

COLLEGE LIFE HANDBOOK

2006-07

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WELCOME FROM THE VICE CHANCELLOR FOR STUDENT LIFE

Dear NCSA College and Graduate Students:

Welcome! Congratulations on being accepted or invited to return this fall to NCSA. Your decision to attend NCSA will be an adventure of a lifetime among a wonderful community of artists. The Division of Student Life is anxious to assist you in any way possible. Our dedicated professional staff is ready to help you meet your new challenges.

By reading through this handbook, you will quickly find that this campus values, acceptance of individual differences and respect for self, others and property. Protecting the rights of all students is paramount in achieving a living/learning center that promotes students' growth in their arts. As you accept your new role within our community of artists, please embrace the opportunity to make this a better place before you leave.

Take a few minutes to read over this handbook. Ask lots of questions. Check out the numerous organizations and services available on campus. Get involved. Volunteer every chance you get. And most importantly, consider the added responsibilities you have, as college and graduate students, to serve as role models to the middle and high school students.

Good luck on your journey at NCSA. My office is located in the Hanes Student Commons on the lower level. Stop by the Kenan Student Life Center when you have a moment and introduce yourself.

Anne White
Vice Chancellor for Student Life

CHAPTER I: TRADITIONS, LEGENDS AND HISTORY

A. Mission of NCSA

The North Carolina School of the Arts is the University of North Carolina's flagship institution for the arts, dedicated entirely to the professional training of students possessing exceptional talents in the performing, visual, and moving image arts. Students enter NCSA when they are ready for focused, intense professional development at the baccalaureate level and in select programs at the master's and secondary levels in its schools of Dance, Design and Production, Drama, Filmmaking, and Music.

Division of Student Life Mission Statement

Within a campus dedicated to the training of highly talented students in the performing arts, the staff of the Division of Student Life is committed to advocating for a higher quality of life for the students' well being. This commitment is realized in the following ways:

- Through attention to the developmental needs of the student to enhance their personal and professional growth and to instill a sense of responsibility and citizenship;
- Through fostering and promotion throughout the campus, a well rounded approach to the emotional, social, physical, cultural, intellectual, spiritual and artistic aspects of students' lives;
- Through providing age appropriate programs and services in the areas of counseling & health, housing & residential life, activities of all kinds, community rules & regulations;
- Through establishing a living/learning environment, a safe and healthy community where growth can occur and the integration of artistic, academic and life skills is the overall goal.

College Life Mission Statement

The Office of College Life at the North Carolina School of the Arts is committed to the emergence of the whole person through a community-focused living environment. By providing educational opportunities along with an enjoyable, safe and accepting environment, we increase students' desires to be active participants in the campus and residential community.

B. NCSA Code of Conduct

Introduction

A community as diverse as NCSA must establish a standard of behavior that ensures all students live in a safe environment, free from undue disruptions that hamper their freedom to learn and grow as artists and individuals. All students are expected to conduct themselves in a positive manner, attend their classes, complete assignments in a timely manner, abide by the College Code of Conduct and respect the rights and freedoms of others.

As a member of the school community, all students are expected to be truthful, honest and respectful of each other's property. Compliance with these guidelines is imperative for those who wish to receive the full benefits of enrollment.

Students selected for enrollment at the North Carolina School of the Arts bring with them a variety of backgrounds and expectations. The College Code of Conduct provides continuity for the campus. Over the years, students, faculty and administrators have developed standards of conduct consistent with the values of the School and the laws of society. The code is not designed as an attempt to hinder any student's artistic expression. Instead, it offers tools to successfully understand and work through potentially vexing situations without starting from scratch each and every time.

The **College Life Handbook** provides students with a detailed description of the School's expectations. The College Code of Conduct includes both the definitions of inappropriate conduct as well as the possible sanctions such behaviors may invoke.

The code does not in any way prohibit the authority of the faculty and staff members to make such rules and policies as are necessary for their respective areas of responsibility. No written documentation provides for all circumstance; **therefore, the exercise of good judgment and discretion is always expected.**

C. Student Rights and Expectations

1. Students are guaranteed the following rights:
2. To be afforded due process in a fair and timely manner.
3. To be free from unreasonable search and seizure.
4. To be presumed innocent until found guilty.
5. To know what the citation is.
6. To receive a fair hearing.
7. To offer defense evidence and witnesses and to directly question witnesses or evidence presented.
8. To have advice and assistance in their defense by having a member of their choosing from the NCSA community serve as friend or advisor.
9. To receive in writing the disposition of the case.
10. To appeal decisions of the administrative hearing.
11. To waive any of these rights.

D. North Carolina School of the Arts Code of Integrity

- I will honor and respect my artistic and academic community.
- I will respect the property of others.
- I will care for the environment and my physical surroundings.
- I will be truthful to all students, faculty or staff.
- I will not cheat or plagiarize in my artistic or academic work.
- I will respect others and show courtesy.

E. Fighting Pickle History

THE EVOLUTION OF THE PICKLE

By Lauren Whitaker

Director of Student Activities

Blue Devils. Tar Heels. Demon Deacons. Fighting Christians. Pickles. If you don't know which is NCSA's official mascot, you're not paying attention. Even if you did correctly identify the Pickle, chances are you have no idea how a prominent state-supported school for the arts came to choose such a mascot.

A pickle. Hmmm.

When I came to NCSA ten years ago and heard about the Pickle, my reaction could be described as sweet and sour. Let me begin by saying that as a Midwesterner, I had grappled with issues of southern schools and their mascots. My brother graduated from the University of Alabama, where they are called Crimson tide but their mascot is an elephant. My nephew briefly attended Auburn, where they call themselves the Tigers, but their mascot is a war eagle. I previously worked at Elon College, which until recently was the home of the Fighting Christians. Enough said. But still – *a Pickle.* Hmmm.

When I asked about the unusual choice of mascot, I heard a story about a North Carolina pickle company who once agreed to sponsor our homecoming football team. The mascot was selected in a show of gratitude. Legend has it that the same pickle company dropped its support of the school when its head honchos (greater gherkins?) figured out that their candidate of choice for US Senate (a conservative Republican who opposed funding for the arts and espouses that homosexuality is a sin) was not the candidate of choice among many voters registered here.

Some years later, I was presented with a treatise from alumnus Francis Perry who says, "I know how the Pickles got their name. I was there when it happened". According to Perry, in 1972, the school announced a contest to name a mascot and create a corresponding slogan "something with a militaristic bent, to instill the fighting spirit in our players". Perry and his roommates found this proposition so unspeakably absurd that they immediately sat down and composed a list of 63 names and slogans. There was but one other entry from the entire remaining school community and thankfully the judges saw fit not

to choose Rooster. They chose one from Perry's list. They chose Pickle. Hmmm.

But how did the Pickle even make it to Perry's list? It seems that the winter before, he and a former roommate, Larry Glickman, were suffering a severe case of cabin fever. "Overcast and rainy for weeks on end. A potent, volatile meteorological brine enveloped Winston-Salem. Although the Sixties had already suffered a violent death, hardly anyone was yet willing to admit it. Richard Nixon was President. Vietnamese monks were setting themselves on fire in protest against the war. There was no place in Winston-Salem to get a decent pickle. The horror. The horror".

The roommate convinced Perry that a road trip was in order: to the lower east side of Manhattan, a.k.a. Pickle Mecca. They called their journey the Pickle Quest. (Can someone please explain to me exactly how much free time NCSA students had in the early Seventies?). Thus, Larry "the Pickle" Glickman, disguised as a humble, but proud oboe student at NCSA, became the Most High King of Pickles and a prominent art school soon named its football team in honor of his efforts. The Pickles. HmMMMM.

As Perry philosophizes, "the landscape of this country is littered with meaningless, and worse. unimaginative team names reflecting who knows what about their schools. But Pickles. a name to be proud of. a name with a history, born of an existential psychodrama worthy of what each of us knows can only be hinted at by the words: The NCSA Experience".

So, which story is true? Who knows? And does anyone really care? We are, after all, a prominent arts school whose mascot is the Pickle.



HmMMMM.

It's really no big dill.

CHAPTER II: SERVICES FOR STUDENT LIVING

A. Division of Student Life

Overview

The North Carolina School of the Arts is dedicated to the training of highly talented students in the performing arts. The staff of the Division of Student Life is committed to advocate for both the students' quality of life and overall well-being.

Vice Chancellor for Student Life

<http://www.ncarts.edu/vcstudentlife/>

The Vice Chancellor is the senior level administrator responsible for addressing student concerns and for providing overall direction and focus of the Division of Student Life.

The Division of Student Life includes the following areas of service:

Fitness Center

Office of Hanes Student Commons

College Life

Student Activities, New Student Orientation and Transportation

Wellness Center

- Counseling Services
- Learning Assistance
- Disability Services
- Health Services
- Athletic Trainer
- Nutritionist

The Fitness Center

<http://www.ncarts.edu/studentlife/fitnesscenter.htm>

The NCSA Fitness Center is a state-of-the-art facility which provides opportunities for students to maintain a healthy lifestyle amid the rigors of their academic and artistic training. All currently enrolled students who have paid the activities fee are members of the Fitness Center. The facility includes a full-court, maple-floored gymnasium equipped for basketball and volleyball, an indoor swimming pool, an aerobic studio with cycles for spinning, a full course of Cybex weight-training equipment, and free weights.

The professionally certified staff is available for personal training and consultation, and group instruction in aerobics, water aerobics, and kick-boxing, spinning, and other fitness activities. [Occasional classes are offered](#) in yoga, tai chi, pool barre, and swimming. An additional charge may be assessed for some classes if outside instructors are contracted.

Students must present their One Cards for admission to the Fitness Center. For hours of operation or other information, students should call 770-3286.

College Life

<http://www.ncarts.edu/studentlife/collegelife.htm>

Students Under 18

Students entering the college program who are exceptionally young (under 17) will be required to reside in the high school halls for at least one year. Other students who are entering short of their 18th birthday (less than 9 months out) will be required to sign, along with their parents, a memorandum of understanding that outlines the conditions of their living arrangements within the college community. A copy of this memorandum can be found in the College Life Office.

Student Staff

Resident Assistants (RAs), Resident Managers (RMs) and Graduate Area Coordinators (GAs) are the most visible members of the College Life staff. They are specially trained students who live in the residence halls (RAs and GAs) and the apartments (RMs and GAs). They are responsible for promoting the goals of College Life, Student Life and the School. Specifically, these students serve the residential community as peer educators, administrators, resource persons and counselors.

Student Activities, New Student Orientation & Transportation

http://www.ncarts.edu/studentlife/student_activ.htm

The Student Activities office provides programs and services that will enrich the students' campus experience. Social, cultural, recreational, athletic and service programs assist in developing important skills such as leadership, citizenship, and effective use of leisure time. Students who take advantage of the many programs offered enjoy a well rounded and fulfilling NCSA experience.

Recreational opportunities at NCSA are abundant. Social programs include dances, parties, films, concerts, comedy shows, and interactive novelty events. Student Activities also organizes local, overnight and weekend trips. Student Activities oversees campus clubs and organizations.

Through participation in clubs, students become actively engaged in the campus community. [The Student Government Association](#) addresses issues which affect the students' quality of life, and serves as the student voice throughout the campus. To learn more about organization, including SGA, students should contact the Director of Student Activities.

Student Activities publishes the [Every Tuesday Calendar \(ETC\)](#), which includes information about campus and community events and performances. Also keep an eye on the electronic sign boards in the Hanes Student Commons for updates and reminders.

[Transportation Services for Students are outlined on our website.](#) This includes airport runs at the beginning and end of the term as well as weekly trips to WalMart, Target, grocery stores and the local shopping mall.

The office of new student orientation coordinates the annual Family Weekend. Other responsibilities include the selection and supervision of the student orientation leaders for the opening weeks of high school and college each year and the publication of the new student orientation schedule.

<http://www.ncarts.edu/studentlife/newstudent.htm>

Wellness Center

<http://www.ncarts.edu/studentlife/wellnesscenter.htm>

The Wellness Center is located on the upper level of Hanes Student Commons and includes counseling services, health services, nutritionist and athletic trainer.

The student One Card must be presented to access services in the Wellness Center.

Counseling Services

<http://www.ncarts.edu/studentlife/counseling.htm>

The artistic programs at NCSA are demanding and often stressful. Students may experience pressures from their programs and from themselves that interfere with performances and personal living. Two full-time counselors assist in finding those blocks that keep student artists from developing their potential. The counselors seek to provide an environment in which one can discover healthy mental attitudes, emotional expressions and behaviors that facilitate growth. Counselors work in a variety of settings, including individual sessions, support groups, educational groups and programs.

Counselors have experience in many areas, including:

1. Personal -- such as self-esteem, artistic expression, sexual identity, anxiety, depression
2. Relationship -- roommates, family, significant other, sexual intimacy, communication skills
3. Professional -- life planning goals, performance, artistic blocks, building self-confidence
4. Health -- eating issues, substance abuse, stress management, self-hypnosis, healing arts.
5. Learning --strengthening your learning potential.

NOTES:

- Counselors do not do academic planning. This takes place in undergraduate and graduate programs.
- Counseling services are available to all students at no charge.
- All counseling is confidential except when the health and safety of a person is endangered.
- Office hours are 9 a.m. to 5 p.m. Monday through Friday, by appointment.
- Counselors are on call for emergencies 24 hours a day, seven days a week.

Services for Students with Disabilities

<http://www.ncarts.edu/studentlife/disability.htm>

Students with physical or learning disabilities that affect performance may receive special help through the officer for students with disabilities. Documentation is needed for certain disabilities.

[See our website for links to forms.](#)

Learning Assistance Office

The learning specialist receives referrals from the officer for students with disabilities. Students are given individualized attention in the areas of study skills, writing and other learning resources as necessary.

Referrals

Counselors work closely with the Department of Psychiatry at the Wake Forest University Medical School, and can refer for evaluations, medication and therapy. They also refer to other community mental health services as needed.

HEALTH SERVICES **HOURS OF OPERATION**

8 a.m. to 5 p.m. Monday, Tuesday, Thursday and Friday
8 a.m. – 8 p.m. on Wednesday

CLOSED Fridays 9:30 to 11:30 a.m. for staff meetings.

*Whenever the Center is closed,
a medical services provider is on emergency call.*

Students should contact a College Life staff member or NCSA Police for assistance when the Wellness center is closed. After-hours call is reserved for those issues that require immediate attention and cannot wait until the center reopens. Appointments are encouraged. Students without an appointment are seen on a first-come, first-served basis.

Health Services

http://www.ncarts.edu/studentlife/student_health.htm

Student Health Services offers the following services:

- ◆ Primary health care
- ◆ Surgical, x-ray and dental referrals
- ◆ Routine laboratory testing
- ◆ Allergy injections
- ◆ Immunizations
- ◆ Foot care
- ◆ Nutrition counseling by registered dietitian
- ◆ Mental health counseling and services
- ◆ Dance related medicine/orthopedics
- ◆ Athletic trainer evaluations
- ◆ Whirlpool hydrotherapy
- ◆ Ultrasound, electrical stimulation treatment, physical examinations (complete physicals, gynecological examinations) at minimum cost
- ◆ Confidential HIV testing at minimal cost

[Privacy, Payment and Pharmacy and Services information](#)

See details on the website-<http://www.ncarts.edu/studentlife/wellnesscenter.htm>

Health Insurance

Health and accident insurance is not included in the health services fee. All students are required to be covered by health and accident insurance. Furthermore, international students are required to purchase the insurance policy provided through NCSA. Information regarding the school policy or an insurance waiver may be obtained through health services. Filing insurance is the responsibility of the student. In the event of referral, injury and/or hospitalization, all charges will be the responsibility of the student, the student's family or insurance carrier. [Insurance Information ,credit card authorization, and immunization consent forms are on our webpage.](#)

Policy on Special Students

All students registered for one or more classes at the North Carolina School of the Arts must have a health form and current record of immunizations on file with Student Health Services before registering for classes.

Students taking 4 hours or less are not required to provide a physical exam unless enrolled in more than one course for credit. The Director of Student Health will review all medical forms and reserves the right to request tuberculosis skin testing or a physical exam if the medical history should indicate a community risk.

Any student enrolled in more than one course or taking more than four credit hours at the North Carolina School of the Arts must have a current physical examination on file and pay a prorated Student Health fee, based upon the number of credit hours the student is enrolled.

In the event that a student is taking only one course, regardless of the number of credit hours, that student does not pay a health fee, wellness fee, activity, mail, transportation or performance fee. For these students, their One Card is to be identified with a color background that is different from other undergraduate or graduate students' One Cards.

International Travel

Students, faculty and staff anticipating international travel can contact a/the travel nurse for a complete health history form, recommendations for required immunizations, a self-care kit (first aid supplies), prescriptions and any letter necessary for specific health documentation. The travel nurse can share the latest information from the Centers for Disease Control about health concerns pertaining to the destination, including recommendations for food, water and medical care while out of the United States. Those planning international travel should schedule an appointment with the nurse at the earliest possible date. Many immunizations need to be started six months prior to leaving.

Transportation for Medical Appointments

Arrangements can be made through health services for transportation to medical facilities. There will be a charge for this service and students are strongly encouraged to make transportation arrangements as soon as they are aware of their needs.

