Meredith College offers a variety of offices and services to assist students with all aspects of College life. This section contains information on where to find anything a student needs to know – from dining options to the campus store. For more information, contact the Office of the Vice President for College Programs.

Table of Contents

Assistance for International Students & Multicultural Students 2
ATM Machine 2
Campus Dining 2
Belk Dining Hall 2
The BeeHive Café 3
Food for Thought POD 4
Meal Plans 4
Oak Leaf Catering 5
Office of the Chaplain 6
Campus Police 7
Career Planning 7
Carlyle Campbell Library 8
Commuter Life 10
Copy Center 11
Counseling Center & Disability Services 11
Daisy Trade 12
Office of the Diversity, Equity & Inclusion (DEI) Coordinator 13
Diversity Programs 13
Events 14
Facilities Services, Maintenance, Grounds and Housekeeping 14
Financial Assistance 14
First Year Experience 15
Fitness Center 16
Health Services 16
Insurance 17
Inclement Weather 18
International Student Adviser 19
Lost and Found 19
Meredith Performs Box Office 19
Meredith Campus Store 19
Assistance for International and Multicultural Students

Staff members within the Division of College Programs and Office of International Programs are available to offer assistance, answer questions, address concerns and provide counseling. Please make inquiries to the Vice President for College Programs, the Dean of Students, the Assistant Dean of Students, the Director of International Programs, the Assistant Director of International Programs, or the Director of Student Leadership and Service about available resources and campus organizations as well as committees that address the needs of students from diverse populations.

ATM Machine

A Wells Fargo automated teller machine is located in the lobby of Cate Center. The machine will provide most of the services, except deposits, normally available at ATM machines. There is no fee to customers of Wells Fargo Bank, although a small fee will apply to customers of other banks who use the Plus or Relay network to access their accounts. The lobby of Cate Center is open from 6 a.m. until midnight each day.

Campus Dining

David Penney, General Manager, 919-760-8656, penney-david@aramark.com
Catering Manager, 919-760-8377, Catering@meredith.edu
Chef Manager, 919-760-8658
Website, Instagram: @Meredith_Dining

Belk Dining Hall
919-760-8186
campusdining@meredith.edu

Beehive Café, Cate Student Center
919-760-8328
campusdining@meredith.edu

Catering Department – Oak Leaf Catering
919-760-8377
catering@meredith.edu
oakleafcatering@yahoo.com

Belk Dining Hall

At Belk Dining Hall, you'll find an abundant variety of fresh foods, prepared your way each day. Our team stands ready to serve up a changing menu of specialties cooked to your liking! Daily features include traditional, home-style meals and grilled favorites. Also enjoy our rotisserie, soups, a full service salad bar, deli, Vegan/Vegetarian, Restaurant Rotation, and freshly made desserts. We also customize menus for diet
specific students (vegetarians, vegans, & gluten-free) just to name a few.

- Meal plan members must present their CamCard (student I.D.) to enter Belk Dining Hall
- Not on a meal plan? Commuter and Apartment students may purchase a meal plan (see below or visit our website for more details). Cash, credit card and Dining Dollars declining balance are also accepted in all of our locations
- Guests of students must pay at the entrance to the Dining Hall to gain access.
- All meal plan members are provided with a reusable food container (upon request) free of charge to be used to take a meal “to-go.” If students do not have their containers, they may purchase a to-go container at any time at the register for $5 (compostable) or $5 (replacement, reusable one). Students are required to wash and bring clean to-go containers into the dining hall for use. This is the only to-go container in use at the dining halls, No personal containers are permitted. Non-meal plan members may purchase a container from the cashier at Belk Dining Hall for $5.00.
- Food, dishes, and glassware are not to be removed from the dining hall. Personal dishes and cups may not be used in the dining hall because of health department regulations.

**Belk Dining Hall Hours of Operation**

**Monday – Friday**
- Breakfast: 7:30 a.m. – 9:30 a.m.
- Continental Breakfast: 9:30 a.m. – 11:00 a.m.
- Lunch: 11:00 a.m. – 2:00 p.m.
- Late Lunch: 2:00 p.m. – 4:45 p.m.
- Dinner: 4:45 p.m. – 7:30 p.m.

**Saturday and Sunday**
- Continental Breakfast: 8:30 a.m. – 11:00 a.m.
- Brunch: 11:00 a.m. – 1:30 p.m.
- Saturday Dinner: 4:45 p.m. – 7:00 p.m.
- Sunday Dinner: 4:45 p.m. – 7:30 p.m.

**The BeeHive Café**

Located on the 2nd Floor of the Cate Student Center, the BeeHive Café is the retail location where you’re able to use your Dining Dollars to eat and perfect for a quick bite or a leisurely meal with friends. This retail Food Court has everything from fresh made-to-order hamburgers at **GrilleWorks**, to a wide variety of sandwiches and wraps at **Sandwich Shack**. Fuel up with a cup of your favorite Starbucks Coffee at our **We Proudly Serve Starbucks**. If you’re in a rush, the Beehive offers a selection of salads, sandwiches and wraps, and fresh fruit cups.

In addition to the above options, you will also find the following on a daily basis to add to the variety of choices:

- **Crown Bakery** assortment of fresh pastries
- **Ben and Jerry’s Ice Cream**
- **Chick-fil-A** every Monday, Wednesday, & Friday
- **Papa John’s** Slices every Tuesday & Thursday

**BeeHive Café Hours of Operation**

**Monday – Thursday:** 7:30 a.m. – 8:00 p.m.
**Friday:** 7:30 a.m. - 4:30 p.m.
**Saturday – Sunday:** CLOSED
For more information, please visit our website at [www.meredith.campusdish.com](http://www.meredith.campusdish.com).

**Food for Thought POD (Provisions on Demand)**
Located on the 1st Floor of the Carlyle Campbell Library, the POD is a retail location where you’re able to use your Dining Dollars to eat and perfect for a quick bite or snack with friends.

**Food for Thought POD Hours of Operation**
**Monday – Friday**
Monday – Thursday: 9:00 a.m. – 10:00 p.m.
Friday: 9:00 a.m. - 4:30 p.m.

For more information, please visit our website at [www.meredith.campusdish.com](http://www.meredith.campusdish.com).

Please note: Belk Dining Hall, Food for Thought POD, and The Beehive Café service hours may be adjusted because of inclement weather. Changes will be posted in Belk Dining Hall and on our website.

**Meal Plans**
Whether you’re eating on campus every day or just a few times a week, you could be saving money with a meal plan. Many options help you choose the plan that offers the best value for your busy schedule. Excellent service and clean environments make dining more pleasant and convenient locations on campus mean you don’t have to give up your parking space. A meal plan might just make dining the most relaxing part of your day!

**Residential Meal Plans**
Whether you’re eating on campus every day or just a few times a week, you could be saving money with a meal plan. Many options help you choose the plan that offers the best value for your busy schedule. Excellent service and clean environments make dining more pleasant and convenient locations on campus mean you don’t have to give up your parking space. A meal plan might just make dining the most relaxing part of your day! Detailed information about residential and commuter student meal plans is found on the campus dining web site: [https://www.meredith.edu/dining-services/](https://www.meredith.edu/dining-services/)

**Residential Meal Plans**
Residential meal plans provide you with a set allotment of all-you-care-to-eat meals per week in Belk Dining Hall and Dining Dollars per semester to spend in the Beehive Café or Food for Thought POD Express. Your CamCard identifies you as a meal plan member and must be presented at each meal. The cost of these plans is the same. Dining Dollars expire at the end of each semester.

**All Access Meal Plan + $150 Dining Dollars**
All resident students (except those living in the apartments) are automatically signed up for this plan. Not just for big eaters! An All Access meal plan is like having mom’s kitchen right outside your residence hall. Grab what you want, when you want it or just go to socialize. The All Access meal plan gives you unlimited access to Belk Dining Hall. This includes meals, snacks, drinks, or the chance to visit with friends. Just swipe your CamCard at the door!

