to dress appropriately for the time, place, and occasion. Nudity in public space is prohibited (see the Virginia Statute below). The university respects the right of freedom of expression during scheduled rehearsals and performances.

The Virginia Statute on nudity is as follows: 18.2-387. Indecent exposure. Every person who intentionally makes an obscene display or exposure of his person, or the private parts thereof, in any public place, or in any place where others are present, or procures another to so expose himself, shall be guilty of a Class 1 misdemeanor. No person shall be deemed to be in violation of this section for breastfeeding a child in any public place or any place where others are present.

Emergencies
For an on-campus emergency, call Campus Security at x6911 (540-362-6911 from a cell phone or off campus). Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond. The Campus Security dispatcher on duty will contact the on-call Housing and Residence Life (HRL) pro-staff member, local authorities (ambulance, police, etc.) and all other required campus offices. There is an HRL pro-staff member on call when residence halls and apartments are open, including weekends, to assist with emergencies. The HRL pro-staff member carries a cell phone and can be reached at any time through the Campus Security dispatcher.

You may also communicate with Campus Security from remote points throughout the campus. The Hollins campus has 12 emergency phones located at various strategic points around the campus, which can be identified by a blue light atop metal poles. The call boxes are marked “emergency.” By pressing the red button, the caller opens a direct telephone communication for an emergency call to the Campus Security dispatcher. The dispatcher sees a display showing the location of the caller. The caller can then talk directly with the dispatcher.

Warning: The emergency call boxes must not be used to call when students are locked out of their rooms, if they need a ride, or for any other non-emergency reason. Use of the call boxes in this manner will result in a referral to the student conduct system.

Fire
In case of a fire, you should set off the fire alarm in the building. Call Campus Security at 540-362-6911, and state the problem, your name, and location. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond. Security will contact the on-call Housing and Residence Life pro-staff member. Evacuate the building. Failure to evacuate the building may lead to a student being fined, referred to the Conduct Board or possible referral to police. Do not re-enter the building until told to do so.

Fire Escapes/Roofs: No one is allowed on fire escapes except in the case of a fire or other emergency, nor is anyone allowed on the roofs or balconies of buildings. Those who violate this regulation are subject to a $25 fine for the first offense and higher amounts for additional offenses.

Fireworks and Smoke Devices: Hollins University prohibits the possession or use of fireworks, ammunition, fire or smoke devices (including candles and incense), or any explosives in any university residence or on any university property, by students.
Other Fire Hazards: Hoverboards, Swagways, IO Hawks, Skywalkers and similar devices are considered a fire hazard, and therefore, they are prohibited on campus.

Setting fires on university property is prohibited, except those scheduled and approved for the Forest of Arden fire pit or designated grilling areas.

Any tampering with fire equipment, including, but not limited to: smoke detectors, fire extinguishers, etc. may lead to a student being fined, referred to the Conduct Board or possible referral to local law enforcement.

Freedom of Expression
It is undeniable that students are protected in their exercise of freedom of expression by the First Amendment to The Constitution of the United States of America. Accordingly, university officials are responsible for ensuring freedom of expression for all students. Students should be mindful of the responsibility that comes with this freedom. For questions regarding this policy, please see the VP for student affairs and dean of students.

Guidelines for all Events and Social Functions
Student organizations must inform their advisor of plans to hold an event and review it with him or her to make sure all requirements are met. If a student organization needs a contract executed for any artist or entertainer pertaining to an event after clarifying details with their advisor, they must work with the Director of Student Activities and Orientation to take care of any necessary paperwork. The process of securing binding signatures will be coordinated through the Director of Student Activities and Orientation. The contract, along with advisor approval, should be presented to the Director of Student Activities and Orientation no later than 15 business days before the event is to occur. Once contracts are signed by the appropriate University official, you may reserve a space.

All requests for space on campus are coordinated through the office of Special Programming in Bradley Hall. This includes everything from table sitting in Moody lobby to holding a weekly club meeting in the Rat or hosting a lecture in the Green Drawing Room. Once booked, events will automatically appear on the Campus Calendar, which is on my.hollins under the calendar tab. In most cases, space reservations for events should be finalized no later than 15 business days prior to the event. This may not be the case with table sitting and other internal activities. Indoor events may be scheduled on Friday or Saturday until 2 am, or Sunday through Thursday until 10 pm. Outdoor events must end no later than 10:00 pm. The scheduled time for events may be extended based on the approval from the Director of Student Activities and Orientation.

Requests for space are made by submitting a request on my.hollins (under the request an event link on the left side of the screen). This will take you directly to the “Request on Event Space” page. Please note this form is not compatible with MACs.

The first step is to select the name of your club or organization and the contact person (you can add a new one here if the name you want is not on the list). Please remember to fill in your email address and phone number. Type in the name of the meeting/event as you want it to appear on my.hollins calendar, select the type of event (meeting, concert, student social event, special event, etc.), and estimate the attendance.

Enter the date of your event and the actual start time and end time of your event. Please note that the times you enter here are when your event begins and ends. If you need the room before the start time to set up or get ready for your event, please make a note of this in the “Comments” section. This will end up being the room start/end time. Many times the room is reserved for longer than the actual time of the event to allow for set up and tear down of the room.

Select the room or rooms that you want. There are a few rooms on campus that are a little particular in how they are reserved. If you want to hold an event in the dining hall, select dining hall as the room and not Moody Center. You will need to talk with the dining services manager about having an event there, especially if it involves the use of the stage, as it can be disruptive to the meal service.

Regarding the use of the Front Quad, you need to request permission from the president’s office before the quad can be confirmed for you. Getting permission from the president’s office does not guarantee the use of the space; you must still submit a request through the system.

If you are interested in table sitting in the lobby, we have two areas for that. One is the counter (Moody Counter 1 & Moody Counter 2), which will accommodate 2 groups. The other is the lobby (Moody Lobby 1 through 6) which will accommodate up to six groups. Please note that there are certain times of the year when the lobby is in high demand and there is not enough space for everyone who would like to table sit. If you are scheduled to table sit and find out that you can’t staff the table or don’t need it for some reason, please email specpro@hollins.edu so the reservation can be cancelled and the table made available to another group.

If you are not familiar with the rooms on campus there are pictures posted on my.hollins under the calendar section, “scheduling and events help.” The photos also indicate the room features (how many it will hold, what A/V equipment is available, etc).
If you know the room style that you want, select it from the drop down. Otherwise, you can leave that field blank. Select any equipment (tables, chairs, laptop, etc.) that you need for the event. If you are not sure what you need, just ask the question in the comments section. If you want to do a PowerPoint presentation, you will need a laptop, projector, and screen.

Fill in a description of the event (if applicable) in the additional information box. This information will appear on the Campus Calendar on my.hollins. This is your opportunity to give people information about your event. If you do not know specifics at the time you book your event, you can always send a follow up email to specpro@hollins.edu and it will be added to the event. You do not need to submit another request for space.

Next you'll see the “Comments and/or Instructions” block. This is where you can indicate that you need the room for set up before the event start time, how you want the room set up, the number of tables, chairs, etc. that you need, or ask any questions. Our office will coordinate the arrangements with the Buildings Department and Media Services based upon the information you submit in the request. Media services requires 48 hours’ notice for set up of all audio/visual equipment for events. This is also the place to make a note if you want to have this event more than once. For example, if you have weekly meetings, you can enter the date of the first meeting in the request, then in the Comments section you can say you’d like to schedule it every week for the semester. There is no need to fill out a request for each meeting. If you are working with a speaker or a band and want to check availability of a space or hold the space tentatively until the contract details are finalized, go ahead and submit the request, indicating in the “description” section that this is a tentative hold, pending contracts or final arrangements. You may also place tentative holds on dates if you are in the process of submitting dates to a booking agency and negotiating a contract for a performer. Once you’re ready to firm up the event and have it posted to my.hollins, contact the Special Programming department and they will change the status of the event from “Tentative” to “Firm” and send out a confirmation. There is no need to submit another request.

If your event requires the use of the stage, you must first request permission from the office of student activities and orientation to use the stage. Once you have received permission, you need to fill out a maintenance request form (located on my.hollins on the Home tab under campus services). This request must be submitted at least 20 working days prior to the event. In the request, for the problem field, select “SET-UPS – EVENTS, ROOMS, ETC.” and in the Extra Description field indicate when you need the stage to be set up, when it can be removed, and how large it needs to be. The stage comes in 4’x4’ sections and we have 24 pieces of stage, with one set of steps. The full stage is typically 24’ wide x 16’ deep.

Once you have filled in all of the fields, click the “Submit Request” button at the bottom of the screen.

This will take you to a summary page, showing all of the information you are submitting. You can make any changes necessary at this point in the process.

Once you have reviewed your information and everything is set, click on the “OK Send Request” button. This officially submits your request. If you don’t click on this button, your request will not go through. You know your request has been submitted when you receive the following message:

Your request has been submitted and a confirmation will be emailed to you once it has been approved. If you need any further assistance please contact Chris Powell at 540-362-6225 or email at cpowell@hollins.edu

Return to the Calendar

The request then comes to special programming to be confirmed in the system. If there are questions about your request, you will receive a call or email. Sometimes the room may not be available or suitable for the type of event or meeting you wish to hold. If everything is okay, an email with the confirmation of your event will be attached. This will come as a PDF document so you will need Adobe Reader to open the document. The confirmation will have all of the information you submitted for the event. You will notice that there are two different times on the confirmation, the “Room Start/End” times and the “Show Start/End” times. The room times are the time the room is reserved for. The Show times are the actual start and end time of your event.

Please review the confirmation carefully to make sure everything is correct. Call or send an email if something is not right.

If you need to make any changes to your event (dates, times, changing the room, rescheduling or canceling the event, etc.), please send an email. You do not need to submit another event request form.

Students bringing in outside performers must fill out all necessary check request forms and give them in to the SGA treasurer or Director of Student Activities and Orientation 10 days prior to the event to ensure that a check will be ready for the artist. The performer’s address and social security number or tax ID number must be on the check request with a completed W9 form, otherwise the Accounts Payable Office will not be able to cut the check.
Depending upon the contract requirements, audio/visual equipment needs may be extensive. If there are specific, technical questions, contact the director of media services and instructional technology at x6569. When bringing in an outside entertainer or speaker, make any necessary guest room reservations for them through the office of Student Activities and Organizations. Reservation fees and any additional guest room charges will be the responsibility of the student club or organization that invited them. Hollins University has special discounted rates at certain establishments. Student clubs and organizations must have the necessary funds in their account before planning any event that requires any additional audio/visual equipment or guest accommodations.

Student organizations choosing to serve alcohol at an event can work with the director of food services (Meriwether Godsey holds the university’s ABC and catering licenses). Students must notify the director of food services, or the director of catering at least 15 business days prior to the event to make all necessary arrangements.

Open events need to be sponsored by a recognized SGA organization or in conjunction with a university department. The student body of Hollins, their guests, and students at neighboring universities are welcome to attend open events. Publicity needs to be coordinated with the Director of Student Activities and Orientation. Visitors under the age of 18 must be accompanied by a parent or guardian in order to attend an open event, especially when alcohol is served.

For all events open to the general public, student groups must meet with the Director of Student Activities and Orientation at least 15 business days prior to the event to ascertain if additional services are needed for facilitation of the event. After advisor approval a full review of event logistics to discuss topics such as, but not limited to insurance, security, and equipment as they apply on a case-by-case basis is necessary.

If students fail to meet with the Director of Student Activities and Orientation 15 business days before the event, the event may be cancelled.

Event organizers must arrive at least an hour before the event to ensure that everything is ready and to greet the performer if applicable. At the minimum any event which is open to the public, uses an outside vendor, or has alcohol present MUST have the organizations advisor or another Hollins Faculty/Staff member present. Members of the sponsoring organization, group or individual sponsor, must be present for the duration of the event to supervise all aspects of its function. In addition, the sponsor will provide restitution for any damages or cleaning expenses incurred and assume the responsibility for cleaning up university grounds and utilized space. The size and nature of the activity will determine the fee. If there are any problems, a representative from Student Affairs in conjunction with the director of plant operations and services will assess the damage and determine the amount that will be charged.

University students, including Hollins students, must show identification to be admitted to a social function (official college ID or state-issued driver’s license). Non-students must show valid identification. All participants to the event must be properly ID’d for the safety of those attending the event and the Hollins community.

Students must follow the same admission policies for outdoor functions. Outdoor functions must be contained within a defined area. Students loitering within visibility of the function will be asked to attend or leave the area. The only acceptable forms of payment for entrance fees on the day of the event are cash and checks. For those who wish to have an outdoor concert and live band events exceed past 10:00 pm, the Director of Student Activities will need to submit a request for a noise ordinance waiver to the Board of Supervisors for Roanoke County. This does not guarantee the Board will grant the request. This is in compliance with the Roanoke County’s laws and therefore, the university is obligated to pursue a permit for each concert held outdoors past 10:00 pm.

Closed events (recognized SGA organizations, clubs, residences, classes, or individuals) may also be scheduled. Those events are open only to the sponsors and their invited guests and may not be advertised off campus. Non-students must show valid identification and be escorted by a Hollins student, in accordance with the visitation/guest policy (see the Guest Policy section under “VI. Housing and Residence Life”). Admission may be denied if proper identification is not presented. The sponsor is responsible for ensuring that only invited guests are admitted to the event. Additionally, their advisor or other university official may be required to attend. This decision will be made on a case-by-case basis with consultation with the Director of Student Activities and Orientation.

Harm to Persons
Students are expected to resolve conflicts in an appropriate manner. No student should cause physical harm or threaten to cause physical harm to another person. No student should take any action that creates a danger to any person’s health, safety, or personal well-being.

Juke Box Guidelines
1. The juke box plays iPods (or their equivalent) and CD’s.
2. A person that uses this juke box uses it at their own risk. The university will take no responsibility for lost, stolen, or damaged items.
3. An individual can play their music for up to 30 minutes. If no one else is in line/waiting to play their tunes, the individual may have an additional 30 minutes. Please keep it simple, share the juke box and celebrate the music, this is meant to make our community stronger.

4. Use common sense; please do not play music with lyrics that may be offensive to your fellow community members. If you are not sure, ask before you play it or just don’t play it. If a community member approaches you and asks you to change the song, please do.

5. The VP for student affairs and dean of students or their designee, as well as Meriwether Godsey staff members, have the right to adjust the volume as well as change the music at any time.

6. These guidelines are subject to change at any time at the discretion of the university.

**Noise Ordinance Violations**

Roanoke County has a noise ordinance that deems it unlawful for anyone to operate or control any mechanical device or instrument or to create any noise to include loud music or loud parties, which disturbs anyone, whether the creation of such is on public or private property between 10 pm and 7 am, seven (7) days per week. This ordinance also applies to any outdoor functions that occur on university property, such as concerts or other noisy events. Violations of the County Noise Ordinance are Class 1 misdemeanors.

The Code of Virginia states: The punishment for a Class 1 misdemeanor is confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both. (It is also the policy of Hollins University to enforce the County Noise Ordinance on campus properties in order to maintain peace and quiet between the hours of 10:00 pm and 7:00 am, seven [7] days per week.)

This is not the same as residence hall ‘quiet hours,’ which is an HRL policy. If Security receives a complaint from any member of the campus community of a noise disturbance, the responding Officer(s) will give warning to the participants of the activity. If Security receives a second complaint on the same activity, the names of all persons present will be recorded by the responding Officer(s) and the activity will be closed down. Students failing to leave the activity will cause an university administrator to be called to the scene, and the student(s) may receive student conduct charges. Visitors or guests failing to leave the activity will be removed from campus by Roanoke County Police, and a Trespass Notice may be issued to your visitor or guest barring the visitor guest from university property indefinitely.

SGA funded student and university sponsored events can request a permit of time extension for outdoor events to extend past the 10:00 pm county restriction. Application process information can be obtained through the Student Activities Office and must be submitted to the Roanoke County Board of Supervisors for approval.

Please note that permission for these events is up to the discretion of the Roanoke County Board of Supervisors and may not be approved.

**Publications**

*Today@Hollins* (the official campus e-newsletter) serves as a source of communication to the Hollins community, reporting daily events that affect students' lives. It is distributed daily via email and posted on my.hollins. Students who wish to have information included in Today@Hollins should contact Kathy Rucker at krucker@hollins.edu.

There are three undergraduate student publications recognized by the Student Government Association (SGA): *Cargoes, Gravel*, and *Cyborg Griffin*. Student publications publish poems, stories, prose, artwork, and photographs by Hollins students.

**Responsibilities:** University sponsored student publications are maintained by students with SGA-allocated funds. As publication staffs are made up of students whose funds (besides advertising) are generated by students via SGA dues, the staffs are ultimately responsible to the students. The vice president for student affairs and dean of students serves as the advisor to the Student Government Association and therefore to student publications unless the publications have designated advisors. The vice president for student affairs and dean of students or advisor provides training, guidance, and direction concerning the financial (negotiations, budgeting) and management (deadlines, motivating the staff) realms of the publication to the editors and staff as needed. The vice president of finance and administration is responsible for signing all publications’ contracts as the authorized university representative. Artistic (design, photography), editorial (writing, editing), and technical (printing) expertise is provided by the designated advisors working with the publication.

**Solicitation**

Hollins University does not permit selling or solicitation on its campus. Students approached by a solicitor should contact Campus Security at 540-362-6419 immediately, and the housing and residence life pro-staff for the hall or area. All students should report these conditions immediately to Campus Security.

All solicitors shall be ordered to leave the campus by Campus Security Officers. Solicitors failing to leave the campus will be removed by Roanoke County Police and a permanent Trespass Notice will be issued.
Tinker Mountain
Special permission is needed to climb Tinker Mountain. Parts of Tinker Mountain are private property. The proprietor has been very generous to allow the Hollins University community to use his property for outings and hikes. Hiking Tinker Mountain is restricted to special university events and celebrations, only. Private vehicles are not permitted on Tinker Mountain for any reason, including the Tinker Day celebration. Questions regarding the use of Tinker Mountain should be directed to the President’s Office.

Transportation Policy
For on-campus emergency medical situations, call Campus Security at (540) 362-6911, and the dispatcher will call an ambulance. An individual may call 911 from on campus. Please note there may be a delay in response time. For off-campus medical emergencies call 911 directly, and then (540) 362-6911 (Campus Security).

Arranging transportation is the student’s responsibility. Possible options include:
1. Using a personal vehicle.
2. Securing a ride from a friend.
3. Obtaining a taxi voucher, available from the department of Campus Security or student activities. City Cab will charge a one-way fare to take students to downtown Roanoke City, Valley View Mall, Roanoke Regional Airport, and all local hospitals. Please consult the map available from Campus Security or the top floor of Moody for fare schedules. Two vouchers are needed for a round trip. Vouchers cannot be purchased with cash. They are only to be charged to students’ accounts.
4. Utilizing the Hollins Shuttle (when in service). Utilizing the shuttle is a voluntary option. Participants assume usual risk and personal responsibility. The shuttle is made available as a convenience. The university assumes no responsibility for your belongings or other assumed risk associated with the shuttle service.
5. Ride Board info can be found under the student life section of my.hollins.edu.

Unauthorized Entry, Use, or Possession
Unauthorized entry, use, or possession of university property is prohibited. This includes, but is not limited to, unauthorized use, possession, or duplication of university keys and unauthorized entry or use of university facilities. Particular attention should be paid to the following areas:
1. Buildings: Entry into university buildings after regular closing hours without permission of university authorities is prohibited.
2. Offices: Entry into any faculty, staff or student organization office at any time without permission of that faculty, staff, or student organization is prohibited. Students are prohibited from using university phones and office equipment without prior permission. Security cannot allow a student entry into an employee’s office without express permission of the employee.
3. Student rooms or gated yard: Entry into another student’s room without the resident’s permission is prohibited, except under the procedures outlined below for the investigation of a student’s premises:
   A. Emergency circumstances: Rooms may be entered when a university official believes that someone in a specific room is seriously ill, hurt, or in a life-threatening situation. However, law enforcement officials have the same right to enter student premises as any other residence.
   B. Health, safety, and welfare inspections: The University retains the right to search and check on conditions pertaining to the health, safety and welfare of the university. Any inspection initiated by the university will be confined to those living areas that directly pertain to the general health, safety, welfare, and maintenance of the living area or the residents of the area.
   C. Unlawful activity: A student room may be entered when a university official has reason to believe that an unlawful activity may be going on inside the room. If contraband is taken from anyone in an occupied room, a receipt will be given and signed by all parties. Illegal drugs or paraphernalia will be confiscated by Roanoke County Police for possible prosecution.
   D. Fire drills: During fire drills or fire alarms, rooms can be entered to ensure that students have vacated their rooms.
   E. Breaks: Routine room inspections during university break periods will be done to ensure compliance with residence hall closing instructions as well as health, safety, welfare, and maintenance conditions. Necessary repairs may be made during this time.