Hanes Student Commons

In the center of the campus, the Hanes Student Commons is a familiar space for students, faculty and staff to eat, socialize and study; a meeting place for activities and events; and a greeting place for campus visitors. The Student Commons Office manages the Hanes Student Commons, reserves meeting spaces, and staffs an information desk on the upper level. Whenever the Hanes Student Commons is open, a Common Manager is in the building to answer questions and offer assistance. The Commons Managers work from a desk opposite the Pickle Jar seating area on the upper level.

The following functions are housed in the Hanes Student Commons:

- ATM and change machine
- Campus Store
- College Life
- Computer Lab
- Food Services (Dining Hall and Pickle Jar)
- Kenan Center for Student Life (Office of Vice Chancellor, Housing, Student Activities, Orientation, Transportation, Learning Assistance, Minority Affairs)
- Mail Center
- One Card Office and Computer Lab
- Pool Tables and DDR machine
- Student Commons Office
- Student Organizations Office
- TV Lounge
- Wellness Center (Health Services and Counseling Services)

To reserve a room in the Hanes Student Commons, stop by the Student Commons Office (room 334) on the upper level or call 770-3285 with your request. The Student Commons Office can reserve all spaces except for Eisenburg Social Hall. Contact [Campus Performance Facilities](#) (734-2868) to make that reservation. Please plan your event or meeting as far in advance as possible; a week is a good guideline, more advance time for a major event.

Commons Policies

1. The Hanes Student Commons is a smoke free building. Smoking is not allowed around any of the entrances or on the patio of the Pickle Jar near the glass windows and to the West.
2. All who enter the building must wear shoes and shirts.
3. Posting of flyers is only allowed on the designated bulletin boards throughout the building. Nothing is to be posted on the glass doors and windows.
4. Any problems with the pool tables and the DDR machine should be reported to the Student Activities Office. After 5:00pm during the week and on the weekends, report any problems to the Commons Manger.

Campus Store

<http://www.ncarts.edu/campusstore/>

Mail Center

<http://www.ncarts.edu/postalservices/>

Dining Services

<http://www.ncarts.edu/diningservices/>

The following regulations should be noted regarding food service:

1. No student eating in the dining hall will be allowed to provide food for another student, visitor, faculty or staff member. All food must be eaten in the dining hall. No food is to be taken out of the dining hall, except with special permission of food services staff. Violators of this policy may be referred to the Judicial Coordinator for theft of school property.
2. Students must wear shoes and shirts in the dining hall.
3. Any person eating in the dining hall without paying will be barred from the dining hall for a period of one month for the first offense and for one term for the second offense. Off-campus students or visitors are permitted in the dining hall during meal times only if they have paid.
4. Carrying out trays, china, silver and/or glasses is prohibited. Violators will be cited with theft of school property, which carries a fine of \$50.
5. The dining hall is self-busing. Students must carry trays, plates, glasses and tableware to the dish return belt, and should place all trash in the cans provided.
6. One Cards MUST be swiped for admission to the dining hall and *are not transferable*. Transferring a meal to another student is considered theft and carries an automatic fine of \$50 as well as judicial action.
7. Throwing food in the dining hall is prohibited.
8. All book and large bags must be placed on the shelving provided prior to entering the dining hall or snack bar area. Leaving bags on the floor is a trip and fire hazard.
9. The balcony area off the dining hall is a non-smoking area.

Please see the website <http://www.ncarts.edu/diningservices/> for information on Meal Plans, Bonus Bucks, Block Meals, Take-out Boxes, Food Service Forum, or **Requests for Release from Meal Plan - [Form](#)**

B. Career Services

<http://www.ncarts.edu/alumni/studentcareerserv.htm>

Career Services assists students in developing the skills necessary to pursue careers as working artists. A career resource center is available in the office. Career counseling is available in general areas such as résumé preparation, grants and proposals, networking, interviewing and negotiation techniques. Because of the nature of specialized study at NCSA, Career Services works hand in hand with the art schools and also encourage students to seek specific career guidance from faculty within their art school.

Through generous support from the talented students in the Arts Initiative, a collaboration of the Doris Dulee charitable foundation and the Burdna Foundation, programs are offered that are geared toward career advancement and preparation for the working artist.

Career Services also sponsors the Career Development Grant Program, which offers limited financial assistance to students for projects which promise to impact career opportunities. Career Services are a component of the Office of Alumni, Career Services and Outreach.

Before visiting or dropping by Career Services, please call Gabriela Camacho at (336) 631-1202 or camachog@ncarts.edu for an appointment. The office is located at 1915 Sunnyside Street, adjacent to the School.

C. Applause

<http://www.ncarts.edu/alumni/applause.htm>

A student talent agency, Applause, serves students by locating, contracting and making arrangements for jobs in the community, throughout the state, and sometimes out of state. Usually performances are for weddings, schools, colleges, universities, private parties and commercial or trade projects. Applause is a free service which provides valuable community performance experience for students motivated to work. Jobs are usually paid with the fee going straight to the student. Students on the Applause talent roster are subject to faculty approval.

Music students are not allowed to miss any classes to play an Applause job. If this happens, the person or persons will not be permitted to play any more Applause jobs for the remainder of the school year and will be disciplined appropriately for missing class.

Students in all art schools are reminded that whether they are on campus or on official tour or trip off campus, the College Code of Conduct applies to their behavior. As a representative of the School of the Arts, a student on tour or working off campus has agreed to live up to the personal, social and artistic standards of the School.

The Applause Office is a component of the Office of Alumni, Career Services and Outreach. For more information, please call Joe Mount at (336) 770-3339. The office is located at 1915 Sunnyside Avenue, adjacent to the School.

D. Student Accounts

<http://www.ncarts.edu/studentaccounts/> -- Web page

The student accounts office prepares bills for tuition and fees. Questions regarding payments and balance due should be directed to that office. Students may schedule appointments to review their accounts with the student accounts personnel.

E. Semans Library

<http://www.ncarts.edu/library/> -- Web page

[Click here to read more about library services](#)

The library, located in the Workplace, is named in honor of Dr. and Mrs. James H. Semans, friends and supporters of the North Carolina School of the Arts.

Conduct in the Library

The library is a place for study or quiet relaxation. If behavior among students becomes loud, distracting to others or destructive to library property, one warning will be given. If the offending student(s) do not respond, they will be asked to leave the library. Repeat offenders will be subject to violations for disorderly conduct and referred for student disciplinary action.

SEMANS LIBRARY CONTACT INFORMATION

Main Circulation Desk	770- 3270
Music Library Desk	770-3267
Moving Image Viewing Room	770-1311
Archives	770-3272
Reference Desk	770-1479

F. NCSA Police

<http://www.ncarts.edu/campuspolice/>

The NCSA Police Department consists of the Chief, Assistant Chief, 13 commissioned officers and 6 part-time security officers. The commissioned officers have the authority to enforce federal, state and local laws, as well as the rules and regulations of the school and the University of North Carolina. All commissioned officers are professionally trained to meet the standards set forth by the Criminal Justice and Standards Division of the State of North Carolina under General Statute 17C. NCSA officers have complete police authority to apprehend and arrest anyone involved in illegal behavior or activities on all school property, as well as on that portion of any public road passing through the campus and immediately adjoining the campus. (Cf. General Statute 116-40.5)

[Safety Brochure - PDF format](#)

Identity theft is one of the fastest growing crimes in the nation, and students may be particularly vulnerable to this crime. Learn how to protect yourself and your future from identity theft by going to www.ed.gov/misused.

Campus Parking Policy <http://www.ncarts.edu/campuspolice/trafficparking.pdf>

Parking Map <http://www.ncarts.edu/campuspolice/ParkingCampusMap.jpg>

24-Hour Non-Emergency Office Extension: 336-770-3321

On Campus Emergency (from any campus extension): 55

On Campus Emergency (off campus extension): 336-770-3362

Off Campus Emergency: 911

Campus Police Fax: 336-750-0866

24 Hour Campus Patrol Year Round

Motor Assistance Program:	Call 336-770-3321
Lost and Found:	Come to Campus Police Department
Night hours escort service:	Call 336-770-3321
Property Engraving of Small Items :	Bring to Campus Police Department
Property engraving of large items:	Call 336-770-3321 to schedule appt.
Bicycle Registration:	Bring to Campus Police Department

G. OneCard

<http://www.ncarts.edu/onecard/>-- Web page

<http://www.ncarts.edu/forms/onecard-policy-manual.pdf> -- OneCard Policy (PDF)

The One Card Service Center is located on the upper level of the Hanes Student Commons, at the entrance which faces Gray Building.

The One Card is the property of NCSA and must be returned to School officials upon request. The card should be carried by users at all times. It is not transferable. Unauthorized use, tampering, or alteration may result in disciplinary action and loss of privileges. Lost or found cards should be reported to NCSA Police.

After hours, any One Card problems should be directed to NCSA Police located on the ground floor of the Workplace Annex. Their phone number is 770-3321.

In the event of a campus emergency or national alert, the administration reserves the right to REQUIRE all students, faculty and staff to wear their identification cards (One Card) clearly visible on their persons.

H. ATM

An ATM supplied by the State Employees Credit Union is located in the Mail Center on the lower level of Hanes Student Commons. A cash transfer and withdrawal machine only, the ATM will accept most bank cards.

CHAPTER III: STUDENT-CENTERED POLICIES

A. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Read the details at <http://www.ncarts.edu/vcprovost/bulletin/2006/ferpa.pdf>

NCSA POLICY

North Carolina School of the Arts will always request a student's consent and signature before we speak with parents or guardians about anything other than directory information.

B. Reporting Involvement with Law Enforcement Off Campus

On the application for admission to NCSA, prospective students are required to report if they have been charged, convicted of, plead guilty to or otherwise accepted responsibility for any crime. If a student is convicted of, pleads guilty to or otherwise accepts responsibility for a crime prior to matriculation at NCSA, the student is required to report the details of such events to the Office of Admissions. The report must include court documentation or letter from the student's attorney corroborating the disclosure.

For an enrolled student, failure to report a criminal charge will result in disciplinary action under the Student Code of Conduct. Sanctions may range from probation to long term suspension.

NCSA has an agreement with the District Attorney's Office and the Winston-Salem Police Department that they will notify NCSA of any arrests involving NCSA students.

C. Inclement Weather

In case of inclement weather requiring either school closing or delayed openings, a decision will normally be made prior to 6 a.m. so that students, parents, faculty and staff can avoid dangerous driving conditions. The television and radio stations listed below will be contacted to broadcast information about school closings or delays. Current closing information can also be obtained by calling the School's after-hours answering machine at 770-3399.

TV STATIONS

WXII (Channel 12) Cable 11
WFMY (Channel 2) Cable 9
FOX8 (Channel 8) Cable 10

RADIO

WSJS (600 AM)
WTQR (104.1 FM)
WFDD (88.5 FM)

D. Student Information and Technology Policy and E-mail Policy

Note: Connection to the NCSA network acts as implied acceptance of these policies.

http://www.ncarts.edu/informationtechnologies/tech_use_policy.htm

<http://www.ncarts.edu/informationtechnologies/emailpolicy.pdf>

E. Animals on Campus

<http://www.ncarts.edu/forms/HumanResources/animalpolicy.pdf>

F. Policy for the Prevention of Bias-Related Harassment and Procedures for Investigations of Alleged Violations

<http://www.ncarts.edu/humanresources/forms/AllegedViolations.pdf>

Recognizing Harassment

<http://www.ncarts.edu/humanresources/forms/HarassingBehaviors.pdf>

G. Policy on Sexual Assault

North Carolina School of the Arts is dedicated to providing all students with a safe and healthy environment where they can grow both artistically and emotionally. It is a primary goal of the school to support any student who has been victimized by sexual assault regardless of gender. The School acknowledges its responsibility to assist any student who is a survivor/victim of sexual assault in regaining a sense of personal control over her/his life.

A survivor/victim of a sexual assault will be informed of options concerning reporting the crime, having a medical examination, filing an internal judicial action, changing room or class assignments, and obtaining professional counseling.

Rights of Alleged Assailants

Any student who is accused of committing a violation of the College Code of Conduct, including a sexual assault offense, will be granted due process in the investigation and adjudication of his/her case. The accused will be presumed innocent until proven guilty, and will be afforded the privilege against self-incrimination.

Formal Process

Students who have been victimized by a sexual assault, whether it was a stranger rape, date rape or acquaintance rape, forcible or non-forcible, may seek redress through the campus judicial system when the accused is also a student enrolled at NCSA. Such redress may be utilized in conjunction with, or in the place of, pressing charges in the court system. Student-on-student sexual assault, rape or offensive battery should be reported to the Judicial Coordinator for campus disciplinary action. Once the report is made, a judicial action will be issued to the alleged assailant and an investigation will begin. The disciplinary hearing board will be convened in cases where the accused denies the charges. The citing student will be required to appear before the board and to testify against the alleged assailant. Both students may have a friend/advisor from the campus community present with them throughout the hearing process and may present witnesses on their own behalf.

The Vice Chancellor for Student Life may place an accused student on immediate emergency suspension pending the disciplinary hearing if the student is believed to pose a threat or danger to the campus community.

The minimum penalty for a student found guilty of a sexual offense of any type will be removal from the residence halls/apartments if he/she is a residential student or banishment from the residential areas if he/she is a commuter student and suspension for a period of no less than one school year. In severe cases of forced rape and/or physical injury involving a weapon, the penalty will be expulsion. The accuser and the accused will be informed of the outcome of any campus disciplinary proceedings.

Mediation Option for Survivor/Victim

A survivor/victim of acquaintance/date rape is often reluctant to press charges, even at the campus level. However, the need to clear the air and confront her/his assailant remains. The school offers mediation as an alternative to disciplinary proceedings if the survivor/victim requests it, and the alleged assailant agrees to it. The student who has been traumatized by such an event often desires to talk to the alleged aggressor in order to ask why, to gain assurance it will not happen again. Mediation may result in a contract between the alleged assailant and the school that may require the alleged assailant stay away from the survivor, to not frequent the residence hall where the survivor lives and to refrain from speaking to the survivor in classes. The contract may also restrict certain extracurricular privileges for the alleged assailant, and may require

him/her to receive counseling. Failure to honor the finalized contract may result in expulsion from school. Mediation is handled by the Judicial Coordinator.

Room and Class Change Options

A survivor/victim of a sexual assault may request an immediate room change if she/he feels threatened or compromised in the currently-assigned room. A room change will be granted if an appropriate alternative space exists. The student may also request a lock change and new telephone number if the assailant had knowledge or previous access to those items. These requests should be made to a college coordinator.

The student may also sign a request form in the registrar's office to remove her/his directory information from public access.

Most requests to change class schedules are not feasible. Students are generally in small classes and often have the only class schedule available to them for their particular grade, age and major. Requests for changes should be made to the Dean of Undergraduate and Graduate Programs for undergraduate and graduate programs classes and to the appropriate art school dean for art classes. Adjustments in seating arrangements, class project-assignments, partnering, production work and casting can be evaluated on a case-by-case basis. Every effort will be made to make the survivor/victim feel cared for and safe.

Campus and Community Resources

The school encourages any student who has been sexually violated to seek support and counseling in order to process the episode, to evaluate her/his options, and to begin healing emotionally and physically.

The following resources are available on campus and in the immediate Winston-Salem area:

Director of College Life and Housing	770-3284
Counseling services	770-3276
	770-3277
Emergency Pager	607-7708
Student health	770-3288
College Life	770-3282
Vice Chancellor for Student Life	770-3275
First Line information and referral service	727-8100
Sexual Assault Response (24-hour crisis telephone line)	722-4457
CONTACT (24-hour crisis telephone line)	721-5153
Center Point Health Center (mental health)	725-7777
N.C. Crime Victim Compensation Commission Division of Victim and Justice Services N.C. Department of Crime Control and Public Safety P.O. Box 27687 Raleigh, N.C. 27611	1-800-826-6200

H. Policies Concerning Improper Relationships between Students and Employees

<http://intranet.northcarolina.edu/docs/legal/policymanual/300.4.1.pdf>

I. Copyright Policy

NCSA is dedicated to instruction, research, and service to the people of North Carolina and the nation. It is the policy of this University that its faculty, staff and students carry out their scholarly work in an open and free atmosphere, and that consistent with applicable laws and policy they publish the results of such work without restraint. The University guidelines are available at:

www.northcarolina.edu/content.php/legal/copyright/PrimerOnCopyrightUse.htm

J. Administrative Withdrawal Policy

Students who officially withdraw from NCSA may be entitled to a proportionate refund of tuition and fees. To receive any applicable refund, the student must submit a withdrawal form to the registrar. The student must be in good standing at the time of withdrawal to be considered eligible for a refund.

Withdrawal Time Frame (for non-Title IV Federal Aid Recipients)

Percentage of total tuition, fees, room and meal plan to be refunded (minus non-refundable advance payments)

Through first week	90 percent
Through second week	80 percent
Through third week	60 percent
Through fourth week	40 percent
After fourth week	0 percent

Attendance is counted from the first day of required attendance in a term. Fractions of a week count as a full week. No refunds will be made following the fourth week. The Tuition and Fees Appeals Committee may review exceptions to the policy. Refunds of less than \$1 will not be issued.

NCSA will prorate institutional charges for Federal Title IV aid recipients based on the percentage of the term completed, calculated by dividing the number of calendar days the student attended in the term by the total number of calendar days in the term. Title IV recipients will be charged for a percentage of the term equal to the percentage of aid that they "earned". After completing more than 60 percent of the term as calculated above, the student will have "earned" 100 percent of their institutional charges, as well as their Title IV financial aid.