**15 Meals per Week + $250 Dining Dollars**
Sophomores, Juniors and Seniors may change to this plan through the end of the tenth day of classes of each semester by completing a Change of Plans card online form that will be available during the change periods on the dining website.
12 Meals per Week + $300 Dining Dollars
Juniors and Seniors may change to this plan through the end of the tenth day of classes of each semester by completing a Change of Plans card online form that will be available during the change periods on the dining website.

Commuter/Apartment Living Meal Plans
Off-Campus Meal Plans provide you with a set allotment per semester of all-you-care-to-eat meals in Belk Dining Hall PLUS Dining Dollars to spend in the Beehive Café. Depending on the plan, you can save up to 20% off the regular door rate at Belk Dining Hall when you use a meal instead of cash or Dining Dollars. Additional blocks of 10 meals may be added at any point in the semester if you’re running low. Your CamCard identifies you as a meal plan member and must be presented at each meal. All students residing in the apartments and commuters are eligible for these plans. Dining Dollars and meals expire at the end of each semester.

60 Meals + $200 Dining Dollars*
60 all-you-care-to-eat meals/semester •$200 Dining Dollars - see website for pricing and to order • Add an additional block of 10 meals $74.00

40 Meals + $200 Dining Dollars*
40 all-you-care-to-eat meals/semester •$200 Dining Dollars - see website for pricing and to order • Add an additional block of 10 meals $74.00

20 Meals + $200 Dining Dollars*
20 all-you-care-to-eat meals/semester •$200 Dining Dollars - see website for pricing and to order • Add an additional block of 10 meals $74.00

300 Declining Balance + $300 Dining Dollars*
$300 worth of Dining Dollars, per semester, for only $275.00

*Meals and Dining Dollars must be used within the semester they are purchased and do not rollover to the following semester.

Dining Dollars
Pay as you go. Dining Dollars work like a bank debit card. Your purchases in the Beehive Café or POD are subtracted from your account balance. If your Dining Dollars run low, just add to your account with cash, check, money order, or charge to your student account. When you want to replenish your Dining Dollars, go to the Accounting Office in Johnson Hall or visit our website.

Oak Leaf Catering
Oak Leaf Catering is the exclusive catering company here at Meredith College and able to assist with all of your on-campus and off-campus catering needs. From light refreshment breaks for clubs and resident hall socials to formal luncheons and dinners, our goal is to ensure the success of every event. To see all what we have to offer & more, please feel free to visit our catering website at the following website — www.meredithcatering.catertrax.com where you are also able to order at your convenience. Our other contact information is listed below:

By email: catering@meredith.edu / Oakleafcatering@yahoo.com
By phone: (919) 760-8377
By Web: Oak Leaf Catering
Gift Packages & Birthday Cakes
We offer wonderful gift packages you can send to friends at just a touch of a button. These include but are not limited to:

- Get Well Packages
- Exam Crunch Packages
- Stock Your Room! Packages

Visit our website for more information or to order your kit today!

Campus Dining FAQ’s
How do I sign up?
Students living in an on campus residence hall will be signed up automatically. Commuters and Oaks Residents can sign up online at www.meredith.campusdish.com.

What If I Have a Meal Plan Question?
We have an FAQ section on our website that addresses and answers many of the questions students ask about our residential, apartment and commuter meal plans. You may also email us anytime at campusdining@meredith.edu or call us in the Dining Services office at 919-760-8656.

What If I Have Special Dietary Needs or Restrictions?
We will do everything possible to accommodate your dietary needs, restrictions and preferences.

Office of the Chaplain
Rev. Stacy Pardue, Chaplain, 919-760-8346 / 8347 (Direct line to Chaplain)

Meredith College offers opportunities for spiritual growth as an integral part of the life of the campus to its students from all faith traditions-- Islam, Christianity, Buddhism, Judaism, Hinduism and others-- and for those who identify as agnostic, atheist or other worldviews. Everyone has valuable philosophical and spiritual ideas to contribute. The Office of the Chaplain provides guidance for the development of religious programs, as well as a pastoral presence for the campus community. The Chaplain is available to the College community for counseling pertaining to spiritual questions, spiritual/religious vocations, and personal challenges.

The 10:00 a.m. hour on Wednesdays is set aside for those who wish to engage in programs with the Office of the Chaplain. The Chaplain’s office invites you to use this hour for spiritual reflection or to participate in opportunities provided by the office.

Meredith’s spiritual roots are founded in the Baptist tradition, which lauds religious freedom with respect for different belief systems. The Office of the Chaplain seeks to foster an environment respectful of all religious traditions, belief systems, and forms of spirituality. There is also an interfaith prayer and meditation room in Jones Chapel that is open to the Meredith community.

The Office of the Chaplain partners with several local organizations to build a healthy community, and provide opportunities for Meredith students to serve and learn practices and disciplines of reflection. We have a special partnership with the Raleigh non-profit that works with Sisters United, a student group that supports vulnerable girls and women, has addressed a variety of issues including domestic violence, anti-human trafficking, poverty, and girls’ education in the developing world. With a strong emphasis on service, the Chaplain has organized three service trips to Belize, Central America and one to Ghana, West Africa.
The Chaplain offers emergency financial assistance to students through a campus fund. Any students struggling with medical bills, food insecurity, utility payments, winter clothing, car and gasoline issues or other incidentals should meet with the Chaplain to discuss their situation. The office also sponsors the Daisy Trade, a food and toiletries pantry for the Meredith community.

Students seeking a place of worship in the Raleigh community may contact the Chaplain for assistance. Information is available for all faith traditions. Students are invited to make use of the Jones Chapel Meditation Room and Reading Room, as well as visit one-on-one with the Chaplain.

**Campus Police**
Al White, Chief, 919-760-8888
In case of an emergency, call Campus Police at 919-760-8888 or Extension 8888 from an on-campus telephone.

**Career Planning**
Dana Sumner, Director, 919-760-8428
Jane Matthews, Associate Director, Employer Relations, 919-760-8343
Andrea Wogoman, Employer Relations Coordinator, 919-760-2344
Brian Turk, Career Counselor, Career Planning, 919-760-8213
Ann Phillips, Office Manager, 919-760-8341
Park Center, Second Floor
8:00 a.m. – 5:00 p.m.
[Career Planning Website](#)

The Career Planning team encourages students to reflect, explore, evaluate, and select majors and careers that consider their interests, skills, strengths, values, and preferences. Specifically, we:

- Promote the discovery and use of strengths and provide insights on ways they can be applied through StrongPoints®.
- Provide career counseling to students, guiding and supporting them in making authentic career decisions so that they can reach their career goals.
- Educate students to prepare professionally for jobs, careers, internships, and/or graduate school.
- Vet and share resources and information about the job market and economic trends, including organizational, employer, and industry insights.
- Teach two hands-on, highly collaborative undergraduate career planning seminars for academic credit. CPS 101: Design your Life, designed for freshman and sophomores, helps students learn more about themselves to create a meaningful professional and personal life. CPS 301: Future Focused: Get in the Game, for juniors and seniors, helps students gain cutting-edge insights on the future of work, economic trends, and how to adapt to a rapidly changing workforce.
- Connect students and career professionals – creating an opportunity to consider careers, make connections for information, internships, full-time jobs, or other opportunities.
- Provide support and guidance as students develop skills and competencies sought by employers, create resumes and other professional documents, prepare for interviews, build and sustain their network, think about graduate school options, and conduct an internship and/or job search.
- Provide access to Handshake, OCP’s career development platform that gives students access to personalized and vetted internship, co-op, and full-time job listings, and to programs and events sponsored by OCP.
- Serve as a clearinghouse for internship positions and post these opportunities on Handshake. Academic credit for internships is determined by faculty internship coordinators in each academic department.
- Coordinate Cooperative Education, a program that integrates academic study with paid career-related job experiences.
- Host internship and career fairs, networking events, career panels, practice interviews, and events designed to help students investigate career options, practice and strengthen skills, articulate career competencies employers seek, discover internship and full time opportunities, and make connections with professionals.
- Deploy the First Destination Survey to learn the post graduation plans of Meredith graduates.