Vandalism
Vandalism is defined as destruction, defacing or alteration, without permission, of private or public property and is not permitted at Hollins University.
Housing and Residence Life
VI. Housing and Residence Life

The Office of Housing and Residence Life (HRL) strives to provide an exemplary residential community that fully reflects our core values and is consistent with that of the Student Affairs program: to complement and enhance the university's central educational mission. We offer a diverse set of living-learning environments that allows us to encourage exploration and leadership, celebrate creativity and inclusivity, and promote service to the university and greater community.

Residence Requirement and Housing Eligibility

Hollins University has been a residential campus since its inception, and as such all traditional undergraduate students are required to live on campus (please see “Residential Requirement Undergraduates” pages 37-38). University housing is available on a first-come, first-serve basis for full-time Horizon and graduate students during the academic year (fall, short, and spring terms). There is no university housing for families and children. Students residing in university housing must maintain full-time status as a condition of residency, unless an exception has been approved by the director of housing and residence life. Only students who are properly enrolled and in good financial standing may occupy residential spaces. Students may not sublet or rent out university housing spaces to anyone.

Housing and Residence Life Staff

The Housing and Residence Life (HRL) staff is comprised of the director of housing and residence life, assistant directors, graduate assistants, head resident assistants, and resident assistants. Hollins University residence halls, houses, and apartments are divided into areas, each with its own professional-staff supervisor. Additional contact information for the HRL professional staff members is published in the campus directory each year.

Housing and Residence Life Duty and On-Call

For the safety and support of residential student needs, HRL has the following duty and on-call procedures in place throughout the academic year:

- Two RAs are on duty each evening when the halls are open, beginning at 6:30 pm each evening and ending at 8:30 am the next morning. An RA is available each night 6:30 - 8:30 pm in the RA Office on the Upper Level of Moody. RAs on duty may be contacted through the RA Office phone (540) 362-6312 or the RA on duty cell phone 540-556-5747.
- One professional staff member is on-call 24-hours per day, 7 days per week throughout the academic term. This includes Thanksgiving and Spring Break periods. Staff members are not on-call during the Winter Break period. The professional staff member on call may be contacted through the RA on duty or through the Campus Security dispatch officer.
- The assistant dean of students/director of housing and residence life or the VP for student affairs and dean of students is on-call solely as a resource/backup for the RAs on duty and for the professional staff on-call 24-hours per day, 7 days per week.
- Campus Security officers are also available to assist students and to serve as a resource/support for HRL staff members. Campus Security officers can be contacted by calling (540) 362-6419 for non-emergencies and 540-362-6911 for emergencies.
Important Housing and Residence Life Dates: 2018 - 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tbody>
<tr>
<td>Sat., Aug. 25</td>
<td>New student check-in</td>
</tr>
<tr>
<td>Sun., Aug. 26 - Mon., Aug. 27</td>
<td>Returning students check-in</td>
</tr>
<tr>
<td>Wed., Nov. 14</td>
<td>Deadline to request Thanksgiving Break Housing, 12 pm</td>
</tr>
<tr>
<td>Sat., Nov. 17 - Sun., Nov. 25</td>
<td>Thanksgiving Break (halls/apartments close at 12 pm on Sat., Nov. 17 and re-open at 8 am on Sun., Nov. 25)</td>
</tr>
<tr>
<td>Fri., Dec. 7</td>
<td>Reading Day (24-hour quiet hours begin at 12 am and extend through Finals)</td>
</tr>
<tr>
<td>Thurs., Dec. 13 – Sun., Jan. 6</td>
<td>Winter Break (halls/apartments close at 12 pm on Thurs., Dec. 14 and re-open at 8 am on Sunday, Jan. 6)</td>
</tr>
<tr>
<td>Sat., Feb. 2</td>
<td>Deadline for students studying abroad or going on leave for Spring 2019 to check-out of housing, 12 pm</td>
</tr>
<tr>
<td>Wed., Mar. 20</td>
<td>Deadline to request Spring Break Housing, 12 pm</td>
</tr>
<tr>
<td>Sat., Mar. 23 – Sun., Mar. 31</td>
<td>Spring Break (halls/apartments close at 12 pm on Sat., March 23 and re-open at 8 am Sun., March 31)</td>
</tr>
<tr>
<td>Mon., Apr. 1</td>
<td>Enrollment deposits due, 4:30 pm EST (required for participation in 1st round housing lottery)</td>
</tr>
<tr>
<td>Mon., Apr. 8 – Wed., Apr. 10</td>
<td>First round of housing lottery</td>
</tr>
<tr>
<td>Wed., May 15</td>
<td>Reading Day (24-hour quiet hours begin at 12 am and extend through Finals)</td>
</tr>
<tr>
<td>Tues., May 21</td>
<td>Residence halls/apartments close at 3 pm for non-graduating students</td>
</tr>
<tr>
<td>Mon., May 27</td>
<td>Residence halls/apartments close at 3 pm for summer</td>
</tr>
</tbody>
</table>

Vacating Rooms During University Breaks (Undergraduates)

University housing closes for three breaks during the academic year – Thanksgiving Break, Winter Break, and Spring Break. The dates for each break closing are published in the Student Handbook, and students are expected to make travel plans accordingly.

Students may request permission for housing during the Thanksgiving and Spring Breaks; no housing is available during the Winter Break. No meals are served during breaks. Students approved for break housing will be charged $25 per day. Depending on a variety of factors including safety, building maintenance, financial and/or liability concerns, students in break housing may be required to move to a centralized housing location.

Break housing requests must be submitted through the request form posted on my.hollins. Requests must be received by published deadlines (12 pm, November 16 for Thanksgiving Break and 12 pm, March 15 for Spring Break) in order to avoid late request fees. Requests received between the due date and the Friday before closing will result in a $50 late fee; requests received on or after the closing date will result in a $100 late fee.

Students who have not left their room and building by the closing date and time are subject to a late departure fee of $100. Students who fail to properly prepare their room/apartment and/or sign out for the break properly are subject to an improper departure fee of $50.

Any student found to have accessed or returned to student housing without permission during a break is subject to being billed for a late housing request ($100) and daily housing charges ($25 per day). The university also reserves the right to file conduct charges against students who enter student housing without permission during break periods.

Guests (including Hollins University students) are not permitted in student housing during break periods.

Custodial and Maintenance Services

- **Custodial Services:** The custodial staff cleans the lounges, corridors, and bathrooms of each residence hall. Students are expected to keep their rooms and community kitchen(s) clean. Apartment residents are responsible for cleaning of all spaces within the apartment and for maintaining their front and back yard spaces. Students are expected to provide their own cleaning products. Vacuum cleaners are located in residence halls for student use. Trash must be deposited in designated trash areas of the building and may not be deposited outside doors, in corridors, or in bathrooms.

- **Maintenance Requests:** To request minor/non-emergency repairs, please send an electronic Maintenance Request Form through the my.hollins site. The Maintenance Request Form can be found under Quick Links on the Home tab, or you can go to myschoolbuilding.com. You will need to register your log-in information, which will be complete after submitting your first request. A confirmation of your request will be sent back to you via Hollins email. Hollins’ account number (2095694848) will be populated on the form and you will be required to create your own password to submit a maintenance request. The password to submit a request is “hollins”.

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64
- Students who wish to be present when a service call is made should indicate the preferred hour, date, and contact information on the service request. Please note that students do not have to be present for maintenance staff to complete the call, as a maintenance request waives a student’s right to privacy.

In case of emergency, please call the Facilities Management Office at 540-362-7459 or during regular business hours (8:30 am to 4:30 pm, Monday-Friday). After hours and on weekends, please contact Campus Security at 540-362-6419. Examples of emergencies include: no heat, no water, lock-ins/lock-outs due to mechanical failure, and any situation that could cause personal injury or damage.

- Procedures for Maintenance Calls: Maintenance staff will conduct service calls between 8 am and 4 pm, Monday-Friday. Buildings and maintenance personnel will announce themselves when entering student residences. All personnel will knock on a door before entering in such a manner as to be clearly audible to someone inside. Only one service call will be made in response to a maintenance request. If the repair cannot be completed at that time, a brief explanation will be written on a hangtag and left on the outside door handle.

Housing Assignments
HRL will distribute information on the assignments process each spring semester. Students are responsible for the distributed information and must meet all deadlines in order to participate in the housing assignments process.

Students are reminded that signed housing agreements secure a space in university student housing, not a specific room. Additionally, the assistant dean of students/director of housing and residence life has final authority over all housing assignments and may make essential changes in room assignments at any time.

- Occupancy: Each full-time student has the right of assigned occupancy at any time during the academic year while University housing is open. Residents have the right to require that no other person, other than those assigned by HRL, take up residence in their room. Residents have the right to guest visitation in individual rooms/apartments in accordance with the university guest policy and the community standards of their particular community.

- Assignment Processes:
  - Returning students: Returning students select rooms in the spring of each year for the following academic year. All returning students are required to pay an enrollment deposit of $400 by 4:30 pm EST, April 1, 2019 and clear all holds on their student accounts in order to secure first-round housing for the upcoming year. Students have two housing process options:
    - Housing Lottery: The Housing Lottery is the process by which students not living in specialty housing determine their housing for the upcoming year. In order to be eligible to select a room in the first round of housing lottery, students must pay their enrollment deposit by 4:30 pm EST, April 1, 2019 and clear their account of all holds. Students whose payments are received or holds are cleared after the first round deadline will not be eligible to sign up for housing during the first round, even if their prospective roommate(s) are eligible for the first round. Lottery numbers are based on class year as determined by the Registrar’s Office. More detailed information about the Housing Lottery will be distributed in the Spring by HRL.
    - Specialty Housing: In addition to the traditional housing experience, Hollins offers specialty housing options. Membership in each house is determined by an application process conducted by current house members in conjunction with their faculty/staff advisors and HRL. For more information on the application processes of each house, please contact current house members, their faculty/staff advisor, or HRL. Students who accept placement in a specialty house will not be given a Housing Lottery number which they will bring to housing lottery to select a room in their specialty house. Students in specialty housing are still required to pay their Enrollment Deposit, and are subject to removal from house rosters for non-payment.

  - New Students: New student assignments are made during the summer months. In order to receive a housing assignment, students must have paid their enrollment deposit and have completed the New Student Housing Preference Form. More detailed information about the timeline and preference form will be distributed to new students in the spring semester.

- Assignment Policies:
  - Single Rooms: Students in rooms designated as singles pay an additional $487.50 per semester. For Tinker and Randolph the single fee is $250 per semester.
  - Doubles-As-Singles: Double rooms are only available to be used as singles on a space-available basis as determined by the assistant dean of students/director of housing & residence life. Students granted a double-as-single pay an additional $1865 per semester. Due to a lack of storage space, all room furniture, including the second bed, must remain in any double-as-single room.
  - Housing Accommodations: Housing accommodations for documented disabilities are determined on a case by case basis by the assistant dean of students/director of housing and residence life, the dean of student affairs and academic services, and Health and Counseling services and are assigned only in response to appropriate documentation of the student’s disability/disabilities. Reasonable accommodations will be made to meet the documented need; specific housing requests may not be guaranteed.
Students requesting housing accommodations are required to complete the “Request for Housing Accommodations” form and have a licensed clinical professional or health care provider complete the “Verification Form for Housing Accommodations”. To obtain the “Request for Housing Accommodations” form or “Verification Form for Housing Accommodations”, please consult the assistant dean of students/director of housing and residence life. Students requesting housing accommodations should take into consideration the following:

- The dean of academic services reviews housing accommodation requests related to learning disabilities. Students requesting housing accommodations due to learning disabilities are required to submit a substantive report from a qualified professional. The report must provide diagnostic data and recommend accommodations. The dean of academic services, in conjunction with the housing accommodations are necessary and appropriate. Students receiving housing accommodations related to learning disabilities may need to meet with the dean of academic services.
- It is expected that housing accommodation requests be accompanied by current and adequate documentation of the disability/disabilities and indicate the projected impact on the residential experience. Housing accommodations are approved for appropriately documented disabilities that substantially limit or compromise the residential experience at Hollins University.
- Students requesting accommodation for service and/or assistance animals are required to review the “Service and Assistance Animal Policy”, and complete the steps of the process outlined therein before a service and/or assistance animal may be brought into University housing. To obtain the “Service and Assistance Animal Policy”, please see page 74.
- Accommodations for single rooms are limited to designated single rooms, of which the university has a limited number. The assistant dean of students/director of housing and residence life has the final authority regarding a room’s designation and availability. Students choosing to live in a designated double room are expected to have a roommate or pay the double room as single room fee. This includes students choosing to live in the apartments. If a student has been granted an accommodation and leaves Hollins, a new request is to be submitted prior to returning to Hollins University.
- **Room Changes**: To help facilitate communication and mutual understanding regarding shared spaces, all students in multiple occupancy spaces are expected to complete a Roommate Agreement, which will be distributed by HRL staff. It is the philosophy of HRL that roommates should first attempt to resolve conflicts through the use of the Roommate Agreement and assistance of HRL staff. If the conflict resolution process is not successful, students who wish to change rooms will need to meet with their Assistant Director in order to initiate the room change process. Students should keep the following in mind:
  - Generally, room changes will not be granted during the first two weeks of a semester, or in the months of December and May.
  - Students must return a completed room change request form and receive keys from an HRL staff member before beginning their move.
  - Any student who changes rooms without authorization will be subject to a $100 charge to the student’s account, and the student may be referred to the student conduct system.
  - Students may not exert pressure on roommates to move. Students who exert pressure on a roommate to seek a new room assignment may themselves be reassigned to another room by the assistant dean of students/director of housing and residence life.
- **Room Consolidation**: In all student housing, including specialty housing, when a multiple occupancy space is not completely filled the remaining resident(s) have the following options:
  - Move to another room with a resident who is also without a roommate.
  - Invite another resident without a roommate to move into the space.
  - Move to a single room, if available (additional single charge applies).
  - If available, pay to keep the room as a double-as-single (additional charge applies).
  - Choose to have the space remain open with the understanding that at any time, and at the discretion of HRL, a student may be placed in the open space. If, at that time, the current occupant informs the new resident they do not want a roommate, the current occupant will be billed for a double-as-single. If necessary, the HRL staff will facilitate a consolidation process during the academic year and is happy to assist students in trying to find a roommate at any time.

**Room Key Replacement and Lock-out Policies**

- **Room Keys**: HRL distributes room keys to students as they check-in to the university. All keys must be returned upon check-out. Recognizing that it is important to maintain a safe and secure living environment, the following fees are charged for lost/unreturned keys:
  - **Residence Hall Room Keys**: $75
  - Tinker residents can request keys to the drawers in the built-ins. The replacement cost is $10/lock.
- **Apartments**:
  - Front Door Keys: $150 (cost to change both front and back door locks)
• Bedroom Key: $75
• Laundry Room Key: $300

**Lock-outs:** Residential students are expected to carry their residential keys and ID cards with them at all times and may not loan university keys or ID cards to any person for any reason. Students are allowed three free lock-outs each academic year. After the third lock-out, students will be billed $20 per lock-out. Continued abuse of the lock-out process may result in referral to the student conduct process for failure to comply with university policies. Students who are locked-out of their room/apartment should follow the following procedure:

- Call a roommate to let them into the room.
- If a roommate is unavailable, call for assistance:
  - Between 8:30 am and 6:30 pm each day, contact Campus Security at 540-362-6419.
  - Between 6:30 pm and 8:30 am each day, contact an RA on duty. The RAs may be reached by either calling the RA Office (Upper Level of Moody, Office #12) at 540-362-6312 or by calling the RA on duty cell phone at 540-556-5747.
- Please note that RAs are not issued master keys.

**Room Check-in, Check-out, and Room Condition Policies**

- **Check-in:** Upon check-in, each student will receive a Room Condition Report (RCR) or Apartment Condition Report (ACR). Students are responsible for assessing the condition of their assigned residential space and returning the completed RCR/ACR to HRL (Upper Level, Moody Student Center) within 48 hours of check-in. Failure to complete the RCR/ACR within this time will result in the forfeiture of the right to contest any and all damage assessments upon check-out.
  - **Please note:** The Tinker elevator is only in use during check-in and check-out periods. It is a freight elevator and not intended for daily personal use. Students needing elevator access due to medical concerns should contact the assistant dean of students/director of housing and residence life.

- **Check-Out:** Prior to moving out of their assigned space, all students must properly check-out of the space. There are two check-out options:
  - In-Person: A student schedules an in-person appointment with the RA to review the RCR/ACR and returns all keys to the RA.
  - Express: A student may obtain an Express Check-Out Envelope from the HRL office. The envelope must be completed and returned, sealed with keys inside, to the HRL office.

Students who fail to properly check-out are subject to a $50 improper check-out fee. Students who fail to checkout by their designated checkout deadline are subject to a $100 late check-out fee.

- **Room Condition:** Students are responsible for the cleanliness and upkeep of their own rooms and the university furnishings provided in those rooms. After a student checks-out of a space, HRL staff members assess the space for cleanliness and damages. If the room and its furnishing are not in the same condition upon check-out as documented on the RCR/ACR at check-in, the assistant dean of students/director of housing and residence life will work with Facilities Management to assess the damages and subsequent charges.
  - All residents of a room/apartment are held equally responsible for the condition of their assigned space and furnishings. If one or more residents of a space take responsibility in writing, either on the RCR/ACR or to the assistant dean of students/director of housing and residence life, then only those responsible will be charged for applicable damages.
  - If parts of a room/apartment or its furnishings become damaged during the year, students should make arrangements through HRL staff to have the damage repaired. HRL staff will discuss any associated charges with the student(s) as needed.
  - Pictures, posters, and other decorations may be mounted on the walls with small tacks or picture hangers. Nails and double stick tape are prohibited. Items used to mount pictures or posters must be removed at departure.
  - Students may not paint their rooms/apartments or the fences around the apartment yards. Fines for unauthorized painting are assessed on the basis of damage and repainting costs.
  - Damage assessments may be appealed in writing to the assistant dean of students/director of housing and residence life no later than February 1 for the preceding fall semester charges and August 1 for the preceding spring semester charges.

- **University Furniture Policy:** Student rooms are equipped with a desk, desk chair, chest of drawers, a bed with a twin mattress, a mattress cover, and mini-blinds. University furniture must stay in the room in which it has been placed by the university. If unassigned university property is discovered in a student room/apartment, the residents of that space will be assessed a $50 fine and expected to return the property. Students who fail to return university property to its appropriate location will be billed replacement costs as determined by Facilities Management and will be subject to conduct charges.

- **Lofts and Other Structural Devices:** Lofts and other structural devices may be installed only if they conform to the following guidelines:
• All residents of the room/apartment must agree to the construction.
• The construction of the loft/structural device may not alter the original condition of the room in any way. Residents are responsible for any damage caused by construction, installation, use, or removal of these structures.
• Only battery-operated power tools may be used inside residence halls.
• No part of any loft/structural device may be under a sprinkler head. Any access to a loft must be a minimum of three feet from any sprinkler head or pipe. The top of the loft mattress must be a minimum of 3 feet from the ceiling.
• No Loft/structural device may obstruct any part of a window or door at any time. Windows and doors must be operable at all times and usable as a means of exit or entry to the room in case of emergency.
• Lofts/structural devices must be constructed such that smoke detectors, electrical outlets, and HVAC sources are clearly accessible.

Any student, or representative, who installs any loft/structural device assumes full responsibility for any damages to the building or injury to persons as a result of defective equipment and/or improper installations. The university does not install and/or repair any personal electrical, mechanical, or structural devices owned by or in the possession of a student. University personnel will not assist in the construction, dismantling, storing, moving, or disposal of any such device.

