

2018

Southern Adventist University Graduate Handbook & Planner 2018-2019

Southern Adventist University

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STUDENT

HANDBOOK AND PLANNER
GRADUATE 2018/2019



SOUTHERN
ADVENTIST UNIVERSITY

Power for Mind & Soul



SOUTHERN ADVENTIST UNIVERSITY NURTURES
CHRISTLIKENESS, TRADITIONAL SEVENTH-DAY
ADVENTIST VALUES, ACADEMIC EXCELLENCE,
AND A LIFELONG PURSUIT OF TRUTH,
WHOLENESS, AND SERVICE.



SOUTHERN
ADVENTIST UNIVERSITY

Power for Mind & Soul

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

GRADUATE ACADEMIC PLANNER

2 0 1 8 - 2 0 1 9

Name: _____

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

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

STUDENT COMMITMENT TO RESPONSIBLE CONDUCT

AS A STUDENT AT

SOUTHERN ADVENTIST UNIVERSITY

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

- ACADEMIC** I will follow directions in the university catalog and will apply my best effort to my academic program with inquisitiveness, propriety, honesty, and integrity. I will promote the same conduct among my peers.
- SPIRITUAL** I will honor the university mission of seeking and teaching truth as revealed by Jesus Christ in the Bible. I will balance work, study, and recreation with Sabbath rest and spiritual enrichment.
- SOCIAL** I will show respect for all members of the university community—their lives, property, and environment. This includes respect for diversity, ethical use of communication technologies, and community service.
- PERSONAL** I will develop high standards of personal health, wellness, and entertainment and will promote the same for other members of the university community. I will avoid alcohol, tobacco, improper drug use, and sex outside of marriage.
- CORPORATE** I will actively participate in the corporate life of the university, taking initiative to meet all my duties under its regulations. I will follow the policies and standards of the Student Handbook, which includes financial obligations, program and class attendance, appropriate dress and behavior, vehicle procedures, and fulfillment of my designated role as a member of this residential community.

helpful information

Phone Numbers, Services, Operating Hours

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

General Information	236.2000
Academic Administration	236.2805
Oversees management of all academic area on campus	
Monday-Thursday, 8 a.m.-5:00 p.m.	
Friday, 8 a.m.-12 p.m.	
Admissions	236.2844
Monday-Thursday, 8:30 a.m.-5:00 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Adventist Book Center <i>adventistbookcenter.com</i>	396.2814
Sunday, 11 a.m.-4 p.m.	
Monday-Thursday, 9 a.m.-6 p.m.	
Friday, 9 a.m.-3 p.m.	
Campus Safety <i>southern.edu/campusafety</i>	236.2100
Campus Safety personnel are available 24 hours a day, seven days a week. Services include: vehicle registration, motorist assists, life safety and crime investigation, lost and found, and safety escorts.	
Email <i>campussafety@southern.ed</i>	
Monday-Thursday, 7:30 a.m.-5:30 p.m.	
Friday, 7:30 a.m.-1 p.m.	
Campus Shop <i>saucampusshop.com</i>	236.2152
Textbooks, school supplies, bath/beauty products, cards/gifts, Southern apparel	
Monday-Thursday, 8:30 a.m.-5:30 p.m.	
Friday, 8:30 a.m.-12:30 p.m.	
Cashier	236.2826
Monday-Thursday, 8:30 a.m.-5:00 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Chaplain's Office and Campus Ministries	236.2787
Pastoral care, outreach activities; Student Missions; uQuest Missions; Vespers; and LifeGroups	
Monday-Thursday, 9 a.m.-5 p.m.	
Friday, 9 a.m.-12 p.m.	
Classical 90.5 WSMC <i>wsmc.org</i>	236.2905
Classical radio station, also available for listening on WSMC app.	
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	

Collegedale Church	396.2134
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Vespers, 8 p.m., Church	
Church Services:	
Adoration, 9 a.m., 10:15 a.m., Renewal, 11:35 a.m.	
Connect, 11:30 a.m., Collegedale Academy	
Collegedale Credit Union <i>collegedale.org</i>	396.2101
Drive-thru open 7:30 a.m.-closing	
Sunday, 11 a.m.-2 p.m.	
Monday–Wednesday, 8 a.m.-4 p.m.	
Thursday, 8 a.m.-6 p.m.	
Friday, 8 a.m.-2 p.m.	
Collegedale Police (non-emergency)	396.3133
Collegedale Post Office	396.9498
Monday-Friday, 9 a.m.-4 p.m.	
Closed: Saturday, Sunday, and Holidays	
Computer Labs	
Business/English (Brock Hall 3rd floor, check posted schedule for hours).....	236.2599
Computing (Check posted schedule for hours)	
Advanced Computing Lab (Hickman 118)	
Computing Lab (Hickman 116).....	236.2706
Education 21 st Century Classroom (Check posted schedule for hours).....	236.2778
Journalism Mac Lab (Brock Hall 1st floor, check posted schedule for hours)	236.2933
Library	236.2788
Sunday, 12 p.m.-12 a.m.	
Monday-Thursday, 7:30 a.m.-12 p.m.	
Friday, 7:30 a.m.-2 p.m.	
Nursing (Check posted schedule for testing, holidays, and summer)	236.2940
Sunday, 12:30 p.m.-9:30 p.m.	
Monday-Thursday, 7 a.m.-9:45 p.m.	
Friday, 7 a.m.-2:30 p.m.	
Departments and Schools (Academic)	
Departments	
Allied Health.....	236.2926
Biology	236.2926
Chemistry	236.2931
English	236.2381
History	236.2381
Mathematics	236.2874
Modern Languages	236.2221
Lab	236.2742
Physics	236.2669
Technology.....	236.2860

Schools

Business and Management.....	236.2527
Computing	236.2936
Education and Psychology	236.2765
Journalism and Communication.....	236.2330
Editing Lab	236.2332
Photography Lab	236.2933
Music	236.2880
Nursing	236.2940
Learning Lab	236.2970
Skills Lab	236.2969
Physical Education, Health, and Wellness	236.2850
Religion	236.2976
Social Work	236.2768
Visual Art and Design	236.2732

Dining Hall Menu southern.edu/food..... 236.2399

Sunday, Closed

Monday-Friday, 6:30 a.m.-6:30 p.m.

Saturday, 12 p.m.-2p.m.

eClass Help Desk..... 236.2086

Technical support for eClass, clickers, and Turnitin assignments is available

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

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

Emergency (ambulance, fire, or police) 911

Enrollment Management 236.2835

Financial aid awards, scholarships, federal work-study, student loans, summer camp scholarships, application forms, financial aid counseling

Monday-Thursday, 8:30 a.m.-5:00 p.m.

Friday, 8:30 a.m.-12 p.m.

Graduate Studies 236.2694

Processes applications for students seeking admission into Graduate Studies

Monday-Thursday, 8:30 a.m.-12:30 p.m. and 1:30 p.m.-5:30 p.m.

Friday, 8:30 a.m.-12:30 p.m.

Gymnasium (Iles P.E. Center) 236.2850

Reserving racquetball courts, equipment, and facilities. For intramurals information, go to southern.edu/intramurals. For more facility hours, go to southern.edu/wellness

Sunday, 5-9 p.m.

Monday-Thursday, 8 a.m.-10 p.m. (except during classes/Conovcation/Breaks)

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

Hulsey Wellness Center southern.edu/wellness and imleagues.com/southern 236.2850

The Kayak (snack shop), rock wall, indoor and outdoor walking tracks, fitness floor, aerobics room, hot tub, therapeutic-massage, pool, locker rooms with steam baths and dry sauna

Sunday, 12 p.m.-9 p.m.

Monday-Thursday, 5 a.m.-10 p.m.

Friday, 5 a.m.-2 p.m.

Information Technology

Audio Visual	236.2411
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Campus Cards and replacements, fax service	236.2707
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-1 p.m.	
Computer Support Desk	236.2712
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Insurance (Risk Management)	236.2566
Monday-Thursday, 8 a.m.- 5 p.m.	
Friday, 8 a.m.-12 p.m.	
International Student Advising	236.2845
Monday, 8:30 a.m.- 8 p.m.	
Tuesday-Thursday, 8:30 a.m.- 4:30 p.m.	
The Kayak (Snack Shop)	236.2592
Smoothie and sandwich bar	
Sunday, 5-8:45 p.m.	
Monday-Thursday, 2-9 p.m.	
Friday-Saturday, Closed	
Kiddie Campus	396.9253
Child day-care option	
Monday-Thursday, 6:30 a.m.-6 p.m.	
Friday, 6:30 a.m.-4 p.m.	
KR's Place (Eatery)	236.2719
Sunday, 4 p.m.-10 p.m.	
Monday-Thursday, 10 a.m.-10 p.m.	
Friday, Closed	
Sabbath, 6 p.m.-9 p.m.	
Library (McKee)	236.2788
Databases, books, journals, magazines, center for the Study of 19th Century America, special collections, videos, and streaming media	
Sunday, 12 p.m.-12 a.m.	
Monday-Thursday, 7:30 a.m.-12 a.m.	
Friday, 7:30 a.m.-2 p.m.	
Research and Writing Center	236.2014
McKee Library, Main Floor	
Sunday, 4- 8 p.m.	
Monday - Thursday, 9 a.m. - 8 p.m.	
Friday, 9 a.m.-12 p.m.	
Tutoring Center.....	236.2578
McKee Library, 3rd Floor	
Sunday, 4- 8 p.m.	
Monday - Thursday, 9 a.m. - 8 p.m.	
Friday, 9 a.m.-12 p.m.	
PASS	236.2545

Online Campus	236.2087
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Outdoor Education Center southern.edu/outdoor	236.2850
Ropes Course and Alpine Tower; schedule by appointment. SOAP opportunities on the first Sunday of every month.	
Quick Print	236.2861
Copying, UPS, mail service, color copies, etc.	
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Records and Advisement/Transcripts	236.2899
Registration, class schedule, class add/drop, grades, transcripts, verifications for student loans or good student driving discounts, major or adviser changes	
Monday-Thursday, 8:30 a.m.-5:00 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Residence Halls	
Talge Hall for Men	236.2994
Thatcher Hall for Women	236.2904
Thatcher South for Women	236.2910
Sunday-Friday, lobbies close at 11 p.m.	
Saturday, lobbies close at 12:45 a.m.	
Sheriff (non-emergency)	622.0022
Student Association (Check posted schedule for hours)	236.2723
Festival Studios	236.2678
Social Activities	236.2603
Southern Accent	236.2612
Southern Memories	236.2613
SA President	236.2600
Student Center	236.2611
CNN and ESPN, video games, national and campus newspapers, pool table, air hockey, ping-pong, and various table games	
Sunday, 1 p.m.-10:30 p.m.	
Monday-Thursday, 11 a.m.-10:30 p.m.	
Friday, 11 a.m.-1 p.m.	
Student Employment (Human Resources) southern.edu/hr	236.2276 or 236.2278
Information about on and off-campus jobs	
Monday-Thursday, 8 a.m.-12 p.m. and 1 p.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Student Finance (See Enrollment Services)	
Student Life and Activities	236.2484
Coordinates social activities and student organizations, assists community students	
Monday-Thursday, 9:30 a.m.-12 p.m. , 1 p.m.-5:30 p.m.	

Student Park

Reservations	236.2814
Cave Reservations	236.2785
Goliath Wall amphitheater reservations	236.2814

Student Development236.2814

Oversees management of the various aspects of student life: Residence life, Student Success Center, Student Life and Activities, Campus Ministries, performing arts and convocation, University Health Center, and student conduct.

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

Student Success Center

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

Career Services	236.2078
Counseling and Testing Services	236.2782
Disability Support Services dss@southern.edu	236.2574
First Year Experience	236.2575
Retention and 1st Year Advising	236.2546
Student Support Team	236.2661

Teaching Materials Center southern.edu/tmc236.2661

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

Sunday, 3 p.m.- 8:45 p.m.
 Monday-Thursday, 9 a.m.-8:45 p.m. (Closed during Convocation)
 Friday, 9 a.m.-12 p.m.

Transportation Services236.2716

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

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

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

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

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

Village Market (health food store)236.2300

Sunday, 8 a.m.-6 p.m.
 Monday-Thursday, 7 a.m.-9 p.m.
 Friday, 7 a.m.-4 p.m.