If a student withdraws or cancels registration before the first day of classes, no financial aid will be disbursed, and the student will be responsible for any charges he/she may owe. Students leaving as a result of a disciplinary action will not receive a refund, regardless of date of departure.

K. Request for Review of a Final Course Grade

Guidelines for Students

Students at NCSA have the right to appeal a final course grade that they contend has been impermissibly or arbitrarily assigned. A final course grade may be changed only if student can establish, with a preponderance of evidence, that:

1. The course grade was based upon the student's race, color, religion, national origin, disability, sexual orientation, gender, age, creed or for some other arbitrary or personal reason unrelated to the faculty member's exercise of his or her professional academic judgment in the evaluation of the academic/artistic performance of the student; or
2. The course grade was assigned in a manner not consistent with the standards and the procedures for evaluation established by the faculty member in the course syllabus or in other written or oral measures directed to the class as a whole; or
3. The course grade assigned by the faculty member was the result of a clear and material mistake in the calculation or recording of grades. Individual elements (e.g., assignments, tests, activities, projects) that contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeals procedure. However, individual elements may be appealed under these procedures provided that all the following conditions are met:
 - a. The student presents compelling evidence that one or more individual elements were graded on arbitrary or impermissible grounds as defined in 1-3 above;

- b. Grounds can be established for determining an academically sound grade for the appealed element(s); and
- c. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

If a student alleges a faculty member has impermissibly or arbitrarily assigned a final course grade based on sexual harassment, the complaint must be addressed according to procedures set forth in the NCSA Policy for the Prevention of Bias-Related Harassment, rather than using the following procedures.

Procedures

As soon as possible after the student receives the formal grade report in dispute, the student shall first discuss it with the faculty member who assigned the grade. If the student is unable to resolve the grievance over a final course grade through consultation with the faculty member, a written request for review of the course grade shall be submitted to the dean of the relevant art school or the dean of undergraduate and graduate programs, who will render the final decision.

Written requests to a dean for review of a final course grade must be submitted within the first four weeks of the next regular academic term. Requests for reviews submitted after this deadline will be heard only in exceptional cases as determined by the Provost.

Students requesting a grade review assume the burden of proof. Therefore, the written "request for review" must include:

- A. A statement of the reasons the student believes the grade was impermissibly or arbitrarily assigned;
- B. The steps the student has taken to resolve the disagreement over the assigned course grade; and
- C. The resolution sought.

The written request for review should include any evidence the student believes supports his or her contention that the grade was impermissibly or arbitrarily assigned. Such evidence might include projects, papers, tests or other graded work, syllabi, or written documentation from witnesses. The student must demonstrate that the faculty member applied irrelevant or impermissible criteria in evaluating the student's academic or artistic performance, that the faculty member failed to follow his or her course evaluation standards, or that the course grade was assigned as the result of a clear and material mistake in calculating or recording grades. That the student simply disagrees with the assigned grade does not constitute a basis for a review.

CAUTION: Students who fabricate information in support of a final course grade appeal may be subject to disciplinary action under the Student Code of Conduct.

L. HIV/AIDS Policy

Students, faculty and staff at the North Carolina School of the Arts shall not be discriminated against or subjected to limited services due to their personal condition, which may include testing positive for the HIV virus, being diagnosed as having an HIV-related disease or AIDS. Student Health Services provides confidential counseling, testing and referrals. Students testing positive for the HIV virus are encouraged to tell Student Health Service since the staff may be involved in their treatment. Students are also encouraged to utilize the numerous community resources in the Winston-Salem area, and are expected to take the necessary steps to ensure that no other members of the community are exposed to the virus through their behavior or activities. The school sponsors a full array of AIDS education opportunities throughout the year and invites students to become active with the campus educational programs on AIDS.

Under the following conditions, students at NCSA have the right to appeal an art school's decision not to invite the student to return.

1. The art school's policy and procedures for such decisions were not followed.
2. The decision was based upon arbitrary or personal reasons unrelated to faculty members' exercise of professional judgment in the evaluation of academic/artistic performance of the student.
3. The decision was based upon discrimination or harassment regarding gender, veteran status, race, color, creed, religion, national origin, disability, or sexual orientation.
4. There was a recent material or substantive change of circumstances that resulted in a change in the student's performance.

Procedures:

1. Upon receiving an official notice that a student is not going to be invited to return, the student has ten calendar days to file a written notice of appeal, clearly stating the grounds for the appeal.
2. The appeal is to be signed by the student and delivered to the dean of the art school.
3. The dean has 30 calendar days to respond to the appeal. The dean reserves the right to meet with the student personally or to respond in writing without such a conference.
4. If the student is not satisfied with the outcome of the appeal to the dean, the student may, within 10 calendar days of the date of the written decision, submit final notice of appeal to the dean requesting that the original appeal and record be forwarded to the Provost/Vice Chancellor for Arts and Academics or designee. *Such notice must be made within ten calendar days of the receipt of the dean's decision.*
5. The Provost or designee will review the appeal to ensure that proper procedure was followed and respond with a final institutional decision within 10 calendar days.

N. Title IX Policy

The North Carolina School of the Arts adheres to Title IX of the Educational Amendment of 1972 which prohibits gender discrimination. The law specifically states, "No person in the United States shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any education program or any activity receiving Federal financial assistance." Title IX, as it pertains to students at NCSA, applies to activities such as recruitment; admissions; housing and facilities; athletic and extracurricular activities; class enrollment and access to programs, courses, and internships; distribution of financial assistance; distribution of institutional resources; employment; student health services; career guidance and counseling services. Title IX also applies to employees and prohibits discrimination in employment based on gender including sexual harassment.

Any questions or complaints concerning Title IX should be addressed the Title IX Coordinator: Beth Cox, Director of Human Resources, email: coxb@ncarts.edu, phone: (336) 770-3317, fax: (336) 770-1462. Retaliatory action of any kind will not be tolerated against any person for making a good faith report of discrimination or on the basis of that person's participation in any allegation, investigation or proceeding related to the report of discriminatory conduct.

This policy complements NCSA's existing policies on nondiscrimination and prevention of bias-related harassment.

O. Policy for Requesting and Use of Facilities

Facilities of the North Carolina School of the Arts are primarily for purposes of instruction, research, Student Activities and public service. Thus, groups affiliated with the school may reserve areas of the campus. No group's activities shall violate the purpose, property, policies or regulations of the School.

<u>To Reserve</u>	<u>Call</u>
Dining Hall, Dining Hall Annex	Dining Services 770-3327
Hanes Student Commons meeting rooms (357, 301, 129)	Student Activities 770-3283
Eisenberg Social Hall, Daniels Plaza, Hanes Student Commons North Patio, the Piazza (patio between Gray Building and the Hanes Student Commons), Watson Hall, Performance Place, RJR Screening Room, Welcome Center Presentation Room.	Campus Performance Facilities Office 734-2866

Clean-Up

A cleanup crew must be identified. These persons are responsible for thoroughly cleaning the facility immediately after the event and restoring it to its original condition.

General Responsibility

The sponsor is completely responsible for all aspects of the event and for the facility used. Any act of vandalism and any damage to the facility resulting from the event will be the responsibility of the sponsor.

P. Solicitation Policy

The school does not permit any person, organization or agency to solicit, conduct business or raise funds on campus without the approval of the Director of Auxiliary Services or through legitimate contracts with the business office. In keeping with this regulation, the School does not permit salespeople (either School-related or non-related) to take orders for or actively sell materials in the residence community.

Generally, non-School related persons or organizations are not permitted to conduct business or raise funds on campus. School related persons or organizations attempting to raise funds for the benefit of that organization or for charity may be given special permission to solicit on campus provided the following guidelines are observed:

- No door-to-door solicitation will be allowed.
- Permission to solicit funds must be obtained from the Director of Auxiliary Services.
- Permission to use specific facilities must be obtained from the appropriate School official.
- Any solicitation of funds must be sponsored by a recognized student organization, and the student organization shall receive at least 15% of the proceeds. Such proceeds shall be used for legitimate programming efforts by the organization.

Students are not permitted to conduct any sales from their residence hall rooms or to advertise their room numbers for sale purposes.

Q. Locker Policy

All lockers on campus are the property of the North Carolina School of the Arts. At no time does the school relinquish its control over these lockers, which are provided for the convenience of students. School staff may conduct periodic inspections of lockers at any time, without notice, without student consent and without a search warrant.

Procedure for Registering a Locker

1. Specific information about art school lockers can be obtained from the department secretary.

2. Specific information about lockers on third floor Gray Building can be obtained in the high school academics office on that floor.
3. Fitness Center lockers are available free for single-day use, or can be rented for \$75 per term. Information is available at the front desk of the Fitness Center.
4. Each student may have only one locker, since there are not enough for every student.
5. All lockers must be cleaned out and the locks removed by June 1 of each year. NCSA Police will remove any locks and contents remaining after this date.

CHAPTER IV: SAFETY AND SECURITY ON CAMPUS

A. Campus Safety

Students at North Carolina School of the Arts have historically enjoyed a safe and secure campus. However, this good record is due in part to the responsible and wise decisions students make as they move about the campus. NCSA is proud to have a full staff of trained, professional police officers who work in harmony with local authorities to maintain a safe and secure campus. College students are reminded that the campus population consists of students as young as twelve years old, so as adults, college students are encouraged to serve as both role models and "big brothers and sisters" in the safety and protection of our minor students.

The following is a list of good practices for the safety of NCSA students, while on or off campus:

1. Students should always lock their residence hall room or apartment doors day and night, when they are not in the room or apartment.
2. Students should always report strangers on campus or in the residence facilities to the coordinator on duty or to campus police by dialing "55" from any telephone on campus.
3. Students should not walk alone at night and should always walk within well-lit areas.
4. No one should walk off campus after dark. It could be dangerous.
5. Students should not go alone to and from the residence halls late at night.
6. Everyone should close window blinds when changing clothes.
7. Students should get visitor passes for all campus visitors. Proper I.D. is required.
8. No one should talk to obscene phone callers. It is dangerous, it encourages more calls, and it could provoke the caller into coming on campus.
9. Residence hall doors should never be propped open. Students caught propping a residence hall door open will be subject to judicial action.
10. Nameplates on doors should have first initial and last name only.

TO CONTACT NCSA POLICE:

EMERGENCY

1. In any emergency, campus police can be reached by dialing "55" from a red telephone or any campus telephone or by pushing the call button at a blue call box.
2. When the officer answers, the caller should speak slowly and clearly, giving his/her name, location and emergency information. The caller should always wait for a response from the officer.

NON-EMERGENCY

1. In non-emergency situations, students can dial 3321 from any campus telephone or 770-3321 from any off-campus location or cell phone.
2. When the officer answers, the caller should speak slowly and clearly, giving his/her name, location and message. The caller should always wait for a response from the NCSA Police Officer.

Students who intentionally damage a campus emergency phone or call box will be fined the entire cost of repair/replacement, will be referred to the Judicial Coordinator, and will be sanctioned under the College Code of Conduct. Offenders may face criminal charges including malicious injury to state property.

B. Fire Prevention

IF A FIRE IS DISCOVERED,
THE MOST IMPORTANT THING TO DO IS TO
GET OUT OF THE BUILDING
AND DO NOT RETURN UNDER
ANY CIRCUMSTANCES!

Fire alarm pulls and smoke detectors are installed on each residence hall for the protection of students, and should not be abused. Fire extinguishers are located at the ends of every hall and are to be used only in case of fire. USING THEM FOR PRANKS IS ILLEGAL AND WILL RESULT IN A FINE COVERING THE COST OF REFILLING THE EXTINGUISHER. TAMPERING WITH OR ABUSING FIRE PROTECTION DEVICES WILL RESULT IN JUDICIAL ACTION, AND POSSIBLE CRIMINAL PROSECUTION.

If a fire is discovered in a residence hall, it is important to remember the following actions:

1. Activate the nearest fire alarm pull box to clear the building.
2. If flames or smoke are visible, dial 9-1-1 from any phone to summon the Fire Department, and then dial 55 from any campus phone and notify NCSA Campus Police
3. Notify the nearest staff member.

Students who are trapped in their room should block the draft beneath their door with rugs, cushions, clothing or similar articles. They should open drapery or curtains and/or raise blinds and turn on room lights. This may alert someone outside the buildings that someone is trapped in the room. They should not open or break windows to call for help until they have blocked any drafts beneath their door. Then they may break the window to signal for help.

Other Tips for Fire Prevention:

Candles are not permitted in the rooms or apartments. Smoking in bed can be dangerous. Cigarettes should be extinguished only in proper ashtrays, never in trashcans. See the room care section for additional information.

Fire Drills

Fire drills will be conducted at least once a term in the college residential area to ensure that residents know the proper evacuation procedures. During the drill, residents will be timed on their evacuation of the residence halls. The residents will be instructed where to meet members of the College Life staff to confirm their whereabouts. This action will be extremely important should there be an actual fire.

Rooms will be randomly checked during a fire drill to make sure everyone has evacuated the buildings. Students found remaining in the building will face judicial action for endangering themselves. Other violations found during room checks may result in disciplinary action.

When the alarm sounds, students should:

- Assume there is a fire and move as quickly as possible to exit the building.
- Close room windows if applicable. Fire thrives on draft and this will cut down on the amount of draft.

- Wet a towel for use as protection against smoke, heat or flame if necessary.
- Take coats and shoes.
- Leave the room and close door. This will keep down the draft and reduce the potential spread of flames.
- Exit the building. Students should WALK, NOT RUN to the nearest stairwell and exit down to the outside of the building to the assigned location at least 200 feet away from the building as stated below. If the nearest stairwell is blocked, then the second stairwell should be used. Students should familiarize themselves with the route.
- Students who are in the lounge when an alarm sounds should exit the building through the nearest door.

Safe Zone Locations during a fire alarm

- Residents of Residence Halls A & B – Behind the Elephants
- Residents of Residence Halls C & D - Welcome Center
- Residents of Residence Halls E & F – Film Village
- Residents of Bailey Street Apts. - Bailey Street Parking Lot
- Center Stage Apartments – Other side of Mailboxes

At the safe zone locations, the College Life staff will check to see who is present and who is missing to determine if people are trapped in the building.

C. Tornado Preparedness

<http://www.ncarts.edu/campuspolice/tornado.htm>

D. Room and Apartment Entry Policy

Each student who has contracted to reside in a room or apartment under College Life jurisdiction is due the right to privacy in that area. Each resident student is provided security by a lock system to which he/she has the only key in circulation during the period of time covered in the housing agreement. Only authorized personnel have passkeys, and those keys are only used as outlined below.

1. Authorized Entry by Maintenance, NCSA Police and College Life

Under normal, non-emergency situations, a key may be issued by the Director of Residence Life Programs to unlock and/or enter a resident student's room for the following purposes:

- For announced routine inspections by the College Life staff to monitor conditions related to health, sanitation and safety.
- For preventive or corrective maintenance in a residence hall room or apartment by authorized school maintenance employees or College Life staff. The student may request to be present in the room at the time of maintenance. The maintenance employee may enter a room in the student's absence when the student or a member of the College Life staff has reported a maintenance concern, and the student did not request to be present.
- For a state inspection by a state inspector.
- For preventive or corrective measures such as turning off an alarm or loud stereo when the occupant of the room cannot be located.
- For spot checks during a fire drill to ensure that everyone has left the building. Residents failing to leave the building during an alarm will face disciplinary action.

2. Authorized Entry in Case of Emergency

In case of emergency such as a fire hazard or problem involving the immediate safety of the occupants, a room may be entered and searched with authorization of the highest-ranking administrator present if time is of the essence. If time permits, it is preferred that occupants grant

permission and be present when a room is entered and searched, or that permission is granted by the Vice Chancellor for Student Life.

3. Room and Apartment Entry and Search for Policy Violations

If an NCSA official has reasonable suspicion that a residential student or visitor is violating a school policy or rule, a campus room that may contain relevant evidence may be searched by at least two members of the Student Life staff with assistance from NCSA Police. For example, if a residential student is alleged to possess missing property, illegally acquired articles, illegal drugs or paraphernalia, weapons or explosives in his/her room or apartment, a campus room search may be conducted.

The procedures for a campus room search are as follows:

- A. A resident student has given oral and/or written consent to a member of the College Life staff to search his/her room or apartment in response to an alleged policy violation;
OR
- B. Members of the school's administration, faculty, students or staff determine there is sufficient reason to warrant a search and present evidence to the Director of Residence Life Programs or the Vice Chancellor for Student Life.
- C. If evidence is considered sufficient, a room search warrant will be authorized.
- D. The search warrant is delivered to the appropriate College Life staff member, who, with the assistance of another member of the Residence Life staff and NCSA Police, conducts the search while the student(s) named on the search are present in the room/apartment. If the authorizing agent of the search determines that time is of the essence, and the student(s) cannot be located, the search will take place without the student(s) being in attendance.
- E. If the items named in the warrant are found, they will be held by NCSA Police, with the residents and the Judicial Coordinator receiving a descriptive list of the items confiscated. Any illegal contraband not specifically listed in the warrant will be confiscated during the search, and the owner will be subject to disciplinary action.
- F. The Judicial Coordinator will institute appropriate judicial action.

E. Searches by NCSA Police

Depending upon the circumstances, NCSA Police may conduct a search of a student's room. A search may be conducted based on valid consent, a search warrant, or exigent circumstances.

