Getting Ready for Piedmont College
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Housing Applications & Deposits

All new students requesting campus housing should:

- Submit the following forms:
  - Housing Questionnaire;
  - Student Information Form;
  - Immunization and Tuberculosis Form;
  - Meningitis Acknowledgement Form;
- Pay their $250 housing deposit to the Business Office, Daniel Hall 207 or pay online.

All returning students requesting campus housing should:

- Pay their $50 housing deposit to the Business Office, Daniel Hall 207 or pay online.
- If needed, update contact information by submitting a Student Information Form.

Questions? Please contact the Office of Student Affairs at 706-778-3000 ext. 1305.

Lions Email

E-mail is an official communications channel of Piedmont College and is the principal medium through which the college conducts business.

All Piedmont College students are expected to monitor their Piedmont College e-mail regularly and to deal with business in a timely manner. Failure to activate and monitor a Piedmont College e-mail account does not exempt one from responsibility to act upon college-related matters.

All new students are expected to activate their Piedmont College e-mail accounts and to begin monitoring their e-mail during their first week of enrollment. For more information regarding activation of your account, please visit our Department of Technology website at lions.piedmont.edu.

Lions Student ID

Each student is issued a student identification (ID) card that provides access to a variety of campus and community services, including the library, sports and recreational activities, health services, Lyceum events, fitness center, and student activities. The ID also serves as the meal ticket for students on the meal plan.
Students are required to carry their ID cards as College staff may request to see an ID card at any time. Surrender of the ID card may be required in student disciplinary matters. ID cards are issued at the beginning of the student's first semester of enrollment during orientation/registration activities. It is the student's responsibility to obtain an ID card during the first two weeks of classes. ID cards contain a picture, name, and bar code. With the exception of a change of name, a student will use the card for the entire period of enrollment at Piedmont College. For each subsequent semester of enrollment, an updated attendance sticker is required.

A valid state issued ID card or passport is required in order to receive a Lions Student ID Card.

A charge of $25 will be imposed to replace a lost or stolen ID card. If an ID card is damaged or a change of information is required, a replacement will be provided at no cost. For all student ID card issues, please visit the Lane Student Center.

**Immunizations Required**

All students born on or after January 1, 1957 must submit a completed Immunization and Tuberculosis (TB) form* and an Acknowledgement of Receipt of Meningitis Information form.

*This form must be completed and signed by a doctor or health department official before moving into your residence hall. Please read and follow the instructions for the forms carefully.

**Meal Plans**

*Freshman and sophomores:*
19 meal plan (per week): $1800 per semester/$3600 per academic year.

*Junior and seniors:*
15 meal plan (per week): $1500 per semester/$3000 per academic year or 19 meal plan (per week): $1800 per semester/$3600 per academic year.

Students must present their College ID for residential meal plans. Depending on the meal plan purchased, students have the opportunity to dine weekly in Nielson Dining Hall and the balance will reset weekly. The College does not issue refunds for meals missed during the course of the week. All residential students are required to participate in the meal plan. Residential students who have attained 60 or more credit hours are eligible to purchase a reduced meal plan consisting of 15 meals per week.
All plans are valid for the academic year. The College does not issue refunds for unused meals at the end of the academic year.

Dining Options

Chartwell’s provides catering services for the Demorest Campus. Hours of operation are as follows:

**Monday-Friday**
- 7:00 a.m. to 9:30 a.m. (Full Breakfast)
- 9:30 a.m. to 11 a.m. (Continental Breakfast)
- 11 a.m. to 2 p.m. (Full Lunch)
- 2 p.m. to 4:30 p.m. (Light Lunch)
- 4:30 p.m. to 7:30 p.m. (Full Dinner)

**Saturday-Sunday**
- 10:30 a.m. to 2 p.m. (Brunch)
- 4:30 p.m. to 7:30 p.m. (Dinner)

Food services are not provided during College holiday periods or during summer session. Hours of operation are subject to change.

Mail Services

Student mail and packages should not be delivered at the College’s address. In order to receive mail, residential students are required to rent a mailbox at the U.S. Post Office on Georgia Avenue in downtown Demorest. [www.usps.com](http://www.usps.com)
## Banking Options

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone</th>
<th>ATM</th>
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</thead>
<tbody>
<tr>
<td>Community Bank &amp; Trust</td>
<td>448 North Main Street</td>
<td>706-778-2265</td>
<td></td>
</tr>
<tr>
<td>Regions Bank</td>
<td>1210 Washington Street</td>
<td>800-734-4467</td>
<td></td>
</tr>
<tr>
<td>United Community Bank</td>
<td>1472 Highway 441 Bypass</td>
<td>706-776-3114</td>
<td></td>
</tr>
<tr>
<td>Certus Bank</td>
<td>920 Level Grove Road</td>
<td>706-894-3760</td>
<td></td>
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<td>Certus Bank</td>
<td>920 Level Grove Road</td>
<td>706-894-3760</td>
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## Nearby Accommodations

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<tr>
<th>Hotel</th>
<th>Address</th>
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<tbody>
<tr>
<td>Days Inn</td>
<td>1290 Level Grove Road</td>
<td>706-778-7700</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>161 Market Corners Drive</td>
<td>706-778-0040</td>
</tr>
<tr>
<td>Baymont Inn &amp; Suites</td>
<td>1105 Business Hwy 441</td>
<td>706-778-3600</td>
</tr>
<tr>
<td>Glen-Ella Springs Inn</td>
<td>1789 Bear Gap Road</td>
<td>706-754-7295</td>
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Piedmont College does not offer transportation from Hartsfield-Jackson Atlanta International Airport to the campus. Students and guests must provide their own transportation to and from the campus.
Life on Campus
Welcome Week

Throughout welcome week, photos will be taken and uploaded to the Welcome Week webpage for everyone’s viewing. Stay up to date with Welcome Week events and photos by liking Piedmont College on Facebook.

Guarantee of Space

The College guarantees housing for applicants who have paid a housing deposit and have signed a housing contract. The College reserves the right to assign students to another space, room, or hall, when it appears to be in the best interest of individuals or groups of students. The College may revoke housing privileges of students when it is determined that a student is not actually residing in his/her assigned space. All inquiries for on-campus housing should be directed to the Residence Life Office at 706-778-3000 ext. 1357. There is no guarantee of single or double occupancy for any residence hall room on campus. Assignments are made based on space available. Specific policies concerning campus housing are described in the residence hall contract.

It is the policy of Piedmont College to offer full, equal, and non-discriminatory assistance to all students without regard to race, color, religion, nationality, disability, or sex in both placement in College housing and in the furnishing of facilities and services relating to that housing.

The College reserves the right to determine that past behavior and/or criminal activity is such that the interests of the College, the resident, and/or other residents would best be served by cancellation of the contract. If the College becomes aware that the resident has a record of criminal conviction or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the residence hall community, the College may not accept or may cancel the Housing Contract.

Any resident whose physical or mental health may jeopardize the safety or well-being of that individual or any other resident may be required to have an examination by a health care provider or consultation with a College official. Should it be determined that a health or safety concern exists, the College reserves the right to suspend the resident’s Housing Contract.

Motor Vehicles & Parking

All motor vehicles operated or parked on the Piedmont College campuses must be registered and must display a numbered Piedmont College parking permit. Permits should be displayed as follows:
1. Lower left corner of rear window; or
2. Top left of the rear bumper.
The Business Office may impose a charge to register a vehicle. However, if the vehicle is registered within two weeks following the beginning of the semester, the fee may be waived. Temporary parking permits will be granted by Campus Police to students or staff for short term use of a non-registered vehicle. Normally, vehicle registration takes place when the student registers for classes. A parking map will be issued at that time. Please refer to that map or contact the Campus Police for questions regarding parking. If the student later trades cars, buys a different car, or purchases an additional vehicle, the student must register that vehicle with Campus Police.

Parking Regulations

Campus Police is responsible for enforcing parking regulations. It is the responsibility of each individual who operates or parks a vehicle on campus to be familiar with and observe the following regulations:

1. Each vehicle must be registered and a current color-coded parking permit must be displayed on the vehicle.
2. Park only in areas designated for parking. No parking is allowed on grassy areas or in roadways.
3. Illegally parked vehicles are subject to ticketing, towing and/or booting. Piedmont College reserves the right to tow any vehicle for any violation of the parking regulations.
4. All parking areas are clearly marked and color-coded. Parking decals will authorize parking in areas with corresponding colors. Unless otherwise indicated these areas are restricted 24 hours a day Sunday through Saturday. Areas are defined as follows:
   a. Visitors parking (white)—Reserved for persons unaffiliated with Piedmont College either as faculty, staff, or students.
   b. Handicap parking—Reserved for vehicles displaying a legally issued handicap identification sticker or license plate. These spaces are reserved 24 hours a day, seven days a week.
   c. Faculty parking—Reserved for persons employed by Piedmont College and classified as a faculty member.
   d. Staff parking—Reserved for persons employed by Piedmont College and classified as a staff member. This excludes student workers working for staff members.
   e. Commuter student parking—Reserved for vehicles registered to students of Piedmont College that do not reside in campus housing.
   f. Getman-Babcock parking—Reserved for vehicles that are registered to Getman-Babcock Hall residents only. These spaces are reserved 24 hours a day, seven days a week.
   g. Resident parking—Reserved for vehicles registered to Purcell Hall, Wallace Hall, Swanson Hall, Johnson Hall, Mayflower Hall, Plymouth Hall, New Bedford Hall and Ipswich Hall.
Any person guilty of more than two parking violations will be required to pay a fine. Any person receiving three or more tickets may have parking privileges revoked. Fines are payable in the Business Office and, if unpaid, may be added to a student’s account.

