

STUDENT SERVICES

Expanding on the educational purpose of College of the Ozarks, the objectives of the students' development program are as follows:

1. To provide an orientation program for all newly-enrolled students.
2. To provide a variety of opportunities for students which meet the interest of a varied population and give opportunity for interaction with others in a variety of ways.
3. To provide a variety of social events for students which meet the interest of a varied population and give opportunity for interaction with others in a variety of ways.
4. To provide an adequate, safe, attractive housing environment which allows all students a quiet, pleasant living experience conducive to study, privacy, sleep, and social needs.
5. To provide adequate medical facilities to meet the needs of the students.
6. To provide adequate security and safety for students, employees, and the property of College of the Ozarks.
7. To provide counseling services to meet the mental health needs of students and to encourage the student to be self-reliant.
8. To provide advising and career development services and to aid the student in academic and career decisions.
9. To provide aid and counseling in securing institutional, state, and federal financial aid.
10. To provide spiritual counseling and advising.

Dean of Students Office

The Dean of Students' Office is located in the Administration Building. This office coordinates many student programs including Character Camp, convocations, and campus-wide activities. Services provided by the Dean of Students' Office include residence life, student identification cards, vehicle registration, and convocation and chapel credit. Additionally, student needs such as personal counseling, conduct issues, and physical needs can be addressed or referred to other areas when necessary. The Dean of Students' Office seeks to be a resource for all students.

Residence Hall Living

All full-time College of the Ozarks students are required to live on campus except those who are married, living at home with parents or legal guardian.

The goal of the Residential Life program is to create an environment in the residence hall conducive to the academic, physical, and personal development of each resident. Hall living provides a unique experience for learning cooperative living skills, as well as individual responsibility. While in residence, a student's hall is home.

Room Assignments and Consolidation

The College provides opportunities for students to select their choice of rooms and roommates. However, the College assigns student rooms and roommates and reserves the right to consolidate room assignments as is necessary to make the best possible use of our facilities. All students must check in and out properly whenever moving in and out of the residence halls. Students failing to follow the check in or out procedures may lose their room deposit and/or fined.

Room Changes

All room assignments are made through the hall directors. During the semester, room changes may be made only when authorized by the hall director or the Dean of Students. Towards the end of each semester, students complete housing information that allows them to request a new room and/or roommate for the next semester. All changes must be approved by the hall directors.

Guests

No one under age 14 or of the opposite sex is allowed in the living areas of the residence halls except during open houses and move in day for new students. No non-students under age 18 of the same sex may stay in the residence halls overnight. Overnight guests must be 18 years of age or older and of the same sex and may only stay overnight on Friday and Saturday nights. Overnight guests must be registered with the hall director at least 24 hours prior to the visit. Failure to register will result in a \$10.00 fee to be paid by the resident. Overnight guests are not allowed during the week unless special permission has been granted by the hall director. The student hosting the guest is responsible for the actions of the guest while on campus.

Lobbies and Lounges

Lounges are provided in each residence hall for relaxing, socializing, and entertaining members of the opposite sex. The areas off limits for the opposite sex are rooms, hallways, stairways, and landings. Failure to comply with this regulation will result in immediate expulsion from the residence hall.

Room Safety Inspections

Room inspections will be conducted each week at a consistent time determined by the resident assistant and/or hall director. Students are expected to keep their rooms clean and neat, trash removed from room, and bathroom clean (for students living in a suite.) Students need to talk with their resident assistant or hall director to understand the full expectations regarding room cleanliness.

Periodically, additional safety inspections will be made of residential halls including student rooms to identify fire hazards and violations. Room inspections are designed to point out hazards that have been overlooked. You will be expected to comply with the findings if any of these conditions exist in your room.

These guidelines and regulations are in place for your safety and the safety of your neighbors. Fire safety is everyone's responsibility. Please do your part to help make your residence hall community a safe place to live.

Room Search and Entry

We respect the privacy of students in the residence hall; however, our college officials reserve the right to enter student rooms for the purpose of inspecting the premises when an authorized person has reasonable belief, including but not limited to the following:

1. That college policy is being violated.
2. That an occupant may be physically endangered or harmed.
3. That college or personal property is being damaged.
4. Rooms may be entered for emergencies, when routine maintenance or service is needed, request for a specific repair is necessary, and for regular inspections for cleanliness.
5. The Dean of Students and/or hall director may enter a student's room before men's or women's open house to see that rooms are in proper working order and meet college policy.

If practical, the hall director or assistants will not enter a student's room unless occupied or another authorized person is present. If there is reasonable belief that college policy is being violated, a room search may be necessary. Authorization must be received from the Dean of Students or his representative. Two authorized persons will be present during the search. A room search will not be conducted without making every attempt to see that the occupants are present.

Exits

All pathways to room doors and windows must be kept clear. An item hanging to enclose or decorate a sleeping space is not permitted. Room doors must open at least 90 degrees. Hallways and stairs must be kept clear at all times. No bicycle parking or other items are permitted in the hallways or stairwells.

Fire Evacuation

If you see a fire or smell smoke, pull the fire alarm station handle. Whenever you hear the building fire alarm you must leave the building! The residence hall staff will assist in clearing the building. Everyone is required to leave the building, and those not leaving may be subject to disciplinary sanctions. As you leave the room, follow these procedures:

1. Take a towel to cover your mouth and nose in case of smoke.
2. Close your door behind you.
3. Exit as quickly as possible using the closest stairwell. Go to the designated location for your residence hall and stay at least 150 feet away from the building until given permission to return to the residence hall.
4. Alert a staff member where you saw the fire.

Remember that in the event of a fire, your worst enemies are smoke, heat and gases. They are capable of killing in a very short time. If you are caught in smoke, use your towel to make breathing less difficult, get

down on the floor and crawl out. Before opening any door in your evacuation route, smell for smoke and check the door to see if it is hot. If so, stay in your room and call the College of the Ozarks Fire Department (3333).

If you do get trapped:

1. Remain calm and think before you act.
2. If there is smoke, crawl away from it.
3. Put closed doors between you and smoke.
4. Slightly open your window.
5. Signal from the window. If there is a phone, call "0". Tell them where you are, even if the Fire Department is on the scene.
6. Remain calm. Rescue may be moments away.

Note: Evacuation drills occur periodically throughout the semester to ensure the proper function of the alarm system and the performance of residents and staff. Each fire alarm should be treated as a legitimate threat and each resident must evacuate the building. The residence hall staff will assist in clearing the building.

Deliberately setting off the fire alarm is in direct violation of county ordinances and may result in immediate dismissal from the College. If an alarm is set off but the violator is not apprehended, the residence hall will be fined \$50.00. Tampering with fire alarm systems, alarm pull stations, smoke detectors, fire extinguishers, and safety equipment is prohibited.

Tornado Warning

If you hear the tornado siren sound or if you become aware of a tornado warning through media sources, move immediately to the lowest level in your building and stay away from exterior doors and windows. This may be a basement or first floor interior hallway, restroom, etc.

Do not wait for staff to tell you to go downstairs. Stay calm and wait for instructions. You can leave the lowest level once the tornado warning has been lifted and the all clear signal has been given. Immediately report any injury or damage to the residence hall staff.

Medical Emergencies

In the event of a medical emergency, dial "0" or notify residence hall staff immediately.

Electrical Safety Policy

Be sure that any electrical appliance or equipment, including cords and power strips, are UL-certified to help prevent power outages and fire hazards. Use all appliances and equipment according to the manufacturer's instructions.

Exercise care in not using too many appliances at the same time; overloaded circuits may result in loss of power in the room and increase the risk of fire hazards. Microwave ovens, hair dryers, and similar appliances should not be used on any circuit which habitually trips your room's circuit breakers.

Use extension cords of 12, 14, or 16 gauge wire and power strips with an integrated (built-in) circuit-breaker to prevent potential fire hazards

and damage to the building's electrical system. It is also recommended that power strips have a surge protection device, to help prevent damage to students' personal property from fluctuations in the flow of electricity.

Do not alter prongs of polarized plugs to make them fit an outlet. Do not overload electrical outlets. If a wall socket or extension cord is warm to the touch, it is overloaded. Do not "daisy chain" (string together) cords, connectors, and plugs.

Do not run appliance or extension cords under carpeting, rugs or furniture, where they can be walked on or pinched. Heat can build up and start a fire. In addition, cords can be frayed and expose wires, which can also result in a fire. Never cover lamps with clothing, paper, drapes, or other things that can burn.

Appliances and Furnishings

There is no more crucial issue to the basic survival of students than fire safety. For that reason the following items are not permitted: Furnishings and decorations must in no way physically block, or block the view of an exit from a room, hallway, or building.

Holiday decorations: Live Christmas trees and other highly combustible decorations are not allowed due to fire safety concerns. Seasonal Christmas lights are allowed from November 15-January 15, but cannot be left up throughout the remainder of the year. Seasonal lights must have a UL rating. The lights cannot be attached to a metal surface such as a door frame, bed frame and mattress springs, and cannot be used in restrooms. Caution should be used when hanging lights to ensure they are not too close to other objects that might catch on fire, and make sure there are not too many lights plugged into a room outlet.