1. NCSA Police may institute a search with a student's valid consent at any time and must adhere to Department and legal search procedures.
2. In criminal investigations, a search, without consent, may be conducted through procedures for obtaining and executing a valid search warrant.
3. In certain circumstances, the law allows authorized law enforcement officials to conduct a search without consent or a warrant. These warrantless searches, without consent, are only allowed if entry is required because of an exigent circumstance, or to save a life, prevent injury, or protect property. This involves circumstances where the officer has probable cause to believe illegal items will be found but the circumstances do not allow for the time to obtain a search warrant; Absent immediate action officers could be endangered or evidence could be destroyed/removed.

Should an officer discover evidence during any room search that meets the standard of criminal activity, the evidence may be presented to a magistrate for formal charges. However, in most lesser cases, a referral will be made for campus judicial action in lieu of criminal charges.

F. Health and Safety Inspections

College Life staff will perform a visual inspection of each room and apartment at least once a term. Inspection times must be posted 24 hours prior to an inspection. Students are given the opportunity to be present during the inspection. If a violation listed below is discovered, the occupants will have 24 hours to correct the situation. A follow-up inspection by the RA/RM will be conducted on these rooms to ensure the condition is corrected. Failure to correct the problem may result in disciplinary action.

Checklist for College Housing Health and Safety Inspections

- Dust and/or cobwebs on floor, walls, ceiling, furniture
- Dirty floor
- Dirty sink and/or sink area
- Dirty dishes and/or food not stored in properly sealed container
- Clothes not in appropriate containers (clean and dirty)
- Pet in room
- Missing furniture
- Damages
- Garbage or litter not placed in appropriate container
- Messy to the point that the room cannot be cleaned adequately
- Anything hung on the door, doorframe, window or window frame, which may impede the entrance to or exit from the room or apartment.
- Parachutes, drapes, sheets or any materials (i.e., string, tapestries, and beads) attached to the ceiling, light fixtures, or hung across any pathway in or out of the room or apartment. Drapes, posters, etc., must be hung flush with the walls of the room/apartment.
- Mattress and/or bedsprings on the floor. The bed mattress and/or springs must remain in the intended frame to prevent damage.
- Furniture stacked (desks, beds on desks)
- Use of extension cords. Residents may use more than one appliance on a circuit with a circuit breaker protected multi-plug extension cord. The cords must not be lying across the floor. This can cause a trip hazard unless they are properly taped down.

G. Inspections during Breaks

The College Life staff conducts a general inspection of each student-occupied room or apartment under its jurisdiction shortly after Intensive Arts has concluded and again at the beginning of Spring Break. These inspections are for safety hazards and to assess the overall condition of the facilities. Should any violations of the rules and regulations of NCSA be observed in the execution of these inspections, the student(s) assigned to the room in question may be cited, billed, or asked to correct any situation deemed necessary and appropriate by the College Life Office.

H. Parking on Campus

Traffic and Parking Enforcement Policy

<http://www.ncarts.edu/campuspolice/trafficparking.pdf>

Parking Rules and Regulations

Registration of all motor vehicles is mandatory.

Registration must be completed within 48 hours of arrival on campus.

All drivers are expected to obey the traffic laws and rules as outlined in the [Traffic and Parking Policy](#).

The campus parking code is strictly enforced. The decal fee is a cost for the privilege of having your car. THERE WILL BE NO EXCEPTIONS.

The North Carolina School of the Arts Campus Police is responsible for enforcing all parking and traffic laws in accordance with the authority vested in by the Board of Trustees under North Carolina General Statutes 116.44.4. Their jurisdiction covers all University property including: parking lots, streets, immediately adjoining public streets, and satellite locations. Enforcement is carried out by citing vehicles and drivers, towing vehicles, wheeling locking vehicles and monitoring parking lots.

CHAPTER V: COLLEGE GUIDE TO HIGH SCHOOL RULES

NCSA undergraduate and graduate college students share a campus with another student body ranging from grades eight through 12, which presents a unique set of issues not present on a traditional college campus. NCSA students may have classes together that cross the boundary of high school and college. Some performances such as *The Nutcracker*, the annual holiday ballet, involve students from all age groups.

College students are held to a strict standard of leadership in regard to the high school students and are expected to learn the high school residential policies so as not to involve the high school students in activities that are not age-appropriate for them.

High School students are frequently attracted to the freedoms and activities afforded to college students, especially when alcohol is involved. If a college student is found associating with a high school student in the violation of either the high school or college code of conduct, the college student will be held accountable for his or her influence. In the case of alcohol-related offenses, state laws for supplying underage students are strictly enforced. College students should also be aware of serious legal consequences for sexual activity between persons of varying ages.

A. Visitation in High School

If a person visits a member of the opposite sex, it must be in the Connector Common area or during group inter-visitation. Group inter-visitation is visiting in the room of a member of the opposite sex in the high school residential area. College students are allowed to participate in group inter-visitation in accordance with College Life policies and procedures.

A person who wishes to visit a high school student must meet his/her host in the lobby of the Connector Building. The host needs to sign all guests in with the staff on duty, and then must escort the guests to his/her room.

When the visit is over, the host must escort the guests to the office and sign them out. If the guests wish to visit a second host in a second room, that second host must accompany the guests to the office and sign them in with the staff member.

Rules for CO-ED Visitors or Inter-visitation

Inter-visitation is allowed on a time limited basis when at least 3 others wish to visit in the room of a member of the opposite sex. The High School Life staff will provide scheduled supervised times for these events.

- The students who wish to visit in the room of a member of the opposite sex must meet her/his host in Connector lobby. The host must sign in with the office staff. The host will then escort the guests to her/his room.
- When the visit is over, the host must escort the guests as a group to the office and sign them all out.
- Host's door must remain three (3) feet open and the overhead light must remain on.
- Students must maintain appropriate behavior and be properly dressed for visitors.
- No lying under covers or on top of one another.

B. High School Student Visitation in College Housing

Residential high school students may not visit in any college housing facility. For further information concerning high school policies, refer to the High School Life Student Handbook at <http://www.ncarts.edu/students/HighschoolHandbook.pdf>

C. High School Transportation Policies

Residential high school students are required to have parental permission on file before they can ride in another person's car or even to leave campus. They must also sign out with College Life staff before leaving campus. College students will be held responsible for allowing a high school to ride in a vehicle without proper permission or if the high school student fails to sign out with the high school life staff.

D. High School Students Visiting Off-Campus Residences

College students are advised that NCSA does not allow residential high school students to visit in Bailey Street Apartments, Center Stage Apartments or any off-campus residence occupied by college students, regardless of parental consent, unless the high school student's parent or guardian is present throughout the visit.

E. Smoking Policy

High school students, regardless of age, may not possess or use any tobacco-related product while enrolled at NCSA. College students may not aide and abet high school students either by supplying products or by providing sanctuary to smoke in college residence hall room or in private automobiles. The area around the high school residence halls is smoke-free. College students, faculty, staff and guests should not smoke when traveling through these areas.

CHAPTER VI: HOME AWAY FROM HOME RESIDENTIAL POLICIES

A. Introduction to Residential Policies

The College Life staff provides programs to assist in the educational, cultural and social development of students. The staff works closely with various service areas on campus such as facilities services, housekeeping and NCSA Police to provide a safe and comfortable community environment. The staff collaborates with student organizations and other areas of student life to improve the quality of life at NCSA. College Life develops, interprets and implements regulations and policies for all students in consultation with various parts of the campus.

Formal and informal counseling by professional and student staff is available. The College Life staff recognizes the importance of “out-of-the-classroom” learning and centers much of its program on the developmental of life skills needed by college students.

B. Student Housing Requirement

Room and Board (Meal Plan) Policies

The North Carolina School of the Arts Board of Trustees enacted the following policy regarding the room and board plan for students:

All full-time students (high school and college freshmen and sophomores) must reside in campus housing provided by the School and must participate in the prescribed board plan, unless they are members of one of the following groups:

- Students who are married or living with a dependent
- Students who are domiciled within 25 miles of the campus at the time of enrollment
- Graduate students
- Special students
- College students who are classified as CIII (juniors) or CIV (seniors)
- Students over the age of 22

Any student representing one of the aforementioned classifications may apply for on-campus housing. Approval shall be based upon available space.

The housing contract period will be for the entire academic year (September through May). A student may be exempted from the residency requirement based on highly unusual medical, psychological or personal reasons. **A written request for exemption with supporting documentation must be submitted to Housing Review Board at least four weeks prior to the beginning of the upcoming term or at least four weeks prior to the end of the spring term for the following academic year.** [Link to Application for Release from Campus Housing Requirement Form](#). Appeals based upon medical or psychological reasons require professional documentation and endorsements by either the Director of Student Health Services or the Director of Counseling Services. No change in the student status will take place until the student has been formally notified in writing. The disciplinary history of a student may prevent exemption if it is believed the student may not positively represent NCSA in the general community.

Center Stage Apartments

The Center Stage Apartments are considered on campus housing for the NCSA community. Although the apartments primarily house juniors, seniors and graduate students, they are assigned on a first-come, first-served basis. They also house students from other local universities, such as Winston-Salem State University and Salem College. Students with questions regarding Center Stage Apartments should contact the Director of Residence Life Programs.

Housing Refunds

Room rates will be adjusted as follows for any changes in the housing assignment:

Through first week	90 percent
Through second week	80 percent
Through third week	60 percent
Through fourth week	40 percent
After fourth week	0 percent

After the fourth week of the term, there will be no rate adjustment for room changes. No refund will be made for disciplinary suspensions, regardless of the date of departure.

C. Housing Assignment Process

Housing Agreement Contract

College students should be fully aware of the responsibilities and rights they have agreed to by signing the housing agreement. The agreement is binding for the entire academic year (September through May). Requests to cancel the agreement will be heard by the Housing Review Board. (See section on housing and meal plan appeals.)

Housing Assignments

Room assignments are made without regard to race, color or creed. New students are assigned according to space available. Residents are responsible for using appropriate channels to resolve conflicts with roommates. College Life staff members, including resident assistants and resident managers, are available to help with conflict resolution. Successful roommates communicate, compromise, and consider each other's feelings.

Room Sign Up

During Spring Term, returning students can sign up for rooms or apartments for the following year. Students should refer to the student planner for actual dates. Students who want to remain in the same room or apartment will be allowed to sign up first. Sign up will then proceed based on classification, with seniors signing up next.

Check In

All students are required to be checked into their rooms or apartments by a College Life staff member. Rooms are to be occupied only by those properly assigned to them by the College Life staff.

During check in, students will fill out an emergency card, be issued a room key and a Room Condition Report (RCR) form which must be completed thoroughly indicating the current condition of the room. After checking in, residents will have 24 hours to note room conditions on the RCR. This form determines the damage charges that are billed to students when checking out of the room or apartment.

Room Changes

Students must complete a Room Request Change Form and be approved by the Housing Coordinator before they are allowed to change rooms during designated periods. Once authorized, the students must complete the move within 24 hours of the assigned move date. (see student planner for designated dates) If a room change requires a prorated amount, that amount must be paid before the student is allowed to move in.

After the room change period, changes will be approved only if there are extenuating circumstances. Individuals who change rooms without authorization may be charged \$25, and will be required to move back into their assigned space.

Consolidation

During the course of the year, students may find themselves living in a double room without a roommate. The student may be assigned another roommate, may be asked to consolidate by moving to another room, or may be given the opportunity to designate the room as a super single

by paying an additional amount. If the student does not choose to pay for a super single, he/she may not use the second extra bed, desk, and dresser Consolidation is done at the discretion of the Housing Office.

Keys

Students receive a room key at check in and are responsible for keeping it with them at all times. Keys are the property of the State of North Carolina and may not be legally duplicated under any circumstance. Any student found to have duplicated any key will be billed \$40 for a change of the lock and will face judicial actions for jeopardizing the security of the school community and breaking the state law. **Students who lose their key will be charged \$40 for changing the lock.** Students who lose their key should check to see if the key has been turned in to NCSA Police, the Housing Office, and the area office. If the key is not located, the students should immediately report the loss to a member of the College Life staff. The lock will always be changed, no matter where the key was lost, and the student will be billed \$40. When the lock is changed, the students can pick up the new key in the Housing Office, located on the lower floor of Hanes Student Commons.

Students may borrow a temporary key from Housing Office to secure the room or apartment until the locked is changed.

Lockouts

Those who find themselves locked out of their room or apartment should contact a member of the College Life staff. The staff will unlock a student's room or apartment door one time at no charge. The second time, the students will be billed \$2. The amount will increase \$2 with each additional lock out.

Students are charged for lockouts for the following reasons:

To encourage responsible behavior:

Often when a student asks a staff member to unlock a door, it is simply because the student has forgotten to take his/her key and the roommate has locked him/her out of the room or apartment. When there is no real incentive to remember the key, and no consequence for forgetting it, the College Life staff feels that individual responsibility is not being encouraged.

To improve security:

By raising the students' awareness of the potential for theft, thereby reducing the frequency of unlocked doors.

In cases of emergency or extenuating circumstances, a staff person may unlock a student's door without levying the charge of \$2. In any situation, only the residents assigned to the room will be let into the room.

D. Checking In and Out of Your Room/Apartment

Break Periods

The residence halls will close for winter break and spring break. Student must vacate their rooms at the beginning of these breaks. The Bailey Street Apartments remain open during the winter and spring breaks. At the end of spring term, residents must check out of their rooms or apartments within 24 hours of their last exam unless they are participating in commencement.

Winter Break: halls close at noon, Sunday, Dec. 11, and
re-open at noon on Monday, Jan. 2

◆◆◆◆

Spring Break: halls close at 10 a.m. on Saturday, March 18, and
re-open at noon on Sunday, March 26

◆◆◆◆

End of the year: All residence halls and apartments
close at 4 p.m. on Saturday, June 3

College graduating seniors will have until
10 a.m. on Sunday, June 4
to check out of their room or apartment.

A late check-out fee of \$25 will be billed to any student who has not vacated the residence halls by the specified time on the day of closing. An additional \$25 per hour will be billed for every hour after the scheduled closing time that the student remains in campus housing.

Students living in the halls who need housing over the breaks should make individual arrangements, as the College Life and Housing Office does not provide such housing.

Check Out

Students should schedule a check out appointment with their resident assistant, resident manager, graduate assistant or another staff member. The student and the staff member will record any changes to the room on the **Room Condition Report (RCR)** form. Students will be held responsible for any damages and discrepancies noted on the RCR form. When the number of occupants of the room or apartment is greater than one, the damage charges will be divided among the occupants unless one resident provides a written statement that he/she is assuming responsibility for a specific damage. Students will receive a copy of the RCR, which will provide an estimate of any damage charges that will be billed.

*Any appeal of damage charge(s) must be received in writing
by the Housing Facilities Administrator within three months of the date of the bill.*

Express Check Out

Students may arrange for express check out, waiving their right to be present when the room is checked for damages. Express check out is arranged in advance with a Resident Assistant, Graduate Assistant, Resident Manager or Area Coordinator. Students who sign up for express check out will receive an envelope for return of the room key upon departure from campus.

Early Check Out

Students can avoid the rush at the closing of the residence halls and apartments by arranging for an early check out. Even people who are graduating can arrange a time with an RA/RM/GA to be checked out early during the week of closing and can arrange to turn in the keys when they leave campus.

E. Damage Charges Policy

Common Areas

Hallways, lounges, and other common areas are provided for the comfort and convenience of residents. Furnishings and equipment may not be moved from common areas, and may not be exchanged between rooms. Students who take these items to their rooms or elsewhere, on or off campus, are subject to possible arrest for theft of state property, and will face disciplinary action. Students identified as responsible for damages to common areas will be charged accordingly. However, when individual responsibility cannot be determined, the residents of a floor or the entire hall will be held collectively responsible for the damages.

Damage to Student Rooms and Apartments

Damage occurring in student rooms or apartments will be charged to the current occupants unless it can be proven that a person other than the occupants caused the damages. A list of charges is included on the backside of the Room Condition Report.

F. Residence Hall Features

Air Conditioning

All of the residence halls and apartments are equipped with air conditioning for the comfort of the residents. When the air conditioning is turned on, students should keep their windows closed. When leaving an air-conditioned building, it is important to close the door. Anyone who finds a door ajar should close it.

**PLEASE DO YOUR PART TO CONSERVE
ENERGY ON CAMPUS**

Bulletin Boards

Every floor has at least one bulletin board where important information is posted. It's a good habit to check the board to be informed of campus activities.

Change Machines

Change machines are located in Moore Lobby, the E/F laundry room and the mail room of the Hanes Student Commons for the convenience of the students. Students should notify the Housing Office when the machine is out of change or not working correctly. Refunds can be obtained from the cashier.

Computer Connections

Each residence hall space is fully wired for internet connection via the NCSA network. Students are urged to familiarize themselves with the computer use policies for the University. Once a personal computer connects to the NCSA system, the activity on the computer becomes state property and is subject to all local, state and federal laws.

Furnishings

A bed, dresser, desk, chair and closet space are provided for each resident. The Bailey Street apartments have a living area with a sofa, end chair, coffee table, dining table and four chairs. The kitchen has large appliances such as a stove/oven and refrigerator. The Bailey Street apartments are partially carpeted, with tile in the kitchen, hallways and bathroom areas.

Each student is responsible for the furniture in his/her room or apartment and must keep the assigned furniture in the room or apartment at all times.

Kitchens

A central kitchen is provided for residents of halls A-F, with a full-size range, refrigerator, microwave, sink and ice machine. Students must provide their own pots, pans and utensils, and are responsible for cleaning up after themselves. Items left in the kitchen will be thrown away.