**Pet Policy**

The general rule is no animals with hair, fur, or feathers. Fish are the most welcome. A student should not plan to bring their pet on move-in day. You must first obtain pre-approval from both the College and your roommate. Additionally, there are certain restrictions you must follow pertaining to pet enclosure dimensions and more. Questions? Contact Residential Living at 706-778-3000 ext. 1357.

**Residence Life Staff**

**Dean of Student Engagement**
(Lane Student Center, 706-778-3000, ext. 1176)
The Dean of Student Engagement has administrative responsibility for the staff and services of the Division of Student Affairs. Such services include the presentation of programs and activities to enhance the cultural, social, academic, intellectual, and leadership endeavors of the College. The Dean also oversees the campus life program, the campus judicial process, and the residence life program.

**Residence Hall Directors**
Residence Hall Directors (RDs) have apartments in Getman-Babcock, Purcell, Wallace, Mayflower, and Ipswich. They are responsible for the health and safety concerns of residents, and they assist students with personal, scholastic, and residential matters. RDs also coordinate educational and social programming, room assignments, maintenance requests, housing regulations enforcement, and building security. They also supervise the student resident assistant (RA) staff. RDs are responsible for the day-to-day management of the respective facilities, providing programming and minor discipline. They are also responsible for assessing and meeting the needs of residential students.

**Resident Assistants**
Resident Assistants (RAs) are responsible for the development of communities within the residence halls by providing for the care, welfare, and safety of the residents. They are also responsible for providing protection of College property. They serve as activities coordinators, referral agents, and role models for the residential students. Specific duties include orientation assistance, communication and enforcement of college rules and regulations, supervision of visitation, connection of residents to available campus and community resources, and planning and implementation of social and educational
programming. Candidates must maintain a minimum grade point average of 2.5. Applications are available through the residence life office.

**Residence Hall and Room Assignments**

Residence hall space for new students is filled on a first-come, first-served basis. By requesting on-campus housing and submitting a deposit and a Residence Hall Application prior to June 1, students may be assured of campus housing. New resident assignments are made on a priority basis according to requests indicated on the Residence Hall Application Form with regard to a specific roommate, room, hall, or other special housing requests. Returning residents are offered an opportunity to reserve a residence hall space for the next academic year by submitting a deposit during the spring semester. Returning residents who do not submit a deposit during the spring registration will be permitted to request housing only after all new and transfer student requests have been met.

All residence hall rooms come with Wi-Fi, a twin bed, blinds, AC/heat, cable, Internet connection, large refrigerators, and microwaves. Additionally, students have access to free laundry facilities in every building.

**Residential Housing Policy**

Residential housing is available on the Demorest Campus only. The residential program is designed to enhance the academic and social lives of the residential students. The staff, services, and facilities are designed to meet residents’ needs with a balance of structure and flexibility.

**Residence Policy**

All intercollegiate athletes are required to live on campus. All other students enrolled at the Demorest Campus must reside on campus with the following exceptions:

- Married, divorced, or widowed students or students with dependents;
- Students living at the primary residence of their parents or legal guardians in Habersham, Banks, Hall, Rabun, Stephens, Towns, or White counties;
- Students who are 21 years of age on the first day of registration for the fall term.

Certain Piedmont College scholarships require students to live on campus, and a change in residential status may result in loss of scholarship. Changes in campus living assignments must be approved by the Dean of Student Engagement. Students residing in a residence hall may not move off campus during the regular academic year except when there is a change in marital status. The College is unable to provide housing for married students, families, or students who will be 25 years of age before the beginning of fall semester.
Visitation Hours

Fall & Spring Semester - 10 am to 2 am
Summer Semester - 12 pm to 12 am

What to Bring

- High Efficiency (HE) laundry detergent
- Personal paperwork (social security card, copies of prescriptions and insurance)
- Coffee maker with internal heat device (example: Keurig or Brewmaster)
- Internet cable cord-Purcell Residence Hall only
- Trash can and trash bags
- Surge protectors
- Shower curtain and rings (not provided by College Housing)
- 3M Command Adhesive hooks
- Cleaning supplies
- Curtains and tension rods (miniblinds are provided)
- Clothes hangers
- Pillow, sheets, and comforter
- Bike lock
- Mattress pad / cover (twin x-long)
- Toilet paper
- Desk lamp
- Medications and Secure Storage Container
- Flashlight
- Plunger

What Not to Bring

Including but not limited to candles, incense, halogen lamps, electric heaters, weapons of any kind, waterbeds, dart boards, tobacco, blenders, microwaves, alcohol, illegal drugs, wall paper, nails and screws. Cooking equipment with exposed heating elements (toasters, hot plates, hot plate style coffee makers etc.) is not permitted. Fireworks or weapons of any type are prohibited. Visit http://www.piedmont.edu(pc/index.php/dorm-faq and check out the housing policies for more information.
The Division of Student Affairs seeks to meet the needs of students in all of their relationships with the College. From the initial admission process until a student graduates, the staff provides services, encouragement, and information. Further, the staff provides personal, social, spiritual, cultural, recreational, and wellness services to support students and to enhance their academic success.

Emily Pettit  
Dean of Student Engagement  
Director of Career & Personal Counseling  
epettit@piedmont.edu  
Lane Student Center  
706-778-3000 Ext. 1176

Stephanie Hudgens  
Student Affairs Administrative Assistant  
shudgens@piedmont.edu  
Lane Student Center  
706-778-3000 Ext. 1305

Natalie Crawford  
Director of Student Activities & Campus Events  
n Crawford@piedmont.edu  
Lane Student Center  
706-778-3000 Ext. 1050

Denyse Vincent  
Director of Recreational Services and Fitness Center  
dvincent@piedmont.edu  
Fitness Center  
706-778-3000 Ext. 3488

Not Pictured:

Mark Jestel  
Director of Residential Education  
mj estel@piedmont.edu  
Lane Student Center  
706-778-3000 Ext. 1357
Fitness Center

The College operates a fitness center located on campus at 150 Commons Street, across the foot bridge on Central Avenue. All instructors have been certified in group instruction and CPR. In addition, the staff of the FC can now offer the Piedmont Community the following classes including, but not limited to: Pilates, Yoga, Kickboxing, Circuit, Step, and Beginning Classes. With a total of four fitness instructors, we are able to expand the fitness class schedule to include lunch and late evening classes to offer a group experience for those who may need a break from studies or encouragement in starting a fitness program.

Denyse Vincent
Piedmont Fitness Center
706-778-3000 ext. 3488 (FITT)
dvincent@piedmont.edu

Health Insurance

All students are covered by a general liability insurance plan, which will cover accidents incurred while on campus or while participating in College-sponsored academic or sports activities at an off-campus location. College liability insurance will not cover any cost incurred as a result of illness or as a result of accidents which do not occur on campus or at college-sponsored events. Insurance may be purchased through a private broker of the student's choosing. All students are encouraged to provide proof of insurance coverage at registration prior to moving into the residence halls.

Health Services

Piedmont College does not have an on-campus facility for health services. All students do, however, have access to the following options:

PrimeCare
Located inside Habersham Medical Center
541 Historic Hwy. 441, Demorest, GA 30535
Phone: 706-754-CARE (2273)
Limited same-day appointments are available.
PrimeCare, Habersham Medical Center’s non-emergency clinic, is available to help you with those unexpected illnesses and injuries, especially when your primary care physician is unavailable. PrimeCare is staffed by a certified physician assistant and is located inside
PrimeCare is not a walk-in clinic and patients are seen by appointment only.

**First Care of Habersham Immediate Care Center**

865 Austin Drive  
Demorest, GA 30535  
Phone: 706-949-0174

Provides care for "common medical problems" such as colds, infections, and sprains at reasonable costs.  

An office visit will cost $40, so the clinic is ideal for the uninsured.  
Tests, such as strep throat tests, urine tests and pregnancy tests, begin at $10.  
Appointments at this time are not taken, first come first serve basis only, neither will insurance be filed.

Hours:  
Tuesday through Saturday 9 a.m. - 6 p.m.  
Sunday 1 - 5 p.m.

**Express Care of Habersham**

130 B Magnolia Lane, Cornelia, GA 30531  
(Inside Tim's Pharmacy)  
Phone: (706) 776-3070

Office Hours:  
Monday - Friday 9:30 am to 5:30 pm  
Saturday 9:30 am to 1:00 pm  
Closed on Sunday  
Office Visit cost $40  
Tests cost $20 - $30+ and up  
Labs cost $15 - $40+

Personal counseling is available to students who are experiencing concerns including, but not limited to: adjustment to college life, anxiety, depression, relationships, alcohol and drugs, and academic issues. Counseling appointments are requested by email and services are provided at no charge to students. As necessary, students are referred to outside professional resources. The counseling office is located in the lower level of the Admissions Annex.