Explosives, Fireworks, Flammable Liquids/Materials and Weapons

Students are prohibited from possessing and/or storing explosives, fireworks, flammable liquids, and weapons in the residence halls and on the College campus. Materials that are not allowed include, but are not limited to gasoline, kerosene, camping or cooking fuels, lighter fluid, ether, paint, propane cylinders, propane torches, and other materials specifically referenced in the Missouri Statutes.

Theft and Property Loss

Students should always keep doors locked when they are not in the room. The College does not assume responsibility for theft or damage to personal property. Never leave large sums of money in the room. Valuable personal items should be taken home during break periods. Possibly some items might be covered by a parent's homeowner policy or students may need to have renters insurance. The College is not responsible for a student's personal items that may be stolen or destroyed. Everyone (whether a resident of the building or not) is expected to abide by the community standards.

Quiet Hours

Radios, televisions, stereos, and conversation should not disturb other hall residents. Students work at all hours of the day and night. So students need to be respectful of others who work late or have to work early.

Pets

Students may keep fish and other aquarium based animals in their rooms. Aquariums are to be ten gallons or less in size. No other pets are allowed in the residence halls.

Babysitting

Babysitting in the residence halls is not allowed.

Living Requirements

Students are required to spend four nights a week in residence halls.

Laundry

Coin-operated washers and dryers are available in each residence hall for students living in the residence hall. Individuals not living in the residence halls cannot do their laundry in the housing washer and dryers. Additionally, there is a laundry service on campus where students may get laundry done. Students may pay for this service or work extra hours to offset the charges.

Dining Hall

The Pearl Rogers Dining Hall is located on the second floor of the Good College Center and serves as the primary location for students to eat meals on campus. Students living in the residence halls pay room and board which provides both lodging and meals. Students are required to use their identification cards in order to verify that they are a current student. Students are allowed to eat as much as they choose while in the dining hall, but are not allowed to take any food with them when leaving the dining hall. Students who live off-campus may purchase multi-meal board plans at the dining hall that will allow students to eat in the dining hall when on campus. On weekdays during the academic year, campus announcements and prayer are given at noon by faculty and staff. All individuals eating in the dining hall are required to remove hats upon entering. Students are expected to carry their trays and all plates, glasses, and other items for cleaning to the dish room.

The College will make reasonable accommodation for student food allergies in the Pearl Rogers Dining Hall. Students should first visit the McDonald/Armstrong Clinic, to have food allergies documented. Approved accommodation requests may then be directed to the General Manager of the Dining Hall.

Mail Operations

The federal post office for Point Lookout, Missouri is located on the campus of College of the Ozarks. As a federal post office it is managed and operated with standard federal postal regulations. Customers may send mail, purchase stamps and money orders, order passports, and other services provided by all post offices. Students receiving mail through the United States Postal Service must be addressed to their individual Post Office Box Number. Students may rent a PO box by going to the post office during regular business hours or going to <https://poboxes.usps.com/poboxonline/search/landingPage.do> any time and complete the signup on this website.

Personal mail that is sent to the College's business address (PO Box 17) or that is sent to a street name on the college campus will be returned. The post office does not recognize any of the local street names on campus for delivery purposes.

All campus mail sent between departments on campus, incoming and outgoing business mail is processed in the Mail Operations department located on the lower floor of the post office.

All Non-Postal service deliveries are handled through the warehouse using UPS, FedEx, and various trucking companies. If you want to receive a package using any of these methods, simply state that this is a shipping address only and send it to:

Attn: *Name of student and residence hall where the student lives*
100 Opportunity Ave.
Point Lookout, MO 65726

Health Services

The College Health Program seeks to maintain a state of optimum health and well-being of each student, to provide as much physical and emotional health care as possible to the student body, and to instill good personal habits by preventative health education.

Outpatient Clinic Hours

Fall and Spring Semesters: Monday-Friday 7 a.m. to 8 p.m.; Saturday-Sunday 8 a.m. to 4 p.m. Visitors and guests must check in upon arrival at the desk.

Summer: Monday-Friday 7:30 to 4:30; closed on Saturday and Sunday.

Students who have paid the Health/Technology/Services (HTS) fee for the term in which they are registered are entitled to care from the campus health care facility during that term. A nurse and/or a physician assistant are available to see or be called on for advice. Out-patient care is provided for these students during clinic hours. Any student who becomes ill or gets injured may report to the campus health care facility for treatment. If the student reports during the time the physician assistant is available, he/she may be seen by the P.A. (Appointments are encouraged.) Student visits to the campus health care facility will be at no charge. Any medication or supplies required will be charged to the

student's work account.

Some of the over-the-counter, cold, fever, etc. medications are available during operation hours. Loan items available are: heating pads, crutches, ice bags, braces, and splints. Students should limit the visits to the hospital for treatment and dispensary service to hours not in class except in an acute emergency illness, or when designated by the campus nurse or physician assistant.

If a student requires treatment deemed necessary by the nurse or physician assistant beyond what is available at the campus health care facility, arrangements can be made for patient to go to Cox Medical Center Branson Emergency Room. Any student needing to go to Cox Branson must report to the clinic as soon as possible and be referred to Cox Branson, or follow up the next business day if illness is after regular hours.

- A. If the illness or injury was campus work-related, the health care facility will certify to Cox Occupational Health Clinic or another physician's office that the college would be responsible for the bill.
- B. If the illness or injury was not work-related, the student would be responsible for providing their insurance information to Cox or any other medical facility, and be responsible for their balance.

If the student reports to the campus clinic and fits into category (B), as stated above, and does not have health insurance, the outstanding balance of their Cox bill will be on their student account and is to be paid at the cashier's office. These charges CANNOT be paid with work hours.

Payment for Medical Services

All students have accident insurance; the premium is billed automatically as a part of the health services of the HTS fee.

Accident Medical Expense Benefit

- A. The Accident Plan is a secondary plan after your primary medical insurance has paid. The first expense must be incurred within 60 days of the date of the accident, and only expenses incurred within 52 weeks from the date of the accident are eligible. ER visits must be within the first 72 hours after the accident.
- B. Accidental Death and Dismemberment Benefits: Aggregate limit of liability is \$5,000.

Claim Procedure

In the event of an injury, it is the student's responsibility to:

1. Report at once to the McDonald Clinic on campus for treatment or referral. If the injury is severe and you are not in the area, or if it is after clinic hours, report to the nearest hospital or physician.
2. You should then secure an accident claim form from McDonald clinic on campus, fill in the necessary information, and attach all medical bills. You should also attach the explanation of benefits from your primary insurance plan, sign the form, and mail it in to the address at the top of the form.
3. If you have any questions regarding the student accident insurance, contact the nurse at the McDonald Clinic at extension 3399.

Workers' Compensation

If illness or injury is work-related, the student must report immediately to the campus clinic if the injury occurs during operating hours or as soon as it opens the next day and inform the staff to assure coverage by workers' compensation. The injury must be reported to the student's work supervisor. All students must report to McDonald Clinic first, unless it is after clinic hours, then the worker must follow the instructions on the work-related injury flow chart posted in your department and on the campus web.

If the injury is deemed too severe and the ambulance would be called, the patient will need to be transported to Cox Branson ER. The campus nurse will certify to the local hospital or the physician that the college's workers' compensation insurance will be responsible for the bill.

Sick Excuses

Students who are unable to attend classes because of sickness are expected to go to the clinic on campus to see the campus nurse or P.A. Excuses for class will not be given from the clinic unless the student is staying in the campus clinic as a patient, or the campus nurse or physicians assistant has sent them to another medical facility off campus. Students will be responsible for telling their professors that they are ill. Each individual professor will decide to excuse the student from class or not.

Work excuses will be provided for a student who reports to the campus clinic ill before or during work hours. Due to the illness or administration of medication, students may be required to stay in the clinic for the day in order to be excused from their work stations.

Notification of Parents

In emergencies requiring immediate surgery when parents cannot be consulted in advance, the President of the College will assume responsibility for authorization of treatment if needed.

All communication from the parents and guardians concerning the health of students should be addressed to the McDonald Health Services administrator, and/or medical director for the College. Due to HIPPA regulations, students must sign a medical release form for information to be given out.

Special Cases

The Dean of Students is authorized to require any student to withdraw from school at any time if he/she has an ailment that:

1. Interferes with his/her attendance or progress in class.
2. Might possibly constitute a hazard to him/her and/or other students.
3. Disturbs him/her so that he/she does not fit satisfactorily into the social pattern of the student body.

The College does not assume responsibility for:

1. Expenses due to medical conditions existing before enrollment in the college.
2. Expenses incurred for illness or injury resulting from the student's misconduct or irresponsible behavior.

3. Expenses incurred while the student was not actually enrolled.
4. Expenses incurred for injuries in accidents off campus; however, the student's accident policy would be enforced at that time.