Community Standards and Responsibilities
In joining the Hollins residential community, students assume both authority and responsibility within campus housing. Through community standards and collective responsibility, students work with HRL staff to build strong, engaged communities across the residential community.

• Community Standards: Through a community consensus process, residents of each community set standards by which all members agree to live. Though subject to change through a subsequent community consensus, once set, these standards are enforceable as university policy. Examples of community standards include setting specific quiet hours, expectations regarding how to notify hall mates of guests, and kitchen usage. Enforcement of community standards is the responsibility of all community members. Students disturbed by noise or other violations of community standards should first discuss the concern with the individual(s) causing the difficulty. If the problem continues, students are encouraged to consult with an HRL staff member.

• Community Responsibilities: Community members are collectively responsible for the cleanliness and upkeep of common areas of their community. Common areas are considered to be those areas generally accessible by all residents of a floor, hall, apartment, or house. Common areas are clean and orderly when students arrive on campus and must be in their original clean and orderly condition when students check-out. If part of a common area or its furnishings become damaged, community members should discuss the circumstances of the damage with their Assistant Director. HRL staff will work with Facilities Management to determine what, if any, charges will be assessed. Depending on the common area and circumstances in question, charges and appropriate fines may be divided equally among all students officially listed in residence in a particular community or students may be assessed individual charges. Students may also be referred to the student conduct process as appropriate.

• Privacy in Bathrooms: Each residential student has the right to privacy while using the bathroom and shower. Only one individual may occupy a shower stall at a time.

Storage
Due to limited space, storage is provided on a first-come, first-serve basis for international students, students participating in abroad trips, and RAs. If space is available after Reading Day, students living more than 550 miles away may place items in storage. Storage is done at the owner’s risk and the university does not take responsibility for items lost or damaged while in storage. Items left longer than one academic semester will be discarded unless prior arrangements are made with the assistant dean of students/director of housing and residence life. Items found stored in other areas of the campus may be removed and discarded.

Guidelines for on-campus storage include:

• Storage is limited to five boxes per student. Boxes may be no larger than 18”x18”x18” inches.
• Items must be secured in boxes and clearly labeled with HRL identification sticker.
• Furniture, refrigerators, bikes, electronics, valuables, or flammable items are not permitted to be stored.
• Students are only allowed to remove items that belong to themselves and are clearly labeled as such.
• Students must be escorted by a member of the HRL staff at all times when in the storage area.
• Storage access is granted during RA Office Hours only (6:30 pm – 8:30 pm nightly) and students should plan accordingly.

Personal Property
The university does not insure students’ personal property against fire, theft, water damage, or other such
catastrophes. It is wise for students to maintain their own insurance. Students should always lock their doors when not in their rooms and should never let another person, aside from their own guest(s), into the residence hall.

**Alcohol Use in University Housing**

Follow all Virginia State Laws and University alcohol policies listed on page 23 of this handbook. Alcohol is not permitted in social/TV rooms, hallways, stairwells, and other common areas. No kegs are permitted in university housing.

**Guidelines for Events in Residence Halls/Apartments**

Any organized event held in residence halls and lounges must be approved by the Assistant Director, assistant dean of students/director of housing and residence life, or professional staff member on duty. All residence hall and apartment events are closed and are subject to the requirements for closed events (see pages 57-59 under Guidelines for All Events and Social Functions).

- Events may be held only in enclosed spaces in the residences, such as student rooms/apartments, and social/TV rooms.
- Events in residence halls/apartments are subject to occupancy limits.
  - Residence hall rooms: 10 people (except Tinker singles, which may have no more than 5 people)
  - Apartments: 20 persons, including the patio space
  - Residence hall common areas: Maximum capacity for events held in common spaces will be determined by fire code and vary based on the specific spaces requested. Event sponsors should contact the Assistant Director of their area or the assistant dean of students/director of housing and residence life for further information.
- All sponsors of an event must be present, sober, and actively involved in monitoring the event during its entirety. This includes confronting inappropriate behavior, removing unwanted guests, and/or obtaining assistance from either HRL staff or Campus Security to do so. Event sponsors should also be prepared to seek medical assistance for students/guests who may become injured or unwell at the event.
- All entryways to the event must be monitored by event sponsors to prevent entry to uninvited guests and to ensure that alcohol is not brought into the event. Entryways must also be kept clear at all times to allow egress.
- Sponsors must abide by and enforce all university policies including, but not limited to, the alcohol, guest, and quiet hours policies as well as the guidelines for all events. Alcohol is not permitted in hallways, stairwells, and other common areas, regardless of an individual’s age. As a reminder, the law of the Commonwealth as well as University policy prohibits possession or consumption of alcohol by those under the age of 21.
- Individual living areas may establish additional social policies and procedures that do not conflict with already stated university policy or state law.

**Fire Prevention and Safety**

- **Fire Safety Equipment:** Destruction or misuse of fire safety alarms or equipment (extinguishers, smoke detectors, or pull stations, etc.) represents a serious hazard to the Hollins community by limiting or interfering with Hollins’ ability to respond to actual emergencies. Misuse and unnecessary or unauthorized use of such equipment and any damage resulting from such use will result in a referral to the conduct system, and/or the administration, and or the student may face criminal charges.

- **Fireworks and Smoke Devices:** Hollins prohibits the possession or use of fireworks, ammunition, fire or smoke devices (including candles and incense), or any explosives in any university residence or on any university property. Setting fires on university property is prohibited, except those scheduled and approved for the Forest of Arden fire pit.

- **Smoking:** Smoking, including the use of electronic cigarettes or vaporizers, is prohibited in all student housing. When smoking outside of residence halls and apartments please ensure smoke does not go into student windows. If asked to relocate please do so respectfully.

- **Prohibited Items:**
  - Appliances: Because of the limitations of the electrical wiring systems in the residence halls and university-owned houses, and because of the dangers of fire, damage to wiring, and blackouts resulting from circuit overload, the following electrical appliances are prohibited: electric blankets, cooking and heating equipment, heat lamps, candle warmers, halogen lamps, microwaves, air conditioners, hot plates, immersion heaters, portable heaters, irons, and any other appliances with open heating elements are prohibited. University-provided irons are available for student use in laundry areas. Under no condition are students permitted to alter existing wiring.
  - Extension Cords: The use of extension cords is prohibited. Six-outlet power strips are allowed under the following conditions:
    - Each power strip in use must have a reset button, not just an on/off switch.
    - Power strips may not be plugged into other power strips.
  - Cooking: Cooking is not permitted in student rooms. Food preparation appliances (popcorn poppers, toaster ovens, hot pots, microwaves, electric teapots, Keurigs, and coffee pots) may be used and stored only in the kitchens where adequate wiring is provided.
housing will be

For the convenience of our undergraduate students who do not want their guests to stay in their residence, the guest

guest arrival. Linens are not provided with the cot. Student should submit a maintenance request to have the cot

Lightweight folding cots may be requested on firstCome, first-served basis from the facilities management through

Disregarding these policies constitutes a potential fire hazard. Any student who violates these policies may be fined

Guest Policy

A guest is defined as any person who is present at the invitation of a student, received by a student, or accompanied

Guests must be escorted at all times while in the residence halls. Unescorted guests will be approached and asked

With the approval of all residents of the room/apartment, upperclass residents may have overnight guests up to three
days out of any consecutive 7 day period. After three nights, there is to be a 7 day period without overnight guests.

With the approval of all residents of the room, first-year residents may have overnight guests up to three weekends
(Friday noon to Monday 8 am) during the fall term, and follow the upper-class policy starting in Short Term. If
deemed necessary by HRL, the entire first-year class may have their upper-class guest privileges revoked for the
short and spring terms.

Lightweight folding cots may be requested on first-come, first-served basis from the facilities management through
the submission of a maintenance request on my.hollins. Requests must be submitted at least 2 business days before
guest arrival. Linens are not provided with the cot. Student should submit a maintenance request to have the cot
picked up within three days of the guest’s departure. Students who do not make appropriate arrangements for cot
pick-up are subject to an $80 replacement fee.

Guest Housing

For the convenience of our undergraduate students who do not want their guests to stay in their residence, the guest
housing will be available for guests on the weekends (Friday and Saturday) free of charge. Guidelines for use:

- Space is available on a first-come, first-served basis.
- Reservations must be made by the host by 12 pm (noon) on the Thursday before the guest’s visit. Reservations can be made through the assistant to the vice president for student affairs and dean of students at 540-362-6588 during regular work hours (M-F: 8:30 am – 4:30 pm). Reservations are not confirmed until an agreement is signed.
- Hosts are required to sign an agreement on behalf of their guests. By signing the agreement, they accept responsibility for their guests’ behavior. At the time when the agreement is signed, students must present their Hollins ID. Hosts are responsible for communicating university rules, regulations, and policies to their guests. Violations of university policies will be handled through the conduct system. Violations may result in the re-evaluation of having a separate space for guest housing.
- Hollins student is required to provide all linens for their guests, including pillow, blankets, and towels.
- Each host will be permitted no more than two guests during one weekend visit. With regard to frequency of visits, host must follow the visitation policy outlined in this Handbook.
• All guests must be at least 18 years of age.
• The guest housing is for the use of college aged friends, significant others, and siblings over the age of 18. The guest housing is not for anyone under the age of 18 or parents/guardians. Parents/Guardians who would like to stay on campus should contact Brittany Foutz Wade at bfoutz2@hollins.edu to reserve the Barbee House or Alumnae Cottage.
• Keys can be picked up at Campus Security, at which time the guest’s vehicle must also be registered.
• No alcoholic beverages may be kept or consumed in the guest housing at any time (even if the guest or the hostess is of legal drinking age).
• A residence life professional staff member may check on the guests periodically to make sure that guidelines are being followed. The staff member may also do a room check after the guests’ departure.
• Hosts will be charged a minimum of $25 for rooms that are not left in the condition in which they were found. In addition, they will be charged for the cost of any damages to the room and/or lost keys.
• Hollins students are not permitted to stay in guest housing unless approved by the vice president for student affairs and dean of students.
• Hollins is not responsible for personal items left in the room.
• Guests must check out and return their keys through Campus Security by noon.

Hosts are expected to escort their guests when they are anywhere on campus other than in the guest housing or Moody. Students who wish to have guests stay in their residence as opposed to in the guest housing must follow the Guest Policy and Overnight Guests sections in this section of the handbook, as well as their community standards of their hostess’s residence hall/apartment. Questions regarding guest housing should be directed to the assistant to the VP for student affairs and dean of students at 540-362-6588.

Contour from Cox Communications
See section under IV. Campus Services on page 49.

Laundromat/Laundry Facilities
See section under IV. Campus Services on page 50.

Pets
No pets other than fish (defined as animals with fins and gills, living under water, 24 hours a day) are permitted in student housing. The maximum tank size is 10 gallons. Infractions of this policy will result in an initial fine of $50, and $25 per day until the pet is removed. If, after one week, the responsible party has not provided proof of the removal of the pet, the responsible party may be referred to the student conduct process. All room/apartment residents may be held equally responsible for violations of the pet policy, regardless of pet ownership. In cases of violations beyond a first offense, the responsible party may be immediately referred to the student conduct process.

Should part all of the residence need special cleaning or fumigation, the cost of the service will be billed equally to all room/apartment residents, unless one or more students accept responsibility in writing to the assistant dean of students/director of housing and residence life. In such cases, the responsible student(s) will be billed.

Complaints regarding pets in student housing should be filed with an HRL staff member. All other pet-related complaints should be directed to Campus Security, which enforces the university’s animal control policy. See Animal Control Policy under “III. Hollins University Policies and Regulations” starting on page 33.

Quiet Hours
Students set quiet hours during community standards discussions on each hall. During quite hours, no one should have to tell any student to turn music down, turn the bass down, talk quietly, not to run in the halls, or not to slam doors. At all times students are expected to be courteous of their neighbors and the surrounding university community. During courtesy hours, if noise from a student’s room can be heard two doors down, it is too loud. Additionally, please review the Roanoke County noise ordinance policy on page 60 of the student handbook. There will be a 24-hour quiet period starting at midnight (12:00 am) on Reading Day and continuing through the last final exam period during finals week posted each semester.

Students who are being disturbed by noise are expected to ask the person(s) to be quiet in a respectful, courteous manner. The person(s) is then expected to respond in an equally respectful and courteous manner and reduce the noise to the level appropriate for quiet or courtesy hours. If the noise persists, students should contact an HRL staff member. Students who disregard quiet or courtesy hours may be referred to the student conduct process.

Room Inspections and Searches
Under certain circumstances, university officials may enter student rooms without invitation or notice to conduct room inspections or room searches. Those circumstances include:

• Building maintenance inspections administered to ensure health and safety standards, as well as to inventory university property. These inspections generally take place during official university holidays and when residence halls/apartments are being closed for breaks.
• When university staff reasonably fears unlawful activity, violation of university policy, or harm to life, safety, health, or property.

Items that violate local, state, and/or federal law and/or university policy may be confiscated. If so, a notice will be left for the student and it is the student’s responsibility to follow up with their Assistant Director regarding confiscated items. Violations of university policy may also result in fines and/or referral to the student conduct system.

The reasonableness of a search will be determined in advance, based on careful examination of the facts related to the case, by the assistant dean of students/director of housing and residence life, the vice president for student affairs and dean of students, or chief of Campus Security. Efforts will be made to have the occupants of the room present when a search is to be conducted and a rationale for the search will be offered.

**Security Violations**

Security violations jeopardize students’ safety and the safety of their neighbors. These include:

• Propping open a door to any residence hall, house, or apartment;
• Giving the key or ID access card of any university residence to another individual;
• Letting an assigned room be used by another individual while the occupant of that room is out;
• Granting access to residential areas to unescorted guests or visitors.
• A Hollins student must have written permission from the resident(s) of the room and the assistant dean of students/director of housing and residence life to use the room. The assistant dean of students/director of housing and residence life must have written or verbal permission from the resident(s) of the room before granting entry permission to an individual not assigned to the room (including parents).

**Student Privacy**

Students have a right to privacy, but, under certain circumstances, the right to privacy is waived.

• Hollins University is required to follow all state, federal, and local laws. Adhering to these laws may supersede students’ rights to privacy in their rooms. While school is in session, students will be notified at least 24 hours in advance when university staff or representatives seek access to a student’s room, unless deemed an emergency. The resident will be permitted to be present. The 24-hour notice may be waived by the resident.
• A student’s right to privacy is waived for room inspections or room searches conducted in accordance with the Room Inspections and Searches policy.

**Summer Housing Opportunities**

Undergraduate summer housing is available to undergraduate Hollins students employed in a summer on-campus position or a Hollins-sponsored internship. Other requests may be granted based on special circumstances. Approval of these requests will be determined by the assistant dean of students/director of housing and residence life. As a reminder, students living in summer housing who want to eat in the dining hall when it is open are required to pay for each meal separately by using Hollins Dollars, cash, credit, or by purchasing a summer meal plan. Eating in the dining hall without paying is a violation of the Hollins Honor Code.
Campus Security
VII. Security Department

The Hollins University Department of Campus Security (HUDCS) strives to improve the quality of life of those they serve by developing partnerships with the university community to address issues and concerns effectively. The Department produces yearly registration campus parking summaries that are issued with each parking permit and are available at Security. For complete information on the Department, including the Annual Security Report, visit my.hollins.

Campus Security is located in Botetourt Hall. Campus Security is staffed and operational 24 hours a day, seven days a week throughout the year to handle security, police, and fire and rescue emergency calls and other non-emergency calls for service.

To reach Campus Security:
- On-campus emergency dial: 540-362-6911. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond.
- 24-hour non-emergency number: 540-362-6419

The Hollins campus has 12 emergency phones located at various strategic points around the campus. Emergency phones can be identified by a blue light positioned atop a metal pole. The call boxes are marked with “Emergency”. By simply pressing the red button, the caller opens a direct communication for emergency assistance to the dispatcher. A visual display shows the location of the caller to the Campus Security dispatcher. It lets the caller talk directly with the dispatcher. The dispatcher will immediately dispatch an Officer(s) to the location.

Warning: The emergency call boxes must not be used to call when students are locked out of their rooms, to request a personal safety escort, or for any other non-emergency reason. Use of the call boxes in this manner may result in a student conduct referral.

Bicycle Safety and Security Policy

Purpose
This policy provides rules and regulations concerning the registration, operation, parking, storage, and impoundment of bicycles on property owned or controlled by Hollins University.

Definition
Bicycle: Defined as a device propelled solely by human power, upon which a person may ride either on or astride a regular seat attached thereto, having two or more wheels in tandem, including children's bicycles, except a toy vehicle intended for use by young children.

Applicability
This policy applies to all Hollins University employees, dependents, students, guests, visitors, and contracted service representatives and to all property owned, leased, operated or controlled by Hollins University.

Policy
Hollins University recognizes there are competing interests within the university community regarding the safe use of bicycles on the campus. Because of the campus layout, it is the current practice that bicycles and pedestrians share many campus sidewalks (meaning all outdoor walkways on campus regardless of how they are surfaced). Pedestrians wish to avoid physical encounters with cyclists, particularly in heavy traffic areas. Cyclists desire bicycle regulations that do not unfairly impair the use of bicycles for transportation on the campus. To balance these and other competing interests, and maintain a safe environment for pedestrians and bicyclists, the University has adopted the following Bicycle Safety and Security Policy and related operational guidelines for all riders in an effort to address the needs of all interested parties.

Procedures
1. All bicycles operated on campus belonging to HU faculty, staff, or students/student guests, must be registered with the HU Security Department. Registration helps Security identify owners of lost, stolen or impounded bicycles and to disseminate safety information. Bicycle registration is free. Unregistered bicycles may be impounded by Security. Bicycles can be registered at the Security Department around-the-clock.
   A. A serial number is required for registration. A guide is available indicating the areas on a bike where the serial number may be located.
   B. Bike Permits must be placed on the bicycle frame in a visible place. Please do not cover the serial number with the permit.
2. Cyclists riding in the street are required to comply with motor vehicle traffic regulations. Cyclists should obey traffic signs and always ride in the same direction as motor vehicle traffic. At all stop signs, cyclists must stop and yield the right-of-way to other vehicles and pedestrians already at the intersection.

3. Pedestrians have the right-of-way on sidewalks and in crosswalks. Pedestrians are encouraged to be aware of their surroundings, but it is the cyclist’s responsibility to yield to pedestrians.

4. Covered walkways are off-limits to bicycle riding. Because covered walkways have blind intersections and are located in front of building entrances, cyclists must walk their bicycles in these areas of the campus.

5. Cyclists are encouraged to use the streets rather than the sidewalks whenever possible and to walk their bicycles on congested sidewalks. Except for covered walkways and where otherwise posted, bicycle riding is permitted on sidewalks. Every person riding a bicycle on a sidewalk must;
   A. Ride in a careful and prudent manner;
   B. Slow to a near walking pace within 10 feet of any pedestrian or building entrance;
   C. Yield the right of way to pedestrians; and
   D. Deliver an audible signal before overtaking and passing any pedestrian. Cyclists should keep in mind that a pedestrian may be visually or hearing impaired, infirm, or a campus visitor and a pedestrian may make a sudden, unpredictable movement. Accidental collisions may seriously injure pedestrians or other cyclists. A cyclist who strikes someone may be liable for personal injuries and property damage. Cyclists on sidewalks must obey stop signs.

6. Cyclists are strongly encouraged to wear bicycle helmets. A cyclist riding without a helmet does so at his/her own risk.

7. Cyclists are expected to secure their bicycles in the bicycle racks. HU has bicycle racks that are conveniently located throughout the campus. Bicycles shall be parked on campus only in designated racks. Bicycles secured to fences, signposts, stair railings or locations other than bicycle racks may be impounded. Locks damaged in the removal will be the responsibility of the owner. Unsecured bicycles may be impounded for safekeeping.

8. A bicycle left unattended for an extended period of time in the same location (generally two weeks or more) with any combination of missing parts, flat tires or a rusted chain is presumed to be abandoned and as such will be removed by Campus Security. Campus Security will make a good faith effort to contact the registered bicycle owner so that they can claim their bicycle. Bicycles suspected of abandonment will be tagged with a removal end date. Abandoned bicycles will be held by Campus Security for 60 days before they may be disposed of unless prior notification has been made to Campus Security.
   A. Campus Security is not responsible for the cost of locks, chains, security devices or any other item that may be damaged or destroyed as a result of removing a bicycle. Campus Security has no responsibility or liability to replace or compensate for such items. To retrieve an impounded bicycle, the owner must provide proof of ownership.
   B. In order to manage the number of unattended bicycles on campus, Campus Security will perform a general sweep of campus for abandoned bikes at least twice a year (usually at the end of the fall and spring semesters).