**Demorest**

Evonne Jones  
Counselor/Case Manager  
706-778-3000 ext. 1259  
ejones@piedmont.edu

**Athens**

Emily Pettit  
Director of Career & Personal Counseling  
706-548-8505 ext. 8052  
epettit@piedmont.edu
Protocol for Emergencies

The following is the emergency protocol for persons on campus in a situation that presents a threat to the health, safety, and/or welfare of themselves or others and/or damage to property.

- Contact Campus Police immediately at 706-776-0105 in Demorest.
- The Director of Residential Education will contact the residence life staff to inform them of the situation.

Any requests for information will be directed to the Office of the President.

Emergency Telephone Numbers

- Demorest Switchboard—706-778-3000
- Demorest Campus Police—706-776-0105
- Fire—911
- Police—911
- Sheriff—911
- Ambulance—911

Demorest Campus Administrative Offices

- President—706-776-0100
- Vice President for Academic Affairs—706-776-0110
- Assistant Vice President for Administrative Services—706-776-0102
- Dean of Student Engagement 706-778-3000 ext. 1176
- Director of Residential Education 706-778-3000 ext. 1357

Fire Reporting Information

Report all fire incidents to the Campus Police (706-776-0105) immediately whether response by the fire department is required or not.

In the event of a fire:

1. If an emergency exists, activate the fire alarm, call 911, and contact the Campus Police.
   a. If the fire is minor, promptly discharge the fire extinguisher toward the base of the flame.
   b. If the fire is major, leave the area immediately. Close but do not lock doors behind you as you exit the building.

2. Evacuate the building following emergency evacuation procedures posted on all interior doors.
   a. Smoke is a great danger in a fire incident, so stay close to the floor; if ignited, drop and roll to extinguish the flame.
   b. If trapped on higher floors of a building, hang garments from the window if possible to signal for help and stay close to the floor where the air may be less toxic.
3. Do not attempt to rescue anyone. Notify emergency personnel immediately.

**Inclement Weather Procedures**
Senior Administration members, in conjunction with Campus Police, will make a determination as to when inclement weather or severe weather warnings warrant a change in class schedules. When the regular class schedule is changed for any reason, the following media outlets will display information concerning the action taken:

- WSB Channel 2 Atlanta
- WAGA Channel 5 Atlanta
- WXIA 11 Alive Atlanta
- Piedmont College Website (www.piedmont.edu)
- In addition, students are highly encouraged to opt into the E2 Campus Alert system at www.piedmont.edu/alert. This automated text messaging system will provide you with current and vital information for campus emergencies and weather related warnings and closings.

**Tornado Information**
Campus Police on both campuses will notify the various departments and offices of the College that a watch or warning signal has been issued. On-campus public address systems will notify individuals of a tornado warning.

1. When a **WATCH** signal has been received, normal campus activities will be continued.
2. When a **WARNING** signal has been received, those receiving the message will direct those under their charge to the shelter area designated for that area.
3. If there is time prior to departing, open as many windows as possible in the area being left. If there is no time, depart without opening windows.
4. Upon leaving the area, close but do not lock the door. Proceed quickly to a sheltered area. If a person is injured, report the injury to the nearest faculty or staff member.

**Designated Safe Areas**
Interior ground floor locations without windows are the safest places in most buildings. In the event of a tornado warning, please move immediately to the safest location nearest you.

**Reporting Procedures**

**Reporting Criminal Offenses:**
In order to prevent any criminal activity within our jurisdiction, it is vital to have cooperation and assistance from others with that in mind, we ask that any
suspicious activity or persons seen in the parking lots or loitering around vehicles, inside buildings or around Residential Halls should be reported to the Campus Police Dept. Contact the Piedmont College Campus Police at 706-776-0105 or dial 911. In addition you may report a crime to the Dean of Student Engagement.

Limited Voluntary Confidential Reporting:
Piedmont College Campus Police encourages anyone who is the victim or witness to any crime to promptly report the incident to the Campus Police at 706-776-0105. Because police reports are public records under state law, the Piedmont Police Dept. cannot hold reports of crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other Piedmont Campus Security Authorities, as identified below.

Demorest:
1. Dean of Student Engagement
2. Resident Directors/ Resident Assistants
3. Athletic Staff
4. Student Worker Supervisors
5. Faculty Club Advisors

Security and Access to Campus Facilities
During normal business hours on Monday thru Friday, the college (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key or access control device if issued or by admittance via the Campus Police. Campus Police will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls may be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules.

Safety and Security

Campus Police
Campus Police is staffed on-campus 24 hours a day, 7 days a week and is located in the Getman-Babcock Residence Hall.
Piedmont College provides reasonable safety and security for its students, personnel, and facilities. Police and safety officers patrol the campuses 24 hours a day. Campus Police may be contacted at 706-776-0105.

The City of Demorest Police Department and the Habersham County Sheriff’s Department Police Department are available through 911 dispatch.

In spite of these services, students should be conscious of the fact that crime may still occur. The existence of a Campus Police department cannot guarantee a student’s personal safety. Students must participate in the effort to secure themselves and their personal property at all times. If you see any breach of security or have a specific recommendation regarding security, please make it known to the Campus.

For your own safety you should always take the following precautions:
- Always lock your automobile. Do not leave valuables in view in your car.
- Never walk at night in unlighted areas.
- Never walk alone on campus after dark.
- Report any suspicious persons or activities to College officials, College police, or local law enforcement agencies.
- Valuables should be left at home.
- Always lock the doors and windows of your room in residence halls. Do not damage or remove screens from the windows.
- Use "peep-holes" in residence hall doors to determine who is knocking before opening the door.
- Do not prop open the fire exits.
- Do not loan your keys or allow them to be duplicated.

**Safety Escorts**
Campus Police coordinates a safety escort service during the evening hours. If you need assistance, please call. If you are experiencing auto problems, Campus Police will also assist you. Phone 706-776-0105.
Resources, Services, & Organizations
Arrendale Library

The mission of the Libraries of Piedmont College is to support the College's academic programs and research by facilitating the information access and instructional needs of all members of the College community, wherever they are located.

To accomplish our mission, the Libraries will provide

- the facilities, tools, and resources needed to support, enhance, and extend the academic work and research of all members of the College community;
- a selection of resources that portrays the intellectual, spiritual, and cultural heritage of humanity, beyond the immediate needs of class work and research;
- a pleasant, welcoming environment that encourages effective and productive use of the Libraries by all members of the College community and the community at large; assistance and instruction for all members of the College community to develop information-seeking and research skills from which they may benefit throughout their lives.

Bookstore

Barnes and Noble operates the store and has available for sale required and recommended textbooks for classes as well as a wide variety of Piedmont memorabilia such as clothing, blankets, hats, mugs, and other Piedmont gifts. The bookstores also carry a selection of general reading books, including the top 10 National Campus and bestselling fiction and non-fiction titles. Hours vary and are posted on the bookstore website (www.piedmont.bncollege.com) and campus bulletin boards. Demorest (706-776-0013)

Career Services

Career planning and guidance is available to all students. The Director of Career and Personal Counseling provides personal consultations to those students who are unsure of their career goals. They also assist students in developing their resumes and in preparing for job interviews by conducting mock interview sessions. The counselor maintains a career library, which includes books and online services. Job opportunities are posted on campus bulletin boards. Career services staff members also assist with scheduling campus job fairs for students. Faculty members represent an additional resource for advising students regarding career options related to their academic majors.
Chaplain

As a Congregational church-related college, Piedmont promotes interaction with people whose beliefs differ from one’s own, and provides varied opportunities for expressing one’s faith or encountering the faith of others. The College Chaplain maintains oversight for religious activities and organizations and is available for counseling for all students at both the Demorest. The Chaplain reviews Religious Life Organization (RLO) applications completed by students who wish to form a group that aims to foster faith in some form or fashion. Bible studies also are encouraged. In keeping with the Congregationalist emphasis on dialogue and inclusion, the leadership of these pursuits should involve two or more students. Speakers and other guests representing any religious tradition or concern must be approved by the Chaplain prior to receiving an invitation to visit or make a presentation.

The College Chapel is designated for worship under the guidance of the College Chaplain, the campus minister. In order to maintain the tenets of Congregationalism espoused by Piedmont College, the College regrets that these spaces are not available for use beyond those employed by the College, whether for religious or alternate purposes.

Rev. Ashley Cleere
Daniel Hall 321, 706-778-3000, ext. 1179
acleere@piedmont.edu

Computer Labs

The College maintains computer labs which are available for use by all students. Please contact the staff on duty for the times when assistance is available. All students are required to maintain their data on personal data disks. Do not store information on the computer hard drives. Security systems are in place to restrict access to software and protect the College's software copyrights from destruction or the introduction of computer viruses. Hard drives are periodically optimized and/or purged of non-essential files.

All persons using the computer resources are required to follow the guidelines set forth for priority of use. Inappropriate use and/or behavior in the lab area, as well as violations of rules and regulations of the College will result in disciplinary action and restriction from computer services use.
Below are the five steps to complete your financial aid file at Piedmont College. Once you complete your Free Application for Federal Student Aid, (FAFSA) the Financial Aid Office will evaluate your file for student aid for which you may be eligible. We then send a financial aid award letter to the address on file with the college. This financial aid award letter will lay out your award package by semester. If you wish to decline part of the award letter, just draw a line through the fund you wish to decline. To complete your file you will need to sign the award letter and return it to Financial Aid. If you have any questions about your award please feel free to contact us at 706-776-0114 or e-mail us at finaid@piedmont.edu.

