

HOLLINS

UNIVERSITY

STUDENT HANDBOOK 2024-2025

NAME _____

2024-2025

Student Handbook

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 themselves 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.

Institutional Accreditation

Hollins University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award (baccalaureate, masters, post-master's certificates). Hollins University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Hollins University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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Who Do I Contact?

The Question	The Answer	Email	Phone Number
Academic	Professor, Advisor, Michael Gettings, Associate VP for Student Success	studentsuccess@hollins.edu	540-362-6333
Academic Advising	Advisor, Michael Gettings, Associate VP for Student Success	studentsuccess@hollins.edu	540-362-6333
Accommodations (Academic, Housing, Service Animals, ESAs)	Becky Harman, Director, Student Accessibility Services	harmanrc@hollins.edu	540-362-6534
Academic Transcripts	Registrar	registrar@hollins.edu	540-362-6016
Admission	Office of Admission	huadm@hollins.edu	540-362-6211
Athletics:			
Athletic Director	Chris Kilcoyne	kilcoynecm@hollins.edu	540-362-6435
Athletic Trainer	Abigail Poague	poagueag@hollins.edu	540-362-6205
Basketball Coach	Emilee Dunton, Basketball Coach Senior Woman Administrator	duntonem@hollins.edu	540-362-6329
Cross Country/Track	TBD	TBD	TBD
Hollins Outdoor Program (HOP)	Jon Guy Owens, Director	jowens@hollins.edu	540-362-6456
Riding	Sherri West, Director and Head Riding Coach Liz Courter, Associate Director	westsw@hollins.edu ecourter@hollins.edu	540-362-6691 (for all riding)
Soccer Coach	Kathryn Van Orden, Head Soccer Coach and Instructor	vanordenk@hollins.edu	540-362-6476
Sports Information Director	Richie Waggoner, Director, Athletics Communications	waggonerrh2@hollins.edu	540-362-6470
Swimming	Mallary Meyer, Head Swim Coach	meyerma@hollins.edu	540-362-6539
Tennis Coach	Daniel Ragsdale, Tennis Coach	ragsdalejd@hollins.edu	540-362-7436
Volleyball Coach	Dave McGee, Volleyball Coach	mcgeede@hollins.edu	540-362-6424
Bills/Accounts/ Outstanding Balances	Fawn Reed, Accounts Receivable Coordinator	reedfr@hollins.edu	540-362-6471
Batten Leadership Institute	Abrina Schnurman, Instructor of Leadership	aschnurman@hollins.edu	540-362-7488
Campus Security EMERGENCY		dispatch@hollins.edu	540-362-6419 540-362-6911
Career and Life Design	Jeffrey White, Director, Career and Life Design Amber Becke, Associate Director DeAnna Morgan, Program Manager	whitejs@hollins.edu beckae@hollins.edu morganlm@hollins.edu	540-362-6274 540-362-6938 540-362-6680
Center for Learning Excellence (CLE, formerly the Quantitative Reasoning Center and Writing Center)	Elizabeth Myers Director, Center for Learning Excellence	myersed@hollins.edu	540-362-6335
Change of Name/Address	Registrar's Office	registrar@hollins.edu	540-362-6016
Class Attendance	See Handbook	Page 5	

Computer Labs	IT Services Help Desk	help_desk@hollins.edu	Extension 7777 (540-362-6538 off-campus)
Counseling	Michelle Diehl, Lead Counselor Emily Painter, Counselor Sondra Stephens, Counselor Abby Erdman, Counselor	diehlml@hollins.edu painterea@hollins.edu stephenssw@hollins.edu erdmana@hollins.edu	540-362-6444
Class Registration	Registrar's Office	registrar@hollins.edu	540-362-6016
Degree Requirements	Academic Advisor or Registrar's	registrar@hollins.edu	540-362-6016
Diversity, Equity, Inclusion, and Belonging	Tiffany Hinton, Vice President for Belonging and Chief Title IX Officer	hintontr@hollins.edu	540-362-6588
	Dina Hackley-Hunt, Director, Diversity, Equity, Inclusion, and Belonging Programming and Support	hackleyhntdm@hollins.edu	540-362-6603
Drop/Add Course	Registrar's Office	registrar@hollins.edu	540-362-6016
Email	Help Desk	help_desk@hollins.edu	Extension 7777 (540-362-6538 off-campus)
Employment (off-campus)	Jeffery White, Director, Career and Life Design	whitejs@hollins.edu	540-362-6274
	Amber Becke, Associate Director	beckeae@hollins.edu	540-362-6938
	DeAnna Morgan, Program Manager	morganlm@hollins.edu	540-362-6680
Employment (on-campus)	Scholarships and Financial Assistance Human Resources	sfa@hollins.edu hollinsshr@hollins.edu	540-362-6332 540-362-6660
Facility Reservations	Chris Powell, Director, Special Programming	cpowell@hollins.edu my.hollins.edu	540-362-6225
Financial Aid	Scholarships and Financial Assistance	sfa@hollins.edu	540-362-6332
Food Pantry	Megan Canfield, Assistant Dean of Students	canfieldm@hollins.edu	540-362-6018
Food Service (Meriwether Godsey)	Danny Accomando, Director of Dining Services	accomandodc@hollins.edu	540-362-7450
Fundraising	Institutional Advancement		540-362-6498
Grades	Registrar's Office	registrar@hollins.edu	540-362-6016
Graduate Studies	James Gerald, Acting Graduate Programs Operations Manager	geraldja@hollins.edu	540-362-6326
	Dawn Barnett, Graduate Programs and Continuing Studies Assistant	dbarnett@hollins.edu	540-362-6575
The Green	Chanlee Luu, Green Navigator	luuc1@hollins.edu	540-362-6364
Guest Housing Barbee House or Alumni Cottage	Brittany Wade, Coordinator, Special Programming	wadebr@hollins.edu	540-362-6021
Gymnasium	Chris Kilcoyne, Athletic Director	kilcoynecm@hollins.edu	540-362-6435
Health and Counseling	Lisa Dmochowski, Director	dmochowskilg@hollins.edu	540-362-6444
Hollins Information Line			540-362-6400
The Hollins Store	Karen Callaway, Retail Supervisor	kcallaway@hollins.edu www.hollinsbookstore.com	540-362-6661
Honor Code Questions	Chanelle Sears, Dean of Students	searsct@hollins.edu	540-362-6069
	Megan Canfield, Assistant Dean of Students	canfieldm@hollins.edu	540-362-6018

HOPE Scholars	Dina Hackley-Hunt, Director, Diversity, Equity, Inclusion, and Belonging Programming and Support	hackleyhunt@hollins.edu	540-362-6603
Horizon Program	Dina Hackley-Hunt, Director, Diversity, Equity, Inclusion, and Belonging Programming and Support	hackleyhunt@hollins.edu	540-362-6603
Housing and Residence Life	Josh Gaiser, Director of Housing and Residence Life	gaiserjd@hollins.edu	540-362-6281
	Shannon Sloan, Associate Director of Housing and Residence Life	sloans@hollins.edu	540-362-6686
	Devan Mullins, Assistant Director, HRL	mullinsdm1@hollins.edu	540-362-6382
	Ming McDonald, Area Coordinator, HRL	mcdonaldmj1@hollins.edu	540-362-6312
HU Connect	Dina Hackley-Hunt, Director, Diversity, Equity, Inclusion, and Belonging Programming and Support	hackleyhunt@hollins.edu	540-362-6603
ID Cards	Campus Security	dispatch@hollins.edu	540-362-6419
Interfaith Belonging	Lindsey Moser, University Chaplain and Director of Interfaith Belonging	moserln@hollins.edu	540-362-6665
International Student Services (OPT, CPT, Visas)	Erin Carney, Director of International Student Engagement (ISE)	carneyek@hollins.edu	540-362-6089
Internships	Jeffrey White, Director, Center for Career Development and Life Design	whitejs@hollins.edu	540-362-6274
	Amber Becke, Associate Director	beckeae@hollins.edu	540-362-6938
	DeAnna Morgan, Program Manager	morganlm@hollins.edu	540-362-6680
Leave of Absence	Michael Gettings, Associate VP for Student Success	studentsuccess@hollins.edu	540-362-6333
Library Information	Luke Vilelle, University Librarian	lvilelle@hollins.edu http://library.hollins.edu	540-362-6591
Maintenance Request	Yulandra Livingston, Facilities Management Coordinator	ylivingston@hollins.edu	540-362-7459
Majors – declaring and/or changing	Academic Advisor or Registrar's Office	registrar@hollins.edu	540-362-6016
Media Services	Gabe Simpkins, Manager, Media Services	gsimpkins@hollins.edu	540-362-6235
New Student Orientation	Megan Canfield, Assistant Dean of Students	canfieldm@hollins.edu	540-362-6018
Operator/Switchboard			540-362-6000
Organization Charts	Human Resources	my.hollins.edu	
Parking	Campus Security		540-362-6419
Phone Directory		my.hollins.edu	
Printing, Mailing, and Shipping Services (fax and ship USPS, FedEx, UPS)	Liane Cundiff, Manager, Printing, Mailing and Shipping Services Lia Pedro, Production Specialist	PrintingandMailing@hollins.edu	540-362-6044 (print center) 540-362-6509 (mail room)
Roommate Concerns	RA or HRL	hrl@hollins.edu	

Safe Haven	Amy Shea, Program Director	sheaar@hollins.edu	540-362-6609
Service Learning/ Community Service	Lindsey Moser, University Chaplain and Director of Interfaith Belonging	moserln@hollins.edu	540-362-6665
	Megan Canfield, Assistant Dean of Students	canfieldm@hollins.edu	540-362-6018
Student Activities	TBD	studentactivities@hollins.edu	540-362-6986
Student Government Association (SGA)	Lower-Level Moody Student Center (RAT)	sga_sec@hollins.edu	
Student Health Insurance – International Students	Erin Carney, Director of International Student Engagement (ISE)	carneyek@hollins.edu hollins.university@rcmd.com	540-362-6089
Student Conduct Process	Chanelle Sears, Dean of Students	searsct@hollins.edu	540-362-6069
	Megan Canfield, Assistant Dean of Students	canfieldm@hollins.edu	540-362-6018
Student Organizations/Clubs	TBD	studentactivities@hollins.edu	540-362-6986
Student Success Coordinator	Jill Shartzter, Student Success Coordinator	shartzterjb1@hollins.edu	540-362-6765
Study Abroad	Ramona Kirsch, Director of Global Learning Hub	abroad@hollins.edu	540-362-6214
Title IX	Tiffany Hinton, Vice President for Belonging and Chief Title IX Officer	hintontr@hollins.edu	540-362-6588
Transfer of Credit	Kalyca Schultz, Assistant Registrar	registrar@hollins.edu	540-362-6243
	Michael Gettings, Associate VP for Student Success	studentsuccess@hollins.edu	540-362-6333
Theatre	Wendy Marie Martin, Director	martinwm1@hollins.edu	540-362-6259
	Gwyneth Strobe, Producing Manager	Stropegm1@hollins.edu	540-362-6313
Withdrawal from University	Michael Gettings, Associate VP for Student Success	studentsuccess@hollins.edu	540-362-6333

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 and Counseling Center	540-362-6444
Hollins University Chaplain	540-362-6665
Student Assistance Program (SAP)	800-633-3353

ROANOKE VALLEY

Al-Anon, Roanoke – Family Groups	888-425-2666
Alcoholics Anonymous, Roanoke	540-343-6857
Carilion Roanoke Community Clinic	540-985-8000
Carilion Roanoke Memorial Hospital	540-981-7000
Community Services-211	211virginia.org
Velocity Care (Carilion Urgent Care)	540-772-8670
Lewis-Gale Hospital	540-776-4000
CONNECT (24-hour crisis and referral line through Carillion Medical Group)	540-981-8181
RESPOND (24-hour crisis and referral line Lewis Gale Hospital)	540-776-1100
Blue Ridge Crisis Line	540-981-9351
Sexual Assault Response and Awareness (SARA), Roanoke	540-981-9352
Virginia Sexual and Domestic Violence Action Alliance-LGBTQ	1-866-356-6998
Virginia Sexual and Domestic Violence Action Alliance	1-800-838-8238

NATIONAL

Crisis Text Line – text “HOME”	741-741
Suicide and Crisis Lifeline – call	988
National Eating Disorders Association (NEDA)	
Hours: Mon. – Thur. 11am – 9pm, Fri. 11am – 5pm	1-800-931-2237
Narcotics Anonymous	1-800-777-1515
National Alliance on Mental Illness (NAMI)	1-800-950-6264
Mon. – Friday 10am – 10pm	
National Suicide Prevention Lifeline – 24 HR	1-800-273-8255 or 988
Student Assistance Program (SAP)	1-800-633-3353
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 18, 2024 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 section on **my.hollins**. Additionally, the 2024-2025 undergraduate academic catalog is online and students are responsible for that information as well.

Hollins University Mission Statement

Hollins University is dedicated to academic excellence, creativity, belonging, and preparing students for lives of purpose. Hollins provides an outstanding and academically rigorous undergraduate liberal arts education for women and entrepreneurial and innovative graduate programs for all in a gender-inclusive environment. We lift our eyes, *Levavi Oculos*, to create a just future as we build on our past.

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: Vice President for Belonging and Chief Title IX Officer Tiffany Hinton; P.O. Box 9036, Roanoke, Virginia 24020; phone number, 540-362-6588.

Hollins University Transgender Policy

Since its founding in 1842, Hollins' mission has been to provide an exceptional undergraduate liberal arts education for women. In furtherance of our mission, tradition and values as a women's college, and in recognition of our changing world and evolving understanding of gender identity, Hollins will consider for admission those applicants who consistently live and identify as women, regardless of the gender assigned to them at birth. Enrolled students who transition during their time at Hollins may graduate. Hollins will continue to use gendered language that reflects our identity as a women's college in institutional communications and policies.

Hollins Traditions

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

Welcome to Hollins: 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. Other students may observe. 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 a tradition in which seniors secretly adopt juniors. The juniors participate in skits and other antics to discover 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.

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: 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, this includes a formal dance for undergraduate students in the spring hosted by the Hollins Activity Board.

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

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 are welcomed to the community by "rock artists." The Rock is painted after dark 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 dean of students, inappropriate messages may be removed. Additionally, students who do not initial their work may be referred to the student conduct process.

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:

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

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.
- Participation in Tinker Day activities is 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 or immediately following class songs. If you are unable to climb the mountain due to medical reasons and will need a ride, please call Health Services at 540-362-6444. Employees should contact Alicia Godzwa, Director of Human Resources at 540-362-6070 or **agodzwa@hollins.edu**. **Priority is given to students and space is very limited. Please note, for students, accommodation documentation must be submitted to Health and Counseling between September 1 and October 1. Seats available will be assigned on a first-come, first-approved basis.**
- 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 Dean of Students office at 540-362-6051 or at **tinkerday@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 Foundations (FYF) course. The FYF instructor or an advisor assigned to the seminar 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 Office of Student Academic Success. If any student has a concern with their advisor prior to declaring a major, they should see the Office of Student Academic Success.

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 Associate Vice President for Student Success, 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.

Accommodations

Student Accessibility Services works with students to develop individualized support services, including reasonable accommodations that facilitate access to learning, living, and other experiences at Hollins University. Accordingly, it is Hollins University policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any University program or activity, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title III of the Americans with Disabilities Act (ADA). Student Accessibility Services is here to help students make the most of their Hollins experience, but the student must initiate the process. Speaking with a staff member about a request for accommodations and other support the student may be requesting is extremely helpful.

Additionally, students should complete the Request for Accommodations and Services form found on the Student Accessibility Services webpage and provide appropriate documentation of disability to help establish eligibility for accommodations. Student Accessibility Services can provide guidance on the documentation needed for the student's situation, including how to move forward if the student is requesting accommodations but does not have documentation or a diagnosed disability.

After reviewing documentation, the Director for Student Accessibility Services will meet with the student to discuss the request for accommodations and approve reasonable accommodations. All requests are handled on a case-by-case basis.