9. The university reserves the right to sell, destroy or otherwise dispose of any removed bike. Due to HU’s commitment to sustainability, the university will make a serious effort to recycle all abandoned bicycles. Recycling priorities are the following:
   A. Abandoned bicycles may be offered to the HU community at no cost following campus announcement;
   B. Abandoned bicycles may be auctioned to the HU community;
   C. Abandoned bicycles may be given to a charitable organization that will use or sell the bicycles;
   D. Abandoned bicycles may be disposed of as trash.

10. Lost or stolen permits will require a Security incident report and will be replaced free of charge.
11. If you will be leaving a bicycle on the campus for an extended amount of time (full semester or over the summer) you will need to notify Campus Security so that the situation can be documented to reduce the risk of impoundment.

Sanctions
Community members violating any rule or regulation of the university may be disciplined under the Standards of Conduct section of the Employee Information Handbook, if an employee, or under the Student Handbook, section on Student Conduct and Social Responsibility, if a student. Violation of these rules and regulations by non-community members may result in removal from campus and/or being barred from future visits to the University.

Exclusions
The requirement to secure bicycles in bicycle racks does not apply to SGA owned bikes distributed for community use; however, those bikes must still be registered with HU Security for identification purposes.

The authority to interpret this policy rests with the vice president for finance and administration, and is generally delegated to the director of security.

Reasonable Requests
Students are required to comply with the reasonable request of university officials or agents of the university in the performance of their duties, specifically including, but not limited to, the Housing and Residence Life and Campus Security staffs and faculty.

University Telephone Misuse
Any student receiving profane, indecent, harassing or threatening calls should report them immediately to Campus Security. Any student found to be making such calls will be referred to the university conduct system and/or outside law enforcement. Attempting to make telephone calls from any university phone without paying or by fraudulent means may result in criminal and/or conduct charges.

Traffic/Parking Regulations
Parking regulations are enforced 24 hours daily throughout the calendar year, including registration, graduation, break periods, holidays and summer, whether or not the university is in session. In the months of June and July, summer students/workers may park in any student lot. The faculty/staff lot restrictions are enforced throughout the summer and tickets will be written, or vehicles towed. Lack of available parking spaces is not a valid excuse for violation of these regulations.

- Students may use 30-minute spaces, within the time restriction of 30 minutes. The university reserves the right to change or otherwise restrict parking designations as conditions may warrant.
- All vehicles will remain off the Front Quad and sidewalks. During move-in and move-out periods, vehicles are permitted to load and unload in front of residence halls. HRL sets the dates for move-in and move-out.
- Vehicles must be moved immediately after loading or unloading (maximum of 30 minutes).
- Vehicles may not be parked in any area not specifically designated as a parking area. Do not park on white striped areas.
- No parking in fire lanes, disabled (unless you have a proper ‘government issued’ plate/placard) and visitor spaces. Vehicles will be ticketed and/or towed. Vehicles must also be parked on the proper side of the road in the proper direction of travel.
- The Wyndham Robertson Library parking circle is reserved for visitors to the campus only. Students may use 30-minute spaces, within the restriction of 30 minutes.
- Motor vehicles are to yield to pedestrians at all times. Failure to yield to pedestrians may amount to reckless driving. Speeding and reckless driving are safety violations. These types of incidents will result in a conduct charge. The speed limit on campus is 25 mph, unless otherwise posted with a lower speed. Officers may use speed-measuring devices for enforcement.

Please see summary Traffic and Parking Regulations under Policies on the Campus Security section on my.hollins for additional information.

Parking Ticket Appeals
Students may appeal a parking ticket by completing a student parking appeal form available at Campus Security. Tickets must be appealed in writing within ten (10) calendar days. The SGA Appeal Board will adjudicate undergraduate students parking tickets. During the summer (end of May – middle of August) all ticket appeals will be heard by the Campus Security Director. Undergraduate students are no longer responsible for their guest’s parking tickets, however, if your guest receives three (3) parking tickets in an academic year, your guest will be permanently barred from campus properties. Paid parking tickets may be dropped off at Campus Security located in Botetourt Hall. If assessed fines are not paid within ten (10) calendar days, they will be charged to your student account. Cash payments and charges to your student account must be made at the Business Office, in the basement of Cocke Memorial Building.
Should students receive a phone call or letter from Campus Security asking them to come in to discuss a parking related matter, they will have 48 hours from the date of the notice to respond. If they do not respond, they may face conduct charges for violations of the university student parking regulations and for noncompliance with a reasonable request. Please see Ticket Appeals under Policies on the Campus Security section on the my.hollins website for more information.

Vehicle Registration
All residential students must register all motor vehicles with Campus Security upon the vehicle’s arrival on campus. Undergraduate commuter students must register their vehicles prior to or on their first day of classes on campus. Vehicles in violation will be subject to ticketing and/or towing. A motor vehicle is defined as any power-driven vehicle including, but not limited to, automobiles, motorcycles, and any other vehicle requiring state licensing. If a motor vehicle is replaced or a new license number is obtained, students are required to notify Campus Security within two days of the change. Students with vehicles on Hollins University property should remember that parking, storing, and operation of a vehicle on the campus is a privilege, not a right. All state laws and county ordinances will be enforced.

All residential students who park on campus will pay an annual fee of $75. All non-residential undergraduates who park on campus will pay an annual fee of $75. All non-residential Horizon and non-residential graduate students who park on campus will pay an annual fee of $50.

Please see Registration of Vehicles under Policies on the Security Department channel through my.hollins under Campus Services for complete information.
Student Services and Administrative Offices
VIII. Student Services and Administrative Offices

Bookstore
New and used textbooks and other reference materials for courses are available for purchase through our “virtual textbook” website, https://bookstore.hollins.edu. For incoming students textbook ordering will be done as part of the registration process upon arrival on campus. Orders can be shipped to mail services in Botetourt for student pick-up. Available in our campus store are Hollins memorabilia, gift items, and clothing. You may also visit our on-line store through the https://bookstore.hollins.edu web site, as well.

The Hollins Bookstore is located on the main level of the Moody Student Center. Bookstore hours are Monday through Friday 8:30 am to 4:30 pm, open on Saturdays for special weekends, e.g. Family Weekend, Literary Festival, Commencement, Alumnae Reunion, etc.

Business Office
The Hollins Business Office is located on the lower level of the Charles L. Cocke Administration Building. The office and cashier’s window are open from 8:30 am to 4:30 pm, Monday through Friday.

Tuition and fees for residential students are due August 10, 2018 for the fall term, and January 10, 2019 for the spring term. Students are required to pay tuition and fees in full or have approved financial aid for any outstanding balances by these dates. Students will not be admitted or allowed to return to campus until all outstanding balances are paid in full.

Billing Policies
All billing is handled online through the Nelnet Enterprise system. Paper bills are not mailed. The online billing statements serve as the official bill of the University. In order to access Nelnet Enterprise students will need to log into their secure Hollins HIS account and then on the main menu you will see a link to Nelnet Enterprise.

In order for parents/guardians to view student account activity, make payments, and view statements online students must first create an Authorized Party in Nelnet Enterprise. Authorized parties can then access Nelnet Enterprise directly at https://online.campuscommerce.com.

A summary as well as a detailed user guide for Nelnet Enterprise is located at my.hollins. Click on “Campus Services” from the menu on the left and then click on “Student Accounts” to access the user guides.

Monthly e-bill notifications are sent to the student’s Hollins e-mail address and to e-mail addresses of authorized parties when a statement has been posted and is available for viewing, so please check your e-mail regularly.

Monthly e-bill statements serve as the official bill of the University. In order to access Nelnet Enterprise students will need to log into their secure Hollins HIS account and then on the main menu you will see a link to Nelnet Enterprise.

Please pay your bill online through Nelnet Enterprise. An electronic payment can be made by credit card (with a 2.75% convenience fee), or by e-check from your checking or savings account (no fee associated with e-check payments). If you choose to use your credit card, we accept MasterCard, American Express, Visa or Discover. You may also mail a check or pay in person at the Cashier window in the Business Office. Please put the student ID number on all checks and correspondence.

Interest-free tuition payment plans by term are available as a payment option within Nelnet Enterprise for undergraduate students. For further details please visit www.MyCollegePaymentPlan.com/hollins.

Students are required to pay tuition and fees in full or have approved financial aid for any outstanding balances by the due dates. There is a charge of 3% per month after 30 days past due. In addition, a hold flag will be placed on a student’s account if the balance is 30 days past due, which will prevent future registration and receipt of an official transcript and/or diploma. Students will not be admitted or allowed to return to campus until all outstanding balances are paid in full. The university reserves the right to officially withdraw students with past-due balances.

Students with a delinquent account, who are no longer attending the university, will be contacted in writing by the Business Office. Students will be expected to pay their outstanding balance in full. If a student does not respond, his/her account will be referred to a collection agency, where it may also be sent to credit bureaus for reporting purposes. The student will be responsible to reimburse the university the fees of any collection agency, which may be based on a percentage at a maximum of 40% of the debt, and all costs and expenses, including reasonable attorney’s fees, incurred in such collection efforts. Once an account is placed with a collection agency, a student will no longer be able to negotiate with the university. The student must deal directly with the collection agency.

Career Center
Complementing the many enduring capacities gained from an exemplary liberal arts education, the Hollins Career Center offers comprehensive career development, including individual counseling, educational workshops and mentoring/networking events involving alumnae and other industry experts, such as the annual Career Connections Conference (C3). Peer Career Connectors act as liaisons to ensure that students are fully informed about upcoming opportunities and events. Our programs highlight the innovative mindset and transferable skills that ensure ongoing
employability while encouraging our graduates to envision and lead lives of consequence.

Our advisors administer self-assessment inventories, offer career/life design coaching, and teach the skills needed to identify employment opportunities and apply or interview for jobs effectively. Interactive online resources include Big Interview, a web-based site that allows students to practice for interviews, and the Career Center’s jobs and internships database, HollinsWorks, available to all students and alumnae here: http://bit.ly/2FRIF85. This database allows students to access opportunities sent specifically to Hollins from our networks, and enables alumnae and employers to post both full-time positions and internships. The Career Advising Network (CAN) helps connect students with alumnae or parents who have professional experience in potential fields of interest or who have offered to house students temporarily during internships and job shadowing. The Career Center also utilizes social media such as LinkedIn, Facebook and Pinterest to communicate with students as well as to engage in networking. Students are oriented to all of these resources in a weekly How Do I Get There? workshop.

Employers from a variety of organizations and recruiters from graduate schools visit Hollins each year. Students are encouraged to participate in networking and informational panels with employers and to attend career fairs elsewhere throughout the year, such as Career Premiere in the spring, which offers seniors from Virginia colleges and universities opportunities for career exploration and on-site interviews with representatives from more than 75 national, regional, and state employers. A videoconferencing area in the Career Center enables students to interview with employers or network with alumnae via Skype. Our Business Boutique can lend appropriate attire as needed for interviews and conferences.

The Center is located on the first floor of West on Front Quad and is open Monday through Friday, 8:30 am - 4:30 pm. For an appointment, email careercenter@hollins.edu or call 540-362-6364. For more information, see the Career Center’s home page at http://careercenter.hollins.edu. Here students will find the schedule of events for each semester, internship guides and paperwork, links to HollinsWorks and BigInterview, and other guiding resources.

Center for Learning Excellence
Located on the first floor of the Library, The Center for Learning Excellence houses the Writing Center and Quantitative Reasoning Center. For a complete description and hours of operation, please refer to the 2018-2019 Undergraduate Academic Catalog.

Graduate Studies Office
The Graduate Studies Office provides support for graduate students from the time of initial inquiry through graduation. Located in Eastnor, the office is open during normal operating hours (8:30 am - 4:30 pm); after hours appointments may be scheduled to accommodate students’ schedules. A graduate/Horizon lounge is available on the first floor of Eastnor for students to use prior to or in between classes. During the academic year, the lounge is open until 8 pm Monday through Thursday.

Health and Counseling Services (Full-time Undergraduates/Graduates including Adult Horizons)
The university requires all residential students to provide physical and immunization records to Health and Counseling Services prior to the beginning of their first semester at Hollins. All other students who are eligible to use services (full-time day students, full-time Horizon and full-time graduate students) would need to provide completed physical and immunization records to have access to those services.

Health and Counseling Services is located in Turner Hall. The hours of operation are Monday through Thursday, 8 am - 4:30 pm; and Friday, 8 am - 2 pm. The director/nurse, nurse practitioner, and licensed professional counselors are available during these hours for evaluation and education. Students are seen by appointment. Walk-ins will be seen depending on the day’s appointment schedule. Students will always be seen in an emergency situation.

Health and Counseling Services is here to help students identify and manage their health needs. Health and Counseling Services provides individual care, promotes wellness and disease prevention, and provides basic health care and education for conditions such as asthma, colds, flu, allergies, stress, sleep disorder, relationships, depression, anxiety, and more. A central focus is women’s health. The health and counseling team provides education and care with monthly accessible talks, group sessions, stall stories, and an annual health fair. A licensed family practice physician is available by appointment for ADD and ADHD evaluation and a psychiatrist is available by appointment for eight hours per month.

Health services are free to students except for physical exams, specialized tests, allergy injections, immunizations, and some supplies. Pap and STD testing are done by appointment. Pregnancy testing is done for a fee of $5.00 and can be done by walk-in or by appointment. All charges are at cost. A student can make payment by charging their Hollins account, paying cash, or writing a check. Insurance is not filed from the Health and Counseling Services office. Itemized statements will be provided at the time of service for the students to submit their insurance.

Counseling services in Turner Hall are by appointment only with licensed professional counselors. Appointments can be made by calling x6444. After ten sessions a $30 charge will be incurred for each visit. There is also a psychiatrist
available on campus by appointment for eight hours per month. The staff will help students arrange off-campus therapy with other local professionals if needed or requested. Conversations with counselors are confidential, unless danger to the student or someone else is evident.

For health and counseling problems that occur when Health and Counseling Services is closed, students should consult Campus Security and/or HRL pro-staff member on call. Students who need to be seen by a physician after hours and on weekends are referred to one of the nearest Urgent Care centers or hospital emergency rooms located in Roanoke and Salem. In case of a life-threatening emergency, call the rescue squad at 911 (from on-campus dial 6911).

Health and Counseling Services believes that students in their care can benefit from a team approach that puts their wellness first. Housing and Residence Life staff members, the university chaplain, and the VP for student affairs and dean of students are trained in listening/helping skills, but not certified in therapy; they listen, support, promote responsible decision-making, and make referrals to others when appropriate.

The university requires all residential students to provide immunization records to Health and Counseling Services prior to the beginning of their first fall semester. Failure to provide immunization records and completed medical forms will result in a student not being able to register for classes.

Exemptions to medical health immunization requirements and/or exemption of health insurance requirement due to religious beliefs and/or practices should be made through Health and Counseling Services.

Due to changes in the interpretation of HIPAA (American Health Insurance Portability and Accountability Act of 1996), Hollins Health and Counseling Services will require a “Release of Information” form be completed by the student to release information to a third party request (i.e. parent, guardian, insurance, outside provider).

The federal HIPAA privacy law was enacted to safeguard patient/individual privacy and Health and Counseling Services is responsible for ensuring compliance with the law.

If you have questions or need additional information, please contact Hollins Health and Counseling Services at hcs@hollins.edu or through the webpage https://healthservices.press.hollins.edu/ or via phone at 540-362-6444.

Horizon Program
The Horizon Program, with an office located in Eastnor, supports adult women who are entering college for the first time or returning to college. The Horizon Program serves students who are at least 24 years old, or who have children or are veterans. Women of all ages and a variety of lifestyles are Horizon students. Balancing employment, family and civic responsibilities with the demands of an academic life are important to the success of adult students. The Horizon Program provides opportunities for networking with other women, advising, and programs specific to the needs of adult students. Horizon students are encouraged to maintain communications with the Horizon Office and to seek assistance whenever needed throughout their education at Hollins.

Information Technology
The Hollins University computing mission supports the student experience, faculty technology needs and the administrative needs of the University. The department maintains and operates the network infrastructure, telecommunications, cable TV, classroom technology (including distance learning, undergraduate, and graduate programs), staff/faculty/lab desktops, servers, as well as multimedia support for faculty teaching.

*The Network and Systems:* Information Technology operates Linux and Microsoft operating systems. Computers and devices (such as printers and scanners) are networked in academic and administrative buildings. Every student residence has a network connection for each student. There are also over 120 public machines located throughout campus for students to use. Students are given their own email account. All official Hollins communications are made to students through their Hollins email account and their Hollins voicemail. To ensure they receive important university information, students’ email accounts and residence hall voicemail must be activated and utilized on a regular basis. Students are also given their own personal account for accessing the network, which allows them to exchange files and access the Internet. The network also provides access to the shared catalog of the Hollins University and Roanoke College libraries.

*my.hollins:* Hollins University maintains an intranet called my.hollins to provide a one-stop shop for campus communications. It not only provides information about computer resources but academic, campus services, financial aid, the library and student life. The web-based application Moodle is also utilized by a number of professors to provide their classes with syllabi, assignments, tutorials, and other class information.

*Student Computers:* Residential students are encouraged to bring their own Dell computer to campus. Minimum requirements for connecting to the university network are listed on the Hollins website (http://it.hollins.edu). Hollins has certified Dell Technicians on campus to assist with Dell-owned hardware. In addition, there are numerous public machines that students can use to connect to all resources available on and off campus.
Computer Resource Labs: There are several computer labs located on campus with Windows 7 and Macintosh-based computers. Each computer lab and the library has access to color laser printers which includes wireless printing. Many labs are open 24 hours a day, seven days a week to all Hollins students, faculty, and staff. Computer labs may be in use during open hours for classes or special events. Please check the lab schedules at http://it.press.hollins.edu/?page_id=115. Food is not allowed in the computer labs at any time. Drinks with tight lids are allowed within the labs. Also, additional public computers have been placed in the library, Dana second floor common areas and other common areas for your use. There are over 122 public machines, which can assist you with research and catalogs.

Lab Printing Services: The Hollins community is committed to being an environmental friendly campus. In an effort to manage paper use, students are asked to not print multiple copies of documents on lab printers as well as print their documents on multi-sided paper. Therefore, each student is allowed 500 prints per fiscal year (July-June). Note: Two-sided printing counts as 2 prints. Color printing is also available. If your limit is reached, you will have the option of purchasing additional prints in increments of 500. You must do so at the Help Desk (with cash or check). Please see Anna Copplestone in Dana 242 between the hours of 8:30 am - 4:30 pm M - F.

Networked printers are available in rooms Dana 117 (near elevator), Dana 2nd Floor Lobby, Pleasants 204, the Visual Arts Center first floor, and the library. If printing from the Internet, please be sure you are printing only the relevant pages as some sites can contain many, many pages. Login to the printers is required to release your print jobs. Printing will be monitored for abuse of this policy. Reimbursements for misprints will not be given.

Cost for Prints
Color prints are .03 each
Color duplex (double sided) is .06 each
Black and White prints are .01 each
Black and White duplex (double sided) is .02 each
Scanning to external storage device, email, or H: drive is free of charge

Wireless Printing
The university has installed new wireless printers on campus in the Library, Dana Lobby, Dana 117 as well as Pleasants 204. These printers allow students, faculty and staff to print from laptops, smart phones, tablets and many other wireless devices.

