

May 2018
Graduate Student Handbook

This Graduate Student Handbook belongs to:

Name: _____

Address: _____

Phone: _____ Email: _____

Honor Code

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

Honor Code Pledge

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

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

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

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

Who Do I Contact?

The Question	The Answer	Email	Phone Number
Academic Advising	MA/MFA in Children's Literature, Amanda Cockrell	acockrell@hollins.edu	540-362-6024
	MFA in Creative Writing, Thorpe Moeckel	tmoeckel@hollins.edu	540-362-6427
	MFA in Dance, Jeffery Bullock	jbullock@hollins.edu	540-362-6429
	M.A.L.S., Humanities concentration, Larry Becker	lbecker@hollins.edu	
	M.A.L.S., Interdisciplinary Studies concentration, Edwina Spodark	espodark@hollins.edu	540-362-6310
	M.A.L.S., Leadership concentration, Ed Lynch	elynych@hollins.edu	540-362-6475
	M.A.L.S., Social Sciences concentration, Jong Ra	jra@hollins.edu	540-362-6448
	M.A.L.S., Visual & Performing Arts concentration, Jennifer Anderson	andersonjd2@hollins.edu	540-362-6521
	MFA in Playwriting, Todd Ristau	tristau@hollins.edu	540-362-6386
	MA/MFA in Screenwriting & Film Studies, Tim Albaugh	albaugh@hollins.edu	540-362-6421 (summer only)
	M.A.L.S., M.A.T. & M.A.T.L., Lorraine Lange	langel@hollins.edu	540-362-6576
Academic Transcripts	Registrar	registrar@hollins.edu	540-362-6016
Admission	Cathy Koon, Manager of Graduate Services	ckoon@hollins.edu	540-362-6326
Bills/Accounts/ Outstanding Balances	Ellen White, Accounts Receivable Coordinator	ewhite@hollins.edu	540-362-6471
Bookstore (Virtual)		www.ecampus.com/hollins	540-362-6661

Calendar of Events		my.hollins.edu	
Campus Security		dispatch@hollins.edu	540-362-6419
EMERGENCY			540-362-6911
Career Center	Karen Cardozo, Director	careercenter@hollins.edu	540-362-6364
Change of Name/Address	Joanna Schroeder, Graduate Studies Administrative Assistant	jschroeder@hollins.edu	540-362-6257
Computer Labs/Hollins Computer Account Problems	IT Services Help Desk	Help_desk@hollins.edu	540-362-7777 (540-362-6538 off-campus)
Degree Requirements	Cathy Koon, Manager of Graduate Services	ckoon@hollins.edu	540-362-6326
Drop/Add Course	Cathy Koon, Manager of Graduate Services Dawn Barnett, Assistant, Graduate Services Joanna Schroeder, Administrative Assistant, Graduate Services	ckoon@hollins.edu	540-362-6326
		dbarnett@hollins.edu	540-362-6575
		jschroeder@hollins.edu	540-362-6257
Facility Reservations	Chris Powell, Director, Special Programming	cpowell@hollins.edu my.hollins.edu	540-362-6225
Financial Aid	Scholarships & Financial Assistance	sfa@hollins.edu	540-362-6332
Food Service (Meriwether Godsey)	Lee McMillan, Director of Dining Services	lmcmillan@hollins.edu	540-362-7450
Graduate Studies	Cathy Koon, Manager of Graduate Services	ckoon@hollins.edu	540-362-6326
Guest Housing Barbee House or Alumni Cottage	Brittany Foutz, Coordinator, Special Programming	bfoutz2@hollins.edu	540-362-6021
Gymnasium	Myra Sims Director, Athletics	simsms@hollins.edu	540-362-6435
Health & Counseling	Phyllis Isaacs, Director	isaacspj@hollins.edu	540-362-6444
Hollins Store	Karen Callaway, Manager	bookstore@hollins.edu	540-362-6661
Honor Code Concerns	Cathy Koon, Manager of	ckoon@hollins.edu	540-362-6326

	Graduate Services		
Housing & Residence Life (Academic Year)	Melissa Hine, Assistant Dean of Students, Director of Housing & Residence Life	hinemd@hollins.edu	540-362-6281
Housing (Summer)	Cathy S. Koon, Manager of Graduate Services	ckoon@hollins.edu	540-362-6326
ID Cards	University Security	dispatch@hollins.edu	540-362-6501
Leave of Absence	Cathy S. Koon, Manager of Graduate Services	ckoon@hollins.edu	540-362-6326
Library Information	Library tab on main page	my.hollins.edu	540-362-6591
Mailing Services	Liane Cundiff, Site Manager Dana Holdren, Service Specialist	cundiffm@hollins.edu print-mail@hollins.edu	362-6509 362-6509
Media Services	Gabe Simpkins, Manager Media Services	gsimpkins@hollins.edu	540-362-6235
New Student Orientation	Cathy Koon, Manager of Graduate Services	ckoon@hollins.edu	540-362-6326
Operator			540-362-6000
Parking	University Security		540-362-6501
Phone Directory		my.hollins.edu	
Printing	Liane Cundiff, Site Manager Melissa Elkin, Technical Specialist	cundiffm@hollins.edu print-mail@hollins.edu	540-362-6044 540-362-6044
Student Health Insurance		https://www.gallagherstudent.com/hollins	
Student Judicial Process (graduate students)	Cathy Koon, Manager of Graduate Services	ckoon@hollins.edu	540-362-6326
Title IX Coordinator	Alicia Godzwa, Director, Human Resources	agodzwa@hollins.edu	540-362-6070
Transfer of Credit	Graduate Program Director or Cathy Koon, Manager of Graduate Services	ckoon@hollins.edu	540-362-6326
Weather Info Line			540-362-6400
Withdrawal from University	Cathy Koon, Manager of Graduate Services	ckoon@hollins.edu	540-362-6326

Writing Center	Brent Stevens, Writing Center Director	hstevens@hollins.edu	540-362-6335 540-362-6387
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On-Campus/Roanoke Resources

On Campus

Hollins Campus Emergency	540-362-6911
Hollins Campus Security	540-362-6419
Hollins Campus Directory	540-362-6000
Hollins Health & Counseling Center	540-362-6444
Hollins CASA (Sexual Assault Assistant Program on Campus) (academic year only)	540-362-6817
Hollins University Chaplain	540-362-6665

ROANOKE VALLEY

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

NATIONAL

Crisis Text Line	741-741
National Eating Disorders Association (NEDA)	1-800-931-2237
Narcotics Anonymous	1-800-777-1515
National Suicide Prevention Lifeline – 24 HR	1-800-273-8255
U.S. Poison Control	1-800-222-1222

General Information

I. General Information

The Hollins Graduate Student Handbook includes information about university programs and policies. The provisions of this handbook are effective August 22, 2017, 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 Graduate Student Handbook can be found on the Graduate tab on [my.hollins](#). Additionally, the 2017-2018 graduate academic catalog is online and students are responsible for that information as well.

Hollins University Mission Statement

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

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

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

Non-Discrimination Policy

Hollins University is an independent, privately-supported institution committed to providing a liberal arts education to qualified students regardless 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, call the director of human resources/Title IX Coordinator at 362-6660 or hollinshr@hollins.edu.

Hollins University graduate programs are coeducational. Needs of students vary widely and University administrators, faculty, staff and students do their best to support all Hollins students.

Hollins Traditions

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

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

Tinker Day: This surprise holiday occurs sometime during the fall semester. Early that special morning, graduate students who have requested notification or who have a class that day are called. Classes and meetings prior to 4 p.m. are canceled and everyone who wishes to participate hikes to the top of Tinker mountain. Once there, the festivities include class skits, songs, fried chicken and Tinker cake. The schedule for Tinker Day is:

- 6:30 a.m. Calls go out to off-campus students who desire notification
- 7:00 a.m. Chapel Bell Ringing
- 7:30 a.m. Doughnuts in the Dining Hall
- 8:30 a.m. Chapel Bell Ringing
- 8:45 a.m. President's Proclamation on the Front Steps of Main (All Participants Gather)
- 8:55 a.m. Class songs on main front steps
- 9:30 a.m. Forward March!
- 11:30 a.m. Picnic Lunch
- 12:30 p.m. Class Skits
- 2:00 p.m. Descend the Mountain
- 4:00 p.m. Evening Classes and Meetings Resume

Tinker Day Rules to help make the day a success:

- Day classes are cancelled. Classes and meetings resume at 4 p.m.
- No pets are permitted on the hike/mountain. 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, 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.
- Lock your room or apartment before you leave for the hike.

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 yourself. 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 a.m. from the loading dock. If you are unable to climb the mountain due to medical reasons and will need a ride, call Health Services (540-362-6444).
- Graduate students who would like to receive a call the morning of Tinker Day should contact the Graduate Studies Office.

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

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

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.

Academic Life and Guidelines

II. Academic Life and Guidelines

Information about academic regulations pertaining to graduate students can be found in the graduate catalog.

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.

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 graduate judicial system, please refer to "IX. Student Conduct and Social Responsibility."

Advisors for Graduate Students

Graduate students' program directors serve as each student's primary advisor. Through the Master of Arts in Liberal Studies (M.A.L.S.) program advisors are assigned based on students' selected area of concentration.

Class Attendance

Individual faculty members set attendance requirements for their classes and communicate them to the students at the beginning of each term. Students are responsible for all components of the courses in which they are registered, including class participation and daily work. Students are responsible for work missed for any reason.

Graduate students who are absent for longer than one week, for reasons of illness, hospitalization, family or personal emergency, should consult with professor(s) and/or the manager of graduate services. Students should refer to their course outlines, or consult with their faculty members, regarding specific attendance and late work policies.

Disabilities

Hollins University recognizes the special needs of students with disabilities and is committed to providing equal opportunity to all of its degree-seeking students, observing section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act (ADAA) of 2008.

Students with temporary physical or mental impairments should communicate directly with their instructors. However, if a physical or mental impairment is permanent, long-term or substantially limits one or more major life activities, graduate students should contact the manager of graduate services and/or their program director.

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

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

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

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

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

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

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

- For information about learning accommodations, graduate students should contact their program director or manager of graduate services.
- Upon request, a meeting will be arranged promptly between the student and the program director or manager of graduate services to review policies and procedures, to assess the particular situation, and to give guidance about how to proceed.
- A Hollins student will be defined as having a learning or attention disability once she/he provides a substantive report from a qualified professional. The report must provide diagnostic data and recommended accommodations.
- The program director or manager of graduate services will review the documentation to make certain that the accommodations are both supported by the diagnostic data and are reasonable. Reasonableness will be considered both in terms of protecting the integrity of the academic program at Hollins and in terms of economic feasibility. Each student's situation will be considered on its own merits. The university recognizes that disabilities with the same diagnostic label may manifest themselves differently in different students and require different accommodations.

- The program director or manager of graduate services will write a letter specifying the accommodations that have been approved for the student based on the documentation. The program director or manager of graduate services will meet with the student to review the letter. After both student and the program director or manager of graduate services sign the letter, the original will be given to the student and a copy will be placed in the student's file. It is the responsibility of the student to share the letter with his/her instructors at the beginning of the term. The terms of this letter will remain in effect during a student's time at Hollins, unless there is a change in diagnosis and a new letter is required.
- When necessary, the program director or manager of graduate services will consult with a faculty review panel. The purpose of the panel is to determine whether accommodations will actually facilitate the student's learning and also maintain the academic integrity of Hollins. The panel may seek professional advice about disabilities, accommodations, and standards for academic integrity from Health and Counseling Services, appropriate faculty members, or community resources. The student will be invited to meet with the panel.
- Students who encounter difficulties with their accommodations, or have a change in diagnosis should contact the graduate program director or manager of graduate services. If the student has a grievance about an accommodation, an appeal can be made to the Academic Policy Committee, which has final authority.
- For service and assistance support animal requests see page 32.

(References: National Joint Committee on Learning Disabilities (NJCLD), (1988). Letter to NJCLD member organizations. National Association of Student Personnel Administrators (NASPA), (1994). A Student Affairs Guide to the ADA & Disabilities Issues.)

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

Faculty Responsibilities to Students

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

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (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. The following student rights are covered by the act 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 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 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 annual notification of these rights is found in the Graduate Student Handbook and the Graduate Academic

Catalog.

*All or individual directory items may be declared confidential provided written expression is received by the Manager of Graduate Services' office 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, 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 the following 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).

Social security numbers and other personally identifiable information may be used in reporting student enrollment and demographic data on mandated federal and state reports. 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.

Final Examinations

Graduate students enrolled in undergraduate courses may learn that they will be taking an exam through the independent examination system. Faculty members have the choice of giving a final exam during a scheduled time period or allowing the exam to be administered under the independent examination system. To view the times of scheduled exam periods, visit the registrar's web page (schedule of classes → final exam schedule).

The independent examination system affords students the convenience of scheduling final examinations themselves. The independent exam system is run by students and depends on student monitors. Independent exams will be cancelled if at least two monitors are not available. Three testing periods are offered on all but the final day of the five-day examination period: 9:00 a.m. – noon; 2:00 p.m. – 5:00 p.m.; and 7:00 p.m. – 10:00 p.m. On the last day, two exam periods are available (9:00 a.m. to noon; 2:00 p.m. to 5:00 p.m.). Students pick up examinations in Dana 142 fifteen minutes before the examination period begins and proceed to a designated room in the Dana Science Building. At the end of the examination period, the monitor collects the examinations, including any blue/green books that were distributed at the beginning of the exam period. Once students have taken an exam, they must not discuss it with any other students until final exams are concluded.

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

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 program director 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 manager of graduate services who will arrange for the matter to be taken up by the Faculty Review Board. An academic grievances hearing board of two faculty members and two students 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. Selection of graduate students to participate in the review will be chosen 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 VPAA.

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

Registrar's Office

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

Information about the Registrar's Office can be located on the Hollins web site or [my.hollins](http://my.hollins.edu), including academic catalog, schedules of classes, exam schedules, forms for downloading, the academic calendar, and transcript request procedures. The Registrar's Office is located on the lower level of Main. Office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m.

Registration/Transcript Review

Registration for graduate students is handled through the Graduate Studies office. Any changes to students' schedules are handled in that office as well.

In addition to review by the student's program director, transcripts for those planning to graduate are also verified by the Manager of Graduate Services and the Registrar.

Registration Holds

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

- A failure to pay an outstanding financial balance with the Business Office.
- A failure to complete required paperwork for Financial Aid.
- A failure by students living on campus to submit health and immunization records to Health and Counseling Services.
- A failure to follow academic policies (ex., outstanding incompletes, below standard grades, etc.)