If the student wishes to appeal the director's decision, the student may submit the appeal, in writing, to the Associate Vice President of Student Success. The appeal should be submitted within two weeks of the initial notification. The associate vice president of student success will consult with appropriate staff members in rendering a decision. The student will receive a response within two weeks of submission of the appeal.

Please contact Student Accessibility Services with any questions about accommodations at sas@hollins.edu.

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 required, including observing a minimum of four office hours per week, providing a course syllabus containing course goals, requirements, and methods of evaluation, and giving at least a week's notice for major tests. For more information, consult the Faculty Handbook available on [my.hollins](https://my.hollins.edu).

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 work 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 Provost 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 Provost will act with due regard for federal and state law and contractual obligations. Disputes arising out of the Provosts' administration of this policy will be referred to the Review Board.

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 Associate Vice President of Student Success asking them to meet with their instructor (and in some cases the Associate Vice President of Student Success) to see what can be done to help them improve. Letters regarding unsatisfactory progress go directly to students. The Office of Student Academic Success 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/guardians 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 Associate Vice President of Student Success 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/guardian'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 except under judicial process.

Field Trips (Undergraduates)

The Office of Student Academic Success approves class and organizational field trips that necessitate student absences from class. No class field trip should require a student to miss more than two scheduled class sessions for any of their other courses during a semester. 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). Some classes may require final projects, papers, presentations, or other work in lieu of a final exam.

The independent examination system affords students the convenience of scheduling final examinations themselves, and faculty may elect to administer exams using the independent exam system, or administer them during the scheduled time. 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. Once students have taken an exam, they must not discuss it with any other students until final exams are concluded.

The independent exams are run during the regular exam days, and up to three sessions are held each day, each lasting three hours. Specific schedules, rooms and instructions are published on **my.hollins.edu** at least a week before the exam period begins.

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

Funding/Scholarships

- The Warren W. Hobbie Ethics and 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 and 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.

Please contact the Office of Student Academic Success at studentsuccess@hollins.edu for more information about applying for any of these funds.

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 Associate Vice President of Student Success 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 Associate Vice President of Student Success 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 Graduate Services. Students may appeal the outcome of a review to the Provost.

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.

Leave of Absence

Students whose personal circumstances require a leave of absence from Hollins may voluntarily take a leave between terms or up to the eighth week during a semester. Students opting for a leave of absence or withdrawal from the University must contact the Office of Student Academic Success and complete documentation indicating their decision. If the leave or withdrawal decision is made during an academic term, course and term withdrawal policies apply. Please see the undergraduate course catalog for academic, financial aid and billing policies. Formally notifying the University of a leave of absence or withdrawal from the University indicates that the student will no longer attend class or participate in academic activities.

After the eighth week of a semester, only leaves of absence for medical reasons are permitted. See the Medical Leave of Absence policy below.

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

<https://pressreg.hollins.edu/academic-catalogs/> and contact the Associate Vice President of Student Success. Graduate students should consult the Graduate Catalogue, available at

<https://pressreg.hollins.edu/academic-catalogs/> and contact the Manager of Graduate Programs.

Advantages of Taking a Medical Leave of Absence

Students who take an 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, an MLOA does not necessarily disrupt the student's guarantee of scholarships or funding.
2. An 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, an 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, an MLOA may provide a way to remain in the US legally. It is the student's responsibility to check with the International Student Engagement 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 an 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 an MLOA should contact the Office of Student Academic Success 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 Health and Counseling Services (H&C) to the Office of Student Academic Success that an 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&C 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&C or MHP recommendation needs to be supplied by the student, or the student must ensure the H&C or MHP supply the recommendation to the Office of Student Academic Success. 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 an 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 Office of Student Academic Success prior to and during their leave as leaves may not be permitted indefinitely.

Returning from an 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 Student Academic Success 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 Office of Student Academic Success 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 Office of Student Academic Success along with the H&C 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 with 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 utmost 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 Office of Student Academic Success 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 Office of Student Academic Success and the office 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.

4. 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 Office of Student Academic Success or Health and Counseling Services 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 an MLOA

Once a student has sent in the materials, they should call to double check that the Office of Student Academic Success has received these materials. Following a review of these materials, the Associate Vice President of Student Success, 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 Student Academic Success, 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 Office of Student Academic Success 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 Office of Student Academic Success. Detailed information on the process for requesting accommodations may be found on the Hollins University website.

In consultation with the appropriate University officials, the Associate Vice President of Student Success will make the final determination of whether a student is able to return. The Office of Student Academic Success will be in touch with students regarding any applicable academic requirements upon returning to the University.

If upon review, the University determines the 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 Provost 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 Provost will review the student's submission and make a final determination.

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 may 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.
- A failure to complete the well-being requirement by the end of the student's first year.

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.

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 Transfer Course Approval 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. Transfer courses may satisfy Hollins general education requirements, if approved by the registrar and director of the Core curriculum. 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 P (pass). A maximum of 18 transfer credits and 12 in a single summer may apply to the degree for students already enrolled at Hollins.

Graduation

The graduation fee of \$125 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. A student who fails a required course in the spring of their senior year, needs to complete work over the summer, or who is not in good current financial standing will only be able to robe and sit with their class on graduation day, not cross the stage.

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 - 540-362-7465

Interlibrary Loan - 540-362-6239; ill@hollins.edu

Archives and Special Collections - 540-362-6237

University Librarian - 540-362-6232

Hours	Monday – Thursday	8:30 am - 12 midnight
	Friday	8:30 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**.

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:

- By Appointment: Our librarians each specialize in a subject area and we encourage students to make appointments for one-on-one assistance at **<https://library.hollins.edu/get-help/>**. Every academic department has a designated liaison librarian who is there to help you!
- Online chat: Click on the "Ask the Library" button and ask us a question.
- Email: Send any research or library-related questions to **library@hollins.edu**.
- Phone: You can reach the front desk at 540-362-7465.

Collections and Services

OneSearch on the library's homepage is your gateway to all our resources: books, journal articles, magazine articles, videos, and music. Go to **<https://library.hollins.edu>** to get started. Note: off-campus users will need to sign in to our databases using their Hollins username and password. 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. Items from Roanoke College may be requested online and will be available to pick up the next business day.

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. Because our mission is to provide access to materials and not charge fees, the library does not charge late fees for most items. Lost items do incur fees, as do reserve or recalled items which are returned late. 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 invited to explore our Special Collections of rare materials and 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 request materials online. For assistance with this free service, call 540-362-6239 or email **ill@hollins.edu**.

These IT services are also housed on the library's ground floor:

- Help Desk: they ensure all students have internet access to Hollins-provided computer services; the Help Desk can also perform some hardware repairs. You can contact the Help Desk at **help_desk@hollins.edu** or 540-362-6538.
- Media Services: 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.

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 and Technology Lending

Computers for public use are located on every floor of the library and they connect to three printer/scanners. Students can also print wirelessly from their laptop or mobile device by connecting to Hollins' WIFI. Forgot your charger? Not a problem! Check out chargers for Androids or iPhones, or PC and Mac laptops. We also offer these items for checkout: Chromebooks, Blu-Ray/DVD players, and graphing calculators.

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 Monday – Friday 8:30 am – 10:30 am, Sunday – Thursday from 5:30 pm – 9 pm during the Fall and Spring semesters, and serves espresso drinks, coffee, cold drinks, and snacks (*No Cash Accepted*). You are welcome to bring food or drink into the library—please be respectful of the 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 allows 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:
 - 1) Student residence hall rooms/apartments
 - 2) 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/apartments), 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 Manager of Student Activities and Organizations for more information about security requirements.

- C. For events hosted under Meriwether Godsey's licenses, the consumption of any alcoholic beverage that is not under Meriwether Godsey jurisdiction 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.) that is not under Meriwether Godsey jurisdiction.
- 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 Manager of Student Activities and Organizations 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 74-81 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.

At gatherings and/or events where underage drinking is occurring, the event will be shut down, the alcohol will be disposed of, and the sponsors of the event, along with the individuals drinking underage, are subject to conduct action.

Alcohol Use in University Housing

- 1. Follow all Virginia State Laws and University alcohol policies listed on page 14 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

Excessive alcohol use includes binge drinking, heavy drinking, and any drinking by pregnant women or people younger than age 21. Alcohol abuse can lead to a number of health risks. Short-term health risks include injuries (motor vehicle crashes, falls, burns), violence, alcohol poisoning, and risky sexual behaviors. Over time, excess alcohol use can lead to the development of chronic diseases and other serious health problems.

Illicit drug use includes the abuse of illegal drugs and/or the misuse of prescription medications or household substances. Different drugs can have different adverse effects, however anyone who uses opioids or illegal drugs can become addicted to them.

For more information on the risks of alcohol and drug use, visit these websites:

<https://www.cdc.gov/alcohol/about-alcohol-use/>

<https://www.drugabuse.gov/drug-topics/college-age-young-adults>

<https://opa.hhs.gov/adolescent-health/substance-use-adolescence>

<https://www.samhsa.gov/adult-drug-use>

Athletic Facilities Usage Policy

The Hollins University athletic and fitness facilities are for use by current Hollins students, faculty, and staff. Current Hollins students, faculty and staff should bring your Hollins identification card when using the facility, as University staff may request that identification be shown, and those without their University identification card may be denied access to the facilities.

Facilities covered by this policy include the auxiliary gymnasium, Mary Moody Northern pool, Funkhouser weight room, the Movement Lab, sauna, athletic training space, locker rooms, climbing wall, outdoor track complex, Batten tennis courts, the turf area beneath the gym, Berkley 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, Berkley field and the practice field are reserved for varsity sports only. The pool is available to current students, faculty and staff 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.

Additional Facility Guidelines:

- The track is for walking, running and jogging only.
- Runners, joggers and walkers should use the outside lane and should not use the track if the track and field team is using it.
- Running, cross-training, walking and tennis shoes are the only permitted shoes. Heeled and hard sole shoes are not allowed. (Note: track team members can wear approved spikes for the surface)
- Roller skates, roller blades, scooters, bikes, skateboards or any wheeled equipment/shoes are prohibited on the track surface.
- Animals are not permitted in or on athletics facility grounds, including the new track surface, with the exception of trained service animals (not ESAs) on a leash/harness, and owner must immediately clean-up any dog poop that may get on the surface.
- Vehicles of any kind are prohibited on the track surface.

On a limited basis, University operated athletic facilities may be contracted for use by outside agencies in support of camps for local youth and/or sports organizations. Use of facilities in such a manner requires advance approval from the Hollins University Offices of Special Programs and University Athletics, as well as execution of a contract and certificate of insurance. For facility rentals, outside groups (e.g., high schools, 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.

If you suspect someone is using Hollins University athletic facilities who should not be, please contact Wendy Stewart at 540-362-6436 or stewartwa@hollins.edu or Campus Security at 540-362-6419.

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 or 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 Provost, the Dean of Students, or the Director of Human Resources to express his/her concern and to explain the basis for the concern. The Provost, the Dean of Students, or the 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 Provost or Director of Human Resources (or the President, if the involved party is the Provost 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 Provost, the 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 Provost, the Dean of Students, or the 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/us 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/i or individual alumnae/i except in cases where alumnae/i have already given permission for their names to be listed for student contact (such as with Career and Life Design for career networking or internships). For additional information please contact alumnae relations: alumnae@hollins.edu.

Dining Accommodations

The Student Accessibility Services staff is available to meet with students to talk about specific requests for disability-related dining accommodations (e.g., avoiding specific foods, working with Dining Services to request specific foods). We carefully consider each request for accommodation on a case-by-case basis. Final accommodation decisions are made by a review team that includes staff from Student Accessibility Services, Housing and Residential Life, and Dining Services.

Students requesting dining accommodations should follow the appropriate process listed below.

- Complete the Student Accessibility Services Request for Accommodations and Services form located on the <https://www.hollins.edu/academics/academic-resources-services/learning-accommodations/> webpage
- Contact Student Accessibility Services to discuss requested accommodations, preferably two weeks before the deadline to submit a request
 - o March 15th for Fall requests
 - o April 15th for Summer requests
 - o June 15th for new student requests
 - o November 15th for Spring requests
- Submit documentation of disability. Students should discuss with Student Accessibility Services for guidance on the documentation needed for their individual situations
- Student Accessibility Services will follow up with students regarding their dining accommodation request after the Request for Accommodations and Services form and documentation have been submitted

Please contact Student Accessibility Services if you have questions about requesting dining accommodations at sas@hollins.edu.

Disruptive Behavior

Disruptive Acts and Behaviors are defined as actions and behaviors, whether intentional or unintentional, that infringe on the academic pursuits, residential life, and/or work environment of any member of the University community. Students engaging in disruptive action(s) or behavior(s) may be subject to University conduct or administrative action.

Dissent

See "Policy on Political Activity" on page 26.

Fishing Policy and Procedures

Currently, fishing on campus property is not permitted, except for special permissions from the Office of the Executive Vice President and Chief Operating Officer and notification to Campus Security. All state laws pertaining 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.

Hammock Policy

The use of hammocks is permitted in all locations on campus except for Front Quad. Hollins University is committed to preserving the historic Front Quad, including the trees. When using a hammock elsewhere on campus, please ensure the tree trunks are mature enough to handle the stress that a hammock and its user can have on said trees.

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 Mazevo. Students who wish to raise funds in the residence halls should contact the Director of Housing and Residence Life (first floor, West). 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 Vice President for Institutional Advancement via the Manager of Student Activities and Organizations. Students can work directly with the Manager of Student Activities and Organizations to secure this approval. This is to ensure compliance with Hollins University non-profit status. All information will be shared with

the club coordinator and the SGA treasurer. Raffles are not permitted if there is a direct exchange of cash for a ticket. Student groups should seek guidance from the Manager of Student Activities and Organizations.

Any use of the Hollins logo or name on fundraising merchandise must be approved by the Executive Director for Marketing and Communication. This approval will be obtained by the Manager of Student Activities and Organizations for the student organization. At the conclusion of the fundraising event, the student organization must 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 Manager of Student Activities and Organizations in advance for review by the development office. Additional information can be obtained from the Office of Student Activities and Organizations in advance at 540-362-6986. Approval from the Vice President for Institutional Advancement is required for all solicitation 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 Organizations if you have questions.

Graduation

The graduation fee of \$125 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.

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: the Vice President for Student Success, Well-Being, and Belonging or the Executive Director of Diversity, Equity, and Inclusion.

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> > Departments and Offices > Human Resources > University Policies > Policies and Guidelines, and then click the "Harassment Policy" link; or click this direct link:

<https://www.hollins.edu/wp-content/uploads/2021/08/Hollins-University-Harassment-Policy.pdf>

Title IX Inquiries

The University's Chief Title IX Officer is Tiffany Hinton, phone number 540-362-6588. The office is located on the third floor of the Wyndham Robertson Library. Questions regarding Title IX may be

referred to the Title IX Program Director or the Department of Education Office for Civil Rights.

<https://www.hollins.edu/wp-content/uploads/2020/10/Sexual-Harassment-Under-Title-IX-Policy.pdf>

Policies Governing Confidentiality

A student may contact Health and Counseling Services or the University Chaplain and Director for Belonging 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 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 designated employees who tell a designated responsible employee or a Resident Assistant about a Title IX sexual harassment situation should understand that the designated responsible employee or Resident Assistant must report the incident, including personally identifying details, to the Title IX program director as a requirement of this policy and state and federal laws. Responsible employees and Resident Assistants 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 harassment complaints from students and employees are considered privileged and confidential disclosures unless the complainant contacts a Harassment Grievance Board officer or Title IX program director.

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 Program Director 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 under Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient (University) conditioning the provision of an aid, benefit, or service of the recipient (University) on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

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 Caused 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 survivor.

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 or was involved with 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, enthusiastic, 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 and name-calling.

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 Dean of Students or Assistant Dean for Undergraduate Students, and Graduate Programs Manager for Graduate Students. Once written documentation has been submitted, the Dean of Students and/or the Assistant Dean 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. 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> > Departments and Offices > Human Resources > University Policies > Policies and Guidelines, and then click the "Whistleblower Policy"

link; or click this direct link:

<https://hr.press.hollins.edu/wp-content/uploads/sites/24/2016/01/Whistleblower-Policy.pdf>

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 on the hazing policy at Hollins University, students should contact the Dean of Students, Manager of Student Activities and Organizations, Director of Housing and Residence Life, or Assistant Dean. (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.