Laundry Facilities

Coin- and card-operated washers and dryers are provided in the E/F lounge and in the Bailey Street laundry room. These machines are for the convenience of residential students and are not available to off-campus students, visitors or the general public. Malfunctioning machines should be reported to College Life. Students who lose money in a machine, should put an out-of-order sign on the machine. Refunds can be obtained from the cashier.

Loft and Bunk Beds

The furniture is constructed so the pieces can be lofted or made into bunk beds by the maintenance staff. Lofting is approved in single rooms in A-F and in Bailey Street apartments. Beds in double occupancy rooms in A-F can be bunked. Students interested in having their bed arranged this way should submit an on-line maintenance request with the Housing Office.

Pest Control

The living areas are sprayed on a regular basis to control pests. All areas must be sprayed. If you are allergic to certain chemicals, please contact the Director of College Life. Residents can help control pests by adhering to sanitation guidelines, which include storing all food in closed airtight containers. Students who have a problem with pests should contact the Housing Office.

Pets

Animals are not allowed in the residence halls or apartments for any length of time. This includes but is not limited to dogs, cats, birds, hamsters, snakes, mice and other rodents. Trained guide dogs and fish in aquariums are permitted. The aquarium tank may not exceed 20 gallons and must be kept in a sanitary condition. Any pets found may be removed and turned over to the Forsyth County animal shelter or the Humane Society. The residents of the room or apartment will be charged \$25 for each day that the animal is in residence.

Storage

There is no storage on campus for students' belongings.

Telephones

Each residence hall room and apartment bedroom has one wall modular jack for telephone hookups. Residents are responsible for supplying their own telephone for the room. Local phone service will be provided to each room. Students will need calling cards for long distance calling, as NCSA does not supply long distance service.

Television Cable

Cable is provided in all individual residence hall rooms and in the living rooms of Bailey Street Apartments. Residents are responsible for supplying their own television set and cable cord. In accordance with FCC regulations and the school's contract NO SPLICING OF CABLE TO OTHER ROOMS IS PERMITTED.

Vending Machines

Vending machines are located in the residence hall and apartment areas. Proceeds from the machines supplement the general scholarship fund. Students should take care of the machines and report any vandalism or break-in immediately to College Life. *Refunds for money lost in vending machines may be obtained from the cashier.*

G. Setting up Your Room

Personal Property

The school assumes no liability for damage or loss of personal property. Students are encouraged to purchase property insurance. A locked door is the easiest deterrent to theft.

Room Decorations

The room or apartment will be each student's home for the next nine months. Decorations can add immensely to the comfort of the room and can make it more attractive and homelike. Students should keep in mind while decorating that they are responsible for maintaining the condition of the room.

The following policies must be observed in decorating a room or apartment:

- a. Tacks, nails, screws and any type of adhesive that may remove the paint or mar the walls may not be placed on the walls. Charges will be assessed for damages.
- b. Students will be charged for replacement of any missing furniture.
- c. Furniture may not be stacked.
- d. Bed frames may not be placed on top of other furniture. A fee will be charged for structural damage to furniture and/or stacked furniture. Mattresses may not be placed on the floor.
- e. Furniture may not be disassembled or placed in halls or stairwells.
- f. Decorative tapestries, drapes, sheets, bedspreads or any other materials may not be suspended from ceilings or attached to furniture or hung across any pathway into or out of the room or apartment. Any conditions regarded by the staff as fire hazards must be corrected immediately.
- g. Open flames, candles, heating coils and halogen lamps **ARE NOT ALLOWED.**
- h. Existing lighting fixtures and wiring must not be changed or modified.
- i. All furniture must remain in the student's room for the entire year. Unauthorized removal of furniture will result in disciplinary action.

Electrical Appliances

Most appliances for cooking are not permitted in student rooms for health and safety reasons. The only appliances permitted are popcorn poppers, coffee makers, microwave ovens and small refrigerators (no larger than 4 cubic feet). Toaster ovens, hot plates or any other appliance with an open heating element **are not permitted**. The number of appliances may not exceed the number of outlets in the room.

Trip Hazards

Cables for telephones, TVs, computers and other appliances may not cross the normal walking paths through the room or apartment. These cords cause trips, slips and falls and are extremely dangerous in the event of a fire or a fire drill. By order of the state health and safety inspector, welcome mats outside room doors are not allowed in the residence halls.

Water Furniture

Water furniture is not permitted in the residence halls or apartments due to the risk of damage and the excessive weight of these items.

H. Socializing and Entertaining Friends

Quiet Hours

The quiet hour's policy guarantees individuals privacy and freedom from noise, particularly during the late night, sleeping hours. It is considered a violation of privacy for anyone to cause unreasonable, excessively loud, irritating or disturbing noise in the residence halls during quiet hours.

**Quiet hours in the College Life area
are observed as follows:**

Weekdays (Sun-Thurs): 10 p.m. – 10 a.m.

Weekends (Fri & Sat): Midnight – 10 a.m.

During quiet hours, no level of noise should be
heard outside of the room or apartment.

Exceptions - The third floor of residence halls F is designated as an "extended quiet hour's hall." All students who reside on this floor agree to the following: Quiet hours will be observed 24 hours a day except for art practice which will be permitted only from noon to 8 p.m. on Fridays, Saturdays, and Sundays.

Art practice in college residence hall rooms (i.e., playing music, vocalizing, dancing, juggling, etc.) is discouraged at any time. Art practice is prohibited before noon and after 8 p.m. in the College Life area, including all public areas, lounges and surrounding areas of the residence halls or apartments.

Courtesy Hours

In addition to the quiet hours mentioned above, general courtesy and respect for others' privacy is expected at all times. Stereos, radios, TVs, musical instruments and all conversations should be kept to levels that will not interfere with the study or sleep of other residents. The use of stereos, radios and other amplifying equipment may be revoked when this equipment is used in such a way as to interfere with the maintenance of quiet. Any noise reaching beyond the limits of one's individual room may disturb others, and consequently, may be addressed through the disciplinary process. Students are not allowed to play music so loud they can hear it outside of the residence hall or apartment.

Students should bring noise problems to the attention of the offender. If the problem persists, the students should contact a member of the College Life staff. If someone requests quiet, please be considerate and comply with the request immediately.

Periodically, school-sanctioned activities (indoor or outdoor) may receive exemption from the quiet hour's guidelines with the approval of Student Activities and College Life. If someone requests quiet, please be considerate and comply with the request immediately.

Capacity Guidelines for Student Rooms and Community Areas

NCSA maintains residence halls and apartments to provide campus living facilities that are safe and conducive to the artistic and personal development of students. The facilities are for individual students and guests. They are managed by staff to ensure protection of the rights of students to study, to sleep, and to function as part of a living-learning community. The community of students is subject to policies (i.e., visiting by guests and noise levels) that are in keeping with the mission of the School.

Student Rooms in Residence Halls

To ensure the safety of the resident population and in accordance with fire safety codes, no more than 10 people may be present in a double room and no more than five people may be in a single room at any time.

Residents in the college area must
make arrangements through a coordinator
to use a community room for larger gatherings.
Failure to comply with this safety
code will result in judicial action.

Community Rooms in Residence Halls / Apartments

Community rooms in college housing include the Quad kitchen, C/D lounge, E/F lounge, and The What? Coffeehouse, managed by Student Activities. These areas are primarily for informal use by individual students and for activities sponsored by College Life. Community rooms are available for occasional private use by residents for small gatherings such as birthday parties or receptions. To reserve a community area, a resident should see a college coordinator to complete the reservation form.

The number of people attending a private event may not exceed the safety capacity. The individual or group requesting the reservation is responsible for ensuring the capacity is not exceeded. An activity which is found to exceed capacity will be terminated immediately for fire safety reasons.

The activity must not unreasonably disrupt living conditions in the residence hall/apartment. Adherence to regulations such as noise level and alcohol consumption in college is expected. All involved must follow school policies.

The capacities listed are maximum for standing room. Seating capacities are approximately 25 percent less.

C/D lounge	20
E/F lounge	20
Quad kitchen	9

Sales and Solicitation Policy for Residence Halls

Students are not permitted to use their rooms to sell products, to have product demonstrations or sales/demonstration parties, to advertise their room numbers for sales purposes, or to host a flea market or rummage sale. Door-to-door solicitation by anyone in the residence halls is prohibited.

These provisions have been established by the School to protect the rights of roommates and other residents of the floor to study and sleep, and to provide for the safety and security of residents. Nothing in this policy shall be deemed to interfere with a student's individual right to invite anyone into his/her residence hall room.

Visitor Registration

Residents who wish to have a guest (not NCSA student, faculty or staff) on campus need to register that guest by completing a visitor's registration form in the area offices or the Housing Office. The form should be completed at the time of the visitor's arrival on campus. Both the visitor and the host must be present to sign the registration form.

No visitor's passes are issued after 10 p.m. without special clearance from College Life staff. The visitor will keep a copy of the registration form with them at all times during visit.

Access to College Residence Halls and Apartments

High school students with college visitation privileges will have access to the quad lounge between 7 and 10 p.m.

Residents of residence halls A-F will have 24-hour access to all hallway and lounge doors in A-F when the halls are open.

Bailey Street residents will have 24-hour access to their own apartment and the Bailey Street laundry room, all hallway doors in A-F from 10 a.m. to 10 p.m. when the halls are open, and the quad lounge from 10 a.m. to 11 p.m. when the halls are open (Bailey Street residents do not have access to the E/F lounge and laundry room.)

Off-campus college students have access to all hallway doors in A-F from 10 a.m. to - midnight daily when the halls are open, to the quad lounge from 10 a.m. to 11 p.m. daily when the halls are open (Off-campus students do not have access to the E/F lounge and laundry room.)

Sunbathing

Sunbathing is allowed only on the hill area beyond the Elephants. Sunbathers must wear appropriate bathing suits.

I. Taking Care of Your Environment

Fire Hazards

Candles, incense, oil lamps and halogen lamps are not permitted in the residence halls and apartments. These items produce an open flame or hotspot that emits smoke, and may inadvertently start a fire or set off the smoke alarm system. Candles are not to be used, even as decorative items, because they pose a serious fire hazard to everyone in the residence hall or apartment. Students are encouraged to bring only laundry irons that have an automatic shut off feature. Live Christmas trees are not permitted in student rooms or apartments.

According to state laws, no barbecue grill of any type may be used on balconies, porches or under stairwells. No equipment with a propane tank may be stored in these same areas. Grills may be used at least 10 feet from any building or structure.

Housekeeping

College Life and Housing is responsible for the proper maintenance and appearance of residence hall public areas, such as lounges, halls, bathrooms and stairwells. Staff members sweep, mop and wax the floors, empty the trashcans, clean the bathrooms and stock supplies such as toilet paper. Regular working hours are 7 a.m. to 3:30 p.m. Cleaning services are not provided for resident's rooms or apartments. Students are responsible for cleaning their own space and should respect housekeepers and neighbors by cleaning up after themselves.

Students should also remember there is an approximate ratio of eight people to each shower and toilet in the residence halls. Residents should be considerate of others students and take a minute to clean up after using the bath area. Toiletries left in the showers will be thrown away.

Maintenance

The Housing Office is responsible for maintenance services. Students who encounter deficiencies in their room, bathroom, laundry rooms or any other area in the residence halls or apartments should submit a maintenance request by utilizing the online maintenance website (<http://www.e-mpulse.com/mpulse/infonet/logon.aspx>) or contact the Housing Office to request repairs.

During the workday (Monday through Friday between 8 a.m. and 5 p.m.), students can report maintenance items by stopping by the Housing office on the lower level of Hanes Student Commons or by calling extension 3279. In the evening or on weekends, maintenance issues can be reported to the staff person on duty in the quad office or by calling extension 3279 and leaving a message on the answering machine. Workers are in and out of buildings from 8 a.m. until 5 p.m. on weekdays.

Maintenance workers will knock before entering student's rooms. When a maintenance representative arrives, he or she should have school identification and a work order describing the job to be done. Students may ask to see these credentials before permitting the individual into their living spaces. Upon exiting the student's room, maintenance workers will leave notification of room entry and status of work performed.

A College Life staff member will follow up with the resident on the status of the repair, and/or any delays due to the need for additional parts or labor.

Students are expected to take reasonable care of the facilities and furnishings in their residence halls or apartments. Unwarranted damage or abuse will result in disciplinary action and/or charges for the damages.

Spray Paint and Sidewalk Chalk

During the course of the year, there may be times when students want to use spray paint or sidewalk chalk for their art work or to advertise an activity. In order not to damage the facilities, spray paint should only be used outside the buildings on the grass. This will keep the paint from defacing the sidewalks, stairwells and other permanent structures.

Sidewalk chalk should only be used on sidewalks and not on the walls or any brick area. The chalk needs to be on an area that will allow it to be washed away in the rain.

CHAPTER VII: POLICIES ON ALCOHOL AND OTHER DRUGS

A. Introduction to School Policies on Substance Use and Abuse

Current research shows that with years of education on the mental, physical, and spiritual damage cause by tobacco, alcohol and other drugs, the use of these substances continues to rise in America's youth. NCSA's position is that mind- and mood-altering substances do not enhance artistic or academic performance in any way. In fact, experience has shown over the years that chemical addiction is a serious problem that becomes debilitating for many talented artists.

At NCSA, it is important to recognize the problems that accompany substance abuse. Illegal drugs like narcotics and hallucinogens (marijuana) are not part of artistic, physical, social or spiritual wellbeing.

Through educational activities, therapeutic and supportive services, and the Student Code of Conduct, the NCSA strives to provide a drug-free campus for students and a drug-free workplace for faculty and staff. The context of these programs and services includes:

- The laws of the state of North Carolina and the United States,
- Policies of the University of North Carolina Board of Governors,
- The mission of the School: the use of illegal drugs, as well as the abuse of alcohol and tobacco, do not support the mission of the School, and will not be tolerated.

B. NCSA Substance Abuse Policy and Program

Introduction to the Regulations Involving Illegal Drugs

The NCSA Board of Trustees is committed to maintaining an environment in which students, faculty and staff may responsibly pursue their educational and artistic goals without interference by internal or external restraints or restrictions. All members of the School community --students, faculty, administrators and other employees – are obligated to help maintain a drug-free environment where academic and artistic freedom flourish and where the rights of every member of the community are respected.

Illegal drugs present a threat to the health and safety of members of the School community and endanger the attainment of its goals. When the misuse of a substance jeopardizes an individual's present accomplishment and future opportunities, it becomes abuse. This policy seeks to address the problem of illegal drugs by eliciting cooperation from all members of the NCSA community.

The prevention of substance abuse is everyone's responsibility at NCSA. Education about the impact of substance abuse and options for recovery should occur in all settings, including College Life, Student Activities, Art Education, and Academic Studies.

The Vice Chancellor for Student Life is responsible for coordinating and supervising the various elements of substance abuse prevention and education including all educational activities and record keeping.

Each department in Student Life provides educational opportunities through a variety of programs. College Life offers a series of co-curricular workshops on a wide variety of life skills and social issues. Counselors provide workshops on stress management, meditation and skills for achieving natural highs. The undergraduate and graduate programs curriculum includes courses that address substance abuse prevention, drug abuse issues, and decision- making skills for students.

C. NCSA Committee on Substance Abuse

In consultation with the Vice Chancellor for Student Life, the Alcohol and Drug Abuse Prevention Team (ADAPT) will develop the primary methods to prevent substance abuse problems, including the following:

- a. Statements in the College Life Handbook;
- b. Drug information sessions
- c. Referral to substance abuse prevention counseling services in the Winston-Salem community.

ADAPT is a Student Life committee dedicated to educating the campus community for the prevention of substance abuse, both legal and illegal. The team seeks to coordinate substance abuse prevention activities campus wide; to promote a safe and healthy living environment through a broad range of educational programs and activities; to monitor campus attitudes, use patterns, and knowledge related to alcohol and other drugs; to review and revise policies regarding use of alcohol and other drugs; to initiate student involvement in the team's work; and to sponsor programs which promote the mission statement of the School.

For more information about ADAPT, students should contact Counseling Services at 770-3288.

D. Drug-Related Support Services

Educational Services for Substance Abuse

Many services, both on and off campus, are available to students for substance abuse treatment, rehabilitation and support.

1. On-Campus Help

Counseling services offers treatment as well as referral to other resources. Professional confidentiality applies to all clients. On weekdays, students may contact a counselor through the secretary in the Wellness Center or by calling extensions 770-3288, 770-3276 or 770-3277. Nights and weekends, students can contact a counselor through any member of the College Life staff.

Student health services offers assistance in treatment and referrals. Professional confidentiality applies to all patients. Weekdays, students can visit the Wellness Center on the upper level of the Hanes Student Commons, or can call 770-3288. At nights and on weekends, students can contact health services through a member of the College Life staff or NCSA Police. For information about Alcoholics Anonymous and Narcotics Anonymous meetings on an off campus, students can call 725-7603 or 785-7280, respectively.

2. Off-Campus Help

Step One (24 hours) Substance Abuse Counseling 336- 725-8389	Forsyth Behavioral Health (Day and Evening Hours) Free Drug and Alcohol Assessment, Individual and Group Counseling 336-277-1800
First Line Mental Health Resources Help-line 336-727-8100	

E. Amnesty for Substance Abuse Problems

Under NCSA's Amnesty Program, a student who seeks assistance due to alcohol or drug abuse issues shall be immune from school disciplinary action concerning the abuse, but only for an initial instance of drug or alcohol impairment. The student must contact a health service or College Life staff member **prior to** any disciplinary action being taken. In most cases, the student must initiate the contact.