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. SAOS forms from graduate courses are kept in the office of the manager of graduate services where graduate students are welcome to review them. Graduate SAOS forms are also available for viewing online (from campus only) at <https://www.hollins.edu/Registrar>.

Transfer Credit

Some graduate programs at Hollins accept transfer credit and others do not. Students enrolled in one of the Children's Literature programs, Screenwriting, Liberal Studies, Playwriting or Teaching programs who have done work at other regionally accredited colleges or universities may request that official transcripts be submitted to Hollins for consideration. The work must be in the area of the degree and the student must have received a grade of "B" or better. The program director reviews the transcript to ensure it is applicable to the student's program of study. If so, the manager of graduate services reviews the transcript to make sure the course(s) meet the basic criterion. If it does, paper work is prepared and submitted to the Registrar's Office for credit to be added to the Hollins transcript. Credits granted for transfer are recorded as a P (pass).

***Please note that since Hollins University classes are four credits, students transferring in credit may have to take a one or two credit graduate independent study or an additional course in order to make up for transfer of any three credit courses.*

Withdrawals, Readmissions and Leaves of Absence

Students who plan to withdraw from Hollins must inform the manager of graduate services.

Regulations governing readmission to Hollins University varies by program. Students who leave the university on their own or who have been withdrawn by the University from the MFA in Creative Writing are not eligible for readmission. The Creative Writing MFA is a two-year full-time program and non-medical leaves are not permitted.

Students admitted to the MFA in Dance are expected to remain enrolled in the program continuously until graduation requirements are met. Occasionally an exception may be made and would have to be initiated by the student with the program director.

Graduate students who have withdrawn from Hollins in good standing or due to medical reasons may be readmitted upon application to the manager of graduate services. Graduate students who have been withdrawn by the University for academic reasons or who have exceeded the time limit allowed for completion of the program may request reinstatement. A new application for admission is required along with the appropriate processing fee and a letter to the program director outlining why the student was unable to complete the degree and an anticipated timeline for completion, if readmitted. Students may also be required to submit updated letters of recommendation. Application materials should be submitted to the Hollins University Graduate Center, Box 9603, 7916 Williamson Road, Roanoke, VA 24020.

The readmission decision is made by the program director in consultation with other members of the department in most cases. In the event a program director and/or department is not familiar with the student petitioning for readmission or is not comfortable making the decision, materials will be submitted to the graduate studies advisory committee for review and discussion. Once a decision is made, the student will be notified by the program director of the committee's decision and given guidance regarding completion of the degree. Cases of readmission should be reported to the graduate studies advisory committee.

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 who will be glad to answer any questions.

Contacts

Circulation Desk – (540) 362-6591

Reference Desk – (540) 362-7465; askref@hollins.edu; IM - askwyndham

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

Archives and Special Collections – (540) 362-6237

University Librarian – (540) 362-6232

Hours	Monday - Thursday	8:00 a.m. – 12 midnight
	Friday	8:00 a.m. – 6:00 p.m.
	Saturday	10:00 a.m. – 6:00 p.m.
	Sunday	12 noon – 12 midnight

Hours vary during holidays, breaks, Short Term, and summer. Changes are published on [my.hollins](http://my.hollins.edu) and the library web page.

Programs and Events

In addition to research assistance, the library regularly provides programs and events for the Hollins community. To make sure services are tailored to the student population, student input is welcome via our Student Advisory Committee, which meets monthly. (Interested graduate students are encouraged to contact the Library Circulation Desk for details about the committee.) You can take in a reading in the Hollins Room, or enjoy one of our documentary film screenings. Like us on Facebook, or follow the library on Twitter or Instagram (@ HollinsULibrary) for the latest news about library services and events.

Computers and Printers

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

Research Help

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

- Reference Desk: The reference desk is located on the main floor of the library and is staffed from 10 am to 9 pm, Monday – Thursday, 10 am to 4 pm on Friday. The staff member at the desk is there specifically to answer your questions!
- Online chat: If you can't come in person, click on the "Ask the Library" button and ask us a question via the chat box on the right side of the page.
- Email: Feel free to email us at askref@hollins.edu with any research or library-related questions.
- By Appointment: Our reference librarians each specialize in a particular subject area and we encourage students to make appointments for one-on-one assistance by contacting their librarian. Every academic department has a designated liaison librarian who is there to help you!
- Phone: You can reach the reference desk at (540) 362-7465.
- Text: Send questions to (540) 999-4821 (standard text messaging rates apply).

Collections and Services

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

Students can check out library materials at the Circulation Desk using their student ID card. Graduate students may check out library books for four months; films check out for 7 days. Materials can be renewed online at <https://www.library.hollins.edu>. Because our mission is to provide access to materials and not charge fees, the library does not charge late fees for most items. Students will pay fees if they lose an item, or return a reserve or recalled item after it is due. All notices from the library are sent via Hollins email, so students should check this account

regularly.

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

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

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

Food and Drinks

The Coffee Commons is a space where students can take a break from studies to refuel with a cup of coffee, cold drink or a snack from the vending machines. The library's Greenberry's Coffee shop is open Sunday – Thursday from 5:30 pm – 9 pm during the fall and spring semesters and serves espresso drinks, drip coffee, cold drinks, and snacks, (*No Cash Accepted*). When Greenberry's is not open, there are snack and drink vending machines available in the same space. You are welcome to bring food or drink into the library – we simply ask that you be respectful of all library spaces and materials, as the library is a shared resource.

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. By exhibiting appropriate behavior, students exercise their personal rights while respecting the rights of others and understanding the balance of living in a community.

Alcohol Use Policy

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

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

For additional information regarding ABC and Virginia laws, refer to <https://www.abc.virginia.gov>.

2. University Policy
 - A. Students of legal drinking age (21) may possess and consume alcoholic beverages on campus in a responsible manner according to established procedures in the following areas:
 - Student residence hall rooms.
 - Other locations on campus that are covered under Meriwether Godsey's catering license.
 - B. Students have one option when organizing events where alcohol is present (excluding student residence rooms), which is to work with Meriwether Godsey, who holds the university's ABC and catering licenses, to provide the alcohol. Students must meet with the director of dining services at least 15 business days before the event to make the necessary arrangements. Security must be present at a catered event where alcohol is served. See the director 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 is not permitted in outdoor, athletic or other areas open to the "public view" on campus. This includes walking on campus or in public locations with an open container of alcohol (can, bottle, cup, etc.).
 - D. No alcoholic beverages may be brought into an event or campus related activity.
 - E. 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.

F. Alcohol may not be given as a prize for any event or contest.

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 judicial system. Please see pages 77-83 for the student conduct process and possible sanctions if found in violation. Under Federal and State law, persons who violate the possession or distribution laws regarding illegal drugs or alcohol, may be charged with misdemeanor and/or felony charges in criminal court. To view additional information, please refer to the Hollins University Annual Security Report for more details.

Alcohol Use in University Housing

1. Follow all Virginia State Laws and University alcohol policies listed on pages 16-18 of this handbook.
2. Alcohol is not permitted in social/TV rooms, hallways, stairwells, and other common areas.
3. No kegs are permitted in university housing.
4. Alcohol IS NOT permitted to be consumed in public view, except as permitted by ABC laws.

Alcohol and Illicit Drug Use Risks

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

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

Poor academic performance:

- Short term memory problems
- Distorted perception
- Difficulty in thinking and problem solving
- Loss of coordination

Involvement in:

- Deviant behavior
- Criminal activity
- Violence

Development:

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

Negative Emotional States:

- Attention deficit disorder
- Anxiety disorders
- Phobias

- Depression
- Suicidal behavior

Increases:

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

Health related:

- Increased heart rate
- Increases chance of heart attack
- Potential to promote cancer (Marijuana smoke contains more carcinogenic hydrocarbons than tobacco smoke)
- Contracting STD's
- Contracting HIV/AIDS
- Contracting viral hepatitis
- Unintended pregnancy
- Injuries from fights, motor vehicle accidents

Health risks associated with alcohol abuse consists of, but is not limited to, the following:

- Injuries caused by car accidents
- Cirrhosis of the liver
- Alcohol-induced liver disease
- Liver cancer
- High cholesterol
- Cardiovascular disease
- High blood pressure
- Heart failure
- Increased calorie intake (obesity/diabetes)
- Stroke

Negative Emotional states:

- Attention deficit disorder
- Anxiety disorders
- Phobias
- Depression
- Suicidal behavior
- Contracting STD's, and if untreated in women, cause of infertility
- Contracting HIV/AIDS

Poor academic performance:

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

Alcohol and Elicit Drug Use Risks cited from: The BACCHUS Network (2009), <https://www.bacchusgamma.org>.

Athletic Facility Usage Policy

The athletic and fitness facilities are for use by Hollins' current students, active and retired employees (including dining and health services employees), and on-campus residents. Facilities are also available for family members of Hollins employees (spouse/partner and dependent children) living in the immediate household and guests who are residing in the Barbee Guest House and Alumnae Cottage. Scheduled classes and athletic events will take priority in facilities scheduling.

Guests of members of the Hollins community may use the facilities on a limited basis (i.e. current students may bring on-campus guests, and on-campus residents may bring house guests). Guests must be accompanied by the community member at all times while using the facilities. The guest is responsible for assumption of liability while

participating in fitness/sport activities.

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

Facilities covered by this policy include Tayloe gymnasium, Mary Moody Northen pool, Funkhouser weight room, Batten tennis courts, putting green turf area beneath the gym, Moody field, and upper athletic practice field. The Main gymnasium courts are reserved for varsity team activities/practices at all times. Due to the required upkeep and maintenance, Moody field and the practice field shall be reserved for varsity sports only. Any outside usage of this field will require a contract through the Director of Special Programs.

The pool is available on a limited basis. Swimming is permitted only when a lifeguard is on duty.

The Charlotte Fox climbing wall is available on a limited basis. Climbing is permitted only when a trained supervisor is on duty. Outside usage of the climbing wall must be approved through the Director of the Hollins Outdoor Program.

Proper attire and footwear are required while using the athletic facilities.

Please bring your Hollins identification card with you, as it may be requested. House guests can obtain a pass Monday – Thursday through the Athletic Administration Office located in Tayloe gymnasium. Please call Wendy Stewart at 540-362-6436 or email her at stewartwa@hollins.edu with any questions.

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

Groups outside the Hollins community wanting to reserve the facilities must sign a contract through the Director of Special Programs. For facilities rentals, outside teams (high school, church, 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 facilities for any type of practice, etc. Any type of use by these groups must be scheduled through the Director of Special Programs.

If you suspect someone is using Hollins University athletic facilities that shouldn't be, please contact Wendy Stewart at 362-6436 or stewartwa@hollins.edu or anyone on the coaching staff. If no one is available in the athletic department, please contact security at 362-6000.

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 graduate students and employees: The university prohibits sexual relationships between employees

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

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

Process

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

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

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

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

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

If a community member feels that he/she has been subjected to sexual harassment, he/she may also file a complaint under the university's Harassment Policy.

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

the individuals will be subject to the policy listed above including disciplinary action.

Contacting Hollins Alumnae/i

Alumnae/i names, addresses, and biographical information are entrusted to the Office of Institutional Advancement by each individual alum 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 except in cases where alumnae/i have already given permission for their names to be listed for student contact (such as with the career center for career networking or internships).

Disruptive Behavior

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

Dissent

See "Policy on Political Activity" on pages 28-29.

Fishing Policy and Procedures

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

Graduation

The graduation fee of \$110 is used to offset the costs of commencement, such as, programs, rentals, sound system, food service, and diplomas. The fee will be charged to the graduating student's account during the term in which the student plans to graduate. 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 are not in good current financial standing will only be able to robe and sit with their class on graduation day, not cross the stage.

Harassment Policy

For the most current policy, including options, resources, and immediate and interim measures for all harassment complaints: go to my.hollins.edu, go to the "Hollins Quick Links" menu in the top navigation bar, select "university Policies" in the drop-down, click "Harassment Policy Information", and then click the Harassment Policy" link; or click this direct link:

<https://www.hr.press.hollins.edu/wp-content/uploads/sites/24/2015/11/Harassment-Policy.pdf>

Title IX Inquiries

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

Policies Governing Confidentiality

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

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

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

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

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

Prohibition Against Retaliation

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

Parallel Investigations with Law Enforcement

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

Definitions

Harassment

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

Sexual Harassment

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

Hostile Environment

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

Hostile Environment 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 victim.

Sexual Exploitation

Sexual exploitation is one party's illegal use of an incapacitated person for sexual purposes for her/his or another's profit or advantage.

Domestic Violence

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

Dating Violence

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

Stalking

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

Retaliation

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

Intimidation

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

Note these additional definitions in relation to sexual activity:

Consent

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

Incapacitation

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

Bullying

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

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

Inform, in writing, the Manager of Graduate Services. Once written documentation has been submitted, the Manager of Graduate Services 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 will 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 expectations throughout the investigation and resolution.

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 my.hollins.edu, go to the "Hollins Quick Links" menu in the top navigation bar, select "University Policies" in the drop-down, click "Policies and Guidelines," and then click the "Whistleblower Policy" link; or click this direct link: <http://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 actions as he/she 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 VP for student affairs and dean of students, director of student activities and orientation, or the assistant dean of students. (Code 1950, 18. 1-71; 1960, c. 358; 1975, cc. 14, 15; 2003, cc. 62, 67; 2014, c. 627.)

Animal Control Policy

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

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

Definitions

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

Nuisance animal is defined as any dog, cat, or other domestic animal, which unreasonably annoys humans, endangers the life or health of other animals or persons, or substantially interferes with the rights of citizens, other than its owner, to the enjoyment of life or property. Such acts of nuisance shall include, but are not limited to the following:

- Damages property other than that of the owner;
- Attacks or disturbs other animals, persons or vehicles by chasing, barking or biting;
- Makes excessive noises including, but not limited to, barking, whining, howling, caterwauling, or crying;
- Create 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, feral hogs, etc.

Applicability

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

Service and Assistance Animal Policy

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 university 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. University 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. University 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 judicial board and a fine of \$100** by the university. Any visitor violating this policy will be subject to being barred from campus. **Reparations for damages caused by someone's pet will be the responsibility of the pet's owner.**

Exclusions

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

Interpretation

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

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

Policy on Illicit Drugs

The university prohibits the possession and use of illegal 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 illegal drugs will be dismissed from the university and may be subject to criminal prosecution by appropriate federal or state authorities. Hollins University does not provide sanctuary from state and federal laws which regulate the use of drugs. Law enforcement agents have jurisdiction on campus, and, with probable cause, reasonable suspicion, or when in possession of the proper documents, may legally make arrests and search any room or building without prior notice to the university. The university cannot protect an accused person from the consequences of an arrest or conviction on or off campus.

