
What lies behind us and
what lies before us are tiny
matters compared to what
lies within us.

-Oliver Wendell Holmes



University of the Cumberland

The University of the Cumberland Parent
Handbook is provided to you by the
Office of Student Services

— UNIVERSITY —
of the
CUMBERLANDS

Parent Handbook

2011 ~ 2012



A guide to being the parent of a
University of the Cumberland student

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Mission Statement

University of the Cumberlands has historically served students primarily, but not exclusively, from the beautiful mountain regions of Kentucky, Tennessee, West Virginia, Virginia, Georgia, North Carolina, South Carolina, Ohio, and Alabama, which have traditionally been described as Appalachia. The University's impact can be seen in the achievements of its graduates who have assumed roles of leadership in this region and throughout the nation.

University of the Cumberlands continues to offer promising students of all backgrounds a broad based liberal arts program enriched with Christian values. The University strives for excellence in all its endeavors and expects from its students a similar dedication to this pursuit. Its commitment to a strong academic program is joined with a commitment to a strong work ethic. University of the Cumberlands encourages students to think creatively so that they may better prepare themselves for lives of responsible leadership and service. This focus of its undergraduate programs is extended and extrapolated into its graduate programs. These programs also nurture critical and creative thinking in pursuit of the "life-more-abundant" for both the individual and society. At UC, graduate study prepares professionals to be servant-leaders in their disciplines and communities, linking research with practice and knowledge with ethical decision-making.

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University of the Cumberland
Office of Student Services
Williamsburg, Kentucky
(606) 539-4230

Dear Parent,

Please allow me to take this opportunity to welcome both you and your student to the University of the Cumberland family. As a small liberal arts university, we feel fortunate to have the opportunity to forge a close, caring relationship with each of our students. As a result, we are privileged to form an alliance with you as well.

Your student will change a great deal over the next four years. Lifelong friendships will be established; career choices will be made and actively pursued; academic, leadership, and service skills will be acquired and developed. In short, University of the Cumberland's students travel a long way toward reaching their potential during their college years.

We realize, however, that your student will not reach his or her full potential alone. In addition to the support that the faculty and staff of the University will offer – whether it is in the classroom, the residence hall, or through a College-sponsored organization or team – your support and guidance will be paramount to your student's success.

On the following pages you will find information that will be valuable to both you and your student. Please feel free to contact me at any time should you have a question or concern that is not addressed in this handbook, or if we may assist you or your student in any way. I look forward to getting to know you and assisting your student in the days ahead.

Sincerely,

Dr. Michael B. Colegrove
Vice President for Student Services

Home Away From Home...

Naturally, living on a college campus and, more specifically, in a college residence hall, will differ a great deal from living at home. However, we have made every effort to ensure that your student's "home away from home" will be a safe, comfortable, and convenient environment that will meet his or her academic and social needs and expectations.



Students Living Off-Campus

All full-time students must live in University housing unless the student is exempt from the policy or is individually excused.

A student who meets one of the following criterion is exempt from this policy:

1. The student is married;
2. The student lives locally with a parent or guardian;
3. The student is a disabled person as defined by Section 504 of Rehabilitation Act of 1973 and requires, as an accommodation, exemption from this policy.

The University recognizes the student to be exempt only after the student completes a housing exemption form and the University approves it.

Any student who fails to meet one of the exemption criterion, but wishes to be excused from this policy must complete a housing excuse form and secure the original and renewed permission of the University to live off campus on a semester-by-semester basis. Students will be excused only in remarkable situations. A student claiming a need to be excused because of a medical condition, which does not cause the student to be a disabled person, will be required to submit a current medical substantiation of their position. Students who have completed a minimum of 96 hours may receive an approved housing excuse. However, all students excused and granted the privilege to live off campus, except those meeting the housing exemption criterion above, will forfeit eligibility for, and will forfeit any previously awarded but not received, private funds from the University.

Student Government Association (SGA) – organization which participates in many campus decisions on behalf of all students; also offers many services to students such as Study Breaks during finals

Student Life Assistant (SLA) – Assistant to the Residence Hall Director, he/she is responsible for cultivating a positive living environment for residents

Syllabus – a document given out in each course at the beginning of every semester which describes the course, lists supplies needed, assignments, course policies, and information for contacting the instructor. IT IS VERY IMPORTANT TO READ EACH SYLLABUS CAREFULLY, KEEP IT ALL SEMESTER, AND BRING IT TO EACH CLASS MEETING.

Tutoring - See Academic Resource Center (ARC)

Vice President for Academic Affairs – University official, sometimes referred to as Dean, who handles all matters relating to faculty and academics

Vice President for Student Services – University official responsible for handling all non-academic matters relating to students, except for financial matters

Withdraw – term used to describe when a student drops, or stops taking a class, or all classes (withdrawing from the University)

Withdrawn (W) – the grade that appears when a student withdraws or drops a course before the given deadline

Withdrawn Failing (WF) – this grade appears when a student withdraws or drops a class he/she is failing, after the deadline for withdrawing with a W

Withdrawn Passing (WP) – this grade appears when a student withdraws or drops a class he/she is passing, after the deadline for withdrawing with a W

INSIGHTS – University of the Cumberland’s orientation program, also a student’s first college class, in which each new freshman participates; a faculty or staff member, and two upper-classmen teaching assistants lead the INSIGHTS class meetings

Intramural Program – program which allows any student to participate in up to five team sports by signing up on the intramural bulletin board located in the upper level of the BCC

Mentoring Program – program in which university students mentor “at risk” middle school students to encourage successful transitions to secondary education

Mid-term Grades – grades issued halfway through a semester to let a student and his/her advisor know the student’s standing in each class

Registrar – both the University official and office which is responsible for keeping academic records, as well as handling student scheduling

Residence Hall Director (RHD) – University staff member responsible for overseeing the welfare of residents within the residence hall, maintaining a clean and safe living environment, and enforcing the policies and procedures of the University

Resident Assistant (RA) – a student appointed by the Dean of Student Life to act as a liaison between students and University administrators, helping students transition to college life, and interpreting to students the policies and procedures of the University

Semester – a period during which a course is taken – fall and spring semesters last 16 weeks.

Senior Resident Assistant (Sr. RA) – an experienced RA who acts as a liaison between residents, the Residence Hall Director, and other RAs

STAR – one of two upperclassmen teaching-assistants in each INSIGHTS class; a STAR is responsible for keeping in touch with the students in his/her class throughout the student’s freshman semester

STRIPE – instructor in the INSIGHTS program, also a student’s freshman advisor

Residence Hall Staff

Each residence hall is staffed with a residence hall director, several resident assistants, and, in some cases, one or more student life assistants. The Residence Hall Staff is selected and supervised by the Dean of Student Life. Staff members are trained to assist residents in emergencies, provide information, and function as liaisons between resident students and other members of the University community.

You may reach your student's residence hall office or Residence Hall Director at the following numbers:

Archer Hall	Office:	539-5400
Ms. Becky Nantz	Director:	539-5690
Asher Hall	Office:	539-5676
Ms. Kendra Sammons	Director:	539-5691
Gillespie Hall	Office:	539-5500
Ms. Erin Cundiff	Director:	539-5692
Harth Hall	Office:	539-5000
Ms. Bess Anderson	Director:	539-5699
Hutton Hall	Office:	539-5600
Ms. Pearl Wingeier	Director:	539-5693
Kleist Hall	Office:	539-5700
Mr. Ben Clayton	Director:	539-5694
Mahan Hall	Office:	539-5320
Mr. Randy Crider	Director:	539-5695
Robinson-Cook Hall	Office:	539-5258
Mr. Zak Zivkovic	Director:	539-5696
E S Moss Hall	Office:	539-5160
Mr. Adam Craig	Director:	539-5697
Siler Hall	Office:	539-5100
Mr. Mark Hensley	Director:	539-5698

Residence Hall Descriptions

Most rooms in University housing are double-occupancy with a small number of one, and three-person rooms interspersed throughout particular buildings. Rooms are generally furnished with single or bunked beds, mirrors, dressers, desks, and chairs. In addition, each room is equipped with a telephone jack, cable and wireless Internet access. Though services are provided, a student must supply his/her own telephone, television, and personal computer. While the college provides mattress covers, students will need to provide their own linens. Students may also use their own lamps (no halogen).