A student unable to participate in the required Physical Education program must furnish a letter from his personal physician or the school physician stating the reason. This letter in itself does not excuse the student from the P.E. program. The letter is subject to review by the Medical Director, Dean of College, and the Department of Physical Education from whom a final decision is received.

Financial Aid

All students at College of the Ozarks participate in financial aid programs in varying ways and amounts. Students must have a Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid office by March 1st each year. Students will be notified of the deadline date each year via the campus newspaper, e-mail, etc.

It is the student's responsibility to respond promptly to Financial Aid office requests for signatures or documentation throughout the year to update or complete his/her financial aid file. Students who do not file FAFSA by the announced deadline will have a hold placed on their account.

Cost

The cost to College of the Ozarks for providing an educational opportunity is approximately \$17,900 per year for each student. Most colleges and universities attempt to pass along a portion of this cost as tuition; this is not the case at College of the Ozarks. The college guarantees to meet all of this cost for each full-time student by using earnings from its endowment, operating its own mandatory student Work Education Program, accepting student aid grants, gifts, and other sources. In effect, each full-time student's Cost of Education is met 100% by participating in the Work Education Program and a combination of private, institutional and federal/state student aid. More information concerning federal and state grants can be found on Campusweb.

Cost of Education Summary

Cost of Education charge (2013-2014)	\$17,900
Resources Used:	
C of O Work Education Program	-4,116
Pell Grant as eligible	-976 to -5,500
State Grant as eligible	-2,000
SEOG as eligible	-1,000
C of O Cost of Education Scholarship	-5,234 to -13,784
Cost to Student	Zero

Student's Cost

The student is responsible for room, board, fees, and personal expenses. Those costs for 2013-14 are:

	Fall	Spring
Board	\$1,500	\$1,500
Room	1,450	1,450
Health/Technology/Services (HTS) Fee	215	215
Books (estimated)	400	400
Semester Total	\$3,565	\$3,565

Miscellaneous:

Residence Hall Deposit (refundable)	100	
Vehicle Registration	10	10

Health/Technology/Service (HTS) Fee

This fee is charged for ID cards which admit students to cultural and athletic activities and provides a subscription to the campus newspaper, yearbook, some hospital services, student accident insurance, and student senate activities.

Other Costs

Vehicle registration, textbooks, laboratory manuals, and workbooks may be purchased by students at the college bookstore. Students may sell most books back to the bookstore at the close of the term. Each semester \$300 to \$400 should be allowed for the purchase of textbooks and supplies. A Graduation fee of \$50 is charged to cover a portion of the costs associated with graduation ceremonies.

Commuting Students

Although primarily a residential college, College of the Ozarks admits a limited number of commuters as a service to the community and region. All commuting students pay a \$215 Health/Technology/Service (HTS) Fee each semester.

Part-time commuters (11 hours or less) pay \$310 per credit hour towards the Cost of Education charge with the remaining costs met by various grants and the institutional scholarship.

All financial obligations owed the College must be cleared before the student can register for subsequent classes or receive a diploma or transcript.

Scholarships

Applications are available in the Financial Aid office and are located on Campusweb for the following scholarships:

- C of O Book
 - Hyer Book
 - General
 - Various outside organizations
 - Marquerite Ross Barnett (for part-time students only).
- Contact the Financial Aid office for eligibility.

Educational Loans

College of the Ozarks strongly discourages student debt, and therefore does not participate in any federal or state student loan programs, or in the lending process of any private financial institution. However, some educational expenses are charged to student accounts without interest. Making monthly payments to pay off these expenses are extremely important.

Responsibilities of Financial Aid Recipients

Academic Standards for Federal and State Aid

Satisfactory academic progress: Students receiving federal or state financial aid must meet the grade point average requirements outlined under “grade probation” in the Academic Program section of the college catalog. Continued probation will be considered for students if satisfactory progress toward raising the cumulative GPA is being made.

Appeals of suspension or dismissal must be addressed to the Dean of the College. If the appeal is approved, additional financial aid eligibility will also be granted. If the appeal is denied, the student will not be eligible to receive financial aid until the cumulative GPA requirement has been met or until an appeal has been approved.

Students who have been suspended and subsequently re-apply for admission must meet cumulative GPA requirements in order to receive federal or state financial aid.

Satisfactory Credit Hour Completion

All students receiving federal or state financial aid must complete a minimum number of credit hours each academic year. This requirement will be checked each May, and students will be notified of any deficiencies. Course incompletes must be removed by August 1 each year to

count toward hours completed for the previous year. Course hours may be repeated for credit for this requirement only if they were failed the first time. Repeating a course to improve a grade will not count as additional credit completed.

Full-time/Part-time Status

The number of hours for which a student is enrolled at the end of the add/drop period of a semester (first five class days of a semester) determines his/her status as a full-time or part-time student. Changes in status must be approved in advance by the Dean of Admissions.

Full-time students must complete a minimum of 21 hours per year, three-quarter time students must complete 15 hours per year, and half-time students must complete 10 credit hours per year to be considered making satisfactory academic progress for federal and state financial aid.

Qualified, degree-seeking students may receive federal or state financial aid for a maximum of 180 credit hours or until they have met the requirements for their degree program, whichever comes first.

Transfer students admitted on financial aid probation must meet the same semester and cumulative GPA requirements as returning students who have been placed on probation. Continued probation will be considered for transfer students if satisfactory progress toward raising the cumulative GPA is being made.

Refund Policy

Student Account Refund Policy: Withdrawal occurs when a student officially discontinues enrollment in ALL classes and activities of the College. A withdrawal notice from the Registrar's Office where the official drop date is recorded will authorize refunds.

Resident Students

Students who officially withdraw **BEFORE** classes begin will receive a refund of 100% for HTS Fee, Room, Board, and the Security Deposit (designed to reimburse the college for damages to a residence hall room or furnishings), unless any assessment for damage or other amounts due. Students who officially withdraw **AFTER** classes begin will receive refunds as indicated below:

Cost of Education, Work, and Room Charge: Charges will be prorated based on date of withdrawal, up to 60% of each semester. After this deadline, no refund will be made. Scholarship funds credited to the student's account because of participation in the summer work scholarship program are credited only to room and board; these funds are never refunded but will be applied against any future room and/or board at the College.

Meal Charges: Charges will be pro-rated based on date of withdrawal, throughout the semester.

HTS Fee Charge: No refund will be made for official withdrawal or cancellation of admission on or after the first day of scheduled classes. Additionally, the HTS fee will not be refunded to students who fail to appear for class without an official withdrawal.

Security Deposit: Refund will be made for official withdrawal or cancellation of admission throughout the semester provided the check-out procedure has been completed with the RA (Resident Assistant).

Commuting Students

Students who officially withdraw **BEFORE** classes begin will receive a refund of 100% for Cost of Education and HTS Fee charges less other amounts due. Students who officially withdraw **AFTER** classes begin will receive refunds as indicated below:

Cost of Education, Part-Time Class Charges, and Work Charges: Charges will be pro-rated based on date of withdrawal, up to 60% of

each semester. After this deadline, no refund will be made.

HTS Fee: No refund will be made for official withdrawal or cancellation of admission on or AFTER the first day of scheduled classes. Additionally, the HTS fee will not be refunded to students who fail to appear for class without an official withdrawal.

Refund distribution: Refunds will be made in the following order: Federal Pell Grant, FSEOG, other title IV aid, other federal sources of aid, state aid, private and institutional sources, student. If the student made the payment to the college in cash, the refund will be made to the student. If the payment was made by a private educational loan, the refund will be made to the lending institution. If the payment was made by scholarship from an outside organization, the refund will be made to the awarding organization. If the payment was made by a scholarship from College of the Ozarks, the scholarship will be canceled. Examples of the application of this policy are available upon request from the Office of Financial Aid.

All financial obligations to the College must be cleared before the student can receive a diploma or transcript.

Change of Status Refund Policy

Full-time students who drop to part-time status after the fifth (5th) day of the semester are liable for the full 280 hours of student labor (which may either be worked or paid in cash at the discretion of the Dean of Work Education). Any changes in status must be approved by the Dean of Admissions in advance of such change.

Duplicate Scholarship Refund Policy

In the event that a student is awarded duplicate room and board scholarships (either full or partial), the resulting credit in the student's account may be used to cover room and board charges, Cost of Education (if the student becomes a part-time student), HTS Fees in subsequent semesters, and to buy books in the bookstore.

Campus Security

Campus Security provides for the security and safety of students, employees, and property of the College. The department is manned by staff officers and additional student officers. Campus Security serves the student body by helping them to learn to respect the laws, rules, and regulations that must govern all our lives. This is done in part by enforcing all vehicular regulations through instruction and/or the issuing of tickets for violations of campus regulations. Campus Security also provides fire watch 24 hours a day.