Information Technology Help Desk: Help with computer questions or problems are available from the Help Desk and lab assistants during the weekdays and at designated times on the weekends and are located in Dana 242. On campus, dial x7777 to reach the Help Desk. From off campus, dial 540-362-6538. You may also enter your own trouble ticket by going to http://ithelprequest/ (available on campus only). The purpose of the Help Desk is to give the entire campus community one number to call for computer needs. Trained student assistants will be attending the Help Desk, along with a second level of support provided by members of the Information Technology staff. A call-tracking system is in place that helps determine recurring problems with software and network connections. Hardware problems should be directed to the manufacturer if the computer is under warranty or to a third-party repair service if it is not. The Help Desk has a list of local support and repair centers if needed. Every effort possible will be made to quickly resolve requests placed through the Help Desk. Please call the Help Desk instead of individuals in Information Technology when you need help. The hours are:

While classes are in session:
Monday – Thursday 8 am - 9 pm
Friday 8 am - 5 pm
Saturday Closed
Sunday 3 pm - 9 pm

While classes are not in session:
Monday – Friday 8 am - 5 pm

During the holidays and during the summer the hours do fluctuate. For the most accurate and up-to-date schedule for the Help Desk please go to my.hollins, and the Information Technology channel of the Campus Services tab.

Hollins Information System (HIS): Students can register online at designated times, look for available classes, get their class schedules, pay their bill on-line and access other important information via the Hollins Information System. Students can access the HIS system by going to my.hollins and clicking on the HIS tab. If students have trouble accessing their account, Academic Services or the Registrar’s Office can assist with resetting passwords.
Cultural & Community Engagement

Cultural & Community Engagement (CCE) works to cultivate a diverse and inclusive community. CCE engages all students in helping to facilitate conversations around diversity and celebrates cultural differences through leadership opportunities, programs, and events.

The program offers a wide range of services which include: providing cultural leadership opportunities, assisting with retention and graduation of students from underrepresented groups at Hollins; working with lesbian, gay, bisexual, and transgender (LGBTQ+) students; advocating for diverse students, faculty, and staff; collaborating and supporting student organizations’ programming efforts, as well as campus-wide initiatives; and serving as a community liaison. CCE also offers a cultural immersion project in Jamaica during spring break.

International Students

Cultural & Community Engagement assists international students in their cultural adjustment to academic work and campus life as well as life in the United States. All new international students participate in the International Student Orientation Program (ISOP), which is a pre-orientation program that lasts their entire first year at Hollins. Through weekly meetings, outings, cultural programming and regional trips, students receive support and mentoring from the associate dean as well as peer mentors that are there to help them with their transition to college life. In addition, the Carvin Global Village residence hall and the Association of Countries, Cultures, Events, and National Traditions (ACCENT) provide cultural activities and assistance to international students.

Scholarships and Financial Assistance

The Office of Scholarships and Financial Assistance administers financial aid including federal and state grants, loans, scholarships, and work-study jobs. Students must reapply for financial aid each year by March 15 by completing a renewal FAFSA. In addition to filling out a FAFSA, IRS tax transcripts and additional supporting documents may be required for eligible applicants receiving federal aid. Hollins adheres to strict guidelines for verification as mandated by the Department of Education. The priority deadline for sending tax transcripts to the Office of Scholarships and Financial Assistance is April 15. The Office of Scholarships and Financial Assistance begins awarding aid in May. Returning students can access their financial aid information on the Hollins Information System by logging into the secure area. In order to receive and accept offers of assistance, students must sign the award certification page and return it by mail (Box 9718), fax (540-362-6093) or email to the Office of Scholarships and Financial Assistance. Questions, comments or requests for assistance can be directed to sfa@hollins.edu. Please read the undergraduate catalog for more detailed information regarding financial aid policies.

The Office of Scholarships and Financial Assistance, located on the entry level of Main, is open Monday – Friday, 8:30 am to 4:30 pm, and is the place to go for information requests, questions or scholarship assistance. Information about outside scholarships are posted on my.hollins and on the scholarship board located in the lower level of the Main Building. For general questions and advice concerning other types of financial assistance, the application process, debt accrued, and/or loan consolidation, make an appointment to meet with your financial aid counselor.

Community-Based Learning and Community Service

Cultural & Community Engagement (CCE) provides community-based learning programs that integrate traditional course work with community service, assisting students in learning academic concepts and the value of civic involvement. At Hollins, there are community-based learning opportunities at the local, regional and international levels.

CCE works closely with (Students Helping Achieve Rewarding Experiences) SHARE in encouraging students to connect locally with their host community by participating in service projects. The Sandusky Service House is a living option (special interest) where service is its foundation. Members of the house collaborate with other service organizations on campus to increase awareness of service opportunities available to Hollins students. House members work closely with SHARE and CCE to co-sponsor service projects and fundraisers.

Hollins offers a variety of academic courses that incorporate an element of service within the curriculum, taking students into the Roanoke Valley. Some courses allow students to choose a service option over another project, while others require community service. Internationally, Hollins organizes a cultural immersion program to an impoverished community in Jamaica. Students work on a variety of community-based projects ranging from teaching in the school system to working with the local infirmary to refurbishing community buildings. The Jamaica Cultural Immersion Program takes place during spring break.

Spiritual and Religious Life

The Office of Spiritual and Religious Life provides opportunities to seek connection, explore spirituality, and serve in faith. The goal of the Office Spiritual and Religious Life is to assist students, faculty, and staff to grow in curiosity, thoughtfulness, and integrated living that embodies the university motto, Levavi Oculos and promotes holistic well-being. The chaplain works with students to find, grow, and express their religious and spiritual lives on and off campus, to build community, to offer pastoral care, to respect the diversity of religious and spiritual traditions, and to provide opportunities for hands-on service.
Hollins University welcomes students and practitioners of all religious backgrounds and those of no religious faith. Historically, Hollins’ founder was a Christian, but decided against affiliating the institution with a denomination, while at the same time making sure that spiritual needs of students were addressed. The chapel stands beside the library as a reminder of the spiritual nature of academic values, and to emphasize the connection of head, heart, and spirit.

The Jessie Ball duPont Center serves as the center of spiritual life. This interfaith building includes a small prayer and meditation room, the larger duPont chapel, and the smaller meditation chapel. Although the large chapel is presided over by a very large cross, we want those to meet or worship at Hollins to know that the cross in not a judgmental or exclusivist statement for us, but a reminder of God’s great love, grace, and the ends to which the Holy One will go to be in relation with human beings. These qualities, then, form the foundation for the kind of spiritual community Hollins aims to be. All religious and spiritual traditions and observances are welcome in the building and for campus programs, and students are encouraged to use the spaces for personal or communal reflection, meditation, and prayer when the building is open (6am to midnight) and not in use for other programs.

Religious and spiritual offerings include informal programs planned by the chaplain, student chaplains, and student leaders in the Better Together club. Student chaplains serve as listening ears, encouragers, peer mentors, and resources for students who are seeking to find spiritual connections on our campus. Better Together welcomes the participation of all students, as it plans events that relate spiritual life to intellectual pursuits, relationships, and life’s deepest values and meaning. Better Together is made up of representatives from as many campus religious constituents as are interested (Jewish, Muslim, Christian varieties, agnostics, pagans, seekers of all kinds), who serve to build community on campus and to help students move towards spiritual growth. Students who are interested in forming new clubs or programs should contact the chaplain.

The chaplain serves as the spiritual leader of the community and as the advisor to Better Together, Freya, student chaplains, and the Mind Body and Spirit House. Regularly scheduled programs include weekly Sanctuary worship, “Soul Food” Bible study, “Art+Soul” creative spirituality workshops, social events, and interfaith service projects, in addition to special programs such as concerts, discussions, and lectures. The chaplain is also available as a support for those who need pastoral care and counseling for grief, loneliness, spiritual searching, or vocational discernment.

In the fall, the Office of Spiritual and Religious Life sponsors an annual Religious Communities Fair to introduce the community to the many houses of faith located in Roanoke. Students interested in attending a church, temple or spiritual community in Roanoke should call the chaplain at 540-362-6603. A list of area congregations and transportation options are posted on the Spiritual and Religious Life web page and are available in booklet form in the chapel lobby. You may follow “Hollins University Chapel” on Facebook to keep up with events or sign up for the chaplain’s weekly newsletter and devotional.

Students are encouraged to express their ideas and spiritual needs to the chaplain, student chaplains, and the officers of Better Together who are eager to build new programs in response to the promptings of the campus community.

Student Activities and Orientation
The Hollins Activity Board (HAB) in coordination with the Office of Student Activities and Orientation is responsible for creating on-campus events and co-curricular activities for students and their guests. In addition, the Director of Student Activities and Orientation serves as a resource and advisor to student groups planning events. All performance contracts must be submitted for approval and signature by the Director of Student Activities and Orientation. Students are encouraged to submit ideas for events and activities to HAB for consideration. In support of the HAB and in accordance with the mission of the office of Student Affairs, the office of Student Activities provides guidance and support to the co-curricular spectrum at Hollins University. We help students find outlets for creativity, development of leadership abilities, and social engagement.

Joint Fundraisers with Not-for-Profit and For-Profit Organizations Outside of Hollins
Student clubs and organizations are required to submit a proposal to the Director of Student Activities and Orientation no later than 60 days prior to the proposed event/fundraiser for consideration. This is to ensure compliance with Hollins University non-profit status.

Study Abroad (Undergraduates)
The International Programs Office, located in Turner, supports students interested in study abroad. Information on Hollins Abroad programs in London and Paris, as well as affiliate programs in Argentina, Cuba, Ghana, Germany,
Greece, Ireland, Italy, Japan, Spain, South Africa, and with the School for Field Studies is available in the International Programs Office. Staff members are available to advise students on the opportunities they have through Hollins or other programs, and are here to help students complete the application process. Additional information is also available on the International Programs website, which students can navigate to from the Hollins University homepage under the Academics tab. A number of travel awards are available for semester and Short Term programs. Students should feel free to drop by or set up an appointment if they have questions or need advice.

At the conclusion of the 2018-2019 academic year, Hollins will be transitioning its study abroad opportunities in Paris to a new format that preserves the academic rigor, cultural richness, and distinctive experiences that have been the hallmarks of Hollins Abroad Paris. Beginning in Fall 2019, we will no longer run our own Paris program but rather offer exciting opportunities for our students through non-Hollins providers. Whether our students study in France or in another destination around the world, Hollins is fully dedicated to offering them an immersive, transformative adventure. For more information, contact the International Programs Office.
Student Code of Conduct: Social Responsibility and Academic Integrity

![Historical Image of Students](image-url)
IX. Student Conduct Process: Social Responsibility and Academic Integrity

At Hollins University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Hollins community: integrity, fairness, respect, community and responsibility. When members of the community fail to meet these standards, campus conduct proceedings are used.

Students are expected to exemplify honesty, integrity and a respect for truth in all of their dealings. The basic principle of student conduct at Hollins University holds that any behavior that infringes on the rights, privileges, or property of others, jeopardizes the safety of community members, or impedes the educational process is unacceptable. Attendance at Hollins University is a privilege and not a right. Students whose behavior is detrimental to the welfare of the community may be dismissed. Behavior that demonstrates a lapse of integrity includes but is not limited to:

- Abuse of rights, privileges, or property afforded to students by Hollins University;
- Behavior that is disruptive to the community and/or academic mission of Hollins University;
- Dishonesty in any phase of university life;
- Disregard for the safety of self or others;
- Noncompliance with staff members;
- Violations of university policies and regulations.

The Student Conduct Process
The student conduct process at Hollins University is not intended to be a punitive process. Rather, it exists to protect the interests of the community, and to educate those whose behavior is not in accordance with core values. Sanctions are intended to educate students. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. The standard of proof shall be preponderance of the evidence.

Following an alleged act of student misconduct, and until final disposition of the charges, the status of a student will not be altered or their rights to be present on campus and to attend classes suspended, except for reasons relating to their physical or emotional safety and the well-being of other students, faculty, staff, or university property, or for reasons relating to the protection of the normal functions of the university.

Jurisdiction Over Student Conduct
Students are expected to read and abide by the policies and regulations set forth in the Student Handbook. The Student Handbook and the student conduct process apply to the conduct of individual students and university-affiliated student organizations no matter where or when their conduct may take place. Therefore, the Student Handbook will apply to behaviors that take place on the campus, at university-sponsored events, and off campus when the administration determines the off-campus conduct has a direct impact on the educational mission and interests of the university. Students participating in short term trips and study abroad are required to abide by the laws of that state, region or country in which they are traveling. Additionally, students are required to abide by all policies and agreements affiliated with short term trips, study abroad, and internships. The Student Handbook may be applied to conduct that takes place during the time a person is enrolled as a student, including during term breaks and between terms. Further, the Student Handbook applies to guests of community members, whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Hollins University are also protected by the Student Handbook, and may initiate grievances for violations of the Student Handbook committed against them by members of the Hollins University community.

In most circumstances, Hollins University will treat intent to commit any of the violations outlined in the Student Handbook as if the violation had been committed. As necessary, Hollins University retains the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

Violations Of The Law
Violations of federal, state, and local laws are incorporated as offenses under the Student Handbook. When such offenses occur off campus, Hollins University will typically institute conduct proceedings only for grave misconduct that demonstrates disregard for the university community and poses a potential threat to that community. Hollins University may institute conduct proceedings against a student charged with violation of a federal, state or local law without regard to the existence or possibility of civil or criminal legal proceedings.

Special Provisions: Amnesty for Medical Alcohol Emergency
In a community, students are encouraged to help other members of the community who are in need, in other words, to be Good Samaritans. When a student has assisted an intoxicated student in procuring the services of Campus Security and/or professional medical assistance at Health and Counseling Services or another health care facility, neither the intoxicated student nor the individual(s) who assist(s) them will be subject to formal action through the university conduct process for being intoxicated, or having provided that person alcohol. This applies only to first-time isolated incidents, and does not excuse or protect those who flagrantly or repeatedly violate university
alcohol policies.

A student who reports, or is the survivor of, a violent physical assault or sexual assault, but who may have been in violation of university policies on alcohol or other drugs at the time of the assault, will not be charged with a conduct violation, in the interest of encouraging survivors of violence to come forward and take action.

Graduate Student Conduct Structure

The Graduate Student Conduct Council consists of graduate students and/or faculty and staff selected by the manager of graduate services and graduate program directors. The Graduate Student Conduct Council hears issues that involve conduct standards, policies, regulations, and non-vehicular security matters. Through the adjudication of cases and other educational activities, the Council promotes the principles of the Student Code of Conduct which includes, but is not limited to:

- Abuse of rights, privileges, or property afforded to students by Hollins University;
- Behavior that is disruptive to the community and/or academic mission of Hollins University;
- Dishonesty in any phase of university life;
- Disregard for the safety of self or others;
- Noncompliance with staff members;
- Violations of university policies and regulations.

The Graduate Student Council also serves as the Honor Court for graduate students. In this capacity, members of the Council would be charged with deciding issues of honesty and integrity. Violations of integrity are:

1. Lying, which includes, but is not limited to, any statement, action, or behavior that is intended to deceive or mislead an administrator, faculty member, or student. This includes false identification;
2. Stealing, which includes, but is not limited to, taking personal or institutional property without the owner’s consent;
3. Cheating, which includes, but is not limited to, giving or receiving unauthorized assistance on academic work. This also includes plagiarism: declaring another individual’s work to be your own; and academic dishonesty;
4. Failure to report any of the above.

The honor system promotes an atmosphere of trust in which students are assumed honorable unless their actions prove them otherwise. The system is in itself a set of moral standards for all members of the student community to follow.

The graduate student conduct process follows the basic procedures established for the undergraduate student conduct process. There are two exceptions. One is that throughout the graduate student process, the manager of graduate services assumes the role(s) of the conduct coordinator. The other exception is the replacement of the Honor Court, Student Conduct, and the Appeal Board with the Graduate Student Conduct. Graduate students are provided the same student rights and responsibilities as undergraduate students, and are held to the same expectations of confidentiality. The assistant dean of students may be consulted as a resource for the manager of graduate services as needed.

Undergraduate Conduct Structure

The undergraduate conduct structure is comprised of three entities: Honor Court, Student Conduct and Appeal Board. All three entities consist of students selected by SGA procedures. The assistant dean of students (ADOS) serves as the conduct coordinator for all three entities. Each entity also has a conduct coordinator for hearing proceedings.

The Honor Court is charged with hearing issues of honesty and integrity. Violations of the Honor Code are:

1. Lying, which includes, but is not limited to, any statement, action, or behavior that is intended to deceive or mislead an administrator, faculty member, or student. This includes false identification;
2. Stealing, which includes, but is not limited to, taking personal or institutional property without the owner’s consent;
3. Cheating, which includes, but is not limited to, giving or receiving unauthorized assistance on academic work. This also includes plagiarism, declaring another individual’s work to be your own, and academic dishonesty;
4. Failure to report any of the above.

The honor system promotes an atmosphere of trust in which students are assumed honorable unless their actions prove them otherwise. The system is in itself a set of moral standards for all members of the student community to follow.
The Student Conduct hears issues that involve the violation of:
1. Conduct standards;
2. University policies;
3. University regulations;

Through the adjudication of cases and other educational activities, the Council promotes the principles of the Student Handbook.

The Appeal Board hears appeals from Student Conduct and Honor Court hearings and of parking tickets. The Appeal Board has the authority to decide on the merit of the appeal and recommend a new hearing, reverse the decision, change the sanction, or dismiss a case.

Filing a Report
Any faculty member, administrator, staff, student or guest with knowledge of an alleged violation may file a written report detailing facts of the violation to the board chairs (undergraduate students only), the assistant dean of students, the vice president for student affairs and dean of students (undergraduate students only), or the manager of graduate services (graduate students only).

The complainant has the prerogative to speak to the respondent and offer them the opportunity to report themselves to one of the entities identified above. The respondent then has 24 hours from this time to file their own report. If the respondent has not reported themselves within this time period, the complainant will present relevant details of the alleged violation to the board chairs (undergraduate students only), the assistant dean of students, the vice president for student affairs and dean of students (undergraduate students only), or the manager of graduate services (graduate students only).

For individuals filing a report, a meeting can be arranged with the board chair and/or ADOS (manager of graduate services for graduate students).

Timeline Guidelines for the Conduct Process
1. The following guidelines may be altered as deemed appropriate by the University. In such cases, all parties will be notified of the revised procedures. Please see Special Circumstances on pages 93-94 for further details.
2. Complaints must be reported within seven business days of the incident occurring or of the complainant’s knowledge of the incident.
3. The ADOS (manager of graduate services for graduate students) has 10 business days in which to review the evidence and investigate the accusation. Alleged violations occurring immediately before breaks will be processed upon the board chairs’ return to campus.
4. If the ADOS, in consultation with the board chairs (manager of graduate services for graduate students) determine that the complaint warrants official charges, the conduct coordinator (manager of graduate services for graduate students) or designee will send a notice to the respondent specifying the alleged violation(s). This notice will request that the student or organization arrange a meeting with the ADOS (manager of graduate services for graduate students) or their designee.
5. If the respondent does not meet with the ADOS (manager of graduate services for graduate students) or designee, and/or a hearing is scheduled, the respondent and the complainant will receive official hearing notification no less than three business days before the scheduled hearing.
6. The presiding board chair or hearing officer will send notification in writing of the decision within 3 business days of the hearing. The rendered sanction is in effect as of the date identified on the decision and sanction letter, or until an appeal is granted.
7. Following the receipt of official notification to the respondent regarding the hearing outcome (court decision and sanctions), the respondent will have three business days to file a written letter of appeal.
8. The ADOS and the board chairs (manager of graduate services for graduate students) have 10 business days to review the appeal.
9. If the conduct coordinator and the board chairs (manager of graduate services for graduate students) determine that an appeal board hearing is warranted, the respondent and presiding court chair from the initial hearing will receive official hearing notification no less than three business days before the scheduled hearing.
10. The possible outcomes for an appeal board hearing are as follows:
   a. The appeal is granted.
   b. The original hearing decision remains the same as determined in the original hearing.
   c. The sanctions from the original hearing change based on the appeal board hearing.
   d. A new Honor Court or Student Conduct hearing is necessary. If the Appeal Board (Graduate Student Conduct Council for graduate students) determines that a new Honor Court or Student Conduct Council hearing is in order, the new hearing process must be initiated within Seven business days of the Appeal Board hearing.
Investigation of a Report
After receiving a report, the ADOS (manager of graduate services for graduate students) will investigate the circumstances of the incident and determine what conduct regulations, if any, are alleged to have been violated. Lack of sufficient information may result in no further action being taken. Reports that indicate the alleged behavior falls outside of the university’s jurisdiction and/or does not violate any conduct regulation(s) may result in no further action being taken. Students involved in an investigation are bound by confidentiality as described on page 93.