The communal living areas in the residence halls provide amenities such as vending and laundry machines, study or computer space, and television and visitation areas.

The following chart provides more information on each of the nine residence halls:

Residence Hall	Gender	Carpet	A/C	Kitchen	Laundry	Study Room	Computer Room
Archer	Women's	X		X	X		X
Asher	Women's	X	X	X	X		X
Gillespie	Women's		X		X		X
Harth	Women's		X		X	X	X
Hutton	Women's	X	X		X	X	X
Kleist	Men's	X	X		X	X	X
Mahan	Men's		X		*		*
E.S. Moss	Men's	X	X		X		X
Rob-Cook	Men's		X		X		X
Siler	Men's		X		*		*

* Residents may use facilities in Rob-Cook

Catalog – the publication that provides degree requirements, course descriptions, and courses offered at University of the Cumberland. At New Student Orientation, the student receives a CD containing the catalog; it is also available online.

Convocation – a time for students with less than senior standing to come together for worship or some type of special program – a grade is received for attendance and behavior in Convocation

Credit Hour – values assigned to each course, a three credit course will generally, but not always, have three hours of class time per week – 128 credit hours are needed to graduate (sometimes referred to as semester hours)

Dean of Student Life (DSL) – university official who works with resident and non-resident students regarding housing, making a successful transition to campus life; also involved in interpreting and enforcing university policies and procedures

Drop – term used to describe the process of withdrawing from a course

Failure due to Absences (aF) – grade received when a student has exceeded the allowable number of absences in a given course

Final – a comprehensive exam given in each class at the end of the semester; it is important to consult a finals schedule which can be obtained from the Academic Affairs office or on the Academic Affairs website.

Grade Point Average (GPA) – a numerical representation of a student's overall academic performance based on a 0.0 – 4.0 scale

Grading Scale – information regarding how an instructor converts numerical scores to letter grades

Incomplete (I) – temporary grade that appears on a student's transcript in rare instances if coursework is not completed, usually due to an accident, illness or family emergency; once coursework is completed, the grade is removed

A Glossary of Terms

Absence Policy – Campus-wide policy stipulating that if a student's absences exceed 20% of a class's meeting time he/she will receive a grade of aF and be dropped from the class

Academic Probation – when a student's GPA drops below a 2.0, he/she is placed on academic probation (usually for one semester) and expected to show academic improvement

Academic Resource Center (ARC) – located on the main level of the Bennett Building the ARC gives tutoring in all subjects, to any University of the Cumberlands student, at no cost

Advisor – the faculty or staff member who assists students with scheduling (during a student's freshman year his/her INSIGHTS instructor [STRIPE] is their advisor)

Associate Dean – the university official who assists the Vice President for Academic Affairs in handling all matters relating to the faculty and classes offered

Baptist Campus Ministries (BCM) – campus organization, open to all students, which seeks to grow students in Christian leadership, discipleship, and social action

Bock Building – the Welcome Center and Safety and Security office located on Main Street, which is open 24 hours a day, 7 days a week, where students may call for escorts, as well as sign in to the residence halls after closing

Bursar – both the University staff member and office which is responsible for keeping the account balances for students' tuition, room and board, fees as well as taking payments for those fees

Campus Activity Board (CAB) – organization which offers activities, free of charge, for University of the Cumberlands students such as films, dances, comedy nights, novelty shows, and tournaments

What to Bring & What Not to Bring

Basic furnishings are provided in each residence hall room, but your student will need to bring several things with him/her. Below are some suggestions of things your student may need or want to bring.

Clothing:

Students will need to bring a coat, jacket, hat, gloves, jeans, shirts, sweaters, sweatshirts, swimsuit, shoes, lots of underwear, and something dressy (be prepared for any situation). Many students choose not to bring clothes for every season, and instead switch out clothes when they go home – a great space saving idea.

Laundry Supplies:

Many students will be taking care of the laundry for the first time. There are laundry facilities in convenient areas in most men's and women's residence halls as provided by room and board fees. Students must provide their own detergent, fabric softener/dryer sheets, and iron.

Desk Supplies:

The student must supply paper, pencils, a ruler, tape, paper clips, dictionary/thesaurus, calculator, computer, and a planning calendar.

Personal Items:

Students will need health care products, toiletries (shampoo, soap, deodorant, shower shoes, a hair dryer, shaving gear, toothbrush, toothpaste and floss) and a shower bucket.

Room Essentials:

Few students can do without these essentials: clothes hangers, two sets of sheets, towels, blankets, pillows, an alarm clock, reading/desk lamp (not halogen), masking tape, and Tupperware / Rubbermaid type containers (bowls, cups, and under-the-bed storage).



General Supplies:

This is certainly not an exhaustive list of “must haves” and much of the contents will depend on your individual student. Many students bring a camera, phone card, credit card for emergencies, sports equipment, backpack, small shelves (yaffa blocks, etc.), a flashlight and power strips. Once students have filled their drawers and room with their necessities most will want to have photographs, posters and decorations to help make their residence hall room feel more like home.

Things to Talk with a Roommate About:

When moving into a room with a roommate, space must be considered. It is usually not necessary to have two telephones, refrigerators, microwaves, televisions, VCRs, and trashcans. In consideration of space, the University encourages new resident students to discuss with his/her roommate, prior to arrival, who will bring what.

What NOT to Bring:

There are a few items that students are not allowed to have in College housing. Students cannot bring space heaters, air conditioners, electrical skillets, toaster ovens, hot plates, halogen lamps, grills (George Foreman type), rice cookers, crock pots and candles. All of these policies were constructed to help make your student's residence hall a safe and healthy place.

Residence Hall and Roommate Assignments

Upperclassmen reserve accommodations for the next academic year in the spring semester during the week designated for room reservations. The Dean of Student Life assigns rooms to incoming freshmen with consideration given to specific roommate and residence hall requests, as space is available. As a rule, your student will receive information regarding his/her residence hall and roommate assignment at least 2 – 3 weeks before the residence halls open in the fall. Roommates are encouraged to communicate with one another prior to arriving on campus to avoid both roommates bringing the same appliances (microwaves, televisions, etc.). Students who find it necessary to request a residence hall or roommate re-assignment should contact the Dean of Student Life. **The University reserves the right to assign rooms according to the best interest of the student and the University.**

Students with medical conditions that require living in an air-conditioned facility must provide written verification from a physician outlining the condition and the treatment necessary. This information should be sent to the Dean of Student Life as soon as possible so that every effort can be made to accommodate the student's needs.

When space in a room becomes available, the Dean of Student Life will make all assignments until registration is closed each semester. After the last day to register for a class, residents in a room with space available will have two school days in which to request a specific roommate through the Dean of Student Life. If no request is received, an assignment will be made at the discretion of the Dean of Student Life.

Spring Semester 2012 Calendar of Events

<u>Monday, January 9</u>	Confirmation, Registration, Sign Financial Aid
<u>Tuesday, January 10</u>	Late Registration, Sign Financial Aid
<u>Wednesday, January 11</u>	Classes Begin
<u>Wednesday, January 18</u>	Last day to register for a class
<u>Wednesday, February 8</u>	Last day to drop a class without a grade
<u>Wednesday, February 29</u>	Mid-term
<u>Mon.-Fri., March 12-16</u>	Spring Break
<u>Friday, April 6</u>	Good Friday Holiday
<u>Wednesday, April 11</u>	Last day to drop a class without a failing grade
<u>Monday, April 23</u>	Honors Day
<u>Friday, April 27</u>	Last day of spring semester classes
<u>Mon.-Thurs, April 30-May 3</u>	Final Examinations
<u>Saturday, May 5</u>	Commencement Residence Halls close at 6:00 p.m.