**Carlyle Campbell Library**

Administration 919-760-8531  
Circulation Desk (Borrow) 919-760-8532  
Information Desk (Ask) 919-760-8095  
Media Services 919-760-8444

**Library Hours** [https://infotogo.meredith.edu/hours ]

The Carlyle Campbell Library is the academic heart of the College, with a substantial collection of academic books and journals, musical scores and recordings, videos, and audiovisual equipment. Librarians and library staff are eager to help students, faculty and staff make the best use of resources available.

The library collection is designed to support the research requirements of Meredith students. It includes over 450,000 print and e-books, thousands of DVDs, and over 7,000 musical scores. Faculty college-wide assist the library in developing this collection. The library also purchases popular books, entertaining magazines, and games based on student recommendations.

The library also has a large set of information materials in electronic form, including full-text copies of articles from thousands of academic periodicals and newspapers, as well as streaming videos and music. These are found in over 140 different databases. The electronic resources are available from anywhere on campus, and, after logging in, from off campus as well.

The library’s homepage can be found at https://infotogo.meredith.edu. The library also has a Facebook page, Twitter account, TikTok account, and Instagram account. Follow us @cclatmeredith! The library also maintains the College’s Archives, material related to the history and people of the College.

Videos assigned by instructors are sometimes placed in the Library’s Digital Media Room (LDMR). The DMR lets you view videos from your laptop anywhere and at any time of day. Users access the LDMR through the library homepage. Access to certain course viewing assignments in the DMR requires a password from the instructor. Other videos, such as convocations, lectures, training programs, may not require a password.

The library is a center for intellectual exchange. We provide individual and group study areas, including four small group study rooms, two individual study rooms, and a classroom available to larger groups. These may be reserved through the library’s web site.

Computers, copiers, scanners, and networked printers are available on the main floor and the ground floor of the library.

Food for Thought provides a selection of to-go meals, snacks, drinks, and more.
Research and Instruction Services, 919-760-8095
The library’s research and instruction librarians assist the Meredith community in their research. Librarians are on duty most of the time the library is open. You can find them at the Ask desk, chat online with them from the library web page, make appointments for research consultations, or phone them for assistance. They are glad to help you with your research projects.

In addition to assisting you with materials in the Meredith library, librarians will also help locate useful materials in other libraries and have those materials loaned to Meredith for you.

Librarians also instruct students in library research techniques in English 111, English 200, through the general education information literacy thread courses, and at the request of other faculty and student groups.

Media Services, 919-760-8444
Do you need to borrow a laptop? Do you need to laminate a poster, so it will not get messed up? Do you need a copy of a video? How can somebody show a PowerPoint presentation? Do you want to relax with friends and play a Wii game? Media Services can help you with all of these things. They check out over 2,000 pieces of computer and audiovisual equipment a year. They help students edit dozens of video projects each semester. If you want to learn how to do it, they can show you!

The library’s Media Services department is a key provider of classroom teaching and learning support, providing equipment such as Zoom Rooms, data projectors, video cameras, microphones, sound systems, etc. The equipment in Media Services is available for loan to students, faculty and staff. Media Services provides training in the use of the equipment. Circulation periods for equipment vary. Talk with Media Services staff for details (919-760-8444). They are here to help you!

Borrowing library materials
The library lends many things. Your Camcard is your library card and you must have it with you to borrow anything. For information about what we lend, how long you can borrow something, and the consequences of not returning the things you borrow, visit the borrowing policies page on the library website by clicking here.

Students conducting semester long research projects may borrow materials for that project for the full semester. Talk with the circulation supervisor about receiving this privilege (919-760-8532). If the project lasts longer than a semester, permission must be requested again for the next semester. All materials are subject to recall if another student needs them and they have been checked out for more than three weeks.

Students needing extended use of a laptop may complete this form (https://forms.gle/QMyxbQRr7bBNRRuk8) to request one. Extended loans are available under limited circumstances such as short term replacement while a laptop is being repaired or for course software requirements incompatible with a student’s personal computer. Each request will be considered by the Dean of the Library in consultation with other Meredith employees.

If you keep something after its due date or owe more than $10.00 in fines, your borrowing privileges are suspended.
**How to Renew**

To renew something (keep it longer), log on to your library account on the web site (https://meredith.on.worldcat.org/myaccount) using your NetID or call the library circulation desk (919-760-8532).

**If you lose library materials**

You are responsible for all materials you borrow from the library, even if you loan them to someone else. If you are unable to return the materials you borrow or if you damage them beyond repair, you must pay to replace them. The replacement cost will be determined whenever possible by standard sources such as Amazon.com or manufacturer catalogs. You will also owe a $25.00 processing fee. If the replacement cost cannot be determined from a standard source, a default amount will be charged. Default amounts are listed on the borrowing policies page on the [library website](https://meredith.on.worldcat.org/myaccount).

**Commuter Life**

**Office of the Dean of Students**

Bailey Dunn-Phillips, Assistant Dean of Students, 919-760-8521
Second floor Park Center, 8 a.m. – 5 p.m.

**Commuter Life**

Commuter students are encouraged to become fully immersed in the life and leadership of Meredith College by taking advantage of the opportunities for involvement in a wide variety of campus organizations and committees. Staff members within the division of College Programs are available to serve as a resource for students desiring to increase their level of participation and involvement in campus organizations, events, and activities. The responsibility of seeking these leadership opportunities rests on the shoulders of each individual student.

The Assistant Dean of Students provides programs and services that address the needs of commuters as well as students from diverse backgrounds. A primary goal is to help students find ways to connect with Meredith College by becoming involved in campus organizations or by attending events and activities within the campus community. The Assistant Dean of Students is located on the second floor of the Park Center.

In addition to the support and services provided by the Assistant Dean of Students, commuters can take advantage of the Cate Center lounges, study areas, computers, the BeeHive Café, a vending machine area, as well as a microwave and refrigerator.

Other services include:

- Association of Meredith Commuters (AMC)
- Freshman Commuter Orientation (held during fall orientation)
- Commuter appreciation events
- Optional Commuter Meal Plan (dietary restrictions can be accommodated)

**Rules & Regulations Governing Commuter Students**

Commuter students are expected to follow all College policies, rules and regulations as set forth elsewhere in this Student Handbook. See specific policies or regulations for details.
Copy Center
Kevin Walker, Director, 919-760-8677
8:00 a.m. – 5:00 p.m.

The main responsibilities of the copy center include producing high quality digital prints in both black and white and full color, monitoring the on-campus copiers and performing any minor maintenance when needed. Large format printing is also available.

Students can make requests for printing by submitting a print job via the online portal (copyshop.meredith.edu).

The Copy Center requires a minimum 24-hour turnaround time for all jobs (standard turnaround time is 24-48 hours and larger jobs may require additional time). Requests can be made for same day turnaround for an additional charge. Contact our staff for these additional charges. The Copy Center accepts checks and credit cards.

Please call us at (919)760-8677 or email us at copycenter@meredith.edu if you have any questions.

Counseling Center & Disability Services
Beth Meier, Director, 919-760-8427
Carolyn Koning, Assistant Director for Disability Services, 919-760-8427
Brittany Fierro, Assistant Director for Counseling, 919-760-8427
Karen Coffey, Disability Counselor, 919-760-8427
Samara Brown, Mental Health Counselor, 919-760-8427
Donna LaHaye, Administrative Assistant, 919-760-8427
Carroll Hall, second floor; 8 a.m.–5 p.m. (M-F); evening and early morning hours available upon request; telehealth available upon request. 919-760-8427

The Counseling Center/Disability Services is committed to providing students with confidential, evidence-based counseling and disability services rooted in cultural humility. Our philosophy encourages students’ empowerment, the development of individual strengths, greater independence, and self-advocacy.

College is a time of transition, reflection, change, and growth – both academic and personal. The Counseling Center is a safe place to talk about anything you want and all of the services are free and confidential.

We offer students a place to work through individual challenges and stressors. We provide the following services in person or through telehealth:

- Individual, short-term counseling
- Crisis services
- Disability services
- Psychological consultation
- Outreach and training
- Resources and referral
Counseling
For more information click on our website.