If a staff member, other than a health professional or counselor, has initiated the conversation about the use or abuse, the student will not be allowed to use the amnesty policy. While in the Amnesty Program, the student must participate in a substance abuse evaluation and must comply with any treatment (counseling, therapy, outpatient or inpatient care, etc.) prescribed. The student is responsible for the cost of the evaluation and treatment plan.

Failure to comply with the evaluation or treatment recommendation shall result in loss of protection from disciplinary action for illegal drug use.

Amnesty shall only be granted for an initial instance of drug or alcohol impairment. A student is responsible for any subsequent alcohol or drug impairment, whether or not the incident requires medical attention, and shall receive sanctions in keeping with the school's drug and alcohol policy.

F. Policy on Impaired Students

If a student behaves in a manner that causes two faculty or staff to both believe that the student is impaired or intoxicated either by alcohol or by using a controlled substance, the following procedures will be initiated:

1. The student's blood alcohol level will be tested using an Alco-Sensor. If the student is under the age of 21, and the alcohol test is above 0.00, the student will receive a judicial action for consumption of alcohol.
2. If the test is 0.00, but the behavior of the student, in the professional assessment of the Wellness Center, is consistent with probable drug use, the student will be asked to submit to a urine drug screen to determine the nature of the student's impairment at the student's expense of \$50.
 - If the student refuses to be screened and the health professional deems the situation to be dangerous to the health of the student, the student will be transported by ambulance to a hospital emergency room at the student's expense.
 - A student consenting to a drug screen which results in a positive test for illegal drugs will be entered into the Amnesty Program at his/her own expense in lieu of judicial action. Should the student then violate the Amnesty Program criteria, the student can be referred to the Judicial Coordinator for violation of the illegal drug policy.
3. If the blood alcohol test results are above .08, or the student is positive for illegal drugs, the student will be monitored at the Wellness Center at a potential cost of \$100 for every two hours. The student will incur this cost.
4. When alcohol levels are 0.12 or above or behaviors create a more urgent concern, students may be sent to a hospital emergency room by ambulance. Such costs will be incurred by the student and may exceed \$835.00.
5. The parent or guardian of a student under age 21 will be contacted.

Students who refuse the test or, who are uncooperative may be sent to the hospital emergency room. Students over 15 years of age displaying rowdy and/or disruptive behavior may be sent to the Forsyth County Monitoring lockup. In such event, the student will not be charged criminally for possession or consumption of alcohol but will be in protective custody until they are able to return to campus or home safely.

G. Regulations Involving Alcohol

U.S. Federal Law and North Carolina Law

The policies concerning alcoholic beverages are intended to conform to federal, state and municipal law. The School has incorporated law concerning purchase, possession and consumption of alcoholic beverages into the policy that follows:

- a. Federal law
- b. North Carolina state law and Winston-Salem municipal law (in summary)
 1. It is unlawful for any person under 21 years of age to purchase, attempt to purchase, possess or consume any alcoholic beverage.
 2. It is unlawful for any person to sell, give or provide alcoholic beverages to an underage person.
 3. It is unlawful for any person to aid or abet an underage person in the purchase, attempted purchase, possession or consumption of alcoholic beverages.
 4. It is unlawful for any person to obtain or attempt to obtain alcoholic beverages by using or attempting to use a fraudulent or altered driver's license or other ID or by using or attempting to use a driver's license or other ID issued to another person.
 5. It is unlawful for any person to permit use of his/her driver's license or any other ID by an underage person to purchase or attempt to purchase alcoholic beverages.
 6. Within the corporate limits of Winston-Salem, it is unlawful for any person to consume or offer to another person any malt beverage or wine, fortified or unfortified, on any city property, including any public street, or to discard containers upon the private business premises of another without permission of the owner or person entitled to possession of such premises (Winston-Salem City Ordinance 38-6 and 38-9).

PLEASE NOTE: Violations of alcoholic beverage control laws may also result in criminal penalties such as fines, loss of driver's license or driving privileges or a jail sentence. Violators may also be subject to civil liability such as being sued and required to pay for damages. North Carolina law and the North Carolina School of the Arts are strict on this matter.

Sanctions for Alcohol Violations

For the first violation of the NCSA alcohol policy, students will be placed on probation and will be required to enter the Alcohol and Other Drug Violation Assessment and Treatment Tracking Program. Students under the age of 21 shall be placed probation until they reach the age of 21. Students over the age of 21 who violate the alcohol policy will remain on probation throughout their enrollment at NCSA.

For a second alcoholic beverage violation, a college or graduate student will be given 50 hours of community service through their art school.

A college or graduate student will, at minimum, be suspended for one year for any of the following violations:

- a third violation of the alcohol policy; or
- a subsequent violation of either the drug or alcohol policy while on probation for a drug violation

H. Regulations Involving Illegal Drugs

On January 15, 1988, the Board of Governors of the University of North Carolina system approved a system-wide policy regarding illegal drugs. On May 6, 1988, the School's Board of Trustees adopted that policy. The following excerpts are consistent, both in content and with regard to penalties, with the University policy.

<http://intranet.northcarolina.edu/docs/legal/policymanual/1300.1.pdf>

<http://www.ncarts.edu/vcprovost/bulletin/2006/drugs.pdf>

Enforcement and Penalties

Students are responsible for knowing and complying with North Carolina law, which makes it a crime to possess, sell, deliver or manufacture those drugs designated collectively as “controlled substances” in Article 5, Chapter 90 of the North Carolina General Statutes. Any member of the school community who violates that law is subject to prosecution and punishment by both civil authorities and School authorities. It is not “double jeopardy” for both the School and civil authorities to proceed against a person for the same specified conduct. The School will initiate its own disciplinary proceedings against a student when the alleged conduct is deemed to affect the interests of the School.

Penalties for Trafficking in Illegal Drugs

1. A student shall be expelled for the illegal manufacture, sale or delivery, or the possession with intent to manufacture, sell or deliver, any controlled substance identified in Schedule I or II, North Carolina General Statutes 90-89 or 90-90.
2. For a first offense involving the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver -- any controlled substance identified in Schedule III through VI, North Carolina General Statutes 90-91 through 90-94, the minimum penalty shall be suspension from enrollment for a period of at least one year.

Prior to the suspension, parents of college students under the age of 21 will be invited by the Vice Chancellor for Student Life to participate in a discussion of sanctions, the intent of the sanctions and the family role.

During the time of suspension, the student will be required to:

1. Obtain and bear the costs of a drug abuse assessment from a certified substance abuse counselor **within two weeks** of the beginning of the suspension;
2. Submit to drug screens as required by the counselor during the time of suspension with a minimum of one drug screen every four weeks;
3. The student will be required to formally reapply to the School through the admissions department. In order to reapply, the student must first demonstrate through professional documentation from a certified substance abuse counselor that he or she has been drug free since the initial drug screen.
4. The suspension treatment program will be coordinated through the Director of Counseling's office.

Should a suspended student seek to reapply to NCSA at a future date after the completion of the proscribed suspension, he or she must re-audition. Reacceptance will be based on the criteria that art school sets and in competition with the applicant pool at the time.

Furthermore, due to the sequential nature of some of the NCSA arts curricula, a student may not be granted an audition for a term prior to the first fall term after their probation has been served.

If invited by the art school to return, the student who has been suspended will be placed on probation upon return to campus, and will remain on probation for the duration of his/her enrollment. The student will be placed into the *Alcohol and Other Drug Violation Assessment and Treatment Tracking Program* for the duration of his/her enrollment at NCSA.

Penalties for Possession of Illegal Drugs

1. For a first offense involving the illegal possession of any controlled substance identified in Schedule I or II, North Carolina General Statutes 90-89 or 90-90, the minimum penalty shall be suspension from enrollment for a period of at least one year. The requirements for this suspension and the ensuing probation are the same as noted above.
2. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, North Carolina General Statutes 90-91 through 90-94, entry into the *Alcohol and Other Drug Violation Assessment and Treatment Tracking Program*, and probation for the duration of their enrollment at NCSA.

Probation shall include such conditions and restrictions, including a program of 50 hours of community service administered through their art school.

Refusal to abide by the terms of probation may result in a one year suspension.

I. Alcohol and Other Drug Violation Assessment and Treatment Tracking Program

When a student is found responsible for violating the Student Code of Conduct for either illegal drugs or alcohol, the student will be placed on probation and enrolled in the Alcohol and Other Drug Violation Assessment and Treatment Tracking Program.

To comply with this program, the student must:

- Meet with the Judicial Coordinator and receive an AOD tracking form. This can take place at the student's hearing when he/she pleads responsible for a drug or alcohol violation.
- Complete the AOD tracking form and return it to the Judicial Coordinator within 30 working days. Failure to do so will activate long-term suspension.
- Pay \$100 in the Wellness Center for an assessment. There is a late fee of \$25 after three working days. At time of payment, make an AOD appointment with the assessment counselor to be held within two weeks. Failure to make the appointment by the stated time, or failure to keep an appointment, will result in an additional \$25 charge. This charge will be assessed PER cancellation. All assessment charges, including late charges, must be paid prior to the assessment.
- Bring a copy of the receipt for payment of the assessment charge to the AOD appointment.
- Participate in the AOD assessment.
- Participate in required educational programming, treatment or prevention classes.
- Pay any costs associated with the educational programming.
- Participate in random drug screenings (if being tracked for an illegal drug violation) at the student's expense (\$60.00 per screening, regardless of the results) for the duration of enrollment at NCSA. Drug screenings will occur on a regular basis, up to three times a year or more frequently at the request of the assessment counselor. A positive screen shall constitute possession of drugs and shall result in judicial action and a recommendation for a year suspension.

Failure to follow through with any of the other terms of drug probation will result in suspension for up to one academic year.

For cases involving being in the presence of illegal drug, the student will be drug screened for 3 consecutive terms unless the first screening at the time of infraction is positive, then the student shall be screened for the duration of enrollment at NCSA.

J. Drug Free School Policy

The Drug-Free Schools and Community Act and its amendments (1989) was passed by Congress “to establish programs of drug abuse education and prevention... (In) institutions of higher education” and to require colleges and universities to certify that they have “... adopted and implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees...” (Drug-Free Schools and Communities Act Amendments of 1989, 20 US g, PL 101-226 103 Stat 1938).

The North Carolina School of the Arts works to comply with this legislation by providing programs, publications and services designed to prevent substance abuse and the illegal use of alcohol and controlled substances as defined by Federal and State law. Students can contact the Vice Chancellor for Student Life for further information.

K. Drug Free Workplace Policy

<http://www.ncarts.edu/forms/humanresources/DRUGPOL.pdf>

The Drug Free Workplace Act of 1988 directs that any agency receiving Federal funds take steps to provide a drug free workplace.

Each employer must meet the specific requirements of the Act with a good faith effort, including having a policy statement and a drug awareness program. They may also have an Employee Assistance Program (EAP), supervisor training programs, other educational programs and drug testing.

L. Smoking and Tobacco Policy

No regularly enrolled high school student will be allowed to smoke anywhere on the campus, either inside or outside. College students, as well as faculty and staff, may smoke only in designated areas. Generally, no smoking is allowed in any of the school's buildings. The following areas are defined as designated smoking areas:

1. The covered upper walkway of Workplace, but not the stairwell leading to it;
2. Those college residence hall rooms or apartments where smoking is currently allowed.
3. Outside ACE Exhibition Complex near the “el” train stairs.
4. The eastern half of the Snack Bar balcony at Hanes Student Commons, away from the doors.

This policy includes individual offices, and applies to all employees, students and their families and visitors to the school.

No smoking is allowed in or around the high school residence halls.

Smoking is not allowed near any entrance to Hanes Student Commons. Smokers should remain on the far side of the patio or terrace away from the doors and should extinguish all smoking materials in appropriate containers before approaching the doors.

In the college area, D-2, D-3 and Bailey Street Apartments are the designated smoking halls. College students who smoke may do so inside rooms in these areas. Students who smoke in their rooms should be considerate of others and keep their door closed while they are smoking. Smoking is not allowed in the hallways, bathrooms, laundry room, lounges, stairwells, and landings. Students who smoke in a non-smoking area will be subject to disciplinary action. Smokers should dispose of their cigarette butts properly by putting them in the designated cigarette butt disposal outposts and bins. Failure to do so may result in disciplinary action.

Enforcement for the College Population

College and graduate students may only smoke in designated smoking areas and may not aide or abet the high school students by either by supplying tobacco products or by providing sanctuary for high school students to smoke in college residence halls or private automobiles.

The school shall operate under a "Four Strikes" format for tobacco violations. The offenses for college students progress as follows:

1. **Violation #1** A fee of \$50 payable to Student Health Services and documentation to their art dean.
2. **Violation #2** A fee of \$100 payable to Student Health and a letter to the dean of their art school that a third violation will result in arts probation and a discontinuance of his/her art classes for a week.
3. **Violation #3** Discontinuance of all art classes for one week, during which time students will be assigned to the dean of his/her art school for community service, and no public performance whatsoever.
4. **Violation #4** Expulsion from the North Carolina School of the Arts.

Reporting of Infractions

The person witnessing the violation shall report within 24 hours to the Judicial Coordinator (336-770-3282), providing the following four pieces of information:

1. Name of the student
2. Description of the violation
3. Time/date/location
4. Witnesses, if any, including the reporting person's name and position

Reports will be accepted only if the person reporting the incident actually spoke to the student, identified himself or herself, and informed the student of the intent to report the infraction to the Judicial Coordinator. Reports may be made in person, through email, by telephone or in writing.

CHAPTER VIII: EVERYTHING STUDENTS NEED TO KNOW ABOUT VIOLATIONS, SANCTIONS, AND THE DISCIPLINE PROCESS

A. Major Violations

The following violations are defined as Major Violations of NCSA Student Code of Conduct, and students who commit them, or attempt to commit them, are subject to long-term suspension or expulsion.

1. For the illegal manufacture, sale or delivery of, or possession with intent to manufacture, sell or deliver, any controlled substance identified in Schedule I or II, North Carolina General Statutes 90-89 or 90-90, a student shall be expelled.
2. For a first offense involving the illegal possession of any controlled substance identified in Schedule I or II, North Carolina General Statutes 90-89 or 90-90, the minimum penalty shall be suspension from enrollment for a period of at least one year.
3. For a first offense involving the illegal manufacture, sale or delivery of, or possession with the intent to manufacture, deal or deliver, any controlled substance identified in Schedule III through VI, North Carolina General Statutes 90-91 through 90-94, the minimum penalty shall be suspension from enrollment for a period of at least one year.
4. Failing a drug screen while on drug probation.
5. Third violation of the alcohol policy while under active probation.
6. Failure to abide by the terms of a drug-related probation.

Examples of Schedule I or II drugs include but are not limited to heroin, mescaline, lysergic acid, diethylamide, opium, cocaine, amphetamine, methaqualine and Ritalin. Examples of Schedule III-VI drugs include but are not limited to marijuana, pentobarbital, and codeine.

B. Major or Minor Offense

The following violations can be processed as major or minor offenses, depending on the probationary status of the student, whether it is the student's second offense, or the nature and seriousness of the incident. A student will be informed of the level of the offense when he/she is notified that a formal charge is being issued.

Drugs

1. For a first offense involving the illegal possession of any controlled substance, or for aiding or supporting the possession of drugs, or for being in the presence of drugs or drug paraphernalia identified in Schedules III through VI, North Carolina General Statutes 90-91 through 90-94, sanction includes entry into the Alcohol and Other Drug Violation Assessment and Treatment Tracking Program, and probation for the duration of enrollment at NCSA. Probation shall include a program of 50 hours of community service administered through the student's art school.
2. Refusal to abide by the terms of probation may result in long term suspension

Alcohol

1. Possession and/or consumption of an alcoholic beverage on campus in violation of state law and/or failure to abide by school policy on consumption and advertising of alcoholic beverages.
2. Possession and/or consumption of alcoholic beverages if under the age of 21 including the aroma of alcohol on the person's breathe.
3. Drunken behavior.

4. Driving under the influence of alcoholic beverages.
5. Supplying alcoholic beverages to persons under the age of 21.
6. Falsifying license or other ID in order to obtain alcoholic beverages.
7. Violation of open container policy for alcohol by having container outside of residence hall room or apartment.

Actions which endanger property or well-being of any member of the school community

1. Unlawful possession of school property or the property of any other person.
2. Tampering with fire safety equipment on the NCSA campus (North Carolina Statute 14-286).
3. Setting a fire in or on school property (North Carolina Statute 14-60).
4. Possession or use of any weapons such as, but not limited to, rifles, shotguns, handguns, air guns and ammunition; explosives such as firecrackers, bottle rockets, or any other fireworks; or knives or any other sharp implement, including realistic replicas.
5. Conduct that significantly endangers the health or safety of members of the school community or visitors on the campus, including but not limited to tampering with door locks, propping open doors, climbing trees, skateboarding, rollerblading, skating, or riding scooters.
6. Inflicting bodily harm upon any person while on school premises, or acts in a manner which creates a risk of bodily harm to any person who is on school property.
7. Harassing, abusing, or threatening another by means other than the use or threatened use of physical force.
8. Hazing, which is defined by NC law as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group."
9. Sexual assault, rape (forcible and non-forcible), stalking, obscene telephone calls and/or offensive battery.
10. Disorderly conduct including, but not limited to, verbally abusive or inappropriate behavior. For example: discrimination against another student by using offensive speech or behavior of a biased or prejudiced nature related to one's personal characteristics, including race, color, national origin, gender, religion, disability, age or sexual orientation.
11. Secretly or surreptitiously using or installing any photographic device to capture the image of another without their consent or engaging in any other conduct that violates North Carolina's law prohibiting secret peeping.