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 Executive Vice President and Chief Operating Officer.

Students should also see “Service Animals” and “Emotional Support Animals.”

Wild Animal Policy

Recognizing that Hollins is located in an area with a variety of wild animals, below is important information concerning the interaction with wild animals that routinely populate the Hollins University campus grounds and properties, and surrounding areas.

1. 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: bears, deer, coyotes, foxes, squirrels, skunks, rabbits, ground hogs, birds, bats, mice, snakes, etc.
2. At no time should any community member interfere with the natural passage of wild animals on the campus grounds and properties. Wildlife is natural to the campus properties and shall be left alone until the time that they become injured, dangerous, or a nuisance to the campus community. Please do not disturb/interact with any wild animals (feeding, touching, petting, carrying, etc.).
3. If you believe that a wild animal is either a nuisance, injured or dangerous, contact Campus Security immediately.
 - a. Do NOT attempt to handle nuisance, injured, or dangerous wild animals.
 - b. Campus Security and/or Facilities Management will contact appropriate authorities if dangerous wildlife is found on campus.
4. The University will work with the agencies on the removal of injured or dangerous wildlife from the campus property. Campus Security will contact Facilities Management during business hours, or Blue Ridge Wildlife Management, during non-business hours, for the removal of a nuisance wild animal.
5. Hollins University security officers are not authorized, trained, or equipped to capture any type of wildlife but the officers will do their best to help the student and/or a wild animal in need.

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 spring 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 executive vice president and chief operating officer.

Cooling to Heating Switchover

Facilities Management personnel perform the required changeover from air-conditioning to heating in the fall. 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. 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. Please note, heating will begin no later than the first Monday in November. 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 Executive Vice President and Chief Operating Officer.

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. Local law enforcement officers 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 74-81 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. A professional staff member will be summoned to witness the preliminary investigation. If during the preliminary investigation, illicit drugs or paraphernalia are found, local law enforcement 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, local law enforcement may arrest you and conduct a further search of your room or your vehicle to discover additional evidence for a criminal prosecution.

Hollins University Policy: Medical Marijuana and Recreational Marijuana

The Commonwealth of Virginia has decriminalized the simple possession of marijuana in amounts less than one ounce and has legalized the controlled use of medical marijuana as long as an individual has an unexpired valid written certification issued from a board-registered practitioner and a current active patient registration issued by the Board of Pharmacy. However, the possession and use of marijuana on the Hollins University campus continues to be prohibited by federal law as noted below. If Hollins fails to comply with federal law, it could become ineligible for federal funding and financial aid programs for its students. Thus, possession and use of marijuana, including medical use, continue to be prohibited at Hollins University including in University housing, on University property, or at off-campus events sponsored by the University. Any student, staff or faculty member who violates Hollins University policy prohibiting the use and/or possession of illicit drugs (including medical marijuana) on campus may be subject to disciplinary action up to and including removal from campus, withdrawal from the University or termination.

Although Virginia law permits the use of medical and recreational marijuana, Federal laws outlined by the Controlled Substances Act (CSA) have classified marijuana as a schedule 1 drug that prohibits the use, possession and/or cultivation of cannabis. Therefore, the use, possession, cultivation or sale of marijuana in any form violates federal law. Hollins University must comply with the Drug-Free Communities and Schools Act (DFSCA) (20 U.S.C. 1011i; 34 C.F.R part 86) as well as the Drug-Free Workplace Act which requires a drug-free campus environment. Institutions of higher education such as Hollins University must comply with the Drug-Free Communities and Schools Act regulations or risk losing federal funding such as financial aid.

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 permit itself 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 Dean of Students, and faculty should contact the Executive Vice President and Chief Operating Officer. 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".

- 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 Manager of Student Activities and Organizations. 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 posters/flyers must be approved by the Manager of Student Activities and Organizations and stamped with the HAB logo. Flyers and posters that are not approved will be taken down and removed.
- Anything approved 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. Posting outside of buildings is strongly discouraged.
- The name of the sponsoring department, organization or responsible individual must be clearly stated.
- 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 Manager of Student Activities and Organizations 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 Organizations.
- 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 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 **communications@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 or PDF format one week before the event. Event notices can be emailed to the Manager of Student Activities and Organizations at **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.

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 by Physical Plant.

Student Health Insurance

Hollins University does not offer health insurance to domestic students for 2024-25. For domestic students interested in acquiring health insurance, please contact individual insurance providers or <https://www.healthcare.gov/>. International students who are in the United States are required to have health insurance. The fee for 2024-25 will be \$1,869 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 apply to waive the University health insurance. Information regarding the Student Health Insurance Plan and the waiver process can be found at <https://rcmdstudentbenefits.com/hollinsuniversity/>.

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 a great 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 should 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 and Director of Housing and Residence Life in consultation with the Dean of Students will make the final decision for exemption.

Ring Night Activities (Undergraduates)

Ring Night, sponsored by the senior class and the Assistant Dean of Students Office, 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 senior class officers. 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 agreement or other violations of University policies

Ring Night events should affirm the dignity and rights of religious, ethnic, gender identity, sexual expression, 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. At any event or activity, students are encouraged and expected to bring concerns to the Honor Court Chair or a member of the Ring Night Committee. Please refer to the section on hazing for more information.

Service Animals

The Americans with Disabilities Act (ADA) defines service animals as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind or low vision, alerting people who are deaf or hard of hearing, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets.

The work or tasks a dog has been trained to provide must be directly related to the person's disability. A service dog can be any breed or size. It might wear specialized equipment such as a backpack, harness, or special collar or leash, but this is not a legal requirement. If a dog meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program.

The ADA further states that "dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA."

The ADA allows service animals accompanying persons with disabilities into non-sterile public areas that are open to the public on Hollins University premises. Hollins University premises shall mean any land and/or facility owned, leased, rented and/or occupied by Hollins University. Individuals with disabilities shall be permitted to be accompanied by their service animals during participation in services, programs, and activities of the University. There may be individual exceptions in places where the presence of the service animal may compromise safety or a sterile environment and/or interfere with the fundamental nature of the activities being conducted in which the service animal would not be permitted.

Voluntary Registration of Service Animals

For those individuals who are enrolled in courses that would like to voluntarily register their service animal with the University, please contact Student Accessibility Services at 540-362-6534. As stated, this is voluntary, but may aid one in accessing the University premises. Registration is not available for visitors to campus.

Notifying the University about a Service Animal

Students who require the use of a service animal on campus are encouraged, but not required, to contact the Director of Student Accessibility Services. If a student plans to have their service animal live with them in residence, we ask that they provide the University with advance notice. Notice to the University is used solely to ensure the appropriate housing placement is made. Students should provide notice to the University by contacting the Director of Student Accessibility Services (sas@hollins.edu). Hollins may not ask about the nature or extent of a person's disability. Hollins may, however, ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

Additional Information

This policy speaks to the presence of service animals on campus, as defined by the Department of Justice, under the Americans with Disabilities Act. Those wishing to have other animals on campus should contact Student Accessibility Services for information about restrictions, or for referral to other offices on campus.

The person a service animal assists is referred to as a handler. The handler's disability may not be visible. If you are not sure whether an animal is a pet or a service animal, you may ask two questions: (1) is the animal a service animal required because of a disability, and (2) what work or task the animal has been trained to perform. Others, including faculty and staff, cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

A service animal can be any breed or size. It might wear specialized equipment such as a backpack, harness, or special collar or leash, but this is not a legal requirement.

Information for faculty, staff, and students

- Allow a service animal to accompany the handler at all times and everywhere on campus, except where service animals are specifically prohibited. The courts have upheld the rights of service

animal owners to take service animals into food service locations

- Do not pet a service animal without first asking permission; touching the animal might distract it from its work
- Speak first to the handler
- Do not deliberately startle a service animal
- Do not feed a service animal
- Do not separate or attempt to separate a handler from the service animal
- In case of an emergency, every effort should be made to keep the animal with its handler

Please contact Student Accessibility Services if you have questions about service animals at sas@hollins.edu.

Emotional Support Animals

Hollins University recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA), and of Emotional Support Animals (ESAs), supported by the Fair Housing Act. Hollins University is committed to allowing ESAs necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing. This Policy explains the specific requirements applicable to an individual’s use of an ESA in University housing. Hollins University reserves the right to amend this Policy as circumstances require. This Policy applies solely to ESAs that may be necessary in University housing. It does not apply to “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA), and whose presence on campus is explained in the Hollins University Service Animal Policy and Guidelines.

Although individuals are generally prohibited from having animals of any type in University housing, Hollins University will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an ESA that is reasonable and necessary because of a disability. However, no ESA may be kept in University housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

Definition: Emotional Support Animal (ESA)

An Emotional Support Animal (ESA) is generally defined as an animal that provides therapeutic support to improve a person’s physical, social, emotional, and/or cognitive functioning. Unlike service animals that are trained to perform specific tasks that are important to the independence or safety of their disabled handler, ESAs are generally not trained to perform disability-specific tasks. Their therapeutic support is a function of their presence and interaction with the person with a disability. ESAs are not pets, but they typically are animals commonly kept in households as pets. An ESA may be a dog (most common), cat, small bird, rabbit, hamster, gerbil, fish, turtle, or other small, domesticated animal that is traditionally kept in the home for pleasure. Exceptions to these guidelines regarding animals serving as ESAs will be considered on a case-by-case basis. Under guidelines from HUD, reptiles (other than turtles), barnyard animals, monkeys, and other non-domesticated animals are not considered common household animals.

Due to an individual’s disability, an ESA may be necessary for a student to enjoy the full benefit of the University housing program. However, even if the individual with a disability establishes necessity for an ESA and it is allowed in University housing, an ESA is not permitted in other areas of the University (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

Please contact Student Accessibility Services if you have questions about requesting an Emotional Support Animal at sas@hollins.edu.

Sexual Violence

Health and Counseling Services provides 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 and Director for Belonging. 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.

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 located in the front of this student handbook.

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.

How to Report a Crime or Emergency to Campus Security

All members of the Hollins University Department of Campus Security are “Campus Security Authorities” for Clery Act purposes.

All persons should report all crimes and emergency incidents to Campus Security in a timely manner. The certified Campus Security employees of Hollins University will file a report to document the crime or incident; and at the request of the victim, summon local law enforcement to investigate the crime. If the victim chooses to not report their crime to law enforcement, then Campus Security will investigate the crime to the best of their ability.

To report a “crime in progress” or an emergency incident, call Campus Security at extension 6911 or, from outside of the HU phone system, 540-362-6911. To report a “not in progress crime” or non-emergency incident, call Campus Security at extension 6419 or, from outside the HU phone system, 540-362-6419.

Campus Security employees are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, Campus Security will take the required action, either by sending a Campus Security employee to the caller’s location or asking the caller to report to Campus Security to file an incident report. A person may also “walk-in” to Campus Security at any time to report a crime or incident.

Response to Calls

A Campus Security employee is available at Campus Security 24/7/365 to answer your calls. Campus Security procedures include an immediate response to emergency calls. Campus Security works closely with the full range of local first responders to ensure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. In response to a non-emergency call, Campus Security will take the required action, either sending an employee or asking the person to report to Campus Security to file an incident report.

Reporting Crimes to Local Law Enforcement

For any crime occurring on campus property, a student has the right to have their crime investigated by the local law enforcement agency. This should be done through Campus Security so that the University has notice that a crime has occurred on campus property. Hollins University will never interfere with a student’s option to have their crime investigated by local law enforcement. Campus Security employees regularly discuss this option with the victim of a crime and will assist the victim with that process.

The below listed “officials” have “significant responsibility for student and campus activities” and have been identified as alternate “Campus Security Authorities.”

An “official” is defined as any person who has the authority and the duty to take action or respond to issues on behalf of the institution.

ACADEMICS

- Associate Vice President for Student Success
- Student Success Coordinator

ATHLETICS

- Director and Chair of Athletics
- Director of Hollins Outdoor Program (HOP)
- Director of Athletic Training Services
- All Head Coaches-Athletic Teams
- All Assistant Coaches-Athletic Teams

CAREER DEVELOPMENT AND LIFE DESIGN

- Director of Career and Life Design
- Associate Director of Career and Life Design

STUDENT SUCCESS, WELL BEING, AND BELONGING

- Dean of Students
- Director of Housing and Residence Life
- Associate Director of Housing and Residence Life
- Assistant Director of Housing and Residence Life
- Area Coordinator, Housing and Residence Life
- Manager of Student Activities and Organizations
- Director of Health and Counseling Center
- Director of HU Connect
- HU Connect Coordinator
- Chief Title IX Officer

OTHER OFFICES

- Manager of Graduate Programs
- Chief Human Resources Officer

Alternate “Campus Security Authorities” are not responsible for determining authoritatively whether a crime took place, as that is the function of Campus Security and local law enforcement.

All other University employees, not identified as “Campus Security Authorities,” should file or advise crime victims/witnesses to file a crime report with Campus Security 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.

Based on Virginia law, a person may not sell to, distribute to, purchase for, or permit the purchase of any **tobacco, nicotine vapor, or alternative tobacco product** to anyone under the age of 21. Also, no one under the age of 21 may purchase, use, or possess any tobacco, nicotine vapor, or alternative tobacco product.

As Hollins University is dedicated to providing a healthful 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 of any substance, including the use of e-cigarettes and vaporizers, is prohibited within 25 feet of and inside all academic buildings, administrative buildings, and residence halls/apartment village, including private offices/rooms; campus dining hall; snack bar; restrooms; any other common indoor areas; and at all indoor public events. Smoking is also prohibited in 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 and no smoking is permitted on the Moody steps
- Pleasants: Intersection of East and Pleasants covered walkway
- 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. Hollins University community members 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. 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 classwork 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.

Threatening Behavior

Behaviors which represent a threat (perceived or actual) to the health 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:

<https://www.elections.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.edu** > Departments and Offices > Human Resources > University Policies > Policies and Guidelines, and then click the “Weapons Policy” link.



Campus Services

IV. Campus Services

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 – 4:30 pm). Please report any difficulties with the change machine to Campus Security. Due to a variety of reasons, change may not be available.

Duplicating/Printing

A production copier is located in Printing, Mailing and Shipping Services in the lower level of Main Hall. There are charges for these services and the machine is not for walk-up student usage. Cash and credit cards (\$5.00 minimum) may be used. Charging to Hollins accounts is not permitted. For all print jobs, please submit requests with a PDF file twenty-four hours in advance to Printing, Mailing and Shipping Services at printingandmailing@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 alumnae 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 University Chaplain and Director for Belonging. The process between applying and the dispersing of funds (if approved) can take up to a week and a half.

The Sylvia B. Mays Emergency Loan Fund is available to Horizon students only. An emergency loan application is available from the Director of DEIB Programming and Support 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. Requests can be made to the Dean of Students.

The Pay It Forward Fund provides emergency financial assistance to currently enrolled undergraduate students. The fund can be applied to emergency needs such as travel, family emergencies, and medical needs but does not include housing expenses. Recipients are encouraged to consider donating back to the fund when they have the ability to do so.

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 University Chaplain and Director for Belonging and are confidential. Questions and referrals may be addressed to the University Chaplain and Director for Belonging or Executive Director for Diversity, Equity, and Belonging.

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 and Malvern Hill. Tinker, Randolph, and the Apartment Village 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.

Mailing Services

All residential students at Hollins are required to have a campus mailbox 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 mailbox as a part of the address. All mail must be addressed with first and last name and box number to prevent it being returned to sender.

- Mailboxes cannot be shared.
- Fee for new and returning students is \$70 per year. You will be billed \$35 in August for the fall semester and \$35 in January for the spring semester for each year you are a residential 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 Security department. Mail will not be released without your Hollins ID.
- Mail sent to a student without a mailbox number, or without a full name or box number, will be returned to sender.
- Stamps, mailing envelopes, priority boxes, and mailing services are available during regular office hours.
- Regular office hours are 8:30 am to 4:30 pm Monday through Friday.