Counselors are licensed in the mental health field and are experienced in assisting students with the unique challenges that college students may face. Students seek counseling to address anxiety, depression, relationship issues, trauma and more. Counseling is free and confidential.

During the fall and spring semesters the center provides the community with a counselor-on-call to assist in crisis situations. The counselor-on-call may be accessed by calling Campus Police at 919-760-8888 or the Critical Response Team at (919) 612-6350. The Counseling Center also offers a 1:00 p.m. crisis hour, Monday through Friday. Ultimately, services for acute psychological crises are provided by local hospitals. If you or someone you are assisting is experiencing a life-threatening mental health emergency, and you are off campus, call 911 immediately. If you are on campus, call Campus Police at 919-760-8888, so they can direct emergency vehicles to the correct location.

The Center also offers a problem solving drop-in hour Mondays, Wednesdays, and Fridays at 10:00 a.m. for students with counseling or disability concerns.

Disability Services
For more information click on our website.

Meredith College values the diversity of its community and works to promote the academic endeavors of all students. Therefore, Disability Services collaborates with faculty, staff, and students to create an inclusive environment in which all students have equal access to all courses, programs, events, activities, and facilities at the College.

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Meredith College is committed to equality of educational opportunities and ensures that no otherwise qualified person shall, by reason of a disability, be denied access to, participation in, or the benefits of any program or activity offered by the College. Self-identified students who are certified through Disability Services will receive reasonable and appropriate accommodations which eliminate barriers and create equal access to all aspects of the College.

It is the student’s responsibility to disclose a disability, request accommodations, and file grievances. Individuals seeking reasonable accommodations are responsible for initiating contact with Disability Services and for providing current, comprehensive documentation to support the accommodation request.

Disability Services is responsible for establishing eligibility based on thorough documentation, student self-report, and federal guidelines. Accommodations are determined on an individual, case-by-case basis. In addition to providing accommodations, Disability Services offers support services designed specifically for students with disabilities.

For more information about the certification process, documentation guidelines, assistive technology, and other services, please visit www.meredith.edu/disability.

Daisy Trade
The Daisy Trade is an on-campus food pantry housing nonperishable food items, some fresh produce, personal hygiene items, and basic school supplies. The Daisy Trade is located in the Jones Chapel kitchen and reading room, adjacent to the Chapel Common Room, and is open to the Meredith Community. There
is no cost for the items supplied, and no record kept of who uses the pantry. There are also two outdoor Daisy Trade kiosks for easy accessibility to food and books.

The Daisy Trade is open anytime the Jones Chapel building is open, usually M-F from 8:30a.m. – 5:00 p.m. For more information, call The Office of the Chaplain at 919-760-8346.

Diversity, Equity, and Inclusion (DEI) Coordinator
Liliana Madrid, Coordinator and Special Assistant to the President for DEI, Park 114
Phone: 919-760-8068

The Office of the Coordinator and Special Assistant to the President for Diversity, Equity, and Inclusion champions policies and actions that reaffirm the College’s lasting commitment to being a healthy and inclusive environment. The office serves as a resource to students and employees of the college.

Diversity Programs
The College offers a variety of programs, services and support for students to promote diversity, equity, inclusion and belonging (DEIB). Students are encouraged to seek opportunities for cultivating awareness, learning, and increased understanding of individuals’ unique differences and identities. Campus events, workshops and programs sponsored by campus student organizations and departments are held throughout the academic year. Students are encouraged to seek social, cultural, educational and leadership programs that promote DEIB through participation in campus activities and student organizations and clubs. Descriptions of Meredith student organizations are also included in the Student Opportunities section of the Student Handbook and on MC Connect.

College-sponsored programs for new students include Summer Symposium and New Student Orientation (fall and spring). First year experience classes include workshops on identity, inclusion and building an inclusive community.

Leadership programs, sponsored by the Office of Student Leadership and Service, are held throughout the academic year. In 2022, the SGA Executive Board added an additional position, the Diversity, Equity, Inclusion and Belonging Board Chair. The purpose of the DEIB Board is to oversee and facilitate SGA inclusivity projects and events on campus, work with the student body to collaborate on belonging initiatives, and ensure a diverse and equitable environment on campus.

Meredith staff and faculty are available to assist students individually. The following offices, among others, offer a variety of opportunities for assistance and support (individual meetings, programs, services, etc.):

- Office of the Dean of Students, 2nd floor Park Center; deanofstudents@meredith.edu
- Office of International Programs, 1st floor Lux Hall; internationalprograms@meredith.edu
- DEI Coordinator, 1st floor Park Center; lamadrid@meredith.edu
- Student Leadership and Service, 2nd floor Park Center; leadershipandservice@meredith.edu
- Counseling Center, 2nd floor Carroll Hall; counselingcenter@meredith.edu
- Campus Chaplain, Jones Chapel; pardues@meredith.edu
- Office of Residence Life, 2nd floor Park Center; reslife@meredith.edu
- Office of First Year Experience, 2nd floor Park Center; fye@meredith.edu
Events
Bill Brown, Director
Eric Leary, Assistant Director
Kaitlin Toxey, Event Relations Coordinator
Ginny Watkins, Event Marketing Specialist
Jim Frick, Production Supervisor
Chris Droessler, Production Supervisor
Bob Autry, Event Mover
Phone: 919-760-8533

All reservations for rooms, buildings, and outdoor spaces should be confirmed through the Office of Meredith Events.

To request facilities for an event, log into MyMeredith at least four business days in advance of your event. then access the Events tab of the Self-Service Portal homepage. Select the “Event Request Form” link and enter all pertinent information. Be sure to select “Add A Meeting” at the bottom of the form to add necessary meeting details (i.e., date, preferred room, time, etc.). Follow-up will include the receipt of two confirmation emails from the Office of Meredith Events: an initial email to confirm that your request was submitted successfully and a final email clarifying all scheduling details.

For all other requests, please email events@meredith.edu or call 919-760-8533 for further assistance.

Facilities Services, Maintenance, Grounds and Housekeeping
Todd Lechner, Director, 919-760-8560

Requests for maintenance, housekeeping and groundskeeping may be made to the Facilities Services Office, 919-760-8560, or by completing a service request form on our website.

Financial Assistance
Kevin Michaelsen, Director, 919-760-8565
Betty Harper, Associate Director, 919-760-2245 (Graduate, Certificate, or Duke Tuition Grant)
Belinda Thomas, Assistant Director, 919-760-8155 (Loans: Parent PLUS, Student Alternative Loans, and Summer FinAid )
Samantha Wilkins, Assistant Director, 919-760-2829 (Undergraduate A-G, NC Residency Determination, Leave of Absence or Withdrawal )
Judith Schram, Assistant Director, 919-760-8841 (Undergraduate H-P or Study Abroad)
Jill Jenkins, Enrollment Management Student Services Administrator of Financial Assistance , 919-760-8159 (Undergraduate Q – Z)
Trea Marvin, Information Manager, 919-760-8165 (All FAFSA questions and TEACH Grant)
Leslie Castro, Office Manager, 919-760-8565 (General Questions, Federal Work Study, and Community Employment )
Email address: finaid@meredith.edu
8 a.m. - 5 p.m. (M–F) 8 a.m. - 6 p.m. (during Drop/Add periods)

The Office of Financial Assistance is located on the first floor of Johnson Hall East and is committed to working with you, and/or your family, to help guide you through the financial aid process. We strive to provide all the information and resources available in order to help make your education affordable.

The Office of Financial Assistance administers a variety of scholarships, grants, and loan programs. Any
student who needs assistance in order to attend Meredith, or who has questions about an award that has been received, should contact the Office of Financial Assistance.