Deli at the Village Market

Sunday, 8 a.m.-6 p.m.
Monday-Thursday, 7 p.m.-9 p.m.
Friday, 7 a.m.-4 p.m.

Wright Hall

Academic Administration	236.2805
Monday-Thursday, 8 a.m.-5:30 p.m.	
Friday, 8 a.m.-12 p.m.	
Accounting.....	236.2820
Monday-Thursday, 8 a.m.-5 p.m.	
Friday, 8 a.m.-12 p.m.	
Cashier	236.2826
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Enrollment Services	236.2835
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Human Resources.....	236.2276
Monday-Thursday, 8:30 a.m. - 5 p.m.	
Friday, 8 a.m.-12 p.m.	
President's Office.....	236.2801
Monday-Thursday, 8 a.m. - 5:30 p.m.	
Friday, 8 a.m.-12 p.m.	
Records and Advisement	236.2899
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m.-12 p.m.	
Transcripts	236.2921
Monday-Thursday, 8:30 a.m.-5 p.m.	
Friday, 8:30 a.m.-12 p.m.	
WSMC Radio (FM 90.5) wsmc.org.....	236.2905
Classical radio station	
Monday - Thursday, 8 a.m. - 5 p.m.	
Friday - 8 a.m. - 12 p.m.v	

2018

july

Sunday	Monday	Tuesday
1	2 Tornado Siren Test, Noon	3 Mid-Term grades due for S18, Verified 5p, Records
8	9 Last day for 40% tuition refund for S18 No tuition refund after today for S18 Begin Fall Textbook Reservations, saucampusshop.com	10
15	16 Summer Institute, 9a-4:30p, Summerour (16-20)	17 Tornado Siren Test, 6p
Parents Day 22 Campus Shop Open, 9a-5p	23 LSAT Exam, Lynn Wood	24 Orientation to Teaching for New Faculty, 8a-5p, Summerour 1300 S18S1 & S18S2 grades due, Verified 5p, Records office
29	30 All vehicles must be registered with Campus Safety	31 New Employee Orientation, 8a-5:30p

Wednesday	Thursday	Friday	Saturday
<p>Independence Day 4</p> <p>University Offices, University Health Center, McKee Library & Campus Shop Closed</p>	<p>5</p> <p>Last day to order July Graduation regalia online, www.cbgrad.com</p>	<p>Payday: Hourly/Student 6</p> <p>University Health Center Closed</p> <p>Sunset, 8:58p</p>	<p>7</p> <p>Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p>11</p>	<p>12</p> <p>Last day to drop S18 classes</p>	<p>Payday: Salary 13</p> <p>University Health Center Open, 8a-Noon</p> <p>Vespers, 8p, Student Center Sunset, 8:56p</p>	<p>14</p> <p>Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Diversions, 9:30p</p>
<p>18</p>	<p>19</p>	<p>Payday: Hourly/Student 20</p> <p>S18S2 Classes End Online Book Buy Back, saucampusshop.com</p> <p>Vespers, 8p, Student Center Sunset, 8:53p</p>	<p>21</p> <p>Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Diversions, 9:30p, Student Center</p>
<p>25</p> <p>Orientation to Teaching for New Faculty, 8a-5p, Summerour 1300 Last day to change S18 Meal Plan</p> <p>Nursing Dedication, 7p, Church</p>	<p>26</p> <p>Orientation to Teaching for New Faculty, 8a-5p, Summerour 1300</p> <p>Summer Graduation, 7p, Iles PE Center</p>	<p>Payday: Salary 27</p> <p>Orientation to Teaching for New Faculty, 8a-Noon, Summerour 1300 Last day for 100% tuition refund for SmartStart & S18S3</p> <p>Vespers, 8p, Church Sunset, 8:48p</p>	<p>28</p> <p>Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Connections Cafe, 1:30p, Iles PE Center</p> <p>Diversions, 9:30p</p>
<p>S18S3 McKee Library Hours: Monday-Thursday, 7:30a-9p Friday, 7:30a-Noon Sunday, 2-9p</p> <p>Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S18S1: 1st Summer Session May 7-June 1 S18: May 7-August 16 S18: Nursing Cohort May 14-August 10 S18S2: 2nd Summer Session June 4-July 20 SS SmartStart S18S3: 3rd Summer Session July 23-August 16 F18: Fall Semester August 20-December 13</p>		

2018 August

Sunday	Monday	Tuesday
<p>S18S3 McKee Library Hours: Monday-Thursday, 7:30a-9p Friday, 7:30a-Noon Sunday, 2-9p</p> <p>Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S18S1: 1st Summer Session May 7-June 1 S18: May 7-August 16 S18: Nursing Cohort May 14-August 10 S18S2: 2nd Summer Session June 4-July 20 SS SmartStart S18S3: 3rd Summer Session July 23-August 16 F18: Fall Semester August 20-December 13</p>	
5	6	7
<p>Ocoee Rafting Trip, 9a-5p, Wright Hall Steps</p> <p>Open Cave, 11a-3p, Student Park</p>		<p>MSN Clinical Orientation (Part 2)</p> <p>Tornado Siren Test, Noon</p>
12	13	14
<p>Ocoee Rafting Trip, 9a-4p, Wright Hall Steps</p>	<p>S18 Rent & Meal Plan Ends</p> <p>Graduate Nursing Welcome, 4:30p</p>	<p>F18 Rent & Meal Plan Begins (14-December 31)</p>
19	20	21
<p>Campus Shop Open, 9a-5p University Health Center Open, 11a-2p</p> <p>MSW Orientation</p> <p>McKee Library Open, Noon-5p</p> <p>Organization Showcase, 4:30-6:30p, & Supper, 5-6:30p, Iles PE Center</p>	<p>Classes Begin</p> <p>McKee Library Open, 7:45a-12a</p> <p>Softball Intramural Sign-up begins, southern.edu/intramurals</p> <p>Choir Auditions, Wood Hall (20-23)</p> <p>Global Session A Begins</p> <p>SB Classes Begin (12 weeks)</p> <p>Schools/Departments Welcome Parties, 6p, Various Locations</p>	<p>School of Education & Psychology Classes Begin</p> <p>All Summer grades due, Verified 5p, Records</p> <p>Tornado Siren Test, 6p</p> <p>Challenge Course, 6-9p, Outdoor Education Center</p>
26	27	28
<p>Ocoee Rafting Trip, 9a-4p, Wright Hall Steps</p> <p>MSW Classes</p> <p>Alumni Golf Tournament, Bear Trace Golf Course</p> <p>McKee Library Open, Noon-Midnight</p>	<p>Last day for 100% tuition refund</p> <p>All vehicles must be registered with Campus Safety</p> <p>Softball Season begins</p> <p>DNP Intensive (27-30)</p>	<p>Fee charged for add/drop "W" on transcript</p> <p>MSN Clinical Orientation (Part 1)</p>

Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Employee In-Service, 8:30a-12:30p, Lynn Wood</p> <p>University Colloquium (1-17)</p> <p>Employee In-Service, 1:30-5:30p, Lynn Wood</p>	<p>2</p>	<p>Payday: Hourly/Student 3</p> <p>Last day to drop SmartStart or S1853 Classes</p> <p>Last day for 50% tuition refund No tuition refund after today for S1853</p> <p>Vespers, 8p, Church</p> <p>Sunset, 8:42p</p>	<p>4</p> <p>Adoration, 9 & 10:15a, Church</p> <p>SOAP Church: Canoeing, 10a-6p, Wright Hall Steps</p> <p>Employee Colloquium Sabbath School & Church Service, 10a, Lynn Wood Chapel</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Divisions, 9:30p</p>
<p>8</p>	<p>9</p>	<p>10</p> <p>S18 Nursing Cohort Ends</p> <p>Vespers, 8p, Church</p> <p>Sunset, 8:35p</p>	<p>11</p> <p>Adoration, 9 & 10:15a, Church</p> <p>SOAP Church: Hiwassee Rafting Trip, 11a-6p, Wright Hall Steps</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Open Gym Night, 9:30p, lles</p>
<p>Payday: Salary 15</p> <p>Faculty In-Service, 12:30-5:30p</p>	<p>Final Exams: SS, S1853 16</p> <p>Book Buy Back, 9a, Campus Shop</p> <p>S1853 Classes End</p>	<p>Payday: Hourly/Student 17</p> <p>Book Buy Back, 9a-Noon, Campus Shop</p> <p>New Employee Reception, 5:30p</p> <p>Vespers, 8p, Church</p> <p>Sunset, 8:27p</p>	<p>18</p> <p>Adoration, 9 & 10:15a, Church</p> <p>Renewal: Student Leader Dedication, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Divisions, 9:30p</p>
<p>22</p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p>	<p>23</p> <p>Convocation: Student Dedication, 11a, Church, Dave Smith</p> <p>Softball Captain's Meeting, 5p, Hulsey</p>	<p>24</p> <p>McKee Library Open, 7:45a-2p</p> <p>Last day for textbook returns, Campus Shop</p> <p>Double Tennis Sign-ups begins</p> <p>Bat Vespers, 7-10p, Wright Hall Steps</p> <p>Vespers, 8p, Church, Brennon Kirstein</p> <p>Sunset, 8:19p</p>	<p>25</p> <p>Adoration, 9 & 10:15a, Church</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Connections Cafe, 1:30p</p> <p>Evensong, 7:30p, Church</p> <p>SA Welcome Party, 9:15p, lles</p>
<p>29</p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>Double Tennis Captain's Meeting, 5p, Hulsey</p>	<p>Payday: Salary 30</p> <p>Convocation: Department/Schools, 11a, Various Locations</p> <p>Begin ordering December Graduation regalia & announcements, www.cbgrad.com</p>	<p>Payday: Hourly/Student 31</p> <p>Futsal Sign-up begins</p> <p>Vespers, 8p, Church, Dave Ferguson</p> <p>Sunset: 8:10p</p>	

September 2018

Sunday	Monday	Tuesday
<p>Campus Fire Safety Month Suicide Prevention Awareness Month ADHD Month National Campus Safety Awareness Month Sign up for intramurals: southern.edu/intramurals</p>		
<p>2 Ocoee Rafting Trip, 9a-5p, Wright Hall Steps Open Cave, 11a-3p, Student Park Outdoor Education Fall Intensive (2-14) Tennis Doubles Tournament begins</p>	<p>3 Labor Day Last day to add a class (Census) All vehicles must be registered with Campus Safety Last day to change F18 Meal Plan Last day for Student Insurance Open Enrollment, Must submit proof of a QLE (Qualifying Life Event) after this date Undergraduate Council, 3:30p</p>	<p>4 Tornado Siren Test, Noon</p>
<p>9 Grandparents Day Southern Union Youth Director's Pancake Breakfast, 9:30-11:30a, Outdoor Kitchen on Promenade Latin American Month Begins (9-October 14) MSW Classes</p>	<p>10 Last day for 80% tuition refund Futsal Season begins Calling, Career & Vocation Committee, Noon, Presidential Banquet Room University Senate, 3:30p</p>	<p>11</p>
<p>16 GCD Session A Ends</p>	<p>17 Constitution Day GRE Subject Exam, Lynn Wood GCD Session B Begins Undergraduate Council, 3:30p</p>	<p>18 Tornado Siren Test, 6p</p>
<p>23 First Day of Autumn View Southern (23-24) MSW Classes</p>	<p>24 Last day for 60% tuition refund Faculty Portfolios due, VP Academic Administration's office Flagball Season begins Latin American Culture Week (24-29) BRIDGE Lunch, Noon, Presidential Banquet Room University Senate, 3:30p</p>	<p>25</p>
<p>30 Symphony Orchestra Concert, 7:30, Church</p>		