Additionally, students may be referred to Student Conduct Council. Please see pages 75-84 for the graduate student conduct process and possible sanctions if found in violation of this policy.

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

University Policy on Political Activity

By its nature, Hollins University shelters and presents a diversity of opinions. Indeed, its freedom from political control rests on the assumption of its social and political objectivity. It is contrary to the purposes and interest of an educational institution to 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 VP for student affairs and dean of students, faculty should contact VPAA, and staff should contact VPFA. Consistent with university policy, if at any time there are concerns about campus safety, Campus Security should be notified.

Posting Policy

Graduate students wishing to post flyers or other materials on bulletin boards or elsewhere on campus should talk with the Manager of Graduate Services before doing so. **Failure to seek permission through the appropriate channels may result in fines.**

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 in front of the Administration Building. Chalking may be removed after the event by Physical Plant.

Other Advertising Options

- To advertise events through the Hollins online calendar at my.hollins.edu, email all event information to Kathy Rucker at krucker@hollins.edu.
- Students wishing to publicize events in the Roanoke community should contact Jeff Hodges, Public Relations Director (jhodges@hollins.edu). Information should be discussed with him three to four weeks in advance of the event.
- If you would like to advertise on Channel 3, email a PowerPoint slide containing all pertinent information to media_services@hollins.edu. Include in your email the last day you would like the slide to show.

Photo/Video Release Statement

Hollins University and its representatives on occasion take photographs and video footage of individuals or groups in public venues and spaces on campus, including but not limited to exterior walkways, performance and athletics areas, and classrooms. This statement serves as public notice of the university's intent to do so and by participating in a program at Hollins University, you grant Hollins University, and its employees and agents, the right to make, use, and publish in whole or in part any recorded footage in which your name, likeness, image and/or voice may be included. Hollins University shall have complete ownership of such recordings in which you or your performance or contribution appears. If you should object to the use of your likeness, image, or voice, you have the right to withhold its release by filling out a form in the marketing office.

Student Health Insurance

Hollins University does not offer health insurance to domestic students for 2018-19. For domestic students interested in acquiring health insurance, please contact individual insurance providers or <https://www.healthcare.gov>. International students are required to have health insurance. The fee for 2018-19 will be \$1,719 and is listed in the cost of attendance for financial aid purposes, and will appear as an additional charge on the student's bill. If a student has comparable student health insurance, they may waive the university health insurance.

Information regarding the Student Health Insurance Plan and the waiver process can be found at <https://www.gallagherstudent.com/hollins>.

International graduate summer students have to provide their own insurance for the summer term. Hollins University does not offer an option for international graduate summer students to purchase health insurance. **All summer graduate students enrolled in the MFA Dance program are required to purchase CISI insurance for the summer term.** This insurance will cover the students' time abroad only.

Service Dogs and Assistance/Support Animals Policy for Students

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

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

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

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

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

Guidelines on Service Dogs

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

Definitions

- **Service Dog:** A service dog is any dog that is specifically trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, or performing other duties. Service dogs are working dogs, not pets. The work or tasks a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.
- **Handler:** A handler is an individual with a disability who receives assistance from a service dog or a personal care attendant who handles the service dog for an individual with a disability.
- **Service Dog in Training:** Consistent with applicable federal and Virginia state law, a service dog in training must be at least six months of age, be housebroken, be on a leash and in a harness, backpack, or vest identifying the dog as a service dog in training, and be accompanied by an experienced trainer. The trainer must be a) wearing a jacket identifying the specific service dog organization they represent or b) be part of a three-unit service dog team, comprised of the trainer, the handler and the service dog in training for on-going training in public areas only.

Hollins Process Regarding Service Dogs

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

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

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

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

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

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

No animal will be permitted in University housing that:

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

Responsibilities of All Service Dog Handlers

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

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

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

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

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

where approved by the Dean of Academic Services.

Responsibilities of Residential Service Dog Handlers

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

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

Access to Campus Areas

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

Removal of Service Dogs

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

Pursuant to Virginia law, any person who knowingly and willfully fits a dog with a harness, collar, vest, or sign, or uses an identification card commonly used by a person with a disability, in order to represent that the dog is a service dog or hearing dog to fraudulently gain public access for such dog pursuant to provisions in Va. Code § 51.5-44 is guilty of a Class 4 misdemeanor and may be charged accordingly.

Guidelines on Assistance/Support Animals

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

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

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

Definitions

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

- **Owner:** An owner is an individual with a disability who has requested the accommodation and has received approval for bringing their assistance/support animal into University housing.

Requesting a Housing Accommodation for an Assistance/Support Animals

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

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

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

The Assistant Dean of Students/Director of Housing and Residence Life will contact the student to schedule an appointment to meet to discuss the decision regarding the accommodation request.

No animal will be permitted in University housing that:

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

Standards for Approved Assistance/Support Animals

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

Dogs

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

Domestic Cats

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

Any Other Animal

- To be considered on a case by case basis.

Responsibilities of Assistance/Support Animal Owners

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

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

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

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

Access to Campus Areas

Residential students who are owners of assistance/support animals are permitted to have their assistance/support animals in their assigned residence hall rooms/apartments. Owners may not take their assistance/support animals into other student rooms/apartments or into any other campus building.

Removal of Assistance/Support Animals

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

Legal References

- Americans with Disabilities Act: <https://www.ada.gov/>
- Frequently Asked Questions about Service Animals and the ADA: https://www.ada.gov/regs2010/service_animal_qa.html
- Code of Virginia, Title 51.5-44: <https://law.lis.virginia.gov/vacode/title51.5/chapter9/> and Title 3.2 Ch. 65 <https://law.lis.virginia.gov/vacode/title3.2/chapter65/>.
- Fair Housing Act-Service Animals and Assistance Animals in Housing: https://portal.hud.gov/hudportal/documents/huddoc?id=servanimals_ntcfheo2013-01.pdf
- Roanoke Code of Ordinances, Chapter 5, Article II: https://www.municode.com/library/va/roanoke_county/codes/code_of_ordinances

Sexual Violence

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

The CASA office is located in the Moody Center on the upper floor, Office 8. CASA is a sexual assault assistance program on campus. Staffed by student volunteers, CASA promotes and provides community education and awareness on the issues surrounding sexual violence. All services are confidential and free of charge. Active volunteers shall be given special consideration in regards to the Honor Code clause requiring students to report Honor Code violations, although only at times when performing CASA duties requiring confidentiality. An active volunteer is defined as an individual who has completed CASA volunteer training and is attending regular volunteer meetings during that academic term. CASA duties include peer-helping services rendered either during drop-in office hours or when approached informally as a CASA volunteer. CASA volunteers can be reached during night office hours Sunday-Thursday, on the anonymous office phone line (540-362-6817), and by appointment. At the present time, CASA services are available only during the academic year.

For additional information on emergency services available in the Roanoke area such as local hospitals and SARA, please refer to the section on important phone numbers on page 5. Should CASA be unavailable or should a student desire additional support, free, confidential counseling services and a 24-hour crisis hotline are available through Sexual Assault Response and Awareness, Inc., the Roanoke Valley sexual assault crisis center. The SARA, Inc. hotline number is 540-981-9352.

Crime Reporting Procedures – Clery Act

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

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

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

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

Reporting of Crimes to identified “Campus Security Authorities:” The persons listed below have been identified as “Campus Security Authorities” for Hollins University, because they are an official of the institution and have significant responsibility for student and campus activities, and have the authority and duty to take action or respond to particular issues on behalf of the institution. They are required to report Clery Act specific crimes to Security that have been reported to them. “Campus Security Authorities” shall advise crime victims and witnesses that it is preferred that they make an open crime report to the Security Department so the crime can be documented, and local police contacted. If the victim/witness indicates that they do not want to make a crime report to the Campus Security Department, then the “Campus Security Authority” shall prepare a “Campus Security Authority” Crime Report Form with all of the required information and forward it to Campus Security in Botetourt Hall, Attn: Director of Campus Security. CSA crime reports are included in the Daily Crime Log. The CSA Crime Report Form must be forwarded as

soon as possible, but not later than forty eight (48) hours from the date and time that the crime was reported to them. The CSA Crime Report does not collect victim, witness, other third party, or offender information; therefore no criminal investigation will be conducted by local police. This is simply a crime date collection tool; however, alternate crime reports will be used to determine if a Timely Warning to the community is warranted. If you want your crime to be investigated, you must report your crime directly to the Security Department.

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

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

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

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

Smoking Policy

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

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

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

- **Turner:** Back patio and at the West Hall location
- **VAC:** 2nd floor, front balcony

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

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

Technology Use Policy

Hollins University supports freedom of expression, freedom of speech and academic freedom in the pursuit of scholarly inquiry and the sharing of information. The university's computing resources are made available to Hollins University's students, faculty, staff and alumni for the academic, educational, creative, artistic, and research purposes of the university. With such use come responsibilities and obligations on the part of everyone using the network. Each member of the university community is expected to protect the integrity of these resources and to know and adhere to University rules, regulations and guidelines for their appropriate use.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Threatening Behavior

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

Voter Registration

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

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

Weapons Prohibition Policy

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

A weapon is defined as, but not limited to, any pistol, revolver, long gun, other firearm, or other device designed or intended to propel a missile of any kind, to include a pellet or common BB; any device such as a bow and arrow or crossbow; any dirk, bowie knife, switchblade knife, ballistic knife, pocket knife or other instrument commonly known as an "edged weapon," with a blade in excess of three inches; any straight razor; any slingshot, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nunchuck, 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](#), under Campus Services, Human Resources, Other Documents and Policies.

Campus Services

IV. Campus Services

ATM Machine

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

Coin Machines

A change machine is available in the 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 Coker Administration Building (open Monday through Friday 8:30 a.m. to 4:30 p.m.). Please report any difficulties with the change machine to University Security.

Duplicating/Faxing

A fax machine and copiers are located in Printing, Mailing and Shipping Services in the lower level of Main Hall. There are charges for these services. Hollins Dollars, cash and credit card (\$5.00 minimum) may be used. Charging to Hollins accounts is not permitted. For print jobs of 100+ copies, please submit requests twenty-four hours in advance to Printing, Mailing and Shipping Services. The URL is as follows: <https://www.hollins.ricohtrac.com> or email print-mail@hollins.edu. Completed print jobs will be available for pickup and payment at the Botetourt Hall mail center.

Contour from Cox Communications

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

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

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

All residents with TVs will need to use an HDMI cable to their laptop/device to view on your TV (coax no longer works). You can use this service without a television however!

For more information and support, contact the IT Help Desk at:

Extension 7777

From the outside or cell phone: (540) 362-6538.

Or email them at help_desk@hollins.edu.

Laundromat/Laundry Facilities

Only registered residential Hollins students are permitted to use the laundry facilities on campus. Residents of the Hill Houses and Front Quad have access to the laundromat behind West. Tinker, Randolph, and the Apartments have their own laundry facilities. Irons and ironing boards are in the Laundromat and in each residence hall. Coins are

necessary to use the washers and dryers.

Lost and Found

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

Dining Program

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

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

Residential Students may choose from the following dining plans:

Standard 19 Plan

19 meals per week / \$125.00 Flex Dollars per semester (annually \$250.00)

Standard 14 Plan

14 meals per week / \$225.00 Flex Dollars per semester (annually \$450.00)

Apartment Plan

(Only those students residing in the Hollins apartments are eligible)

12 meals per week / \$275 Flex Dollars per semester (annually \$550.00)

Summer meal plan information is sent to graduate students with housing information.

Local, non-residential Horizon and graduate students will receive meals at a discounted rate of breakfast, \$5.00; lunch, \$5.25; dinner and brunch, \$6.50 **if they are paying with their Hollins Dollars on their student ID.**

Additionally, students can add Hollins Dollars to their student ID cards to purchase items in the HUB, Greenberry's Coffee (located in the Library and in the Moody Student Center). Please note: Hollins Dollars carry over from term to term as long as you are a current student, staff or faculty member.

When using a meal plan or Hollins Dollars, a Hollins ID is necessary. Replacement ID cards may be obtained from the University Security office at any time. Meal plans are non-transferable. Additionally, students who are on a meal plan can only use their card once per meal. If a student would like to purchase a meal for a friend, they may do so via cash, credit card, Hollins Dollars or Flex Dollars.

Take-Out Parameters

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

Hours of Operation

Monday through Friday:

Breakfast: 7:30 – 9:30 am

Lunch: 11 am – 2 pm

Dinner: 5 – 7 pm

Saturday and Sunday:

Brunch: 10:30 am – 1:30 pm
Dinner: 5 – 6:30 pm

Moody Dining Hall will be closed between all meals.

Greenberry's Coffee hours are:

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

Greenberry's Coffee hours in Wyndham Robertson Library are:

Sunday-Thursday: 5:30 pm – 9:30 pm
Friday-Saturday: closed

Special hours are set for summer graduate programs and communicated with housing information. No meals are available on the weekends.

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

The HUB snack bar hours are:

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

During the summer, the HUB is closed.

Hollins Dollars

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

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

Hollins Dollars

Common Questions & Answers

Q: *What is My Spending?*

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

Q: *What are the benefits of using My Spending?*

A: You can view your activity within 24 hours of a transaction. You may add funds to your card account at any time. You may also setup more than one account at Hollins. Parents can manage all their student(s) through one login and one password. Same goes for employees if they desire.

Q: *Why is Hollins using My Spending?*

A: My Spending is a great way for you to manage your Hollins \$ account remotely. Through a safe and secure website, parents and employees can add funds to the account so you will have funds available the next day for your purchases (it usually takes minutes however).

Q: *How do I register for My Spending?*

A: Go to <https://www.myspending.info> and register. You must have a valid email address and your Hollins ID number (on front of your ID card or on your tuition invoice.) A minimum deposit of \$25 is required. Deposits are non-refundable.

Q: *My balance is low, how can I add funds to my account?*

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

Q: *I noticed that there are transaction fees involved with the on-line deposits. Why is that?*

A: This is the cost of doing business electronically. The small fee, charged by My Spending is used to cover the bank and credit card transaction fee and hosting the secure website. To avoid these transaction fees, you can make a cash deposit in the bookstore.

Q: *Will we be sent monthly statements?*

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

Q: *Will I need to register every year?*

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

Mailing Services

The mail window is located on the first level of Botetourt Hall. There is **no street delivery** through United Parcel Service (UPS). All correspondence to a student from family members, insurance companies, banks, as well as retail orders, must have the student's mail box as part of the address. All mail must be addressed to the legal name of the student, not a nickname, and first and last name must be on every item to prevent it being returned to sender.