If the ADOS (manager of graduate services for graduate students), following their investigation, find that the alleged violations in the report fall within the university’s jurisdiction, they will initiate the conduct process.

Initiating the Conduct Process
Once it is determined that the conduct process will be initiated, the respondent student or organization will be provided with written notification of the charge(s). Notification will specify the alleged violation(s), and will request that the respondent arrange a meeting with the ADOS (manager of graduate services for graduate students) or designee. The respondent is responsible for arranging this requested meeting within the parameters stated in the notification. The purpose of the meeting is to ensure that the respondent is sufficiently familiar with the Student Handbook (including the conduct regulations process) in order to prepare and present a response to the charges.

At this meeting the respondent:

1. Will be advised of the right to decline to make any statements or answer questions, and that in doing so, no inference to responsibility will be drawn;
2. Will be advised of the pending charges;
3. Will be advised of the report submitted;
4. Will be advised of how to obtain a copy of the Student Handbook and any other appropriate written material;
5. Will be advised of the procedures through which conduct charges are resolved including the options and conditions for handling the matter either through informal, formal, or administrative resolution;
6. Will be advised that an advisor, a present Hollins University community member, may be present at the hearing. The advisor may not address the board or other persons at the hearing. The role of the advisor will be to consult with the respondent at reasonable intervals during the hearing;
7. Will be advised to consult further with the ADOS (manager of graduate services for graduate students) concerning any question or interpretation of procedure;
8. Will be advised that board hearings are scheduled to provide the student or organization a minimum of three business days from the date of hearing notification during which to prepare a response;
9. Will be advised that any request for a delay of the hearing must be in writing and submitted to ADOS (manager of graduate services for graduate students) who, in conjunction with the board chairs (Graduate Student Conduct Council for graduate students), will determine whether a delay will be granted;
10. Will be advised of the procedures through which conduct charges are resolved including the options and conditions for handling the matter either through informal, formal, or administrative resolution;

Resolution of the Conduct Process
During the meeting with the respondent, the ADOS (manager of graduate services for graduate students) or designee will advise the respondent about the options for resolving conduct charges. There are options from which the respondent can choose:

1. Informal resolution – Conflict resolution.
2. Formal resolution – Board Hearing or Administrative Resolution.

Informal Resolution
Conflict Resolution: Some reports involve possible violations of regulations, but clearly are the result of an unresolved, on-going dispute between students. Other reports do not involve violations of regulations and/or fall outside university jurisdiction, but they too reflect student disputes. In either of these situations, the students will be given options to help resolve the conflict. This is a voluntary process that utilizes an impartial, neutral third party who acts as a facilitator to help the parties reach a mutually acceptable outcome. The complainant and the respondent must both agree to pursue this option before it may be initiated.

Formal Resolution
In cases where an informal resolution is either not an appropriate resolution option or not agreeable to all parties involved, the matter will be resolved through a formal resolution process. Depending on the circumstances, a respondent can choose from two options:

1. Administrative Resolution (requires a responsible plea).
2. Board Hearing (student may plead not responsible or no plea).

Administrative Resolution
In instances where the respondent pleads responsible, their case can be adjudicated via an administrative resolution
through a meeting with the ADOS or their designee. The sanction would be decided by the ADOS or their designee. At the conclusion of the hearing with the ADOS or their designee, the respondent will be notified in writing of the sanction(s) and necessary timeline to complete said sanction(s).

**Board Hearing**

In cases where the respondent pleads not responsible or no plea or when a respondent chooses not to accept the option of an Administrative Resolution, a board hearing will be scheduled. The hearing process is as follows:

1. A written “Notification of Hearing” will be sent to the respondent. The notice will include:
   - the specific university conduct regulation(s) which the respondent is alleged to have violated;
   - the date, time and place of the hearing; and
   - the deadline and instructions for utilizing witnesses and an advisor.

2. The notice of hearing will be sent to the respondent at least three business days prior to the hearing date. The respondent may waive the minimum notice requirements, either in writing or through verbal consent from the respondent(s).

3. The respondent is deemed to have received notice when the notice is delivered either through the Hollins email system.
   - In cases involving inactive students written notification will be sent by certified mail or by Hollins email.

4. The respondent has the right to be advised by a presently employed Hollins university community member or registered Hollins student with the exception of anyone directly involved in the alleged violation. The respondent is responsible for presenting their own case. The advisor may be present at any meeting and/or hearing for the sole purpose of counseling and advising the respondent. The advisor is not permitted to examine witnesses or otherwise participate directly in any meeting or hearing. Advisors are bound by confidentiality as outlined on page 93.

5. Two or more respondents may be required to participate in a joint hearing if they are alleged to have taken part in the same incident, act, event, or series of related acts. The conduct regulation(s) alleged to have been violated and/or the alleged factual circumstances of the violation need not be identical for participation in a joint hearing.

6. Any respondent required to participate in a joint hearing may request a separate hearing, citing specific reasons why a joint hearing would unfairly prejudice the case. A request for a separate hearing must be submitted in writing to the ADOS (manager of graduate services for graduate students) within one business day after receipt of the hearing notice. The board chairs and ADOS (Graduate Student Conduct Council and manager of graduate services for graduate students) will make the decision regarding the request and notify the respondent.

7. The respondent will be presumed not to have violated a university conduct regulation until such a violation is proven or the respondent admits responsibility. The burden of proof rests on the complainant. The standard of proof shall be preponderance of the evidence, which is defined as what is more likely than not to have occurred.

8. If the respondent or the complainant fails to attend a scheduled hearing, the hearing board may hear the case at its discretion. Decisions will be made based on the evidence presented and statements made at the time of the hearing.

9. It is expected that all persons making statements or answering questions at the hearing do so truthfully.

10. Witnesses for the complainant and the respondent will be present for the introductions and procedural overview of the hearing, and will then be dismissed until they are recalled at the appropriate time to give testimony.
   - Each witness will be advised, by the hearing board, to refrain from discussing, including via electronic communication means, with any other witness what transpired in the hearing room during their presentation. Failure to respect this request may result in conduct charges.
   - Witnesses will be expected to remain available in the event they are recalled or until they are excused by the board, but they will not be restricted to a particular room and will not be supervised.

11. Hearings within the university’s conduct process are not hearings of precedent.

12. Procedures of local, state or federal courts are not considered during these hearings. However, violations of local, state, and federal laws can be heard through the university’s conduct process.

13. The board may, at the beginning of the hearing, announce the time the hearing will conclude or be continued. No hearing will last beyond 10:00 pm or a reasonable time thereafter. The board will set the date and time for the hearing to resume while all parties are present.

14. The respondent, complainant, or any member of the hearing board may request a recess. Recesses should be kept short and to a minimum. The person asking for a recess may be asked to provide a reason for the request. The presiding chair may approve or deny a request for a recess.

15. All deliberation sessions are closed. After the decision is reached, the hearing is officially concluded. The respondent will receive written notification of the decision within 10 business days of the hearing.

**Records**

Confidential conduct records will be kept by the ADOS (manager of graduate services for graduate students) for
Sanctions
The following sanctions, singularly or in combination, may be imposed upon any respondent found in violation of University policy and/or the Honor Code:

- Deferred Sanctions: Any of the sanctions listed below may be “deferred” with the understanding of automatic enforcement should the respondent be found responsible for another violation.
- Admonition/Warning: A written statement given to the respondent that their conduct falls below acceptable standards required by the university. Further conduct of this nature may result in more severe disciplinary action.
- Restrictions: Loss of or limitations of certain privileges or practices of the respondent.
- Fines/Restitution: The University reserves the right to issue monetary fines applicable to certain violations. Fines may include, but are not limited to, damage to university property, violations of certain policies, or damage from theft, fire, or failure to complete a sanction.
- Community Service: Community service requirements may be issued consistent with the nature of the violation and may include service to the university, residence life, the university community at large, or an organization or agency within the larger local community.
- Creative/Educational Program: Innovative sanctioning ideas may be implemented relevant to the nature of the violation.
- Workshop Attendance, Seminars, and Lectures: Intervention measures such as attendance at workshops, seminars, and lectures provided on the Hollins campus or in the community.
- Forced Change of Residency: The university reserves the right to remove a respondent from an undesirable environment. The hearing board can recommend that the respondent be moved to another available residence on campus. This action is taken in an effort to enable the respondent’s behavior to conform to the standards of the residence hall community.
- Trespass Warning: Notice that a respondent is prohibited from visiting or returning to a part or all of the university community. This may include prohibition from part or all of student housing.
- No Contact Agreement: Prohibition against having any form of contact with another student for a defined period of time. Such contact includes in person communications, telephone calls, e-mails, other forms of electronic communications, or sending messages through a third party.
- Probation: A respondent may be placed on a probationary status for a specified amount of time. During their probationary period, respondents remain enrolled in the University, but may not be eligible to hold certain leadership positions on campus and may be excluded from participation in other University activities. Probation also serves as a warning that further misconduct during the probationary period will most likely result in the respondent’s separation from the University.
- Cancellation of University Housing Agreement: Dismissal from university residence halls.
- Interim or Summary Suspension: As a general rule, the status of a respondent charged with violation(s) of the Student Code of Conduct or Honor Code will not be altered until a final determination is made in regard to the charges. Interim or summary suspension may be imposed upon finding by an appropriate administrative official that the continued presence of the respondent on campus constitutes an immediate threat to the physical safety and well-being of the respondent or any other member of the university community or its guests, or destruction of property, or substantial disruption to classroom or other campus activities. In any case of immediate suspension, the respondent shall be provided a hearing on the suspension as soon as possible.
- Suspension: Dismissal or severance of the relationship with the university for a specified period of time. The period of the suspension will be specified in the decision. Suspension is considered a serious disciplinary action, and respondents who receive this sanction are granted an automatic appeal through the VP for student affairs and dean of students or VP for academic affairs, depending on the nature of the violation.
- Contingent Expulsion: Dismissal and severance of the relationship with the university without any guarantee of readmission. Consideration of readmission will not occur in less than one calendar year, with the burden of proof lying with the respondent. Respondents who receive this sanction are granted an automatic appeal through the VP for student affairs and dean of students or VP for academic affairs, depending on the nature of the violation.
- Permanent Expulsion: Permanent dismissal and severance of the relationship with the university. Respondents who receive this sanction are granted an automatic appeal through the VP for student affairs and dean of students or VP for academic affairs, depending on the nature of the violation.
- Other: Other reasonably constructed sanctions as deemed appropriate by a hearing body/officer.
Suspended and Expelled Students
When a respondent is dismissed through suspension or expulsion, the respondent is denied use of campus services or facilities and may not participate in university-sponsored activities as specified by the hearing body. Keys belonging to the university, especially residence hall keys, and the respondent’s university ID card must be turned into the assistant dean of students/director of housing and residence life (manager of graduate services for graduate students), and the premises vacated as specified by the hearing body. Suspended respondents are not permitted to be on campus at any time during the suspension period without prior written permission from the vice president for student affairs and dean of students or designee. Expelled respondents are not permitted to be on campus at any time without prior written permission from the vice president for student affairs and dean of students or designee. Any exceptions to this policy must be authorized by the VP for student affairs and dean of students (VP for academic affairs for graduate students). Documentation of the suspension or expulsion will be placed in the respondent’s record.

If a respondent who is suspended or expelled from the university or is dismissed from university housing is younger than 18, the university reserves the right to notify their parent(s) or guardian(s).

Confidentiality
All board members, chairs, hearing officers, complainants, witnesses, advisors, and any other investigation and/or hearing participants will maintain confidentiality concerning the occurrence of and information relevant to the conduct proceedings prior to, during, and after a case. Confidentiality boundaries begin with the filing of a report.

The complainant may discuss the proceedings and information with any of the following:

- the presiding board chair
- the ADOS (manager of graduate services for graduate students) or designee
- the VP for student affairs and dean of students (VP for academic affairs for graduate students)
- the selected advisor for the conduct process (see bullet four under Board Hearing)
- parent/legal guardian

Special Circumstances
The university recognizes the impossibility of anticipating every circumstance under which the disciplinary authority of the university must be exercised. The university also recognizes the possibility that compelling circumstances may require the suspension of such procedures normally afforded to students.

Reports arising out of major University-sponsored events (e.g. Ring Night, Fall Formal, and Spring Cotillion) may be adjudicated using the special circumstances process. This may include changes to the typical notification and other timeline requirements.

During the academic year, to facilitate the prompt adjudication of a campus disciplinary matter under such circumstances, the VP for student affairs and dean of students or their representative will hear the case.

If a hearing is required over the summer months, to facilitate the prompt adjudication of a campus disciplinary matter under such circumstances, the VP for student affairs and dean of students or their representative will hear the case.

To facilitate the prompt adjudication for a campus disciplinary matter under such circumstances for graduate students, the manager of graduate services may organize an administrative hearing. The student’s procedural rights will remain in effect, and an appeal resulting from the administrative hearing will be handled by the VP of academic affairs or the VP for student affairs and dean of students.

Appeals
All actions and recommendations resulting from Student Conduct Council, Honor Court, (Graduate Student Conduct Council for graduate students), administrative resolution process and administrative hearings may be appealed on the basis of established grounds for appeal as listed below. Appeal requests must be submitted in writing to the ADOS (manager of graduate services for graduate students) within three business days of the official letter notification of the decision and sanction. Hearings of appeal may be held in accordance with the hearing procedures as previously stated. The appeal request will state the grounds upon which the appeal is based and the justification for such an appeal. Grounds for appeal are:

- Evidence not available at the time of the decision, but now available, which would affect the decision itself;
- Procedural irregularity severe enough to have denied the student a fair hearing;
- The decision embodies an inappropriate penalty. (For respondent only)

If the ADOS and the board chairs (manager of graduate services for graduate students) determine that an appeal board hearing is warranted, the respondent and presiding board chair from the initial hearing will receive official hearing notification no less than three business days before the scheduled hearing.
During appeal hearings, the Appeal Board (Graduate Student Conduct Council for graduate students) may review the case file of the original hearing when it is deemed pertinent. The respondent and/or original chair may be called in to give testimony. Respondents who choose to appeal must appear at the appeal hearing. The decision of the appeal board is final in all cases except those involving suspension or dismissal from the University. In those cases an appeal is automatically filed with the vice president for academic affairs for honor code violations and to the VP for student affairs and dean of students for student conduct code violations.

If a new hearing is recommended, an alternate board, council, or administrative hearing officer will reconsider the case within seven business days.

**Student Rights and Responsibilities**

1. Students are not only members of the academic community but are also members of the larger society.
   - A student or organization is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the university initiates conduct proceedings in a given situation.
   - As members of the university community, students have a responsibility to know and follow the university conduct regulations. Violations of these regulations will result in action by the conduct bodies of Hollins University.

2. As would be expected, standards for Hollins University students are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student may encounter can be anticipated in a written document. Therefore, students are expected to act in a manner that demonstrates integrity and respect for others and the campus environment.

3. Respondents are presumed to be not responsible until they are proven responsible or admit responsibility. The burden of proof rests on the complainant. The standard of proof shall be preponderance of the evidence, which is defined as what is more likely than not to have occurred.

4. Each respondent has a right to a timely hearing.
   - However, due to the nature of the academic year, if the incident occurs within the days before a closing, or if the appropriate hearing body cannot be scheduled, the case will be heard as soon as a hearing can be scheduled. This may involve changes to the typical notification requirements.
   - In addition, due to the nature of the academic year, if an incident involving a graduating senior or graduate student occurs within the days before finals and/or closing, the case will be heard as soon as a hearing can be scheduled. This may involve changes to the typical notification requirements.

5. The respondent and the complainant will receive notification of the charges; the specific regulation, code, or policy violated; and the time, date, and place of the scheduled hearing at least three business days prior to the hearing.

6. The respondent must inform the university of their current address.

7. The complainant and the respondent may, with just cause, challenge a hearing officer or board member’s ability to be fair and impartial in hearing the case. The chair and/or ADOS (manager of graduate services for graduate students) will consider the information presented to determine whether the person challenged may participate.

8. The respondent and the complainant are allowed one advisor each. Advisors must be a presently employed Hollins University community member or registered Hollins student and may not be directly involved in the alleged violation.
   - An advisor may be present at any meeting and/or hearing for the sole purpose of counseling and advising the student.
   - The advisor cannot examine the witnesses or make statements during the meeting and/or hearing.

9. The respondent will have the option to elect not to contest the alleged violations. This will be called the “Responsible Plea Option.” Depending on their plea, the respondent may be able to choose either an Administrative Resolution or a Board Hearing.

10. Witnesses may be called by the board, hearing officer, or parties involved. The presiding chair will make the determination regarding whether a witnesses’ statement is relevant and/or admissible.

11. The respondent and complainant may be present during the entire hearing except for closed deliberations and are entitled to knowledge of all the evidence used in the proceedings.
    - The respondent and complainant may, however, elect not to appear. Failure to appear will not be construed as an admission of responsibility, but rather as a plea of “no plea” on behalf of the respondent.
    - The respondent and the complainant may submit a written statement to be read on their behalf during the hearing.

12. The respondent has the right to remain silent, though present, at conduct hearings, and such silence will not be construed as an admission of responsibility.

13. The respondent and the complainant may question each other and all present witnesses during a conduct hearing. If the complainant, respondent, or witnesses cannot attend a scheduled hearing, written documentation may be presented on their behalf.

14. The respondent will receive notification in writing of the decision within 10 business days of the hearing. The rendered sanction is in effect as of the date identified on the decision and sanction letter, or until an appeal
15. Following an alleged act of misconduct, and until final disposition of the charges, the status of a respondent will not be altered or their rights to be present on campus and to attend classes suspended, except for reasons relating to their physical or emotional safety and the well-being of other students, faculty, staff, or university property, or for reasons relating to the protection of the normal functions of the university. In such cases, a respondent may be barred from university housing, specific classes or buildings, and/or university property.

16. Retaliation against any person involved in student conduct proceedings is prohibited.
Student Government Association (Undergraduates)
X. Student Government Association (Undergraduates)

The Student Government Association (SGA) provides a means by which students may exchange ideas, discuss issues, formulate policies, and carry out programs within a flexible framework for self-governance. SGA seeks to stand as a guardian of student rights and to provide extended channels of communication, increased areas of cooperation, a varied offering of co-curricular programs, and an acceptance of shared community values among faculty, staff, administration, and students. Although all students are members of the SGA, four branches that include elected representatives carry out most of the functions. These branches include Roundtable (executive officers), the Conduct branch (Honor Court, Student Conduct Council, and Appeal Board), the Legislative branch (Senate), and the Hollins Activity Board (HAB). The SGA constitution and bylaws are available online at sga.press.hollins.edu.

Officers
Roundtable (Chaired by SGA President):
SGA Vice President
SGA Secretary
SGA Treasurer
Academic Policy
HAB Chair
Club Coordinator

Hollins Activity Board (Co-chaired by HAB Chair):
Formal Events Chair
Novelty Chair
HAB General Members

Class Presidents
Honor Court
Student Conduct Council
Appeal Board
Athletic Chair
Social Media Coordinator
Performance Arts Chair
Traditions Chair
4 Class Vice Presidents
Student Organizations and Student Activities (Undergraduates)
XI. Student Organizations and Student Activities (Undergraduates)

Organizations to Which Members Are Elected or Appointed

Membership in some organizations at Hollins is by election in accordance with qualifications or other criteria. Due to the nature of the organization, which is exclusive and not open to the entire student community, these organizations are unable to obtain funding from the Student Government Association. Currently they include:

- ADA – Promotes school spirit and service on the Hollins campus.
- Freya – Freya is a group of anonymous students dedicated to the principle that concern for the community is a creative and vital force. Freya works with faculty, administration, and students to fill gaps left by other organizations and to the needs of the university.
- All academic honorary societies.

Academic Honorary Societies

There are several academic honorary organizations at Hollins that support and recognize special interests and achievement in specific academic areas:

- Phi Beta Kappa – national honor society in the liberal arts
- Sigma Xi – the scientific research society
- Psi Chi – national honor society in psychology
- Phi Alpha Theta – international honor society in history
- Omicron Delta Epsilon – international honor society in economics
- Pi Delta Phi – national honor society in French
- Sigma Delta Pi – international Hispanic honor society
- Pi Sigma Alpha – national honor society in political science
- Omicron Delta Kappa – national leadership honor society
- Alpha Kappa Delta – international honor society in sociology
- Pinnacle – national honor society for nontraditional students
- Eta Sigma Phi – national honor society in classics
- Lambda Pi Eta – national communication studies honor society
- Phi Sigma Tau – international honor society in philosophy
- Sigma Tau Delta – international English honor society
- Alpha Psi Omega – national theatre honor society
- Chi Alpha Sigma – national college athlete honor society

To find out more about these societies, contact the appropriate department chair or review the undergraduate student catalogue.