Wednesday	Thursday	Friday	Saturday
			1 Adoration, 9 & 10:15a, Church SOAP Church: Canoeing, 10a-6p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church Anthony Griffith Comedy & Bekah Shae, 9p, Iles
5 LSAT Exam, Lynn Wood Teach ³ , Noon, Presidential Banquet Room Futsal Captain's Meeting, 5p, Hulsey Wellness Center	6 Convocation: Campus Ministries, 11a, Church, Iki Taimi Deans/Chairs Advisory, 3:30p	7 Vespers: Ministry, 8p, Church, Iki Taimi Ministry Expo, 9:30p, Iles PE Center Sunset, 8p	8 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Southern Union Great Haystack, 1:30p, Iles Evensong, 7:30p, Church Men's Club Bowling Night, 9-11p, Holiday Bowl, Hixson
12 Faculty Showcase, Noon, Presi- dential Banquet Room	13 Convocation: Constitution Day, 11a, Iles, Chris Beneke Dean's Luncheon, Noon Graduate Council, 3:30p	14 Payday: Salary /Hourly/ Student Flagball Sign-up begins SOAP Island Camping, 4p, Out- door Education Center (14-15) Reynold's Chair Symposium, 6p, Hulsey Wellness Amphitheater Vespers: Lawn Vespers, 8p, Goliath Wall Star Watch, 8:30p, Hickman Sunset, 7:50p	15 National Hispanic Heri- tage Month (15-Oct. 15) Adoration, 9 & 10:15a, Church Reynold's Chair Symposium, 9:15a, Hulsey Wellness Amphi- theater Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church SA Fall Formal, 9p, Iles
19 Faculty Tech Bytes, Noon, Presi- dential Banquet Room Flagball Captain's Meeting, 5p, Hulsey Wellness Center	20 Convocation, 11a, Church, Andy Crouch Faculty Convocation Showcase, Noon, Presidential Banquet Room Faculty Leadership Series, 3:30-5p, White Oak Room	21 National Concussion Awareness Day Ministerial Candidate Recogni- tion, 7:30p, Thatcher Chapel, John Nixon Vespers, 8p, Church, Anna Bennett GroupLink, 9:30p, Iles Sunset, 7:40p	22 Adoration, 9 & 10:15a, Church Ministerial Candidate Recognition, 9:30 & 11a, Thatcher Chapel, John Nixon Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church All Night Softball Tournament, 8:30p, Summit Softball Complex
26 Faculty Showcase, Noon, Presi- dential Banquet Room	27 Convocation: Latin American Heritage, 11a, Church, The Ghetto Preacher Willy Ramos Graduate Council, 3:30p	28 Payday: Salary/Hourly/ Student Comp Exam for December Counseling Grads SOAP Overnight Rock Climbing Trip, 4p, Outdoor Education Center; \$25 food/gear (28-29) Vespers: Latin American Heritage, 8p, Church, The Ghetto Preacher Willy Ramos (No Alternate Vespers) Sunset, 7:30p	29 Adoration, 9 & 10:15a, Church, The Ghetto Preacher Willy Ramos Renewal, 11:35a, Church, The Ghetto Preacher Willy Ramos Connect, 11:35a, CA Chemistry, Math, Physics Fall Out- ing: Fort Mountain State Park Evensong, 7:30p, Church SA Southern Ninja Warrior Finals, 8:30p, Outdoor Education Center

2018

October

Sunday	Monday	Tuesday
<p>National Domestic Violence Awareness Month</p> <p>National Depression Education & Awareness Month</p> <p>Fire Prevention Month</p> <p>National Bullying Prevention Month</p> <p>Sign up for intramurals: southern.edu/intramurals</p>	<p>1</p> <p>Online Registration for S19S3 Begins</p> <p>Book Buy Back, saucampus-hop.com</p> <p>Graduate Nursing Application Deadline for W19</p> <p>Undergraduate Council, 3:30p</p> <p>Fall at the Wall, 7p, Goliath Wall, Chris Oberg</p>	<p>2</p> <p>Tornado Siren Test, Noon</p> <p>Fall at the Wall, 7p, Goliath Wall, Chris Oberg</p>
<p>7</p> <p>35th Annual Sunbelt Cohutta Springs Triathlon Registration, 10:30-11:45a Race begins, 12:30p</p> <p>Open Cave, 11a-3p, Student Park</p> <p>MSW Classes & Information Session</p> <p>No Field Trips or Tours (7-13) Board of Trustees Meeting</p> <p>SAT Exam, Lynn Wood</p> <p>Wind Symphony Concert, 7:30p, Church</p>	<p>Columbus Day</p> <p>8</p> <p>Calling, Career & Vocation Committee, Noon, Presidential Banquet Room</p> <p>University Senate, 3:30p</p> <p>Archaeology Museum Lecture, 7p, Lynn Wood Chapel, Michael Hasel</p>	<p>9</p> <p>Duck Walk, 7a-7p, Track</p> <p>Employee Town Hall, 10:30a-Noon, Lynn Wood Chapel</p> <p>Employee Town Hall, 3:30-5p, Lynn Wood Chapel</p>
<p>14</p> <p>Flea Market, 8a-3p, Wood/Talge Parking Lot</p> <p>McKee Library Open, 6p-Midnight</p>	<p>Payday: Salary</p> <p>15</p> <p>Undergraduate Council, 3:30p</p>	<p>National Boss's Day</p> <p>16</p> <p>MidTerm grades due, Verified 5p, Records</p> <p>Tornado Siren Test, 6p</p>
<p>21</p> <p>MSW Classes</p> <p>Employee Autumn in the Park</p>	<p>22</p> <p>Last day for 40% tuition refund No tuition refund after today</p> <p>Missions Emphasis Week (22-26)</p> <p>University Assembly, 4p</p>	<p>23</p> <p>Senior Class Organization, 11a, Presidential Banquet Room</p> <p>MSN Forum, Noon-1p</p> <p>Performing Arts: Tlen Huicani, Folk Music, 7p, Ackerman</p>
<p>28</p> <p>15th Annual Antique/Classic Car Show, 11a-1:30p, Mabel J. Wood Hall Parking Lot</p> <p>Legacy Preview Southern, Lunch, Presentation & Tour, 11:45a-3p</p> <p>GCD Session B Ends</p> <p>SAT Exit Exam</p> <p>SA Fall Festival, 6p</p>	<p>29</p> <p>Online Winter Registration Southern Scholars</p> <p>GRE Subject Exam, Lynn Wood</p> <p>GCD Session C Begins</p>	<p>Payday: Salary</p> <p>30</p> <p>New Employee Orientation, 8a-5:30p</p> <p>W19 Registration Opens for current Graduate Students</p> <p>Floor Hockey Season begins</p>

Wednesday	Thursday	Friday	Saturday
3	4	5	6
<p>Nursing Accreditation Visit (3-5)</p> <p>Teach!, Noon, Presidential Banquet Room</p> <p>Fall at the Wall, 7p, Goliath Wall, Chris Oberg</p>	<p>Convocation: Service Expo, 11a, Church</p> <p>Meet the Firms & Graduate Schools, Noon -2p, Illes</p> <p>Deans/Chairs Advisory, 3:30p</p> <p>Fall at the Wall, 7p, Goliath Wall, Chris Oberg</p>	<p>Board of Trustees Retreat (5-7)</p> <p>Vespers: Fall at the Wall, 8p, Goliath Wall, Chris Oberg, (No Alternate Vespers)</p> <p>Sunset, 7:20p</p>	<p>Adoration, 9 & 10:15a, Church</p> <p>SOAP Church: Hiking, 10a-6p, Wright Hall Steps</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Evensong, 7p, Church</p> <p>LAC Cultural Night, 9p, Illes</p>
10	11	12	13
<p>Duck Walk, 7a-7p, Track</p> <p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>MidTerm Ends</p> <p>3 on 3 Basketball Sign-up begins</p> <p>SOAP MidTerm Break Trip, 5p, Outdoor Education Center (10-14)</p>	<p>MIDTERM BREAK (11-14)</p> <p>No Classes</p> <p>University Health Center Closed (11-14)</p> <p>McKee Library Closed</p> <p>Graduate Council, 3:30p</p>	<p>Payday: Hourly/Student</p> <p>McKee Library Closed</p> <p>Sunset, 7:10p</p>	<p>Adoration, 9 & 10:15a, Church</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p>
17	18	19	20
<p>Faculty Tech Bytes, Noon, Presidential Banquet Room</p> <p>3 on 3 Basketball Meeting, 5p, Hulsey Wellness Center</p> <p>Convocation: GYCSE, 7p, Church, Wes Peppers</p>	<p>Convocation: GYCSE, 11a, Church, Wes Peppers</p> <p>#PurpleThursday Photo Booth, 11a-1p, Student Center</p> <p>Wind Symphony Tour (18-20)</p> <p>Fall Preview Southern (18-19)</p> <p>Leadership Series, 3:30p, White Oak Room</p> <p>Convocation: GYCSE, 7p, Church, Wes Peppers</p>	<p>Graduate Nursing Interviews</p> <p>Deadline for graduation contracts for December/May Graduation, Records office</p> <p>Floor Hockey Sign-up begins</p> <p>Star Watch, 7:30p, Hickman</p> <p>GSO Vespers</p> <p>Vespers: GYCSE, 8p, Illes, Wes Peppers</p> <p>Sunset, 7:01p</p>	<p>Adoration, 9 & 10:15a, Church</p> <p>Sabbath School: GYCSE, 9:30a, Thatcher Chapel</p> <p>Church: GYCSE C, 11a, Thatcher Chapel</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Evensong: GYCSE, 7p, Illes</p> <p>Southern Ninja Warrior Finals, 8:30p, Outdoor Education Center</p>
24	25	26	27
<p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>Floor Hockey Captain's Meeting, 5p, Hulsey Wellness Center</p>	<p>Convocation: Student Missions, 11a, Church, Grant Graves</p> <p>Last day to drop a class "W" on transcript</p> <p>Homecoming Weekend (25-28)</p> <p>Faculty Convocation Showcase, Noon, Presidential Banquet Room</p> <p>Graduate Council, 3:30p</p> <p>Alumni Banquet, 6p, Dining Hall</p>	<p>Payday: Hourly/Student</p> <p>Campus Shop Open, 8:30a-2p</p> <p>Faculty Winter Textbook Adoptions due, Campus Shop</p> <p>Psychology Symposium, 9a-1p, Summerour 1200</p> <p>Graduate Nursing Interviews</p> <p>SOAP Backpacking, 4p, Outdoor Education Center, \$25 (26-27)</p> <p>Sigma Theta Tau Induction, 4p, Lynn Wood Chapel</p> <p>Vespers: Missions, 8p, Church, Grant Graves</p> <p>Missions Expo, 9:30p, Church</p> <p>Sunset, 6:53p</p>	<p>Adoration, 9 & 10:15a, Church</p> <p>Renewal, 11:35a, Church</p> <p>Connect, 11:35a, CA</p> <p>Evensong, 7p, Church</p> <p>Gym-Masters Reunion Show, 7p, Illes</p>
31			
<p>Faculty Showcase, Noon, Hulsey Wellness Center</p> <p>3 on 3 Basketball Captain's Meeting, 5p, Hulsey Wellness Center</p>			

november 2018

Sunday	Monday	Tuesday
American Indian Heritage Month	Sign-up for intramurals, southern.edu/intramurals	
4	5	6
Daylight Savings Time Ends, Set clocks back one hour at 2a Cave Open, 11a-3p, Student Park MSW Classes	Florence Oliver Anderson Lecture Series, Iles PE Center Undergraduate Council, 3:30p	Election Day Tornado Siren Test, Noon
11	12	13
Veteran's Day SOAP Caving Trip, 9a-5p, Outdoor Education Center Symphony Orchestra Concert, 7:30p, Church	December graduates deadline to finish incompletes & home study correspondence W19 Registration Opens for Transfer/Former Graduate Students (12-January 15) MPRE Exam, Lynn Wood Calling, Career & Vocation Committee, Noon, Presidential Banquet Room University Senate, 3:30p	BRIDGE Luncheon, Noon, Presidential Banquet Room
18	19	20
McKee Library Closed MSW Classes MSW Information Session	THANKSGIVING BREAK No Classes University Health Center Closed (19-25) LSAT Exam, Lynn Wood McKee Library Open, 1-5p	McKee Library Open, 1-5p Tornado Siren Test, 6p
25	26	
Concerto Competition Live Finals, 4-8p, Ackerman McKee Library Open, 6p-Midnight	Summer Institute Reunion Luncheon, Noon, Presidential Banquet Room University Senate, 3:30p	GSO Christmas Party Christmas Tree Lighting, 6:30p, Taylor Circle