1. After January 1st, all students may submit the FAFSA on-line at www.fafsa.ed.gov (must be completed for state grants and scholarships including HOPE) or complete the Decline FAFSA form on the Piedmont College Website to request a financial aid award letter. Award letters are typically sent 14-21 days after the receipt of either of these applications (completed annually).
2. To apply for HOPE and Zell Miller Scholarships and/or Georgia Tuition Equalization Grant (GTEG), complete the FAFSA (annually – Georgia residents only).
3. To understand educational loan regulations and to complete student loan requirements, electronic Master Promissory Note and Entrance Counseling go to www.studentloans.gov (one time, not annually).
4. Parents, who have an acceptable credit history as determined by the U.S. Department of Education, can borrow a PLUS loan up to the cost of attendance each year. Interest rates are variable and adjusted each year on July 1st.
5. Parents may complete the Parent Loan for Undergraduate Students (PLUS) loan application after May 15th (annually) and electronic Master Promissory Note (one time) at www.studentloans.ed.gov

Intercollegiate Athletics

Piedmont College provides intercollegiate athletic opportunities at the Demorest Campus. These programs are designed to promote student interest
in athletics, to foster sound physical development, and to teach good sportsmanship. 

Intercollegiate sports include men’s and women’s basketball, women’s volleyball, men’s and women’s soccer, baseball, softball, men's and women's tennis, men's and women's cross country, men’s and women’s golf, and men’s and women’s lacrosse. The College also sponsors cheerleading as a club activity. Piedmont College is a member of NCAA (National Collegiate Athletic Association) Division III and competes in the USA South Athletic Conference.

**Intramurals**

The intramural sports program provides opportunities for students to participate in intramural sports, as well as leisure and non-competitive sports. All students, both novice and experienced, are encouraged to participate. Intercollegiate athletes are encouraged to participate in the intramural program as well, but are not allowed to participate in the same sport in which they compete on an intercollegiate level. There is also a limit as to how many intercollegiate athletes can participate on any one intramural team. Intramurals sports include league play as well as single event opportunities.

**The Learning Center**

Students are at the heart of everything we do at Piedmont College. This commitment is reflected in the Learning Center, established to help our students reach their various academic goals. One student may endeavor to pass a particularly difficult course. Another may aspire to develop a B into an A. Whatever their objectives, students can find supportive professional assistance at the Learning Center.

The Learning Center offers academic support in all areas, including accounting, foreign languages, math, science, and writing. Our tutors are selected by department chairs, trained in the art of tutoring, and monitored to provide the individualized attention our students need to achieve their personal best. You may also receive assistance for writing papers, resumes and capstone projects in the Learning Center. Tutors in all areas are available for drop-in help or by appointment.

The Learning Center, in Stewart 204, is open from 9:00 a.m. – 9:00 p.m. Monday through Thursday, and from 9:00 a.m. – 3:00 p.m. on Fridays.

**Learning Disabilities**

The learning disabilities coordinator is also responsible for arranging reasonable accommodations for those students who have provided documentation stating a medical or learning disability. This service is
confidential and free to all students. To receive accommodations, students are required to self-report. Testing to determine disabilities is not provided through this office, but referrals are made. Official documentation is accepted only from licensed health-care professionals.

The Americans with Disabilities Act (ADA) defines a person with a disability as any person who has physical or mental impairment which substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning, and working), has record of impairment, or is regarded as having such an impairment. We coordinate and provide a variety of academic and support services based on the individuals needs of each student with the goal of creating an accessible academic, social, and physical environment for students with disabilities at Piedmont College.

Office Hours: Monday through Friday 8 a.m. to 5 p.m.
In case of an emergency, call campus police at 706-778-8500 ext. 1105.

Anne Hughes
Tutor Supervisor, Disabilities Coordinator
706-778-8500 ext. 1504
ahughes@piedmont.edu

Map of the Campus
Registrar’s Office

What we do….Registration & schedule changes, address or information changes, enrollment certifications (for insurance purposes, good student discounts, etc.), transcripts, declaration of major/minor, transfer credits (this includes AP credits), grades, loan deferments, VA benefits. Further information can be found on our webpage at http://www.piedmont.edu/pc/index.php/registrars-office.

FERPA…The Family Educational Rights and Privacy Act of 1974 is a law that requires all institutions to maintain the confidentiality of student educational records. FERPA is a federal law, also known as the Buckley Act. For more information, visit our webpage.

Semester length…The regular semester is divided into fall and spring semesters, each approximately 16 weeks in length. Summer session is made up of an 8-week evening session or two 4-week day sessions.

Class rank…Thirty semester hours is the normal amount of academic work completed in each of the freshman, sophomore, junior, and senior years. A student must have completed 30 semester hours to be classified as a sophomore, 60 to be a junior, and 90 to be a senior.

Course load…The normal study load is five courses or 15 semester hours per semester (fall, spring) for students attending day classes. Students taking a minimum of 12 semester hours are considered full time. Students who wish to take more than 18 semester hours must have a minimum cumulative grade-point average of 3.0 and must complete the Registration Overload Request form, available in the Registrar’s Office. A student may take no more than 21 hours during any semester. Residential freshman may not register for evening classes.

Academic Advisor…Upon entering the College, a student is assigned either a freshman advisor or a major advisor, depending on class status and declaration of a major. The advisor works with the student to help in the choice of courses and with academic matters, as well as, to ensure a rich and rewarding educational experience that will lead to the fullest realization of a student’s potential as an individual.

How to register…The Registrar’s Office provides an Academic Calendar online on our webpage, which provides students with registration dates. Before registration, a student should meet with their advisor, complete the registration form (advisor’s signature is required), and bring the form to our office on the designated day. We do recommend that students fill in alternate courses, in case one of the classes is full.
When do classes meet...After you register, you will be given a schedule that includes the class name, section number, professor, location, and the period number. You can find the times/days these classes meet on our webpage, under “Period Code Legend”.

Drop/Add/Withdrawal... The drop/add period is typically the first five days after registration for fall/spring semesters. Forms are available in our office. You must have your advisor’s signature in order to drop, add or withdraw from a course(s). If you drop a course, it is as if you never registered for the course. It will not show on your transcript. Withdrawals occur after the drop/add period has ended. This also requires your advisor’s signature on the form. The drop/add form is also used for withdrawals. A grade of a “W” or “WF” is given and this will show on your transcript. A “W” is a non-punitive grade, which is not included when figuring the term or cumulative GPA. If a withdrawal is processed after the last day to withdraw without academic penalty, a “W” is posted if the student was passing at the time of the withdrawal or a grade of “WF” is given if the student is failing at the time of the withdrawal. A “WF” grade is considered a failing grade and has a negative effect on the term and cumulative GPA. In both cases, tuition is charged from which a student withdraws. We highly recommend that students meet with the Financial Aid Office and Business Office before dropping, adding, or withdrawing from a class. Each change can have an effect on tuition and/or aid. Student athletes should also meet with coaches to discuss eligibility if they are dropping or withdrawing from a class. If you are withdrawing from all of your classes, you will also need to fill out the withdrawal checklist, which is available in the Registrar’s Office.

Grades... At the end of each term, grades are emailed to the student’s Piedmont Lions email. It is usually by the Thursday of the week after exams. Grades are not mailed home, nor will they be given over the phone. Your professors are allowed to email your grades to the student’s Piedmont Lions email.

Declaration of Major/Change of Major...We have forms available in our office, as well as, online that you can fill out to change or declare your major.

Student Accounts

Student Accounts is located in the Business Office, Room 207 of Daniel Hall. The staff is available to keep you informed of your educational costs. The staff works closely with other offices on campus to keep you informed of changes to your student account, including changes in tuition charges, addition of fines, and availability of book vouchers.
When does my bill need to be paid?
It is important that you pay your tuition in full prior to the first day of class unless you elect to take advantage of the Piedmont Payment Plan. If you choose the payment plan, then you need to finalize those arrangements with the Business Office approximately 3 weeks prior to the first day of classes for the term. The “first day of class” is determined by the Demorest campus academic calendar and may not pertain to your personal class schedule. Your registration will not be complete until you complete this process. If you do not make satisfactory payment arrangement, your classes may be voided after the term begins. Please make sure that all of your financial aid has been finalized at least 3 weeks prior to the beginning of the term so that any payment arrangement will be based only upon the remaining balance not covered by your aid.

How can I pay my bill?
For your convenience, you may pay tuition, fees or fines online using a debit/credit card by selecting the Payments/Giving tab at www.piedmont.edu. You may also pay by mailing cash, check or money order to P.O. Box 10 Demorest, GA 30535, or in person using cash, check, or credit card at the Business Office. Any time you are making a payment, please be sure to notate your student ID number.

When will I receive my bill?
Invoices are printed and mailed after the registration is complete. The Business Office makes sure that all students who have pre-registered receive their bills the month before classes begin to allow them time to enroll in the payment plan (if desired) which begins on the 15th of the month prior to the beginning of classes.

How do I sign up for the Payment Plan?
Simply divide the balance indicated on your invoice and divide it by 5. That amount will be your monthly payment amount. You must include a $40 enrollment fee along with the first payment. Payments for fall term are due July 15th through November 15th, and spring term payments are due December 15th through April 15th. Summer term payments are due on June 15th and July 15th. There is no enrollment fee assessed during the summer term. Coupons for payment can be found at www.piedmont.edu. Reminders for payment are sent via email only. No paper invoices are mailed to payment plan subscribers.