Parking Regulations for Student Vehicles

Vehicle Registration

The regulations regarding registration, fees, and insurance apply to all students who bring a vehicle on campus. Students bringing their motor vehicles to the campus must register them in the Dean of Students'

office. All vehicles (including bicycles and mopeds) are governed by Missouri State Laws while operating on the campus. Student vehicle hangtags identify the student owner and the approved area for parking. If a change to your student status allows you to park in a different area, you must obtain the corresponding new hangtag before parking in the new area. The official college hangtag will be issued only after the student shows proof that his/her vehicle is properly insured against minimum liability and property damage written in the state in which the vehicle is registered. This hangtag must be properly attached to the rearview mirror, facing forward and clearly visible while the vehicle is on campus. If no rearview mirror is present, the hangtag must be taped to the inside of the front windshield, in the lower corner of the driver's side.

Motorcycles and mopeds must attach an official college sticker to the rear fender or fork in a position that is clearly visible. All motorized vehicles must be registered the first week of each semester and summer work program. Bicycles must also be registered through the Dean of Students' Office. While bicycle registration is free and only required once, a fee of \$10.00 each semester and summer will be charged for motorized vehicles.

If an unregistered vehicle is brought on campus during a semester, it must be registered within one week. If a student brings an unregistered vehicle (including family or friend's vehicle) to campus temporarily, all rules and regulations for student vehicles must be followed. If this temporary-use vehicle is replacing a registered vehicle, the hangtag from the registered vehicle should be displayed. If special circumstances exist that fall outside these guidelines, contact Security or the Dean of Students Office for a temporary permit for the vehicle.

Campus Opening and Closing

To increase security, the campus opens at 5:00 a.m. each morning and closes at 1:00 a.m. each night. After 1 a.m., student vehicles will be allowed onto campus and students will be able to drive directly to their designated parking lot. Students are not allowed to make additional stops prior to parking their vehicle for the night. Normal weekend parking hours begin at noon on Fridays and end at campus closing on Sunday night/Monday morning. These hours may be extended during special events or holidays.

Classification

For parking purposes, student classification is determined by the number of hours recorded (and/or semesters attended) on the student's official College of the Ozarks transcript. Any hours earned, but not recorded, will not be accepted until they are recorded on the C of O transcript. Once earned hours are recorded on the student's C of O transcript, then the student is eligible to request a classification change.

Freshmen Status: Students living on campus that have completed less than two semesters as a full-time college student, regardless of the number of hours completed.

Sophomore Status: Students living on campus with between 31-60 semester hours.

Junior and Senior Status: Students living on campus who have 61 or more semester hours.

Commuter Students: Students who do not live in the residence halls on campus are considered commuter or day students, regardless of the number of semester hours enrolled. Children of faculty and staff who are commuting students at C of O must register their vehicles and observe regulations governing commuting students.

Parking Guide by Lot

The parking lots listed below are designated to be used by certain students or faculty and staff members.

Administration, Berger (Fruitcake & Jelly), and Gittinger Lots: Faculty/Staff parking. Students may park in these lots for no longer than ten (10) minutes during business hours. Students may park in the spaces from 5:00 p.m. until campus closing weekdays, and from campus opening until closing on weekends.

Alumni Center Lot: Faculty/Staff/Visitor parking during normal business operating hours. Resident students arriving on campus after the front gates are locked may park on the west end of the parking lot, behind the building. These vehicles must be moved by 9:00 a.m. that morning. Any student may park in this same area from 5:00 p.m. until campus closing. Commuting students may use this area every day from campus opening until closing. Students are not allowed to park in the row facing the Veterans Grove during business hours, and spaces next to the building are not for student use anytime.

Ashcroft Parking Lot: Firehouse residents and junior /senior residence hall women may park in this lot any time every day. Residence hall sophomore and male junior / senior students may park Monday - Thursday, 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks.

Barrett Hall Lot: Resident junior and senior men may park in this lot any time every day. Residence hall sophomore and junior / senior female students may park Monday - Thursday, from 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks.

Proof of adequate liability insurance will be required to register a vehicle each semester. The minimum requirement of the state in which the vehicle is registered will be adequate unless that state has no requirement, then the vehicle must be insured for the Missouri state minimum. The insurance must remain in force while the vehicle is registered. Failure to maintain the insurance will result in cancelling the registration and banning the vehicle from campus.

Students that have not yet acquired insurance must place their vehicle in the Freshman Lot. Contact Security to place the vehicle and avoid tickets /disciplinary action.

Chapel Lot: Commuting students may park on the east side of the lot (away from the building) from campus opening until campus closing. All students (sophomore, junior, senior, or commuter status) may park on either side of the chapel lot after 5:00 p.m. until campus closing. All students are allowed to park in this lot on weekends and holiday breaks with the following exception: Students are not allowed to park in the chapel lot overnight, or from 7:00 a.m. on Sunday until after chapel services.

College Center Lot: No student parking is permitted on the north side of the grass island (building side). Commuting students may park on the south side of the grass island (away from the building) from campus opening until closing. Residence hall students may park on the south side of the grass island after 5:00 p.m. until campus closing on weekdays, and from campus opening until campus closing and on weekends and holiday breaks. No overnight student parking allowed.

Construction Lot: Faculty/Staff only. No student parking.

Edwards Mill/Landscaping Lot: Designated for guests of the campus visiting Edwards Mill and the landscaping greenhouses. No student parking.

Fieldhouse West/Garrison Activities Center Lot: Faculty/Staff only. No student parking.

Fieldhouse East Lot: Resident junior and senior students may park in this lot any time every day. Commuting students may park every day from campus opening until closing. Residence hall sophomore and junior / senior female students may park Monday - Thursday, from 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks. Commuting students on sponsored trips can park in this lot.

Freshman Lot: Designated lot for freshmen students living on campus who have completed less than two semesters as a full time student. The freshman parking lot is located north of the track. The freshmen lot is closed and locked from 1:00 a.m. Sunday night until noon on Friday during the academic semester. When locked, no access without the Dean of Students' approval.

Jones and Memorial Lot: Faculty/Staff parking except for the ten (10) minute loading zone spaces at the west end of Memorial.

Keeter Center Lot: Designated for customers eating and/or staying at the Keeter Center. Students may park in the Keeter Center parking lot only when dining or lodging in the Keeter Center as a paying customer.

STUDENT VEHICLE HANG TAGS identify the student owner and the approved area for parking. If you change student status to allow parking in a different area, you must get a new hang tag before parking in the new area.

WEEKENDS BEGIN at noon on Fridays and end at campus closing on Sunday night. Weekend parking rules are also in effect during breaks and holidays.

Kelce Lot: Resident junior and senior students may park in this lot any time every day. Commuting students may park every day from campus opening until closing. Residence hall sophomores may park Monday - Thursday, from 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks.

Patriotic Place street parking: Faculty/Staff parking from campus opening until 5:00 p.m. Students may park in the spaces from 5:00 p.m. until campus closing during the semester and from campus opening until closing on weekends, summer, or holiday breaks. No overnight parking.

Pfeiffer Lot: Faculty/Staff parking. After 5:00 p.m., students may park in the lot. Only Junior/Senior women living in McDonald Residence Hall may park in the lower Pfeiffer parking lot.

Plaster Lower Lot: Faculty/Staff only. Students may park in the spaces from 5:00 p.m. until campus closing weekdays, and from campus opening until closing on weekends.

Plaster Upper Lot: Resident junior and senior men may park in this lot any time every day. Commuting students may park every day from campus opening until closing. Residence hall sophomore, junior, and senior students may park Monday - Thursday, from 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks. Commuting students on sponsored trips can park in this lot.

Print Shop/Post Office Lot: Postal employees, Print Shop staff, and customers may park in this lot. Students may only park in the designated ten (10) minute parking spaces to conduct business. No parking is permitted in the zone designated for mail truck delivery.

Ralph Foster Museum Lot: Designated for guests of the campus visiting the Ralph Foster Museum. No student parking.

Sophomore Lot: Designated lot for sophomore students living on campus with between 31-60 semester hours. The sophomore parking lot is located north of the track.

Technology/Warehouse Lot: Commuting students may park in this lot from campus opening until campus closing. Resident students (sophomore, junior, or senior status) may park in this lot after 5:00 p.m. to campus closing. All resident students are allowed to park in this lot on weekends and holiday breaks. No overnight parking is permitted, and angle parking along the warehouse building is reserved for their customers' use.

Youngman Agricultural Center: Faculty/Staff parking on west side. Commuting students may park on the east side of the building. Resident students (sophomore, junior, or senior status) may park in this same area after 5:00 p.m. to campus closing Monday - Thursday. All resident students are allowed to park in these student areas during weekends, summers, and holiday breaks. No overnight student parking allowed.

Youngman Residence Hall Lot: Resident junior and senior men may park in this lot any time every day. Commuting students may park every day from campus opening until closing. Residence hall sophomore and junior / senior female students may park Monday - Thursday, from 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks.

Fire Lanes and Loading Zones: No parking in marked fire lanes. For spaces that are marked loading and unloading, there is a ten (10) minute time limit. Loading zones for Ashcroft and Mabee residence halls are located in front of the residence halls next to the sidewalks. There is no student parking at the rear of Ashcroft/Mabee.