Wednesday	Thursday	Friday	Saturday
	1	2	3
	<p>Convocation: SA, 11a, 11es, William Matthews</p> <p>Online Winter Registration for Returning Junior >54 hours & Seniors (1, 2)</p> <p>Dean/Chairs Advisory, 3:30p</p>	<p>Psychology Symposium, 9a-1p, Summerour 1200</p> <p>Vespers: P546 10, 8p, Church Sunset, 6:46p</p>	<p>Adoration, 9 & 10:15a, Church SOAP Church: Rock Climbing, 11a-6:30p, Wright Hall Steps</p> <p>Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong: 1 Cantori, 5:30p, Church 3 on 3 Basketball Tournament, 7:30p, 11es</p>
7	8	9	10
<p>Faculty Tech Bytes, Noon, Presidential Banquet Room</p>	<p>Convocation: Adventist Heritage, 11a, Church, Frank Hasel</p> <p>Dean's Luncheon, Noon-1p, Presidential Banquet Room</p> <p>Graduate Council, 3:30p</p> <p>Performing Arts: Soo Been Lee, Violinist, 7p, Ackerman</p>	<p>Payday: Hourly/Student</p> <p>1 Cantori Concert Tour (9-10) GCD Session C Ends</p> <p>Commitment to Adventist Education Vespers, 6:30p, Lynn Wood Chapel</p> <p>Pierson Weekend, 7:30p, Thatcher Chapel</p> <p>Vespers: Home, 8p, Various Locations</p> <p>Sunset, 5:39p</p>	<p>Adoration, 9 & 10:15a, Church Pierson Weekend, 9:30 & 11a, Thatcher Chapel</p> <p>Sabbath School & Church, Commitment to Adventist Education, 10a, Lynn Wood</p> <p>Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong, 5:30p, Church SA Studio 4109 LIVE, 8:32p, 11es</p>
14	15	16	17
<p>Faculty Showcase, Noon, Presidential Banquet Room</p>	<p>Payday: Salary</p> <p>Convocation: Veteran's Recognition, 11a, 11es, Israel Del Toro</p> <p>Faculty Convocation Showcase, Noon, Presidential Banquet Room</p>	<p>Star Watch, 6p, Hickman</p> <p>Sunset, 5:34p</p>	<p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>New York Study Tour Begins</p>
21	22	23	24
<p>McKee Library Closed</p> <p>University Offices Close, Noon</p>	<p>Thanksgiving Day</p> <p>University Offices & McKee Library Closed</p>	<p>Payday: Hourly/Student</p> <p>University Offices & McKee Library Closed</p> <p>Last day to order December Graduation regalia online, www.cbgrad.com</p> <p>Sunset, 5:31p</p>	<p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
28	29	30	
<p>Faculty Showcase, Noon, Presidential Banquet Room</p> <p>Biology Expo, 7p, Hickman</p>	<p>Convocation: Schools/Departments, 11a, Various Locations</p> <p>Deans/Chairs Advisory, 3:30p</p>	<p>Payday: Salary</p> <p>Portfolio Deadline for December Counseling Grads</p> <p>Basketball Sign-up begins</p> <p>Kirsten Wolcott Memorial 5K Run, 3p, Duck Pond</p> <p>Vespers: Against the Wall, 8p, Church, Ty Gibson & Michael Nixon</p> <p>Sunset, 5:29p</p>	

December 2018

Sunday	Monday	Tuesday
<p>Sign-up for intramurals: southern.edu/intramurals</p>		
<p>2</p> <p>Employee Christmas Brunch, 9:30a, Dining Hall Open Cave, 11a-3p, Student Park MSW Final Classes No Field Trips or Tours (2-8)</p> <p>SA Christmas Party, 7p, Dining Hall</p>	<p>3</p> <p>Begin Winter Textbook Reservations, saucampusshop.com</p> <p>New Professor Mentor Luncheon, Noon, Presidential Banquet Room Undergraduate Council, 3:30p</p>	<p>4</p> <p>MSN Clinical Orientation (Part 2)</p> <p>Tornado Siren Test, Noon</p>
<p>9</p> <p>No Field Trips or Tours (9-15) GCD Session C Ends</p>	<p>10</p> <p>Book Buy Back, 9a-5p, Campus Shop Semester Exams (10-13)</p> <p>Calling, Career & Vocation Committee, Noon, Presidential Banquet Room University Senate, 3:30p</p>	<p>11</p> <p>Book Buy Back, 9a-5p, Campus Shop Last day to make up Winter & Summer 2018 incompletes</p>
<p>16</p>	<p>17</p> <p>Food Services Closed (17-January 6) Residence Halls Close, Noon (17-January 1) Fall Semester grades due, Verified 5p, Records office</p>	<p>18</p> <p>Academic Review Committee, 1p Tornado Siren Test, 6p</p>
<p>23</p>	<p>24</p> <p>Christmas Eve Service, 6p, Church</p>	<p>Christmas Day 25</p>
<p>30</p>	<p>Payday: Salary 31</p>	

Wednesday	Thursday	Friday	Saturday
			<p>1</p> <p>Adoration, 9 & 10:15a, Church SOAP Church: Caving, 10a-6p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>Evensong, 5p, Church Wind Symphony Christmas Concert, 8p, lles</p>
<p>5</p> <p>Teach¹, Noon, Presidential Banquet Room Basketball Captain's Meeting, 5p, Hulsey Wellness Center School of Journalism & Com- munication Research Showcase, 6:30p, Brock Hall</p>	<p>6</p> <p>SA Town Hall Meeting, 11a, lles</p> <p>Graduate Council, 3:30p</p>	<p>Payday: Hourly/Student 7</p> <p>December Preview Southern</p> <p>Vespers: School of Music, 8p, Church Sunset, 5:28p</p>	<p>8</p> <p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>School of Music Christmas Concert, 4p, Church Schools/Departments/Student Organizations Christmas Party, Various Times & Locations</p>
<p>12</p> <p>Book Buy Back, 9a-5p, Campus Shop</p> <p>DNP Scholarly Project, 1p</p> <p>School of Nursing Dedication, 7p, lles</p>	<p>13</p> <p>Book Buy Back, 9a-5p, Campus Shop School of Education & Psychology Classes End Textbook Rentals due, Campus Shop</p> <p>McKee Library Closes, 5p Winter Commencement, 7p, lles</p>	<p>Payday: Salary 14</p> <p>CHRISTMAS BREAK No Classes McKee Library Closed (14-January 1) University Health Center Closed (14-January 5)</p> <p>Sunset, 5:29p</p>	<p>15</p> <p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p>19</p>	<p>20</p>	<p>Payday: Hourly/Student 21 First Day of Winter University Offices & McKee Library Closed (21-January 1)</p> <p>Sunset, 5:32p</p>	<p>22</p> <p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p>26</p>	<p>27</p>	<p>28</p> <p>Last day to make a gift for tax deduction purposes for 2018 All University Offices & McKee Library Closed</p> <p>Sunset, 5:36p</p>	<p>29</p> <p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>

2019 January

Sunday	Monday	Tuesday
<p>Sign-up for intramurals: southern.edu/intramurals</p>		<p>New Year's Day 1</p> <p>University Offices & McKee Library Closed</p> <p>W19 Rent & Meal Plans Begins</p> <p>Tornado Siren Test, Noon</p>
<p>6</p> <p>Campus Shop Open, 10a-5p</p> <p>Enrollment Activities, 11a-2p, Wright Hall</p> <p>University Health Center Open, 11a-2p</p> <p>Open Cave, 11a-3p, Student Park</p> <p>MSN Orientation for January Starters</p> <p>McKee Library Open, Noon-5p</p>	<p>7</p> <p>Classes Begin</p> <p>Basketball Season begins</p> <p>Global Session A Begins</p> <p>SB Classes Begin (12 weeks)</p> <p>Undergraduate Council, 3:30p</p>	<p>8</p> <p>Graduate Nursing Welcome, 7:30a</p> <p>School of Education & Psychology Classes Begin</p>
<p>13</p> <p>Outdoor Education Winter Intensive (13-25)</p> <p>MSW Classes</p>	<p>14</p> <p>Last day for 100% tuition refund</p> <p>Calling, Career & Vocation Committee, Noon, Presidential Banquet Room</p> <p>University Senate, 3:30p</p> <p>Anderson Lecture Series, 7p</p>	<p>15</p> <p>Payday, Salary</p> <p>Fee charged for add/drop "W" on transcript</p> <p>MSN Clinical Orientation (Part 1)</p> <p>Tornado Siren Test, 6p</p>
<p>20</p> <p>Southern Union Summer Camp Recruiting (20-25)</p> <p>All vehicles must be registered with Campus Safety</p>	<p>21</p> <p>Martin Luther King</p> <p>Community Service Day, 8:30-3p, Iles</p> <p>No Day Classes-Evening Classes Meet</p> <p>Undergraduate Council, 3:30p</p> <p>McKee Library Open, 6p-Midnight</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>22</p> <p>Book Buy Back, 9a-5p, Campus Shop</p> <p>Last day to add a class (Census)</p> <p>All vehicles must be registered with Campus Safety</p> <p>Last day for Student Insurance Open Enrollment, Must submit proof of a QLE (Qualifying Life Event) after this date</p> <p>Last day to change W19 Meal Plan</p>
<p>27</p> <p>MSW Classes</p> <p>Symphony Orchestra Concerto Concert, 4p, Church</p>	<p>28</p> <p>Last day for 80% tuition refund</p> <p>LSAT Exam, Lynn Wood</p> <p>BRIDGE Luncheon, Noon, Presidential Banquet Room</p> <p>University Senate, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p> <p>Student Week of Prayer, 8p, Church</p>	<p>29</p> <p>New Employee Orientation, 8a-5:30p</p> <p>Student Week of Prayer, 8p, Church</p>

Wednesday	Thursday	Friday	Saturday
2 Residence Halls Open, 8a McKee Library Open, 1-5p	3 McKee Library Open, 1-5p	Payday: Hourly/Student McKee Library Closed Sunset, 5:41p	4 Adoration, 9 & 10:15a, Church SOAP Church: Caving, 10a-6p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA
9 Faculty Showcase, Noon, Presidential Banquet Room	10 Convocation, 11a, Church, Matt Manzari Faculty Convocation Showcase, Noon, Presidential Banquet Room Deans/Chairs Advisory, 3:30p	11 Begin ordering Graduation regalia & announcements online, www.cbgrad.com Last day to return textbooks, Campus Shop Star Watch, 6:30p, Hickman Vespers, 8p, Church, Brennon Kirstein Ministry Expo, 9:30p, Church Sunset, 5:47p	12 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church SA Mid-Winter Party, 8p, Iles PE Center
16 Faculty Tech Bytes, Noon, Presidential Banquet Room	17 Convocation: Departments/Schools, 11a, Various Locations I Cantori Concert Tour (17-20) Graduate Council, 3:30p	Payday: Hourly/Student 3 on 3 Volleyball Sign-up begins, southern.edu/intramurals Winter Preview Southern (18-19) Overnight Caving Trip, 4p, Outdoor Ed Center, \$25 food/gear Vespers, 8p, Church, Anna Bennett GroupLink II, 9:30p, Iles Sunset, 5:54p	18 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church Sigma Theta Chi Skating Party, 11:30p, Hamilton Skate Place
23 Faculty Showcase, Noon, Presidential Banquet Room 3 on 3 Volleyball Meeting, 5p, Hulsey Wellness Center	24 Convocation: SA, 11a, Iles PE Center	25 Vespers: Ministerial Trainee Induction, 8p, Church, Shawn Boonstra Sunset, 6:01p	26 Adoration, 9 & 10:15a, Church Ministerial Trainee Induction, 9:30 & 11a, Thatcher Chapel, Shawn Boonstra Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church 3 on 3 Volleyball Tournament, 7p, Iles PE Center
Payday: Salary Faculty Showcase Field Trip Student Week of Prayer, 8p, Church	30 Convocation: Student Week of Prayer, 11a, Church Graduate Council, 3:30p Student Week of Prayer, 8p, Church	31	

february 2019

Sunday	Monday	Tuesday
<p>Black History Month National Eating Disorder Awareness Month Sign-up for intramurals: southern.edu/intramurals</p>		
<p>3</p> <p>Cave Open, 11a-3p, Student Park GCD Session A Ends</p> <p>SA Super Bowl LIII Party, 6p, Iles</p>	<p>4</p> <p>GCD Session B Begins</p> <p>Undergraduate Council, 3:30p E.A. Anderson Lecture Series, 7p</p>	<p>Chinese New Year 5</p> <p>Tornado Siren Test, Noon</p>
<p>10</p> <p>MSW Classes MSW Information Session</p> <p>SA Spring Formal, 7p</p>	<p>11</p> <p>Last day for 60% tuition refund Volleyball Season begins Calling, Career & Vocation Committee, Noon, Presidential Banquet Room University Senate, 3:30p E.A. Anderson Lecture Series, 7p</p>	<p>12</p> <p>Faculty Portfolio Workshop, 11a-Noon, Presidential Banquet Room</p>
<p>17</p>	<p>Presidents Day 18</p> <p>Presidents Day Preview Southern</p> <p>Undergraduate Council, 3:30p Archaeology Museum Lecture, 7p, Lynn Wood Chapel, Thomas Davis E.A. Anderson Lecture Series, 7p</p>	<p>19</p> <p>Tornado Siren Test, 6p</p>
<p>24</p> <p>MSW Classes No Field Trips (24-March 2) Adventist Student Personnel Association Convention, Hosted at Southern (24-27) Board of Trustees Meeting Southern 6K Trail Race</p>	<p>25</p> <p>University Senate, 3:30p E.A. Anderson Lecture Series, 7p</p>	<p>26</p> <p>Duck Walk, 7a-7p, Track</p> <p>Performing Arts: Chattanooga Symphony Orchestra Wind Quintet, 7p, Ackerman</p>