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

Mail

Mail box services

Mail addressed to students should be addressed to their mail box address. Packages should be addressed the same way. **See special note below.**

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 clearly indicated.

Shipping

Deliveries and incoming packages

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

Weekend and evening deliveries are left at the security department in Botetourt. Students are called to pick up overnight packages.

Addressing

For correct shipping, use the campus route/street address indicated below (same as for emergency 911 calls). Only use a mail box as an address for mailings sent through the USPS. When ordering catalog merchandise, be sure to include the street address as shown below.

All shipped packages should be addressed as follows:

Your Name
Hollins University
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 ship packages as close to your arrival date on campus as possible. Be sure to include your program of study.

Outgoing packages:

Shipping service is provided through Printing, Mailing, and Shipping Services in Botetourt year round.

Printing and mailing Mailbox Policy

Effective July 1, 2017

Student Boxes: All students living on campus, including the apartments, during the fall and spring semesters 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.

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 and driver's license are required in advance in the business office. All driver applicants must read, and acknowledge by signing, the complete van policy. This policy includes overnight travel and student organizational travel regulations.

In addition, the following regulations must also be met:

1. Only students who have been approved by Hollins University are allowed to drive the university vehicles. This will include a driving course and DMV driving record review. Driving tests must be scheduled at least

two weeks in advance with the Athletic Department.

2. Drivers must not drive when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or icy conditions).
3. No driver will allow more than ten people (including themselves) in the van at any time for any reason. The only exception is the turtle top bus.
4. An additional van safety driving course is required. These are scheduled throughout the semester.
5. This policy also applies to rented vans.

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

Student Identification Cards

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

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

Telephones

Students who are interested in having a land line phone in their residence please complete the form here: https://www.hollins.qualtrics.com/SE/?SID=SV_801exMiULlwP51X. Note that there is NO charge for having a land line, but you will need to bring your own phone if you desire to have a land line phone in your apartment or residence hall room.

Problems with phones should be reported to the help desk at: extension – 7777, Off-campus - 540.362.6538, or email - help_desk@hollins.edu.

Vending Machines

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

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

1. Email: Every Hollins student is assigned a Hollins email address. This is the primary form of communication to students about everything going on around campus.
2. [My.hollins](#): An intranet service available for checking grades, class schedules, registration and other important information. Students are given a user name through Computing Services and can contact the Help Desk from off campus at 540-362-6538 for assistance.
3. Newsletters: Today@Hollins (campus information) is emailed daily and is available on [my.hollins](#). Check the Graduate studies tab on HIS for forms, guidelines, newsletters, and announcements for the graduate programs.
4. Inclement Weather: Students should check local television and radio station broadcasts for delays or cancellations due to inclement weather.
5. Text Messaging Services: e2Campus is a mass notification system that can alert members of the Hollins community with text messages on their cell phones. For further information on how to register please see pages 88-89.

6. HU Alert: Hollins now offers students and parents the ability to place a small application called HU Alert on their computer. The application is designed to notify users with a scrolling bar at the bottom of their screen and an emergency sound clip of possible problems on campus. To install this application, go to my.hollins.edu and click on the icon at the top right.

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

Student Life Procedures and Guidelines

V. Student Life Procedures and Guidelines

Bonfires

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

Building Access during Thanksgiving and Winter Breaks

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

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

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

Graduate students in residence will be allowed to stay in campus housing during Thanksgiving break. They will have to stay elsewhere over the Winter break.

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 spaces is prohibited (see the Virginia Statute below). The university respects the right of freedom of expression during scheduled rehearsals and performances.

The Virginia Statute on nudity is as follows:

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

Emergencies

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

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

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

Fire

In case of a fire, you should set off the fire alarm in the building. Call Campus Security at (540) 362-6911, and state the problem, your name, and location. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond. 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 fined, referred to the Conduct Board or possible referral to police. **Do not re-enter the building until told to do so.**

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

Fireworks and Smoke Devices: Hollins University prohibits the possession or use of fireworks, ammunition, fire or smoke devices (including candles and incense), or any explosives in any university residence or on any university property, by students.

Other Fire Hazards: Hoverboards, Swagways, IO Hawks, Skywalkers and similar devices are considered a fire hazard, and therefore, they are prohibited on campus.

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

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

Freedom of Expression

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

Guidelines for all Events and Social Functions

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 Hub or hosting a lecture in the Green Drawing Room. Once booked, events will automatically appear on the Campus Calendar, which is on my.hollins under the calendar tab. In most cases, space reservations for events should be finalized no later than 15 business days prior to the event. This may not be the case with table sitting and other internal activities. Indoor events may be scheduled on Friday or Saturday until 2 am, or Sunday through Thursday until 10 pm. Outdoor events must end no later than 10:00 pm. The scheduled time for events may be extended based on the approval from the director of student activities and orientation.

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

The first step is to select the name of your department or organization and the contact person (you can add a new one here if the name you want is not on the list). Please remember to fill in your email address and phone number.

Type in the name of the meeting/event as you want it to appear on my.hollins calendar, select the type of event (meeting, concert, student social event, special event, etc.), and estimate the attendance.

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

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

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

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

If you are not familiar with the rooms on campus there are pictures posted on my.hollins under the calendar section, “scheduling and events help.” The photos also indicate the room features (how many it will hold, what A/V equipment is available, etc.).

If you know the room style that you want, select it from the drop down. Otherwise, you can leave that field blank. Select any equipment (tables, chairs, laptop, etc.) that you need for the event. If you are not sure what you need, just ask the question in the comments section. If you want to do a Power Point presentation, you will need a laptop, projector, and screen.

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

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

confirmation. There is no need to submit another request.

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

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

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

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

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

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

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

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

If you are working with a speaker or a band and want to check availability of a space or hold the space tentatively until the contract details are finalized, submit a request through the Event Request Form on my.hollins, indicating in the “description” section that this is a tentative hold, pending contracts or final arrangements. Students may also place tentative holds on dates if they are in the process of submitting dates to a booking agency and negotiating a contract for a performer. Indoor events may be scheduled on Friday or Saturday until 2:00 am, or Sunday through Thursday until 10:00 pm. Outdoor events must end no later than 10:00 pm. The scheduled time for events may be extended based on the approval from the director of student activities and orientation.

Students bringing in outside performers must fill out all necessary check request forms and hand them in to the SGA treasurer 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 Orientation. Reservation fees and any additional guest room charges will be the responsibility of the student club or organization that invited them. Hollins University has special discounted rates at certain establishments. Student clubs and organizations must have the necessary funds in their account before planning any event that requires any additional audio/visual equipment or guest accommodations.

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

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

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

If students fail to meet with the director of student activities and orientation 15 business days before the event, the event may be cancelled.

Event organizers must arrive at least an hour before the event to ensure that everything is ready and to greet the performer if applicable. 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. It is required that the organization's advisor, or current Hollins University employee approved by the director of student activities and orientation be present at all events that are open to the general public. In addition, the sponsor will provide restitution for any damages or cleaning expenses incurred and assume the responsibility for cleaning up university grounds and utilized space. The size and nature of the activity will determine the fee. If there are any problems, a representative from Student Affairs in conjunction with the director of plant operations and services will assess the damage and determine the amount that will be charged.

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

Students must follow the same admission policies for outdoor functions. Outdoor functions must be contained within a defined area. Students loitering within visibility of the function will be asked to attend or leave the area. The only acceptable forms of payment for entrance fees on the day of the event are cash and checks.

For those who wish to have an outdoor concert and live band events exceed past 10:00 pm, the director of student activities will need to submit a request for a noise ordinance waiver to the Board of Supervisors for Roanoke County. This does not guarantee the Board will grant the request. This is in compliance with the Roanoke County's laws and therefore, the university is obligated to pursue a permit for each concert held outdoors past 10:00 pm.

Closed events (recognized SGA organizations, clubs, residences, classes, or individuals) may also be scheduled. Those events are open only to the sponsors and their invited guests and may not be advertised off campus. Non-students must show valid identification and be escorted by a Hollins student, in accordance with the visitation/guest policy (see the Guest Policy section under "VI. Housing and Residence Life"). Admission may be denied if proper

identification is not presented. The sponsor is responsible for ensuring that only invited guests are admitted to the event. Additionally, their advisor or other university official may be required to attend. This decision will be made on a case-by-case basis with consultation with the director of student activities and orientation.

Harm to Persons

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

Juke Box Guidelines

1. The juke box plays iPods and CD's
2. A person that uses this juke box uses it at their own risk. The university will take no responsibility for lost, stolen, or damaged iPods or CD's.
3. An individual can play their music for up to 30 minutes. If no one else is in line/waiting to play their tunes, the individual may have an additional 30 minutes. Please keep it simple, share the juke box and celebrate the music, this is meant to make our community stronger.
4. Use common sense; please do not play music with lyrics that may be offensive to your fellow community members. If you are not sure, ask before you play it or just don't play it. If a community member approaches you and asks you to change the song, please do.
5. The VP for student affairs and dean of students or her designee as well as Meriwether Godsey staff members have the right to adjust volume as well as change the music at any time.
6. These guidelines are subject to change at any time at the discretion of the university.

Noise Ordinance Violations

Roanoke County has a noise ordinance that deems it unlawful for anyone to operate or control any mechanical device or instrument or to create any noise to include loud music or loud parties, which disturbs anyone, whether the creation of such is on public or private property between 10:00 pm and 7:00 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 Officer(s) will give warning to the participants of the activity. If Security receives a second complaint on the same activity, the names of all persons present will be recorded by the responding Officer(s) and the activity will be closed down. Students failing to leave the activity will cause 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.

University sponsored events can request a permit of time extension for outdoor events to extend past the 10:00 pm county restriction. Application process information can be obtained through the Student Activities Office and must be submitted to the Roanoke County Board of Supervisors for approval. Please note that permission for these events is up to the discretion of the Roanoke County Board of Supervisors and may not be approved.

Publications

Today@Hollins (the official campus e-newsletter) serves as a source of communication to the Hollins community, reporting daily events that affect students' lives. It is distributed daily via email and posted on my.hollins. Students

who wish to have information included in Today@Hollins should contact Kathy Rucker at krucker@hollins.edu.

Solicitation

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

All solicitors shall be ordered to leave the campus by Campus Security Officers. Solicitors failing to leave the campus will be removed by Roanoke County Police and a permanent Trespass Notice will be issued.

Tinker Mountain

Special permission is needed to climb Tinker Mountain. Parts of Tinker Mountain are private property. The proprietor has been very generous to allow the Hollins University community to use his property for outings and hikes. Hiking Tinker Mountain is restricted to special university events and celebrations, only. Private vehicles are not permitted on Tinker Mountain for any reason, including the Tinker Day celebration. Questions regarding the use of Tinker Mountain should be directed to the President's Office.

Transportation Policy

For on-campus emergency medical situations, call University Security at (540) 362-6911, and the dispatcher will call an ambulance. For off-campus medical emergencies call 911 directly, and then (540) 362-6911 (University Security).

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

1. Using a personal vehicle.
2. Securing a ride from a friend.
3. Obtaining a taxi voucher, available from the department of university security or student affairs. City Cab will charge a one-way fare to take students to downtown Roanoke City, Salem City, Tanglewood Mall and all local hospitals. Please consult the map available from university security or the top floor of Moody for fare schedules. Two vouchers are needed for a round trip. Vouchers cannot be purchased with cash. They are only to be charged to students' accounts.
4. Utilizing the Hollins Shuttle (when in service). Utilizing the shuttle is a voluntary option. Participants assume usual risk and personal responsibility. The shuttle is made available as a convenience. The university assumes no responsibility for your belongings or other assumed risk associated with the shuttle service.

Unauthorized Entry, Use, or Possession

Unauthorized entry, use, or possession of university property is prohibited. This includes, but is not limited to, unauthorized use, possession, or duplication of university keys and unauthorized entry or use of university facilities.

Particular attention should be paid to the following areas:

1. Buildings: Entry into university buildings after regular closing hours without permission of university authorities is prohibited.
2. Offices: Entry into any faculty, staff or student organization office at any time without permission of that faculty, staff, or student organization is prohibited. Students are prohibited from using university phones and office equipment without prior permission. Security cannot allow a student entry into an employee's office without express permission of the employee.
3. Student rooms or gated yard: Entry into another student's room without the resident's permission is prohibited, except under the procedures outlined below for the investigation of a student's premises:
 - A. Emergency circumstances: Rooms may be entered when a university official believes that someone in a specific room is seriously ill, hurt, or in a life-threatening situation. However, law enforcement officials have the same right to search 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 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.

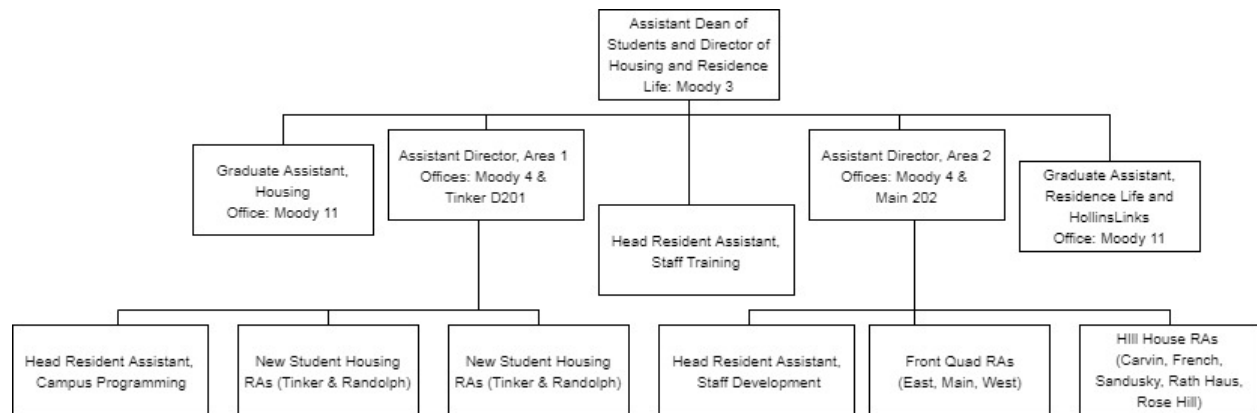
Housing and Residence Life

VI. Housing and Residence Life

Hollins University is a residential campus for students at the undergraduate level. Graduate housing is available for the summer graduate programs and very limited housing is available for graduate students during the academic year. University housing is available on a first-come, first-serve basis. There is no housing available for families and children. The Office of Housing and Residence Life (HRL) strives to provide an exemplary residential community that fully reflects our core values and is consistent with that of the Student Affairs program: to complement and enhance the university's central educational mission. Housing for the academic year is requested through the Assistant Dean of Students/Director of Housing and Residence Life. Summer housing requests are submitted to the Manager of Graduate Services. Only students who are properly enrolled and in good financial standing may occupy residential spaces.