Mail

Mailbox services

Mail addressed to students should be addressed to their mailbox address. Packages should be addressed the same way. **See additional information.**

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 8:30 am – 4:30 pm Monday through Friday. Package recipients will be notified at their Hollins email address upon receipt. A hand cart will be available for heavy packages and can be signed out at the mail counter.

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 and Mailing Services in Botetourt year-round.

Printing and Mailing Mailbox Policy

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 not 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 not 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.

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 to 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 and Guest ID Requirements

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.

Hollins community members and guests are required to carry their Hollins identification card and/or a valid identification 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, Student Activities, and Security staff.

Vending Machines

Vending machines offering soft drinks, potato chips, and other snacks are available in the following places: Wyndham Robertson Library, Pleasants Lounge (drinks only), second floor of Dana, first floor of Tinker, first floor West vending area, Botetourt Hall (behind the post office), and 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 help support student success, well-being, and belonging. Students can attend Senate, athletic events, concerts, and lectures, join clubs, or participate in a number of other activities. Research has shown that connecting/making three different peer friend groups supports student sense of belonging and academic success.

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, campus events, activities, and support students' sense of belonging:

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 should log in with their Hollins credentials.
3. Check the bulletin boards in academic buildings and in the Moody Center for announcements and information regarding activities on campus.
4. Inclement Weather: Students should check local television and radio station broadcasts for delays or cancellations due to inclement weather in addition to their Hollins e-mail and the University website.
5. Text Messaging Services: Omnilert 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 95.

Places to Go Between Classes: The Horizon/Graduate Student Lounge is located in Eastnor. The Commuter Lounge is in the lower level of Moody. 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 Center, 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 Dean of Students or Director of Housing and Residence Life at 540-362-6281, with as much advanced notice as possible. If space is available, we will do our best to help.

Additional Information: Please see the Dining Program section below for information on commuter student options.

Dining Program

Please see <https://hollinsdining.com> for the most up-to-date information.

All residential students may enjoy meals in Moody Dining Hall. Meals must be paid for when entering the dining hall. Cash, all major credit cards, or Flex Dollars (funds added to a student ID card in advance) are all accepted. Failure to pay is an Honor Code violation.

To conform to health standards, clothes and shoes must be worn in the dining hall at all times. Plates, bowls, glasses, utensils, or any other service pieces are not to be removed from Moody Dining Hall.

Meals in Moody Dining Hall, for residential students, are included in the comprehensive fee. 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 completing their first academic semester. Returning and transfer students will have the option to change their meal plan at the beginning of each semester. Students who choose to change their meal plan must do so before the “Last Day to Add a Class” each semester. Previous meal plan selected will automatically roll over each semester as a residential student, unless a meal plan change request has been submitted.

All residential students are required to be enrolled in a meal plan. Meal plans are non-transferable. Meal plan swipes may only be used once per meal (not in Moody and in the HUB during the same meal period, for example). If a student would like to purchase a meal for a friend, they may do so via cash, credit card, or Flex Dollars.

Residential Students may choose from the following meal plans:

Residential Students		
Standard 19 Plan	19 Meal Swipes Per Week Includes 5 lunch swipes in the HUB	\$125 Flex Dollars Per Semester (annually \$250)
Standard 14 Plan	14 Meal Swipes Per Week Total Moody or HUB	\$225 Flex Dollars Per Semester (annually \$450)
Hollins Apartment Residents (Only)		
Apartment Plan (*only students residing in the Hollins apartments are eligible*)	12 Meals Per Week Total Moody or HUB	\$275 Flex Dollars Per Semester (annually \$550)

Door Rates

Breakfast: \$7.50 Dinner: \$11
Lunch: \$10 Brunch: \$11

When using a meal plan your Hollins ID is necessary. Replacement ID cards may be obtained from the Campus Security office at any time.

Commuter Students meal plan available:

COMMUTER MEAL PLAN		
Commuter Block Plan	40 Meals in Moody	Purchase Price: \$245 Per Semester
20 additional meals may be added on for \$123 at any time.		

Semester Schedule:

Fall Semester: August – January

Spring Semester: February – May

Please note: Commuter students who choose to purchase a meal plan must do so before the “Last Day to Add a Class” date each semester. Commuter Block Plans do not carry over from semester to semester. To purchase a meal plan you will need to submit a meal plan request form each semester. Anyone who needs to make special meal arrangements should contact Hollins Dining Services at 540-362-7540.

Take-Out Parameters

Students can purchase a reusable carry out container for \$8.00.

Hours of Operation:

Moody Dining Hall

Monday – Thursday:

- Breakfast: 7:30 am – 9:30 am
- Lunch: 11:00 am – 2:00 pm
- Dinner: 4:30 pm – 7:15 pm

Friday:

- Breakfast: 7:30 am – 9:30 am
- Lunch: 11:00 am – 2:00 pm
- Dinner: 4:30pm – 7:00 pm

Saturday and Sunday:

- Brunch: 10:30 am – 1:30 pm
- Dinner: 4:30 pm – 6:30 pm

**Please note: Moody Dining Hall will be closed between meals. Meal hours can fluctuate throughout the year due to Short Term and holidays.*

Greenberry’s Coffee Co. Cafe in Moody Hours:

- Monday – Friday: 8:30 am – 4:30 pm
- Saturday – Sunday: closed

Please note: Pre order purchases only using the MyKids Spending App. Orders taken from 8:30 a.m. – 4:15 p.m. Monday-Friday. If you do not have sufficient funds, your order will not be processed. Refunds will not be given if orders are not picked up or if they are picked up late.

Greenberry’s Coffee Co. Cafe in Wyndham Robertson Library Hours:

- Monday – Friday: 8:00 am – 10:30 am
- Sunday – Thursday: 5:30 pm – 9:00 pm
- No Cash Accepted

The HUB (Hollins University Bistro) Hours:

- Monday – Friday: 11:00 am – 10:00 pm
- Saturday: 4:00 pm – 11:00 pm
- Sunday: 4:00 pm – 9:00 pm



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 pits at Forest of Arden and the Apartment Village and may reserve the Tinker porch or Chapel patio for grilling. Students must reserve these spaces through the Request an Event Meeting 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, campus 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, campus 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 closed 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 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. The Campus Security employee 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 Campus Security.

You may also communicate with Campus Security from remote points throughout the campus. The Hollins campus has 14 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 Campus Security. Campus Security sees a display showing the location of the caller. The caller can then talk directly with Campus Security. Some boxes have video capability.

The emergency call boxes must not be used for non-emergency reasons. Use of the call boxes for non-emergency reasons may 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 location, the problem, and your name. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond. Campus 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 referred to the Conduct Board. **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, Segway, 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 and the Apartment Village fire pits 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 a 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 Dean of Students.

Posting/Promotion Regulations

- All posters/flyers must be approved by the Manager of Student Activities and Organizations and stamped with the HAB logo. Flyers and posters that are not approved may be taken down and removed.
- 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. Posting outside of buildings is strongly discouraged.
- The name of the sponsoring department, organization or responsible individual must be clearly stated.
- 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 Manager of Student Activities and Organizations 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 Organizations.
- 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 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 **communications@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 or PDF format one week before the event. Event notices can be emailed to the Manager of Student Activities and Organizations at **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.

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.

Guidelines for all Events and Social Functions

Student organizations must inform their advisor of plans to hold an event and review it with them 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 Manager of Student Activities and Organizations to take care of any necessary paperwork. The process of securing binding signatures will be coordinated through the Manager of Student Activities and Organizations. The contract, along with advisor approval, should be presented to the manager 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.

To submit a space request, click the "Book an Event/Meeting Space" link on the right sidebar of **my.hollins**. This page has detailed instructions of how to submit a request through the Mazevo software (including how to login for the first time) as well as the link to submit your request once you're ready to do so (Mazevo Request). Should you have any questions or problems submitting a request, please contact us and we'll be happy to help out.

Tammy Hicks, **hickstr@hollins.edu**, 540-362-6145

Chris Powell, **cpowell@hollins.edu**, 540-362-6225

Brittany Wade, wadebr@hollins.edu, 540-362-6021

Students bringing in outside performers must fill out all necessary check request forms and turn them in to the Manager of Student Activities and Organizations 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. 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. Student groups will also need to have security present as well as a faculty/staff member for the duration of the event. The Manager of Student Activities and Organizations can assist with this. Student organizations may only use fundraised dollars to pay for any alcohol. Food and non-alcoholic beverages must also be available.

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 Manager of Student Activities and Organizations. 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. All events with alcohol must have a security officer present (arrangements can be made with the Office of Campus Security) as well as a faculty/staff member. If the event does not have these two representatives present, it cannot occur.

For all events open to the general public, student groups must meet with the Manager of Student Activities and Organizations 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 Manager of Student Activities and Organizations 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 organization's 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 the Office of Student Success, Well-being, and Belonging, 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 in 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 that continue past 10:00 pm, the Manager of Student Activities and Organizations 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 Manager of Student Activities and Organizations.

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 or safety.

Dining Hall Juke Box Guidelines

1. This jukebox plays music via the AUX cord, Bluetooth or AM/FM Radio.
2. You are using this jukebox at your own risk. The University will take no responsibility for damaged phones or other items plugged into or synced with it.
3. Individuals may play their music for up to 30 minutes. If no one else is in line or waiting to play, you may have an additional 30 minutes.
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. Office of Student Success, Well-being, and Belonging staff as well as Meriwether Godsey employees have the right to adjust the volume as well as change the music at any time.
6. These guidelines may be changed 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 Campus Security receives a complaint from any member of the campus community of a noise disturbance, the responding Campus Security employee(s) will give warning to the participants of the activity. If

Campus Security employee(s) receives a second complaint on the same activity, the names of all persons present will be recorded by the responding Campus Security employee(s) and the activity will be closed down. Students failing to leave the activity will cause a 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 or 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 and Organizations 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

There are undergraduate student publications recognized by the Student Government Association (SGA). 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 Dean of Students serves as the advisor to the Student Government Association and therefore to student publications unless the publications have designated advisors. The Manager of Student Activities and Organizations and/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 Executive vice President and Chief Operating Officer 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 Tinker Day. 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-

Arranging transportation is the student's responsibility. Possible options include:

1. Using a personal vehicle.
2. Securing a ride from a friend.
3. Utilizing a local taxi cab company or ride service app.
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. Campus Security cannot allow a student entry into an employee's office without express permission of the employee.
3. Student rooms/apartments: Entry into another room without the resident's permission is prohibited, except under the procedures outlined below:
 - A. Emergency circumstances: Rooms may be entered when a University official believes that someone in a specific room is seriously ill, hurt, in real or perceived danger, 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 Office of Student Success, Well-being, and Belonging program: to complement and enhance the University's central educational mission. We offer a diverse set of living-learning environments that allow 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. 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 vice president for student success, well-being, and belonging. Only students who are enrolled full-time (14 credit hours per semester) 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 (HRL) Staff

The HRL staff is comprised of the Director, the Associate Director, the Assistant Director, the Area Coordinator, 2 Lead Resident Assistants (LRAs), and 30 Resident Assistants (RAs). 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 (with exceptions of break closings, short-term, and summer) beginning at 6:30 pm each evening and ending at 8:30 am the next morning. An RA is available each night from 6:30 pm – 8:30 pm at the Moody counter. RAs on duty may be contacted through the RA on duty cell phone (540-556-5747) from 6:30 pm – 8:30 am.
- 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 Director of Housing and Residence Life, the Dean of Students, and Vice President of Student Success, Well-Being, and Belonging are on-call 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.

Additional Phone Numbers

Hollins Health and Counseling:

Hours: 8-4:30 M-Th, 8-2 F

Phone: 540-362-6444

Email: hcs@hollins.edu

Campus Security:

Hours: 24/7

Non-Emergency Phone: 540-362-6419

Emergency Phone: 540-362-6911

Student Assistance Program (SAP): 1-800-633-3353

Website: <http://www.mygroup.com> > My Portal Login > Work-Life

Username: hu1842

Password: guest

CONNECT (24-hour crisis and referral line through Carillion Medical Group) 540-981-8181

Crisis Text Line 741-741

National Eating Disorders Association (NEDA) 1-800-931-2237

Hours: Mon. – Thur. 11am – 9pm, Fri. 11am – 5pm

National Alliance on Mental Illness (NAMI) 1-800-950-6264

Mon. – Friday 10am – 10pm

National Suicide Prevention Lifeline – 24 HR 1-800-273-8255 or 988

Trans Lifeline 1-877-565-8860

Trevor Project Lifeline 1-866-488-7386

Important Housing and Residence Life Dates: 2024 – 2025

Saturday, August 31	New Student Check In
Sunday, September 1 – Tuesday, September 3	Returning students check-in
Friday, November 1 – Sunday, November 3	Family Weekend
Thursday, October 17 – Friday, October 18	Fall Break (residence halls remain open)
Monday, November 18	Deadline to request Thanksgiving break housing (12 pm)
Wednesday, November 15	Deadline to request housing accommodations for Spring
Saturday, November 23 – Sunday, December 1	Thanksgiving Break (Residence halls close at 12 pm on Saturday, November 23 and reopen at 8 am on Sunday, December 1)
Thursday, December 19 – Sunday, January 5	Winter Break (Residence halls close at 12 pm on Thursday, December 19 and re-open at 8 am on Sunday, January 5)
Monday, January 6	Short-Term Begins
Friday, January 31	Short-Term Ends
Saturday, February 1	Deadline for students studying abroad or going on leave to check-out of housing (12 pm)
Monday, March 17	Deadline to request Spring Break Housing (12 pm)
Friday, March 15	Deadline to request housing accommodations for Fall
Saturday, March 22 – Sunday, March 30	Spring Break (halls/apartments close at 12 pm on Saturday, March 22 and re-open at 8 am Sunday, March 30)
Monday, April 1	Enrollment deposits due (4 pm EST)
Tuesday, April 15 – Thursday, April 17	Housing lottery
Monday, April 15	Deadline to request housing accommodations for Summer
Wednesday, May 14	Residence halls/apartments close for all non-graduating students (3 pm)
Sunday, May 18	Residence halls/apartments close for summer (3 pm)

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 housing during Thanksgiving and Spring Break 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 18 for Thanksgiving Break and 12 pm, March 17 for Spring Break**) in order to avoid late request fees. International students, athletes, or those staying for an approved University reason will not be charged the daily rate, provided they submit their request by the deadline. 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 \$50. 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 will be charged for a late housing request (\$100) and daily housing charges (\$25 per day) for the entire length of the break. The University also reserves the right to file student 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. Please note, no guests, including students or off-campus individuals, are permitted during Senior Week unless permitted and approved through the Senior Week guest request.

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 the cleaning of all spaces within the apartment and for maintaining their porch 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. You will need to register your log-in information, which will be complete after submitting your first work 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".
- 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 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 – 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

Please note that Hollins reserves the right to change an assignment if needed. Once assigned to housing, Hollins guarantees a space, not a specific room or building. 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 Director of Housing and Residence Life has final authority over all housing assignments and may make essential changes in room assignments at any time. There may be extenuating circumstances where student rooms need to be utilized to house students in rooms they are not originally assigned to unexpectedly (ex. in the case of a pandemic). HRL will do everything in its control to communicate as timely as possible in these circumstances, but students should prepare to move and/or have another student move into the room in which they are assigned.

- *Occupancy:*

Each full-time student has an assigned residential space 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 pm EST, April 1, 2024 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 determine their housing for the upcoming year. In order to be eligible to select a room in the housing lottery, students must pay their enrollment deposit by 4 pm EST, April 1, 2024 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 housing lottery, even if their prospective roommate(s) are eligible. 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. Please note, any unfilled spaces will be filled by HRL. For more information on the application processes of each house, please contact current house members, their faculty/staff advisor, or HRL.