How will I receive communication from the Business Office?
The main source of communication used is your Lions email, but paper bills are also mailed to the address listed on your student account. Occasionally staff members may call you with important reminders about your student account status. If any of your information changes (name, address, phone) it is important that you complete a Change of Contact Information form, located at www.piedmont.edu so the Business Office is able to contact you.
Business Office “HOLD”
If you receive a parking fine, residence hall fine or other form of fine, a Business Office “Hold” will be placed on your student account. A “hold” may also be applied should you become late on any payment plan arrangement. Once a hold is in place, it will remain until the account balance is settled. Having a “hold” on your account means that you will not be able to register for additional classes, request transcripts, graduate, or pick up paychecks until such time as the hold is removed.

Where can I pick up my student worker paycheck?
Student worker paychecks will be available on payday in the Business Office. Any student with a hold on their account will be unable to pick up a paycheck until the hold is removed. For convenience, you may elect to have your paychecks direct deposited into your bank account. Simply bring in a voided check from your checkbook and fill out an application form in the Business Office.

If I have excess financial aid, when will I get my refund check?
The refund process will begin 6-8 weeks after the semester begins. The time frames for refunds are based on different variables which will determine when you receive your check. Because of the high volume of refunding that takes place, we recommend that you do not call the office regarding the date your refund check will be ready. When office personnel have to field these types of calls, refund processing slows down significantly. This will further prolong your wait. All refund checks are mailed to the address you have on file with the Registrar. There are no exceptions made for pick up at the Business Office. Please be assured that the college adheres to the Title IV regulation which requires us to refund any excess funds within 14 days of the credit appearing on your account.

Student Employment
The mission of the Student Employment Program at Piedmont College is to provide students a meaningful work experience aimed at enhancing college and career goals, while providing financial support.

Piedmont College offers employment to as many students as possible each year regardless of need. Student workers earn the National Minimum Wage on a bi-weekly basis. Piedmont College’s Work Study Program is part of an effort to reduce the financial burden on families while teaching productive work habits as part of a well-rounded, liberal arts education.

Students interested in working on campus should either visit the Human Resources Office or download a copy of our application for student
These applications remain on file and the information is forwarded to departments as jobs become available.

Jobs on campus are subject to availability and are not guaranteed. Students desiring employment must be prepared to provide proper identification, verifying their identities and ability to work within the United States, before work begins. For more information, please contact the Human Resources Office or review the student worker handbook.

**Travel Abroad**

Piedmont College is pleased to offer our students opportunities for experiential learning through our Travel/Study programs. These programs are open to all of our undergraduate students and our hope is that students will enrich their academic programs with travel to various parts of the world. Please join us and take advantage of the following opportunities to step into the 21st century and become a global citizen at Piedmont College!

*Travel/Study Program*

Every year several faculty develop courses and plan travel that takes students to various parts of the US or the world. In recent years, students have enriched their academic programs with planned study in Germany, Prague, Costa Rica, Japan, Spain, Ireland, and Scotland through the Travel/Study program. Domestic trips have taken students to the Southwest, Pacific Northwest, the Northeast, California and Alaska. Typically, faculty and students travel during the summer semester for 7 – 14 days, depending on the location for the trip.

We hope that all Piedmont College undergraduates will experience the advantage of travel/study at least once during their years at the College.

**Student Voter Registration**

Students have a choice about where to register to vote: According to the U.S. Supreme Court, students have the right to register and vote in their college towns if they meet the same requirements as everyone else.

*School residence:*

Students attending college in Georgia may register to vote at their school address if they presently intend to make it their fixed home and to return there after any temporary absence like summer vacation. They do not have to plan to reside at that address permanently or after graduation.

*Home residence:*
Some students may choose to register or remain registered at their home (prior) address in Georgia or outside the state if they intend to return there after college. In this case, a student may need to vote by absentee ballot.

Georgia residents who move away for college can keep their Georgia voting residency so long as they still consider Georgia the location of their primary residence and do not register or declare residency elsewhere. These students may also request an absentee ballot.

If you are not registered to vote, here is some information that might be helpful to you:

- Complete a new voter registration online at http://sos.ga.gov/index.php/elections/register_to_vote
- Obtain a Georgia voter registration application from:
  - On Campus – The Registrar’s office or in the Lane Student Center
  - Habersham County Elections and Registration Office, 555 Monroe ST Clarkesville, GA 3052
  - Cornelia Public Library, 301 Main ST Cornelia, GA 30531
  - Visit the Habersham County Elections and Registration Office, 555 Monroe ST Clarkesville, GA 30523. They will assist you in the process.

Questions: Habersham County Registrar (706) 754-4068
Student Conduct
Students are expected to know and abide by the rules and regulations outlined in the Piedmont College Catalog, Student Handbook, and other documents which may pertain to their enrollment and matriculation at Piedmont College. Ignorance of these rules or the penalties for violation of these rules does not constitute an acceptable defense.

**Student Code of Conduct**

As responsible adults, students should exhibit thoughtfulness in decision-making. Classmates, as well as College faculty and staff, deserve courtesy and respect.

**Alcoholic Beverages and Drugs**

- Possession, use, sale, gift, or other transfer of intoxicants in any form or manner on the College campus is strictly prohibited. Any student present during the violation of this policy may also be subject to judicial action.
- Students under the age of 21 who have consumed alcohol or anyone who has used illegal drugs are in violation of state law and subject to arrest and/or sanctions.
- If resident(s) are drinking or allowing others to drink alcohol in a residence hall room and there are more than those assigned to the room present, a $150 host fine will be charged to each assigned member of the room. If alcohol consumption is taking place in a room where the assigned student of that room is not present, the assigned student is still responsible for the violation and subject to the fines in section 1.c. and 1.d.
- When underage drinking is taking place in a room assigned to a student of legal drinking age, the of-age student will be subject to a $50 fine per underage student present. This per head fine will be in addition to the $150 host fine for hosting a gathering where alcohol is being consumed. (Ex. A 21 year old who allows four underage students to drink alcohol in his/her room will be subject to a $350 fine.)

**Damage to Property**

Malicious or unauthorized, intentional damage or destruction of property belonging to the College, to a member of the College community, or to a visitor to the campus, is prohibited.

**Chalking Policy**

Chalking is a wonderful and inexpensive way for students to advertise or promote programs and events. However, in the absence of guidelines, inappropriate chalking can and does occur.

- Chalking must be approved by the Office of Student Activities.
a. There is a form at the Office of Student Activities (Stewart 107) that must be filled out and approved before chalking can begin.
   b. Only sanctioned Clubs/Organizations are permitted to chalk.
   c. Profanity or potentially offensive or vulgar language and/or images are not permitted.

b. All chalking procedures must follow approval guidelines.
   a. Chalking is only permitted on natural gray concrete sidewalks and streets that are subject to being washed by the rain.
   c. Prohibited chalking areas include and are not limited to;
      a. Bricks around the campus
      b. Interiors and exteriors of buildings
      c. Underneath overhangs/covered areas
      d. The sidewalk between Congregational Circle and Daniel Hall to include the area in front of Stewart Hall and between Stewart and Daniel Halls.

   d. Any violations will be forwarded to the Office of Student Activities and referred for Judicial action.
   e. If there is a question as to whether or not a student can chalk a certain area, he or she should consult the Office of Student Activities before taking any action.

**Disorderly Assembly**

a. No students shall assemble on campus for the purpose of creating a riot, destruction, or disorderly diversion which interferes with the normal operation of the College.

b. No student or group of students shall obstruct the free movement of other persons about the campus, interfere with the use of College facilities, or materially interfere with the normal operation of the College.

   c. The abuse or unauthorized use of sound amplification equipment is prohibited.

**Disorderly Conduct**

a. Disorderly or obscene conduct or breach of the peace on College property or at any function sponsored or supervised by the College or any recognized College organization is prohibited.

b. No student shall push, strike, or physically assault any member of the faculty, administration, staff, student body, or any visitor to the campus.

c. No student shall sexually assault any member of the faculty, administration, staff, student body, or any visitor to the campus.
d. Conduct on College property or at functions sponsored or supervised by the College or any recognized College organizations, which materially interferes with the normal operation of the College is prohibited.

e. Verbal or sexual harassment is prohibited.

f. No student may misrepresent facts or lie to College officials.

g. No student shall disobey a lawful order of a College official including, but not limited to failure to evacuate a building during a fire alarm or refusing to present an ID upon request. Failure to cooperate with and show respect for College faculty, staff (including Resident Assistants and Resident Directors), guests, or vendors is prohibited. This includes but is not limited to verbal offensiveness and obscene gestures.

**Falsification of Records**

No student shall, or attempt to, alter, counterfeit, forge, or cause to be altered, counterfeited, or forged, any record, form, or document used by the College.

**Explosives**

No student shall possess, furnish, sell or use explosives of any kind on College property, or at functions sponsored or supervised by the College or any recognized College organization.

**Fire Safety**

a. No student shall tamper with fire safety equipment, which includes fire doors, alarms, signs, extinguishers, pull boxes, hoses or other firefighting equipment. A $500 fine will be charged to all violators.

b. The possession or use of fireworks on College property or events sponsored or supervised by the College or any recognized College organization is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

c. The unauthorized possession, sale, furnishing, or use of any incendiary device is prohibited.

d. No student shall set or cause to be set any unauthorized fire in or on College property.

e. Students must evacuate College facilities during fire drills or any College safety procedures.