Theft, damage, or unauthorized use of personal or school property

1. Damage, defacement, or destruction of school property or property belonging to the school community or a visitor to the campus.
2. Unauthorized use of any school property and/or unauthorized entry to any school building, room or apartment, and/or unauthorized possession of keys to school buildings. The duplication of a key issued to a student by the school is prohibited.
3. Unauthorized or inappropriate use of college facilities (i.e., housing or organizing a gathering, meeting, recreational activity or party in the college residential community or in the Hanes Student Commons without appropriate scheduling or clearance).
4. Carrying out trays, china, silver and/or glasses from the Dining Hall.

Dishonesty

1. Forging, altering, destroying or misusing school documents or records. Violations include but are not limited to forgery of applications for financial aid, admission, health forms, course changes and course credit, or alterations of transcripts, student identification cards or school specific forms.
2. Loan, sale, or other transfer of a student identification card (One Card); using another person's One Card.
3. Intentionally furnishing false information to a member of the faculty, staff, or a student acting in an official capacity.
4. Being present during the planning or commission of any violation of the Student Code of Conduct in such a way as to condone, support, or encourage that violation
5. Misusing a school computer or computer access in violation of rules and regulations set by the information technologies department.
6. Engaging in disorderly conduct on university premises or at university-sponsored activities so as to interfere with the activities of others including studying, teaching, and research and university administration.

C. Minor Offenses

Residential Policies

1. Failing room or apartment inspection.
2. Possession of water furniture in the residence halls or apartments.
3. Possession of toaster ovens, hot plates or any other appliance with an open heating element in the residential areas.
4. Unauthorized room changes.
5. Possession of candles, incense, oil lamps, and halogen lamps in the residence halls or apartments.
6. Having pets or animals in the residence halls or /apartments for any length of time.
7. Causing unreasonable, excessively loud, irritating or disturbing noise in the residence halls during quiet hours.
8. Failure to vacate residence hall room or apartment by the specific time posted for periodic closings.
9. Unauthorized removal of the furniture assigned to a specific room or apartment.
10. Unauthorized use of room or apartment to conduct the sale of products, to have product demonstrations or sales demonstration parties, advertising room numbers for sales purposes, having a flea market or rummage sale.
11. Engaging in door-to-door solicitation in the residence halls.
12. Spray painting in areas other than outside the buildings on the grass.
13. Violation of the intervisitation policy, to include but not limited to, failure to sign in high school visitors during specified times, violating high school intervisitation policies.
14. Failure to dispose of personal trash in a garbage receptacle
15. Violating College Life policies and procedures as stated in the publication "A Community of Artists" and the College Life Handbook.

Miscellaneous

1. Violation of any local, state or federal criminal law.
2. Gambling for money or other items of value including, but not limited to, playing cards or other games of chance or skills.
3. The solicitation of sales, services, memberships, or gifts on campus without permission of the Director of Hanes Student Commons.
4. Failure to comply with orders or directives of school officials, school hearing bodies, NCSA Police or any other law enforcement officers acting in performance of their duties.
5. Violation of any NCSA policies as set forth in this handbook, art school handbook or the NCSA Bulletin.

D. Sanctions for Minor Violations

At minimum, one or more of the following sanctions will be imposed against a student for violation of the College Code of Conduct. Students may be subject to additional sanctions as noted below as well as any applicable civil or criminal penalties for the same conduct.

For infractions involving alcohol, illegal drugs and related violations involving these substances, the Judicial Coordinator will recommend sanctions as outlined in the preceding chapter, including 50 hours of community service, to be scheduled through the student's art school. Furthermore, the coordinator reserves the authority to recommend additional penalties as outlined below for students on active probation as a result of prior violations of the College Code of Conduct.

1. **Oral Reprimand/Warning:** An oral statement of disapproval, with a formal notation in the student's social discipline file.
2. **Fee/Restitution/Remuneration:** Students can be required to make payment to the School or to other persons, groups or organizations for damages incurred as a result of misconduct.
3. **Educational Task:** An activity related to the misconduct, designed to increase the student's understanding or appreciation for the regulation that was violated.
 - **Examples:**
 - Community service on or off campus
 - Written reflection assignments: reading a related article and writing a paper on the topic
 - Written or verbal apologies
 - Being on duty, doing rounds with RAs/RMs/GAs, NCSA Police, etc.
 - Creating bulletin boards
 - Presentations at floor/area meetings
 - Preparing flyers, posters, top 10 lists (i.e. top ten things to use instead of candles)
 - Speaking with local police (or other resources) and then writing a reflection assignment (such as "This is what would have happened to me if I had been off campus")
 - Watching a video and writing a paper (i.e. "how fast it burned")
 - Writing articles for The College Life News
 - Working at the SPCA for pet violations
 - Coordinating an "alcohol alternative" program, such as a dance
 - Creating a survey for floor or hall determining the effect of noise on the floor/hall community and writing a report of the results
 - Making a five minute video that outlines the policy in question and makes it clear to the residents in an entertaining manner
 - Entering into a behavioral contract
3. **Loss of Privileges:** The removal of certain student privileges, including but not limited to, visitation privileges, use of campus facilities, having stereo equipment in the room or

apartment, and the privilege to live in campus housing (which will be recommended to the Director of College Life).

4. **Written Reprimand/Warning:** Notice that a student has violated school expectations and that future misconduct of any nature will be dealt with more stringently. With the written warning comes a warning status for a period of time.
5. **Probation:** Involves a status or probation through a set period of time, which terminates automatically when the imposed period expires. In the event of a further violation while on disciplinary probation, the School will seek the penalty of suspension.

E. Sanctions for Major Violations

1. **Short-term suspension (up to 10 days):** Involves separation from the school for a period of time. During this time period, the student's right to represent NCSA as a student or to visit campus will be removed.
2. **Long-term suspension:** Involves withdrawal or denial of continued enrollment privileges and cancellation of registration. This sanction may carry with it conditions for applying for re-enrollment. During the long-term suspension the individual cannot visit the campus and will be subject to arrest for trespassing.
3. **Indefinite Suspension:** Indefinite Suspension severs the student's relationship with the school immediately and indefinitely. The student's right to visit campus will be removed. The student is subject to arrest for trespassing should he or she be found on School property.
4. **Expulsion from the University System:** Expulsion for misconduct from any campus of the UNC system, including the North Carolina School of the Arts, means permanent dismissal. The student's right to visit campus will be removed. The student is subject to arrest for trespassing should he or she be found on School property. At a later date, the chancellor who imposed or approved the sanction (or his/her successor) may conclude based on the former student's petition and any supporting documentation that the individual should be given a new opportunity to pursue higher education. A student who has been expelled from one constituent institution may not be admitted to another constituent institution of the University, unless and until the institution that imposed the sanction has rescinded the sanction of expulsion.

Emergency Suspension

A student charged with misconduct may be summarily suspended and excluded from School property without notice of charges and without normal due process if the chancellor (or his/her designee) is satisfied that the student's presence threatens harm to the student, to any other person or to the property of the School, or would be detrimental to the campus community. Summary action shall take place immediately, and the student shall be removed from the campus until his/her case has been heard and final action has been taken. NCSA will notify the student with the specifics of the charges and will make arrangements for a hearing on campus as soon as the investigation is completed.

F. NCSA Policy on Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings

Discipline Process and Jurisdiction

It shall be the duty of the Chancellor to exercise full authority in the regulation of student conduct and discipline, and to secure for every student the right to due process.

Under the direction of the Chancellor, the Vice Chancellor for Student Life has primary responsibility and authority for the administration of student discipline at the undergraduate

college and graduate levels. The Vice Chancellor for Student Life has delegated authority for the day-to-day oversight of the disciplinary process to the Judicial Coordinator in College Life.

Disciplinary Correspondence

All disciplinary correspondence will be sent to the student's campus post office box. The school reserves the right to use other reasonable means to notify students. The parents of students under the age of 21 who are involved in alcohol or drug related violations will be notified of infractions by copy of the final letter sent by the Judicial Coordinator. Art school deans are notified of all major violations at the time of formal citation, or earlier if necessary to protect the student being investigated, other students or the school as a whole. Art deans are informed of minor violations as needed via final notification of the outcome.

Filing Complaints

Any faculty or staff member or student may file with College Life a verbal or written complaint against any student for misconduct.

Presumption of Innocence

Any student charged with an infraction of the Code of Conduct shall be presumed innocent until proven responsible by a preponderance of evidence ("more likely than not").

Preliminary Investigations for Violations (Major and Minor)

An incident report or NCSA police report is written by a member of the NCSA community. The report is forwarded as follows:

1. For all incidents involving college students the report is sent to the Judicial Coordinator, who determines whether a charge (cite) will be pursued.
2. The Judicial Coordinator will investigate pursued cases. Witnesses will be interviewed, statements taken and evidence collected. The judicial record of the accused student will be considered for patterns and to determine the severity of the cite. Within 15 calendar days the coordinator will notify the student of the charge.

Hearing Process for Infractions Not Subject To Suspension – Minor Violations

A hearing letter is sent to the student, outlining the charges, describing the incident, and providing a date (at least five days out) and location of the hearing. The cited student can contact the Judicial Coordinator by a specified date (at least three days prior to the scheduled hearing) regarding a schedule conflict or to challenge the Judicial Coordinator for the case due to bias. The Director of College Life will review any challenge and if necessary will appoint another member of the College Life staff to hear the case. The student will be informed of a decision regarding a challenge before the hearing takes place.

If the hearing results in a determination of the student's responsibility, a sanction/penalty will be assigned, and complete documentation of the case will be sent to the college coordinator staff. The art school dean will be notified of the action on a need to know basis. Furthermore, in cases involving first offense alcohol or marijuana, a copy of the letter outlining the outcome of the hearing will be sent to parents of students under the age of 21. The Judicial Coordinator will complete a finding form for the case. In each case, there must be sufficient evidence supporting the decision and the sanction.

Appeal of Hearing Findings Not Involving Suspension

If the student does not accept the hearing officer's determination of responsibility he/she has the right to appeal to the Director of College Life "on the record." The student must obtain an Appeal Request from the Judicial Coordinator and must return it within three calendar days. Possible grounds for appeal are:

1. The evidence is not sufficient to support the finding of responsible.
2. There was procedural error sufficient to have altered the outcome of the hearing.
3. There is new evidence that was not considered at the time of the hearing.

The Judicial Coordinator will forward the entire record and written appeal to the Director of College Life who has five calendar days to respond. If the student feels the Director of College Life would not be neutral, the student may ask the director to excuse himself/herself. If the Director of College Life excuses himself/herself, either upon student request or because of prior involvement in the case that might prejudice the outcome, he/she will appoint another Student Life staff member to make the determination. The student will receive a final decision within five calendar days. This appeal decision for minor offenses is final.

Preliminary Investigations for Major Violations

The judicial coordinator will oversee all investigations and will serve as first hearing officer for cases that involve major violations.

The process for review and hearing of the violation is as follows:

- a. Dismissal of the complaint because the allegation is unfounded (finding of no basis for the complaint);
- b. Summon the student for a meeting, to take place no sooner than 10 calendar days hence. The summons will inform the student of the following options for resolution of the disciplinary charges:
 - I. Plead not responsible to the charge(s) and have a regular hearing before the college administrative judicial hearing board where a determination of the responsibility will be made. If the board holds the student responsible, the board will assign the sanction. This sanction may exceed initial recommendation of the judicial coordinator).
 - II. Plead responsible to the charge(s) and accept the sanction.

If a student pleads not responsible and requests an administrative hearing before the judicial coordinator or designee, the coordinator or designee shall provide the student a written notice of the charge(s). These notices are sent via campus mail, art school student box, local U.S. mail, or may be hand delivered to the student.

- a. Within 15 calendar days of the incident, a pre-hearing interview will be conducted with the judicial coordinator, who will explain all of the student's rights, responsibilities and procedures.
- b. A written notice of time, place and format of the hearing will be forwarded to the accused student. Unless a student waives all or part of the notice, including the time limit, the formal hearing will not be held less than five days from the date of the original charges letter.
- c. The student has the right to review all available information, documents, exhibits and a list of witnesses that may testify against him/her.

An accused student has the right to waive, in writing, any of the notice requirements.

A decision will be rendered in writing with five days of the hearing.

College Administrative Judicial Hearing Board

Attendance and Function of Members

A college coordinator serves as convener, calls the meeting to order and chairs the meeting. The judicial coordinator serves as a reporter. A third staff member will operate recording equipment to preserve the actual testimony.

The friend/advisor is an optional, nonvoting member and is selected by the student from among the current NCSA students, staff or faculty. This advisor may prepare the student's case and present it to the hearing board or can support the case presented by the student.

Three NCSA administrators sit on the board. They include a representative from an art school other than the cited student's (selected at random from the art representative list, ensuring they do not have a stake in the outcome of the case), the Associate Vice Chancellor of Undergraduate and Graduate Programs or designee, and a member of the Student Life leadership team who does not have a stake in the outcome of the hearing. The cited student will be aware of the membership and has a right to request a substitute for anyone he/she suspects might be biased. The convener will determine whether the substitution should be granted. If it is not granted, the convener will provide the student with a written denial and the rationale for it.

The dean of the appropriate art school or his/her appointee from that faculty may attend the evidentiary portion of the hearing but may not remain for the deliberation. Upon request of the student, this representative may serve as the student's friend/advisor.

At the request of the student, the students' parents may be present at the hearing but may not directly participate in the proceedings.

NOTE: Attorneys may not represent a student or be present during any judicial action conference, case conference, judicial conference, disciplinary hearing board; pre-hearing, appeal, suspension hearing, or administrative hearing unless related charges are pending in state or federal court. In this case, the attorney may be present to observe the proceeding and confer with the student, but may not participate or delay or disrupt the proceeding.

Proceedings of the Board

1. The college administrative judicial board will hear College Code of Conduct cases as needed.
2. All members of the board, the cited student and the person reporting the student will be notified by the convener at least five days in advance, including place, date and time for the hearing.
3. The cited student shall notify the convener at least three days in advance of the scheduled board meeting of the names of any additional witnesses for his/her presentation of the case. The student is responsible for the attendance of his/her witnesses.
4. The reporting party shall notify the convener at least three days in advance of the scheduled board meeting of the names of any additional witnesses for his/her presentation of the case. The reporting party is responsible for the attendance of his/her witnesses.
5. The reporting party shall be required to attend the board hearing.
6. If the cited student should fail to appear without reasonable cause, the board shall recommend that the student receive the sanction for the violation for which he/she has been charged.
7. All board hearings are closed to the school community.
8. The proceedings will be tape recorded by NCSA and the tape remains the property of NCSA.
9. The procedures of the board will be published in the College Life Handbook annually.
10. All persons who give information to the board are required to report facts honestly. To knowingly give false information to the board constitutes as an infraction of the Code of Conduct. Witnesses shall be in attendance only during the time of their testimony.
11. The board members will deliberate in private. The deliberations will not be recorded. All decisions will be submitted in writing within five days and will include a summary of the facts and a rationale for the decision reached. The standard of proof is by a preponderance of the evidence ("more likely than not").

12. The cited student, reporting party and friend/advisor may be present only for the hearing session. However, the college student judicial board and nonvoting members as previously enumerated sit during both the hearing and the deliberating sessions of the board.
13. The board reserves the right to confer with anyone in order to arrive at constructive decisions regarding responsibilities. Witnesses of the fact, as well as those persons the board calls, shall be present only as long as and as often as the board considers necessary.
14. In the event that the charges are dropped, the board reserves the right to work with principals and witnesses involved to determine if any further action should be taken.
15. A decision of the board may be appealed to the Vice Chancellor for Student Life. (See section on appeals.)
16. A student's status or performance level in either undergraduate and graduate programs or art shall not be commented upon in the deliberations prior to determination of the outcome.
17. The findings of the board stand as written if there is no appeal.
18. Sanctions greater than a 10-day suspension are automatically forwarded to the chancellor for final review and execution.

Appeal of Judicial Board Findings

Decisions rendered by the college administrative judicial board may be appealed to the Vice Chancellor for Student Life. All appeals must be submitted within three calendar days after notification of the decision. Appeals must be in writing and reflect one or more of the following grounds:

1. Procedural error sufficient to have altered the outcome of the hearing;
2. The evidence is not sufficient to support the decision;
3. The sanction is excessive or inappropriate;
4. There is new, previously unavailable evidence.

A decision regarding an appeal will be made within five working days and will be based on the record and the merit of the written appeal. The student will not appear before the appellate reviewer unless called. The Vice Chancellor, on appeal, may increase the board's sanction if facts support a more serious outcome.

In cases involving sanctions of short-term suspension or less, the decision of the Vice Chancellor for Student Life is final.

If a long-term suspension (more than 10 days), indefinite suspension or expulsion, is upheld on appeal by the Vice Chancellor, the student may appeal to the chancellor. The chancellor will review any case calling for long-term suspension, indefinite suspension or expulsion, regardless of appeal. If the chancellor's review is based on an appeal, he/she will respond to the student in writing within 10 calendar days of receiving the appeal. The appeal to the chancellor will be based on the original appeal, and documents from the original appeal will be forwarded to the chancellor. The student will not appear before the chancellor unless the chancellor initiates an appointment. The Chancellor's decision is the final authority at the campus level unless the student receives the sanction of expulsion. The decision must contain a brief summary of the evidence upon which the decision is based.