- o *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 summer.
- *Assignment Policies:*
 - o *Single Rooms:* Students in rooms designated as singles pay an additional \$300 per semester for Randolph and Tinker singles and an additional \$600 per semester for all other singles (including apartments).
 - o *Doubles-As-Singles:* Double rooms are only available to be used as singles on a space-available basis as determined by the Director of Housing and Residence Life. Students granted a double-as-single pay an additional \$2400 per semester. Due to a lack of storage space, all room furniture, including the second bed, must remain in any double-as-single room.
 - o *Housing Accommodations:* As a residential college, Hollins University strongly believes that life in our residence halls is a central part of the holistic learning experience that characterizes a liberal arts education. Our students live in a diverse neighborhood of traditional residence halls, specialty housing, and the student apartment village that offers a variety of housing options. Each community is geared toward helping students create an experience that is appropriate for their year in college. Please refer to the Residence Life website for a full description of the residential program.

The Offices of Student Accessibility Services and Housing and Residence Life work together to ensure that students with disabilities have equal access to the University's housing resources. The Student Accessibility Services staff is available to meet with students to talk about specific requests for housing accommodations, and carefully considers each request for accommodation on a case-by-case basis.

In addition to applying for housing through the Office of Housing and Residence Life, students requesting housing accommodations should follow the appropriate process listed below.

- Complete the Student Accessibility Services Request for Accommodations and Services form located on the Accommodations webpage: **<https://www.hollins.edu/academics/academic-resources-services/learning-accommodations/>**
- Contact Student Accessibility Services to discuss requested accommodations, preferably two weeks before the deadline to submit a request
 - March 15th for Fall requests
 - April 15th for Summer requests
 - June 15th for new student requests
 - November 15th for Spring requests
- Submit documentation of disability. Students should discuss with Student Accessibility Services for guidance on the documentation needed for their individual situations
- Student Accessibility Services will follow up with students regarding their housing requests after the Request for Accommodations and Services form and documentation have been submitted
- Students who are not granted a disability-related housing accommodation or who choose to not accept an accommodation will be assigned a room by Hollins University Housing and Residence Life staff
- Students who request and are approved for a housing accommodation after room assignments have already been completed may be placed on a waitlist until the appropriate room becomes available

Please contact Student Accessibility Services if you have questions about requesting housing accommodations.

- o *Roommate Agreement:* 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.
- o *Room Changes:* It is the philosophy of HRL that roommates should first attempt to resolve conflicts through the use of the Roommate Agreement, followed by possible mediation 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 or Area Coordinator in order to initiate the room change process. Students should keep the following in mind:
 - Generally, room changes may 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 Director of Housing and Residence Life.
- o *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(s) who is also without a roommate.
 - Invite another resident(s) 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). (Please note that if a double-as-single is granted for the Fall semester, it is not guaranteed for J-Term or the Spring semester.)

If a resident does not choose to pay the additional double-as-single room rate, the room is considered a double and a roommate may be assigned at any time throughout the year. Any resident who blocks or attempts to block a roommate can be charged the double-as-single room rate. Residents who engage in conduct designed or intended to dissuade or intimidate other students from moving into a room or who otherwise attempt to manipulate the housing assignment process may be subject to conduct action. This may include ignoring attempts to make contact.

When there are open beds in multiple occupancy rooms, the resident(s) living in the space should be prepared to receive a new roommate(s) at a later point. This means the following:

- The open bed(s) should be cleared and unobstructed
- The desk(s) should be emptied and cleared
- The dresser(s) and drawers should be emptied and available
- The closet(s) or wardrobe(s) should be emptied and made available
- All assigned University furniture is present in the space
- If the room is not ready for immediate occupancy/a new roommate, the resident will be fined \$50

Please note, the University reserves the right to consolidate students/rooms 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 secure living environment, the following fees are charged for lost/unreturned keys:
 - *Residence Hall Room Keys*: \$75
 - *Apartments*:
 - Front door key (if applicable): \$75
 - Bedroom Key: \$75
- 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 from Campus Security 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, please contact Campus Security at 540-362-6419 for assistance.

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 (first floor, West) 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 Housing and Residence Life professional staff.
- *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 HRL office located on the first floor of West.
 - *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 located on the first floor of West or at a designated drop box.

Students who do not properly check-out are subject to a \$100 improper check-out fee.

Students who do not checkout by their designated checkout deadline are subject to a \$50 late check-out fee. Students may not return to their residence after they have completed checkout. Students found in their residence or residence hall after completing checkout will be charged a \$100 improper access fee. Students may wait for a ride after checking out with all of their items at the Moody Center.

- *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 or their designees assess the space for cleanliness and damages. If the room and its furnishings are not in the same condition upon check-out as documented on the RCR/ACR at check-in, the housing and residence life professional staff will work with Facilities Management to assess the damages and apply subsequent charges. The Director of Housing and Residence Life has the final say in what constitutes damage to be assessed and charged by Facilities Management.

- o 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 HRL professional staff, then only those responsible will be charged for applicable damages.
- o 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.
- o Pictures, posters, and other decorations may be mounted on the walls with picture hangers. Nails and double stick tape are prohibited. Nails are allowed within use on the nail board strip (only located in Tinker and Randolph halls). Items used to mount pictures or posters must be removed at departure.
- o Students may not paint their rooms/apartments. Unauthorized painting is assessed on the basis of damage and repainting costs.
- o Damage assessments may be appealed in writing to the Director of Housing and Residence Life no later than February 1 for the preceding Fall semester charges, March 1 for the preceding Short-Term charges and July 15 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. Students who fail to return University property to its appropriate location will be billed replacement costs as determined by Facilities Management and may be subject to student conduct charges. 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.
- *Lofts and Other Structural Devices:* Lofts and other structural devices may be installed only if they conform to the following guidelines:
 - o All residents of the room/apartment must agree to the construction.
 - o 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.
 - o Only battery-operated power tools may be used inside residence halls.
 - o 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.
 - o 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.
 - o 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 engaged environments 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 their RA or another 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 becomes damaged, community members should discuss the circumstances of the damage with an HRL professional staff member. 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.

The Fine System

In an effort to promote responsibility and address issues quickly, some policy violations will be handled through The Fine System. The fine is meant to help the student understand the importance of the policy and to serve as a deterrent in the future. The Fine System will be initiated once a Housing and Residence life professional staff member receives notification of a policy violation and has verified validity of the report. HRL professional staff will then notify the student of the report, policy violation, and subsequent fine as well as the appeal process which may necessitate a meeting. Once the fine is established, HRL professional staff will apply the charge to the student's term bill. The student must pay their fine to Student Accounts—no Housing and Residence Life or Division of Student Success, Well-Being, and Belonging member will ever accept or attempt to collect monies for a fine from a student. The following is a list of possible fines (this is not an all-inclusive list):

- Noise/Quiet Hours
 - o First offense Educative Conversation
 - o Second offense \$10
 - o Third offense \$20
 - o Fourth offense Conduct Referral

*Please note that all noise violations will be followed up by your Area Director before a fine is assessed.

- Dirty Kitchen/Lounge/Laundry Room \$10
- Lockouts (4th Offense) \$15
- Late Checkout \$50
- Improper Checkout \$50
- Unauthorized Entry \$100 and \$25/day
- Propped exterior or fire door \$25

- Abuse of College property \$50 + cost of repair
 - Lock Change (Lost Key) \$75
 - Giving out key/ID Card \$100
 - Visitation/Escorting
 - o First offense Educative Conversation
 - o Second offense \$25
 - o Third offense \$35
 - o Fourth offense \$50 + loss of guest privileges (length to be determined by DHRL)
 - Alcohol Policy
 - o First offense Educative Conversation
 - o Second offense \$25
 - o Third offense \$50
 - o Fourth offense \$75
- *All alcohol offenses carry additional educational sanctions. Third offense offenses may result in expulsion from campus housing.
- Drug Paraphernalia
 - o First offense \$75 + Honor Court Referral
 - o Second offense \$150 + Honor Court Referral
 - Smoking Policy Violations
 - o First offense Educative Conversation
 - o Second offense \$25
 - o Third offense \$50
 - o Fourth offense \$100 + Honor Court Referral
- *Students will receive a \$100 fine for a smoking policy violation which results in a fire alarm being set off.
- Fire/Life Safety Violations:
 - o First offense Educative Conversation
 - o Second offense \$25
 - o Third offense \$50
 - o Fourth offense \$100 + Honor Court Referral

Tampering with fire safety equipment, disabling fire safety equipment, or failure to evacuate during a fire alarm will carry substantially higher fines (\$100 or more) and an immediate referral to the HCA Board. In instances where the responsible party cannot be determined, entire communities may be held accountable through The Fine System. Other methods of community accountability may include: restitution, loss of privileges/access, etc. as deemed appropriate by Housing and Residence Life staff. Living within a community places a large amount of responsibility on each community member to hold themselves and their peers to a higher standard of behavior so that the various members can share the space effectively. Students are expected to address community concerns; RAs are a resource to assist in this endeavor. Students are expected to take responsibility for their own behaviors and to recognize that they are ultimately responsible for their community. Other fines for infractions not listed here may be imposed by the Director of Residence Life and/or Dean of Students if deemed necessary. Fines may double for repeat infractions. Any infraction or repeat infraction may be referred to the HCA Board if deemed appropriate.

Appeal Process

In order to appeal a fine, students should submit their appeal in writing within 10 business days of the fine being assessed. The appeal should explain why the student believes the charges should be reversed. All appeals will be reviewed by the Director of Housing and Residence Life. The Director of HRL will have the final decision when an appeal is made.

Storage

Due to our inability to fulfill the needs of all students requesting/needing storage, Hollins is no longer able to provide on-campus storage for students' belongings, with the exception of limited storage for students whose home address is more than 550 miles away (eligible students will be contacted near the end of the Spring semester). Students, individually or in groups, are able to rent local storage units. Information regarding local storage units can be found online or by contacting the Office of Housing and Residence Life. Please note, a physical piece of medical equipment may be stored upon request. These specific medical equipment requests will be considered by the Office of Housing and Residence Life and verified by the Director of Student Accessibility Services.

Personal Property

The University does not insure students' personal property against fire, theft, water damage, or other such catastrophes. It is recommended 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. Students are encouraged to research renter's insurance plans.

Alcohol

Use of alcohol in University housing must follow all Virginia State Laws and University alcohol policies listed on pages 14-16 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 HRL professional staff. All residence hall and apartment events are closed and are subject to the requirements for closed events (see pages 42-44 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.
 - o Residence hall rooms: 10 people (except Tinker singles, which may have no more than 5 people)
 - o Apartments: Village A, C and I = 15 people on each floor (total of 30 people for the building)
Village B, D, G and H = 12 people on each floor (total of 24 people for the building)
 - o 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 HRL professional staff 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 or apartment village fire pit.
- *Smoking:* Smoking of any kind, 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:*
 - o 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.
 - o 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.
 - o Cooking: Cooking is not permitted in student rooms. Food preparation appliances (popcorn poppers, toaster ovens, hot pots, microwaves, electric teapots, Keurigs, and coffeepots) may be used and stored only in the kitchens where adequate wiring is provided.
 - o 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.
 - o Limitations on Room Decoration: Items are prohibited to hang from ceilings and exposed pipes. Live trees are prohibited.
 - o Hoverboards: Hoverboards, Segways, IO Hawks, Skywalkers and/or other similar devices are prohibited.
 - o Light-Bulbs: compact fluorescent light bulbs are prohibited. Students are to use LED light

bulbs only.

In the event that a prohibited item is found by an HRL staff member, the item will be confiscated and stored for up to 1 year. The owner of the item will receive notification from HRL regarding the confiscation. It is the responsibility of the student to collect their item. The confiscated item will be removed from HRL storage after 1 year of storing if it is not collected within that time frame. Students should stop by the Moody counter during nightly RA office hours any day between 6:30pm – 8:30pm to collect their confiscated item. The confiscated item should not return to the student's room after it has been collected.

- *Corridors, Stairwells and Porches:* Trash, luggage, and other items are not allowed in the corridors, stairwells and porches of residence halls and apartments. Unclaimed trash, luggage, and other items will be held under the responsibility of the residential area as a whole, and fines for removal will be billed accordingly. If the individual(s) responsible are identified, they will be billed appropriately. Items left in the halls and stairwells 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, handrails or the ceiling of corridors or stairwells.

Disregarding these policies constitutes a potential fire hazard. Any student who violates these policies may be fined \$25 per incident. Repeated violations will be referred to the HCA Board. For additional fire safety information, see the section on Emergency Prevention and Response Procedures starting on page 92.

Guest Policy

A guest is defined as any person who is present at the invitation of a student, received by a student, or accompanied by a student (whether invited or not). Additional clarification: this includes Hollins students. A Hollins student who is visiting another Hollins student in a residence hall/apartment where they do not have a housing assignment is considered a guest in that building. A visitor is defined as a person who is attending a public event on campus, who is neither invited nor received by a student. Students are responsible for informing their guests of University policies and community standards and may be held responsible through the student conduct system for the behavior of their guests.

Guests must be escorted at all times while in the residence halls. Unescorted guests will be approached and asked who they are visiting and may be escorted to the Moody Center to wait for their host, depending on their behavior. Guests who are registered Hollins students will be asked to leave the building and may, depending on their behavior, receive a fine or be referred to student conduct. Unescorted guests whose behavior toward any member of the Hollins community is uncivil or uncooperative will be immediately removed from campus. Guests without escorts are welcome in the Moody Center during the hours it is unlocked; after hours, guests may wait for their host in Campus Security, located in Botetourt Hall. Guests may be asked to leave campus if their behavior becomes inappropriate or there is a complaint about them from a member of the Hollins community. With the approval of all residents of the room/apartment, upper-class 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. Any stay over three nights must be approved by the Director of Housing and Residence Life.

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.

Policies for daytime guests (including non-residential students and residential students from other halls) will be determined in the community standards discussions hosted by the Resident Assistant as well as roommate agreements set by roommates.

Laundromat/Laundry Facilities

See section under IV. Campus Services on page 36.

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 \$100, 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 or 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 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 24.

Courtesy Hours

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.

Quiet Hours

Students set quiet hours during community standards discussions in each hall. During quiet hours, community members shouldn't have to tell others to turn music down, talk quietly, not to run in the halls, or not to slam doors. Additionally, please review the Roanoke County noise ordinance policy on page 44 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 their Resident Assistant or the Resident Assistant on call (between 6:30pm and 8:30pm). If a student cannot get in touch with their RA, they should contact Campus Security who will get in touch with an HRL staff member. Students who disregard quiet or courtesy hours may be referred to the student conduct process.

Health and Safety Inspections

During the first month of each semester and University breaks, HRL staff will conduct health and safety inspections. The purpose of these inspections is to identify and address any health, safety, sanitation, and/or maintenance issues in student rooms.

There are several reasons for health and safety inspections:

- To encourage students to be engaged in maintaining a clean and safe living environment and promote a better understanding of the expectations the University has for students living on-campus.
- To prevent potential damage to rooms or other issues that impact the health, safety, and quality of life for all students living in the residence halls.

- To assist in properly maintaining the condition of our residence halls and apartments.

While the custodial staff cleans the common areas of each residence hall, students are expected to maintain the cleanliness of remaining spaces. Students are expected to keep their rooms clean. Failure to maintain spaces properly may result in a residential fine, temporary or permanent closure of common spaces, and/or a student conduct hearing. Residents who have concerns or questions about the maintenance of their room, or who would like to report health and safety violations, should contact their Resident Assistant (RA) or HRL professional staff member.

Residents will be given advance notice of planned inspections. When residents are unable to be present for an inspection, a copy of a report noting any policy violations will be left in the room. When a room has violations, the resident(s) of that space will be contacted by their respective HRL professional staff member. Repeat violations may be subject to a fine and/or disciplinary action through the student conduct process.

Prohibited items may be confiscated at the time of the inspection and may not be returned until the resident can schedule time to remove the item(s) from campus or store them in the appropriate space (coffee maker or other electrical kitchen items should be stored in the kitchen). Items that violate the student code of conduct may not be returned. The HRL professional staff will communicate with residents regarding confiscated items and the return policy. All confiscated items that can be returned are required to be picked up by University break periods. Any items not collected within a year will be donated or disposed of.

All health and safety inspections are conducted as plain view searches – meaning HRL will not be checking drawers, wardrobes, desks, etc. Please note: during health and safety inspections before long break periods (Winter break), fridges will be expected to be emptied and unplugged, so in this case fridges will be opened by HRL staff.