Housing and Residence Life Staff

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



Housing and Residence Life Duty and On-Call

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

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

- University Security officers are also available to assist students and to serve as a resource/support for HRL staff members. University Security officers can be contacted by calling (540) 362-6419 for non-emergencies and (540) 362-6911 for emergencies.

Important Housing and Residence Life Dates for the 2018 – 2019 Academic Year

- New students may check in as early as Saturday, August 25, 2018.
- Graduate students may remain in campus housing during the Thanksgiving break, however, they are required to vacate campus housing during the Winter Break. This year halls/apartments close at 12 pm Thursday, December 13. Students may return to their housing assignment 8:00 am on Tuesday, January 6, 2019.
- Graduate students are required to check out of campus housing by 3 pm on Tuesday, May 21, for non-graduating students and by 3 pm Monday, May 27 for those graduating. Residence halls and apartments close at 3 pm on Monday, May 27, 2019.

Custodial and Maintenance Services

- *Custodial Services:* The custodial staff cleans the lounges, corridors, and bathrooms of each residence hall. Students are expected to keep their rooms and community kitchen(s) clean. Apartment residents are responsible for cleaning of all spaces within the apartment and for maintaining their front and back yard spaces. Students are expected to provide their own cleaning products. Vacuum cleaners are located in the residence halls for student use. Trash must be deposited in designated trash areas of the building and may not be deposited outside doors, in corridors, or in bathrooms.
- *Maintenance Requests:* To request minor/non-emergency repairs, please send an electronic Maintenance **Request Form through the my.hollins site. The Maintenance Request Form can be found under Quick Links** on the Home tab, or you can go to <https://www.myschoolbuilding.com>. 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.
- Students who wish to be present when a service call is made should indicate the preferred hour, date, and contact information on the service request. Please note that students do not have to be present for maintenance staff to complete the call, as a maintenance request waives a student's right to privacy.

In case of emergency, please call the Facilities Management Office at (540) 362-7459 or (540) 362-6485 during regular business hours (8:30 am to 4:30 pm Monday-Friday). After hours and on weekends, please contact University Security at (540) 362-6419. Examples of emergencies include: no heat, no water, lock-ins/lock-outs due to mechanical failure, and any situation that could cause personal injury or damage.

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

Housing Assignments

During the academic year, students who desire housing on campus will need to complete the housing application form. Housing assignments for graduate students are on the 4th row of the apartments. Once these have been filled, there is no guarantee of additional housing for graduate students. Every attempt is made, however, to accommodate them even after the allocated apartments are full. The assistant dean of students/director of housing and residence life will review applications submitted and make the appropriate housing assignment. Students are required to make a \$200 housing deposit.

Students enrolled in the summer graduate programs will be notified when the housing request form is available for their completion. Housing assignments will be considered on a first come/first served basis. Students will be notified of housing assignments by the Manager of Graduate Services.

Room Key Replacement and Lock-out Policies

- **Room Keys:** HRL distributes room keys to students as they check-in to the university. All keys must be returned upon check-out. Recognizing that it is important to maintain a safe and secure living environment, the following fees are charged for lost/unreturned keys:
 - *Residence Hall Room Keys:* \$75
 - *Apartments:*
 - Front Door Keys: \$150 (cost to change both front and back door locks)
 - Bedroom Key: \$75
 - Laundry Room Key: \$300
- **Lock-outs:** Residential students are expected to carry their residential keys with them at all times and may not loan university keys or ID cards to any person for any reason. Students are allowed three free lock-outs each academic year. After the third lock-out, students will be billed \$20 per lock-out. Continued abuse of the lock-out process may result in referral to the student conduct process for failure to comply with university policies. Students who are locked-out of their room/apartment should follow the procedure outlined below:
 - Call a roommate to let them into the room.
 - If a roommate is unavailable, call for assistance:
 - Between 8:30 am and 6:30 pm each day, contact University Security at (540) 362-6419.
 - Between 6:30 pm and 8:30 am each day, contact an RA on-duty. The RAs may be reached by either calling the RA Office (Upper Level of Moody, Office #12) at (540) 362-6312 or by calling the RA duty cell phone at (540) 556-5747.
 - Please note that RAs are not issued master keys.

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

- **Check-In:** Upon check-in, each student will receive a Room Condition Report (RCR) or Apartment Condition Report (ACR). Students are responsible for assessing the condition of their assigned residential space and returning the completed RCR/ACR to HRL (Upper Level, Moody Student Center) within 48 hours of check-in. Failure to complete the RCR/ACR within this time will result in the forfeiture of the right to contest any and all damage assessments upon check-out.
 - Please note: The Tinker elevator is only in use during check-in and check-out periods. It is a freight elevator and not intended for daily personal use. Students needing elevator access due to medical concerns should contact the assistant dean of students and director of housing and residence life.
- **Check-Out:** Prior to moving out of their assigned space, all students must properly check-out of the space. There are two check-out options:
 - In-Person: A student schedules an in-person appointment with the RA to review the RCR/ACR and returns all keys to the RA.
 - Express: A student may obtain an Express Check-Out Envelope from the HRL office. The envelope must be completed and returned, sealed with keys inside, to the HRL office.

Students who fail to properly check-out are subject to a \$50 improper check-out fee. Students who fail to checkout by their designated checkout deadline are subject to a \$100 late check-out fee.
- **Room Condition:** Students are responsible for the cleanliness and upkeep of their own rooms and the university furnishings provided in those rooms. After a student checks-out of a space, HRL staff members assess the space for cleanliness and damages. If the room and its furnishings are not in the same condition upon check-out as documents on the RCR/ACR at check-in, the assistant dean of students/director of housing and residence life will work with Facilities Management to assess the damages and subsequent charges.
 - All residents of a room/apartment are held equally responsible for the condition of their assigned space and furnishings. If one or more residents of a space take responsibility in writing, either on the RCR/ACR or to the assistant dean of students/director of housing and residence life, then only those responsible will be charged for applicable damages.
 - If parts of a room/apartment or its furnishings become damaged during the year, students should make arrangements through HRL staff to have the damage repaired. HRL staff will discuss any associated charges with the student(s) as needed.
 - Pictures, posters, and other decorations may be mounted on the walls with small tacks or picture hangers. Nails and double stick tape are prohibited. Items used to mount pictures or posters must be removed at departure.
 - Students may not paint their rooms/apartments or the fences around the apartment yards. Fines for unauthorized painting are assessed on the basis of damage and repainting costs.
 - Damage assessments may be appealed in writing to the director of housing and residence life no later than February 1 for the preceding fall semester charges and August 1 for the preceding spring semester charges.

- **University Furniture:** Student rooms are equipped with a desk, desk chair, chest of drawers, a bed with a twin mattress, a mattress cover, and mini-blinds. University furniture must stay in the room in which it has been placed by the university. If unassigned, university property is discovered in a student room/apartment, the residents of that space will be assessed a \$50 fine and expected to return the property. Students who fail to return university property to its appropriate location will be billed replacement costs as determined by Facilities Management and will be subject to conduct charges.
- **Lofts and Other Structural Devices:** Lofts and other structural devices may be installed only if they conform to the following guidelines:
 - All residents of the room/apartment must agree to the construction.
 - The construction of the loft/structural device may not alter the original condition of the room in any way. Residents are responsible for any damage caused by construction, installation, use, or removal of these structures.
 - Only battery-operated power tools may be used inside residence halls.
 - No part of any loft/structural device may be under a sprinkler head. Any access to a loft must be a minimum of three feet from any sprinkler head or pipe. The top of the loft mattress must be a minimum of 3 feet from the ceiling.
 - No loft/structural device may obstruct any part of a window or door at any time. Windows and doors must be operable at all times and usable as a means of exit or entry to the room in case of emergency.
 - Lofts/structural devices must be constructed such that smoke detectors, electrical outlets, and HVAC sources are clearly accessible.

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

Community Standards and Responsibilities

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

- **Community Standards:** Through a community consensus process, residents of each community set standards by which all members agree to live. Though subject to change through a subsequent community consensus, once set, these standards are enforceable as university policy. Examples of community standards include setting specific quiet hours, expectations regarding how to notify hall mates of guests, and kitchen usage. Enforcement of community standards is the responsibility of all community members. Students disturbed by noise or other violations of community standards should first discuss the concern with the individual(s) causing the difficulty. If the problem continues, students are encouraged to consult with an HRL staff member.
- **Community Responsibilities:** Community members are collectively responsible for the cleanliness and upkeep of common areas of their community. Common areas are considered to be those areas generally accessible by all residents of a floor, hall, apartment, or house. Common areas are clean and orderly when students arrive on campus and must be in their original clean and orderly condition when students checkout. If part of a common area or its furnishings become damaged, community members should discuss the circumstances of the damage with their Assistant Director. HRL staff will work with Facilities Management to determine what, if any, charges will be assessed. Depending on the common area and circumstances in question, charges and appropriate fines may be divided equally among all students officially listed in residence in a particular community or students may be assessed individual charges. Students may also be referred to the student conduct process as appropriate.
- **Privacy in Bathrooms:** Each residential student has the right to privacy while using the bathroom and shower. Only one individual may occupy a shower stall at a time.

Personal Property

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

Alcohol Use in University Housing

Follow all Virginia State Laws and University alcohol policies listed on pages 16-18 of this handbook. Alcohol is not

permitted in social/TV rooms, hallways, stairwells, and other common areas. No kegs are permitted in university housing.

Guidelines for Events in Residence Halls/Apartments

Any organized event held in residence halls and lounges must be approved by the Assistant Director, assistant dean of students/director of housing and residence life, or professional staff member on duty. All residence hall and apartment events are closed and are subject to the requirements for closed events. (See pages 47-51 under Guidelines for all Events and Social Functions.)

- Events may be held only in enclosed spaces in the residences, such as student rooms/apartments, and social/TV rooms.
- Events in residence halls/apartments are subject to occupancy limits.
- Residence hall rooms: 10 people (except Tinker singles, which may have no more than 5 people)
- Apartments: 20 persons including the patio space.
- Residence hall common areas: Maximum capacity for events held in common spaces will be determined by fire code and vary based on the specific spaces requested. Event sponsors should contact the Assistant Director of their area or the assistant dean of students/director of housing and residence life for further information.
- All sponsors of an event must be present, sober, and actively involved in monitoring the event during its entirety. This includes confronting inappropriate behavior, removing unwanted guests, and/or obtaining assistance from either HRL staff or University 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 be punishable by the administration, conduct system, and/or criminal charges.
- *Fireworks and Smoke Devices:* Hollins prohibits the possession or use of fireworks, ammunition, fire or smoke devices (including candles and incense), or any explosives in any university residence or on any university property. Setting fires on university property is prohibited, except those scheduled and approved for the Forest of Arden fire pit.
- *Smoking:* Smoking including the use of electronic cigarettes or vaporizers is prohibited in all student housing. When smoking outside of residence halls and apartments please ensure smoke does not go into student windows. If asked to relocate please do so respectfully.
- *Prohibited Items:*
 - Appliances: Because of the limitations of the electrical wiring systems in the residence halls and university-owned houses, and because of the dangers of fire, damage to wiring, and blackouts resulting from circuit overload, the following electrical appliances are prohibited: electric blankets, cooking and heating equipment, heat lamps, halogen lamps, microwaves, air conditioners, hot plates, immersion heaters, portable heaters, irons, and any other appliances with open heating elements are prohibited.

University-provided irons are available for student use in laundry areas. Under no condition are students permitted to alter existing wiring.

- Extension Cords: The use of extension cords is prohibited. Six-outlet power strips are allowed under the following conditions:
 - Each power strip in use must have a reset button, not just an on/off switch.
 - Power strips may not be plugged into other power strips.
- Cooking: Cooking is not permitted in student rooms. Food preparation utensils and appliances (popcorn poppers, toaster ovens, frying pans, hot pots, microwaves, teapots, and coffeepots) may be used and stored only in the kitchens where adequate wiring is provided.
- Open Flames and Pressurized Containers: Candles, incense, and similar open flame producing devices as well as pressurized combustible gas containers are prohibited in student housing.
- Limitations on Room Decoration: Items are prohibited to hang from ceilings and exposed pipes. Live trees are prohibited.
- Hoverboards: Hoverboards, Swagways, IO Hawks, Skywalkers and/or other similar devices are prohibited.
- *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.

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 Graduate Student Conduct Council. For additional fire safety information, see the section on Emergency Prevention and Response Procedures starting on page 88.

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). 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 Student Center to wait for their hostess, depending on their behavior. 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, upperclass residents may have overnight guests up to three days out of any consecutive seven day period. After three nights, there is to be a seven day period without overnight guests. Any stay over three nights must be approved by the assistant dean of students/director of housing and residence life.

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

Contour from Cox Communications

See section under IV. Campus Services on page 40.

Laundromat/Laundry Facilities

See section under IV. Campus Services on page 40-41.

Pets

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

Should part 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 assistant dean of students/director of housing and residence life. In such cases, the responsible student(s) will be billed.

Complaints regarding pets in student housing should be filed with an HRL staff member. All other pet-related complaints should be directed to University Security which enforces the university's animal control policy. See Animal Control Policy under "III. Hollins University Policies and Regulations" starting on page 26.

Room Inspections and Searches

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

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

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

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

Security Violations

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

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

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.

University Security

VII. Security Department

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

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

To reach Security:

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

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

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

Bicycle Safety and Security Policy

Purpose

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

Definitions

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

Applicability

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

Policy

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

the needs of all interested parties.