A student who is expelled may appeal one final time to the Board of Governors of The University of North Carolina.

In the event of a long-term suspension or greater, the student will be removed from campus and banned from being on NCSA school grounds during the period of suspension.

Notes:

Pursuant to the Campus Security Act, in cases of alleged sexual assault, the accuser and the accused are entitled to have the same opportunities to have others present during a disciplinary proceeding.

Pursuant to FERPA, victims of violent crimes must be notified of the results of the disciplinary proceeding of the alleged assailant. "Results" means the name of the student assailant, the violation charged or committed, the essential findings supporting the conclusion that the violation was committed, the sanction if any is imposed, the duration of the sanction and the date the sanction was imposed.

When a student with a disability is charged with an offense, the institution will assure that all requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act are met.

Administrative Committee

In certain highly unusual situations and in cases related to disorderly or disruptive conduct that do not fall within the student Code of Conduct, the Vice Chancellor for Student Life, Associate Vice Chancellor for Undergraduate and Graduate Programs or the dean of an art school may initiate an administrative committee to convene and hear the allegations. A few examples of conduct which might result in such a hearing are:

1. Repeated failure to comply with art school and/or undergraduate and graduate programs attendance policies and/or to complete assignment as assigned; or
2. Any other behaviors which indicate that the student is engaging in activities that prevent the student from being productive in the art or undergraduate and graduate programs work.

The administrator initiating the committee meeting shall chair the hearing of the administrative committee. The committee members shall be: (1) the dean of the school in which the student is currently enrolled; (2) the Associate Vice Chancellor for Undergraduate and Graduate Programs and; (3) any other individuals, such as a counselor, whose involvement is germane to the situation under consideration and whose presence would be in the best interest of the student involved as well as the overall campus community, as deemed appropriate by the convener.

The purpose and procedures of the administrative committee shall include (1) listening to the allegations involving the student, (2) hearing from the student about his/her experience in the situation, (3) hearing from any others who may be relevant to the student, (4) deliberating on what actions are called for in the situation, and (5) following through with the conclusions reached through deliberations.

Committee decisions regarding outcomes shall be determined by the information presented in the hearing regardless of whether the student has any College Code of Conduct violations on his/her social rules record.

If the committee decides that the allegations against the student are unwarranted, it will be reported to the student and other school staff on a need-to-know basis.

If the committee decides that the evidence supports the allegations, and then the committee may recommend outcomes to correct the situation, including separating the student from NCSA with a medical or psychological withdrawal, or determining that the student not be invited to return to NCSA the next term.

Disciplinary Records

A hearing record, notice of appeal and each petition for appeal are confidential and may not be disclosed in whole or in part. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record and are maintained in the office of the judicial coordinator or in the College Life office.

Records shall remain on file as long as the student is enrolled and for ten years after the student's departure from campus.

NOTE: Previous disciplinary records will be used to determine the most appropriate educational task and/or sanction when a student is found responsible for a violation, whether the student is currently under a judicial probation or not.

System wide data base: In the event a student is suspended or dismissed from NCSA, their name, the infraction and relative dates are entered onto a UNC disciplinary data base that can be cross referenced by all other UNC schools' administrations offices. The Vice Chancellor for Student Life is responsible for maintaining the NCSA postings.

CHAPTER IX: STUDENT ORGANIZATIONS

A. Student Organizations

By joining organizations, students can meet others with common interests and can develop leadership and other life skills. The Office of Student Activities attempts to serve the needs of all students through the registration of student organizations on the NCSA campus. Any student may join any NCSA student organization.

Recognized Student Organizations:

- **The Student Government Association** seeks to enhance the quality of life for all NCSA students by representing their interests and concerns to the faculty, staff and administration
- **NCSA Pride** educates the campus on issues of concern to gay, lesbian, bisexual and transgender individuals
- **Resonate** provides a forum for dialogue centering on the arts and spiritual issues
- **United States Institute for Theatre Technology (USITT)** promotes professional activity among theater technicians. The NCSA student chapter encourages participation in educational seminars and design competitions, and seeks to educate the campus community about theatre design and technology
- **Chi Kung Club** promotes health through the study and practice of Chi Kung and Daoist meditation, and creates awareness of alternate forms of exercise for reduction of stress and tension
- **Poetry Club** provides forums for students to share poetry of their own and of others

Specific information on registered organizations is available from the Director of Student Activities.

B. Policies Pertaining to Student Organizations

In order for NCSA to maintain current and accurate records on all student organizations, each organization must register each academic year with the Student Activities Office.

Procedures for Registering an Existing Student Organization

- A. A student organization shall be defined as a group that includes in its membership only students currently enrolled at North Carolina School of the Arts. The group must consist of at least five members, and must have a faculty/staff advisor.
- B. Registration of a student organization in no way implies that the Student Activities Office or its personnel endorse, sponsor, or approve of an organization's activities, events, or philosophy.
- C. In order to register, a student organization must complete the STUDENT ORGANIZATION REGISTRATION FORM, which is available from the Director of Student Activities. The information will be reviewed for completeness and accuracy and to ensure compliance with applicable laws, policies and procedures (see item E below). If the registration is disapproved, the organization shall be notified in writing. Such notification shall include reason(s) for disapproval. The organization will be given the opportunity to correct the situation and re-register. Faith based groups have a similar registration form for their use.
- E. Registration shall be denied for any organization whose stated purpose or activities are in conflict with state or federal law, the policies of the University of North Carolina, or the policies or mission statement of North Carolina School of the Arts.

F. Registration entitles each student organization to the following:

- Limited use of copy machines for official business of the organization.
- Use of campus facilities for meetings and activities, including the Student Organizations Office, in accordance with the Policy for Requesting and Using Facilities, and the Policy for Use of the Student Organizations office (see below).
- Right to petition for funds or supplies from the Director of Student Activities, in accordance with the Student Organization Funding Policy (see below). This does not extend to religious or political groups.
- Inclusion on the NCSA web page for networking with similar organizations on other campuses, and for recruiting new members within the student body.

Procedures for Forming an Organization

The Director of Student Activities will assist any student or student group in forming a new organization. The procedure is as follows:

1. The interested individual/group shall notify the Director of Student Activities of the intent to form an organization, and shall request a STUDENT ORGANIZATION REGISTRATION FORM and a sample constitution.
2. The individual/group may schedule up to three organizational meetings to recruit members and to form a constitution. Student Activities resources such as the copy machine, markers and poster paper will be made available upon request.
3. A Student Organization Registration Form, along with membership list and proposed constitution, shall be submitted to the Student Activities Office.
4. The Registration Form will be reviewed for completeness, accuracy, and compliance with existing laws, policies and procedures (see items C and E, above).

Upon approval, the new organization shall be formally registered and entitled to all the privileges listed in item F, above.

Policy for Use of the Student Organizations Office

The Student Organizations Office, located in Hanes Student Commons, is available to all registered student organizations (as defined by the Student Organizations Policy), student staff members employed by the Division of Student Life, and to campus affiliated groups recognized by the Student Life division. Campus affiliated groups include but are not limited to Campus Ministers and the Pluck Project.

The facility may be reserved for group meetings or may be used by individual members for work on behalf of the group. The facility, its furnishings and equipment are not intended for personal use.

The Student Organization Office is the primary office for the Student Government Association, which retains priority status for its use. Group meetings take precedence over individual use.

Individuals or groups may rearrange the couches, chairs and conference table in the meeting area of the office, but furniture must be returned to its default arrangement at the conclusion of the meeting.

Groups or individuals who abuse or misuse the facility, its furnishings or equipment may be denied future access to the office.

Student Activities may require that a faculty or staff member be present during meetings held in the Student Organizations Office.

The office is available only during normal hours of operation for Hanes Student Commons.

Groups wishing to use the Student Organizations Office should complete a usage agreement in the Student Activities Office. Once a group is approved to use the facility, a reservation can be made in the office of the student commons. The usage agreement is required for the initial use of the facility only.

Individuals responsible for using the office should pick up a key from the Office of the Student Commons immediately before the meeting, and should return the key immediately following the meeting. Failure to return the key in a timely fashion will result in future denial of access for the group or individual.

Organization Funding Policy

The Student Activities Office provides limited funding for the events and programs sponsored by registered student organizations (as defined by the Student Organizations Policy). Funding is not provided for groups that are religious or political in nature.

Student organizations must complete a Request for Student Organization Funding and turn it in to the Director of Student Activities. The faculty or staff advisor of the organization must sign the request form.

The Director of Student Activities will advise the organization as to correct procedures that must be followed, and will establish a timeline for the organization to follow in order to receive funding. Organizations are encouraged to submit requests at least 14 working days (Monday through Friday) prior to when the funds are needed, so that necessary documents (purchase orders or check requests) may be processed. Funding may be denied if the request is not received with sufficient lead time.

Organizations may be required to secure partial funding from other sources, including fundraisers.

C. Hazing As It Pertains To Student Organizations and Individuals

North Carolina General Statute 14-35 et seq. makes hazing a criminal offense.

"It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense."

Hazing is defined as follows:

To subject another student to physical injury as part of an institution, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group."

Any violation of this section shall constitute a Class 2 misdemeanor.

An organization whose members are convicted of hazing while in the execution of the organization's sponsored activities should be mindful of possible administrative action against the organization by the school (e.g., withdrawal of recognition, banning from campus, etc.).

D. Student Government Association

<http://www.ncarts.edu/students/sga.htm>

SGA Constitution

<http://www.ncarts.edu/students/SGA/CopyCons.pdf>

E. SGA Expression Wall

The SGA Expression Wall encompasses the face of the Haled Street tunnel, which connects campus to Center Stage Apartments. It offers students an appropriate and authorized space for expression without fear of reprisal for property damage.

Students are expected to use good judgment, safe practices, and respect for others while expressing themselves artistically.

- Students should avoid the unsafe area to the east of the tunnel entrance (over the creek bed).
- The use of lead-based paint is prohibited.
- All efforts will be made to allow for free expression. However, statements that are harmful, illegal or obscene will be obliterated at the discretion of the administration.
- Students who choose to express themselves should show courtesy and respect to others by allowing new messages to remain for a reasonable period of time.

The Expression Wall was established in May 2003 by the Student Government Association, which will develop and distribute guidelines for its use. The office of Student Life and the NCSA Police maintain responsibility for the safe and effective use of the wall.

CHAPTER X: RESOURCES

Semans Library Services

The library, located in the Workplace, is named in honor of Mrs. Mary D.B.T. Semans and the late Dr. James H. Semans, who have been friends and supporters of North Carolina School of the Arts since it was established.

The mission of the library is to provide materials and services which support the North Carolina School of the Arts' educational, artistic, and performance objectives, and which serve the intellectual, informational, and cultural needs of the students, faculty, and staff of the School, as well as other members of the local community.

The library acquires materials that will help students achieve their goals as performers while at the same time enabling them to acquire a solid liberal arts education.

- The 111,000-volume book collection is particularly strong in music, dance, drama, theatre history, stage design, costuming, film, and the visual arts.
- The library subscribes to more than 480 journals and newspapers, and holds over 9,500 bound volumes of back issues.
- The Moving Image room has close to 5,000 videos and DVDs.
- The Music Library has 50,000 music scores and 42,000 sound recordings.

The Main Floor includes:

- [Director of Library Services](#)
- [Reference Librarian](#)
- [Head of Access Services](#)
- Main Circulation Desk
- Reference Desk
- General reference collection
- Circulating book collection (A-PQ, including circulating books about music: ML, MT)
- Current periodicals
- Computers for research
- Online catalog computers
- Study areas
- Moving Image Room

The **Music Library** is on the Upper Level of the library, which includes:

- [Music Librarian](#)
- [Music Cataloging Librarian](#)
- Music Library Circulation Desk
- Music Reference services
- Music Library Technical Processing department
- Music listening stations (CD players and turntables)
- Computers to access the online catalog, music research databases, and the internet
- Computers for streaming audio Music Reserves
- Music reference collection (books and scores)
- Music circulating scores
- Sound recordings (closed stacks)

The Lower Level includes:

- Circulating book collection (PR-Z)
- Bound periodicals
- Conference room

- Technical Processing department
- NCSA Archives

Access Services

Access Services is located at the Main Circulation Desk to the right as you enter the library. The Main Circulation Desk is staffed all hours the library is open. Come to the desk to:

- borrow, return or renew library material
- create a library account
- request / pick-up an Interlibrary Loan
- access Main Reserve items
- request a hold or recall on library material
- check on a library bill
- ask a question

Reference Services

Reference Librarians are available Monday through Friday (8 a.m. to 5 p.m.) on the main and music library floors to help you with your research. You may also contact a reference librarian online at *Ask a Librarian* (link being constructed).

The library also provides access to a number of online databases. These databases are accessible on-campus under [Research Databases](#) on the library's homepage on the NCSA website and off-campus using a valid student e-mail account.

Music Library

The Music Library is located on the upper level of the library. The Music Library Circulation Desk is staffed all hours the library is open. Come to the Music Library to:

- borrow, return or renew music library materials
- request a sound recording to listen to (sound recordings are kept in closed stacks)
- access Music Reserve items (including iPods and streaming audio)
- request / pick-up a music Interlibrary Loan
- request a hold or recall on Music Library materials
- ask a question about music

NCSA Online Library Catalog

Library materials (books, periodicals, scores, CDs, LPs, videos, DVDs) are listed in [ENCORE](#), the NCSA online catalog.

- Students must have a valid One Card to check out circulating materials.

Borrowing Policies

Currently enrolled students may borrow library materials by presenting their One Card.

MAIN CIRCULATION	High School, College Students	Graduate Students
Books	4 weeks	4 weeks
Ref. Books	In-library use only	In-library use only
Periodicals	In-library use only	In-library use only
MOVING IMAGE ROOM		
Videos/DVDs	In-library use only	1 item for 3 days

MUSIC LIBRARY CIRCULATION		
Books	4 weeks	4 weeks
Scores (M)	4 weeks	4 weeks
Study Scores (closed stacks)	4 weeks	4 weeks
Vertical File scores	8 weeks	8 weeks
Ref. Books	In-library use only	In-library use only
Ref. Scores	In-library use only	In-library use only
Music Periodicals	In-library use only	In-library use only
Sound Recordings (closed stacks)	In-library use only	4 weeks

Renewals

Most items may be renewed twice.

Renewals may be accomplished [online](#) from the library's homepage or by bringing items to the appropriate circulation desk

Overdue Materials and Billing

Circulating library materials are considered overdue when they are not returned by the due date, which is stamped either in the front or back of the book or music item. Unless an item has been recalled or is on hold, most items, even overdue ones, may be renewed [online](#) or by taking the item back to the appropriate service desk. Otherwise, the only way to avoid the billing process is to return the item to the library.

If an item is overdue and not returned, students will receive a courtesy notice by email after one week, then a written notice one week later. If the library item is not returned within approximately three weeks of the due date, a bill, which will include a replacement charge and a non-refundable billing charge of \$10, will be generated and mailed to the student's campus mail box. When an item is subsequently returned, the item's replacement charge is credited to the student's account, but the \$10 billing charge is not. Unpaid charges of \$75 or more will block borrowing privileges, and if not paid, generally before the end of each term, all library charges will be sent to Student Accounts for collection. Any lingering charges at Student Accounts may prevent students from registering for the next term.

Course Reserves

Materials are put on Reserve in the library for specific courses, so all students in the class can have access to them. Course Reserves are available for check out at the Main, Moving Image Room, and Music circulation desks, depending on the type of material. Most Reserve materials circulate for 4 hours, and may not be taken out of the library.

Loan periods for *Main Reserves* and *Music Reserves* include:

- *4-hour*: in-library use only
- *Overnight*: item may be checked out 2 hours before closing; must be returned within 1 hour of opening the next day
- *1-Day*: item may check out anytime one day and returned anytime the next day

All *Moving Image Room Reserves* are:

- 4-hour: in-library use only

Additional information for *Music Reserves*:

- Some audio reserves are also available digitally:

- The Music Library has 5 iPods that contain Music Reserve listening for selected music courses. These iPods are for *in-library use only*.
- Selected Music Reserve listening is available via streaming audio, accessible through faculty Blackboard pages.

Interlibrary Loans

If the Semans Library does not have an item that you need, the library may be able to borrow it for you from another library. Interlibrary Loan request forms are available at each circulation desk. Interlibrary Loan requests may also be submitted [online](#). (link being constructed)

- The [Head of Access Services](#) handles general interlibrary loans.
- The [Music Librarian](#) handles music interlibrary loans.

Copiers

The library has three black and white copiers – one on each floor of the library. There is one color copier on the main floor of the library.

- B & W copies are \$.10 each;
- Color copies are \$1.00 each
- All copies must be made using your One Card.
- Money may be added to your One Card in the library at the VTS station directly adjacent to the Main Circulation Desk.

Notice: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, a patron of the library or archive is allowed to make a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." The patron using the copier is liable for any infringement.

NCSA Archives

http://www.ncarts.edu/library/library_archives.htm

More information on the library and its services is available at the [Library](#) link on the NCSA website.

[Semans Library Contact Information](#) (link for contacts)

SEMANS LIBRARY INFORMATION

Main Circulation Desk 770-3270
Music Library Desk 770-3267

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If there is a conflict of policy between this and other campus publications, the policies in the NCSA Bulletin will take precedence.

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