**Gambling**

The playing of cards or any other game of skill or chance for money or other items of value is prohibited unless it is through an authorized college activity.
**Hazing**
The word "haze" is defined as "to initiate or discipline (fellow students) by means of horseplay, practical jokes, and tricks, often in the nature of humiliating and painful ordeals." This includes all rites and ceremonies of induction, initiation, or orientation into College life or into the life of any College group which tends to occasion or allow physical or mental suffering. Hazing, in any form, physical or mental, is strictly prohibited and is grounds for immediate dismissal.

**Joint Responsibility for Infractions**
- Students who knowingly act in concert to violate College regulations have individual and joint responsibility for such violations and such concerted acts are prohibited. Students are responsible for the behavior of non-students accompanying them on campus.
- Any student present during a violation of the Student Behavior Code may be subject to judicial action whether or not the student actively participated in the violation.

**Misuse of College Name**
The use of the College's name for soliciting funds or for some other activity without prior approval of proper College authorities, or any unauthorized use of the College's name, is prohibited.

**Reckless Endangerment**
No student shall engage in any act or conduct that could result in injury to the life or the property of that student or any other student, faculty or staff member of the general public. Such an act or such conduct, whether intentional or unintentional, shall include but not be limited to the following: violations of health and safety standards, operation of motor vehicles, etc.

**Repeated Violations**
Repeated violations of published rules and regulations, which cumulatively indicate an unwillingness or inability to conform to the student life standards of the College, may result in dismissal.

**Solicitation**
The following types of solicitation, when approved by the appropriate administrative office, are permitted:
- Approved fund-raising activities by organizations related to the College.
- Distribution of information in public areas.
- All other solicitation is prohibited.
Theft
a. No student shall sell a textbook that is not his/her own.
b. No student shall take, attempt to take, or keep in his/her possession, items of College property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization and/or payment.
c. No student may steal, or attempt to steal services. This means students may not eat in the cafeteria or use college equipment without proper authorization.

Trash
No student shall improperly dispose of bottles, cans, cigarette butts, or any other form of litter on campus. Designated containers are provided for proper disposal of all litter or recyclables.

Unauthorized Entry or Use of College Facilities
a. No student shall make unauthorized entry into any building, office, or other facility, nor shall any person remain without authorization in any building after normal closing hours. Students may not allow others into unauthorized areas.
b. No student shall make unauthorized use of any College facility.
c. Duplication of Piedmont College keys is prohibited.

Violation of Outside Law
Violations of local, state, or federal law, on or off campus, are prohibited. The College may take action in conjunction with or totally independent of local, state, or federal authorities.

Violating Campus Motor Vehicle Regulations
A student whose car is not properly registered or who parks in a non-designated space is subject to ticketing, towing, and/or impounding at the student's expense. Students who accumulate three parking violations in one semester may lose their campus parking privileges. When ticketed, a student must pay the fine in the Business Office prior to appeal. Parking tickets may be appealed through Student Affairs. If an appeal is granted, the account will be credited if already paid or the charge will be removed from the student account.

Weapons
Students are prohibited from possession of firearms or weapons on College property or at events sponsored or supervised by the College or any recognized College organization. The possession or use of any other offensive weapons or perceived weapons such as machetes, bows and arrows, knives, switchblades, swords, and air-soft guns are prohibited.
Student Grievance Procedures
The purpose of the student grievance procedure is to provide students with appropriate procedures to address grievances. Appeals for all academic matters should begin with the Provost/Vice President of Academic Affairs. Appeals for non-academic matters should begin with the Dean of Student Engagement.

College Judicial System
Responsible behavior is expected of all Piedmont students at all times. Violations of the Student Behavior Code may result in varying degrees of penalties. The College is not designed nor equipped to rehabilitate persons who pose a substantial threat to the campus community or disrupt the learning environment. It may be necessary, therefore, to separate those individuals from the campus and end their relationship with the College.

When a student is observed violating a campus policy, a campus official (e.g., residence hall director, resident assistant, Campus Police officer) will complete an incident report, available from the Office of Student Affairs. Students who witness a violation of campus policy should contact a campus official for assistance. An incident report form should be completed as soon as possible and signed by all parties involved. Copies of the report should then be delivered to all parties as soon as possible. It is the goal of the college to deal with all disciplinary matters in a timely fashion.

Infractions will be heard the Dean of Student Engagement, Director of Residential Education or a Judicial Committee if necessary.

Judicial Committee
The Piedmont College Judicial Committee is comprised of six to twelve members. The members of the committee shall be appointed each year by the Dean of Student Engagement to serve for one year. The chair of the committee will be elected by a majority vote of the members.

Student members of the committee must have good academic standing prior to the semester of their appointment and must maintain good academic standing during their tenure. A member who fails to maintain good academic standing automatically forfeits committee membership. If a vacancy occurs in the committee for any reason, the Dean of Student Engagement shall appoint a qualified student to fill the unexpired term. All appointees to judicial will have and maintain good disciplinary standing without serious disciplinary infractions.

Judicial Process
Student disciplinary matters are to be reported to Residence Hall Directors if the offense occurs in the residence halls or to the Dean of Student Engagement when a violation occurs outside of the residence halls. The Dean of Student
Engagement is authorized to handle any disciplinary matter administratively or refer these to the Piedmont College Judicial Committee. The Dean of Student Engagement is authorized to override the committee's recommendation when deemed necessary.

The committee is not designed to function as a court with a judge, prosecutor, defense attorney, etc. Instead it serves as a fact-finding body. When an incident is referred to the committee, the individuals involved will be asked to "tell their side." The hearing will not be conducted as a court proceeding. It will be an opportunity for the committee to question everyone involved, determine what happened, decide if the Student Behavior Code was violated, and impose the appropriate sanction(s). The committee will adhere to a code of fairness, justice, and truth.

Rights of Students in Judicial Hearings

1. During the judicial process, whether before the Student Judicial Committee or an administrator, the accused shall be afforded the right to:
   a. One Piedmont College student, faculty, or staff of his/her choice as counsel. Counsel may offer advice to the student prior to the hearing but does not have the right to address or to question witnesses or the Judicial Committee or to confer with the student during the hearing.
   b. Present evidence on his/her behalf.
   c. Question the incident report/complainant.
   d. Call witnesses on his/her behalf.
   e. A cross-examination of witnesses.
   f. Attend classes and required College functions until a hearing is held and a decision is rendered. Exceptions to this would be made when a student's presence would create a clear and present danger or material interference with the normal operation of the College. In such situations, the Dean of Student Engagement may impose temporary measures, including suspension.
   g. The right of appeal. Decisions rendered by the Judicial Committee may be appealed. The accused student initiates an appeal by presenting the Dean of Student Engagement with a written statement of the reasons for the appeal. Written appeals must be in the hands of the Dean of Student Engagement within five calendar days after the student has received written notification that disciplinary action has been taken against him or her. If the Dean of Student Engagement does not receive written appeals within the specified time, the disciplinary decision will stand affirmed. The student shall clearly state in writing the reason or reasons for his/her appeal.

2. Grounds for appeal shall include the following:
a. Excessive penalty; or  
b. Substantial departure from written procedures.

**Hearing Procedures**

The procedures to be followed by the Judicial Committee are as follows:

1. A quorum must be present before a disciplinary hearing may be held. A quorum consists of five members, including the chairperson and a representative of the Dean of Student Engagement.

2. Disciplinary hearings are private and confidential and involve the accused and the committee. They are closed to the public; however, the College reserves the right to have persons from the faculty or staff and/or student body in attendance at the hearing. The Judicial Committee may exclude any person from the hearing who may be reasonably expected to interfere materially with the hearing. Any disruptions of a disciplinary hearing will result in the immediate, removal of the individual(s) involved in the disruption. Further disciplinary action may also be taken.

3. Hearings are presided over by the chair of the committee or by his/her designee. Decisions of the Judicial Committee shall be by a majority vote of members present.

4. The format of the hearings will follow this sequence:
   a. Oath will be administered to the accused, complainant, and to the witness.
   b. The Judicial Chair or a representative of Student Affairs will present the charge(s).
   c. The accused will be asked to respond to the charge(s).
   d. The complainant will present supporting testimony and information.
   e. The accused will present supporting testimony and information.
   f. Examination and questioning by committee members may follow both presentations.
      1. Testimony of the accused and all witnesses is given under oath.
      2. The first deliberation to be made by the committee is a determination of responsible or not responsible. When a determination of “responsible” is made, a recommendation on the application of sanction must be made. These deliberations are conducted as follows:
         i. Committee deliberations on the question of responsible or not responsible will be closed to all but members of the committee with a possible exception of a Student Affairs representative. The committee will hear only that information pertinent to the charge(s).
         ii. Committee deliberations on the application of sanctions shall draw upon College officials in the area of Student Affairs for recommendations.
      3. The Judicial Committee will recommend sanctions to the Dean of Student Engagement.
4. The Dean of Student Engagement will take into consideration the recommendations of the Judicial Committee, determine appropriate sanction, and notify the accused of the decision and the sanction in his/her case.