Fall Semester 2011 Calendar of Events

Saturday, August 20

9:00 a.m. New Student Orientation (Late Session)

Sunday, August 21

9:00 a.m. – 5:00 p.m. Freshmen check into housing

1:00 p.m. - 10:00 p.m. Upperclassmen check into housing

7:00 p.m. Freshmen Convocation/Gatliff Chapel

8:00 p.m. Patriot Party / TBA

Monday, August 22

8:30 a.m. Orientation for first-time student employees/
Rollins Center

10:00 a.m. – 11:00 a.m. INSIGHTS Session 1/Assigned Classrooms

1:00 p.m. – 2:30 p.m. INSIGHTS Session 2/Assigned Classrooms

1:30 p.m. Transfer Orientation/ CSC 135

4:00 p.m. New Student Housing Meeting

9:00 pm Movie: TBA

Tuesday, August 23

9:00 a.m. – 4:00 p.m. Free Drop/Add

10:00 a.m. – 11:30 a.m. INSIGHTS Session 3/Assigned Classrooms

1:00 p.m. – 2:30 p.m. INSIGHTS Session 4/ Assigned Classrooms

8:00 p.m. “Stock Your Room” Game Show/Gatliff

First Day of Class

10:00 a.m. – 10:50 a.m. INSIGHTS Session 5/ Assigned Classrooms

8:00 p.m. Performer

Thursday, August 25

4:30 p.m. – 6:30 p.m. Activity Fair/T.J. Roberts Dining Hall

Friday, August 26

1:00 p.m. – 4:00 p.m. Wax Hands/Game Room

Monday, August 29

8:00 p.m. BCM Kickoff

Tuesday, August 30

4:00 p.m. - 8:00 p.m. Food Event

***Additional INSIGHTS: Aug. 31, Sept. 7, 14, 21, 28, 29, Oct. 5, 12, 19

Wednesday, August 31 Last day for first time students to register

Monday, September 5 Labor Day, no classes

Tuesday, September 6

8:00 p.m. Black Violin

Wednesday, Sept. 21 Last day to drop a class without a grade

Wednesday, Oct. 12 Mid-term

Thurs.-Sun., Oct. 13-16 Fall Break

Wednesday, Nov. 16 Last day to drop a class w/o a failing grade

Wed.-Sun., Nov. 23-27 Thanksgiving Break

Friday, Dec. 9 Last day of fall semester classes

Mon.-Thurs., Dec. 12-15 Final Examinations

Friday, Dec. 16 Residence Halls close at 6:00 p.m.

Period of Occupancy

Your student may occupy his or her assigned room in the residence hall at the designated hour of the day on which the residence halls open, and **he/she is expected to leave within twenty-four (24) hours after his/her last examination**. You should make arrangements to assist your student in meeting these requirements for moving in and out of the residence hall. A student will stay in the same room for fall and spring semester unless other arrangements are made.

Room Inspection

Students are required to keep their room orderly and clean at all times. The Residence Hall Director and/or the Resident Assistants conduct room inspection on a weekly basis. However, should the need arise, a room may be inspected at any time. Residents who fail to comply with room inspection standards are required to clean the room within 24 hours, at which time it will be re-inspected.

Housekeeping and Residence Hall Maintenance

Housekeeping services are provided in all common living areas in the residence halls six days a week. These services include, but are not limited to keeping bathroom areas clean and sanitary; dusting furniture and other surfaces in lobbies; taking out trash in receptacles in common areas; and sweeping, mopping, and/or vacuuming bathroom, lobby, and hallway floors.

Students should immediately report any residence hall maintenance request or concern to the Residence Hall Staff. The University has on-site maintenance personnel on duty Monday through Friday; however, maintenance personnel are on call evenings and weekends to handle situations that require immediate attention.



Illness

In case of illness, injury or accidents residents should inform the Residence Hall Staff so that they may assist students in seeking medical attention, see that meals are provided, and notify the Dean of Student Life who will send an email to the student's professors. Students should contact their professors regarding making up class assignments.

Pest Control

All residence halls are inspected and sprayed for insects on a monthly basis. Students who require additional pest control services should speak to the Residence Hall Director or a Resident Assistant. Because food not properly stored tends to attract bugs and/or ants, all food kept in a residence hall room is to be properly stored in heavy plastic (Tupperware, Rubbermaid, etc.), metal, or glass containers.



Student Property Insurance

University insurance does not cover the personal belongings of staff or students due to fire, water, vandalism, theft, or any other means of loss. The University is not liable for loss or damage caused by employees in the performance of their duties. Students are strongly encouraged to obtain personal property insurance on their personal property. Some homeowner policies already afford this type of coverage for students temporarily residing in campus housing. Students who are not covered under a homeowner's policy or whose policy does not provide coverage away from home, may want to purchase student personal property insurance. One option is to purchase a policy through an insurer such as National Student Services, Inc., with information available at: www.nssi.com

The University does not endorse this or any other property insurance program, but recommends that resident students consider some type of personal property protection.

Television Cable



The University provides television cable service to each suite and room in University housing. Students are responsible for providing their own cable ready television and coaxial cable to connect to the in-room wall jack provided.

Whom to Call at Cumberland

(606) 549-2200 or (606) 539-followed by the 4-digit extension

<u>Your Concern</u>	<u>Person/Office to Contact</u>	<u>Ext.</u>
Academic Concern	Office of Academic Affairs	4214
Accounts	Bursar's Office	4208
Athletic Teams	Athletic Director	4540
Auto Registration	Parking Control Coordinator	4074
Bills, Fees, Tuition	Bursar's Office	4208
Baptist Campus Ministries	Campus Minister	4343
Campus Organizations	Director of Student Activities	4232
Ministerial	Campus Minister	4343
Fax: Send to	Campus Post Office	4175
	Student Services	4136
Financial Planning	V.P. Financial Planning	4220
Food Services	Office of Student Services	4230
Housing, Resident/ Non-Resident	Dean of Student Life	4230
Illness	Office of Student Services	4230
Insurance/Claims & Coverage	Business Services	4209
Safety/Security	V.P. Support Services	4236
Withdrawal from University	V.P. for Academic Affairs	4214
<i>If all else fails</i>	Office of Student Services	4230

Financial Planning

Mr. Steve Allen, Vice President of Financial Planning	Ext. 4220
Ms. Karen McKinney, Office of Financial Planning	Ext. 4220
Ms. Beth Mills, Administrative Assistant	Ext. 4220
Ms. Linda Sutton, Administrative Assistant	Ext. 4220

Student Services

Dr. Mike Colegrove, Vice President for Student Services	Ext. 4230
Ms. Lisa Bartram, Director of Student Activities	Ext. 4232
Ms. Linda Carter, Dean of Student Life/Co-Director Insights	Ext. 4230
Ms. Debbie Harp, Director of Career Services/ Director Mentoring & Community Service	Ext. 4259
Mr. Kris Strebeck, Director of Intramural Activities/ Director of the Campus Game room	Ext. 4437
Mr. Randy Vernon, Athletic Director/ Assistant to the President	Ext. 4540
Mr. Dean Whitaker, Campus Minister	Ext. 4343
Dr. David Williams, Campus Health Director	549-8244

Telephone Service

The University provides local telephone service to each residence hall room in University housing at no charge to the student. The student is responsible for providing the in-room telephone equipment (telephone, modem for personal computer and/or personal fax machine, etc.).

Students may place on-campus, local (Williamsburg, Corbin, and Jellico), and toll-free calls at no cost. There are many options for placing long distance calls on campus. Students may choose to make credit card, collect calls, or to purchase pre-paid calling cards.

Holiday Checkout and Accommodations



University residences will close for Christmas and Spring breaks and for intervals between sessions. During one-day or weekend holidays, at least one residence hall will remain open for students who need accommodations. However, regulations may be altered because of the limited resource staff. While the residence halls are officially closed, no one is to remain in or return early to the residence halls without special permission from the Dean of Student Life.

For security purposes, all students living in University housing are required to return their room keys to the Residence Hall staff prior to leaving for Christmas and Spring breaks. Students in Robinson-Cook Hall must also return section keys. Keys will be reissued to students upon return to the residence hall after the holiday. **Students failing to return keys to the Residence Hall Staff prior to leaving for Christmas and Spring breaks will be assessed a \$75.00 fine.** After a holiday, students returning to the residence hall after midnight must make prior arrangements with the Dean of Student Life to obtain their room key.