To apply for financial assistance:

**US Citizens and Permanent Residents** should file the FAFSA (Free Application for Federal Student Aid) each year. The FAFSA can be completed online at [FAFSA](#), or check out the new [myStudentAid app](#) for iOS and Android. The FAFSA is available beginning October 1st for the following academic year. Filing priority dates are listed below:

<table>
<thead>
<tr>
<th>TYPE OF STUDENT</th>
<th>FAFSA FILING PRIORITY DATE</th>
<th>AID OFFER LETTER AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Undergraduate Students:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Decision</td>
<td>Nov 15</td>
<td>By Dec 1</td>
</tr>
<tr>
<td>Early Action</td>
<td>Jan 15</td>
<td>After Feb 15</td>
</tr>
<tr>
<td>Regular Decision</td>
<td>Feb 15</td>
<td>After Mar 15</td>
</tr>
<tr>
<td>Current Undergraduate Students</td>
<td>March 15</td>
<td>After June 1</td>
</tr>
<tr>
<td>New Graduate Students</td>
<td>March 15</td>
<td>After May 1</td>
</tr>
<tr>
<td>Current Graduate Students</td>
<td>March 15</td>
<td>After June 1</td>
</tr>
</tbody>
</table>

International and Undocumented Students (*undergraduate only*) should complete the Application for Institutional Aid each year. The application is available beginning October 1st for the following academic year. See the above chart for Application priority dates and Offer Letter dates.

Student Employment opportunities for undergraduate students are found online by logging in to [MyMeredith Financial Assistance website](#). Undergraduate students who are eligible for Federal Work-Study will be able to view the available on-campus positions. All students are able to view the off-campus positions which include babysitting, tutoring and other part-time opportunities.

**First Year Experience (for undergraduate students)**

Chrisiss N. Bumgardner, Co-Director, 919-760-2284
Lisa B. Brown, Co-Director, 919-760-2205

Committed to the success of every first year student, the First Year Experience staff is available to assist with transitional issues, academic concerns, and other personal needs. Orientation, student advisors, Freshman Discovery, Summer Reading Program, Fire and Water Dinner, and First Year Experience classes are among the programs coordinated through this office, located on the second floor of the Park Center.

**First Year Experience Course**

First Year Experience (FYE 100) is a course open to all first year students and is designed to facilitate a successful transition for women entering Meredith. Each section is taught by a faculty or staff member who places emphasis on academic success, personal growth, and campus and community resources. Topics in this course include StrongPoints®, study skills, communication skills, interpersonal/ community relationships, ethical decision making, personal discovery, and appreciating differences in others. Students who enroll and successfully complete the course will receive one hour of course credit.

**Student Advisors**

Student Advisors are experienced students who have been selected and trained to assist freshmen in working through transitional issues that new students may encounter, particularly during the first few weeks of school. Wings and Transfer Student Advisors assist new adult and transfer students. A Chief Student Advisor and Chief Wings and Transfer Advisor are selected through an application process to
lead the student advisor team. Student Advisors must have at least a 2.5 GPA and cannot concurrently hold a major campus office without permission from the FYE office. Students with concerns about their student advisors and students who are interested in applying for student advisor positions are encouraged to contact staff in the First Year Experience Office located on the second floor of the Park Center.

**Fitness Center**
Dr. Heather Sanderson, Director; hlsanderson@meredith.edu

The Lowery Fitness Center was opened in 2017. Housed under the Department of Nutrition, Health and Human Performance, it serves as a research and teaching laboratory for the Exercise and Sports Science program and a teaching facility for Physical Education courses.

It is the center for the Athletic department strength and conditioning program. Other programs such as WOW! Employee Wellness and Angels in Motion (AIM) group fitness classes are offered at the fitness center. It also provides a health and wellbeing activity space for the Meredith College community.

**Health Services**
Mary Johnson ’07, DNP, APRN, FNP-BC, CWP, Director of Health Services
Sheri Weathers, RN, BSN, Staff Nurse
Anne Smithson, MD, College Physician
Phone: 919-760-8535
Fax: 919-760-8534

Carroll Health Center provides confidential clinical care for minor illnesses, minor emergency care, disease prevention services, health education and promotion for students. The Health Center has a physician, nurse practitioner, and a registered nurse on staff to serve our students. A student medical form must be completed (including all state-required immunizations documented and updated), prior to matriculation. All health forms are due on the date specified on the instruction sheet. Forms can be found at [www.meredith.edu/health](http://www.meredith.edu/health) and then select “Forms” from the left hand menu.

The Health Center hours are 9:00 a.m. to 4:00 p.m., Monday–Friday during the fall and spring semesters.

**Physician hours:**
- Monday: 11:30 a.m. to 2:30 pm
- Tuesday: 11:30 a.m. to 2:30 pm
- Wednesday: 9:00 a.m. to 12:00 p.m.
- Thursday: 9:00 a.m. to 12:00 p.m.
- Friday: 10:00 a.m. to 12:00 p.m.

Students should call Carroll Student Health Center at (919) 760-8335 to be screened and, if indicated, be tested for COVID-19. The Student Health Center does not accept walk-in appointments in order to keep well and sick visits separated and will conduct some services through telehealth visits and consultations as necessary. Students can also contact the Student Health Center through the secure messaging system in the [student wellness portal](http://studentwellness.meredith.edu).

The Student Health Center hours are Monday-Friday 9:00 a.m.- 4:00 p.m. Residential students should contact the RD on Duty at (919) 612-6350 for afterhours instructions. For information regarding after hours care, please visit [meredith.edu/health](http://meredith.edu/health).
During the academic year, the Student Health Center has partnered with Residence Life and other campus departments to provide housing for students who are unable to return home while ill and require on-campus quarantine or isolation spaces.

At night (4:00 p.m.–9:00 a.m.) and on weekends (from 4:00 p.m. Friday–9:000 a.m. Monday), for medical emergencies, call 9-1-1 and then Campus Police 919-760-8888. The residence life critical response team may be reached at 919-612-6350.

The student health fee, which is included in the residence hall room and board fees, covers the costs of most services rendered in the Health Center. The Health Center provides some prescription and over-the-counter medication to students without additional charge. Gynecology exams (available on Wednesdays), student teacher physicals, TB skin tests and some laboratory tests performed at the Health Center must be paid for by the student and can be paid by cash or charged to the student’s account. Major illnesses or injuries will be referred off campus and are the financial responsibility of students, including, but not limited to labs, x-rays and consultations with off-campus physicians.

Residents of The Oaks apartments and commuter students must pay the Health Center fee, $100 per semester ($50 after Fall/Spring break), in order to be seen by a provider at the Health Center.

Health Center policies are as follows:

- Written class excuses are not provided by the Health Center. The Health Center will, however, verify the student was seen in the Student Health Center, should a faculty member require verification of a visit, but only with the student’s permission. Specific medical details will not be released to faculty, staff, parents or others without written permission of the student.
- The health services staff is also responsible for the maintenance of health records. All records are confidential and are not part of a permanent educational record at Meredith. In order to obtain a copy of your records, you must submit a signed records release request. This form can be found on the Health Services website. As of Fall 2022, the student health center will be transitioning to an electronic health record system—all forms and messages should be sent through the secured student wellness portal.

Scales and blood pressure machines are available for students, faculty, and staff to use in the Health Center.

**Peer Health Educators**

Meredith PEARLS (Peer Educators Advocating Responsible LifeStyles) is a student-led initiative that addresses health topics related to college-aged students. The goal of PEARLS is to provide Meredith students with the necessary information to help them make informed decisions about their health. PEARLS help educate the Meredith community on the following topics: nutrition; fitness; healthy relationships; sexual health; sleep; stress management; alcohol, tobacco, and other drugs; sun safety and cold/flu prevention. To learn more about PEARLS, please visit the Student Health Center website at meredith.edu/health or MC Connect and search “PEARLS”

**Insurance**

Meredith College values the health and welfare of its students. To serve the health needs of our student community, Meredith requires health insurance as a condition of enrollment for all full-time undergraduate (12 credit hours or more), licensure only, pre-health, international, Sansepolcro students, I/O Psychology, and dietetic interns to assure that students have access to health care services beyond what is available on campus. All of the aforementioned students must take action in the insurance portal by Wednesday, September 14, 2022 at 5:00 p.m. EDT.
If you have health insurance and wish to opt out of the plan that Meredith College offers, complete the waiver at meredith.edu/health. You will receive an email confirmation in 1-3 business days. The waiver will be available starting in mid-June. If this form is not completed by Wednesday, September 14, 2022 at 5:00 p.m. EDT, your student account will automatically be charged for the insurance plan Meredith is offering. If you are enrolling in spring, the spring waiver will be available starting in mid-November; see meredith.edu/health for more details.