Motorcycle Parking: Parking for Student Motorcycles: Freshmen resident students will park in the designated motorcycle area in the Freshman Lot, sophomores in designated parking in the Sophomore Lot. All other student motorcycles will be limited to the designated area marked for motorcycles, located in the East Fieldhouse lot. This includes weekends, holidays, and breaks.

Parking Guide by Hangtag Color

Green Stripe Hangtag (Freshman Students)

Freshman parking is designated for students living on campus who have less than two semesters as a full-time student. The freshman parking lot is located north of the track. Freshman students are required to keep their vehicles in the freshman lot from 1:00 am Monday morning until noon on Friday. The restrictions established below identify where freshmen may park and at what times.

Anytime Parking

Freshman Parking Lot

Restricted Parking

Parking is allowed during weekend hours only.

Ashcroft Lot

Kelce Lot

East Fieldhouse

Youngman

Upper Plaster

Lower Plaster

College Center (uphill side)

Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am

Patriotic Place

Alumni Center (West side only until after 5pm Friday)

Chapel (except Sunday mornings)

Pfeiffer Lot

Yellow Stripe Hangtag (Sophomore Students)

Sophomore parking is designated for students living on campus who have between 31-60 semester hours. The sophomore parking lot is

located north of the track. Sophomore students are required to park their vehicles in the sophomore lot Monday-Thursday from 1:00 am-5:00 pm and Friday from 1:00 am-Noon. The restrictions established below identify where sophomores may park and at what times.

Anytime Parking

Sophomore Parking Lot

Restricted Parking

Parking is allowed Monday through Thursday 5:00 pm-1:00 am; Weekend Hours

Ashcroft Lot
Kelce Lot
East Fieldhouse
Youngman
Upper Plaster
Lower Plaster
College Center (uphill side)
Chapel (except Sunday mornings)
Pfeiffer Lot

Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am

Patriotic Place
Alumni Center (West side only until after 5pm Friday)

Silver Hangtag (Junior and Senior Students)

Junior and senior students living in the Firehouse, Ashcroft, Mabee, Memorial, and McDonald residence halls: The restrictions established below identify where students with silver hangtags may park and at what times.

Anytime Parking

Ashcroft Lot
Kelce Lot
Lower Pfeiffer Lot (McDonald Residents Only)
East Fieldhouse

Restricted Parking

Parking is allowed daily from 5:00 pm-1:00 am

Alumni Center

Parking is allowed Monday through Thursday 5:00 pm-1:00 am and Weekend Hours

College Center (uphill side)
Chapel (except Sunday mornings)
East Fieldhouse
Kelce Lot
Youngman Residence Hall Lot
Upper Plaster
Lower Plaster
Alumni Center
Technology/Warehouse Lot
Alumni Center Veterans Row
Pfeiffer Lot

Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am

Patriotic Place

Alumni Center (West side only until after 5pm Friday)

Blue Hangtag (Junior and Senior Students)

Junior and Senior students living in Youngman, Kelce, Barrett, and Foster residence halls: The restrictions established below identify where students with blue or green hangtags may park and at what times.

Anytime Parking

Youngman Residence Hall Lot

Kelce

Upper Plaster

East Fieldhouse

Barrett Hall

Restricted Parking

Parking is allowed daily from 5:00 pm-1:00 am

Alumni Center

Parking is allowed Monday through Thursday 5:00 pm-1:00 am and Weekend Hours

College Center (uphill side)

Chapel (except Sunday mornings)

Ashcroft Lot

Technology/Warehouse Lot

Lower Plaster

Alumni Center Veterans Row

Pfeiffer Lot

Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am

Patriotic Place

Alumni Center (West side only until after 5pm Friday)46

Purple Hangtag (Commuting Students)

The restrictions established below identify where students with purple hangtags may park and at what times.

Restricted Parking

Parking is allowed daily from 5:00 am-1:00 am

College Center (uphill side)

Chapel (east side only until 5 p.m. weekends; no Sunday mornings)

Youngman Agriculture (East Side and west row away from buildings)

Upper Plaster

Kelce

Youngman Resident Hall

East Fieldhouse

Alumni Center (west side)

Technology/Warehouse Lot

Parking is allowed Monday through Thursday evenings 5:00 pm-1:00 am

Patriotic Place

Pfeiffer Lot

Alumni Center Veterans Row

Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am

Patriotic Place

Pfeiffer Lot

Alumni Center (West side only until after 5pm Friday)

Students on school sponsored trips may leave their vehicle in the following lots:

Upper Plaster

East Fieldhouse

Kelce

White Hangtag (Faculty/Staff Parking)

Faculty, Staff, and Administration: Employees with a white hangtag may park in any regular parking space in any parking lot. Children of faculty and staff who are commuting students at C of O must register their vehicles and observe regulations governing commuting students with a purple hangtag.

Maroon Hangtag (Special Use Parking)

Maroon hangtags are issued to members of the College community who are not faculty, staff, administration, or students. These individuals include trustees, guests staying on campus for an extended period of time, and long-term contractors working on the campus who are not college employees. Individuals with a maroon hangtag may park in any regular parking space in any parking lot. These hangtags must be renewed each semester.

Special Regulations and Exceptions

1. Commuting students with children in the Day Care Center are allowed to drive to the center to load and unload children.
2. Commuting students on a college sponsored trip, overnight, or returning after campus closing hour, may leave their vehicles in Kelce, Upper Plaster Lot, or East Fieldhouse lots. If returning late, the sponsor of each activity should see that the students take their vehicles off campus at that time.
3. When holidays or vacations occur during a school term (i.e. Good Friday), all resident students may have their vehicles on campus until campus closing prior to the next day that classes will be held.
4. Regulations for periods between academic terms will be the same as vacation time during school term. (Reference number three above.)
5. Students leaving campus after campus closing and returning to campus before opening in the morning are to park their vehicles in the west Alumni Center lot and walk directly to their residence halls. The vehicle must be moved from the Alumni Center lot to the student's designated lot before 9 a.m. that morning.
6. Students must contact Security if they need to leave a vehicle parked in a lot other than their assigned parking lots overnight during the week due to mechanical problems. Students failing to do so will be ticketed.

7. Students with special medical problems may apply for special permission to park in restricted areas. This must be approved by the campus hospital administrator and the Dean of Students.
8. Students who are guests in the campus home of faculty or staff members will be allowed to park their vehicles at that home during the hours their vehicles are allowed to come on or leave campus.
9. Students should take their vehicles to the Freshman or Sophomore parking lots when working on or conducting repairs.
10. Each junior and senior may have only one vehicle registered to park on campus due to limited parking available.
11. Students are not to operate their vehicles on campus from campus closing until opening the next morning.
12. Sophomore students may contact the Dean of Students for permission to have their cars on campus before 5:00 p.m. Monday through Thursday or before Noon Friday for loading and unloading. Freshman students may contact the Dean of Students for permission to remove their vehicle from the lot for an emergency.
13. Roller blading, skating, and skateboarding may be done on the Old Entrance Road.
14. Noisemaking with vehicles should be kept to a minimum while on campus. This includes, but is not limited to, playing stereos at excessive volumes with windows raised or lowered, unnecessary honking, and mufflers on vehicles that are louder than the standard factory level.
15. There are occasions when certain parking lots have to be cleared and reserved for special events such as the NAIA tournament, convocations, or commencement programs. When these events occur, seventy- two (72) hours advance notice is given, and students are expected to relocate their vehicles to the reassigned parking lots. Violators will be ticketed.
16. Concrete markers and /or painted lines are used to designate parking areas in the parking lots. Do not park past the end of the rows of markers in the center of the lot, as this area must be kept open as a driving lane. Each vehicle is to have a white line on each side of the vehicle.
17. Vehicles and bikes abandoned for a period of sixty days will become the property of College of the Ozarks and may be removed at the discretion of the College. Bikes must be registered and kept on a bike rack.
18. In extreme cases, or if students receive multiple parking or non-registration violations, a Vehicle Restraint Device (boot) may be applied. When a boot is applied to a vehicle, the owner must report to Security in order to get the boot removed. Drivers must not try to remove the boot or drive the vehicle with the boot attached to the vehicle. This can damage the vehicle and/or the boot and additional action may be taken.
19. School of the Ozarks students generally will park on the south side of the grass island of the Good Center Parking Lot (away from the

building). When parking is not available in the Good Center Lot, S of O students will be allowed to park in any lot designated for commuters.

Penalties for Violation of Student Vehicle Regulations

Students may receive tickets for failure to register or properly display decals or hangtag, improper parking, and for moving violations. Students have one week at the beginning of each term or once the vehicle is brought to campus to register their vehicle before being held responsible for a ticket for failure to register. Students are responsible for all other tickets they receive prior to registering the vehicle. A student may receive one ticket each week that the vehicle is not registered. Penalties for violations are as follows:

- a. \$10.00 for first ticket, plus \$10.00 for each additional violation noted on the ticket.*
- b. \$15.00 for the second ticket, plus \$10.00 for each additional violation noted on the ticket.
- c. \$25.00 for the third ticket and each ticket following the third plus \$10.00 for each additional violation noted on the ticket(s).*
- d. All moving violations are \$25.00.*
- e. A fourth ticket in one semester, of any combination of violations, will result in penalties ranging from the banning of the student's vehicle and driving privileges on campus for a period of six weeks up to one year, to disciplinary probation. Students receiving any additional tickets while their vehicle is banned will result in additional sanctions which may include suspension from the College.
- f. Two moving violations will result in the same penalties as four nonmoving tickets.
- g. Any reckless driving violation may result in the penalties ranging from the banning of your vehicle and driving privileges on campus for a period of time up to one year, to disciplinary probation or suspension from the College in extreme incidents.