Food Services

All resident students are covered under the University meal plan and, therefore, may eat all regularly scheduled meals in the dining hall. Each student must present a valid University of the Cumberland's ID at every meal in order for the Dining Hall Staff to scan the ID so that he/she may eat. In the event that a student misplaces his/her ID, a replacement must be purchased from the Office of Student Services. Students may receive a free temporary meal pass from the Office of Student Services if they have lost their ID. A temporary pass will be given for 2 –3 days, after which a student must purchase a replacement ID if the lost ID has not been found. Non-residents may purchase a Dining Hall meal ticket from the Director of Food Services or a member of the Dining Hall Staff.

In accordance with the University's dress and appearance standards any student not properly attired will be asked to leave the Dining Hall by a Dining Hall or Residence Hall Staff member. The student will be admitted to the Dining Hall when he/she is dressed in appropriate attire. At the Sunday noon meal, appropriate dress is expected for everyone. **Shorts of any style, t-shirts, sweatshirts, sweat pants, and other athletic attire are not considered appropriate dress at Sunday noon meal. For women, strapless attire must be covered by a sweater or blouse. Dress for men includes shirts with collars and sleeves.**

If a student is ill, he/she may obtain a sick tray form from a member of the Residence Hall Staff. **Additionally, special diets may be discussed with the Director of Food Services, and special meals may be obtained with a doctor's statement.**

The Dining Hall honors all University holidays and will either offer limited service or be closed for holidays.

Additionally, the Campus Center Cybernet Café, under the supervision of the Director of Food Services, sells sandwiches, fruit, snack items, and a wide variety of beverages. A meal exchange program allows students, upon presenting a valid University ID, to eat lunch or dinner in the Café rather than the dining hall, selecting from a published menu of food items. For students with classes during lunch hours, the Cybernet Café offers a Grab N' Go Lunch Box between the hours of 11:00 am and 12:45 pm. With the presentation of a valid University ID, students may choose a sandwich, drink, and dessert item to take on the go.



How May We Help You?

You may have questions or concerns during your student's time at Cumberland that require additional information and/or our assistance. We truly believe that students are the most important people on campus. Our ultimate goal is to see them thrive. Therefore, we hope that both you and your student will take advantage of every service that we have to offer, beginning with our administrative personnel, faculty, and staff. We hope that you will not hesitate to call on us should the need arise. Please allow us to help make the most of your student's time with us.

Administrative Personnel Directory

(606) 549-2200 or (606) 539-followed by the 4-digit extension.

President's Office

Dr. Jim Taylor, President	Ext. 4201
Ms. Sue Wake, Vice President for Institutional Advancement	Ext. 4201

Academic Affairs

Dr. Larry Cockrum Vice President for Academic Affairs	Ext. 4214
Mr. Chuck Dupier, III, Acting Registrar	Ext. 4316
Dr. Tom Fish, Associate Dean	Ext. 4214

Business Affairs

Ms. Jana Bailey, Vice President of Financial Services	Ext. 4234
Mr. Kyle Gilbert, Vice President of Support Services	Ext. 4236
Mr. Steve Morris, Vice President of Business Services	Ext. 4597

The price for each kit is \$15.00. All proceeds from the kits go toward helping the Baptist Campus Ministries reach its annual goal of raising \$10,000 for missions. If you are interested in sending your student an Exam Survival Kit, watch your mailbox. You should receive more information from the Office of Campus Ministries during the first few weeks of a new semester. However, if you would like more information, please contact the Office of Campus Ministries at, 7521 College Station Drive, Williamsburg, KY 40769, or (606) 539-4343.

The Safety and Security of Your Student...

At the University of the Cumberland the safety and security of our students and staff is of the utmost importance. The University has developed policies and procedures to insure that students are in the safest environment possible, and further, maintains an emergency preparedness and action plan at all times.

Campus Safety and Security

The Department of Safety and Security operates out of the Bock Information Dispatch Center, which maintains 24 hour coverage of the University's switchboard and the Campus Emergency number, 4444. The University has full-time contracted Security Officers who patrol Campus, monitor traffic, assist students and staff, and provide escort services when needed. The Bock Dispatch Center and the Security Officers have direct radio contact with the Williamsburg Police Dept. and Whitley County 911 dispatch at all times. The Williamsburg Police Dept. patrols campus as well. University buildings are monitored by security cameras. The University also has an emergency notification system to alert students of any imminent danger or situation.

Residence Hall Safety and Security

The residence halls are locked at designated times each evening. These times are Sunday-Thursday at 12:00 midnight, Friday and Saturday at 2:00 a.m. After these hours students must go to the Bock Dispatch Center, show their student ID and then be admitted to their residence hall by security personnel. Female residence halls are lobby access only with the living quarters being key controlled specifically to students assigned to that hall. Fire drills are conducted each semester for all residence halls and severe weather instructions are posted in each hall. Several residence halls are monitored by security cameras.

Prevention and Education

To assist students with responsible decision making during the college years, Career Services offers a comprehensive health suite on line at mystudentbody.com. Topics include alcohol, drugs, nutrition, sexual health, tobacco and stress. While this program is available to all

enrolled students, the freshmen enrolled in the freshmen orientation program, Insights, will be required to complete various components of the program, specifically the alcohol and sexual health programs. In addition, any student who violates the University alcohol policy must attend the Prime for Life – On Campus Talk About Alcohol program, which is conducted by a certified instructor.



A Word to Parents of the Commuting Student

For those students who commute to college, the social and psychological dynamics are somewhat different. Your student will be attending school in an environment that may seem to be somewhat oriented toward resident students. The commuting student may feel left out or unwanted for a time, a temporary reaction that will diminish as he/she becomes involved in various activities and makes friends on campus.

As a parent of a commuting student, you will share in the college experience more closely since your student will continue to live at home. Your student has not left home and has not cut ties by distance; instead, he/she is now trying to mesh the demands of college life with the day-to-day routine of living at home. Special problems can result, such as getting to class. Often, this may require sharing the family vehicle to accommodate a class schedule, library time, and participation in campus activities. Another consideration is balancing priorities of college with priorities of home life. The student living on campus is exempt from sharing the chores and adhering to normal “house rules.” No family member is there to be aware of his or her daily activities, the hours they keep, or the places they go. They are free to immerse themselves totally in the process of establishing a new life with new involvements and forging a separate identity apart from their family. For the student who lives at home, juggling the expectations of both worlds can generate significant stress. To alleviate potential problems in this area, a few words of caution: *don't take your college student for granted*. You can rightly expect college to be tougher than high school, and since parents typically take on a greater financial responsibility, you can also expect your student to do as well as possible to make the experience a worthwhile and beneficial one. Before your student

Keeping in Touch with Your Student...

Your continued support and interest in your student during his/her college years will likely be expressed in many different ways. Perhaps you and your student will communicate through letters, telephone calls, Internet messaging, email, or through periodic visits at home and/or on our campus. While busy making a home here at the University of the Columbians, your student will look forward to, and appreciate all reports from home.

You may reach your student at anytime by calling (606) 539 plus the four-digit extension assigned to his/her room. Should you be unable to reach your student using this number, you may call either the Residence Hall Office or the Residence Hall Director for the residence hall in which your student resides, or one of the emergency contacts listed inside the front cover of this handbook. If you have an emergency situation or news that you feel may be potentially upsetting to your student, please feel free to call one of the emergency contacts and the University will make every effort to be with the student when you speak to him/her, or will deliver the news for you should the need arise.

Your student will be able to rent a post office box at the beginning of the fall semester, renewable each semester thereafter, or may receive mail through General Delivery (7000 College Station Drive, Williamsburg, KY 40769). Also, Faxes may be sent to your student through the Office of Student Services at (606) 539-4136. Student Services will call the student to notify them that they have received a FAX, or it will be sent to the student through campus mail. All students have the option of establishing a University of the Columbians Internet (email) account, provided the student adheres to the policies of the University.

Additionally, Baptist Campus Ministries provides tangible means for you to show your support at one of the most trying times of a college student's career: during final exams. Each semester you are invited to order "Exam Survival Kits" through the Office of Campus Ministries. The kit contains a soft drink, fruit, candy, coupons, and other goodies to help ease the stress of late night study sessions.