Wednesday	Thursday	Friday	Saturday
		Payday: Hourly/Student 1 Volleyball Sign-up begins Vespers: Student Week of Prayer, 8p, Church, (No Alternate Vespers) Sunset, 6:08p	2 Adoration, 9 & 10:15a, Church SOAP Church: Rock Climbing, 10a-6p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church BCU Cultural Night, 8p, Iles
6 Teach ³ , Noon, Presidential Banquet Room Volleyball Captain's Meeting, 5p, Hulsey Wellness Center	7 Convocation: African American Heritage, 11a, Iles, Brian Williams Dean's Luncheon, Noon-1p, Presidential Banquet Room Deans/Chairs Advisory, 3:30p Sigma Tau Delta Induction, 6p, Presidential Banquet Room	8 ERC Boot Camp I (8-10) Vespers: African American Heritage, 8p, Church (No Alternate Vespers) Sunset, 6:15p	9 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church Rees Series Finals, 7p, Iles Pops Concert, 8p, Ackerman
13 Faculty Showcase, Noon, Presidential Banquet Room	14 Valentine's Day Convocation: SA Elections Speeches, 11a, Iles	15 Payday: Salary/Hourly/ Student Campus Research Day Registration Deadline International Student Event, 2p, Wright Hall Steps SOAP Backpacking Trip, 4p, Outdoor Education Center, \$25 food/gear (15-16) Star Watch, 7p, Hickman Vespers: Student Missions, 8p, Church Sunset, 6:22p	16 Adoration, 9 & 10:15a, Church Employee Sabbath School & Church, 10a, Lynn Wood Chapel Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 6p, Church SA Studio 4109 LIVE, 8:04p, Iles
20 Honors Instrumental Music Festival (20-23) Faculty Tech Bytes, Noon, Presidential Banquet Room Faculty Portfolio Workshop, Noon-1p	21 Convocation: Meet the Firms & Graduate Schools, 11a-2p, Iles Graduate Council, 3:30p	22 Comp Exam for May & July Counseling Grads Vespers, 8p, Church, Campus Ministries Sunset, 6:28p	23 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Academy Honors Instrumental Festival Concert, 4p, Church Evensong, 6p, Church 13th Annual Cardboard Boat Event, 7:30p, Iles
27 Duck Walk, 7a-7p, Track Employee Town Hall, 10:30a-Noon Faculty Showcase, Noon, Presidential Banquet Room Sigma Tau Delta Convention, St. Louis, MO (27-30) Employee Town Hall, 3:30-5p, Lynn Wood Chapel Cookie Bake Off, 6p, Student Center	28 Payday: Salary MidTerm Ends McKee Library Closes, 5p		

2019

March

Sunday	Monday	Tuesday
<p>National Women's Month National Social Work Month National Self Injury Awareness Month Sign-up for intramurals: southern.edu/intramurals</p>		
<p>3</p> <p>Cave Open, 11a-3p, Student Park McKee Library Closed</p>	<p>4</p> <p>McKee Library Open, 1-5p</p>	<p>5</p> <p>Tornado Siren Test, Noon McKee Library Open, 1-5p</p> <p>MidTerm grades due, Verified 5p, Records office</p>
<p>10</p> <p>Daylight Savings Time Begins, Set clocks forward one hour at 2a MSW Classes MSW Information Session SAT Exam, Lynn Wood</p> <p>McKee Library Open, 6-Midnight</p>	<p>11</p> <p>Brain Awareness Week (11-15)</p> <p>Calling, Career & Vocation Committee, Noon, Presidential Banquet Room</p> <p>Undergraduate Council, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>12</p>
<p>17</p> <p>ASSIST/PFE Annual Conference (17-18) GCD Session B Ends</p> <p>Symphony Orchestra Concert, 7:30, Church</p>	<p>18</p> <p>Last day for 40% tuition refund No tuition refund after today GCD Session C Begins</p> <p>University Senate, 3:30p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>19</p> <p>World Social Work Day</p> <p>MSN Forum, Noon-1p</p> <p>Tornado Siren Test, 6p</p>
<p>24</p> <p>MSW Classes</p>	<p>25</p> <p>Soccer Season begins Online Registration for S19, S19S1 & S19S2 Opens</p> <p>BRIDGE Luncheon, Noon, Presidential Banquet Room</p> <p>University Assembly, 4p</p> <p>E.A. Anderson Lecture Series, 7p</p>	<p>26</p> <p>F19 Registration Opens for cur- rent Graduate Students</p> <p>Performing Arts: Gu Gu Drums, 7p, 11es</p>
<p>31</p> <p>SOAP Ocoee Rafting Trip, 10a-5p, Wright Hall Steps Tennis/Badminton/Racquetball Tournament begins</p>		

Wednesday	Thursday	Friday	Saturday
		Payday: Hourly/Student 1 SPRING BREAK No Classes McKee Library Open, 9a-Noon University Health Center Closed (1-10) I Cantori Concert Tour (1-10) Sunset, 6:35p	2 Adoration, 9 & 10:15a, Church SOAP Church: Hiking, 10a-6p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA
6 SB SS1 Begins (6 weeks) McKee Library Open, 1-5p	7 University Offices Closed GCD Session A Begins McKee Library Open, 1-5p	International Women's Day 8 University Offices & McKee Library Closed Sunset, 6:41p	9 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
13 Faculty Showcase, Noon, Presi- dential Banquet Room	14 Convocation: Brain Awareness, I Ia, Iles, Michael Liedke Deans/Chairs Advisory, 3:30p	Payday: Salary/Hourly/ Student 15 Soccer Sign-up begins Vespers, 8p, Church, Jennifer Jill Schwarzer Star Watch, 8:30p, Hickman Sunset, 7:47p	16 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church SA Talent Show, 9p, Iles
First Day of Spring 20 Faculty Tech Bytes, Noon, Presi- dential Banquet Room Soccer Captain's Meeting, 5p, Hulsey Wellness Center	21 Convocation: Hasel Lectureship, I Ia, Church Last day to drop a class "W" on transcript I Cantori Concert Tour (21-24) Spring Preview Southern (21-22) Graduate Council, 3:30p	22 Faculty Summer Textbook Adop- tions due, Campus Shop Tennis/Badminton/Racquetball Tournament Sign-up begins SOAP Overnight Rock Climbing Trip, 4p, Outdoor Education Center, \$25 food/gear (22-23) Vespers: uQuest Missions, 8p, Church Sunset, 7:53p	23 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church SA Studio 4109 LIVE, 9:11p, Iles SA: 423 Night Market
27 Faculty Showcase, Noon, Presi- dential Banquet Room Tennis Singles/Badminton/Rac- quetball Meeting, 5p, HulseyWell- ness Center	28 Convocation: Holocaust Remem- brance, I Ia, Iles, Eva Kor Wind Symphony Tour (28-30) Faculty Convocation Showcase, Noon, Presidential Banquet Room	Payday: Salary/Hourly/ Student 29 ERC Book Camp II (29-31) SB W19 Ends Vespers: Next Step, 8p, Church, Ben Lundquist Sunset, 7:58p	30 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church Ultimate Frisbee, 9p, Iles

2019

April

Sunday	Monday	Tuesday
	1 May Graduates deadline to finish incompletes & home study correspondence Graduate Nursing Application Deadline for F19 LSAT Exam, Lynn Wood Undergraduate Council, 3:30p Archaeology Museum Lecture, 7p, Lynn Wood Chapel, Scott Stripling	2 Tornado Siren Test, Noon
7 SOAP Ocoee Rafting Trip, 9a-4p, Wright Hall Steps Cave Open, 11a-3p, Student Park MSW Classes MSW Information Session National Volunteer Week (7-13) Iles PE Center Closed (7-14) Senior Recognition Banquet, 5:30p, Dining Hall Wind Symphony Concert, 7:30p, Church	8 GRE Subject Exam, Lynn Wood F19 Registration Open for Transfer/Former Graduate Students National Student Employment Appreciation Week (8-12) Calling, Career & Vocation Committee, Noon, Presidential Banquet Room University Senate, 3:30p	9
14 SOAP Ocoee Rafting, 9a-4p, Wright Hall Steps Gym-Masters Home Show Matinée, 2:30p, Iles School of Music Choirs Spring Concert, 7:30p, Ackerman	15 Payday: Salary Income Tax Return Due Last day to order May Graduation regalia online, www.cbgrad.com Undergraduate Council, 3:30p	16 Tornado Siren Test, 6p
Easter 21 SOAP Ocoee Rafting, 9a-4p, Wright Hall Steps No Field Trips or Tours (21-27) McKee Library Closed	Earth Day 22 University Senate, 3:30p	23 MSN Clinical Orientation (Part 2) Student Appreciation Day, Various Times & Locations Symphony Orchestra Concert, 7:30p, Church
28 MSW Classes No Field Trips or Tours (28-May 1) GCD Session C Ends SA Strawberry Festival, 4p, Iles	29 Semester Exams (29-May 2) Book Buy Back, 9a-5p, Campus Shop	30 Payday: Salary Book Buy Back, 9a-5p, Campus Shop Cookies & Fruit on the Promenade, 11a-4p, Student Center Last day to make up Fall 2018 incompletes

Wednesday	Thursday	Friday	Saturday
3	4	5	6
Teach!, Noon, Presidential Banquet Room	Convocation: Asian Heritage, 11a, Church, Justin Khoe Deans/Chairs Advisory, 3:30p	Graduate Nursing Interviews Vespers: Asian, 8p, Church, Justin Khoe (No Alternate Vespers) Sunset, 8:04p	Adoration, 9 & 10:15a, Church SOAP Church: Hiwassee Rafting, 10a-6p, Wright Hall Steps Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church Asian Cultural Night, 9p, Iles
10	11	12	13
Faculty Showcase, Noon, Presidential Banquet Room	Convocation: Origins, 11a, Church, Marcus Ross Campus Research Day Dean's Luncheon, Noon-1p, Presidential Banquet Room	Payday: Hourly/Student Faculty Fall Textbook Adoptions due, Campus Shop Engage [God] Weekend (12-14) Vespers: Gym-Masters, 8p, Church Star Watch, 8:30p, Hickman Sunset, 8:09p	Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church Gym-Masters Home Show, 9p, Iles
17	18	19	20
Faculty Tech Bytes, Noon, Presidential Banquet Room	Convocation: Departments/Schools, 11a, Various Locations	Portfolio Deadline for May Counseling Grads SOAP Bat Vespers, 7-10p, Wright Hall Steps Vespers: Schools/Departments, 8p, Various Locations Sunset, 8:15p	Church Services, SonRise Resurrection Pageant Table Games, 9p, Student Center
National Administrative Professionals Day 24	25	26	27
Faculty Showcase, Noon, Presidential Banquet Room School of Journalism & Communication Research Showcase, 6:30p, Brock	Convocation: Awards, 11a, Iles Graduate Council, 3:30p	Payday: Hourly/Student Graduate Nursing Interviews Vespers: SM/TF/ERC/Religion Dedication, 8p, Church, Derek Morris Sunset, 8:21p	Adoration, 9 & 10:15a, Church Religion Senior Consecration, 9:30 & 11a, Thatcher Chapel, Derek Morris Renewal, 11:35a, Church Connect, 11:35a, CA I Cantori Concert, 4p, Church Jazz Ensemble Concert, 9p, Ackerman Auditorium SA Multi-Cultural Performance Night: This is Us, 9:15p, Iles
	Abuse Awareness Month National Driving Awareness Month National Sexual Assault Awareness Month National STD Awareness Month Sign-up for intramurals: southern.edu/intramurals	Key for Summer Sessions: S19S1: 1st Summer Session May 6-May 31 S19: May 6-August 22 S19S2: 2nd Summer Session June 3-July 26 S19S3: 3rd Summer Session July 29-August 22 F19: Fall Semester August 26-December 19	