Students who do not have health insurance may purchase a health insurance policy and complete the waiver at meredith.edu/health. You can find your own policy through the healthcare exchange (healthcare.gov) or enroll in Meredith’s BlueCross Blue Shield of North Carolina (BCBS-NC) plan (meredith.edu/health). The waiver will be available starting in June. The waiver form needs to be completed by Wednesday, September 14, 2022 at 5:00 p.m. EDT or your account will automatically be charged for the insurance plan Meredith is offering.

Students should check with their insurance provider to see if coverage is appropriate for Raleigh, North Carolina and is comparable to our current plan. To view the current benefit summary for Meredith’s plan for the 2021-22 academic year, please go to the Student Health Insurance webpage.

Inclement Weather
If the College is closed and classes are canceled or delayed because of inclement weather, the College will submit announcements to local radio and television stations and send announcements via MC ALERT. To receive MC Alert notifications, sign-up is required. Visit our website.

When the College has not elected to cancel classes, individual professors have the option of canceling their classes. Professors will have inclement weather and class cancellation information on their syllabi. Student organizations should consider canceling organization meetings or activities in conjunction with the cancellation of classes.

In the event of college-wide class cancellations or those made by individual instructors, students should periodically check MyMeredith and Brightspace class listings for postings about alternate arrangements for classwork, tests, and the like.

Several dates in the calendar are reserved for potential inclement weather make-up classes. In the event that Meredith has a delay or closing, the Provost will make a decision about whether to make up one or more class periods that were missed. If the decision is made to do so, a campus-wide notification will be sent through Meredith email alerting students and announcing which class period(s) will be made up and which day and time.

Use Meredith’s official Facebook page and Twitter feed as additional sources of weather-related information:

https://www.facebook.com/MeredithCollege
https://twitter.com/meredithcollege

For more information about how inclement weather decisions are made and announced, visit our inclement weather website.
International Student Advisor
Assistant Director of International Programs
Jennifer Glass, 919-760-8397; jsglass@meredith.edu
The international student advisor is available to assist international students with a variety of issues related to immigration regulations and cultural adjustment, among others. The advisor also coordinates an international student orientation prior to the campus-wide orientation for new students. The purpose of this orientation is to introduce new international students to the U.S. American educational system and academic expectations, as well as to provide practical information related to moving to Raleigh and getting involved at Meredith.

Lost and Found
919-760-8888
Lost and found articles are collected in the Campus Police Department. Proper ID is required when reclaiming found property. All persons and departments are encouraged to turn in all found items to Campus Police as soon as possible.

Meredith Performs Box Office
The Department of Dance and Theater offers many performances throughout the year. Tickets can be reserved by emailing datreservations@meredith.edu.

Meredith Campus Store
Emily Kelleher, Manager, 919-760-8545
8:30 a.m. – 5:00 p.m. (Mon.-Thurs.) and 8:30 a.m. – 4:00 p.m. (Fri.)
Holiday and summer hours may vary

The Meredith College Campus Store, located in Cate Center, sells Meredith College branded merchandise like shirts, hats, key chains, school supplies, and other items. For shopping online for Meredith merchandise, visit https://www.shop-meredith.com/

Course material and textbook ordering is completed entirely online through the Meredith College Online bookstore. Access the online store at meredith.edu/textbooks. Textbooks are not held in stock at the campus store. Orders are placed online and then shipped on an individual basis. Students who select on-campus pick up can pick up their orders at the Meredith College Campus Store. Students must present their Student ID to claim their packages.

Post Office
Patricia Kritzer, Supervisor
William Binder, Postal Services Assistant
Phone: (919)760-8464

The Willie J. King Postal Center, named for a long-time Meredith employee, is located on the first floor of Cate Center. The mail room is not an official U.S. Post Office, but stamps and supplies are available for purchase and packages will be accepted to send out via USPS or UPS. These services are available between the hours of 8 a.m. and 5 p.m., Monday through Friday, while classes are in session. Outgoing mail that requires special handling such as registered mail may be taken to any post office, including the Method Road branch of the U.S. Post Office, which is located within walking distance of the campus.

Student mail is available for pick-up Monday through Friday, during regular business hours. Students who receive packages by U.S. Mail, United Parcel Service (UPS) or FedEx will receive an email letting them know their package and/or letter mail is ready to be picked up. Students are required to bring their CamCards in
order to receive mail and packages. Only the student to whom the letter/package is addressed may pick up the item.

Outgoing mail pickup is 5:00 p.m., Monday through Friday.

The following example shows the proper format for a student mailing address: Name, Room or Apartment Number, Residence Hall or Apartment Name, Meredith College, 3800 Hillsborough Street Raleigh, NC 27607-5298

**Publicity**

**MC Connect**
The Office of Student Leadership and Service hosts and maintains an online student engagement and involvement platform called MC Connect. MC Connect can be used to find information and get involved with student organizations, events, activities, and more! Meredith student organizations and campus offices can advertise activities or meetings on the MC Connect calendar by submitting a form submission to the form titled Event Registration. MC Connect can be accessed by visiting: [Meredith.Presence.io](http://Meredith.Presence.io)

**Bulletin Boards/Publicity Items**
Bulletin boards in Cate Center provide a communication center where campus offices and organizations post information about programs, projects, and meeting times. Each student organization using a bulletin board is responsible for posting its own announcements, and each publicity item should be stamped and approved by the Office of Student Leadership and Service. Individuals may use the bulletin boards on the first and second floors of the Cate Center to post information as long as they have the items stamped for approval. To provide adequate space for each group, all announcements are recommended to be posted no more than two weeks prior to the event, and all posted items must be removed by the sponsoring group within three days following the program. Unapproved announcements will be removed.

No publicity may be placed on outside doors of residence halls, on the doors of other campus buildings (including the dining hall), or on inside or outside walls. Only banners are allowed in breezeway areas if they are laminated and hung by string. Each residence hall has a designated bulletin board where fliers pertaining to campus events can be posted by the Resident Assistant. Upon receiving approval from the Office of Student Leadership and Service, students must drop off 28 copies to the Residence Director mailboxes in the Office of Residence Life.

In the on-campus apartments, students are able to post one flyer in the mail room. If a student wants to place fliers in each mailbox, she should use quarter sheets and provide one per apartment. The student must consult the Apartment Manager to set up a time to place the fliers in the mailboxes. Fliers are not allowed in stairwells, in elevators, or on doors within the building.

Approval for posting announcements in Cate Center of non-Meredith College events must be secured from the Office of Student Leadership and Service prior to posting. Approval for posting announcements in residence halls must be secured by the Residence Director in each hall or the Director of Residence Life prior to posting. Unapproved announcements will be removed.

All announcements/fliers must identify the sponsoring organization and/or a contact person. Meredith College reserves the right to deny permission to post publicity from any group that is not in accord with the philosophy of the college. For additional publicity locations and contact persons, contact the Office of Student Leadership and Service. Students are asked to follow the guidelines in each building to determine placement of fliers on bulletin boards or in bathrooms.
Office of Student Leadership and Service
202 Cate Center, 919-760-8338

- Poster printer; small sandwich boards; banner paper; flier approval
- Detailed information is available on the Office of Student Leadership and Service MyMeredith site (see Engage section).

Meredith Herald, Campus Newspaper
Articles and Announcements can be submitted electronically to themeredithherald@gmail.com. Submission guidelines can be found at meredithherald.com.

Campus Photography
Photographers and videographers will be photographing and filming Meredith College students, guests and visitors’ activities throughout students' undergraduate and graduate years. The photos and videos may be used in various Meredith publications and presentations, including brochures, advertisements, magazines, newspapers and online features, to promote Meredith and its programs and events. Please visit www.meredith.edu/marketing for more information.