Common Adjustment Periods

Although each student's concerns will vary depending on his/her situation, following are lists of the most common adjustments made and concerns faced during their college years.

Freshman / Sophomore Years

- | | |
|---------------------------|---------------------------|
| √ Succeeding Academically | Peer Group Acceptance |
| √ Roommate Concerns | Learning about the Campus |
| √ Parental Pressure | Culture Shock |
| √ Money Management | "The Dating Game" |
| √ Status / Popularity | Alcohol and Drugs |
| √ Values Crisis | Time Management |
| √ Feelings of Inferiority | |

Sophomore / Junior Years

- | | |
|-------------------------------|---------------------------|
| √ Sophomore Slump | Transferring |
| √ Clear Focus / Direction | Choosing a Major/Vocation |
| √ Commitment in Relationships | Getting Involved |

Junior / Senior Years

- | | |
|---------------------------------|--------------------------|
| √ Closure on College | Sense of Greater Purpose |
| √ Leaving / Not Leaving College | Separation from Friends |
| √ Getting a Job / Career | Developing a Lifestyle |
| √ Fear of Failure | Clarification of Values |
| √ Increase in Tolerance | Selective Involvement |
| √ Goals | Marriage |

begins the semester would be an ideal time to reevaluate what your expectations are regarding “house rules.”

Perhaps you will want to lessen some of the family responsibilities and pressures, maybe arrange for certain chores to be shifted, or allow a more generous curfew. In return, you may expect the uncommitted time you provide for your student to be used wisely and productively. Make the changes a joint decision so that neither you nor your student is burdened by unclarified expectations.

All services are equally available to any student. Please encourage your student to take advantage of the wide array of opportunities – spiritual, academic, social, and personal – offered here at University of the Cumberland.

Tips for Surviving the Commuting Student’s Freshman Year

- ✓ Keep your student’s car in safe condition. You may need to provide back-up transportation or gas at times.
- ✓ Class attendance is extremely important encourage your student to keep track of his or her absences in each class. Remember there are no excused absences.
- ✓ Learn *with* your student about services offered by University offices and encourage your student to use them.
- ✓ Budgeting time and establishing a new time schedule can be a problem for new students. Try to support your student’s plans and be aware of his/her schedule.
- ✓ Ask questions, but not too many. Your student is becoming more independent.
- ✓ Talk about your expectations. Realize your expectations may differ from that of your student.
- ✓ When you say “Just do your best,” do you mean his/her best or your idea of his/her best?
- ✓ Be prepared to see your student change his/her ideas and attitudes, or at least test his/her ideas and attitudes.
- ✓ Realize change is necessary for growth.
- ✓ Show your student you trust him/her. Don’t just assume he/she knows.
- ✓ Allow your student the opportunity to improve problem-solving skills by handling difficult situations on his/her own.

Encourage your student to spend time other than class time on campus. There are many opportunities here. Some students may have trouble breaking away from high school activities.

Academic Affairs Overview

The University places emphasis on academic achievement and is committed to helping students succeed in the classroom. Therefore, a great deal of effort goes into getting new students off to a sound academic start.

The faculty members of University of the Cumberland are among the best trained and most dedicated professionals one could find in any college or university. They are selected for employment because of their commitment to teaching and to the students who elect to attend University of the Cumberland. Teaching at University of the Cumberland is an activity that reaches far beyond the classroom. The University's students can readily find their teachers in their offices and at many campus activities. When not helping students directly with their academic preparation, University faculty and staff members continue to teach through their Christian role model. The members of the faculty at the University of the Cumberland have a broad range of professional training and work experience, and, collectively, hold degrees or have completed further training at over one hundred colleges and universities nationwide. This broad range of experience and training enables them to be in the best possible situation to direct the academic activities of the University's students, as well as provide them with valuable insight into the world of work opportunities or professional school after graduation. The University's faculty is dedicated to helping each student develop to his or her full potential.

The normal course load for a first-year student is 15 semester hours. Typically, the term semester hour means one hour of classroom or lecture time per week for the course in question. For example, a student taking a three-hour course would normally spend three hours per week in the classroom for that particular course. Upon successful completion of the course, the student would receive three semester hours toward the minimum of 128 semester hours required for graduation. In addition, the student would receive his/her grade for the course. Some courses require laboratory work in addition to the lecture; many labs receive credit – some do not. Please consult the University Catalog for specific course and degree information.

While your student will be creating and defining his/her “new” life, he/she will still desire the security of knowing that someone is still interested in him/her. Your student will continue to need your support and guidance and you, of course, will want to provide these things. However, while your student wants to know that you are interested in his/her life, he/she may also resent your parental curiosity at times. Just communicating with your student may present a challenge for you. One of the most helpful approaches may be to give your student as much leeway as you feel you can during this period of transition. At the same time, find ways to communicate to him/her that you do care and will be available when he/she needs you.

Oftentimes, your student may simply need to talk through his/her feelings with you. Listening to your student may be your biggest role throughout your student’s adjustment. Resisting the urge to attempt to “fix” all of his/her problems, though easier said than done, can enable your student to become a better advocate for him/herself.

“Who Is This Person?” – Recognizing Your Student

At times, you may feel like your student is not the same young man or woman that you sent off to college. When he/she talks to you by phone or returns home, you may detect an occasional difference in philosophy (perhaps contrary to yours) or he/she may be using new language.

Keep in mind that while your student has been away, he/she has grown significantly toward maturity and independence. Since you are not with your student on a day-to-day basis where changes occur in small increments, you may be faced with more significant changes all at once, in leaps and bounds rather than step-by-step. You may wish to consider reevaluating your parental relationship with this “new” adult. Perhaps it is time to extend some additional privileges. Allowing increased independence in a variety of ways, at a pace that he/she is mature enough to handle, can ease the transition for your student. Becoming independent and forming an identity of one’s own, apart from the family, is a gradual process in which students pull away and come back as needed. Students need this separation from the family to fully invest themselves in undergraduate life where they can acquire the skills to live as self-sufficient adults in society.

Helping Your Student Adjust to College...

adjustment, *v.*: to achieve mental and behavioral balance between one's own needs and the demands of others.

How to Help Your Student

Beginning a college career will be a time of major transition for your student – and for you as well. Many new opportunities and choices await your student. With these newfound opportunities and choices come adjustments, both for your student on campus and for your student when he/she returns home.

Some adjustments that your student will make will be immediate: living in the residence hall with its instant community, eating institutional food, doing his/her own laundry (perhaps for the first time), and making new friends. While these and many more adjustments are taking place, the student must also face the pressure of college-level courses and the additional work that these will require.

We have designed the first few days and weeks of school to be activity-packed in order to keep your student busy. For some students, the idea of homesickness may not even occur to them (unless you mention it), and they will be able to adjust quickly without feelings of loneliness and frustration. Other students, however, may experience difficulty making new friends and developing new ties. For them, homesickness can be very real. Treat these feelings with genuine concern, not as an immature reaction to a sense of isolation and loneliness. Homesickness is normal and, for most students, will improve as he/she makes friends and becomes involved on campus.

As your student struggles to make all the necessary changes to adapt to college life, he/she is also faced with a great deal of freedom, perhaps more freedom than he/she had at home. This is an exciting time for your student, but is also a disconcerting time as well. Confusion and mistakes are inevitable. Sometimes values get shaken in the process of adjustment. Some students, who may have previously accepted the values passed down to them from their families and communities, may bring these values into question, clarify them, and formulate their own degree of ownership of these values.

Your student's first year away from home will be a time of moving away from dependency on one's own family to a new, independent, more autonomous way of life. For you, it may be a time of great frustration and confusion in determining just how to deal with this new person.

Academic Honesty Policy

At a Christian liberal arts university committed to the pursuit of truth and understanding, any act of academic dishonesty is especially distressing and cannot be tolerated. In general, academic dishonesty involves the abuse and misuse of information or people to gain an undeserved academic advantage or evaluation. The common forms of academic dishonesty include:

- √ cheating – using deception in the taking of tests or the preparation of written work, using unauthorized materials, copying another person’s work with or without consent, or assisting another in such activities;
- √ lying – falsifying, fabricating, or forging information in either written or spoken presentations;
- √ plagiarism – using the published writings, data, interpretations, or ideas of another, without proper documentation.