Procedures

1. All bicycles operated on campus belonging to HU faculty, staff, or students/student guests, must be registered with the HU Security Department. Registration helps Security identify owners of lost, stolen or impounded bicycles and to disseminate safety information. Bicycle registration is free. Unregistered bicycles may be impounded by Security. Bicycles can be registered at the Security Department around-the-clock.
 - A. A serial number is required for registration. A guide is available indicating the areas on a bike where the serial number may be located.
 - B. Bike permits must be placed on the bicycle frame in a visible place. Please do not cover the serial number with the permit.
2. Cyclists riding in the street are required to comply with motor vehicle traffic regulations. Cyclists should obey traffic signs and always ride in the same direction as motor vehicle traffic. At all stop signs, cyclists must stop and yield the right-of-way to other vehicles and pedestrians already at the intersection.
3. Pedestrians have the right-of-way on sidewalks and in crosswalks. Pedestrians are encouraged to be aware of their surroundings, but it is the cyclist's responsibility to yield to pedestrians.
4. Covered walkways are off-limits to bicycle riding. Because covered walkways have blind intersections and are located in front of building entrances, cyclists must walk their bicycles in these areas of the campus.
5. Cyclists are encouraged to use the streets rather than the sidewalks whenever possible and to walk their bicycles on congested sidewalks. Except for covered walkways and where otherwise posted, bicycle riding is permitted on sidewalks. Every person riding a bicycle on a sidewalk must:
 - A. Ride in a careful and prudent manner;
 - B. Slow to a near walking pace within 10 feet of any pedestrian or building entrance;
 - C. Yield the right of way to pedestrians; and
 - D. Deliver an audible signal before overtaking and passing any pedestrian. Cyclists should keep in mind that a pedestrian may be visually or hearing impaired, infirm, or a campus visitor and a pedestrian may make a sudden, unpredictable movement. Accidental collisions may seriously injure pedestrians or other cyclists. A cyclist who strikes someone may be liable for personal injuries and property damage. Cyclists on sidewalks must obey stop signs.
6. Cyclists are strongly encouraged to wear bicycle helmets. A cyclist riding without a helmet does so at his/her own risk.
7. Cyclists are expected to secure their bicycles in the bicycle racks. HU has bicycle racks that are conveniently located throughout the campus. Bicycles shall be parked on campus only in designated racks. Bicycles secured to fences, signposts, stair railings or locations, other than bicycle racks may be impounded. Locks damaged in the removal will be the responsibility of the owner. Unsecured bicycles may be impounded for safekeeping.
8. A bicycle left unattended for an extended period of time in the same location (generally two weeks or more) with any combination of missing parts, flat tires or a rusted chain is presumed to be abandoned and as such will be removed by the Campus Security. Campus Security will make a good faith effort to

contact the registered bicycle owner so that they can claim their bicycle. Bicycles suspected of abandonment will be tagged with a removal end date. Abandoned bicycles will be held by Campus Security for 60 days before they may be disposed of unless prior notification has been made to Campus Security.

- A. Campus Security is not responsible for the cost of locks, chains, security devices or any other item that may be damaged or destroyed as a result of removing a bicycle. Campus Security has no responsibility or liability to replace or compensate for such items. To retrieve an impounded bicycle, the owner must provide proof of ownership.
 - B. In order to manage the number of unattended bicycles on campus, Campus Security will perform a general sweep of campus for abandoned bikes at least twice a year (usually at the end of the fall and spring semesters).
9. The university reserves the right to sell, destroy or otherwise dispose of any removed bike. Due to HU's commitment to sustainability, the university will make a serious effort to recycle all abandoned bicycles. Recycling priorities are the following:
- A. Abandoned bicycles may be offered to the HU community at no cost following campus announcement;
 - B. Abandoned bicycles may be auctioned to the HU community;
 - C. Abandoned bicycles may be given to a charitable organization that will use or sell the bicycles;
 - D. Abandoned bicycles may be disposed of as trash.
10. Lost or stolen permits will require a Security incident report and will be replaced free of charge.
11. If you will be leaving a bicycle on the campus for an extended amount of time (full semester or over the summer) you will need to notify Campus Security so that the situation can be documented to reduce the risk of impoundment.

Sanctions

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

Exclusions

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

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

Reasonable Requests

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

University Telephone Misuse

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

Traffic/Parking Regulations

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

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

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

Parking Ticket Appeals

Students may appeal a parking ticket by completing a student parking appeal form available at Campus Security. Tickets must be appealed in writing within ten (10) calendar days. Graduate Students' parking ticket appeals will be adjudicated by the Campus Security Director. During the summer (end of May – middle of August) all ticket appeals will be heard by the Campus Security Director. 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 Coker Memorial Building.

Should students receive a phone call or letter from Campus Security asking them to come in to discuss a parking related matter, they will have 48 hours from the date of the notice to respond. If they do not respond, they may face conduct charges for violations of the university student parking regulations and for noncompliance with a reasonable request. Please see Ticket Appeals under Policies on the Campus Security section on the my.hollins website for more information.

Vehicle Registration

All residential students must register all motor vehicles with the Campus Security upon the vehicle's arrival on campus. Non-residential graduate students must register their vehicles prior to or on their first day of classes on

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

The cost for parking during the academic year for commuter students is \$50. The cost for residential students is \$75. The cost for summer term only is \$10.00.

Please see Registration of Vehicles under Policies on the Security Department channel through [my.hollins](https://my.hollins.edu) under Campus Services for complete information.

Student Services and Administrative Offices

VIII. Student Services and Administrative Offices

Bookstore

New and used textbooks and other reference materials for courses are available for purchase through our “virtual textbook” website- <https://hollins.ecampus.com>. For incoming students textbook ordering will be done as part of the registration process upon arrival on campus. Orders can be shipped to mail services in Botetourt for student pick-up. Available in The Hollins Store are Hollins memorabilia, gift items, and clothing. **You may also visit our new on-line store through the <https://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 a.m. to 4:30 p.m. 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 Cocke Memorial Building. Tuition and fees for graduate students are billed in September for the fall term with payment due by October 10, and February for the spring term, with payment due by March 10. Graduate students taking classes in the summer are billed for tuition and fees in June with payment due by July 10. Students are required to pay tuition and fees in full or have approved financial aid for any outstanding balances by these dates.

Billing Policies

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

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

Career Center

The Career Center in West Hall provides career guidance and resources to help students explore career fields, establish life and career goals, and experiential learning to support these goals.

The Career Center encourages students to participate in workshops conducted throughout the year. These include resume writing, interview techniques and practice sessions, and job-hunting strategies for jobs and internships.

The Career Center has video-conferencing capabilities. This affords students the opportunity to interview with employers via Skype and to work with Alumnae/i as they will provide programming and mock interviews. The center also has a practice interviewing system called Big Interview which allows the students to practice their interviewing skills. This website is free to students with a Hollins email address and allows for practicing interview questions using your webcam to record the interview for later viewing or to have someone critique. Big Interview has interview

questions in categories that you can tailor to your needs based on industry, type of position, or even graduate school admissions.

The Career Center has an online database called Hollins Works at <https://www.myinterfase.com/hollins/student>. This database provides an opportunity for Hollins students to create their resumes to be reviewed by our staff. It also provides an opportunity for employers to post their job openings for both full-time positions and internships. Employers who request permission to link to our site can also search the database for resumes.

Events and programs are regularly planned to afford students the opportunity to speak informally with alumnae/i and other professionals from various career fields. These programs allow students to meet and network with successful alumnae/i and business professionals. Students learn practical tips on finding jobs and internships, developing networks that will assist in setting career goals, and gaining invaluable insights into being a professional.

The Career Advising Network (CAN) helps connect students and alumnae seeking information about specific career fields with alumnae and parents who have professional experience in those fields. Employment referrals occasionally result from these contacts, but the primary purpose of the network is to provide career information.

The primary site for the Career Center information is found at my.hollins.edu on the left side menu. There students will find the schedule of events for each semester, helpful "How To" guides and the complete Career Guidebook that is updated annually. This site also offers links to great internet sites for students seeking internships, jobs, seasonal opportunities, graduate school and relocation information, career planning, job search skills, and diversity resources.

The Career Center utilizes social media to communicate information with students as well as to show the value of online networking. The Career Center can be found on LinkedIn, Facebook, and Pinterest. We have information available online and in the Career Center about utilizing these sites in career exploration and planning as well as offer workshops throughout the year.

The Career Center arranges for recruiters from graduate schools and organizations to visit Hollins. Seniors are encouraged to participate in networking and informational panels with employers and to attend career fairs throughout the year. Career Premiere is offered in the spring and brings together seniors from eight Virginia colleges and universities for career exploration and on site interviews with representatives from more than 75 national, regional, and state employers.

Center for Learning Excellence

Located on the first floor of the Library, The Center for Learning Excellence houses the Writing Center and Quantitative Reasoning Center.

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 a.m. – 4:30 p.m.) Monday-Friday; after hours appointments may be scheduled to accommodate students' schedules. A graduate/Horizon lounge is available on the first floor of Eastnor for students to use prior to or in between classes. During the academic year, the lounge is open until 8:00 p.m. Monday through Friday.

Health and Counseling Services (Full-time Graduate Students during the Academic Year)

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 graduate students) would need to provide completed physical and immunization records to have access to those services. Exemptions to medical health immunization requirements and/or exemption of health insurance requirement due to religious beliefs and/or practices should be made through Health and Counseling Services.

Health and Counseling Services is located in Turner Hall. The hours of operation during the academic year are: Monday – Thursday, 8:00 a.m. – 4:30 p.m.; Friday, 8:00 a.m. – 2:00 p.m. 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 primary 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 money table talks, group sessions, stall stories, and an annual health fair. A licensed family practice physician is available by appointment for ADD and ADHD evaluation and a psychiatrist is available by appointment for eight hours per month.

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

All full-time graduate students are charged for Health and Counseling Services. The fee for 2018-19 is \$350 (charged at \$175.00 per term for each term the student is full-time). This fee will be added to students' accounts. In order to use the services, students must provide the necessary physical and immunization records.

Counseling services in Turner Hall are by appointment only with licensed professional counselors. Appointments can be made by calling (540) 362-6444. After ten free sessions (in an academic year) a \$30 charge will be incurred for each visit. There is also a psychiatrist available on campus 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 contact Campus Security and/or HRL pro-staff member on call. Students who need to be seen by a physician after hours and on weekends are referred to one of the nearest Urgent Care centers or hospital emergency rooms located in Roanoke and Salem. In case of a life-threatening emergency, call the rescue squad at 911 (from on-campus dial 6911).

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

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

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

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

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

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

Health Services (On-campus Graduate Students for the Summer Term)

During the summer term, Health Services is open to graduate students enrolled and living on campus for the term. The cost for the summer is \$30 which is assessed of each student living on campus. The hours of operation vary from summer to summer. Students are given a schedule in their initial packet of information at check-in.

Information Technology

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

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

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

Student Computers: Residential students are encouraged to bring their own Dell computer to campus. Minimum requirements for connecting to the university network are listed on the Hollins website (<https://www.it.hollins.edu>). Hollins has certified Dell Technicians on campus to assist with Dell-owned hardware. In addition, there are numerous public machines that students can use to connect to all resources available on and off campus.

Computer Resource Labs: There are several computer labs located on campus with Windows 7 and Macintosh-based computers. Each computer lab and the library has access to color laser printers which includes wireless printing. Many labs are open 24 hours a day, seven days a week to all Hollins students, faculty, and staff. Computer labs may be in use during open hours for classes or special events. Please check the lab schedules at <https://it.press.hollins.edu/computer-lab-schedule/>. Food is not allowed in the computer labs at any time. Drinks with tight lids are allowed within the labs. Also, additional public computers have been placed in the library, Dana second floor common areas, and other common areas for your use. There are over 122 public machines which can assist you with research and catalogs.

Lab Printing Services: The Hollins community is committed to being an 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 print their documents on multi-sided paper. Therefore, each student is allowed \$10.00 worth of prints per fiscal year (July-June). Note: Two-sided printing counts as 2 prints. Color printing is also available. If your limit is reached, you will have the option of purchasing additional prints in increments of \$5.00. You must do so at the Help Desk (with cash or

check). Please see the Help Desk Coordinator in Dana 242 between the hours of 8:30 a.m. – 4:30 p.m. M – F.

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

Cost for Prints

Color prints are .4 per side

Black and White prints are .02 per side

Scanning to external storage device, email, or H: drive is free of charge.

Wireless Printing

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

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

While classes are in session:

Monday – Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	Closed
Sunday	3:00 p.m. – 9:00 p.m.

While classes are not in session:

Monday – Friday	8:00 a.m. – 5:00 p.m.
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During the holidays and during the summer the hours do fluctuate. For the most accurate and up-to-date schedule for the Help Desk please go to my.hollins, and the Information Technology channel of the Campus Services tab.

Hollins Information System (HIS): Students can register online at designated times, look for available classes, get their class schedules, pay their bill on-line, and access other important information via the Hollins Information System. Students can access the HIS system by going to my.hollins and clicking on the HIS tab. If students have trouble accessing their account, the Graduate Studies office can assist with resetting passwords for HIS.

Scholarships and Financial Assistance

The Office of Scholarships and Financial Assistance administers all financial aid including federal and state grants, loans, scholarships, and work study jobs. Students should 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. 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, 7916 Williamson Road, Roanoke, VA 24020), 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 graduate 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 a.m. to 4:30 p.m., and is the place to go for information requests, questions or scholarship assistance. Scholarships are posted on [my.hollins](#) and on the scholarship board located in the lower level of the Main Building. For general questions and advice concerning other types of financial assistance, the application process, debt accrued, and/or loan consolidation, counselors accept appointments on a daily basis.

Spiritual and Religious Life

The office of Spiritual and Religious Life provides opportunities to seek connection, explore spirituality, and serve in faith. The goal of the office of Spiritual and Religious Life is to assist students, faculty, and staff to grow in curiosity, thoughtfulness, integrated and grateful living that embodies the university motto, *Levavi Oculos* and promotes holistic well-being. The chaplain works with students to find, grow, and express their religious and spiritual lives on and off campus, to build community, to offer pastoral care, and to respect the diversity of religious and spiritual traditions, and to provide opportunities for hands-on service.

Hollins University welcomes students and practitioners of all religious backgrounds and those of no religious faith. Historically, Hollins' founder was a Christian, but decided against affiliating the institution with a denomination, while at the same time making sure that spiritual needs of students were addressed. The chapel stands beside the library as a reminder of the spiritual nature of academic values, and to emphasize the connection of head, heart, and spirit.

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

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

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

In the fall, the office of Spiritual and Religious Life sponsors an annual Religious Communities Fair to introduce the community to the many houses of faith located in Roanoke. Students interested in attending a church, temple or

spiritual community in Roanoke should call the chaplain at (540) 362-6603. A list of area congregations and transportation options are posted on the office of Spiritual and Religious Life's web page and are available in booklet form in the chapel lobby. You may follow "Hollins University Chapel" on Facebook to keep up with events or sign up for the chaplain's weekly newsletter and devotional.

Students are encouraged to express their ideas and spiritual needs to the chaplain and the officers of the Spiritual and Religious Life Association who are eager to build new programs in response to the promptings of the campus community.

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. When members of the community fail to meet these standards, campus conduct proceedings are used to assert and uphold community values.