Halo Happenings
The SGA Executive Board creates a weekly on-line newsletter called Halo Happenings. Student organizations may submit items related to awareness, events, service, fund-raisers, and campus updates by the deadline each week. For questions, e-mail halohappenings@email.meredith.edu.

Instructions and Guidelines
Submissions

Recycling
It is the individual student’s responsibility to deposit waste and recycling materials in proper locations. Outdoor trash locations next to residence halls and apartments also include containers for depositing recyclable materials.

In addition to outdoor recycling containers near living areas, there are also three large, mixed-stream, 8-yard containers on campus that are labeled to accept the following materials:

- flattened cardboard
- magazines
- office paper
- junk mail
- phone books
- brown paper bags
- newspapers
- paperboard
- steel cans
- plastic bottles
- empty aerosol cans
- glass bottles
- glass jars
- aluminum cans
- aluminum foil

These large containers can be found on the east side of The Oaks Apartments, the Cate Center service area and Belk Dining Hall loading dock area.

Small recycling containers are available in all classroom buildings, and recycling bins are placed nearby most large campus events.
Residence Life (for undergraduate students)
Carrie Barnhart, Director, 919-760-8633 8 a.m. – 5 p.m. (M – F); reslife@meredith.edu

Resident students at Meredith enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of those living together in a community. Each resident must take personal responsibility to abide by the rules and regulations so that the group as a whole can function effectively and benefit from the creative interaction of residence hall community living. The residence life staff provides a program of student services designed to enrich the quality of life of Meredith students. The residence life staff includes the director of residence life, residence life administrative assistant, residence directors, apartment manager, resident assistants, and Oaks community assistants.

Residence Directors
Residence Directors are professional staff members in the Division of College Programs who live in apartments in the residence halls on campus. They perform a variety of duties on campus, working through the Office of Residence Life, as well as being available to assist any student with questions or problems. RDs supervise the work of resident assistants and serve as a resource to all campus students.

Resident Assistants
Resident assistants are current students who live on each floor of a residence hall, are supervised by the residence director of their residence hall, and work to build community among residents on the floor and in the residence hall.

Apartment Staff
One full-time Apartment Manager lives in the apartments and oversees the operation of the apartments and Community Assistants. There are four CAs who work in the Oaks.

Residence Life Critical Response Team
If you have a critical situation such as a flood, electrical outage, etc. that needs immediate response, contact the Critical Response Team at 919-612-6350 (leave voicemail message if there is no answer) or Campus Police at 919-760-8888. For medical emergencies, call 911 and then Campus Police so they can direct EMS to the correct location.

Seminars
Numerous seminars are offered throughout the year by the Division of College Programs. Topics range from health and wellness issues to campus adjustment for new students. Contact the Dean of Students Office (919-760-8521 or deanofstudents@meredith.edu) for information on topics, location, and time of seminars.

StrongPoints
Beth Hwang, Director, 919-760-8210
TBA, Assistant Director, 919-760-2255
Ann Phillips, Office Manager, 919-760-8341
Park Center, Second Floor
8 a.m. – 5 p.m

StrongPoints is Meredith’s comprehensive advising and coaching initiative designed to help students make the most of their experience at Meredith. Through StrongPoints, students learn to develop and apply their personal strengths through academics, experiential involvement, financial decision-making, and career
planning. StrongPoints is designed to:

- Assist students in making intentional academic choices based on values, interests, skills, and strengths
- Guide students as they seek opportunities to develop personal, professional and leadership skills
- Provide resources to help students effectively plan and manage resources for financial well-being
- Create opportunities for students to explore career options, analyze implications of potential careers, develop a career path, and navigate the job search process.

**Student Leadership and Service**

Cheryl Jenkins, Director, 919-760-8338  
Emily Saylor, Assistant Director, 919-760-8338  
Kacey Reynolds Schedler, Assistant Director, 919-760-8338  
Kathy Owen, Office Manager, 919-760-8338  
leadershipandservice@meredith.edu  
2nd floor Cate Center  
8:00 a.m. – 5:00 p.m. (M–F)

The Office of Student Leadership and Service offers a variety of co-curricular experiences for Meredith students to actively engage within the campus and Raleigh community. Opportunities include becoming involved in student organizations, traditions and campus activities, volunteer opportunities and student self-governance. The office also offers numerous leadership development programs throughout the year. Students benefit from leadership development programs that challenge them to have a greater understanding of self, others and the community in a dynamic environment that emphasizes active and collaborative learning. Through participation in leadership activities and service opportunities, students at Meredith College will develop skills necessary to lead people, manage projects and handle real-life experiences. By taking on leadership roles on campus, students gain confidence in their abilities, enhance communication skills, and learn the importance of integrity.

The Office of Student Leadership and Service offers or assists with the following campus activities, leadership initiatives, and service opportunities:

- Campus-wide and Class Traditions
- Campus Activity Events
- Organization Management
- Student Organization Fairs
- Organization Officer and Advisor Trainings
- Organization Presidents’ Retreat
- Sophie Lanneau Women’s Leadership Development Program
- Emerging Leaders Seminar
- Leadership Speaker Workshops
- Leadership Conference Opportunities
- Celebrating Student Achievement
- Service Scholars Program
- SPLASH! into Service
- One-time Service Events and Community Agency Partnerships
- Alternative Breaks
- Orientation Crew
The Office of Student Leadership and Service also offers a variety of services for use by student organizations as well as the Meredith community:

- MC Connect Organization Webpages
- MC Connect Activities Calendar
- Student Organization Registration Process
- Fundraising Ideas
- Fundraising/Publicity Tables
- Imprinted Item Pre-Approval Process
- Traditions Fund
- Off-Campus Trip Approval and Release Forms
- Banner Paper and Markers
- Leadership Library
- Maintenance of Cate Center Bulletin Boards
- Reservations of Cate Center Conference Rooms
- MyMeredith site (resources for student organizations)

For more information on any of the listed services, please refer to related sections of this handbook or to the Office of Student Leadership and Service MyMeredith site.

**Given the fluid nature of COVID-19, event plans may need to be adjusted as conditions change to support the health and safety of the campus community.**

**Student Success Center**

Academic Advising | Success Coaching | Tutoring | Testing

Tina Romanelli, Director, cromanelli@meredith.edu  
Victoria Munn, Associate Director, vmmunn@meredith.edu  
Steven Lemmons, Academic Advisor, jslemmons@meredith.edu  
Lynn Ghodbane, Success Coach, lghodbane@meredith.edu  
Taylor Mullins, Success Coach, tbmullins@meredith.edu  
Lilly Wood, Administrative Assistant and Testing Facilitator, lwood@meredith.edu

The Student Success Center provides academic advising, success coaching, tutoring, mentoring, and testing services to Meredith students in any major or discipline. With offices located both adjacent to the Cate Student Center in first floor Park and on the lower floor of the Carlyle Campbell Library, the SSC team promotes equity through academic and personal achievement through one-on-one and small group consultations that encourage student self-leadership and advocacy. The Student Success Center partners with students, faculty, and staff across campus to increase student satisfaction, success, retention, and graduation and may also conduct presentations on learning styles and study skills, academic planning, time management, goal setting, and major exploration.

**Academic Advising**  
Park Center, First Floor  
(919) 760-8062

As part of the Student Success Center, Academic Advising provides support to students planning their academic paths, including course selection, registration, and academic progress. In collaboration with campus partners, Academic Advising offers guidance on course registration and planning software,
including Student Planning in Self-Service. Academic Advisors also host the majors fair and academic planning drop-in days.

**Success Coaching**  
Park Center, First Floor  
(919) 760-8318

The Success Coaching Program offers Meredith students a personal consultant dedicated to their forward progress. Success Coaches are excellent partners for students in their college career because they engage with students regularly through intentional conversations to provide just-in-time support. Success Coaches answer questions, connect students with resources across campus, and help create plans for their holistic success.