5. The accused will be allowed to respond to the recommended sanction.

Disciplinary Measures
The following are possible disciplinary measures which may be for an infraction of the Student Behavior Code. This list is not exhaustive and may be enlarged or modified to meet the particular circumstances of any given case.

1. Expulsion- Permanent severance of the student's relationship with the College. This severance includes being barred from campus.

2. Disciplinary Suspension- Temporary severance of the student's relationship with the College for a specified period of time.

3. Limited Suspension- A student may be denied certain privileges for a specified period of time. These privileges may include, but are not limited to, class attendance, housing, parking on campus, participation in extracurricular activities, ID card privileges, access to institutional facilities, and access to the campus.

4. Immediate Suspension- The student may be required to leave the campus immediately if, in the opinion of the Dean of Student Engagement, the student's presence on campus would be detrimental to the institution. Suspension without a hearing shall continue until the disciplinary process is completed. Best efforts will be made to schedule and complete the disciplinary process as promptly as possible.

5. Disciplinary Probation- Notice to the student that any further, major disciplinary violation may result in suspension. Disciplinary probation might also include one or more of the following: the setting of restrictions, the issuing of a reprimand, or restitution.

6. Reprimand (either oral or written.)

7. Counseling- The committee may request that a student meet a specified number of counseling sessions with the campus counselor for issues including, but not limited to, anger management, substance abuse, and extenuating personal circumstances.

8. Restitution- Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

9. Community Service- A specified number of hours of work to be performed by the student. The work will be determined and supervised by the Dean of Student Engagement or a designee.

10. Assignments of Community Service hours will be emailed following sanctioning. They may include:
   a. Student Affairs/Housing/Student Center
   b. Maintenance/Daniel Hall
c. Off Campus entities pre-approved by the Dean of Student Engagement.

11. Fines- A specific financial penalty charged to the student found to be responsible.

Other Student Policies

**Tobacco-Free Campuses**
Piedmont College is a smoke-free and tobacco-free campus. All students, staff, faculty and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic smoking devices (ex. e-cigarettes) in all facilities and on all College property, including College-owned vehicles, and in any privately-owned vehicle parked or operated on College property.

**Alcohol and Drugs**
Piedmont College is committed to the health and well-being of the members of its student-body. As part of this commitment, the College complies with and upholds all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol and illicit drugs. In addition to the illegal possession, use, or distribution of these substances, Piedmont College policy further prohibits all possession, use, sale, gift, or other transfer of intoxicants or illegal drugs or paraphernalia in any form or manner on the College campus. The use of alcohol or illegal drugs at off-campus college sponsored events is prohibited.

As administrator of certain federally funded financial aid programs for students, the College adheres to the provisions of the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989. Also, as administrator of certain state-funded financial aid programs for students, Piedmont College adheres to Georgia's Drug-Free Postsecondary Educational Act of 1990.

Through the Office of Student Affairs, programs related to Alcohol and Drug Awareness and Education are offered. The College also works closely with local resources to provide access to programs for treatment for individuals who are experiencing difficulty in coping with issues related to alcohol and/or drug abuse. Students wishing to seek initial assistance through off-campus sources may contact Alcohol and Drug Abuse Services at 1-800-848-3649 in Gainesville.

**Health Risks of Alcohol and Drugs**
The scope and impact of health risks from alcohol and drug abuse are well documented and alarming. These risks range from mood-altering to life-threatening, and the consequences affect not only individuals, but also their families, communities, and society at large. The College conducts educational
programs about the dangers of abuse of alcohol and other drugs in an effort to encourage and promote responsible and healthy lifestyles.

**Federal Student Aid- Drug Convictions**

A student who is convicted of a drug offence during a period of enrollment in which they received federal student aid (FSA) will disqualify them from receiving FSA funds. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

<table>
<thead>
<tr>
<th></th>
<th>Possession of illegal drugs</th>
<th>Sale of illegal drugs</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; offense</td>
<td>2 years from date of conviction</td>
<td>Indefinite Period</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; offense</td>
<td>Indefinite period</td>
<td></td>
</tr>
</tbody>
</table>

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program. Further drug convictions will make the student ineligible again. Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program, passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record.

If you have any questions about drug conviction and how it affects your financial aid please contact the Financial Aid Office at 706-776-0114 or finaid@piedmont.edu

**Discrimination**

Piedmont College is committed to equal opportunity for all employees and students and will make every effort to comply with requirements of the law. The College has designated an individual to handle complaints of alleged discrimination. Anyone believing he or she has been the victim of discrimination on the basis of race, color, religion, sex, national origin, physical handicap, or age should report it immediately to the Assistant Vice President for Finance and Human Resources 706-776-0123. Any complaint of discrimination will be reviewed within the College’s general grievance procedure.
Confidentiality of Student Records

Piedmont College complies with all requirements of the Family Educational Rights and Privacy Act of 1974. Complete information is available from the Office of the Registrar by telephone (706-776-0112) or on the College website at www.piedmont.edu/reg.

General Student Complaints and Grievances

Any student filing a complaint or grievance must first attempt to resolve it by consulting with the involved faculty or staff member. In the event no resolution is reached, the student should bring or send the complaint or grievance, in writing, to the appropriate officer of the College (the Vice President for Academic Affairs, for academic matters; the Assistant Vice President for Finance and Human Resources, for problems with charges, business office matters, or financial aid concerns; the Dean of Student Engagement, for non-academic matters, or to the President of the College, who will assign the complaint or grievance to the appropriate officer. The officer will attempt to resolve the problem in a manner satisfactory to all concerned.

Sexual Assault, Domestic Violence, Dating Violence and Stalking

Piedmont College does not tolerate interpersonal violence, which includes sexual assault, prohibited sexual contact, stalking, dating violence and domestic violence in any form. The following offices have staff trained to help you if you experience interpersonal violence or stalking: Dean of Student Engagement, Assistant to the Vice President of the Athens Campus, Campus Police, Chaplain, Counseling Services, Title IX Coordinator, Director of Residential Education or Residence Hall Directors.

Confidential On Campus Reporting
• Evonne Jones, Counseling Services 706-778-3000 ext. 1259
• Dr. Ashley Cleere, Chaplain’s office 706-778-3000 ext. 1179

Educating Students and Staff about Sex Offenses
Piedmont College is committed to providing the safest environment possible for study and work. Part of that commitment includes educating current and prospective students and employees about campus safety. Interpersonal violence prevention educational opportunities are provided for students often and include awareness, definitions and the law, intervention and resources.

Annual education and awareness campaigns about interpersonal violence occur during orientation and through online education resources during the first year. The Director of Residential Education oversees peer educators who
provide information on healthy and unhealthy relationships, dating violence, domestic violence and stalking. Peer educators are also knowledgeable about campus and community resources. Educational programs will be provided to promote awareness of the various aspects of sexual assault.

**What To Do If You Have Been Sexually Assaulted**

Sexual assault can happen to ANYONE, regardless of age, race, gender, sexual orientation, social class, ability, religion, or education level. There are actions we can take to reduce the risk of experiencing sexual assault, but the only person who can stop sexual assault completely is the perpetrator. Sexual violence is an act of power, and you are not responsible for another person's choices and actions

**First Steps to Consider:**
- Get to a safe place
- Don't shower or wash clothing
- Go to a nearby hospital or medical center
- Contact Campus Police or Residence Life staff for 24 hour help

**Reach Out For Help and Support During the Healing Process**

As a result of interpersonal violence, in any form, you may be feeling as though your life is chaotic or out of control. Depression, fear or anxiety is normal and can surface days, weeks, months or even years after the incident. Remember that it is a time to take special care of yourself. If you have never talked about what happened with anyone, you may decide that now is a good time to do so. Healing from abuse can be a process, and campus resources listed above can be a source of support in many ways:

- Emotional Support to discuss all such incidents and concerns, examine potential on- and off-campus Safety Planning and options, and above all, provide ongoing non-judgmental support and encouragement.
- Coordination for Medical Services, including sexual assault exams, mental health services, and domestic violence and local crisis centers.
- Coordination of resources for Legal Advocacy, accompaniment to the police or law enforcement or Equal Opportunity Office (if you want to make a report)
- Academic Assistance if a student is forced to miss classes or other coursework as a result of the incident.
- Assistance with on campus housing relocation if necessary.

**Reporting**

A victim who reports a sexual assault has the option to notify the local law enforcement and, at the victim's request, a Piedmont staff member will assist in making the proper notification. If the assault occurs on campus and 911 is
called, emergency personnel will send medical assistance and notify Campus Police.

Acts in violation of federal, state, and local law are within the jurisdiction of the campus judicial system when committed on campus property. When committed off campus property, they may fall within the jurisdiction of the campus judicial system when they constitute a direct or indirect threat to the College community or its members. If the matter is adjudicated on campus the matter will be handled administratively.

**NOTE**: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or college disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point. Appropriate legal, disciplinary or remedial actions may be taken against any persons or groups alleged to have or found to be responsible for engaging in crimes of interpersonal violence to include rape, acquaintance rape or other forcible or non-forcible sex offenses. In addition to arrest, students may have Student Conduct charges brought against them. College employees, visitors and/or vendors may be subject to arrest, suspension and/or termination of college employment and/or termination of contracts/agreements.