During health and safety inspections, staff are trained to notice specific violations that fall under the following categories: fire safety, code of conduct violations, health concerns, and maintenance issues.

Fire Safety Violations

Fire safety violations are defined as any violation that could threaten the safety or well-being of students in the event of a fire. Some of the most common violations include, but are not limited to:

- Candles (including decorative)
- Covered smoke detectors
- Smoking paraphernalia (bongs, pipes, etc.)
- Blocked egress (doors, doorways, windows, etc.)
- Non-approved lights or extension cords
- Items hanging from the ceiling or sprinkler pipes

Health Concerns

During health and safety inspections, staff members look for rooms that could pose a potential health risk, due to factors such as:

- Failure to remove trash
- Uncovered food
- Failure to maintain a clean living environment, including the common areas
- Evidence of an unapproved animal
- Evidence of a non-resident living in the room

Code of Conduct Violations

Students will not pass their health and safety inspections if there is evidence of a policy violation or violation of the student code of conduct. If an item is found that violates the student code of conduct, normal procedures and policies will be followed.

- Evidence of underage drinking (empty alcohol bottles, funnels, beer pong tables, etc.)

- Evidence of smoking within the room (bongs, pipes, etc.)
- Evidence of a disruptive gathering
- Unauthorized possession of University property

Maintenance Issues

During the inspections, HRL staff will be looking for any major maintenance issues that should be corrected immediately. Some common issues are:

- Damaged walls
- Damaged furniture
- Damaged/missing screens
- Broken windows
- Non-approved lofts
- Damaged doors/locks

Residents of rooms that fail health and safety inspections will be notified by a copy of a report left by the RA, as well as notified by their HRL professional staff member. Re-inspections will be conducted following health and safety violations and notifications.

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 believes there is 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 HRL professional staff 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 Director of Housing and Residence Life, 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 Director of Housing and Residence Life to use the room. The 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.
- The University is concerned about the student's well-being.
- The University has become aware of a possible policy violation.

Summer Housing

This policy may change at any time. Undergraduate student Summer housing, which is a privilege, is only available to undergraduate Hollins students employed in a Summer on-campus position, participating in a Hollins-sponsored Roanoke internship or engaged in University-sponsored research. Undergraduate students are not required to live on campus during the summer. Please note, summer undergraduate student housing is typically in a non-airconditioned residential building. Additionally, students are provided a living space in summer housing. Due to unforeseen circumstances and at any time, students may be required to move to a new space during the summer. 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 cash, credit card, or by purchasing a summer meal plan. Eating in the dining hall without paying is a violation of the Honor Code.



Campus Security

VII. Campus Security

The Mission of the Department of Campus Security is to partner with the community with the purpose of continuing to serve and support a safe and secure institution to learn, live, and work. The Department is dedicated to achieving its mission through educational programming; community engagement; supporting diversity, equity and inclusion; continued training; and applying courteousness, and respect to every interaction.

The Department has developed campus parking summaries that are issued with each parking permit and are available at Campus 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:

- If calling to report an emergency from a campus phone, dial **6911**; if calling to report an emergency from a non-campus phone, dial **540-362-6911**. You may dial 911 for an emergency, but it may take longer for emergency services to arrive.
- For non-emergencies, dial **6419** from a campus phone; if calling from a non-campus phone, dial **540-362-6419**.

The Hollins campus has 14 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 Campus Security. A visual display shows the location of the caller to the Campus Security staff. It lets the caller talk directly with the dispatcher. The dispatcher will immediately dispatch an Officer(s) to the location.

The emergency call boxes must not be used for non-emergency reasons. Use of the call boxes for non-emergency reasons may result in a referral to the student conduct system.

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 Campus Security. Registration helps Campus Security identify owners of lost, stolen or impounded bicycles and to disseminate safety information. Bicycle registration is free. Unregistered bicycles may be impounded by Campus Security. Bicycles can be registered at the Campus Security office 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 Campus 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 policy or regulation of the University may be held accountable 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 policies 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 bikes that may be owned by SGA and 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 Executive Vice President and Chief Operating Officer, and is generally delegated to the Director of Campus Security.

The complete Hollins University "Bicycle Safety and Security Policy" can be found on my.hollins.edu > Departments and Offices > Human Resources > University Policies > Policies and Guidelines, and then click the "Bicycle Safety and Security Policy" link.

Reasonable Requests

Students are required to comply with the reasonable request of University officials or employees 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.

Should students receive a communication 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 contact Campus Security for more information.

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 local 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 a day throughout the calendar year, without exception, whether or not the University is in session.

The day after Commencement through August 14, 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 close to residence halls. Contact Campus Security for more information.
- During move-in and move-out periods, vehicles are permitted to load and unload close to residence halls. Vehicles must be moved immediately after loading or unloading (maximum of 30 minutes). Contact Campus Security for more information.
- 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), or 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 careless driving. Speeding and careless 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.

Parking tickets are yellow in color and in the form of an envelope to allow for payment of parking fines. **Parking tickets are required to be paid, appealed, or forgiven, within ten (10) days from the date they are written.**

Parking warnings are white in color, in the form of a single piece of paper, and do not require payment. Parking warnings require no further action, except that students are expected to learn from the written warning. Parking warnings may be written in lieu of parking tickets, for certain parking violations, throughout the academic year.

For more information on campus parking, go to: **my.hollins** > Departments and Offices > Campus Security > Policies, Forms, Documents, and Procedures

Student Parking Ticket Forgiveness

This program establishes an educational process that allows parking ticket forgiveness.

Definitions

Approved means the request is granted and the parking ticket fine is waived.

Denied means the request has been denied and the parking ticket fine must be paid or appealed.

Parking Year means August 1 through July 31.

Parking Year Period means August 1 through January 31, or February 1 through July 31.

This policy applies to all Hollins University students: undergraduates and graduates.

It is the policy of Hollins University to provide all students with a parking ticket forgiveness system for parking tickets that are issued by security officers of the University.

Policies

The Hollins University parking ticket forgiveness system has the following restrictions:

1. Students may forgive two (2) parking tickets per parking year; one (1) parking ticket in the period of August 1 through January 31, and one (1) parking ticket in the period of February 1 through July 31.
2. **Parking Ticket forgiveness does not apply to parking tickets for Disabled Space or Fire Lane violations.**

Persons wishing to forgive a parking ticket shall do so within ten (10) days of issuance of the parking ticket and shall adhere to the following guidelines.

1. The request will be in writing using the University Student Parking Ticket Forgiveness Form.
2. Campus Security will review all student requests to learn of any previous requests that were approved during a parking year period.
3. Students will be notified by University email if their request is denied due to a previous approval in the same parking year period, or if denied for a Disabled Space or Fire Lane violation.
 - a. If the request is denied, the student will have an additional ten (10) days, from the date of denial, to pay the fine or appeal the ticket.
 - b. If not paid or appealed within the additional ten (10) day period, the ticket will be charged to the student's account.
4. No notice will be given for approved requests.

Filing a Request

1. Any student requesting that a parking ticket be forgiven must file a request form at Campus Security in Botetourt Hall within ten (10) days of receiving the ticket.
 - a. Requests will not be accepted after ten (10) days from the date the parking ticket was issued.
 - b. If a request is found to have been submitted after ten (10) days from the date the parking ticket was issued, the student will be notified that the request is not acceptable and to recover their parking ticket at Campus Security to be paid.
2. All applicable sections must be completed on the request form. If the request form is not complete when submitted, the parking ticket will remain active and the fine will stand as is.
3. The yellow parking ticket must be submitted with the request form in order to process the request.
4. For those vehicles that have been towed, submitting a request shall not relieve a student of the responsibility for the payment of towing/storage fees.

For more information on campus parking, go to: **my.hollins** > Departments and Offices > Campus Security > Policies, Forms, Documents, and Procedures

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 student parking tickets. During the summer (end of May 15 through August 14) all ticket appeals will be heard by the Director of Campus Security.

Undergraduate students are no longer responsible for their guest's parking tickets; however, if your guest receives three (3) or more parking tickets in an academic year, your guest may 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 the Cocke Memorial Building.

Vehicle Registration

All residential students must register all motor vehicles with Campus Security upon the vehicle's arrival on campus. 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 plate 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 must be followed.

A person may not register a vehicle owned or operated by another employee, contractor, student, or student guest as their own vehicle. Falsification of the registration information may result in the vehicle being banned from campus and appropriate disciplinary action for the parties involved. Questions about what materials are required to register a vehicle on campus can be directed to Campus Security.

All undergraduates and residential Horizon and graduate students 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. Additional or replacement student parking permits are \$5.

For more information on campus parking, go to: **my.hollins** > Departments and Offices > Campus Security > Policies, Forms, Documents, and Procedures



Student Services and Administrative Offices

VIII. Student Services and Administrative Offices

Hollins Store

New and used textbooks and other reference materials for courses are available for purchase through our “virtual textbook” website: <https://hollins.ecampus.com>. 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 online store through the hollinsbookstore.com web site, as well.

The Hollins Store is located on the main level of the Moody Student Center. Store hours are Monday through Friday 8:30 am – 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 – 4:30 pm, Monday through Friday.

Tuition and fees for residential students are due August 12, 2024 for the Fall term, and are due January 10, 2025 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, select the Student Services tab and then 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 user guide for Nelnet Enterprise is located at [my.hollins](https://my.hollins.edu). Click on “Departments and Offices” from the menu at the top and then click on “Business Office.” Under “Student Accounts, Billing, and Payments,” scroll down to access the user guide.

If you have an outstanding balance due on your account, you will receive a monthly e-bill notification to your Hollins e-mail address, as well as any personal email addresses entered into Nelnet Enterprise. Authorized parties that have been set up in Nelnet Enterprise will also receive e-bill notifications to their email addresses. It is important to recognize that the e-bill is a snapshot in time. Activity on a student’s account may have occurred after the bill has been generated. Please check your e-mail and Nelnet accounts regularly.

Please pay your bill online through Nelnet Enterprise. An electronic payment can be made by credit card (with a 2.85% 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.

Students are required to pay tuition and fees in full or have approved financial aid for any outstanding balances by the due dates. A late payment charge of 3% of the unpaid outstanding balance over 30 days past-due will be assessed each month. The late payment charge will accrue monthly until the past-due balance is paid in full. 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.

The Business Office will contact students with a delinquent account, who are no longer attending the University, in writing. 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 University also reserves the right to pursue legal action in order to collect the balance of the debt. If an account is placed with a collection agency, a student will be responsible for paying all collection charges, including interest and attorney fees, in addition to their outstanding balance. 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.

Center for Career Development and Life Design

Welcome to the world of Career Development and Life Design. The pathway to your career is seldom straightforward and is inherently a social process. At the Center for Career Development and Life Design (CDLD), we're here to support you, listen to you, and guide your development through our expertise, connections, and resources. Your time at Hollins will offer you opportunities to explore, experience, and engage in the intersections of your academic learning and career development. CDLD has several programs to help you develop pathways to your career and life after Hollins as you progress through your education here.

Explore careers and life design

In your first year, you can explore career options through a first-year internship. Hollins is one of the few universities to offer a first-year internship program. In September and October, you can apply for our January term internships in the Roanoke area. Our Career Connections Conference (C3) takes place in the Fall semester and provides you with opportunities to meet alumnae/i who work in fields of your interests. Our staff and peer advisors can help you learn the genres of the resume, cover letter, and interview through one-on-one or group sessions. They can act as a conversation partner as you explore your interests, identity, skills, and strengths while you construct career pathways. As you enter your second semester, we can support you as you apply for paid internships.

Experience internships, applied learning, and alumnae/i connections

Our Signature internships during J-terms offer sophomores, juniors, and seniors many opportunities to dig deeper into their career development while building more alumnae/i connections. Our staff can also support your efforts to apply for independent internships that you find or that we curate. The Career Connection Conference allows you to build a deeper and wider alumnae/i network as you continue to grow at Hollins. Our office also supports STEM students who seek research experiences for undergraduates (REUs) that are funded by the National Science Foundation (NSF). You will also become more experienced with refining your LinkedIn and Handshake profiles. Increasingly, you will articulate both your academic and experiential learning through our career competencies framework in ways that employers will grasp.

Engage for life after Hollins

The Center for Career Development and Life Design is here to guide you as you apply your learning to your career development. In your senior year, we can help you to actively grow and engage your alumnae/i network through our Grads Plus LinkedIn community and senior-specific workshops. Every student has unique needs based on discipline, interests, identity, and visa status. We are here as guides along your path toward your career launch after Hollins.

Learn more by visiting us on The Green (first floor of the library), check out our website at **career.hollins.edu**, or contact us by email at **career@hollins.edu**.

Center for Learning Excellence

Located on the first floor of the Library, The Center for Learning Excellence provides peer tutoring

support for writing, math, quantitative literacy and several other subjects. Students can make one-on-one tutoring appointments by visiting <https://hollins.mywconline.com>, and the center also accepts walk-ins during open hours. For a complete description and hours of operation, please refer to the 2024-2025 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, M-F); 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.

Health and Counseling Services (Full-time Undergraduates/Graduates including Adult Horizon Students):

These policies may change/be suspended at any time. 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 table talks, group sessions, stall stories, and an annual health fair. A licensed family practice physician is available by appointment for 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 STI 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 540-362-6444. After twenty 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 the 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 Director for Belonging, and the 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 an exemption of the 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 (e.g., 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.

All paper health and counseling records will be preserved for a minimum of twelve (12) years from the last patient encounter. Records for students who are under eighteen years of age will be kept for at least six (6) years after the student has reached age eighteen, with a minimum time for retention of twelve (12) years from the last patient encounter.

If you have questions or need additional information, please contact Health and Counseling Services at **hcs@hollins.edu** or visit their webpage at **my.hollins.edu**.

Horizon Program

The Horizon Program, with an office located in Upper Moody, supports adult students 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. 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 others, advising, and programs specific to the needs of adult students. Horizon students are encouraged to maintain communications with the Assistant Dean and Community Programs Director and to seek assistance whenever needed throughout their education at Hollins University.

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. There are also over 100 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. To ensure they receive important University information, students' email accounts must be read 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.

Hollins University maintains an intranet site called **[my.hollins](http://my.hollins.edu)** for convenient access to campus communications, information about events, forms and policies, etc. Moodle is utilized by many

professors to provide their classes with syllabi, assignments, tutorials, and other class information. *Student Computers:* Residential students are encouraged to bring their own computers to campus. 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 Labs: There are two main computer labs located on campus with Windows PCs: Dana 111 and Pleasants 204. Each public computer is networked with the multi-function printers. The two main 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. 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 100 public machines in total.

Lab Printing Services: The Hollins community is committed to being an environmentally 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 to print their documents on multi-sided paper. Therefore, each student is granted a \$10 printing balance every fiscal year (July-June). Color printing is also available. Students who exceed their initial \$10 printing balance can reload their accounts with pre-paid cards available at the Botetourt Hall mailroom.

Networked printers are available in Dana 117, the 2nd Floor Dana Lobby, the 1st Floor Visual Arts Center, Pleasants 204, and all three floors of the library. Printing will be monitored for abuse of this policy. Reimbursements for misprints will not be given. Printing will be billed at the following rates:

Grayscale Single-Sided: \$0.02

Grayscale Duplex: \$0.01 (50% discount)

Color Single-Sided: \$0.08

Color Duplex: \$0.04 (50% discount)

Students are incentivized to print duplex (both sides of the page) with a 50% discount because it reduces paper waste. The following tables shows some charges for possible print jobs:

Print Job	Cost
Grayscale Duplex (5 sheets)	\$0.10
Grayscale (10 sheets)	\$0.20
Color Duplex (5 sheets)	\$0.40
Color (10 sheets)	\$0.80

Wireless Printing

The University has installed new wireless printers on campus in the Library, Dana Lobby, Dana 117, and 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:

The IT Help Desk is located on the ground floor of the library. You may also enter your own trouble ticket by visiting <https://helpdesk.hollins.edu>. 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	8:30 am - 6 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
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These hours may fluctuate during holidays and summer months.

Hollins Information System (HIS):

Students can register for classes online at designated times, look for available classes, get their class schedules, pay their bill online, 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 – Student” link under “Quick Links” on the right.