**Tutoring in the Learning Center**  
Lower floor of the Carlyle Campbell Library  
(919) 760-2800

The Learning Center provides free, one-on-one or small group tutoring to any Meredith student in world languages, mathematics, science, or writing for any class. We also provide embedded tutoring in select courses to promote collaborative learning outside the class time. Help in other subjects varies by semester.

All tutors in the Learning Center are Meredith students who have excelled in their coursework and have been trained to assist their peers. The Learning Center is a collaborative learning environment that benefits all students.

Students may schedule an appointment online at MyMeredith or walk in to receive tutoring. Online sessions are available whenever the Learning Center is open. The Learning Center is located on the ground floor of the Carlyle Campbell Library.

**Testing in the Learning Center**  
Lower floor of the Carlyle Campbell Library  
(919) 760-2800

In collaboration with Disability Services, the Testing Center offers a space for students with documented accommodations to receive separate-setting and extended-time on their assessments. The Testing Center only proctors tests for students who have current documentation on file and who are enrolled in classes on Meredith’s campus. Professors must make reservations at least one week in advance of the test date through a google form provided by the staff at learningcenter@meredith.edu.

**MC Connect**

Meredith students have a wide variety of opportunities to become involved on campus. Meredith College is home to over a hundred student organizations and numerous involvement experiences that encourage students to explore a variety of interests, grow their leadership skills, and connect with the Meredith and local communities.

MC Connect is the centralized place for information about student involvement at Meredith College. Browse the MC Connect website or phone app to view and join student organizations or search
for upcoming events on the student activities calendar. MC Connect is the place to go to get involved in Meredith campus life. MC Connect is available online at Meredith.presence.io. The MC Connect phone app is free and available for download in the Apple Store and Google Play Store under the name MC Connect at Meredith College.

Meredith students can track their campus involvement using MC Connect. MC Connect provides tools for a student to record their engagement including club membership status, attendance at campus events, and community service hours. Students can track their campus involvement under the student profile tab through the methods below:

- **Record Membership/Officer Status in a Registered Student Organization**: MC Connect automatically documents students’ members and club officer status within registered student organizations on the student profile page. Students who join a club’s MC Connect page as members or officers will see their membership status on their profile page.

- **Record Attendance at Campus Events**: A student attending a campus event in which attendance is being recorded in MC Connect should have their CamCard scanned by the event organizer. Attendance at the event will be documented within MC Connect following the event.

- **Track Community Service Hours**: MC Connect offers the ability to track students’ volunteer hours through two methods: scanning into a campus service event which is tagged as a service opportunity or self-reporting community service hours within the students’ individual profile page.

MC Connect is sponsored by the Office of Student Leadership and Service. Questions? Call 919-760-8338 or email leadershipandservice@meredith.edu.

**Technology Services**

Jeff Howlett, Chief Information Officer  
Technology Help Desk: 919-760-2323; techsupport@meredith.edu

Technology Services is the technology leadership and support organization for the College. The department is organized around the major functions for which it is responsible:

**Network Services**  
This group focuses on the telecommunications infrastructure (data, voice and video) and wireless infrastructure of the college

**Support Services**  
This group provides technical support for Meredith students, faculty and staff, coordinates departmental technology requests and incorporates the Help Desk (techsupport@meredith.edu, extension 2323, off campus call 919-760-2323) and Desktop Support staff. Questions about computer labs, email accounts, and connecting to the campus network should be addressed to the Help Desk.

This group is also responsible for the campus Print & Copy Center and campus Postal Services.

**Instructional Design and Academic Technology**
This group focuses on the use of Brightspace as an instructional tool, offers consulting and training for the suite of the College’s standard software packages and also offers an expanded variety of web-based initiatives.

**Information System Services**
This group is responsible for the administration and maintenance of the college’s core information systems, as well as the server infrastructure of the college. The functionality of the College’s database and Informer reports are supported by this group. This group also focuses on the technical systems administration of the college’s core file servers and administration of our e-mail system.

**Services provided by the Technology Services department include:**
- Maintaining all components—both wired and wireless, and telephones, of the campus network
- Providing e-mail accounts to all members of the college community
- Providing Brightspace and MyMeredith system accounts.
- Providing Internet access to all systems that are part of the campus network
- Maintaining college owned computers (faculty, staff, and labs)

**CamNet Responsible Computing Policy**
This document sets forth the CamNet Use Policy for Meredith College. Please read it—you are responsible for knowing and following these policies. All students, faculty and staff are responsible for using Meredith’s computing resources in an effective, ethical, moral and legal manner.

**Purpose**
Technology Services has responsibility for providing voice and data support services to Meredith College. In terms of systems, Technology Services is responsible for telecommunications, administrative computing, and academic computing. Computers and networks provide access to resources on and off the campus, as well as the ability to communicate with other users worldwide. Such access is a privilege and requires the user to act responsibly. Users must respect the rights of other users, respect the integrity of the systems and observe all relevant laws, regulations and obligations. All existing laws, federal and state and college regulations and policies apply. Illegal reproduction of software protected by US Copyright Law is subject to civil and criminal penalties including fines and imprisonment. The practice of unauthorized downloading and file sharing runs counter to the college’s commitment to integrity. Use of illegally copied software is a violation of federal law as detailed in the Digital Millennium Copyright Act (Title 17 United States Code). The introduction of software programs that enable the sharing of illegal files over the college’s network often introduce adware, spyware, worms and viruses that adversely affect the performance of the individual’s computer; infect and even damage the college’s network resources requiring costly time consuming repair efforts; and deny the use of these electronic resources to others in the college community. A student who has obtained unauthorized software is encouraged to bring her computer to the Technology Services department for assistance in deleting unauthorized software. If the College receives an Infringement Notification showing that a computer belonging to the college network has been illegally downloading and sharing digital music, movies, or game files, Meredith College will comply with the request to remove the specified files.

When a student is notified that her computer has been identified in an “Infringement Notification,” she will first be given a warning and assistance by the Technology Services department in deleting unauthorized software from her computer.
If a student, after receiving a warning, again violates copyright law, the student will be referred to the Honor Council for further action.

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Certain infringements may lead to prosecution under the applicable statutes. Users will be held accountable for their conduct under applicable College policies. Complaints alleging misuse should be directed to Chief Information Officer, Technology Services, Meredith College, by sending an e-mail to cio@meredith.edu.

Use of College-Owned Resources
The following policies apply to all College-owned technology resources provided for use by the Meredith College Community—faculty, staff and students. The intent is to give an overview of acceptable and unacceptable uses. This document is not to be considered as an exhaustive enumeration of all uses and misuses.

Acceptable Use
- Consistent with the mission of the college
- For the purpose of and in support of education and research
- By students, faculty and staff who have been trained, have a current network account and a valid password

Unacceptable Use
- Unauthorized copying of copyrighted material
- Destruction of or damage to the equipment, software or data belonging to the college and/or other users
- Use of computers or network that violates federal, state or local laws or statutes
- Providing, assisting in or gaining unauthorized or inappropriate access to Meredith’s computing resources
- Activities that interfere with the ability of others to use resources effectively
- Activities that result in the loss of another person’s work/data or unauthorized access to another person’s work/data.

Volunteer Services
Kacey Reynolds Schedler, Assistant Director, Office of Student Leadership and Service, 919-760-8338

The Office of Student Leadership and Service offers service opportunities for all members of the College who are committed to affecting change through civic engagement within the local community, the state, the nation and the world. We coordinate one-time service events on campus, connect students with outside agencies, provide ongoing service opportunities through in-house volunteer programs, and coordinate Meredith’s Service Scholars scholarship program. Through advocacy and meaningful service experiences students, faculty, and staff learn about themselves and the world around them.

A student can volunteer with one of the many community service organizations, participate in a focused service event on campus or in the surrounding community, create a self-led service project, host a campus donation drive, or participate in a service learning trip. These service experiences support the College mission by creating an engaged campus and challenging students to become active learners and responsible citizens.

Given the fluid nature of COVID-19, event plans and volunteer/community engagement plans may need to be adjusted as conditions change to support the health and safety of the campus community.