2019 may

Sunday	Monday	Tuesday
<p>Key for Summer Sessions: S19S1: 1st Summer Session May 6-May 31 S19: May 6-August 22 S19S2: 2nd Summer Session June 3-July 26 S19S3: 3rd Summer Session July 29-August 22 F19: Fall Semester August 26-December 19</p>	<p>McKee Library Summer Hours: Monday-Thursdays, 9a-9p Friday, 9a-Noon Sunday, 2-9p</p>	
<p>5</p> <p>Commencement, 9:30a, Chattanooga Convention Center McKee Library Closed W19 Rent & Meal Plan Ends SAT Exams, Lynn Wood</p>	<p>6</p> <p>National Nurses' Day</p> <p>S19 & S19S1 Classes Begin SB SSI Begins Summer MS Counseling Classes Begin McKee Library Summer Hours: Monday-Thursdays, 9a-9p Friday, 9a-Noon Sunday, 2-9p S19 Rent & Meal Plan Begins (6-August 13)</p>	<p>7</p> <p>Tornado Siren Test, Noon Winter Semester grades due, Verified 5p, Records</p>
<p>Mother's Day</p> <p>12</p>	<p>13</p> <p>Summer Institute, 9a-5p, Sum- merour 1300 Graduate Nursing Classes Begin MSW Intensive Part I (13-15) All vehicles must be registered with Campus Safety</p>	<p>14</p> <p>Summer Institute, 9a-5p, Sum- merour 1300</p>
<p>19</p> <p>Flea Market, 8a-3p, Wood/Talge Parking Lot</p>	<p>20</p> <p>Last day to add S19 class (Census)</p>	<p>21</p> <p>New Employee Orientation, 8a-5:30p MSN Clinical Orientation (Part 1)</p> <p>Tornado Siren Test, 6p</p>
<p>26</p>	<p>27</p> <p>Memorial Day</p> <p>University Offices, University Health Center, McKee Library, Campus Shop Closed No Classes</p>	<p>28</p>

Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Book Buy Back, 9a-5p, Campus Shop</p> <p>Commitment Deposit of \$250 for F19 becomes non-refundable</p>	<p>National Day of Prayer 2</p> <p>Book Buy Back, 9a-5p, Campus Shop</p> <p>School of Education & Psychology Classes End</p> <p>Textbook Rentals due, Campus Shop</p> <p>DNP Scholarly Project, 1p</p> <p>McKee Library Closes, 5p</p> <p>Show: Hosted by School of Visual Art & Design, 7p, Collegedale Academy</p>	<p>3</p> <p>Spring Graduates Breakfast, 8a, Church</p> <p>Graduation Practice, 9a, Iles</p> <p>McKee Library Open, 9a-Noon</p> <p>Social Work Pinning, 6p, TBA</p> <p>Consecration, 8p, Church</p> <p>Sunset, 8:26p</p>	<p>4</p> <p>Adoration, 9 & 10:15a, Church Sabbath School, 10a, Chatt. Convention Center Baccalaureate, 11a, Chatt. Convention Center Renewal, 11:35a, Church Connect, 11:35a, CA</p> <p>School of Education/Psychology Dedication, 4p, Collegedale Community Church</p> <p>School of Nursing Dedication, 7p, Chatt. Convention Center</p>
<p>8</p> <p>Last day to add S1951 classes</p>	<p>National Teacher's Day 9</p> <p>Academic Review Committee, 1p</p>	<p>Payday: Hourly/Student 10</p> <p>University Health Center Closed</p> <p>Last day for 100% tuition refund for S19 & S1951 classes</p> <p>Sunset, 8:32p</p>	<p>11</p> <p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p>Payday: Salary 15</p> <p>Spring Planning Day, 9a-4p (All Directors, Deans, & Chairs)</p> <p>Summer Institute, 9a-5p, Summerour 1300</p>	<p>16</p> <p>Summer Institute, 9a-5p, Summerour 1300</p> <p>MSW Intensive Part 2 (16-17, 19)</p>	<p>17</p> <p>Summer Institute, 9a-5p, Summerour 1300</p> <p>Last day to drop S1951 classes</p> <p>Last day for 50% tuition refund for S1951</p> <p>No tuition refund after today for S1951</p> <p>University Health Center Closed</p> <p>Sunset, 8:38p</p>	<p>18</p> <p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p>22</p>	<p>23</p>	<p>Payday: Hourly/Student 24</p> <p>University Health Center Closed</p> <p>Last day for 80% Tuition Refund for S19</p> <p>Sunset, 8:43p</p>	<p>25</p> <p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p>29</p>	<p>Payday: Salary 30</p> <p>Online Book Buy Back, saucampusshop.com</p>	<p>31</p> <p>University Health Center Closed</p> <p>S1951 Classes End</p> <p>Sunset, 8:48p</p>	

2019

June

Sunday	Monday	Tuesday
McKee Library Summer Hours: Monday - Thursday, 9a-9p Friday, 9a-Noon Sunday, 2-9p Sign-up for intramurals: southern.edu/intramurals	Key for Summer Sessions: S19S1: 1st Summer Session May 6-May 31 S19: May 6-August 22 S19S2: 2nd Summer Session June 3-July 26 S19S3: 3rd Summer Session July 29-August 22 F19: Fall Semester August 26-December 19	
2	3 S19S2 Classes Begin MSEd Classes Begin SOR Intensive Session A Begins	4 On-Campus Intensive Session A Begins Tornado Siren Test, Noon S19S1 grades due, Verified 5p, Records
9	10 All vehicles must be registered with Campus Safety SB SS2 Begins	11
Father's Day 16	17 SOR Intensive Session B Begins	18 Tornado Siren Test, 6p
23	24	25
30		

Wednesday	Thursday	Friday	Saturday
			<p style="text-align: right;">1</p> <p>Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p style="text-align: right;">5</p> <p>Last day to add S1952 classes</p>	<p style="text-align: right;">6</p>	<p style="text-align: right;">7</p> <p>Payday: Hourly/Student</p> <p>University Health Center Closed Last day for 100% tuition refund for S1952 Last day for 60% refund for S19 SB SS1 Ends</p> <p>Sunset, 8:52p</p>	<p style="text-align: right;">8</p> <p>Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p style="text-align: right;">12</p>	<p style="text-align: right;">13</p>	<p style="text-align: right;">14</p> <p>Payday: Salary Flag Day</p> <p>Last day to drop S1952 classes SOR Intensive Session A Ends Last day for 50% tuition refund No tuition refund after today for S1952 University Health Center Closed</p> <p>Sunset, 8:55p</p>	<p style="text-align: right;">15</p> <p>Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p style="text-align: right;">19</p>	<p style="text-align: right;">20</p>	<p style="text-align: right;">21</p> <p>Payday: Hourly/Student First Day of Summer</p> <p>University Health Center Closed</p> <p>Sunset, 8:57p</p>	<p style="text-align: right;">22</p> <p>Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>
<p style="text-align: right;">26</p>	<p style="text-align: right;">27</p>	<p style="text-align: right;">28</p> <p>Payday: Salary</p> <p>University Health Center Closed SOR Intensive Session B Ends</p> <p>Sunset, 8:58p</p>	<p style="text-align: right;">29</p> <p>Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA</p>

2019

july

Sunday	Monday	Tuesday
	1	2 Tornado Siren Test, Noon MidTerm grades due for S19, Verified 5p, Records
7	8	9
14	Payday: Salary 15	16 Tornado Siren Test, 6p
Parents Day 21 Enrollment Activities, 11a-2p, Wright Hall	22 Summer Institute, 9a-5p, Summerour 1300 S1953 Science Classes Begin	23 Summer Institute, 9a-5p, Summerour 1300
28 Campus Shop Open, 9a-5p	29 New Faculty Orientation, 8a-5p, Summerour 1300	Payday: Salary 30 New Employee Orientation, 8a-5:30p S1951 & S1952 grades due, Verified 5p, Records office

Wednesday	Thursday	Friday	Saturday
3	Independence Day 4 University Offices, University Health Center, McKee Library, Campus Shop Closed	Payday: Hourly/Student 5 University Offices, University Health Center, McKee Library, Campus Shop Closed Last day for 40% tuition refund No tuition refund after today for S19 Sunset, 8:58p	6 Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
10	11	12 Sunset, 8:56p	13 Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
17	18 Last day to drop S19 classes Summer Preview Southern	Payday: Hourly/Student 19 University Health Center Open, 8a-Noon Online Book Buy Back, saucampusshop.com SB SS2 Ends Sunset, 8:53p	20 Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA
24 Summer Institute, 9a-5p, Summerour 1300	25 Summer Institute, 9a-5p, Summerour 1300 MSEd & Summer Counseling Classes End	26 Summer Institute, 9a-Noon, Summerour 1300 S19S2 Classes End Vespers, 8p, Church Sunset, 8:49p	27 Adoration, 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p, Student Center
31 New Faculty Orientation, 8a-5p, Summerour Hall 1300 Last day to add SmartStart & S19S3 classes Last day to change S19 Meal Plan	McKee Library Hours: Monday - Thursday, 7:30a-9p Friday, 7:30a-Noon Sunday, 2-9p Sign-up for intramurals: southern.edu/intramurals	Key for Summer Sessions: S19S1: 1st Summer Session May 6-May 31 S19: May 6-August 22 S19S2: 2nd Summer Session June 3-July 26 S19S3: 3rd Summer Session July 29-August 22 F19: Fall Semester August 26-December 19	

2019 August

Sunday	Monday	Tuesday
<p>S1953 McKee Library Hours: Monday - Thursday, 7:30a-9p Friday, 7:30a-Noon Saturday, 2-9p</p> <p>Sign-up for intramurals: southern.edu/intramurals</p>	<p>Key for Summer Sessions: S1951: 1st Summer Session May 6-May 31 S19: May 6-August 22 S1952: 2nd Summer Session June 3-July 26 S1953: 3rd Summer Session July 29-August 22 F19: Fall Semester August 26-December 19</p>	
4	5	6
<p>Open Cave, 11a-3p, Student Park University Colloquium (4-10)</p> <p>Employee Picnic, 6p</p>	<p>Employee In-Service, 8:30a-12:30p All vehicles must be registered with Campus Safety</p> <p>Employee In-Service, 1:30-5:30p, Lynn Wood</p>	<p>MSN Clinical Orientation (Part 2)</p> <p>Tornado Siren Test, Noon Faculty In-Service: Center for Teaching Excellence & Southern Online Campus Support Ses- sions, 1-5p</p>
11	12	13
	<p>Graduate Nursing Welcome, 4:30p</p>	
18	19	20
	<p>S19 Rent & Meal Plan End</p>	<p>F19 Rent & Meal Plan Begins (20-December 31)</p> <p>Tornado Siren Test, 6p</p>
25	26	27
<p>Campus Shop Open, 9a-5p Enrollment Activities, 11a-2p, Wright Hall University Health Center Open, 11a-2p McKee Library Open, Noon-5p</p> <p>Organization Showcase, 4:30-6:30p, & Supper, 5-6:30p, Iles PE Center Southern Village Orientation, 9p, Thatcher Chapel</p>	<p>Classes Begin</p> <p>McKee Library Open, 7:45a-12a DNP Intensive (26-28) Softball Intramural Sign-up begins, southern.edu/intramurals</p> <p>Departments/Schools Welcome Parties, 7p, Various Locations</p>	<p>MSN Clinical Orientation (Part 1)</p> <p>All Summer grades due, Verified 5p, Records office</p>

Wednesday	Thursday	Friday	Saturday
	1 New Faculty Orientation, 8a-5p, Summerour Hall 1300	Payday: Hourly/Student 2 New Faculty Orientation, 8a- Noon, Summerour Hall 1300 Last day for 100% tuition refund for S19S3 Vespers, 8p, Church Sunset, 8:43p	3 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p
7 Faculty In-Service, 12:30-5:30p	8 Graduate Faculty Luncheon, Noon-1:15p	9 Last day to drop S19S3 Classes Last day for 50% tuition refund No tuition refund after today for SS or S19S3 Vespers, 8p, Church Sunset, 8:37p	10 Adoration, 9 & 10:15a, Church Employee Colloquium Sabbath School & Church Service, 10a, Lynn Wood Chapel Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p
14	Payday: Salary 15	Payday: Hourly/Student 16 New Employee Reception, 5:30p Vespers, 8p, Church Sunset, 8:29p	17 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Open Gym Night, 9:30p, lles
21	Final Exams: SS, S19S3 22 Book Buy Back, 9a, Campus Shop S19S3 Classes End	23 Book Buy Back, 9a-Noon, Campus Shop Vespers, 8p, Church Sunset, 8:20p	24 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Diversions, 9:30p
28 Faculty Showcase, Noon, Presi- dential Banquet Room	29 Convocation: Student Dedication, 11a, Church, Dave Smith Softball Captain's Meeting, 5p, Hulsey Wellness Center	Payday: Salary/Hourly/ Student 30 McKee Library Open, 7:45a-2p Last day to return textbooks, Campus Shop Vespers, 8p, Church, Brennon Kirstein Sunset, 8:11p	31 Adoration, 9 & 10:15a, Church Renewal, 11:35a, Church Connect, 11:35a, CA Evensong, 7:30p, Church SA Welcome Party, 9:15p, lles

GRADUATE STUDENT HANDBOOK

2 0 1 8 - 2 0 1 9

This handbook is designed to present to graduate students a statement of Southern Adventist University's non-academic policies. Graduate students are to abide by the policies appearing in this handbook. The university reserves the right to make policy changes without prior notice. For the most up-to-date version of this handbook, visit southern.edu/handbook. To clarify any point of non-academic policy, students may contact Student Development at 423.236.2814.