After Reporting a Sexual Assault
Piedmont College provides support for victims of sexual assault and will protect the confidentiality of the victim, including protecting the victim’s identifying information to the extent permissible by law when creating publicly-available recordkeeping. If the victim is a student, the college will change a victim’s academic schedule and on–campus living and working situations if changes are requested, appropriate to the situation and if reasonably available. Whether or not legal charges are filed, students accused of sexual abuse or assaults are subject to disciplinary actions from the college as outlined in the Student Code of Conduct and the college Title IX Policy. Sanctions the college may impose following a final determination of a disciplinary proceeding regarding sexual assault, acquaintance rape or other forcible or non-forcible sex offense include college disciplinary probation, suspension, expulsion or other sanctions.

Investigation Proceedings and Possible Sanctions
Piedmont College will aid in providing prompt, fair, and impartial investigation and resolution in cases of alleged domestic violence, dating violence, sexual assault or stalking. The proceedings will be conducted by officials who receive annual training on these crimes and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Not all forms of sex-based misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions depending on the severity of the offense and/or offender history.
Any student found responsible for violating this Policy may receive any of the following sanctions:

- Community Service to Piedmont College, Habersham or Athens/Clark County community;
- Discretionary Sanction-requires work assignments, written assignments, service to Piedmont College or other related discretionary assignments;
- Educational Sanctions-includes but is not limited to the completion of an educational assignment (e.g., research paper, program presentation, etc.)
- Fines
- Formal written warning
- Loss of privileges (e.g., inability to have visitors/guests, etc.)
- Probation
- Residence hall expulsion
- Residence hall suspension
- Restitution
- Revocation of admission and/or degree
- College expulsion
- College suspension
- Withholding degree
- Anger intervention assessment
- No contact (direct or indirect) with the victim
- Banishment from all Piedmont College property, functions, etc.
- Substance abuse assessment
- Parental notification
- Training on sex-based misconduct.

Both the alleged victim and the accused are entitled to have others present during the College’s disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice and both the accuser and the accused will be simultaneously informed in writing of:

1. The outcome of any College disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault of stalking;
2. The institution’s procedures for the accused and the victim to appeal the results of the College’s disciplinary proceeding;
3. Of any change to the results that occur prior to the time that such results become final; and
4. When such results become final.

Resources for Victims of Sexual Assault, Stalking, Dating Violence and/or Domestic Violence

If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. (Please note that all health-care providers are legally required to report all cases of suspected sexual or physical assault to law
enforcement.) In addition to the campus resources listed above, off campus assistance is available through the following:

**Additional Resources**
- Circle of Hope Domestic Violence Services  (24-hour local hotline) 706-776-4673
- Rape Response (24/7 crisis hotline) 770-503-7273
- Habersham County Mental Health Clinic  706-754-6293
- Advantage Behavioral Health Rape Response Line  706-353-1912

**Sexual Harassment**
It is the policy of Piedmont College that all employees and students should be able to enjoy a work and educational environment that is free from all forms of discrimination including sexual harassment. Sexual harassment is an unlawful practice under federal law and is a form of discrimination that is specifically prohibited at Piedmont College. Any student or employee who violates this policy will be subject to disciplinary action. Prohibited conduct is that which:
1. is sexually motivated or of a sexual nature when that conduct creates an intimidating, hostile, or offensive environment;
2. is used as a factor in employment or academic decisions; or
3. causes unreasonable interference with an individual’s work or academic performance.

Anyone believing that he or she has been harassed sexually should report it immediately to Student Affairs if alleged victim is a student and Human Resources if alleged victim is an employee. Any complaint of sexual harassment will be reviewed under the College’s grievance procedure for handling complaints of discrimination.

**Sexual Offender Registration**
The Federal Campus Sex Crimes Prevention Act (CSPCA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSPCA is an amendment of the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal requires state law enforcement agencies, (Georgia Bureau of Investigation) to provide Piedmont College with a list of registered sex offenders who have indicated that they are enrolled, employed, or carrying on a vocation at Piedmont College. Members of the campus community may access the Georgia Sex Offender Registry maintained by the Georgia Bureau of Investigation located at services.georgia.gov/gbi/gbisor/.

The Habersham County Sheriff’s Office provides constant updates to the Sex Offender Registry for our area at www.icrimewatch.net/results.php?SubmitAllSearch=1&AgencyID=54340
The CSPCA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institutional from disclosing information provided to the institution concerning registered sex offenders.

**Missing Student Notification Policy and Procedure**

Piedmont College is committed to ensuring the safety of the members of our College community. In keeping with that goal, and in accordance with the Higher Education Act of 2008, 20 U.S.C. § 1092(j), the College has established the following Missing Student Notification Policy and Procedure.

**Registration of Confidential Contact Information**

1. Students residing in on-campus housing have the option to register a confidential contact person who will be notified in accordance with this policy if the Campus Police Department or local law enforcement determines that the student is missing.

2. The confidential contact may be someone other than the emergency contact listed with the Office of Student Affairs. The student may register more than one confidential contact.

3. Only authorized campus officials and law enforcement officers pursuing the missing person investigation will have access to this information.

4. A student may register such confidential contact information at any time by filing a Confidential Contact Form with the Office of Student Affairs.

5. Any student who files a Confidential Contact Form is solely responsible for the accuracy of the contact information and for updating information, as necessary, by filing a new Confidential Contact Form with the Office of Student Affairs.

**Missing Student Procedures**

1. If a member of the Piedmont College community suspects that a student may be missing, they should immediately notify the Campus Police Department at 706-939-1348 or, in the absence of Campus Police, notify the local law enforcement agency that has jurisdiction in the area. In addition, missing person reports may be made to the following offices for immediate referral to Campus Police:
   - Dean of Student Engagement;
   - Office of Student Involvement and Leadership;
   - Office of Residential Education.
2. Upon receipt of a report that a student is missing, the Piedmont College Campus Police Department will gather information to complete a Missing Persons Report Form, including but not limited to:
   - Name, location, and contact information of the person who reported the student missing;
   - Name, vital information, and a detailed description of the student reported as missing;
   - The circumstances in which the student was last seen or heard from;
   - List of known associates, addresses and contact information;
   - Name/addresses of persons present at the scene.

3. Additional information that the Piedmont College Campus Police department will consider in determining whether a student is missing includes, but is not limited to, the following:
   - a student is out of contact for 24 hours after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
   - circumstances indicate that an act of criminality is involved;
   - circumstances indicate that physical safety is in danger;
   - existence of a medical condition that may threaten life or health; and/or a physical or mental disability.

4. If the Campus Police Department determines that a student residing in on-campus housing has been missing for twenty-four (24) hours, the Campus Police Department will initiate the notification procedures outlined in this policy.

**Notification Procedures**

1. If the Campus Police Department and local law enforcement determines that any student residing in on-campus housing has been missing for 24 hours, the College will notify the following persons within 24 hours of that determination:
   - The confidential contact, if one has been specified by the student;
   - The parents or guardians of any student who is under the age of 18 and not an emancipated minor; and
   - Local law enforcement (unless local law enforcement made the determination).

2. If the Campus Police Department determines that any student, whether residing on campus or not, has been missing for 24 hours, the College will notify local law enforcement.

3. Nothing in these policies and procedures shall prevent Piedmont College Campus Police from initiating these and other emergency notification
procedures within 24 hours of any student’s disappearance if, in the judgment of the Campus Police, the circumstances of the student’s disappearance warrant an earlier notification.

Confidential Contact Form
Student Name: _____________________________
Student ID Number: ___________________
Cell Phone: __________________________
Email Address: __________________________________

I have received and reviewed a copy of the Missing Student Notification Policy and Procedure.

In accordance with that policy, I designate the following person to be my confidential contact:

Name: ______________________________ Relationship: ________________
Address: ____________________________________________________________
Home Phone: ___________________ Cell Phone: ____________________
Email Address: ______________________________________________________
Alternate E-mail: ____________________________________________________

I understand the following:
• If the Piedmont College Campus Police Department determines that I have been missing for more than 24 hours, my confidential contact will be notified within 24 hours of that determination;
• The College may notify my confidential contact within 24 hours of my disappearance if, in the judgment of the Protective Services, the circumstances warrant earlier notification;
• I am solely responsible for the accuracy of the information provided on this form and for providing updated information as necessary;
• Additional information about the College’s policies and practices are contained in the Missing Person Notification Policy and Procedure.

Signature: _________________________________ Date: _________________
Student Organizations & Clubs
Student Organizations

Students will be given the opportunity to organize and participate in clubs and other organizations. Information regarding student organization of clubs and regulations governing clubs is available on the College website. This information is also available from the Director of Student Activities & Campus Events.

Student Affairs Cabinet (CAB)

The Piedmont College Campus Activities Board (CAB) strives to provide an educational and recreational experience outside the classroom through programs that culturally enlighten, intellectually stimulate and entertain the college community. CAB consists of around 60 students who each academic year plan numerous events – concerts, coffee house events, movies, contests, sporting tournaments and much more! Most events are free for the student body.

Student Government Association (SGA)

The Student Government Association (SGA) has general responsibility for all student organizations and student sponsored activities. In addition it addresses student concerns and promotes student initiatives with the administration. Elections for executive officers and sophomore, junior, and senior classes are held every spring; freshman class elections are held in the fall.

Natalie Crawford
Director of Student Activities & Campus Events
Lane Student Center
706-778-3000 Ext. 1050
ncrawford@piedmont.edu