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

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

The Student Conduct Process Upholds Community Values

The student conduct process at Hollins University is not intended to be a punitive process. Rather, it exists to protect the interests of the community, and to educate those whose behavior is not in accordance with core values. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with community values. When students are unable to bring their behavior into accord with community expectations, the student conduct process may determine that they should no longer share in the privilege of participating in this community. Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. The standard of proof shall be preponderance of the evidence.

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

Jurisdiction Over Student Conduct

Students are expected to read and abide by the policies and regulations set forth in the Student Handbook, and to respect the authority of the student conduct process. The Student Handbook and the student conduct process apply to the conduct of individual students and university-affiliated student organizations no matter where or when their conduct may take place. Therefore, the Student Handbook will apply to behaviors that take place on the campus, at university-sponsored events, and off campus when the administration determines the off-campus conduct has a direct impact on the educational mission and interests of the university. Students participating in trips as part of the program in which they are enrolled are required to abide by the laws of that state, region or country in which they are

traveling. The Student Handbook may be applied to conduct that takes place during the time a person is enrolled as a student, including during term breaks and between terms. Further, the Student Handbook applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Hollins University are also protected by the Student Handbook, and may initiate grievances for violations of the Student Handbook committed against them by members of the Hollins University community.

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

Violations of The Law

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

Special Provisions: Amnesty for Medical Alcohol Emergency

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

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

Graduate Student Conduct Structure

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

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

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

1. Lying, which includes, but is not limited to, any statement, action, or behavior that is intended to deceive or mislead an administrator, faculty member, or student. This includes false identification;

2. Stealing, which includes, but is not limited to, taking personal or institutional property without the owner's consent;
3. Cheating, which includes, but is not limited to, giving or receiving unauthorized assistance on academic work. This also includes plagiarism: declaring another individual's work to be your own; and academic 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 system is in itself a set of moral standards for all members of the student community to follow.

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

Graduate Judicial Structure

The graduate judicial structure is comprised of two entities: Manager of Graduate Services and Graduate Student Conduct council. The Graduate Student Conduct council consists of graduate students and/or faculty and staff selected by the manager of graduate services and graduate program directors. The manager of graduate services serves as the functional advisor to all entities. Each entity also has its own faculty advisor for hearing proceedings.

Graduate Student Conduct council is charged with deciding issues of honesty and integrity. Violations of the Honor Code are:

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

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

The Graduate Student Conduct council decides issues that involve the violation of:

1. Conduct standards;
2. University policies;
3. University regulations;
4. Non-vehicular security matters.

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

Filing a Report

Any faculty member, administrator, staff, student or guest with knowledge of an alleged violation may file a written

report detailing pertinent facts of the violation to the manager of graduate services. The complainant has the prerogative to speak to the respondent and offer them the opportunity to report themselves to the manager of graduate services. 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 manager of graduate services.

For individuals filing a report, a meeting can be arranged with the manager of graduate services. Complaints against a student or organization must be formally reported in writing within seven business days of the incident in question.

Timeline Guidelines for the Conduct Process

1. The following guidelines may be altered as deemed appropriate by the University. In such cases, all parties will be notified of the revised procedures. Please see Special Circumstances on page 83 for further details.
2. Complaints must be reported within seven business days of the incident occurring or of the complainant's knowledge of the incident.
3. The manager of graduate services has 5 business days in which to review the evidence and investigate the accusation. Alleged violations occurring immediately before breaks will be processed upon the manager of graduate services return to campus.
4. If the manager of graduate services determines that the complaint warrants official charges, the manager of graduate services 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 manager of graduate services or her/his designee.
5. If the respondent does not meet with the manager of graduate services or designee, and/or a hearing is scheduled, the respondent and the complainant will receive official hearing notification no less than three business days before the scheduled hearing.
6. Once a decision is made, the manager of graduate services will send notification in writing within 10 business days of the hearing. The rendered sanction is in effect as of the date identified on the decision and sanction letter, or until an appeal is granted.
7. Following the receipt of official notification to the respondent regarding the hearing outcome, the respondent will have three business days to file a written letter of appeal.
8. The manager of graduate services has 10 business days to review the appeal.
9. If the manager of graduate services determines that an appeal board hearing is warranted, the respondent and presiding chair on the Graduate Student Conduct council from the initial hearing will receive official hearing notification no less than three business days before the scheduled hearing.
10. If the Graduate Student Conduct council determines that a new hearing proceeding is in order, the new hearing process must be initiated within seven business days of the appeal court hearing.

Investigation of a Report

After receiving a report, the manager of graduate services 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.

If the manager of graduate services, following her/his investigation, finds that the alleged violations in the report fall within the university's jurisdiction, she/he will initiate the judicial 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 manager of graduate services or designee.

The respondent is responsible for arranging this 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 *Graduate 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 judicial body 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 manager of graduate services concerning any question or interpretation of procedure;
8. Will be advised that formal 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 the manager of graduate services who, in conjunction with the Graduate Student Conduct council 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 manager of graduate services 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 – Formal Hearing (student may plead responsible, not responsible, or no plea)
3. Administrative Resolution.

Informal Resolution

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

Formal Resolution

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

1. Administrative Resolution (requires consent from Graduate Student Conduct council and manager of graduate services and a responsible plea).

2. Formal Hearing (student may plead responsible, not responsible or no plea).

Administrative Resolution

In some instances a respondent may choose to have their case adjudicated via an administrative resolution. The respondent would be required to take responsibility for the charge(s) and the sanction would be decided by the manager of graduate services or her/his designee. At the conclusion of the hearing with the manager of graduate services or her/his designee, the respondent will be notified in writing of the sanction(s) and necessary timeline to complete said sanction(s).

Formal Hearing

If the respondent disputes the investigative finding that a violation of the conduct regulations has taken place (by pleading not responsible or no plea) or disputes one (or more) component of the evidence presented (regardless of plea), the case will be resolved through a formal hearing as follows:

1. A written "Notification of Hearing" will be delivered to the respondent. The notice will include:
 - the specific university conduct regulation(s) which the respondent is alleged to have violated;
 - the alleged factual circumstances supporting the charges (unless provided during initial meeting with the manager of graduate services);
 - the date, time and place of the hearing; and
 - the deadline and instructions for utilizing witnesses and an advisor.
2. The notice of hearing must be sent to the respondent at least three business days prior to the hearing date. The respondent, with the consent of the manager of graduate services, 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 in person.
 - In cases involving inactive students written notification will be sent by certified mail or by Hollins email.
4. The respondent has the right to be advised by a presently employed Hollins University community member, or registered student with the exception of anyone directly involved in the alleged violation. The respondent is responsible for presenting their own case. The advisor may be present, but is not permitted to speak or participate directly in any hearing before a judicial body. Advisors are bound by confidentiality.
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 file a request for 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 manager of graduate services within one business day after receipt of the "Notice of Hearing." The Graduate Student Conduct council and manager of graduate services will make the decision regarding the request and notify the respondent.
7. The respondent will be presumed not to have violated a university conduct regulation until such a violation is proven or the respondent admits responsibility. The burden of proof rests on the complainant. The standard of proof shall be preponderance of the evidence, which is defined as what is more likely than not to have occurred.
8. If the respondent or the complainant fails to attend a scheduled hearing, the hearing panel 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 panel, to refrain from discussing, including via electronic communication means, with any other witness what transpired in the hearing room during her/his 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 panel, 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 panel may, at the beginning of the hearing, announce times when the hearing will conclude or be continued. No hearing will last beyond 10:00 p.m. or a reasonable time thereafter. The panel 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 panel may request a recess. Recesses should be kept short and to a minimum. The person asking for a recess may be asked to provide a reason for the request. The presiding chair may approve or deny a request for a recess.
 15. All deliberation sessions are closed. After the decision is reached, the hearing is officially concluded. The respondent will receive written notification of the decision within 10 business days of the hearing.

Records

Confidential judicial records will be kept by the manager of graduate services for seven years from the date of the incident. Results of the decision will go to the respondent and may go to the complainant. The manager of graduate services and the chief of University Security will complete any required state and/or federal reports regarding judicial records. Due to Virginia law and Hollins University Harassment Policy, in situations where a student is suspended for, is permanently dismissed for, or withdraws from the institution while under investigation, for an offense involving sexual violence, a notation will 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.
- **No sanction:** To be used when respondent is to be cleared of charges.
- **Admonition/Warning:** A written statement given to the respondent that her/his conduct falls below acceptable standards required by the university. Further conduct of this nature may result in more severe disciplinary action.
- **Restrictions:** Loss of or limitations of certain privileges or practices of the respondent.
- **Fines/Restitution:** The University reserves the right to issue monetary fines applicable to certain violations. Fines may include, but are not limited to, damage to university property, violations of certain policies, or damage from theft, fire, or failure to complete a sanction.
- **Community Service:** Community service requirements may be issued consistent with the nature of the violation and may include service to the university, residence life, the university community at large, or an organization or agency within the larger local community.
- **Creative/Educational Program:** Innovative sanctioning ideas may be implemented relevant to the nature of the violation.
- **Workshop Attendance, Seminars, and Lectures:** Intervention measures such as attendance at workshops, seminars, and lectures provided on the Hollins campus or in the community.
- **Forced Change of Residency:** The University reserves the right to remove a respondent from an undesirable environment. It can be recommend that the student(s) 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.
- **No Contact Agreement:** Prohibition against having any form of contact with another student for a defined period of time. Such contact includes in person communications, telephone calls, e-mails, other forms of electronic communications, or sending messages through a third party.
- **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.

- Probation: A respondent may be placed on a probationary status for a specified amount of time. During their probationary period, respondents remain enrolled in the University, but may not be eligible to hold certain leadership positions on campus and may be excluded from participation in other University activities. Probation also serves as a warning that further misconduct during the probationary period will most likely result in the respondent's separation from the University.
- Cancellation of University Housing Agreement: Dismissal from university residence halls.
- Interim or Summary Suspension: As a general rule, the status of a respondent charged with violation(s) of the *Student Code of Conduct* or Honor Code will not be altered until a final determination is made in regard to the charges. Interim or summary suspension may be imposed upon finding by an appropriate administrative official that the continued presence of the respondent on campus constitutes an immediate threat to the physical safety and well-being of the respondent or any other member of the university community or its guests, or destruction of property, or substantial disruption to classroom or other campus activities. In any case of immediate suspension, the respondent shall be provided a hearing on the suspension as soon as possible.
- Suspension: Dismissal or severance of the relationship with the university for a specified period of time. The period of the suspension will be specified in the decision. Suspension is considered a serious disciplinary action, and respondents who receive this sanction are granted an automatic appeal through the VP for student affairs and dean of students or VP for academic affairs, depending on the nature of the violation.
- Contingent Expulsion: Dismissal and severance of the relationship with the university without any guarantee of readmission. Consideration of readmission will not occur in less than one calendar year, with the burden of proof lying with the respondent. Respondents who receive this sanction are granted an automatic appeal through the VP for student affairs and dean of students or VP for academic affairs, depending on the nature of the violation.
- Permanent Expulsion: Permanent dismissal and severance of the relationship with the university. Respondents who receive this sanction are granted an automatic appeal through the VP for student affairs and dean of students or VP for academic affairs, depending on the nature of the violation.
- Other: Other reasonably constructed sanctions as deemed appropriate by a hearing body/officer.

Suspended and Expelled Students

When a respondent is dismissed through suspension or expulsion the respondent is immediately 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 in to the manager of graduate services, 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 VP for student affairs and dean of students or designee. Expelled respondents are not permitted to be on campus at any time without prior written permission from the VP for student affairs and dean of students or designee. Any exceptions to this policy must be authorized by the VP for academic affairs. 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 council 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 chair of the Graduate Student Conduct council

- the manager of graduate services or designee
- the VP for academic affairs
- the selected advisor for the judicial process (see bullet four under Formal Resolution)

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.

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

Appeals

All actions and recommendations resulting from Graduate Student Conduct Council, administrative resolution process and administrative hearings may be appealed on the basis of established grounds for appeal as listed below. Appeal requests must be submitted in writing to the manager of graduate services within three business days of the official letter notification of the decision and sanction. Hearings of appeal will 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 manager of graduate services determines that an appeal board hearing is warranted, the respondent and presiding chair of the Graduate Student Conduct Council from the initial hearing will receive official hearing notification no less than three business days before the scheduled hearing.

During appeal hearings, the Graduate Student Conduct Council 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 VP for academic affairs.

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

Student Rights and Responsibilities

1. Students are not only members of the academic community but are also members of the larger society.
 - A student is not immune to prosecution by local, state, or federal law enforcement agencies irrespective of whether the university initiates conduct proceedings in a given situation.
 - As members of the university community, students have a responsibility to know and follow the university conduct regulations. Violations of these regulations will result in action by the conduct bodies of Hollins University.
2. As would be expected, standards for Hollins University students are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student may encounter can be anticipated in a written document. Therefore, students are expected to act in a manner that demonstrates integrity and respect for others and the campus environment.

3. Respondents are presumed to be not responsible until they are proven responsible or admit responsibility. The burden of proof rests on the complainant. The standard of proof shall be preponderance of the evidence, which is defined as what is more likely than not to have occurred.
4. Each respondent has a right to a timely hearing.
 - However, due to the nature of the academic year, if the incident occurs within the days before a closing, or if the appropriate hearing body cannot be scheduled, the student's 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 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; 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 her/his current address.
7. The complainant and the respondent may, with just cause, challenge a hearing officer or board member's ability to be fair and impartial in hearing the case. The manager of graduate services will consider the information presented to determine whether the person challenged may participate.
8. The respondent and the complainant are allowed one advisor each. Advisors must be a presently employed Hollins University community member or registered Hollins student and may not be directly involved in the alleged violation.
 - An advisor may be present at any meeting and/or hearing for the sole purpose of counseling and advising the student.
 - The advisor cannot examine the witnesses or make statements during the meeting and/or hearing.
9. The respondent will have the option to elect not to contest the alleged violation. This will be called the "Responsible Plea Option." Depending on the nature of their plea, the respondent may be able to choose either an Administrative Resolution or a Hearing.
10. Witnesses may be called by the board, hearing officer, or parties involved. The presiding chair will make the determination regarding whether a witnesses' statement is relevant and/or admissible.
11. The respondent and complainant may be present during the entire hearing except for closed deliberations and are entitled to knowledge of all the evidence used in the proceedings.
 - The respondent and complainant may, however, elect not to appear. Failure to appear will not be construed as an admission of responsibility, but rather as a plea of "no plea" on behalf of the respondent.
 - The respondent and the complainant may submit a written statement to be read on her/his behalf during the hearing.
12. The respondent has the right to remain silent, though present, at conduct hearings, and such silence will not be construed as an admission of responsibility.
13. The respondent and the complainant may question each other and all present witnesses during a hearing. If the complainant, respondent, or witnesses cannot attend a scheduled hearing, written documentation may be presented on their behalf.
14. The respondent will receive notification in writing of the decision within 10 business days of the hearing. The rendered sanction is in effect as of the date identified on the decision and sanction letter, or until an appeal is granted.
15. Following an alleged act of misconduct, and until final disposition of the charges, the status of a respondent will not be altered or her/his rights to be present on campus and to attend classes suspended, except for reasons relating to her/his physical or emotional safety and the well-being of other students, faculty, staff, or university property, or for reasons relating to the protection of the normal functions of the university. In such cases, a respondent may be barred from university housing, specific classes or buildings, and/or university property.
16. Retaliation against any person involved in student conduct proceedings is prohibited.