SERVICES

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

MY ACCESS

southern.edu/access

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

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

ATHLETICS

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

AUDIO VISUAL

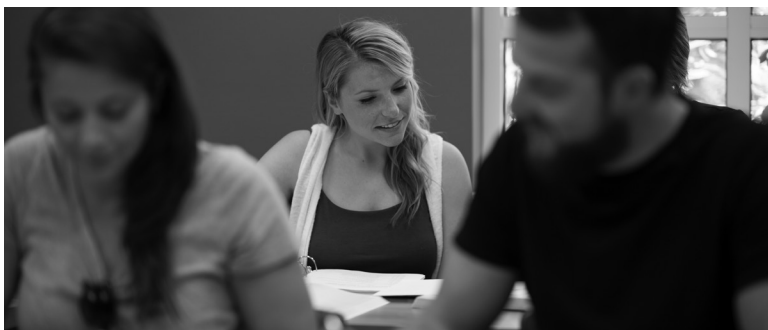
Campus Services Building, 236.2410, *southern.edu/audiovisual*

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

BOOKSTORE/CAMPUS SHOP

Fleming Plaza, 236.2152, *saucampusshop.com*

The Campus Shop sells course materials as well as offering select materials for rent. School and office supplies along with Southern-imprinted merchandise, cards and gifts are sold as well. The Student ID card may be used to charge purchases to the student's account. Cash and credit cards are also accepted forms of payment. Online textbook reservations are available beginning one month prior to the start of classes each semester and price comparing can be done directly on the Campus Shop website. Textbooks may be returned for credit with the original receipt and in the same condition during the first five days of the semester or within the first two days of summer sessions.



The only official book buy backs take place inside the Campus Shop on dates specified in the school calendar. Textbooks may also be sold back through the Campus Shop website. Textbooks cannot be sold drug-ing buy back; student ID card must be present.

CAMPUS SAFETY

Campus Services BUILDING, 5061 Industrial Drive, 236.2100, southern.edu/campussafety, campussafety@southern.edu

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

CAMPUS TALK

southern.edu/campustalk

Campus Talk is an online bulletin board where students and staff can post and read classified ads, upcoming events, and suggestions for improving the university. Students can receive email alerts directly to their Southern email accounts by going to a selected bulletin board and clicking "Email Alerts."

CHAPLAIN'S OFFICE, CAMPUS MINISTRIES

Student Center, 236.2787, southern.edu/chaplain

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

Over 40 student-led and organized ministries are offered on and off

campus. Students are encouraged both to participate in existing ministries and to create new ones. Current ministries on campus include Vespers, LifeGroups, Fall at the Wall, Student Week of Prayer, Collegiate Sabbath School, Resident Hall Ministry and Renewal worship service (Collegedae Church). Current ministries off-campus (Chattanooga area) include Westside 4 Jesus, SWAG Camp, iWitness and Breakfast Ministry.

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

COMPLAINTS

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

DISABILITY SUPPORT SERVICES (DSS)

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

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

ECLASS HELP DESK

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

The eClass Help Desk supports students with technical issues related to using eClass, Southern's Learning Management System, clickers, and Panopto. Students may contact the eClass Help Desk by telephone, email, or walk-in. The eClass Help Desk also provides technical support to students using Turnitin, the originality checking applications used on campus.

EMAIL/USER ACCOUNT

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

EMERGENCY NOTIFICATION SYSTEM

southern.edu/notify

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

EVENSONG

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

FOOD SERVICES

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

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

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

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

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

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

Vending machines are located in the Residence halls, Brock Hall, and Florida Hospital Hall. They contain drinks and snacks.

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

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

GRADUATE STUDIES

Wright Hall, 236.2694, southern.edu/graduatestudies

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

GRADUATION

Academic Administration, Wright Hall, 236.2805

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

HULSEY WELLNESS CENTER

Hulsey Wellness Center, 236.2797 southern.edu/wellness

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

LIBRARIES

236.2788, *southern.edu/library*

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

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

When visiting the library facility, students can benefit from one of fifty computer workstations, borrow laptops, surface tablets, iPads, Kindles, or Nooks, have a group study session in one of the study rooms, attend an information literacy session, get personalized help with a research coach, get help at the Writing Center, examine the Thomas Memorial Collection of Abraham Lincoln and Civil War materials as well as the Duane and Eunice Bietz Collection of Mark Twain materials, study, read newspapers and magazines, or enjoy an art display.

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

LOST AND FOUND

236.2100, *southern.edu/campusafety*

Campus Safety maintains a lost-and-found system for cataloging, storing, and disposing of items found on campus. To attempt to locate a missing item or make a report of a lost item, contact Campus Safety.

MEDIA TECHNOLOGY

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

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

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

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

RESEARCH & WRITING CENTER
McKee Library, Main Floor, 236.2014,
southern.libguides.com/ResearchWritingCenter

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

SANCTIONS

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

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

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

STUDENT ASSOCIATION

Student Center, 236.2723, *southern.edu/sa*

Graduate students may participate in the Student Association by paying a fee equal to the general fee appropriated for undergraduates. Graduate students are not eligible to hold executive offices or obtain a yearbook.

STUDENT CENTER

Off K.R. Davis Promenade, 236.2611

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

STUDENT DEVELOPMENT

Student Center, 236.2814

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

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

STUDENT EMPLOYMENT

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

Southern Adventist University provides students a wide range of part-time employment opportunities throughout many of the University's departments and schools. Campus employment can be a vital part of a student's experience; allowing students the opportunity to gain valuable skills and job experience while attending Southern Adventist University and offsetting the cost of tuition and living expenses.

STUDENT EMPLOYEE PRE-EMPLOYMENT INFORMATION

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

Southern Adventist University is committed to equal employment opportunities for all individuals. The university does not discriminate on the basis of race color, sex, age, national origin, veterans, or handicap/disability in its hiring and employment practices. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. When offered a position on campus, prospective employees (including student employees), as a condition of employment; will be asked to complete the Form I-9 for employment eligibility verification. Documents must be unexpired and in their original form (copies, scans/faxes, and e-mail will not be accepted). For more information on acceptable Form I-9 documents, visit: www.uscis.gov/i-9-central/acceptable-documents. Southern Adventist University participates in E-Verify.

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

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

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

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

The university prohibits harassment and sexual misconduct in the workplace. Please refer to Student Development or the Human Resources Department for more information on Sexual Misconduct: www1.southern.edu/administration/student-services/TitleIX.html

STUDENT FINANCE

Wright Hall, 236.2535, southern.edu/finances

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

Students are encouraged to submit the Free Application for Federal Student Aid (FAFSA) by going to fafsa.ed.gov.

Student Finance processes financial aid information and sends an award letter notifying students of their eligibility. Once the aid is accepted and the student enrolls at Southern, prior to the census date, the financial aid is credited to the student's account.

Students are encouraged to work with a student finance counselor and develop a financial budget that will cover any remaining amount owed. Students are expected to have their account paid in full or be current on a payment plan each semester. Accounts must be current by the start of each semester in order to continue enrollment at Southern. Students or parents should contact Student Finance if their financial situation changes.

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

STUDENT HEALTH INSURANCE

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

STUDENT RECORDS

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

Graduate students living in University housing are required by

Southern to have health insurance coverage for both emergency and non-emergency health care benefits in the state of Tennessee. If you have your own plan, submit a waiver via southern.edu/risk/students, select 'Online Health Insurance Information Form', complete and submit the waiver. If you do not have your own insurance, you may purchase coverage by logging on to southern.edu/risk/students. Select and complete the 'To Enroll in United Healthcare Plan' portion of the online Health Insurance Information form. Once you have purchased coverage and received enrollment confirmation, you will need to access your account and print your ID card. Log on to United Healthcare's website at uhcsr.com/southern. Create an account, then log in and select the blue circle on the right that says 'ID card' and follow instructions to print your ID card. If you have not submitted a waiver by the same date as the 'Last day to add a class' your account will be automatically charged for insurance.

Insurance coverage may be purchased at the listed rate at any time throughout the school year. Charges are not prorated. For the policy to be valid, students must actively attend classes for the first 31 days after the date of policy inception. A refund of the premium is allowed in the following cases: entry into the Armed Forces or withdrawing from school within the 30 days after the policy inception date.

STUDENT LIFE AND ACTIVITIES

Student Center, 236.2484, southern.edu/activities

A wide variety of social programming is coordinated through Student Life and Activities including Saturday night activities, special programs, Christmas on the Promenade, Cookies on the Promenade, etc. The director of Student Life and Activities collaborates with more than 50 student organizations to provide additional social opportunities.

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



STUDENT MISSIONS

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

Currently, more than 60 student missionaries are serving for 9-12 months in 24 countries. National and international opportunities are offered. The department's goal is to send out 10 percent of the student body in a dedicated year of service. Many returned students speak of the strong spiritual impact the student mission year has had on their lives.

STUDENT RECORDS ACCESS

Wright Hall, 236.2895

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

STUDENT WELLNESS

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

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

Some of the activities sponsored by Student Wellness include a



yearly Student Wellness Week that brings speakers on campus, worship services that promote wellness, the Blood Assurance program, positive social activities, after-vespers social gatherings, blood pressure and body composition assessments, and exercise and nutrition programs.

TECHNOLOGY ON CAMPUS

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

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

TITLE IX

Wright Hall, Risk Management Office, 236.2266

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

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

TRANSPORTATION SERVICES

Park Lane, 236.2716, southern.edu/transportation

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

Transportation is available to and from campus to Chattanooga airport, Groome Transportation, Mega Bus, and Greyhound on specific dates before and after breaks. Check the website for dates and times. This service is free of charge.

UNIVERSITY HEALTH CENTER

4687 University Drive, 236.2713, southern.edu/university

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



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

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

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

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

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

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

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

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

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

POLICIES AND PROCEDURES

ACADEMIC POLICIES

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

ALCOHOL, TOBACCO AND ILLICIT DRUG USE

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

ASSAULT

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

ATHLETICS

southern.edu/intramurals

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

Participation in intramurals is open to:

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

2. Graduate students (enrolled on campus for more than 3 credit hours) and spouses
 3. Full-time employees of Southern and spouses
 4. Full-time employees of the Collegedale Church and spouses
- In order to protect the physical well-being of students and the liability of the university, Southern prohibits participation in sports with excessive physical contact, such as tackle football.

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

AUTOMOBILES AND MOTORCYCLES

southern.edu/campussafety

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

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

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

BICYCLES

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

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

BUILDING ACCESS

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

BULLETIN BOARDS

Bulletin board material must be approved and stamped by Student De-



velopment prior to posting. Inappropriate bulletin board material will be removed by Student Development personnel.