** Tickets may be appealed to the traffic court. If the Court accepts the explanation and excuses all violations, no penalty would be given and the ticket would not count toward the more severe penalty. The final penalty in each category above would be issued by the Dean of Students and only he could entertain an appeal of this penalty.*

College Owned Motor Vehicle Policy

College of the Ozarks has many vehicles that are used by members of the College community for various purposes on and off campus. In order to operate a College-owned motor vehicle, an individual must possess a current driver's license from the state of residency, and must submit a copy of the license annually for motor vehicle records review. Depending upon the vehicle, special training, testing, or certification may be required before an individual is allowed to operate the vehicle. Certain vehicles are designated as campus-only and must remain on

campus because the vehicle does not have a license tag and are not legal to drive off-campus.

Anytime a College-owned vehicle is operated off-campus, the driver and all passengers are to wear seat belts. There is no smoking in any College-owned vehicle on or off campus. Drivers may not use cell phones or other electronic devices while driving a College vehicle off campus. The personal use of College vehicles is prohibited without prior permission from the administration.

15 Passenger Van Policy

Fifteen-passenger vans require a special policy because the weight distribution of passengers and the high center of gravity which makes these vehicles more difficult to control. These vans require greater distances for stopping and can be more susceptible to rollover than the average vehicle. Risks associated with 15-passenger vans can be minimized if users take basic safety precautions. The purpose of this policy is to help reduce such factors in order to eliminate unnecessary injuries and fatal circumstances. Our goal is to keep everyone safe.

In order to help distribute weight properly, the driver is encouraged to place individuals in seats that will help keep the vehicle safe. Additionally, when pulling a trailer with a 15 passenger van, the back seat will be removed to help with weight distribution and limiting the total capacity to 11 passengers in the van.

This van policy applies to all College employees, students, or other individuals operating or riding in a 15-passenger van. Drivers must be at least 21 years of age and pass a van safety driving test before being cleared to drive a 15-passenger van. Additionally, each year drivers of 15-passenger vans will be required to watch a 15-passenger van safety video.

Fire Department

Point Lookout Fire Department (PLFD) is a totally voluntary service organization which is responsible for handling fire and medical emergencies on the campus. The firefighters are trained on up-to-date fire fighting and life saving techniques, as well as the use and operation of the department's emergency equipment. College of the Ozarks' fire department has a long record of service and dedication to the campus and surrounding community.

Career Services

The Career Center is where your success is our number one priority. The center offers free services to all C of O students. Our services and programs empower students to produce effective plans and decisions and acquire career skills required to be successful in today's competitive job market. The Career Center will assist you in deciding a major, career explorations, career assessments, career counseling, resumé and cover letter services, interviewing skills, job searches, networking, internships, graduate school information, graduate admission test information, pro-

fessional job placement, and part-time job opportunities. You can also visit our website on the I-Net. Visit links and learn the steps you should be taking each year in your college career or link to “What Can I Do With This Major? The Career Center sponsors career fairs, job skill seminars, graduate school fairs, mock interviews, and on-campus corporate interviews. We network directly with over 500 employers to put you in front of top organizations. Working with the Career Center provides unique insight into landing the best jobs and offers expert advice and effective guidance. Come to the Career Center and let us help you succeed.

Calendar

The master calendar of the College is kept in the Dean of Administration office. Committees or individuals scheduling social events or requesting the use of any facility or outdoor area on campus are required to fill out a facility permit. The facility permit is to be completed online and can be found under Resources on Campusweb. Facility Permits must be filed at least seven days before the event. The weekly activity calendar is printed on Friday for the upcoming week.

EXTRA-CURRICULAR ACTIVITIES

Student Government

We, the students of College of the Ozarks, in order to uphold the principles on which our school was founded, and in the recognition of the need for a more democratic system of self-government, do hereby establish under God, the Student Senate of College of the Ozarks.

What’s the purpose of Student Senate?

Student Senate’s primary function is to facilitate student life by representing the student body in proposing legislation to the Administrative Council. Student Senate sponsors a variety of recreational activities such as Homecoming, Spring Formal, and Welcome Week activities.

Who is on Student Senate?

The Student Senate consists of the Executive Branch and twenty-four senatorial positions. Any member of the student body may become a member through the general election or through special elections held for vacated positions throughout the year. A candidate for a Student Senate position may not be on academic, work, or disciplinary probation.

What is the Student Supreme Court?

The Student Supreme Court consists of a Chief Justice and six court justices. The Supreme Court has the authority to interpret the constitution of all student organizations; act upon all cases brought before it by faculty, staff, and students which are not subject to the jurisdiction of the Dean of Students. They also act as the court of appeals for traffic violations.

How do I get involved?

All students are invited to attend Student Senate meetings which take place in the College Center lounge at 9:00 p.m. on every Tuesday of the academic semester with the exception of the first Tuesday of each semester and the Tuesday of finals week. During the last half of the spring semester, general elections will be held to elect twenty-four senators and three executive officers. All positions vacated throughout the year will be filled by an election of the Student Senate.

Campus Organizations

The College recognizes that clubs and organizations can contribute vitally to the social, moral, and intellectual growth of their individual members. On that basis, the College grants the right of existence to such clubs. This right will be upheld if the clubs, individually and as a system, continue to justify their existence by making a positive contribution to the life of their members and thereby to the College itself. An annual report is filed in the Dean of Students' office.

Requirements for Recognition

All educational, recreational, honorary or any other type of student organization must apply for recognition by the College. A list containing the names of advisors and members, the officers, requirements for membership, a copy of the constitution and bylaws, and a statement of purpose and function should accompany the petition which is submitted to the Dean of Students. An organization achieving recognition by the College must keep an up-to-date list of officers, members, and advisors on file in the Dean of Students' office..

Public Performance

Public performance by students who are representing the College or in cases where such performance may reasonably be construed as representing the College, must have the approval of the Dean of the College and the Dean of Students. Students attending an off campus college-sanctioned activity are also expected to conduct themselves in accordance with College of the Ozarks' dress, appearance, and conduct expectations.

Club Advisors

Each club shall select a sponsor or sponsors who are members of the College faculty or staff or the husband or wife of a faculty or staff member. The name of the person chosen should be submitted to the Dean of Students' office for approval before the person is asked to serve. The club advisor shall have all the privileges of membership except voting and should be consulted on all social and financial matters and special projects. The advisor shall serve as a liaison between the club and the College and interpret actions of each to the other.

Off-Campus Trips

Applications for off campus trips are available on Campusweb under Resources. The form must be submitted at least 10 days before the depar-

ture date. Applications must be approved by the department head or organization advisor before being presented to the Dean of Students. All trips must have the approval of the Dean of the College, Dean of Work, Dean of Administration, and Dean of Students.

Student Publications

The Outlook is the official student newspaper of College of the Ozarks, printed weekly by the College Press. A student editor, an associate editor, and an assistant editor, appointed by the College's Board of Publications, are responsible for the management of the paper. These editorial positions fulfill the students' responsibility for the work program, and the editors develop the paper by writing, proofreading, and completing the layout. A majority of the writing comes from the students in English 211, "Outlook Practicum," a one hour credit class of news writing and photography.

The Phoenix is the campus yearbook. With student responsibility for the photography, layout, and writing, Phoenix attempts to reflect the attitudes and the activities of each year. Special sections of the book cover academics, athletics, work areas, campus organizations, and student portraits. The Phoenix office is located on the second floor of the Jamison Building.

Theatre

The Drama Program: Opportunities for creative experience are abundant in the College's theatre program. Students can pursue their interests and improve their skills as performers, designers, and technicians. At least two productions are staged each term. Additionally, a musical is produced annually. Tryouts for all productions are open to all students.

Intercollegiate Sports

College of the Ozarks competes in varsity competition in men's basketball and baseball, and in women's volleyball and basketball. The school is a member of the National Association of Intercollegiate Athletics (NAIA) Division II. Any student who is interested in participation in an intercollegiate sport should contact the coach of that particular sport. C of O students are admitted free to all home games by showing their I.D. cards.

Music Activities

The Music department at College of the Ozarks provides students with an opportunity to earn credit while participating in many wonderful performance opportunities.

Chorale: The Chorale is an auditioned choral ensemble of mixed voices for students who have a desire to study and perform classical, sacred, and secular repertoire from the Renaissance to the present. The ensemble performs on and off campus, tours to area schools and churches and travels abroad.