Athletics and Hollins Outdoor Program (HOP)

XII. Athletics and Hollins Outdoor Program (HOP)

Physical Education and Athletics Facilities

Exercise and physical activity are important parts of everyone's daily life. There are many open hours and recreation times when students can enjoy the Hollins facilities. Of course, priority for using fitness facilities goes to the instructional program and intercollegiate sports. Open times are posted on <https://www.hollins.edu/on-campus/student-life/hollins-outdoor-program-hop/> at the beginning of each term.

The following facilities are available:

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

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

The Hollins Outdoor Leadership Certificate (HOLC)

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

Carvins Cove Usage Opportunities

From August 16, 2017 – August 15, 2018, all present students, faculty, and staff are eligible to enter the Cove free of charge as long as they have a Hollins ID card. Usage includes; unlimited hiking, biking, and picnicking during normal park operating hours. Individuals are expected to pay for any boating fees if they would like to fish, they will need to bring their own gear and have a Virginia fishing license.

The Water Authority reserves the right to suspend the land-use privileges of any individual who violates any of the rules and regulations governing Carvins Cove Natural Reserve after proper notice is given to the user and the VP for student affairs and dean of students at Hollins University. Additionally, if the individual is a student, they may be referred to the university student conduct system.

All guests who are not present members of the Hollins community are required to pay the entrance fee.

Carvins Cove

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

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

For more information about Carvins Cove, please call 540-563-9170 or visit <https://www.westernvawater.org>.

University Committees

Graduate students are invited to participate in the Student Life Committee. Interested students should contact the Manager of Graduate Services.

Student Life Committee

Function:

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

Term:

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

Emergency Prevention and Response Procedures

This guide contains selected policies and procedures pertaining to campus emergencies. The University's complete Emergency Response Plan may be found on my.hollins, on the left side of the page under ERMT.

Emergencies

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

Housing & Residence Life On-Call:

- Two RAs are on duty each evening when the halls are open, beginning at 6:30 p.m. each evening and ending at 8:30 a.m. the next morning. RAs on duty complete office hours in the RA Office (located on the upper level of Moody) when on duty from 6:30 p.m. – 8:30 p.m. RAs on duty may be contacted through the RA Office phone (540) 362-6312 or the RA on duty cell phone (540) 556-5747.
- One professional staff member is on-call 24-hours per day, 7 days per week throughout the academic term. This includes Thanksgiving and Spring Break periods. Staff members are not on-call during the Winter Break period. The professional staff member on call may be contacted through the RA on duty or through the University 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.
- CASA at Hollins (540-362-6817) is the sexual assault assistance program on campus. All services are confidential and free of charge. CASA volunteers can be reached during night office hours Sunday-Thursday, on the anonymous office phone line (540-362-6817), and by appointment.
- Emergency Outreach Services (EOS) (540-981-9351) is a 24-hour crisis intervention service that covers any mental health emergency. Telephone and on-site counseling are available.
- CONNECT (540-981-8181) is a 24-hour crisis and referral line through Carilion Medical Group.
- RESPOND (540-776-1100) is a 24-hour crisis and referral line through Lewis Gale Hospital.
- Virginia Family and Sexual Violence Hotline (800-838-8238) is a 24 hour hotline for Virginia residents offering support and connections with local resources.
- LGBTQ Partner Abuse and Sexual Assault Helpline (866-356-6998) is available 24 hours a day including holidays for Virginia lesbian, gay, bisexual, trans, and queer or questioning callers looking for information or help regarding intimate partner abuse, sexual assault, and stalking.

Emergency Notifications

e2Campus is a mass notification system that can alert members of the Hollins community with text messages on their cell phone, an email, Facebook, Twitter, and a voicemail message. With 90% of college students having mobile phones, this method of communication can increase safety within the Hollins community. Time-sensitive messages

can now go out to students, faculty, and staff immediately. In the event of a campus emergency or school closing due to inclement weather, an alert message will be sent out to any text-capable device such as a mobile phone, PDA, Blackberry, or an email-address a user has registered with the system. Multiple addresses can be entered.

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

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

For PC Users: <https://web1.hollinsnt.hollins.edu/e2c/OmnilertDesktopAlert.1.0.0-1051.msi>

For Mac Users: <https://web1.hollinsnt.hollins.edu/e2c/OmnilertDesktopAlert.1.0.0-1051.pkg>

LiveSafe

This new mobile app with user-friendly features allows you to easily communicate all your safety needs.

LiveSafe is designed to help you stay safe every day and enable University Security to better protect you. You can use it to:

- Share information and safety concerns with University Security via text with picture, video, and audio attachment, and the option to stay anonymous. You can even start a live chat.
- Establish peer-to-peer tracking with group chat so your friends can monitor and talk to you as you move along.
- Access emergency help, telephone numbers, and important safety information more quickly.
- See where the latest campus incidents have occurred and nearby safety locations.
- Get important safety notifications from University Security.

The LiveSafe app is free for all members of the campus community to download, and registration is simple:

- Download the app from iTunes or Google Play (search for "LiveSafe" with the blue shield icon).
- Select "Hollins University" as your school.
- Fill in your name and contact information.

To learn more about LiveSafe, visit <https://www.livesafemobile.com>

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.

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, Graduate Student Conduct system, and/or criminal charges.
- *Fireworks and Smoke Devices:* Hollins prohibits the possession or use of fireworks, ammunition, fire or smoke devices (including candles and incense), or any explosives in any university residence or on any

university property. Setting fires on university property is prohibited, except those scheduled and approved through Special Programs.

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

Safety:

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

- *Fire Drills:* In accordance with Virginia fire safety codes, residence halls are required to hold scheduled fire drills supervised by residence hall staff in cooperation with the HU Maintenance Department. These drills shall be conducted four times a year. The first drill shall be conducted within the first 10 days of school. At least one of the drills shall be conducted after sunset or before sunrise. These drills are done without prior notice or warning.
- *Use of Portable Fire Extinguishers:* Use a fire extinguisher only if you have been trained in how to use it, and only if the fire is very small. Before attempting to extinguish a fire, sound the alarm and call for help. As you extinguish the fire, stay between the fire and an exit.
- To use a fire extinguisher, remember PASS:
 - **P Pull** the pin from the handle.
 - **A Aim** the extinguisher nozzle at the base of the fire.
 - **S Squeeze** the handle to begin the flow of extinguishing material
 - **S Sweep** the nozzle slowly from side to side

Fire Evacuation Procedures

Everyone must leave the building immediately if the fire alarm is activated, or if directed to do so by University Security or Housing and Residence Life Staff. Students are responsible for ensuring that their guests also exit the building immediately. Never assume it is a false alarm.

1. To exit the building, use the nearest safe exit or exit stairwell. Never use elevators in an emergency situation.
2. If there is smoke in the hallway as you exit, stay low to the floor, where the air may be cleaner. If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to another exit or exit stairwell.
3. During stairwell evacuation, hold the handrail, and stay to one side of the stairwell. Allow enough room for others to enter the flow of traffic.
4. Once outside the building, assemble at your building's designated meeting point (see list below) and check-in with a member of the Housing and Residence Life staff.
5. Stand by for instructions from emergency personnel. Do not re-enter the building until given the "all clear" by emergency personnel.
6. Read and understand the posted fire evacuation plan posted. Take time to identify alternate paths to exit the building, noting the location of all stairwells.

Building Evacuation Assembly Locations:

- Hill Houses – Back Quad
- Main – Back Quad
- West – Front Quad
- East – Front Quad
- Tinker – Tinker Beach
- Randolph – Tinker Beach
- Apartment – Side lawn in front of Community School
- In the case of rain or other inclement weather, students may be instructed to gather in another facility.

If you are trapped inside a room by fire:

If you hear a fire alarm and you are inside a room, feel the door before opening it. If it is hot, do not open it. Fire may be in the hallway. If you must remain inside the room:

1. Call University 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 University Security (540-362-6911) to request assistance. Please note, you may dial 911 but it may take longer for Roanoke County emergency services to respond.

2. Provide the location, nature of injury or illness, and the victim's current condition. Appropriate medical assistance and university response staff will be dispatched immediately.
3. If possible, provide information about the age and sex of the victim, and any known medical history.
4. Stay with the victim. Do not move the victim unless he/she or you are in immediate danger of further injury.

Power Outages

1. Report the outage to Facilities Management (540-362-6485) during business hours. After hours, contact University Security (540-362-6419).
2. Do not attempt to use elevators. Check elevators to determine if anyone is trapped inside. If so, immediately call for help; do not attempt to force open doors and rescue them.
3. Do not burn candles – it is a fire hazard and against University policy. If you have to move around inside a building, use a flashlight and watch for hazards in your path.
4. If you need to exit or evacuate the building, do so with caution and remain calm.
5. Unplug computers and equipment during the outage, especially if not connected to a surge protector.
6. Keep laboratory refrigerators and ultra-low freezers closed during the outage.
 - Facilities Management staff will work to restore power as quickly as possible. However, information on outage duration may not be available.
 - Many university buildings are equipped with emergency power generators, but these provide power only for fire alarms and emergency lights, not for normal electrical outlets.

Other Facility Emergencies

The following are considered facility emergencies to which Facilities Management staff may be called out after hours:

- Flooding
 - Broken Windows (particularly on the first floor of a building)
 - Exterior doors that cannot be secured
 - Lack of heat during the winter
1. Report the concern to Facilities Management (540-362-6485) during business hours. After hours, contact University Security (540-362-6419).
 2. Facilities management staff will work to address the concern as quickly as possible.
 3. University staff will keep students informed of relevant information as it becomes available.

Tornado/Severe Weather

1. A tornado watch means conditions are favorable for tornados to develop; a tornado warning means one has been sighted in the area. The Area Warning system may be used on campus to alert the community of severe weather.
2. Remain calm.
3. Move to the lowest level or to an interior hallway of the building quickly.
4. On your way to a safe place, alert others in the building to also move to a safe space.
5. Stay away from windows and areas with a large expanse of glass.
6. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
7. Do not use elevators.
8. Assist those with physical difficulties to an interior hallway away from windows and areas with a large expanse of glass if they cannot move safely to the lowest level.
9. Once in a safe place, call University Security by dialing "6911" from a campus phone or (540) 362-6911 from a non-campus phone. Please note, you may dial 911 but it may take Roanoke County emergency services longer to respond.
10. Protect your head and face. If possible, get under a sturdy table or other structure.
11. Wait for an "All Clear" message via the Area Warning System, e2Campus, or Emergency Responders.

2018-2019 Academic Calendar

SUMMER TERM 2018

Summer Term Begins	Mon., June 18
Independence Day (classes in session)	Wed., July 4
Summer Term Ends	Fri., July 27
Grades Due	Mon., Aug 6

FALL TERM 2018

New Students Check-in	Sat., Aug 25
New Student Orientation	Sat., Aug 25 – Sat., Sept 1
Returning Students Arrive	Sun., Aug 26 – Mon., Aug 27
Class Registration & Add/Drop	Tues., Aug 28
Opening Convocation, 4:30 p.m.	Tues., Aug 28
Fall Classes Begin	Wed., Aug 29
Labor Day (classes in session)	Mon., Sept 3
Last Day to Add a Class	Wed., Sept 5
Last Day to Declare Pass/Fail/Audit	Wed., Sept 26
Last Day to Drop w/o W Grade	Wed., Sept 26
Fall Graduation Date	Sun., Oct 1
Fall Break (no classes)	Thurs.-Fri., Oct 11-12
Board of Trustees Meeting	Thurs.-Sat., Oct 25-27
Last Day to Withdraw from a Class	Wed., Oct 24
Family Weekend	TBA
Thanksgiving Recess (no classes)	Mon.-Fri., Nov 19-23
Last Day of Fall Term Classes	Thurs., Dec 6
Reading Day	Fri., Dec 7
Fall Term Examinations	Sat.-Wed., Dec 8-12
Winter Break Begins	Thurs., Dec 13
Grades due	Sat., Dec 15

SHORT TERM 2018

Short Term Begins	Mon., Jan 7
Last Day to Add/Drop	Wed., Jan 9
M. L. King, Jr., Day (classes in session)	Mon., Jan 21
Short Term Ends	Fri., Feb 1
Grades Due	Fri., Feb 8
Grades Due for internships, independent studies	Mon., Feb 25

SPRING TERM 2019

Class Registration & Add/Drop	Tues., Feb 5
Classes Begin	Wed., Feb 6
Last Day to Add a Class	Wed., Feb 13
President's Day (classes in session)	Mon., Feb 18
Founder's Day Convocation, 4:30 p.m.	Thurs., Feb 21
Board of Trustees Meeting	Thurs.-Sat., Feb 21-23
Last Day to Declare Pass/Fail/Audit	Wed., Mar 6
Last Day to Drop w/out W Grade	Wed., Mar 6
Spring Recess (no classes)	Mon.-Fri., Mar 25-29
Last Day to Withdraw from a Class	Wed., Apr 10
Fall Term Class Registration (undergraduate)	Beginning Mon., Apr 29
Honors Convocation, 4:30 p.m.	Tues., May 7
Last Day of Classes	Tues., May 14
Reading Day	Wed., May 15
Spring Term Examinations	Thurs.-Mon., May 16-20
Grades Due for Graduating Students	Tues., May 21
Grades Due for Non-Graduating Students	Thurs., May 23
Commencement Exercises, 10:00 a.m.	Sun., May 26
Memorial Day	Mon., May 27
Board of Trustees Meeting	Thurs.-Sat., May 29-31
Reunion '19	Fri.-Sun., May 31 – Jun 2

SUMMER TERM 2019

Summer Term Begins	Mon., June 17
Independence Day (classes in session)	Thu., July 4
Summer Term Ends	Fri., July 26
Grades Due	Mon., Aug 5

**Dates are subject to change at the discretion of the university.*

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