Student Success, Well-being, and Belonging

The Student Success, Well-being, and Belonging (SSWBB) Department at Hollins University is focused on fostering a positive and inclusive campus environment. We provide support, resources, and programs that promote student well-being, academic success, and a sense of belonging within the Hollins community. SSWBB-related offices include Campus Security, Health and Counseling Services, Dean of Students, Diversity, Equity, Inclusion, and Belonging, Student Success, Title IX, Interfaith Belonging, Housing and Residence Life, Student Accessibility Services, and Safe Haven.

International Students

Many different departments collaborate at Hollins to assist international students and ensure success in their cultural adjustment to academic work and campus life as well as life in the United States. The International Student Engagement (ISE) office works directly with international students on any immigration/visa questions, maintaining status as an F-1 student, and authorizing internships for CPT and post-program employment on OPT. All new international students participate in the International Student Orientation Program (ISOP), which is a pre-orientation program that is run by the ISE Office, and which lasts their entire first year at Hollins. Through meetings, outings, cultural programming, and regional trips, students receive support and mentoring from ISE staff as well as ISOP peer mentors who are there to help them with their transition to college life. In addition, the Carvin Global Village residence hall and student clubs, such as 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 - 4:30 pm, and is the place to go for information requests, questions, or scholarship assistance. Information about outside scholarships is 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

The University Chaplain and Director of Belonging provides community-based learning programs that integrate traditional course work with community service, assisting students in learning academic concepts and the value of civic engagement. At Hollins, there are community-based learning opportunities at the local, regional, state, and international levels.

The University Chaplain and Director of Belonging works closely with SHARE (Students Helping Achieve Rewarding Experiences) in encouraging students to connect locally with our Roanoke Valley community by participating in service projects. The Sandusky Service House is a living option (Special Interest Housing) 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 the Office of Diversity, Equity, Inclusion, and Belonging to co-sponsor service projects and fundraisers.

Hollins offers a variety of academic courses that integrate an element of community service within the curriculum, taking students into the Roanoke Valley. Some courses allow students to choose a community service option over another project, while others require community service as part of the course requirement.

Interfaith Belonging

The Office of Interfaith Belonging provides opportunities to seek connection, explore spirituality, and support a sense of wellness through personal growth. The goal of the Office of Interfaith Belonging is to assist students, faculty, and staff to grow in curiosity, thoughtfulness, and integrated living that embodies the University motto, *Levavi Oculos* (lift up your eyes), and promotes holistic well-being. The University Chaplain and Director of Interfaith Belonging works with students to find, grow, and express their religious and spiritual lives on and off campus. The chaplain is responsible for building community, offering pastoral care and confidential spiritual counseling, and creating a strong culture of religious inclusivity at Hollins University. In addition, the chaplain provides opportunities for services and oversees volunteer and community service opportunities for students. Hollins University welcomes students and practitioners of all religious affiliations, those with no faith practice, and those who are curious and seeking. Our community strives to support and uplift a culture of respect where differences are valued. 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 Meditation Room, the larger duPont chapel sanctuary, the smaller Meditation Chapel, a comfortable space for small groups inside the Gordh Room, and a vibrant Food Pantry, which is open to all for use. All religious and spiritual traditions and observances are welcome in the building and for campus programs. Students are encouraged to use the spaces for personal or communal reflection, meditation, and prayer. Spaces in this building may also be reserved for student programs and events. Religious observances are also opportunities for connection, and students are able to provide direct feedback for this calendar of events through volunteer time as an Interfaith Advocate. The Interfaith Advocate program provides students training in spiritual leadership as they serve as peer support and advocates for religious diversity on campus. Those interested in applying to become an Interfaith Advocate may ask the chaplain for an application.

The University Chaplain serves as the spiritual leader of the community and as the advisor to Freya, the Interfaith Advocate cohort, and the Mind, Body and Spirit House. Regularly scheduled programs include weekly communion, interfaith religious holidays, a mindfulness crafting group, informative workshops on interfaith topics, 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, loss, spiritual discernment, or stress management.

In the Fall, the office of Interfaith Belonging hosts the Interfaith Resource Fair to introduce the community to the many places of worship located in Roanoke with engagement opportunities available to students. Students interested in attending a spiritual community in Roanoke may also call the chaplain at 540-362-6665. A list of area congregations and transportation options is available in booklet form in the chapel lobby.

Students are encouraged to express their ideas and spiritual needs to the University Chaplain and interfaith advocates. Together, we can create a robust and spiritually integrated community that equips students for a life strengthened by their own spiritual practices.

Student Activities and Organizations

The Hollins Activity Board (HAB), in coordination with the Office of Student Activities and Organizations, is responsible for creating on-campus events and co-curricular activities for students and their guests. In addition, the Manager of Student Activities and Organizations serves as a resource and advisor to student groups planning events. All performance contracts must be submitted for approval and signed by the Manager of Student Activities and Organizations. Students are encouraged to submit ideas for events and activities to HAB for consideration. In support of HAB and in accordance with the mission of the Office of Student Success, Well-being, and Belonging, 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, social engagement, well-being and belonging.

Joint Fundraisers with Not-for-Profit and For-Profit Organizations Outside of Hollins

All fundraisers in conjunction with a Not-for-Profit and/or For-Profit Organization outside of Hollins conducted on campus by students for the purpose of funding student organizations must be approved by the Vice President for Institutional Advancement via the Manager of Student Activities and Organizations. Students can work directly with the Manager of Student Activities and Organizations to secure this approval. This is to ensure compliance with Hollins University's non-profit status. All information will be shared with the club coordinator and the SGA treasurer.

Study Abroad (Undergraduates)

The Global Learning Hub office, located in Turner, supports students interested in studying abroad. Offering over 20 programs, Hollins sponsors study abroad programs on all continents (save for Antarctica), and many programs offer international internships as well. The Global Learning Hub staff members are available to advise students of all disciplines on the opportunities they have through study abroad programs and are here to help students complete the application process and prepare students for their study abroad experience. Additional information is also available on the website (<https://studyabroad.hollins.edu/>). Study abroad travel awards are available for semester, J-Term and/or faculty-led programs. Students should feel free to drop by or set up an appointment if they have questions or need advice.



Student Code of Conduct: Social Responsibility and Academic Integrity

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.

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 behavior that infringes on the rights 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. Behavior that demonstrates a lapse of integrity includes but is not limited to:

- Dishonesty in any phase of university life;
- Violations of University policies and regulations.

The Student Conduct Process and Violation of the Law

The student conduct process at Hollins University is not intended to be a punitive process. Rather, it exists to support the interests of the community and to educate. The student conduct process is quite different from criminal and civil court proceedings. The standard of proof is “preponderance of the evidence” (meaning more likely than not). Therefore, when a student is in violation of federal, state, and/or local laws, the University may take action against that student when the conduct occurs on Hollins University property, at a Hollins University-sponsored event/activity, or off-university property. 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. In such cases, while criminal charges are being decided, the University might not be able to start its own investigation or hold a student conduct hearing right away. The University may wait until it has enough information to move forward; however, this does not mean the University can’t take immediate actions, like suspending a student.

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

Please note, conduct records are educational records. If a student is found to be in violation of a University policy, the records will be kept for seven years from the date of the incident.

Jurisdiction Over Student Conduct

Students are expected to read and abide by the policies and regulations set forth in the Student Handbook, catalog, or other posted University policies and regulations. The student conduct process applies 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 and University policies 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 the 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 and University policies apply to guests of community members, whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Hollins University may initiate grievances for violations of the Student Handbook committed against them by members of the Hollins University community.

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.

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 Graduate Program and Continuing Studies Director. 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:

- Dishonesty in any phase of University life;
- 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 deceives or misleads 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 honesty.
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 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 or Director of Graduate Programs assumes the role of the Conduct Coordinator. The other exception is the replacement of the Honor Court, Student Conduct, and the Appeal Board with 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 Dean of Students, Assistant Dean, and Director of Housing and Residence Life may be consulted as a resource for the manager and/or Director of Graduate Programs 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 Dean of Students, Assistant Dean, and Director of Housing and Residence Life serve as the

Conduct Coordinators to 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 Student Conduct Council 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, 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 Dean of Students (undergraduate students only), or the Manager and/or Director of Graduate Programs (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 Dean of Students (undergraduate students only), or the Manager and/or Director of Graduate Programs (graduate students only).

For individuals filing a report, a meeting can be arranged with the Board Chair and/or Conduct Coordinator (Manager and/or Director of Graduate Programs for Graduate Students).

Timeline Guidelines for the Conduct Process

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 page 80 for further details.

1. Complaints must be reported within seven business days of the incident occurring or of the complainant's knowledge of the incident.
2. The Dean of Students or Assistant Dean (Manager of Graduate Programs 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.

3. If the Dean of Students or Assistant Dean (Manager of Graduate Programs for Graduate Students), in consultation with the Board Chairs determine that the complaint warrants official charges, the Dean of Students or Assistant Dean (Manager of Graduate Programs 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 Dean of Students or Assistant Dean (Manager of Graduate Programs for Graduate Students), or their designee.
4. If the respondent does not meet with the Dean of Students or Assistant Dean (Manager of Graduate Programs 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.
5. 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.
6. 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.
7. The Dean of Students or Assistant Dean (Manager of Graduate Programs for Graduate Students) and the Board Chairs have 10 business days to review the appeal.
8. If the Dean of Students or Assistant Dean (Manager of Graduate Programs for Graduate Students) and the Board Chairs 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.
9. 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 Dean of Students or Assistant Dean (Manager of Graduate Programs 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 80.

If the Dean of Students or Assistant Dean (Manager of Graduate Programs 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 Dean of Students or Assistant Dean (Manager of Graduate Programs 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 Dean of Students (Manager of Graduate Programs 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 Dean of Students or Assistant Dean (Manager of Graduate Programs 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 in the event that the University needs to delay the date of a hearing, the respondent will be sent a notification of the new hearing at least three business days prior to the new hearing date.

Resolution of the Conduct Process

During the meeting with the respondent, the dean of students or assistant dean (manager of graduate programs 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 are the result of an unresolved 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 a 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 Dean of Students or Assistant Dean, or their designee. The sanction would be decided by the Dean of Students or Assistant Dean, or their designee. At the conclusion of the hearing with the Dean of Students or Assistant Dean, or their designee, the respondent will be notified in writing of the sanction(s) and necessary timeline to complete said sanction(s). Please note, these resolution meetings are not to be recorded by any parties involved.

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 or via hard copy through the mail.
4. The respondent and complainant have 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 and complainant are 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 or complainant. 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 80.
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 Dean of Students or Assistant Dean (Manager of Graduate Programs for Graduate Students) within one business day after receipt of the hearing notice. The Board Chairs and Dean of Students or Assistant Dean (Graduate Student Conduct Council and Manager of Graduate Programs 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 determined or the respondent admits responsibility. 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.
16. In cases involving inactive students, the University reserves the right to provide written notification for the individual to appear for a hearing or to hear the complaint upon their return as an active student.
17. Please note, these hearings are not to be recorded, in any way, by any parties involved.

Records

Confidential conduct records will be kept by the Dean of Students or Assistant Dean (Manager of Graduate Programs for Graduate Students) for seven years from the date of the incident. Results of the decision will go to the respondent and may go to the complainant. For undergraduate students, a statistical report may be presented each term to the Senate by the chairs. The Dean of Students or Assistant Dean (Manager of Graduate Programs for Graduate Students) and the Director of Campus Security will complete any required state and/or federal reports regarding conduct records. Due to Virginia law and Hollins University Harassment Policy, in situations where a student is suspended, permanently dismissed, or withdraws from the institution while under investigation for an offense involving sexual violence, a notation may be made on the student's transcript.

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 or

the original sanction is not completed.

- 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.
- Letter of Explanation: As determined by the sanctioning body, the respondent may be required to write a letter of explanation to the complainant or impacted party. This letter will explain why conduct fell below University standards and expectations, and how the respondent will change behavior going forward to avoid potential violations in the future. The goal is the rebuilding of trust.
- 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 Agreements/Order: Prohibition against having any form of contact with another student for a defined period of time. Such contact includes in-person communications, telephone calls, emails, 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 Dean of Students or Provost, 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 Dean of Students or Provost, 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 Dean of Students or Provost, depending on the nature of the violation.
- Other: Other reasonably constructed sanctions as deemed appropriate by a hearing body/officer.
- Failure to complete sanctions prior to the student leaving the University may result in an immediate fine of \$100 and/or a possible new conduct charge.

Required Sanction: Honor Code

Two Week Follow-Up: In all cases involving academic dishonesty where the respondent was found responsible, in addition to other possible sanctions, the respondent will be required to meet a minimum of twice with the Honor Court Chair and Dean of Students or Assistant Dean. These meetings do not need to be in sequential weeks, but must be completed in a reasonable length of time. Within these two meetings, the student will actively answer these two questions: "What behaviors or actions have you changed?" and "What can you continue to do in the future that will prevent academic dishonesty from happening again?" Before the first meeting, the responsible student will have to show how they are actively changing their course of study through visiting tutoring, meeting with the teaching assistant, attending office hours with assistant or professor, scheduling a meeting with a Student Success Coach or the Student Success Coordinator, or other campus resources as previously discussed in the meeting with the Dean of Students or Assistant Dean. During the second meeting, the student will present the Honor Court Chair and Dean of Students or Assistant Dean with a future plan that they will continue to follow throughout their duration in the class with which they were found responsible for academic dishonesty in. Should the academic honor code violation take place during the Fall or Spring finals weeks, the HCA Advisor and student will set up a meeting to discuss future plan of action.

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 to the Housing and Residence Life Office, 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 Dean of Students or designee. Expelled respondents are not permitted to be on campus at any time without prior written permission from the Dean of Students or designee. Any exceptions to this policy must be authorized by the Dean of Students (provost 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 Conduct Coordinator (Manager of Graduate Programs for Graduate Students) or designee
- the Dean of Students (Provost 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. These special circumstances include but are not limited to, reports arising out of major University-sponsored events (e.g., Ring Night, Fall Formal, and Spring Cotillion), or the time frame in which a violation occurred. These cases 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 conduct matter under such circumstances, the Dean of Students, Assistant Dean, 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 Dean of Students, Assistant Dean, or their representative will hear the case.

To facilitate the prompt adjudication for a campus conduct matter under such circumstances for graduate students, the Manager of Graduate Programs may organize an administrative hearing. An appeal resulting from the administrative hearing will be handled by the Provost or the Dean of Students. 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)

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 grounds as listed below. Appeal requests must be submitted in writing to the Dean of Students or Assistant Dean (Manager of Graduate Programs 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 Dean of Students or Assistant Dean (Manager of Graduate Programs for Graduate Students) and the board chairs 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 Provost for Honor Code Violations and to the Vice President for Student Success, Well-being, and Belonging for student conduct code violations. Please note, these hearings are not to be recorded by any parties involved.

If a new hearing is recommended, an alternate board, council, administrative hearing officer, or special circumstances process 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 may result in action by the conduct bodies of Hollins University.
2. 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 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 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 question the witnesses or make statements during the meeting and/or hearing.

8. 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.
9. Witnesses may be called by the board, hearing officer, or parties involved. The presiding hearing chair will make the determination regarding whether a witnesses' statement is relevant and/or admissible.
10. 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.
11. The respondent may remain silent, though present, at conduct hearings, and such silence will not be construed as an admission of responsibility.
12. 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.
13. The respondent will receive 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.
14. 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 keeping their physical and 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.
15. 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 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, there are four branches that include elected and appointed student representatives who are leaders that implement 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 the SGA page on **my.hollins**. The SGA office is located in the lower level of the Moody Center.

Officers

Roundtable (Chaired by SGA President):

SGA Vice President

SGA Secretary

SGA Treasurer

Academic Policy

HAB Chair

Club Coordinator

BIPOC Support and Action Chair

Class Presidents

Honor Court

Student Conduct Council

Appeal Board

Athletic Chair

Social Media Coordinator

International Student Support and Action Chair

Hollins Activity Board (chaired by HAB Chair):

Formal Events Chair

Novelty Chair

HAB General Members

Performance Arts Chair

Traditions Chair



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/societies 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/societies 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 supplement 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 and Latinx 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
Kappa Delta Pi - International honor society in education

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

Organizations Open to All Undergraduates

All SGA-funded organizations welcome new members. If you are interested in joining one of them, contact the SGA Club Coordinator or the manager of student activities and organizations. Throughout the academic year, clubs may activate and deactivate. A list of currently recognized clubs can be found online or through the office of student activities and organizations.