Chapel Choir: The members of the Chapel Choir serve as worship leaders for the College chapel services each Sunday. The choir is a non-auditioned, mixed vocal ensemble drawn from all areas of the student body that possess many levels of musical talent. The primary focus of the Chapel Choir is in music as ministry. Together we strive to achieve higher personal, musical, and spiritual standards with each passing week. The ensemble performs primarily on campus; however, the choir does tour occasionally.

Concert Band: The Concert Band is an auditioned ensemble for students who have a desire to study and perform standard concert band literature. The ensemble performs on and off campus.

Handbell Choir: The Handbell Choir is an ensemble which teaches the techniques of bell ringing. Some experience in reading music is expected. The Handbell Choir is often called upon to provide music for area churches, civic organizations, as well as participating in many festivals and clinics.

Jazz Band: The Jazz Band is for students who have a desire to study a wide variety of music from jazz, pop, and rock, to music originally composed for traditional big band instrumentation. The group performs concerts on campus as well as travelling off campus for area performances and competitions.

Pep Band: If you want to show your spirit, this is the group to join. The C of O Pep Band performs at home basketball games and continues to participate in the NAIA tournament each year.

Students do not have to be a music major or minor to enroll in an ensemble. We want to encourage you to continue your musical growth by participating in the activities offered by the music department. If you have any questions about any aspect of the music program, contact the music department.

ACADEMIC

Academic Policies and Practices

General academic policies and practices are outlined in the College catalog. Questions related to these should be directed either to a student's academic advisor or to the Dean of the College. Specific questions or criticisms about individual faculty members or their classroom policies and practices should be directed first to the faculty member involved, then to the appropriate Division Chair and finally to the Dean of the College.

Registration

Class schedules for new freshman students are set by the Registrar. Students are placed in appropriate entry-level courses in their major along with general education courses required of all students. Students requiring remedial math or English will be placed in those classes if space is available. Generally, courses are blocked into morning or afternoon segments to accommodate the required work program. Transfer students may begin registering after the current students have completed registration for the semester. The process for incoming transfer

students may be in person, by fax or mail, or by e-mail, depending on the student's situation and location.

Current students go through a pre-registration process. After meeting with an advisor and when the student's registration time period has opened (by cumulative number of hours attempted) the student can select courses on Campusweb. At the close of the pre-registration period the various administrative offices will post holds, if applicable, on the account of students. Holds include BU-Business office (money due for fees, room and board, etc.), DW-Dean of Work Education hold, DS-Dean of Students hold, DC-Dean of College hold (overloads/underloads), etc. Students will have approximately one week to have all holds removed. Students who still have holds at that time will lose their pre-registration schedule and will be required to pay \$100 reinstatement fee; or will be unable to attend the following semester.

Prior to the start of and during the first week of the semester a student may add or drop courses (with some exceptions). After the first week no classes may be added to the student's schedule. With the approval of the advisor, Dean of the College and the payment of a fee, students may drop classes until the Friday after midterm.

Change of Status Policy

Students who wish to change their current student enrollment status (from part-time to full-time, commuting to residence hall, or residence hall to commuting) must apply to do so (see process below). Application must be made well in advance of the semester that the desired change would go into effect. Applications should be submitted by February 15 for the Fall semester and by October 15 for the Spring semester. Applications submitted after these dates are considered as space and vacancies allow.

Criteria for changing status from resident to commuting

Currently enrolled resident students at College of the Ozarks may be considered for commuting student status if they meet one of the following criteria:

- married
- a veteran of the armed forces
- living with parent(s)/legal guardians

Application for change of status process

Students may apply for change of status online at Campusweb by clicking the student resources tab and selecting Change of Status request. Students will be notified of acceptance or denial via e-mail at their cofo.edu e-mail address. All change of status applications are subject to approval by the Dean of Admissions, Dean of the College, Dean of Students, and Dean of Work Education. Students should be in good standing with regard to academics, student life, and the work education program.

Students should be aware that upon application for change of status, they are declaring their intent to vacate their residence hall rooms for the following semester and reinstatement of residence hall status may not be possible.

Withdrawal from College

A student wishing to withdraw from college either during the semester or between semesters should follow the withdrawal policy and procedure on the Campusweb or C of O website. The procedure needs to be followed in order for the student to leave the college in good standing. Charges/refunds (see “Costs and Financial Aid”) will be determined at the date of the withdrawal; all responsibility of the college for the student is terminated at the time the student is dropped from the College roster. The College reserves the right to dismiss students who fail to do satisfactory work, or who do not cooperate with official College policies.

Students withdrawing during the semester and after the final drop date will receive marks of failure in all courses for which they are enrolled. Under special circumstances, a student may request to withdraw from college after the official drop date and receive a WP/WF in all classes with approval from the Dean of the College. In addition to completing the Registrar’s withdrawal procedure, residence hall students must check out of the residence hall with a hall director or resident hall assistant. Failure to follow these procedures may result in loss of deposit or additional charges.

Statement on Absences

Students are expected to attend classes for which they are registered and to meet course requirements in a satisfactory manner. Excused absences are granted for students participating in officially sanctioned (Dean of the College approved) college activities and for students with a valid McDonald Clinic excuse. Students with an excused absence are allowed to make up missed class work. The names of students who are frequently absent from classes will be reported to the Dean of the College. Continued absenteeism or substandard work may constitute grounds for dismissal.

Cheating/Plagiarism

College of the Ozarks expects high standards of intellectual integrity from its students. High ideals of scholarship demand that dishonest work be rejected and that those students engaging in such work be punished. Students in violation of the ideals of honesty and scholarship can expect to receive a failing grade for the class. Cheating on examinations is (1) borrowing someone’s answers, (2) providing answers for another student, or 3) using unauthorized material during the examination.

Plagiarism is the presentation of the words, ideas, or opinions of someone else as one’s own. A student is guilty of plagiarism if he submits as his own work, a part or all of an assignment copied from another person’s essay paper or notes; a part or all of an assignment copied or paraphrased from another source, such as a book, magazine, or pamphlet, without crediting the source. The same sequence of ideas, arrangement of material, or pattern of thought of someone else, even though he expresses it in his words without acknowledgment in the paper is also considered plagiarism. Similarly, a student is an accomplice in plagiarism and equally guilty if he allows his paper, in outline or finished

form, to be copied and submitted as the work of another; if he prepares a written assignment for another student and allows it to be submitted as that other student's work; or if he keeps or contributes to a file of papers or speeches with the clear intent that they be copied and submitted as the work of anyone other than the author.

Student appeals should be directed to the Dean of the College who will first ask the appropriate Division Chair to investigate. Then, if necessary, the appeal will be directed to the Academic Standards Committee for review and recommendation to the Dean of the College.

Grade Appeal

A student who believes an error has been made in the recording of a grade or that a grade is unjust must first contact the instructor. If the situation is not resolved the student may appeal to the Division Chairperson and to the Dean of the College. For appeal of a work grade, the student should follow the procedure set forth in the Work Program.

Grade Probation

1. A student will be placed on grade probation after the semester in which the cumulative GPA drops below 2.00 or semester GPA is below 1.00.
2. A student on probation must take 16 or fewer semester hours and take IDS 021 - Learning Strategies .
3. A student with a semester GPA of 1.00 or less will be suspended from the College unless he/she meets cumulative GPA requirements.
4. A student who is suspended for academic reasons is eligible to reapply for readmission after one semester; however, readmission is not guaranteed. Such students will compete better in the readmission process if they attend college elsewhere on a full-time basis and demonstrate ability to be successful in college level work.
5. A student may appeal a suspension to the Dean of the College. The appeal must be in writing and set out the basis of the appeal.
6. The Dean of the College may choose to extend probationary status if satisfactory progress toward raising the cumulative grade point average is evidenced.
7. Any student who goes on grade probation will also be placed on financial aid probation.

A student on probation may not participate in auditioned theatre roles, student government, intercollegiate athletics, extracurricular college trips, auditioned ensembles, and other programs and scholarships that have grade point requirements. It is strongly advised that students on probation terminate any off-campus employment. Many beginning college students do not realize how much time and effort a rigorous academic program demands; therefore, College of the Ozarks strongly encourages its students not to accept off-campus employment until they have proven that such employment will not jeopardize their academic program performance.

Commencement Exercises

All graduating students are expected to attend Commencement ceremonies unless excused by the Dean of the College. Students are expected to abide by business dress guidelines as noted in the handbook, including men to wear a button up dress shirt with tie, slacks, and appropriate closed-toed dress shoes. Shirts must be tucked in. Women may wear a dress or business suit and appropriate dress shoes are required. Flip flops are unacceptable. Students must conduct themselves in accordance with College of the Ozarks' expectations including but not limited to inappropriate body piercings and keeping tattoos covered at all times. The issuance of diplomas is subject to being in good standing with the College and the satisfactory completion of the Commencement exercises.