Episodes of academic dishonesty are reported to the Vice President for Academic Affairs. The potential penalty for academic dishonesty includes 1) a failing grade on a particular assignment, 2) a failing grade for the entire course, or 3) charges against the student with the appropriate disciplinary body.

Student Class Attendance

Each student is expected to attend classes regularly and punctually. Attendance in the classroom is one of the most vital aspects of a university academic experience. Therefore, the University operates under the following policy: When any student has exceeded 20% of the time prescribed for any class, laboratory or studio, that student will be automatically dropped from that particular class with the grade of “aF.” This grade is placed on the official transcript of the student and is treated as a failing grade in calculating the grade point average. In general, 20% of the semester is equal to three weeks of normal class time. Thus, the absence limit for a class meeting three days a week is normally nine absences, while the limit for a class meeting twice a week is normally six absences. There are a limited number of exceptions to this policy that include Convocation and INSIGHTS. Class attendance policies are contained in course syllabi for all classes. The definition of a class absence is a student’s failure to attend class for any reason. Instructors may count three times tardy or leaving early to be equal to one class absence. A student leaving early may be counted as a tardy at the discretion of the faculty member.

There are no excused absences, regardless of the reason for the class having been missed. **However, faculty will make reasonable provisions to allow students to make up work if the absence is due to a university-sponsored function or a medical or family emergency that is documented in a timely manner.** Allowance for students to make up work for other reasons is at each instructor's discretion. A class absence does not excuse the student from being responsible for course work missed; the student is responsible for contacting the faculty member in order to make up class assignments. The Vice President for Academic Affairs is the authorized agent to consider any exceptions to the above regulations.

Convocation Attendance

Convocation attendance is required of all full-time students with fewer than 96 semester hours. The following exception exists: Students who are 25 or more years of age at the time of initial enrollment at the University of the Cumberlands are exempt from Convocation. A pass/fail grade is given for the course based upon attendance and behavior. Proper dress is expected at convocation (i.e., the removal of hat/caps, etc.) as well as proper behavior (i.e., no talking, eating, drinking, cell phone or i-pod usage, homework, etc.).

Grading

Midterm and final grades are reported for all classes each semester. Each student is expected to maintain a standing of 2.00, or a "C" average. A student with a cumulative standing of less than 2.00 is automatically placed on academic probation. All students' records are reviewed at the end of each semester to determine academic standing. Students who do not make sufficient academic progress may be suspended.

Residence Hall Life

Overseen by the Dean of Student Life, residence hall life is an integral part of Student Services. For more information regarding residence hall life at the University of the Cumberlands, please see “Your Student’s Home Away from Home” beginning on page 3 of this handbook.

Shuttle Service

For students needing airport shuttle service, a discounted rate is available from Venture Cabs, a licensed taxi service based in Corbin, KY. Venture Cabs’ dispatch office is open 24 hours a day, 365 days a year, weather permitting. Discounted rates are available for trips to or from airports in Knoxville, TN, Lexington, KY, Louisville, KY, and Cincinnati, OH. Venture Cabs accepts major credit cards and cash at the time of the trip. Students needing to arrange travel to or from an airport may make reservations with Venture Cabs by calling 1-888-526-1211 or (606) 526-1211.

Leadership/Community Service Program

The Leadership/Community Service Program illustrates the University's deep commitment to leadership and community service as a moral task and ethical responsibility. The goal of this program is to empower students to become compassionate agents of change, to use their knowledge and abilities to help others, to inspire responsibility, and to stimulate service as a life-long commitment.

As a requirement for graduation, all students must participate in the Leadership/Community Service Program. The program is developed in four phases, three are required and the fourth is optional.

- INSIGHTS - required orientation during the first semester
- LEAD - Leadership Education and Development (LEAD 100 - Leadership Seminar), recommended to be taken during the sophomore year
- SERVE - Service Experiences Requiring Volunteer Effort - 40 hours of approved community service, recommended during the junior/senior years, but may be completed any year while enrolled at the University. Community Service prior to enrollment will not be approved.
- SUCCESS - Services Unifying Cumberland's Commitment to Equip Students for Success - 200 or more hours of approved community service. Students completing over 200 hours are recognized as Hutton Scholars at the time of official graduation from the University of the Cumberland.

Students may submit a Community Service Proposal Form for review prior to completing community service hours. A Community Service Report Sheet must be submitted as documentation of community service hours. A separate form must be used for each organization served. **Students may not complete community service under the direction or supervision of another student or family member. Students may not submit community service hours for any organization that was served as a requirement for course completion or for jobs for which they received pay.** Some paid positions may be approved where students receive a stipend. Students should direct any questions to the Coordinator of Leadership/Community Service.

INSIGHTS 101: Your Student's First College Course

We are truly glad that your student has chosen University of the Columbians as the institution at which to further his/her education; we also recognize our responsibility to help your student achieve his/her academic potential. In response to your student's academic needs, the University has designed an effective and unique freshman orientation program to address student concerns and to equip students for success during their college years: INSIGHTS 101.

Your student's INSIGHTS class is comprised of 15-20 other freshmen. Two upper-class students and a professor jointly serve as INSIGHTS group leaders. Many issues will be addressed in your student's INSIGHTS group, such as getting around campus, adjusting to new freedom and responsibility, meeting new people, and balancing study and extracurricular activities. Additionally, your student's INSIGHTS instructor will serve as his/her academic advisor during his/her first semester at the University.

As your student's academic advisor, the INSIGHTS instructor will assist your student in many ways. First, and perhaps most importantly, the instructor will closely monitor your student's academic progress. Whether your student has questions or concerns about his/her schedule or is having difficulty with a particular course, his/her INSIGHTS instructor is trained to answer questions and/or direct students to the appropriate resource personnel. The instructor also works with your student to plan his/her schedule during the first semester of the freshman year to ensure that the student is taking courses appropriate to meet the requirements for his/her major or to meet the general course requirements for all students.

In the spring semester of your student's first year he/she will choose a permanent advisor. Your student will meet with the department head of his/her chosen major for assignment to a new advisor. Students who remain undecided about a major will be assigned a general advisor.

Information Technology

The Department of Information Technology provides a wide variety of computing services including network access, access to the Internet, email services, web development, technology helpdesk, and access to student records via the administrative computing system. It is the goal of Information Technology to provide and support the technology used to assist academic and administrative endeavors in the institution's pursuit of excellence. The department is located in room 007 of the Gatliff Building, extension 4197, and is open Monday – Friday, 8:00 am to 5:00 p.m.

Services

Students are responsible for their own computers and equipment including maintenance and repairs. Information Technology **DOES NOT** repair student computers/equipment due to liability issues. Because of this, it is important for students to take notice of the warranties provided by the manufacturer when purchasing a computer.

Email Accounts

Students who do not already have a University email account must go online and complete the required form to receive their username and password. This username and password is to be used for the entire duration of their time at University of the Cumberlands. The University Mail Account form can be found by going to the website <http://www.ucumberlands.edu/it> and clicking the link “Sign up for a Mail Account” located on the left hand side of the webpage.

The student's UC email account must be used for all university related electronic correspondence. It is the responsibility of the student to check his/her UC email account on a regular basis for new email messages from UC faculty and staff.

On-Campus Access to the Network

Information Technology has issued these *minimum* requirements in order to access the network.

- University Email Account – Each user is required to register his/her computer by entering his/her email account username and password. Users will be prompted to enter this information when they first open up the Internet browser on their machine. Registration is required before the user will be granted Internet access. This is a one time process.
- Network Cable (if not using wireless) - Information Technology does not provide network cables; however, one can be purchased from the campus bookstore.
- Antivirus Software - Each personal computer on the network needs

of Dr. Matthew Rafalski. Their current hours of operation are 7am-5pm Mon-Thu, 7am-10pm Friday and 10am-10pm Sat. & Sun. To make appointments or to inquire about this clinic's services, please contact the office at 606-549-1183.