Organizations Open to All Undergraduates

These SGA-funded organizations welcome new members. If you are interested in joining one of them contact the SGA Club Coordinator:

- ACCENT – Aims at bringing/developing culture awareness and to celebrate diversity.
- Art Association (AA) – Aims to promote art and support artists in our community and work to make sure that Hollins is always overflowing with the positive energy generated from art making.
- Better Together – Aims to help each student realize a full and creative life through opportunities of worship, study, service, fellowship, and self-introspection.
- Black Student Alliance (BSA) – To educate and encourage sisterhood on campus, through African American culture.
- Cargoes – As the first literary magazine established at Hollins University, Cargoes upholds a legacy of celebrating the literacy and artistic talent of Hollins University Students in its annual publication. Cargoes offers student writers and artists the opportunity to publish their work and helps to promote and unify the literary community on campus.
- Community Garden – Provides volunteers to the Community Garden, fosters interest in the garden, helps provide food to the community, and holds events at the community garden.
- Cyborg Griffin – Hollins University’s official speculative fiction literary magazine. Their goal is to display the literary and artistic merit of all aspects of the speculative genre, including, but not limited to the fantasy, science fiction, horror, paranormal, dystopian, and steampunk subgenres.
- French Club – Creates opportunities for the campus to be exposed to the French/Francophone culture.
- Gravel – A Literary magazine with emphasis on multiculturalism through literature and art.
- Hollins Circus – Strives to find students an opportunity to learn as well as teach skills that aren’t always offered anywhere else on campus. They hope to inspire creative thinking and spontaneity in the Hollins Community.
- Hollins Repertory Dance Company (HRDC) – Extends dance to the Hollins community and the Roanoke community. They hold events that incorporate dance into people’s everyday lives in order to spread the joy of dance to as many people as possible.
- HCA Board
- Model UN/Arab League
- OUTloud – Promotes a campus culture of equality for all students without regard for sexual/gender identity and orientation and fosters an awareness of equal rights legislation and topics of sexual orientation as well as sexual/gender identities.
- Pre-Medical Science (PMS) – For students interested in the pre-medical science field.
- Students for Environmental Action (SEA) - A club committed to reducing the environmental impact of Hollins by planning eco-friendly activities, arranging speakers, and working closely with the Environmental Advisory Board (EAB) to plan Earth Day festivities.
- Students Helping Achieve Rewarding Experiences (SHARE) – A student led initiative to connect students via service.
- We Advance Thoughts of Theories and Systems (WATTS)
- Women in Animation (WIA) – Women who appreciate animated media as an art form and hope to contribute to the field.
- Outdoor Athletes (OA) - A club sport, which aims to build and foster a competitive avenue through which women feel empowered to train and participate in outdoor athletics.
- We Who Appreciate Anime (WA²) – Promotes appreciation of Japanese animation (anime) through viewings, events, and trips to conventions.

Other Ways to Become Involved
Many other opportunities exist for involvement at Hollins. Students assist with admissions, fundraising, and security at mixers and orientation. If you are interested in applying to help in these areas, stop by the appropriate campus office.

- Academic Marshals – These honorary positions are awarded on the basis of academic achievement and character. Marshals serve as ushers at Honors Convocation, Commencement, Hollins Day, and other special events.
- Day of Service – Part of the new student orientation, Day of Service introduces students to the Roanoke community. Students sign up for a three-hour service experience in the agency of their choice. Many students continue to serve with an agency throughout the academic year.
- Hollins Fund Phone-a-Thon – To raise money for the Hollins Fund. Callers contact alumnae, friends of the university, and parents to update them on the university and solicit contributions.
- HollinsLinks – In the spring semester, upper-class students can apply to be a BigLink to a new incoming student, known as a LittleLink. The BigLink may serve as a guide, friend, mentor, etc. to a LittleLink for the academic year.
- Hollins Outdoor Program (HOP) Instructors – To provide advanced skills training in adventure education, group facilitation, and presentation communication for leadership positions on outdoor program adventures and activities.
- Hollins University Leaders of Admission (HULA) Program – Admission ambassadors entertain prospective high school students on campus during individual visits or on-campus programs. Volunteers may host visiting students in their dorm room, act as campus tour guides, and contact prospective students to help them get an accurate view of student life on campus. Students may register from the following link: https://webmgr.wufoo.com/forms/hollins-university-leaders-in-admission/
- Orientation Team Leaders (O-Team) – O-Team Leaders serve as peer mentors to new students throughout the academic year. Applications are available in April from the office of student activities and orientation.
- Recycling Coordinators.
- Resident Assistants (RAs) – To assist in creating environments in which students may complement their academic development with personal and intellectual growth. Applications for RA positions are available in November and February.
- Service Learning and Community Service – Service-learning programs integrate traditional course work with community service, assisting students in learning academic concepts and the value of civic involvement. At Hollins, we have service learning opportunities at the local and international levels.
- Student Success Leaders (SSLs) – Are upper-class students who serve in the first-year seminar classes and are peer mentors to new students throughout the academic year. Applications are available in April from the dean of academic services.
- Theatre productions.
- University Committees – Listed in the next section are those committees with student representation. Students interested in serving as a committee representative should contact SGA at sga@hollins.edu.

Funding for Student Initiated Activities
Any student wishing to sponsor an event/activity on campus may seek guidance, possible co-sponsorship, and/or financial support from recognized Student Government Association (SGA) clubs, Hollins Activities Board (HAB), and the office of Student Activities. Currently, 100% of student activity fees ($300.00 per year for a full-time student and $150.00 per year for a part time student) are administered through SGA via the constitution and bylaws.
It is recommended when trying to bring an event to campus that an individual seeks out the HAB chair that would likely work with the event. For example, if an individual plans on bringing in a speaker or a local band, work with the Performance Arts Chair. When appealing to clubs or organizations, it is best to work with clubs whose mission and interests closely matches the event. Working with a club(s) does not guarantee interest in co-sponsoring the event.

H-O-L-L-I-N-S, Hollins, Rah!
H-O-L-L-I-N-S, Hollins Rah! Our Hollins College, we’ll sing to you; pride of Virginia’s land, we love you yes, we do, dear Hollins; long may we cherish thee, love and adore, sing, praise, and honor forever more.
Athletics and Hollins Outdoor Program (HOP)
XII. Athletics and Hollins Outdoor Program (HOP)

Physical Education and Athletics Facilities
Exercise and physical activity are important parts of everyone’s daily life. There are many open hours and recreation times when students can enjoy the Hollins facilities. Of course, priority for using fitness facilities goes to the instructional program and intercollegiate sports. Open times are posted on www.hollinssports.com at the beginning of each term.

The following facilities are available:

- Main Gymnasium (basketball, badminton, walking, indoor soccer, volleyball).
- Charlotte Fox Climbing Wall (available only under supervision).
- Tayloe Gymnasium (tennis, golf, dance, volleyball, walking, Ping-Pong, even kick-ball). This facility is only limited to the imagination.
- Fencing and Aerobics Studio (dance, exercise, yoga, and more).
- Weight Room (a variety of free weights and resistance machines, and cardio equipment such as treadmills, ellipticals and bicycles).
- Mary Moody Northern Pool (lap swim, water aerobics).
- Tennis Courts (the Meeker Courts and Batten Tennis Center consist of ten cushioned courts). Proper footwear is a MUST!
- Fields (soccer, lacrosse, or a variety of play and games).

Students may arrange to use and/or reserve any of the facilities by contacting the Department of Physical Education and Athletics at 540-362-6436.

Varsity Sports
Hollins is a Division III NCAA Institution. Our teams compete in the Old Dominion Athletic Conference (ODAC), which includes 14 member colleges. Our varsity sports include:
- Basketball
- Cross Country
- Equestrian
- Lacrosse
- Soccer
- Swimming
- Tennis
- Volleyball

Riding
Hollins offers Riding as a collegiate sport. For additional information please contact the riding center at 540-362-6691.

Club Sports
For information on club sports, see section XI-Student Organizations and Student Activities (Undergraduates).

Hollins Outdoor Program (HOP)
HOP provides opportunities for the students and the Hollins community to go canoeing, camping, biking, rafting, cross-country and downhill skiing, caving, hiking, and rock climbing. Watch for publicity about trips or contact the coordinator in the HOP Office in the gymnasium. Skills training in adventure education is available to student instructors who help with trips.

The Hollins Outdoor Leadership Certificate (HOLC)
The HOLC is designed for women at Hollins who are interested in outdoor leadership. The goal of this program is to provide training for women leaders in adventure recreation. The certification process includes components of an Expedition Style wilderness leadership course called O.W.L.S. (Outdoor Women’s Leadership School), Leave No Trace trainer certification, Wilderness First Responder Training, leadership hours completed with the Hollins Outdoor Program and course work. This is a two year process when each woman will have the capability to learn and develop her decision making, technical skills, and personal outlook through hands-on experience. Each woman who completes the HOLC program will be graduating with at least two nationally recognized certifications and necessary experience if she wishes to pursue an education or career in outdoor leadership.

Carvins Cove Usage Opportunities
From August 16, 2018 – August 15, 2019, all present students, faculty, and staff are eligible to enter the Cove free of charge as long as they have a Hollins ID card. Usage includes; unlimited hiking, biking, and picnicking during normal park operating hours. Individuals are expected to pay for any boating fees and if they would like to fish, they will need to bring their own gear and have a Virginia fishing license.
The Water Authority reserves the right to suspend the land-use privileges of any individual who violates any of the rules and regulations governing Carvins Cove Natural Reserve after proper notice is given to the user and the VP for student affairs and dean of students at Hollins University. Additionally, if the individual is a student, they may be referred to the university student conduct system.

All guests who are not present members of the Hollins community (parents, friends, etc.) are required to pay the entrance fee.

**Carvins Cove**
Nestled in the beautiful mountains of Botetourt and Roanoke Counties not far from Hollins University, Carvins Cove Natural Reserve is the second largest municipal park in the United States. This 12,700 acre park contains an 11,200 acre watershed that drains into the Western Virginia Water Authority's Carvins Cove Reservoir, the largest source of drinking water in the Roanoke Valley.

The 50-mile trail system and service roads at Carvins Cove Natural Reserve are available for hiking, biking and horseback riding. The terrain is moderately to steeply sloped, with an elevation gain of more than 1,000 feet from the reservoir to the peaks of the surrounding mountains. Guests can also enjoy boating and fishing in the reservoir. Hours do vary seasonally. Land use and boating rules and fees help provide recreational opportunities for visitors to the cove while still maintaining the safest, highest quality drinking water possible.

For more information about Carvins Cove, please call 540-563-9170 or visit [www.westernvawater.org](http://www.westernvawater.org).
University Committees
(Undergraduates)
XIII. University Committees (Undergraduates)

Through active participation on committees, the Hollins faculty, in conjunction with students and other members of the university community, works to formulate policies that benefit the campus as a whole and to ensure that institutional goals are being met. Listed below are those committees that include student representation.

**Academic Affairs Committee**

**Function:**
- To develop and review academic policy.
- To make recommendations to the faculty regarding all educational programs, such as proposals for new and substantially changed undergraduate and graduate degree programs, elimination of programs, changes or additions to types of degree programs, organization of the academic year and system of credits awarded, overall credits required for the degree, and all aspects of the accreditation of academic programs.
- To oversee and assess the effectiveness of the general education program.
- To work in conjunction with the Faculty Executive Committee when faculty staffing decisions are involved with any of the above issues.
- To determine which bodies of the university need to be consulted before bringing proposals requiring legislative action to the faculty for a vote.
- To review and recommend enrollment limits for certain categories of courses.
- To recommend to the Faculty specific action items related to program review.

**Term:**
- Two students (the SGA Chair of the Academic Policy Committee and a member of the SGA Academic Policy Committee) serve for one year.

**Academic Policy Committee**

**Function:**
- To implement program and policy initiatives approved by the Academic Affairs Committee, in conjunction with the Faculty Executive Committee (when faculty staffing issues are involved).
- To recommend to the faculty all requirements for majors and requirements for degrees; all course changes, including new courses; changes in course levels; substantive changes in course descriptions; and elimination of courses.
- To review petitions from students and faculty concerning academic policies and regulations.
- To review and endorse the university calendar brought to the committee by the Registrar.

The Academic Policy Committee will have final decision-making authority in the following areas (subject to review by the faculty on appeal):
- Individual grade changes, except for those involving clerical errors, which will be decided by the Dean of Academic Services and the Registrar.
- Approval of more than two off-campus courses for major or minor credit, upon recommendation of the major department.
- Approval of departmental honors work in cases where a student has an overall grade point average of less than 3.0, or less than 3.3 in her major area, upon recommendation of the major department.
- Permission for senior students to complete their degree requirements elsewhere, upon recommendation of the major department.
- Approval of exceptions to the normal calendar for HollinsAbroad participation.
- Approval of enrollment limitations for particular courses.
- Approval of waivers of general education requirements, after consultation with department and division.
- Approval of exceptions to Short Term regulations.
- Approval of list of courses meeting requirements in writing, oral communication, quantitative reasoning, and applied research. Minutes of the meetings of the Academic Policy Committee shall be circulated to the Faculty, the student members of the committee, and the president of the Student Government Association.

**Term:**
- Two students of the Academic Policy Committee of the student Senate serve one year.

**Diversity Initiatives Advisory Board (DIAB) (suspended 2018-19)**

**Function:**
- To support the coordination of resources and act as advocates regarding diversity initiatives and resources.

**Term:**
- One student selected from SGA Roundtable by the Roundtable, two other students selected from the student body via the SGA Constitution application process, one graduate student appointed by the Manager of Graduate Studies, and one Horizon student appointed by the Director of the Horizon Program serve one year, no limit on terms.
Enrollment Advisory Committee

Function:
- To advise the Vice President for Enrollment and Marketing on academic programs as they affect student recruitment.
- To assist in the coordination of faculty participation in admissions events.
- To review, make recommendations, and, in some instances, implement scholarship programs for the university, especially the Batten Scholar program.
- With regard to the Batten Scholars, the committee is responsible for:
  - Developing criteria for the selection of Batten Scholars initially and for the renewal of scholarships in subsequent years.
  - Interviewing and selecting new Batten Scholars.

Human Relations Committee

Function:
- To formulate and recommend university policy to improve morale for both staff and faculty.
- To advise the president, the Vice President for Academic Affairs and the Vice President for Finance and Administration on matters concerning community morale.
- To find ways to improve communication among all members of the university community.

Term:
- Two students (Selected by SGA) serve one year.

Student Life Committee

Function:
- To discuss, process, and assist with the resolution of student life issues brought to the committee by any campus constituencies or the Student Life Committee itself.
- To evaluate student success and satisfaction within student life and make recommendations for improvement.

Term:
- Two traditional undergraduate students, 1 Horizon student, and 1 Graduate student serve one year.

Environmental Advisory Board

Function:
- Provide for the President of the university policy recommendations and review designed to:
  i. promote sound ecological stewardship practices of our resources and preservation of cultural landscapes (e.g. operational policies, land use, and outside party contracts);
  ii. promote measures that increase sustainable practices (e.g. recycling, waste reduction, energy efficiency, use of environmental friendly products, increased use of reusable/renewable resources).
  iii. Support and promote environmental projects at all levels of the institution (curricular, co-curricular, and operational) as well as the community at large.
  iv. Effectively inform campus community of environmental initiatives and promote environmental awareness among faculty, staff, students, alumnae, and trustees.
  v. Develop a long-term strategic plan for improving campus sustainability, including a regular university-wide environmental assessment.

Term:
- Two students will be appointed by SGA Appointment Board. No limit on terms.
Emergency Prevention and Response Procedures
This guide contains selected policies and procedures pertaining to campus emergencies. The University’s complete Emergency Response Plan may be found on my.hollins, on the left side of the page under ERMT.

**Emergency Call Boxes:**
- Hollins has 12 emergency phones located at various strategic points around the campus, which can be identified by a blue light atop metal poles. The call boxes are marked “emergency.” By pressing the red button, the caller opens a direct telephone communication for an emergency call to the dispatcher. The dispatcher sees a display showing the location of the caller. The caller can then talk directly with the dispatcher.

**Housing & Residence Life On-Call:**
- Two RAs are on duty each evening when the halls are open, beginning at 6:30 pm each evening and ending at 8:30 am the next morning. RAs on duty complete office hours in the RA Office (located on the upper level of Moody) when on duty from 6:30 pm – 8:30 pm. RAs on duty may be contacted through the RA Office phone 540-362-6312 or the RA on duty cell phone (540-556-5747).
- One professional staff member is on-call 24-hours per day, 7 days per week throughout the academic term. This includes Thanksgiving and Spring Break periods. Staff members are not on-call during the Winter Break period. The professional staff member on call may be contacted through the RA on duty or through the Campus Security dispatcher.

**Additional Resources:**
- SARA (Sexual Assault Response and Awareness) operates a rape crisis hotline and provides support to survivors of sexual exploitation. Roanoke’s SARA (540-981-9352) offers free counseling to rape and assault victims.
- CASA at Hollins (540-362-6635) is the sexual assault assistance program on campus. All services are confidential and free of charge. CASA volunteers can be reached during night office hours Sunday–Thursday, on the anonymous office phone line (540-362-6635), and by appointment.
- Emergency Outreach Services (EOS) (540-981-9351) is a 24-hour crisis intervention service that covers any mental health emergency. Telephone and on-site counseling are available.
- CONNECT (540-981-8181) is a 24-hours crisis and referral line through Carilion Medical Group.
- RESPOND (540-776-1100) is a 24-hour crisis and referral line through Lewis Gale Hospital.
- Virginia Family and Sexual Violence Hotline (800-838-8238) is a 24 hour hotline for Virginia residents offering support and connections with local resources.
- LGBTQ Partner Abuse and Sexual Assault Helpline (866-356-6998) is available 24 hours a day including holidays for Virginia lesbian, gay, bisexual, trans, and queer or questioning callers looking for information or help regarding intimate partner abuse, sexual assault, and stalking.

**Emergency Notifications**
e2Campus is a mass notification system that can alert members of the Hollins community with text messages on their cell phone, an email, Facebook, Twitter, and a voicemail message. With 90% of college students having mobile phones, this method of communication can increase safety within the Hollins community. Time-sensitive messages can now go out to students, faculty, and staff immediately. In the event of a campus emergency or school closing due to inclement weather, an alert message will be sent out to any text-capable device such as a mobile phone, PDA, Blackberry, or an email-address a user has registered with the system. Multiple addresses can be entered.

To register, please go to: https://emergency.press.hollins.edu/. After you register for cell phone notifications, you MUST enter the 4 digit verification code. This code will be sent via text message to your cell phone. In order to receive email notifications, you must click the link provided in the email you receive for verification. You will not receive e2Campus notifications until these steps are complete. You should also note that text messaging charges (depending on your carrier and calling plan) may apply.

For computer users on or off campus (PC’s or Macs) there is also a desktop alert available for both students and parents. On my.hollins click Hollins QuickLinks and Emergency Alerts. Scroll down the page where you will see an icon for HUAlert. After clicking and installing this application based on your operating system of either a PC or a Mac a small program will sit on your computer and notify you with a message on your computer screen in the event of an emergency. You may install the program by going to one of the below sites:

For PC Users:  http://web1.hollinsnt.hollins.edu/e2c/OmnilertDesktopAlert.1.0.0-1051.msi
For Mac Users:  http://web1.hollinsnt.hollins.edu/e2c/OmnilertDesktopAlert.1.0.0-1051.pkg
Fire Prevention and Safety

Prevention:
- **Fire Safety Equipment:** Destruction or misuse of fire safety alarms or equipment (extinguishers, smoke detectors, or pull stations, etc.) represents a serious hazard to the Hollins community by limiting or interfering with Hollins’ ability to respond to actual emergencies. Misuse and unnecessary or unauthorized use of such equipment and any damage resulting from such use will be punishable by the administration, conduct system, and/or criminal charges.
- **Fireworks and Smoke Devices:** Hollins prohibits the possession or use of fireworks, ammunition, fire or smoke devices (including candles and incense), or any explosives in any university residence or on any university property. Setting fires on university property is prohibited, except those scheduled and approved through Special Programs.
- **Smoking:** Smoking, including the use of electronic cigarettes or vaporizers, is prohibited in all student housing. When smoking outside of residence halls and apartments please ensure smoke does not go into student windows. If asked to relocate please do so respectfully.