VOCATIONAL

Work Education Program: Purpose and Philosophy

The student work program has long been an integral part of the overall program of the College. All full-time students participate in the work program and all part-time, degree-seeking students are required to work at least one semester. The work program serves a three-fold purpose: (1) It provides a way for students to work for a large part of their college expenses; (2) It provides students worthwhile work experiences in which they can develop desirable work practices and, in many cases, gain valuable vocational skills and; (3) It provides many valuable services to the College.

General Provisions of the Work Education Program

All full-time students are required to work on the campus work program as a part of their contribution toward their cost of education. All resident hall and all full-time commuting students (those enrolled for 12 or more credit hours) work 15 hours per week during the fall and spring semesters and two 40-hour weeks (one for each semester) during the weeks classes are not in session.

After students are assigned to a specific department or work area, they report to the supervisor in charge and present their class schedules. Supervisors then assign students specific hours to work each week based on available out-of-class time. Students are required to work the hours they are scheduled unless their supervisors approve a change in schedule.

Attendance Expectations

The College places a high priority on punctuality and regular attendance. The only excusable reasons for failing to report to work are personal illness, valid emergencies, and authorized off campus trips. If students are ill, they are expected to report to the campus hospital for examination and possible treatment. If the hospital personnel determine that a student is too ill to work, they issue a medical excuse and contact the Work Education office. Students who do not follow this procedure are potentially depriving themselves of needed medical attention, and

likewise they are not considered to have been excused from work. More students experience difficulty in the work program due to poor attendance than for any other single reason. Regular attendance is critical to success! Students failing to meet their work attendance requirements can expect to face appropriate disciplinary action. Failure to report to work as expected after assignment to a specific department or work area or to otherwise makes arrangements with the work supervisor and/or Dean of Work Education will result in appropriate disciplinary action, which may include dismissal from the Work Program.

Making Up Lost Work Hours

Students may get behind on their work hours through no fault of their own due to illness, family emergencies, school trips, etc. All missed work hours must be made up at a time approved by the area work supervisor and/or the Dean of Work Education. Students may make up these missed hours a few at a time during the regular semester by working one or two extra hours each week. It may be necessary for these missed hours to be made up during vacation periods. Students generally are expected to make arrangements to clear their work accounts each semester in order to continue on the work program another semester. Students may not apply balances accrued from previous semesters to cover a shortage in hours without the approval of the Dean of Work Education.

Working Extra for Laundry, Etc.

Many students send their clothes to the campus laundry, and wish to work to pay the costs of this service. Other students need medication occasionally from the campus hospital. Students may, with their supervisor's approval, schedule an additional hour or two per week during the academic year to cover the cost of laundry and medication. Students may also charge up to one gallon of milk each week from the dairy providing they have accrued extra work hours.

Evaluation of Student Work

Near the end of each semester, area work supervisors evaluate the work of each student assigned to them and assign a letter grade. A conference is then held with each student, the evaluation is discussed, and suggestions for improvement in the student's work are made. The student may likewise ask questions about the evaluation, hopefully leading to a better understanding of the evaluation, the student's work performance, and where self-help is needed for improvement. Work performance grades are then filed as part of the student's permanent record in the Registrar's office. The student's academic transcript also shows the work performance grade earned each semester of participation in the Work Education program. These work grades can be of value in later years when reviewed by potential employers. The College encourages all students to do their best, and seek to earn high work performance grades. Students receiving low work grades (anything below C-) are placed on probation and given one semester to improve or face dismissal from the work program. A grade of "F" may result in immediate dismissal without a probationary period, depending upon the circumstances. A student,

who believes an error has been made in the recording of his /her work grade, or that a work grade is unjust, must first contact the work supervisor. If the situation is not resolved, the student may appeal to the Dean of Work Education.

Work-related Injuries

Occasionally, students may be injured on their campus jobs. If this happens, the student should inform the supervisor and then go directly to the campus hospital for medical attention or for further transportation to off-campus medical facilities if the injury is beyond campus capabilities. If the injury occurs during a time when the campus hospital is closed, then the student should contact the fire department (x3333) for assistance.

Students must follow this procedure. Students who proceed directly to off-campus medical facilities, without authorization from campus medical personnel may assume the responsibility of paying for such services and normally forfeit any applicable worker's compensation benefits.

Work Station Transfers

When students desire to transfer from their assigned workstation to another, they must fill out a transfer request via Campusweb supplying personal data, previous work experience, work station preference, etc. This information will be used as a basis for reassignment along with work performance records, length of time at the work station, and available openings. Occasionally, area supervisors or the Dean of Work Education may initiate a work assignment change. The final decision in making all work program assignments and reassignments is made by the Dean of Work Education.

All records of students' financial accounting are kept in Student Accounts. Questions regarding hours worked and overall work hours status generally will be referred to that office.

General Work Education Program Policies

1. Most work areas use time clocks or computer terminals to record student work time. Each student must record his or her own time. A student may be dismissed from the work program for attempting to forge or otherwise enter another student's time record, or for falsely representing the time actually worked.
2. Students receive work time credit for the actual time worked; there is no "rounding to the nearest quarter hour" procedure.
3. Students are not to be excused from their work stations for personal reasons, such as going to the post office, etc. Those things should be done at times students are not scheduled for class or work.
4. Students generally are not permitted to work extra hours one week in order to cut short their required work time for another week, unless this practice is consistent with the needs of the work area and has the approval, in advance, of the supervisor.
5. Students generally are not permitted to work extra hours during the semester in order to by-pass their required 40-hour vacation work

Students are selected from a pool of applicants who submit essays describing their desire to learn from the veterans. The highly competitive process has produced student-veteran pairings who share not only experiences, but more importantly, a bond between two very different generations that is cherished by both.

The Patriotic Education Travel Program is funded completely by College of the Ozarks and generous donors, allowing students and veterans to travel at no personal cost.

CULTURAL

Convocation and Chapel Program

College of the Ozarks is a Christian community which seeks to develop citizens of Christ-like character who are well-educated, hard working and patriotic. In an effort to offer unique learning opportunities and community worship, students participate in extra-curricular convocations and chapel programs. All full-time students (12 hours or more per semester) with less than 91 academic college hours are required to participate in the convocation and chapel program. Each semester, students are required to attend at least 15 programs of the following:

1. Chapel: Students are required to attend at least five services, maximum of 10 services for credit per semester.
2. Convocation Programs: Students are required to attend at least one program each semester in each of the five Mission Emphasis of the College. Academic, Vocational, Christian, Patriotic, and Cultural. A total of five credits are needed to fulfill this part.
3. Students have the choice to attend additional chapel services or convocation programs to complete the required 15 programs needed each semester.

Students are expected to conduct themselves in a manner that represents themselves and the College well. Students who talk, text or other phone use, cause disruptions during convocations, are dressed inappropriately, show up after the program has started, or leave early will not receive credit and may be dismissed from the convocation. Most convocation programs are one hour or less in length, but some are longer. Regardless of length, students need to stay the entire time in order to receive convocation credit. All convocations and chapel programs will require business attire.

Chapel/Convocation Probation

Students who do not attend the required number of services will be in danger of being placed on chapel/convocation probation. Students will be placed on probation when they have three deficiencies and will need to attend the deficient number of services from the prior semester in addition to the current semester requirements in order to get off probation. Students attempting to obtain credit for convocations other than the appropriate manner will be subject to chapel/convocation probation and/or additional disciplinary sanctions. Students on chapel/convocation probation will not be allowed to represent the College in any activity while on probation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

College of the Ozarks complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student or as otherwise authorized by FERPA.

FERPA affords students certain rights with respect to the student's education records. They are:

1. Annual notification.
2. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
3. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
4. 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.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605*

6. College of the Ozarks has designated the following information as directory information and may disclose such information at its discretion:
 - Name
 - Current enrollment status, including full or part-time.
 - Address, Local, Permanent or e-mail.
 - Telephone number.
 - Date of birth.
 - Major Fields of Study.
 - Student's photographic or videotaped image.
 - Dates of attendance.
 - Academic classification by year (e.g. freshman).
 - Awards and Honors (e.g. Dean's list).
 - Degree conferred (including dates).
 - Past and present participation in officially recognized sports and activities.
 - Weight/Height of members of athletic teams.

Currently enrolled students may withhold disclosure of any or all of these types of information by contacting the Registrar's office, in writing, within 30 days from the first class day of any semester.

The written notification does not apply retroactively to previous releases of directory information, for example once the campus student directory is published, the information contained therein will remain. The request for nondisclosure will affect only the academic year within which it is requested. Note that directory information MAY be released; it is not required and the institution may choose not to release it. Students should understand that, by withholding directory information, some information considered important to students may not reach them. For additional information see www.cof.edu/policies.asp.

Discrimination Policy

College of the Ozarks subscribes to the Family Educational Rights and Privacy Act of 1974 and is committed to a policy of nondiscrimination on the basis of age, color, handicap, race, sex and national origin in all of its programs and offerings. On matters of employment, the College relies on its exemption from Title VII of the Civil Rights Act of 1964 and the Missouri Human Rights Act as a religious educational institution. Inquiries regarding nondiscrimination policies should be directed to the college compliance officer.