Student Medical Insurance

All on-campus students registered for twelve or more credit hours, all international students, all students that are participating in intercollegiate athletics, and all athletic team graduate assistants are required to have adequate medical insurance during their time of enrollment at UC. Students that do not submit an approved online waiver with proof of their own medical insurance coverage that meets UC's minimum insurance coverage requirements by August 21, 2011 will be enrolled in a student accident and sickness insurance plan.

Students may apply to waive out of coverage by the student accident and sickness insurance plan by submitting an online waiver no later than August 21, 2011. Any student that has not completed an acceptable online waiver by August 21, 2011 will be enrolled in the plan, and the insurance premium will be billed to the student's tuition account. The specifics of the plan can be found online at the University's website or by contacting the Business Services Office at (606) 539-4209.

In submitting the online waiver form for approval, students must provide proof of current coverage that meets the minimum insurance requirements as follows:

- Offers at least 60% coverage for inpatient and outpatient medical services in the Williamsburg, KY area
- If a deductible is in place, it must not exceed \$5,000 per year
- Offers medical benefits of at least \$25,000 per accident or illness (plans that provide emergent care only are not acceptable)
- Provides coverage for inpatient and outpatient medical services for injuries or illnesses sustained in intercollegiate sporting events (if participating in any intercollegiate sporting activities).

Questions about the waiver process or the student accident and sickness insurance plan should be directed to the Business Services Office at (606) 539-4209.

Health Services

Dr. David Williams, M.D., serves as the Medical Director for the University of the Cumberland. His office is located downtown at 403 East Sycamore Street in the Williamsburg Professional Building.

Dr. Williams' office will hold clinics every Monday, Wednesday and Thursday from 12:00 noon until 2:00 p.m. This time is available for students to be seen either by walk-in or appointment. To make appointments for clinic hours or other times more convenient to the student's schedule please contact the office at 606-549-8244. If a student requires after hours care, the student should contact his/her residence hall staff for assistance.

Dr. Williams' office files all participating insurance company claims. The student is responsible for providing insurance information at the time of the visit. All co-pays and deductibles are due at the time of the appointment. The student voucher system which charges the co-pays and deductibles to the student's University account, may be used. They also accept Visa and MasterCard. Non-participating insurance claims require payment at the time of the service, and the required documentation for self-filing is given to the patient.

Allergy shots can be given at Dr. Williams' office until 30 minutes prior to office closing. An initial consultation with Dr. Williams and his staff is required.

If emergency medical treatment is needed after hours, Emergency Rooms are located at Jellico Community Hospital in Jellico, Tennessee (606) 784-7252, approximately 15 miles; and at Baptist Regional Medical Center in Corbin, Kentucky (606) 528-1212, approximately 20 miles.

The Care Plus Clinic is a mile from campus and provides another option to students that are not able to be seen in Dr. William's Office. The Care Plus Clinic files all participating insurance company claims. The student is responsible for providing insurance information at the time of the visit. All co-pays and deductibles are due at the time of the appointment. The student voucher system which charges the co-pays and deductibles to the student's University account may be used. They also accept Visa and MasterCard. Non-participating insurance claims require payment at the time of the service, and the required documentation for self-filing is given to the patient.

The Care Plus Clinic is located at 998 US Highway 25 W., Williamsburg, KY 40769. The clinic primarily utilizes two Nurse Practitioners, Katlyn Dunkel and Tammy Barera, under the supervision

antivirus software that will periodically update itself. Information Technology does not supply this software but will provide insight on good products.

Wireless Internet is available in all residence halls on campus. In order to use this feature, you must have a wireless card installed on your computer.

Hub Leasing

In the event that two or more residents are assigned to a residence hall room with only one network port, a hub may be leased from the Office of Information Technology at no charge. All residents of the residence hall room must come by the Information Technology office and fill out the appropriate paperwork before a hub will be issued. The lease is valid for the duration of the current academic year. The hub and included accessories must be returned to the Office of Information Technology by the *last day of classes for spring semester of the given academic year*. If the hub and its accessories are not returned by this deadline, each member of the residence hall room will be charged a fee of \$25.00 to cover the damages.

Responsible Use of Information Technology

All members of the University of the Cumberlands community who use the University's computing, information, or communication resources must act responsibly. Every user is responsible for the integrity of those resources under their control. All users of University-owned or University-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of the University of the Cumberlands that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standards of ethics.

Information technology provides important means of communication both public and private. Users and system administrators will respect the privacy of person-to-person communication in all forms, including voice (telephone), text (electronic mail and file transfer), and image (graphics and video).

Access to the University's information technology facilities, from both remote and campus sites, is a privilege granted to the University's students, faculty, and staff. Access to University information resources may be granted, limited, or withdrawn by the University based on the following factors: observance of relevant contractual obligations, the

requester's need to know, the information's sensitivity, system load, availability of training, risk of damage to or loss by the University, and the person's previous history of use. The University reserves the right to extend, limit, restrict, or deny privileges and access to its information resources.

University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes without written authorization from the University.

Users must guard against abuses that disrupt or threaten the viability of any system, including those at the University and those on networks to which the University's systems are connected or accessible. Abuses include the use of equipment such as wireless access points, wireless routers, cable routers, etc.

Access to information resources without proper authorization from data owners, unauthorized use of University facilities, and intentional corruption or misuse of information resources are direct violations of the University's standards for conduct as a Christian institution. Consequently, the system is continually monitored to evaluate system usage. Individuals using University systems without authority, or in excess of their authority, are subject to having all of their activities on the systems monitored and recorded by the system personnel in conjunction with appropriate University personnel, or local, state, and/or federal authorities.

The University is not responsible for user data lost or erased from University equipment. Any and all data stored on a University system is the property of the University of the Cumberlands.

System drives will be cleaned periodically, and any data files erased at the discretion of the network administration. **It is the responsibility of the user** to make disk copies, or to download to his own equipment any data files he has created or stored on the University of the Cumberlands systems, including email messages and addresses stored in the user's Webmail account.

University of the Cumberlands treats access and use violations of computing facilities, equipment, software, information resources, networks or privileges seriously. The University will pursue criminal and civil prosecution of violators when appropriate. Alleged violations of this policy will be reported to the appropriate Vice President. For a complete listing of all Information Technology policies, please visit <http://www.ucumberlands.edu/it/>.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The University may also disclose without the student's consent, "directory information" unless the student has advised the Registrar in writing at least five days following registration that the student does not wish part or all of the directory information to be made public. Once filed, this instruction becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

The primary purpose of directory information is to allow the University to include this type of information in certain University publications, the media, and outside organizations. The University has designated the following as examples of directory information: The student's name, addresses including electronic mail address, telephone numbers, date and place of birth, major field of study, degree sought, attained class level, expected date of completion of degree requirements and graduation, degrees and awards received, picture, dates of attendance, full or part-time enrollment status, the previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, weight and height of athletic team members and denominational preference.

The University may disclose education records in certain other circumstances, but shall do so only upon the authorization of the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office which administers FERPA and to which complaints are to be sent is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC, 20202-4605.

Privacy Rights of Students

The University is subject to the provision of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place the records may be inspected.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate.** Students may ask the University to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Registrar decides not to amend as requested, the Registrar will notify the student of the decision and advise the student of his or her right to a hearing regarding the request and will provide the student with additional information regarding the hearing procedures.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Academic Accommodations for Learning Disabilities

University of the Cumberlands accepts students with learning disabilities and provides reasonable accommodations to help them be successful academically. Students with disabilities may incur additional costs for services not provided by the University in order to be successful in their studies. *The Americans with Disabilities Act* requires the University of the Cumberlands to provide reasonable accommodations that afford an equal opportunity for students with learning disabilities. However, the University is not required to provide accommodations which lower its academic standards.

The Associate Dean for Academic Affairs serves as the Disability Services Coordinator. For accommodations to be awarded, a student must complete a Disability Form and provide documentation of the disability. Such documentation may include:

- “Section 504” report or Individualized Educational Plan from a high school no more than two years old.
- A psychological /educational assessment no more than three years old, performed by a licensed psychologist, educational testing specialist, or appropriately trained physician.
- A psychiatric assessment (DSM-IV or DSM-IV TR) no more than three years old, provided by a board certified psychiatrist.