Other Ways to Become Involved

Many other opportunities exist for involvement at Hollins. Students assist with admissions, fundraising, 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.
- Athletics.
- Choir and other musical groups.
- 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.
- HU Connect Guide - Upper-class student guides who work closely with new first-generation and low/limited income students, BIPOC, and international students participating in the HU Connect program. Additionally, HU Connect Guides support the new students throughout the academic year to build relationships, connect with valuable resources, and learn important tips for success. The guides answer questions and provide encouragement to help new students grow in confidence, increase their sense of belonging, and become campus leaders.
- 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 residence hall room, act as campus tour guides, and contact prospective students to help them get an accurate view of student life on campus.
- Orientation Team Leaders (O-Team) - O-Team Leaders serve as peer mentors to new students throughout the academic year. Applications are available in the spring from the Assistant Dean of Students.
- 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.
- Specialty Housing - See page 51.
- Student Success Leaders (SSLs) - Are upper-class students who serve in the first-year foundations classes and are peer mentors to new students throughout the academic year. Applications are available in April from the chair of the first-year foundations program.
- Theatre productions.

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, the Hollins Activities Board (HAB), and the office of Student Activities and Organizations. Currently, 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 working to sponsor a campus event, that an individual seeks out the HAB committee chair that would likely work with the event. For example, if an individual would like to bring a speaker or a local band to campus, work with the Performance Arts Chair. When appealing to clubs or organizations, it is best to work with clubs whose mission and interests closely match 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)

The following facilities are available:

- Main Gymnasium (basketball, badminton, walking, indoor soccer, volleyball).
- Charlotte Fox Climbing Wall (available only under supervision).
- The Gymnasium (tennis, golf, dance, volleyball, walking, Ping-Pong, even kick-ball). This facility is only limited to the imagination.
- Movement Lab (dance, exercise, yoga, and more).
- Weight Room (a variety of free weights and resistance machines, 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 Christine Powell at 540-362-6225 or filling out an online request through Mazevo: **my.hollins** > “Book an Event/Meeting Space” (under “Quick Links” on the right) > “Add a New Event (Mazevo).”

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	Tennis
Cross Country	Track and Field
Equestrian	Volleyball
Soccer	Flag Football (starting Spring 2025)
Swimming	

Riding

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

Hollins Outdoor Program (HOP)

HOP provides opportunities for 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 undergraduate students at Hollins who are interested in outdoor leadership. The goal of this program is to provide training for leaders in adventure recreation. The certification process includes components of an Expedition Style wilderness leadership course, 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 during which each student will have the capability to learn and develop their decision making, technical skills, and personal outlook through hands-on experience. Each student who completes the HOLC program will graduate with at least two nationally recognized certifications and necessary experience if they wish to pursue an education or career in outdoor leadership.

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.

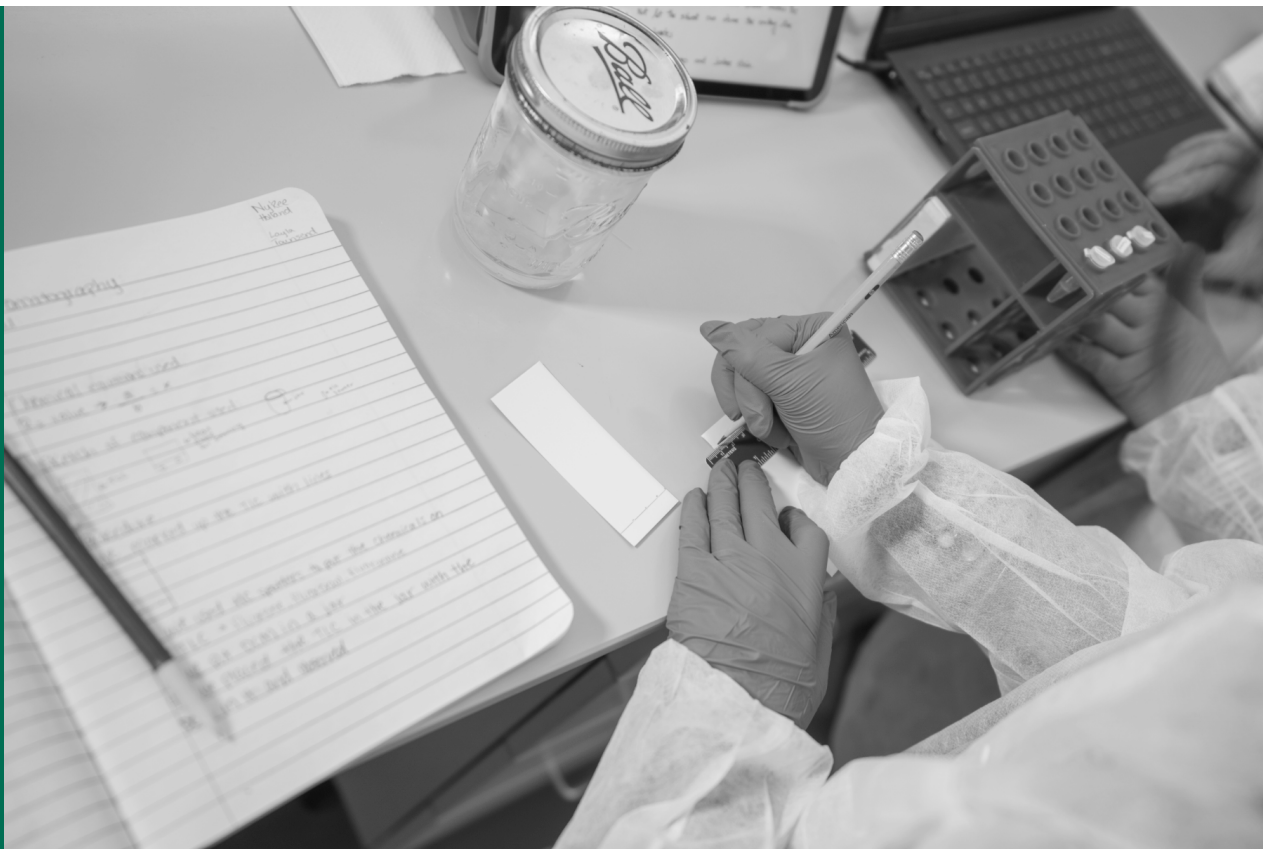
For more information about Carvins Cove, please call 540-563-9170 or visit [**www.westernvawater.org**](http://www.westernvawater.org).

Carvins Cove Usage Opportunities

All present students, faculty, and staff are eligible to enter the Cove free of charge as long as they have and present a Hollins ID card. Usage includes: unlimited hiking, biking, picnicking during normal park operating hours, and personal boat launching. Individuals are expected to pay for any boat rentals 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 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.



Emergency Prevention and Response Procedures

XIV. Emergency Prevention and Response Procedures

This guide contains selected policies and procedures pertaining to campus emergencies. The University's complete Emergency Actions Guide may be found on **my.hollins** > Departments and Offices > Campus Security > Policies, Forms, Documents, and Procedures > Emergency Management > Emergency Actions Guide.

Emergencies

For an on-campus emergency, call Campus Security at x6911 (540-362-6911 from a cell phone or off campus). The 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. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond.

Emergency Call Boxes:

- Hollins has 14 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 and 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 at the Moody counter when on duty from 6:30 pm - 8:30 pm. RAs on duty may be contacted through 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, including during the summer. 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.

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.
- 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 Sexual and Domestic Violence Action Alliance (800-838-8238) is a 24-hour hotline for Virginia residents offering support and connections with local resources.
- Virginia Sexual and Domestic Violence Action – LGBTQ (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

Omnilert (formerly e2Campus) is a mass notification system that can alert members of the Hollins community with text messages on their cell phone, an email, 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 closure due to inclement weather, an alert message will be sent out to any text-capable device, such as a mobile phone, or an email-

address a user has registered with the system. Multiple addresses can be entered.

To register, please go to: **<https://hollins.omnilert.net>**. 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 Omnilert 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 (PCs or Macs), there is also a desktop version of the Omnilert app available for both students and parents, which will 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: **<https://download.omnilert.io/oda/latest/Omnilert.msi>**

For Mac Users: **<https://download.omnilert.io/oda/latest/Omnilert.dmg>**

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.

Emergency Response/Transporting - On Campus Property

In cases where a student needs to be transported to the hospital for a medical emergency, please contact Campus Security at 540-362-6911. The individual who needs assistance or the person calling may dial 911 but it may take Roanoke County EMS longer to respond to your location.

Once Campus Security/EMS is contacted, they will arrive at the location as quickly as possible. Campus Security will also contact the Housing and Residence Life professional staff member on call. That staff member will report to the scene and, if needed/wanted, will follow the ambulance to the hospital to ensure the student in crisis has additional support. Additionally, the emergency contact person listed in HIS for the individual being transported may be contacted.

If medically possible, Roanoke County EMS will consult with the student(s) in regards to their need to be medically transported. Please note that Hollins University employees will not transport students to/from medical facilities.

When the student is ready to return to Hollins, they have the following options:

- Have a friend or family member bring them back to campus.
- Take an Uber or Lyft ride.
- Use a local cab company.

Please note, it is appreciated if the student calls Campus Security and informs them that they have returned to campus.

Emergency Response/Transporting - Off Campus

If a student(s) needs assistance and they are off campus, including on Williamson Road, please dial 911 as EMS will be able to respond. Also, EMS/police will not notify Hollins of the medical emergency/crisis. If the student(s) wants to ensure Hollins has this information, it is the student(s) responsibility to contact Campus Security. If Hollins is informed of the situation/incident, we will do what we can to support the student.

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, 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 of any kind, including the use of electronic cigarettes or vaporizers, is prohibited in all student housing. When smoking products outside of residence halls and apartments, please ensure smoke does not go into student windows. If asked to relocate, please do so respectfully. Use of marijuana is not permitted on campus.
- *Prohibited Items:*
 - o *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. University-provided irons are available for student use in laundry areas. Under no condition are students permitted to alter existing wiring.
 - o *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.
 - o *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.
 - o *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.
 - o *Limitations on Room Decoration:* Items are prohibited to hang from ceilings and exposed pipes. Live trees are prohibited.
 - o *Hoverboards:* Hoverboards, Segways, IO Hawks, Skywalkers and/or other similar devices are prohibited.
 - o Please note, this list may change at any time if needed.

Safety:

- *Availability and Location of Fire Safety Equipment in Student Housing Units:*
 - o *Smoke Alarms:* Smoke alarms are present in all residence hall bedrooms, kitchens, hallways, and stairwells. In the Village Apartments, one smoke alarm is present on each floor of the unit. If a smoke alarm is activated in residence halls or the Village Apartments, the alarm will alert the Campus Security Dispatch Center.
 - o *Fire Suppression Systems:* Automatic sprinkler systems are installed in the following residence halls: Carvin, East, French House, Main, Rose Hill, Sandusky, Apartment Village, and West.
 - o *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 Village Apartments have a fire extinguisher located in the kitchen of the unit.
 - o *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.

- o *Hallway Doors:* Keep hallway doors closed at all times. Never prop them open.
- o *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 \$100 fine for the first offense and higher amounts for additional offenses.
- o *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 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.
- o *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 and turn** 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. Take time to identify alternate paths to exit the building, noting the location of all stairwells.

Building Evacuation Assembly Locations:

- | | |
|---------------------------|--|
| • Hill Houses – Back Quad | • Tinker – Tinker Beach |
| • Main – Back Quad | • Randolph – Tinker Beach |
| • West – Front Quad | • Apartment Village – East Parking Lot |
| • East – Front Quad | |

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 they or you are in immediate danger of further injury.

Power Outages

Report the outage to Facilities Management (540-362-6485) during business hours. After hours, contact Campus Security (540-362-6419).

1. 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.
2. 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/light on your phone and watch for hazards in your path.
3. If you need to exit or evacuate the building, do so with caution and remain calm.
4. Unplug computers and equipment during the outage, especially if not connected to a surge protector.
5. Keep 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, via email, 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, Omnilert, or Emergency Responders.

Hollins University Academic Calendar 2024-2025 (updated: 8/19/2024, subject to revision)

Fall Term		Spring Term	
International Student Arrival	Tue: Aug 27	Registration and Drop/Add	Fri: Jan 31
New Students Check-In	Sat: Aug 31	Classes Begin	Mon: Feb 3
New Student Orientation	Sat: Aug 31-Tues: Sept 3	Session 1 dates	Mon Feb 3 - Fri Mar 14
Returning Students Arrive	Sun-Tues: Sept 1-3	Last Day to Add a Class	Mon: Feb 10
Labor Day	Mon: Sept 2	Presidents Day (classes in session)	Mon: Feb 17
Class Registration and Drop/Add	Tue: Sept 3	Hollins Day	Thu: Feb 20
Opening Convocation	Tue: Sept 3	Board of Trustees Meeting	Thu-Sat: Feb 20-22
Fall Classes Begin	Wed: Sept 4	Last Day to Declare P/F/AU	Mon: Mar 3
Session 1 dates	Wed Sep 4 - Tue Oct 22	Last Day to Drop w/out W grade	Mon: Mar 3
Last Day to Add a Class	Wed: Sept 11	C3: Career Connection Conference	Fri: Mar 7
Fall Graduation Date	Tue: Oct 1	Spring Recess (no classes)	Mon-Fri: Mar 24-28
Last Day to Declare P/F/AU	Wed: Oct 2	Session 2 dates	Mon Mar 31 - Fri May 9
Last Day to Drop w/out W grade	Wed: Oct 2	Last day to Withdraw from a Class	Mon: Apr 7
C3: Career Connection Conference	Fri: Oct 11	Fall Term Advising (undergraduate)	Mon-Fri: Apr 21-25
Fall Break (no classes)	Thu-Fri: Oct 17-18	Fall Term Registration (undergrad and grad)	Begins Mon: Apr 28
Session 2 dates	Wed Oct 23 - Thu Dec 12	Honors Convocation	Tue: May 6
Board of Trustees Meeting	Thu-Sat: Oct 24-26	Last Day of Classes	Fri: May 9
Last day to Withdraw from a Class	Wed: Oct 30	Reading Day	Sat: May 10
Family Weekend	Fri-Sun: Nov 1-3	Spring Term Examinations	Sun-Tues: May 11-13
Short/Spring Term Advising (undergraduate)	Mon-Fri: Nov 4-8	Grades Due for Graduating Students	Wed: May 14
Short/Spring Term Registration (undergrad and grad)	Begins Mon: Nov 11	Grades Due for Non-Graduating Students	Thu: May 15
Thanksgiving Recess (no classes)	Mon-Fri: Nov 25-29	Board of Trustees Meeting	Thu-Sat: May 15-17
Last Day of Fall Classes	Thu: Dec 12	Commencement	Sun: May 18
Reading Day	Fri: Dec 13	Memorial Day	Mon: May 26
Fall Term Examinations	Sat-Wed: Dec 14-18	Reunion	Fri-Sun: May 30-Jun 1
Winter Break Begins	Thu: Dec 19		
Grades Due	Sat: Dec 21		

Short Term

Short Term Begins	Mon: Jan 6
Last Day to Drop/Add	Wed: Jan 8
Martin L. King Jr. Day (classes in session)	Mon: Jan 20
Short Term Ends	Fri: Jan 31
Grades due for short term seminars	Fri: Feb 7
Grades due for internships, ind. studies	Mon: Feb 24

Summer Term

Dance Summer Session	Mon: Jun 9 - Fri: Aug 1
Juneteenth Holiday (classes in session)	Thu: Jun 19
Summer Term Begins	Mon: Jun 23
Independence Day (classes in session)	Fri: Jul 4
Summer Term Ends	Fri: Aug 1
Grades Due	Mon: Aug 11

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Notes

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Notes

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HOLLINS

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