Prohibited Items:
- Appliances: Because of the limitations of the electrical wiring systems in the residence halls and university-owned houses, and because of the dangers of fire, damage to wiring, and blackouts resulting from circuit overload, the following electrical appliances are prohibited: electric blankets, cooking and heating equipment, heat lamps, halogen lamps, microwaves, air conditioners, hot plates, immersion heaters, portable heaters, irons, and any other appliances with open heating elements are prohibited. University-provided irons are available for student use in laundry areas. Under no condition are students permitted to alter existing wiring.
- Extension cords: The use of extension cords is prohibited. Six-outlet power strips are allowed under the following conditions:
  - Each power strip in use must have a reset button, not just an on/off switch.
  - Power strips may not be plugged into other power strips.
- Cooking: Cooking is not permitted in student rooms. Food preparation utensils and appliances (popcorn poppers, toaster ovens, frying pans, hot pots, microwaves, teapots, and coffeepots) may be used and stored only in the kitchens.
- Open Flames and Pressurized Containers: Candles, incense, and similar open flame producing devices as well as pressurized combustible gas containers are prohibited in student housing.
- Limitations on Room Decoration: Items are prohibited to hang from ceilings and exposed pipes. Live trees are prohibited.
- Hoverboards: Hoverboards, Segways, IO Hawks, Skywalkers and/or other similar devices are prohibited.

Safety:
- **Availability and Location of Fire Safety Equipment in Student Housing Units:**
  - Smoke Alarms: Smoke alarms are present in all residence hall bedrooms, kitchens, hallways, and stairwells. In the Hollins Apartments, one smoke alarm is present on each floor of the unit. If a smoke alarm is activated in the residence halls, the alarm will come in to the Campus Security Dispatch Center. Smoke alarms in the Hollins Apartments only activate locally in the apartment. If you are in an apartment and a smoke alarm activates, evacuate the apartment and call Campus Security at (540) 362-6911 to advise the dispatcher of the situation. The dispatcher will contact the on-duty Campus Security Officer and Roanoke County emergency services. Please note, you can dial 911 but it may take longer for Roanoke County emergency services to respond.
  - Fire Suppression Systems: Automatic sprinkler systems are installed in the following residence halls: Carvin, East, French House, Main, Rose Hill, Sandusky, and West.
  - Portable Fire Extinguishers: All residence halls have at least one fire extinguisher per floor/wing of the building, including one in or immediately close by any kitchen. All Hollins Apartments have a fire extinguisher located in the kitchen of the unit.
  - Corridors and stairwells: Trash, luggage, and other items are not allowed in the corridors and/or stairwells of residence halls or outside of the apartments. Unclaimed trash, luggage, and other items will be held under the responsibility of the hall/house/row as a whole, and fines for removal will be billed accordingly. Items left in the halls may be discarded with permission from the director of housing and residence life (regardless of student permission) after 48 hours. Nothing may be put directly on the walls or on the ceiling of corridors or stairwells.
  - Hallway Doors: Keep hallway doors closed at all times. Never prop them open.
Fire Escapes/Roofs: No one is allowed on fire escapes except in the case of a fire or other emergency, nor is anyone allowed on the roofs or balconies of buildings. Those who violate this regulation are subject to a $25 fine for the first offense and higher amounts for additional offenses.

Fire Drills: In accordance with Virginia fire safety codes, residence halls are required to hold scheduled fire drills supervised by residence hall staff in cooperation with the HU Maintenance Department. These drills shall be conducted four times a year. The first drill shall be conducted within the first 10 days of school. At least one of the drills shall be conducted after sunset or before sunrise. These drills are done without prior notice or warning.

Use of Portable Fire Extinguishers: Use a fire extinguisher only if you have been trained in how to use it, and only if the fire is very small. Before attempting to extinguish a fire, sound the alarm and call for help. As you extinguish the fire, stay between the fire and an exit.

To use a fire extinguisher, remember PASS:
- P Pull the pin from the handle.
- A Aim the extinguisher nozzle at the base of the fire.
- S Squeeze the handle to begin the flow of extinguishing material.
- S Sweep the nozzle slowly from side to side.

Fire Evacuation Procedures
Everyone must leave the building immediately if the fire alarm is activated, or if directed to do so by Campus Security or Housing and Residence Life Staff. Students are responsible for ensuring that their guests also exit the building immediately. Never assume it is a false alarm.

1. To exit the building, use the nearest safe exit or exit stairwell. Never use elevators in an emergency situation.
2. If there is smoke in the hallway as you exit, stay low to the floor, where the air may be cleaner. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another exit or exit stairwell.
3. During stairwell evacuation, hold the handrail, and stay to one side of the stairwell. Allow enough room for others to enter the flow of traffic.
4. Once outside the building, assemble at your building’s designated meeting point (see list below) and check-in with a member of the Housing and Residence Life staff.
5. Stand by for instructions from emergency personnel. Do not re-enter the building until given the “all clear” by emergency personnel.
6. Read and understand the posted fire evacuation plan posted. Take time to identify alternate paths to exit the building, noting the location of all stairwells.

Building Evacuation Assembly Locations:
- Hill Houses – Back Quad
- Main – Back Quad
- West – Front Quad
- East – Front Quad
- Tinker – Tinker Beach
- Randolph – Tinker Beach
- Apartment – Side lawn in front of Community School
- In the case of rain or other inclement weather, students may be instructed to gather in another facility.

If you are trapped inside a room by fire:
If you hear a fire alarm and you are inside a room, feel the door before opening it. If it is hot, do not open it. Fire may be in the hallway. If you must remain inside the room:
1. Call Campus Security (540-362-6911), tell them your location and that you need Fire Department assistance to get out. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond. Seal up the bottom of the door with cloth to prevent smoke from entering.
2. If you must have air and the windows are operable, open the window. Break windows only as a last resort.
3. Signal from the window to show the Fire Department your location.

Medical Emergencies
1. Call Campus Security (540-362-6911) to request assistance. Please note, you may dial 911 but it may take longer for Roanoke County emergency services to respond.
2. Provide the location, nature of injury or illness, and the victim’s current condition. Appropriate medical assistance and university response staff will be dispatched immediately.
3. If possible, provide information about the age and sex of the victim, and any known medical history.
4. Stay with the victim. Do not move the victim unless he/she or you are in immediate danger of further injury.
**Power Outages**
1. Report the outage to Facilities Management (540-362-6485) during business hours. After hours, contact Campus Security (540-362-6419).
2. Do not attempt to use elevators. Check elevators to determine if anyone is trapped inside. If so, immediately call for help; do not attempt to force open doors and rescue them.
3. Do not burn candles – it is a fire hazard and against University policy. If you have to move around inside a building, use a flashlight and watch for hazards in your path.
4. If you need to exit or evacuate the building, do so with caution and remain calm.
5. Unplug computers and equipment during the outage, especially if not connected to a surge protector.
6. Keep laboratory refrigerators and ultra-low freezers closed during the outage.
   - Facilities Management staff will work to restore power as quickly as possible. However, information on outage duration may not be available.
   - Many university buildings are equipped with emergency power generators, but these provide power only for fire alarms and emergency lights, not for normal electrical outlets.

**Other Facility Emergencies**
The following are considered facility emergencies to which Facilities Management staff may be called out after hours:
- Flooding
- Broken Windows (particularly on the first floor of a building)
- Exterior doors that cannot be secured
- Lack of heat during the winter

1. Report the concern to Facilities Management (540-362-6485) during business hours. After hours, contact Campus Security (540-362-6419).
2. Facilities Management staff will work to address the concern as quickly as possible.
3. University staff will keep students informed of relevant information as it becomes available.

**Tornado/Severe Weather**
1. A tornado watch means conditions are favorable for tornados to develop; a tornado warning means one has been sighted in the area. The Area Warning system may be used on campus to alert the community of severe weather.
2. Remain calm.
3. Move to the lowest level or to an interior hallway of the building quickly.
4. On your way to a safe place, alert others in the building to also move to a safe space.
5. Stay away from windows and areas with a large expanse of glass.
6. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
7. Do not use elevators.
8. Assist those with physical difficulties to an interior hallway away from windows and areas with a large expanse of glass if they cannot move safely to the lowest level.
9. Once in a safe place, call Campus Security by dialing “6911” from a campus phone or (540) 362-6911 from a non-campus phone. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond.
10. Protect your head and face. If possible, get under a sturdy table or other structure.
11. Wait for an “All Clear” message via the Area Warning System, e2Campus, or Emergency Responders.
### 2018-2019 Academic Calendar

#### Fall Term, 2018
- **New Students Check-In:** Sat. Aug 25
- **New Student Orientation:** Sat. Aug 25 - Sat. Sep 1
- **Faculty Meeting:** Mon. Aug 27
- **Returning Students Arrive:** Sun. - Mon., Aug 27-28
- **Class Registration & Drop/Add:** Tues. Aug 28
- **Opening Convocation, 4:30 pm:** Tues. Aug 28
- **Fall Classes Begin:** Wed. Aug 29
- **Labor Day:** Mon. Sep 3
- **Last Day to Add a Class:** Wed. Sep 5
- **Last Day to Declare Pass/Fail/Audit:** Wed. Sep 26
- **Last Day to Drop a class:** Wed. Sep 26
- **Fall Graduation Date:** Mon. Oct 1
- **Board of Trustees Meeting:** Thu.-Sat. Oct 25-27
- **Fall Break (no classes):** Thu.-Fri. Oct 11-12
- **Family Weekend:** Fri.-Sun. Oct 19-21
- **Short & Spring Term Advising:** Mon.- Fri. Oct 29-Nov 2
- **Short & Spring Term Registration:** Begins Mon. Nov 5
- **Thanksgiving Recess (no classes):** Mon.-Fri. Nov 20-24
- **Last Day of Fall Term Classes:** Thu. Dec 7
- **Reading Day:** Fri. Dec 7
- **Fall Term Examinations:** Sat. - Wed. Dec 8 -12
- **Winter Break Begins:** Thu. Dec 13
- **Grades Due:** Sat. Dec 15

#### Spring Term, 2019
- **Class Registration & Drop Add:** Tues. Feb 5
- **Classes Begin:** Wed. Feb 6
- **Last Day to Add a Class:** Wed. Feb 13
- **President's Day (classes in session):** Mon. Feb 18
- **Hollins Day Convocation, 4:30 pm:** Thu. Feb 21
- **Board of Trustees Meeting:** Thu.-Sat., Feb 21-23
- **Last Day to Declare Pass/Fail/Audit:** Wed. Mar 6
- **Last Day to Drop a class:** Wed. Mar 6
- **Spring Recess (no classes):** Mon.-Fri. Mar 25-29
- **Fall Term Advising:** Mon.-Fri. Apr. 22-26
- **Fall Term Class Registration:** Begins Mon. Apr 29
- **Honors Convocation, 4:30 pm:** Tue. May 7
- **Last Day of Classes:** Tue. May 14
- **Reading Day:** Wed. May 15
- **Spring Term Examinations:** Thu.-Mon. May 16-20
- **Grades Due for Graduating Students:** Tue. May 21
- **Commencement Exercises, 10:00 am:** Sun. May 26
- **Grades Due for Non-Graduating Students:** Thur. May 22
- **Memorial Day:** Mon. May 27
- **Board of Trustees Meeting:** Thu. - Sat. May 30-Jun 1

#### Short Term, 2019
- **Short Term Begins:** Mon. Jan 7
- **Last Day to Add/Drop:** Wed. Jan 9
- **M. L. King, Jr. Day (classes in session):** Mon. Jan 21
- **Short Term Ends:** Fri. Feb 1
- **Off-campus Activities (e.g. internships, travel):** Calendar May Vary
- **Grades Due for Short Term Seminars:** Fri. Feb 8
- **Grades Due for Internships, Independent Studies:** Mon. Feb 25

#### Summer Term, 2019
- **Summer Term Begins:** Mon. June 17
- **Independence Day (classes in schedule):** Wed. July 4
- **Summer Term Ends:** Fri. July 26
- **Grades Due:** Mon. Aug 6

Dates and title of events subject to change at the discretion of the university.
Index

A

Academic Life 11-22
custodial service 66-67

Academic Affairs Committee 106
calendar 113
grievances 16
honesty 12
honorary societies 99
marshals 100
opinion surveys 19
Policy Committee 106
regulations 12

Admissions ambassadors (HULA) 100
Advisors 12
Alcohol use policy 23-25, 69
Alumnae
contacting 27
solicitation 28
Animal Control Policy 33-34
Assistance Support Animals, 41-43

Athletics 103
facilities 25-26
varsity 103

ATM 49

B

Banners 36
Behavior
disruptive 28
harm to persons 59
threatening 46
Bicycles 74-76
Bonfires 56
Bookstore 79
Botetourt Reading Room 54
Building access 56
Bullying 31
Business Office 79

C

Calendar, academic 113

Campus Services 48-54
Career Center 79-80
Cargoes 62,99
Carvins Cove 104
Center for Learning Excellence 80
Center, Jessie Ball DuPont 84
Chalk, sidewalk 37
Cheating 88
Class attendance 12

Clubs & organizations 28, 36, 60, 83, 99-100
Community
   responsibilities 68
   service 83,100
   values 90
Commuter students 50,77
Computer
   resource labs 82
   policy 45
Consensual Relationships Policy and Procedures 26-27
Contacts 2-5

Convocation 9,100
Coin machines 49
Copyright 35, 45
Counseling services  14, 80-81,87
Committees 105-107
Crime reporting procedures 43-44
Cultural & Community Engagement 83

D

Day of Service 100
Dietary exclusion 27-28
Disabilities 12-14, 19, 26, 34, 41-43, 66
Dissent 28, 36
Diversity Initiatives Advisory Board (DIAB) 106
Dress standards 56
Duplicating 49

E

Email 52, 82
Emergency Prevention & Response Procedures 110-112
Emergencies 57-58, 110-112
Emergency
   alerts 109
   phones 54,76,109
   equipment 58-59, 72, 110-111
   funds 49
   maintenance 59, 64-65
   medical 112
   services 109-112
   text messaging 54, 109
   transportation 61
Enrollment Advisory Committee 106-107
Enrollment deposit 65
Event guideline, 57-58

F

Faculty responsibilities 14
Fax machines 49
FERPA 14-15, 45
Field trips 15
Final examinations 15
Financial assistance 83
Fire 56-57, 69-70, 110-112
   drills 63, 111
   escapes 56,111
   hazards 57,110
   prevention 72, 110
   procedures 111,112
Firearms 47
Fireworks 56, 69, 110
Fishing 28, 104
Flyers 36
Freedom of expression 57
Freya 9,49,84,99
Fundraising 28, 101
Funds
   emergency 49
   Hobbie Trust 16
   Janet McDonald 16
   Short Term scholarship 16
   SOS 49
   Sylvia B Mays 49
   SGA 97, 100
G
General Information 7-10
Graduate Studies Office 80
Graduation 29
Grievances 16, 32, 38, 90
Guests
policy 70-71
overnight 70
H
Harassment 29-31
racial 46
sexual 26-27, 29-30, 46, 87
Hazing 32-33, 38
Health
HIPAA 14, 81
insurance 37
services 10, 80-81
Hearings 91-94
Heating and Cooling 3
Help Desk 50, 82
Hollins Dollars 50-52, 72
Hollins Information System (HIS) 82
Hollins Outdoor Leadership Certificate (HOLC) 103
Hollins Outdoor Program (HOP) 102-104
Hollins Rah 101
Honor
Code 1, 72
Court 9, 12, 88-89, 93
Honorary societies 9, 99
Horizon students 49, 50, 81
Housing & Residence Life 63-72
Housing
assignments 65-66
calendar 64
custodial/maintenance 64-65
deposits 65
duty and on-call 63
eligibility 63
guests 70-71
requirements 69
responsibilities 70-71
specialty 65
staff 63
summer 72
vacating rooms 64
HULA (Admission Ambassadors) 100
Human Relations Committee 107
I
Identification cards 53
Information technology 81
Insurance 37
International students 83
J
Juke box 59-60
K
Keys for room 66-67
L
Laundromat 50
Learning
accommodations 13-14
disabilities 12-14, 66
Leave of absence 14, 16-20
Library, Wyndham Robertson 20-21, 51, 54, 76
Lofts 68
Lost and Found 50
Lying 1, 88
M
Mailing services 52-53
Maintenance
call procedure 65
requests 64
Male guests 70-71
Meals 50-51
Medical Leave 16-18, 17-19
Mental health episode, crisis 44, 109
Mission statement 8
N
Noise ordinance 60
O
Orientation leaders (O-Team) 100
P
Parking
regulations 76
ticket appeals 76-77
Personal property 68-69, 71, 113
Pets 71
Physical education 103
Pinnacle 99
Plagiarism 12, 88
Policies & Regulations 23-47
Policies
alcohol use 23-25, 69
animal control 33-34
bicycle 74-76
billing 79
consensual relationships 26-27
emergency notification 109
fishing 28
harassment 29-31
illicit drugs 35
intellectual property 35
non-discrimination 8
political activity 35-36
posting 36-37
smoking 45
take-out 51
technology use 45
transportation 61
university furniture 67
van 53
weapons prohibition 47
whistleblower 32
Publications 60
Publicity 36-37, 59
Q
Quiet hours 71
R
Readmission 20
Reasonable requests 76
Recycling 100
Registrar’s Office 19
Resident Assistants (RAs) 63, 67, 100
Residential Life 62-72
  events 69
  important dates 64
  requirements 37-38, 63
  staff 63
Rights and responsibilities 94-95
Ring Night 9, 38
Room
  assignments 65-66
  changes 66
  check-in/check-out 67-68
  consolidation 66
  inventory and condition 67
  keys 66-67
  lockout 67
  searches 71-72
  singles 65
  vacating 64
Sanctions 92
Scholarships 16, 83
Security 73-77
  Security violations 72
  Service Dogs 34, 38-41
  Service learning 100
Sexual
  Assault 6, 30
  harassment 30
  non-discrimination 8
  violence 30, 43
Shipping 52-53
Single rooms 65
Smoking policy 45
Social functions 57-59
Solicitation 60
Specialty Housing 65
Spiritual and Religious Life 84
Stealing 1, 88
Storage 68
Student
  Academic Opinion Survey 19
  activities 84, 99-101
  drivers 53
  Government Association 99-101
    Life Council 107
  Life Procedures and Guidelines 61
    organizations 99-100
    privacy 72
    Scholarship Committee 16
  Services 78-85
  Student Conduct
    appeals 89, 93-94
  Code of Conduct 86-95
    Conduct Council 88-91
    confidentiality 93
    filing a report 89
    Graduate Student 88
    hearing procedures 90-94
    initiating process 89
    investigation 89-90
    jurisdiction 87
    provisions 87-88
    records 91-92
    resolution 90
sanctions 91
special circumstances 93
structure 88
student's rights 94-95
suspended/expelled 92-93
timeline 89
violation of law 87
Student Success Leaders (SSLs) 100
Student Life Council 107
Study Abroad 84-85
Summer Housing 72
T
  Table tents 36
  Technology 45-46, 54, 81-82
  Telephones 54
    misuse 76
  Tinker
    9, 10
    mountain 10, 61
Traditions 9-10
Transfer credit 20
Transgender 8-9
Transportation 61
U
  Campus Security 73-77
    University
      committees 103, 105-107
      furniture 67
      property 61
V
  Vandalism 61
  Van policy 54
  Varsity sports 103
  Vehicles 76-77
  Vending machines 54
  Visitors 10, 33, 44, 46-47, 59-60, 70-71, 76
  Voter registration 46
W
  Weapons Prohibition policy 46
  Whistleblower policy 32
  Withdrawals 20
  Wyndham Robertson Library 20, 21, 51, 54, 76