CLASS VISITATION

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

CLASSROOM CONDUCT

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

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

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

COMMUNICABLE DISEASE POLICY

The university is committed to acting with Christian compassion toward anyone with a communicable disease. Southern is also committed to protecting the members of its community from exposure to communicable diseases. The university's position is that practicing universal contamination precautions, avoiding intravenous drug use, abstaining from

sexual relations outside of marriage are the most effective ways to avoid exposure to communicable diseases. A plan with detailed procedures to accomplish these goals has been officially established and is published in the university's *Policy and Procedures Manual* and is also on file in the office of the vice president for Student Development.

CRIME ON CAMPUS

Campus Safety, 236.2100, southern.edu/campussafety

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

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

CROSSWALKS

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

CURFEW

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

DISABILITY SUPPORT SERVICES (DSS)

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

Students with disabilities should contact Disability Support Services (DSS) when they decide to attend Southern. They should arrange an appointment for a confidential discussion of their situation, whether or

not they intend to request accommodations. Students who request accommodations after the third week of the semester might not complete the process in time to receive accommodations for that semester. No retroactive accommodations can be provided.

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

DISTRIBUTION OF INFORMATION

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

DRESS CODE

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

Men

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

Women

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

Men and Women

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

Specifically prohibited in public are:

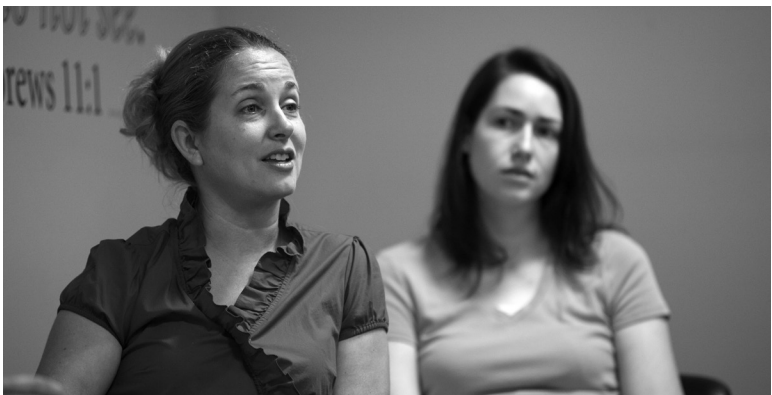
1. Sloppiness, tank tops, pajamas/lounge wear, and clothing that is torn, frayed, or with printing that contradicts university standards
2. Tight fitting and revealing styles, sheer fabrics, low-cut tops, bare midriffs or shoulders, exposed camisoles, miniskirts with or without leggings, and skirts with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

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

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

EMOTIONAL SUPPORT ANIMALS (ESA) - STUDENT HOUSING

Southern Adventist University is committed to creating and sustaining a successful community of inclusive excellence as it prepares students to live, learn, and work among people who experience the world in fundamentally different ways. As such, Southern is committed to allowing Assistance Animals, also known as Emotional Support Animals (ESAs), on its campus to provide individuals with disabilities an equal opportunity to use and enjoy university housing. Although it is the policy of Southern that pets, except for fish, are prohibited in university housing, Southern will consider a request for reasonable accommodation from this prohibition by an individual with a disability. However, no ESA may be kept in university housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.





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

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

ENTERTAINMENT

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

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

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

FIRE ALARM

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

FIRE DRILL

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

FIRE EQUIPMENT

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

FIRE HAZARDS

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

FIREARMS AND OTHER WEAPONS

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

FIREWORKS AND EXPLOSIVE MATERIALS

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

FUNDRAISING

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

GRADUATION DECORUM POLICY

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

HORSES

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

HOUSING

Currently enrolled graduate students up to the age of 30 may live in older Single Student Housing which arranged through the Financial Administration office. Older single students are placed 2 or 3 per apartment. For more information email housing@southern.edu or call 423.236.2222.

HULSEY WELLNESS CENTER

Graduate students may join the Hulsey Wellness Center for \$20 per month or \$160 per year. In addition, spouses of graduate students may purchase a \$10 per month or \$100 per year membership if the graduate student has purchased a membership. Payment should be made at the Hulsey Wellness Center front desk.

IMMUNIZATION REQUIREMENTS

- **PPD (TB) Skin Test**—Must be done within 6 months from the start of school. If positive, must attach a copy of a chest X-ray done within the last 5 years or IGRA lab test results.
- **Two MMRs** (Measles, Mumps, and Rubella)—After 12 months of age for students born after 1956 or attach lab copies of titers showing immunity for all three diseases
- **Hepatitis B** (Series of 3)—Students choose either to be vaccinated or sign a waiver.
- **Meningococcal Meningitis**—Students must choose either to be vaccinated or sign a waiver.
- **Two Varicella** (chickenpox)—For students born after 1980 or attach history of illness diagnosed by a health care provider or documentation of blood test showing immunity to Varicella.

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

INTELLECTUAL PROPERTY POLICY

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

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

WAIVER OF UNIVERSITY RIGHTS

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

UNIVERSITY OWNERSHIP

When intellectual property, such as works, inventions, developments, or discoveries, is created with substantial use of University facilities, whether provided by external support or not, the University will originally retain the rights to the property, provided that it desires to commercially develop the property or to make it available to the public. If, however, the University elects not to commercially develop said property or fails to show diligence in such development, the ownership rights to that property may be acquired by the creator.

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

Intellectual property created during a sabbatical belongs to the faculty member. Typical sabbatical plans do not require the use of substantial university resources. If the work created as part of an approved sabbatical plan requires resources beyond those normal for a sabbatical, the parties may enter into an applicable arrangement prior to the sabbatical.

LIBRARY

236.2788, southern.edu/library

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

LOCKDOWN

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

LOST AND FOUND

236.2100, southern.edu/campussafety

Campus Safety maintains a lost-and-found system for cataloging, storing, and disposing of items found on campus. To search online for a missing item, visit southern.edu/campussafety, click "Services," then click "Lost and Found," and follow instructions.



MEDICAL EMERGENCIES ON CAMPUS

236.2100 or 911

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

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

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

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

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

MEDICAL LEAVE OF ABSENCE/WITHDRAWAL

The university will implement a medical leave of absence or medical withdrawal for a student whose physical or psychological condition prevents acceptable performance either academically or socially. The graduate dean or vice president for Academic Administration will make this decision in consultation with an appropriate medical and/or psychological professional. A student may also request a medical leave or withdrawal from either of the above administrators. Students should contact Student Finance for information regarding the effect this will have on financial aid.

MOVIES/VIDEOS/DVDS

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

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

MUSIC STANDARDS

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

NONDISCRIMINATION

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

PARKING

See the *Automobiles and Motorcycles* heading.

PERSONAL IDENTIFICATION

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

PROTECTION OF PERSONAL PROPERTY

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

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

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

PUBLIC DISPLAY OF AFFECTION

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

QUESTIONNAIRES, SURVEYS, AND RESEARCH

Proposed student research must undergo a review process prior to research activity. This includes questionnaires or surveys by student



organizations as well as research for class assignments. Further information and the required approval forms may be obtained from the vice president for Academic Administration or vice president for Student Development.

RECORDING

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

RECREATIONAL VEHICLES (RV'S)

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

REGISTRATION

Students register for classes online at southern.edu/register. Help with academic questions is available by calling 236.2899, for technical support, call 423.309.2471. Students must register for courses no later than the second week of Fall/Winter semesters and three days into Summer sessions.

ROOFS

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

SABBATH OBSERVANCE

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

SELLING

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

SEVERE WEATHER

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

SEXUAL ASSAULT AND/OR HARASSMENT

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

SEXUAL CONDUCT

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

Southern prescribes Biblical standards of personal conduct. The university does not condone non-marital heterosexual conduct or ho-

mosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would be contrary to the Seventh-day Adventist beliefs or the faith mission of the university.

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

SEXUAL HARASSMENT, SEXUAL OFFENCES, AND RETALIATION POLICY

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

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

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

In summary, any sexual behavior that creates an intimidating, hostile, or offensive working or school environment is a violation of Christian standards as well as applicable state and federal laws and should be reported to the appropriate supervisor, residence hall dean, or Title IX Coordinator. Southern complies with all Clery Act regulations. Any student or employee engaging in any activity prohibited by this policy

is subject to discipline, up to and including, but not limited to, dismissal from Southern and criminal prosecution.

Employees should refer to Southern Adventist University's Employee Handbook (Section 2020, "Harassment") for the policies and procedures to follow as it relates to any conduct forbidden under this policy.

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

SKATEBOARDING AND SKATING

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

Riders are to abide by the following:

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

TITLE IX

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

TUITION REFUND

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

UNIVERSITY HEALTH CENTER/CHARGES ***southern.edu/universityhealth***

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

USER ACCOUNT/EMAIL

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

VEHICLE SALES

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

WEAPONS

See the *Firearms and Other Weapons* heading

CODE OF CONDUCT

ACADEMIC AND DISCIPLINE GRIEVANCE PROCEDURES

The student, who believes that he or she has been unfairly treated or disciplined, may enter into an academic grievance process. The student shall first discuss the grievance with the instructor, within two weeks of the grievance, in an informal conference. If the student believes that the solution is not appropriate, the student may submit the grievance, in writing, to the Dean of the School within four weeks of the informal conference. If the student believes that the resolution facilitated by the Dean is not appropriate, the student can appeal to the Dean of Graduate Studies within six weeks of the informal conference. The Dean of Graduate Studies will ask the Graduate Council to appoint a Grievance Committee, chaired by the Dean of Graduate Studies or designee and including three other faculty members and two students selected by the Graduate Council. Both the student and the professor involved in the case are entitled to appear before the committee or to present a written statement of the case. The decision of the committee shall be presented in writing to the individuals involved within three days of the committee meeting unless both parties agree upon a later time. The decision of the committee is binding and will be implemented by the professor involved or the Dean of Graduate Studies.

ALCOHOL, TOBACCO AND ILLICIT DRUG USE

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

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

Illicit drugs include opium derivatives, hallucinogens (such as marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, methamphetamines, morphine, and other drugs pro-

hibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's direction.

By enrolling at Southern, all students agree to submit to random drug testing. If the vice president for Student Development and a residence hall dean have reasonable suspicion or evidence of drug use, they will require a student to submit to chemical screening. The student is obligated to pay the expenses of the assessment and screening if those tests are the result of the student's having violated this policy. The student is also obligated to pay the expenses in the event that a random screen reveals that the student has used illicit drugs. Any student who is found to have drunk alcoholic beverages or is in possession of alcoholic beverages will be required to submit a chemical screening.

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

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

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

ASSAULT

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

FIREARMS AND OTHER WEAPONS

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

FIRE EQUIPMENT

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

FIREWORKS AND EXPLOSIVE MATERIALS

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

HAZING AND OTHER IRREGULAR ACTIVITIES

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

SEXUAL ASSAULT AND/OR HARASSMENT

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

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

1. Local law enforcement, 911
2. Campus Safety, 236.2100
3. Residence hall deans
4. Title IX Coordinator, 423.236.2266

If you are a victim of sexual assault:

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

The following university and local resources are available:

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

SEXUAL MISCONDUCT

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

Conduct that violates this policy may result from actions that threaten a student or employee in any Southern-related setting, whether it is conduct between students, between employees and students, or between students and visitors to our campus. Examples of conduct that violate this policy are as follows: harassment in the form of unwelcome sexual advancements, requests for sexual favors, or any verbal or physical entreaties of a sexual nature; public indecency; rape, including spousal and statutory rape; willful exposure to HIV; incest; promotion of the performance of sexual activity, including sexual conduct performed by children and sexting; sexual exploitation of another individual, including children; solicitation; sexual trafficking; and stalking.

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

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

SEXUAL MORALITY

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

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

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

STANDARDS OF BEHAVIOR

Students are expected to establish a Christian lifestyle that fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer, Bible study, Christian-service activities, practicing good study habits, selecting a balanced and nutritious diet, scheduling adequate periods of rest, participating in wholesome recreational and leisure-time activities, and relating responsibly and respectfully to other persons. Behaviors that do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco, and illicit drugs; gambling; dancing; improper sexual conduct; and attendance at entertainments that are spiritually or morally destructive.

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

THEFT

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

WEAPONS

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

Campus Websites

ADMINISTRATION

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

ACADEMICS

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

SERVICES

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

STUDENT ASSOCIATION

accent.southern.edu
southern.edu/sa
southern.edu/serve