When all paperwork is on file, a meeting between the student and the Coordinator will be arranged to discuss possible accommodations before accommodations are formally approved by the Special Accommodations Committee. Students must then meet with the Coordinator at the beginning of each semester before any academic accommodations can be certified for that term.

Tutoring

The Academic Resource Center (ARC) offers free and convenient tutoring in all academic subjects to all University students. The Director and staff of trained tutors are available daily to provide courteous service to all students seeking to improve academic competencies through individualized or computerized assistance. Students are encouraged to take advantage of the opportunities available in the Academic Resource Center early in the semester.

Withdrawing From The University

A student desiring to withdraw from University of the Cumberland within any semester must procure permission from the Vice President for Academic Affairs and complete required paperwork. The following policies and procedures govern withdrawal from the University for the current term.

1. The permanent record of a student who withdraws from University of the Cumberland during the first four weeks of the semester (or its equivalent for bi-term and online schedules) will list a mark of "W" for all courses. A "W" carries no grade point penalty.
2. The permanent record of a student who withdraws after the first four weeks of the semester (or its equivalent for bi-term and online schedules) will list a mark of "WP" (withdrew passing) if passing or "WF" if failing. "WP" carries no grade point penalty. However, a "WF" carries a penalty, counting as an "F" in calculating the grade point average.
3. Students withdrawing during the last four weeks of the semester (or the equivalent for bi-term and online schedules) will receive a grade of "F" for all classes except for those classes in which the student has an "aF." In that case, the grade of "aF" remains on the transcript.
4. For any student who drops out of University of the Cumberland without permission, the permanent record will show a grade of "aF" in all courses carried, indicating that the student failed because of class absences.
5. No student who withdraws from University of the Cumberland for whatever reason is entitled to a grade report or transcript of credits until his/her account is cleared in the Bursar's Office.
6. The official date of withdrawal will be used by the Bursar's Office and the Office of Financial Planning to determine any adjustments involving financial aid and financial charges.

Medical / Emergency Withdrawal. Students who must withdraw from classes for medical reasons or because of dire personal circumstances may submit a written request to the Academic Affairs Office as soon as the student intends to stop attending classes. This request must be supported by a letter from a medical professional or other source

Career Services



Cumberland encourages its students to maintain close contact with the Career Services Office from the beginning of their freshman year through graduation. Career Services provides a variety of services for students including assistance with career development, goal setting, and academic advising.

Students will logically want their career choice and academic studies to lead them to a satisfactory job upon graduation. The Career Services Office offers a number of opportunities for students to prepare for the job search process.

1. Workshops are conducted on résumé and cover-letter writing, interviewing skills, and job search tactics.
2. Part-time and full time job referrals are displayed on bulletin boards in the Boswell Campus Center and on the web at www.ucumberlands.edu/career.
3. Students have the opportunity to participate in regional job fairs such as Spotlight and UC's Career Fair.
4. Interests, skills, personality and values all play a role in career choices. Students should contact the Director of Career Services for an individual appointment for testing.
5. Students seeking assistance with mental health related issues should contact the Director of Career Services for a referral to an appropriate agency.

Campus Ministries

“Growing as disciples by making more disciples through authentic relationships” is the practical mission of BCM and other ministries at University of the Cumberland. Each of several ministries available on campus allows students to grow and develop in their personal relationship with Christ and in community with others. Cumberland allows students to find unique ways to use spiritual gifts and talents to serve Christ and others, as well as helping students develop and articulate their faith through actions as well as with words.

Students are presented with outlets for making a personal commitment to follow Jesus Christ or, if already a believer, to deepen their personal disciplines of following Christ through BCM Fall Awakening and Spring Renewal services. All students are invited to outlets for Bible study, accountability, worship, and service for Christian growth, or simply to learn more about Christ and the community of believers both on campus and in local churches. Winter and spring break mission teams serve in a variety of locations from Kentucky to other states and countries.

Specific ministries on campus include: BCM, or Baptist Campus Ministries, which focuses on worship, prayer, leadership/discipleship development, service ministry teams and mission projects; FCA, or Fellowship of Christian Athletes, which focuses on reaching and growing athletes for Christ through support ministries to each athletic team; AM, or Appalachian Ministries, which does a weekday active Bible teaching ministry to children, youth, and families in the area; and MO, or Mountain Outreach, which does construction and repair ministry for families in the area.

Membership in any of these ministries is by participation, and all of them are open for any student to participate in regardless of denominational affiliation. On-going weekly activities include: FUSE Worship and LIFE groups, Thursdays from 8:00 – 9:30 pm; prayer team; ministry teams that serve the local homeless shelter; Friends for Families; Cedaridge ministry; and the Williamsburg Nursing Home; AM teams that serve local children, youth and families on Monday, Tuesday or Wednesday; MO work at the warehouse; and FCA Gatorade ministry to various sports teams. Students interested in getting involved with any of these ministries should contact Dean Whitaker, Director of Campus Ministries, at 606-539-4343, or by email at Dean.Whitaker@ucumberland.edu. Students interested specifically in Mountain Outreach should call Marc Hensley, Director of Mountain Outreach, at 606-539-4346.

supporting the student's request with specific information on the student's diagnosis, current condition, and continuing treatment requirements, or on the student's personal emergency that necessitates the withdrawal request. If the medical/emergency withdrawal is granted, the student will receive a grade of "W" or "WP" in all current classes. NOTE: Normally, partial medical/emergency withdrawals are not permitted (that is, withdrawal from one or two courses while the student continues in others).

Student Services Overview...

Many of the experiences and needs that your student will have during his or her college career will fall under the “umbrella” of Student Services. At University of the Cumberland, we believe that when a student becomes fully engaged in the University’s activities and programs, he/she truly has an environment in which to grow and gain the maximum benefit from his/her college years.

Several areas of student life make up University of the Cumberland Student Services, and information is provided about each in the following pages. Please review these services and contact the Office of Student Services should you have any questions.

Athletics and Intramurals

The University of the Cumberland, under the guidance of the Athletic Director and a competent staff of coaches, has developed a well-rounded program of intercollegiate sports into one of the best small-university programs in the country. The University is a member of the National Association of Intercollegiate Athletics (NAIA), and the Mid-South Conference. All of our programs have the opportunity to compete on a conference, regional, and national level.

The University of the Cumberland intercollegiate athletic offerings are numerous and varied: baseball, basketball, cross country, football, golf, soccer, swimming, tennis, track, and wrestling for men; basketball, cross country, golf, soccer, softball, swimming, tennis, track, volleyball and wrestling for women. Cheerleading is a coed sport.

The University is proud to offer so many opportunities for students to participate in intercollegiate athletics. Students are admitted free to all home athletic contests, with the exception of post season tournament games. All students are encouraged to attend athletic events and give full support to those who compete for the Patriot teams.

The purpose of the Intramural Sports program at University of the Cumberland is to provide a wide variety of activities to meet the recreational needs of the University’s student body. Flag football, basketball (5 on 5) and basketball (3 on 3) are provided for both men and women. Volleyball, softball, and ultimate Frisbee are provided for men and women on the same team (coed). There is a variety of one-day events offered for both men and women in badminton, corn-hole, 9-hole golf scramble, putt-putt and bowling. These are the core sports that are



provided throughout the year, but feedback from the student body may result in additional sports being added. Schedules and sign-up sheets are posted on the Intramural sports board located in the lobby of the Boswell Campus Center.

Campus Activities

The goal of the Campus Activities program at Cumberland is to provide a wide variety of activities and organizations for the University community and to encourage student involvement in the total spectrum of college life. Overseen by the Director of Student Activities, an extensive offering of on-campus activities and organizations is provided in which students have the opportunity to participate and assume roles of leadership and responsibility.

Activities instituted by the Office of Campus Activities include films, dances, concerts, comedy nights, novelty shows, and tournaments. Major programs of emphasis include Welcome Week at the beginning of the fall semester and Spring Fever Week held each April.

Becoming involved in a club or organization affords students the opportunity to develop leadership, organizational, and decision-making skills while making friends, sharing worthwhile experiences, accomplishing common goals, and using collective resources to help others. Of the more than forty clubs and organizations officially recognized by the University, twelve of which are academic honor societies, every student is able to find at least one that meets his or her needs and interests.

