

Summer Session

Information

1978

Oxford College
of
Emory University

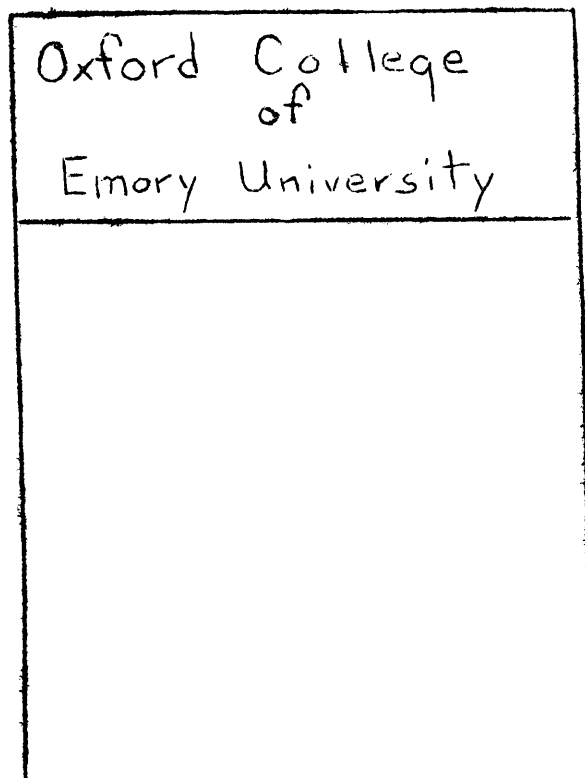
*Sara M. Gregory
Librarian
Oxford College Library*

WELCOME TO OXFORD!

We're happy to have you at Oxford College and hope that it will be a productive and fun summer.

The information in this booklet should be read very carefully. As new students, you are responsible for knowing the policies written here. If you have questions or concerns of any kind, don't hesitate to ask someone. The names of the people who can help you in specific areas are listed on pages 13 - 15.

Good luck!



TO GET STARTED - -

ORIENTATION - An Orientation Schedule is in your packet. We strongly encourage new students who continue in the Fall to attend the more extensive Orientation September 4 - 6. Even though you'll know many things about Oxford from your summer experience, meeting all the faculty and getting to know other students before classes begin will be an advantage.

FACULTY ADVISER - is the important person who assists you in making class schedules and in other academic matters. The meetings with him/her during Orientation should answer your questions about registration etc.

ID CARDS - (Identification Cards) Your temporary ID card is attached to your Orientation Packet. A permanent ID card with your picture must be obtained on the Emory campus in Atlanta (Photographer, 2 AMUC Building.) If you need transportation to Atlanta, see Ms. Hitchcock, 22 Student Center.

PARKING STICKERS - All cars on campus must be registered and a parking sticker purchased. See Ms. Rigney, 21 Student Center Monday through Friday. For complete parking regulations information, read the brochure in your Orientation Packet.

MAIL -

Campus Mail Box Locations:

Commuting Students	-	Student Center
Resident Male Students	-	Dining Hall
Resident Female Students	-	Lobby, Women's Residence Halls

DINING HALL - (Cafeteria) Students who live on campus are required to have their meals in the dining hall, located near the Women's Residence Hall. Commuting students are encouraged to join others there for any meal. To obtain your meal ticket (resident students) or to purchase a meal ticket book (commuting students), see Mrs. Weeks or Mrs. Manders in the Dining Hall. Commuting students may of course, also buy individual meals.

COUNSELING AND TESTING - These services are available on the Oxford campus as well as in conjunction with the Emory campus in Atlanta. Please see Mr. Dave Yarbrough's letter in your Orientation Packet for details. Workshops on topics from career planning to study skills will be offered this quarter, free of charge.

BOOK BUYING - Bookstore, located in History Hall will be open from 9:00 a.m. through 4:00 p.m. the first three days of Summer quarter. The hours thereafter will be:

Monday, Wednesday, Friday - 8:30 - 11:30 a.m.

HEALTH SERVICE - See Information Sheet in Orientation Packet.

LIBRARY - Be sure to attend the Library Orientation as noted in the schedule.

HOURS:

Bookstore - History Hall

The first three days of summer quarter - 9:00 a.m. - 4:00 p.m.
Regular Summer Hours - 8:30 - 11:30 a.m. - Monday, Wednesday,
Friday

Dining Hall

Monday - Friday 7:30 - 9:00 a.m.
Monday - Friday 11:30 - 1:00 p.m.
Monday - Friday 5:00 - 6:00 p.m.
Saturday and Sunday hours will be posted

Health Service (Infirmary)

There will be stated hours posted but the nurse is on call
24 hours a day.

Library

Monday - Thursday 8:00 a.m. - 5:00 p.m.
Monday - Thursday 7:00 p.m. - 10:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.

Student Center

Monday - Friday 8:00 a.m. - 12 midnight (Mon. Only 11:30 p.m.)
Saturday 12 Noon - 12 midnight
Sunday 1:00 p.m. - 12 midnight

Gymnasium

Hours will be posted in the gym.

CHECK CASHING - The Cashier's Office in Language Hall will cash students' personal checks up to \$30.00. If a check in a larger denomination is needed, please notify the Cashier's Office the day before it is needed. The Cashier's Office is open Monday through Friday, 9:00 a.m. until 4:00 p.m. If two (2) checks are returned from the bank for insufficient funds, the check cashing privilege for that student will be lost for the remainder of the school year.

FOR STUDENTS LIVING IN DORMITORIES - (Also See Pages 6 - 9. Your Hall Adviser is a sophomore student living on your hall who's there to help and advise you. Be sure to call on them!

Housing questions (lost keys, change of rooms etc.) can also be answered in the Student Center. Let us know if we can help!

Refrigerator Rentals - See Mr. Dave Yarbrough, # 11 Student Center, to arrange a time to rent a refrigerator. They are stored in Haygood residence hall and you will pick them up there.

Telephones in Rooms

Available through Southern Bell Telephone. To make arrangements, go to their office in Newton Plaza in Covington (about two miles from Oxford Campus.)

Linen Service

You should have received the Apex Linen brochure in the mail. If you did not, see Ms. Kaminski # 13, Student Center.

HONOR CODE AND CONDUCT CODE

These two Codes govern student life at Oxford College. It is very important that you read the information about the Codes and the Councils which they involve. If you have questions, please ask.

A brochure about the Honor Code is found in your Orientation packet. A summary of certain parts of the Conduct Code is found below. Complete copies of the Code may be easily obtained from Ms. Rigney in the Student Development Office in the Student Center, the President of the Conduct Council, and the College Library.

The purpose of this Code is to establish regulations and procedures for the maintenance of an atmosphere of responsible freedom and harmonious living on the Oxford College campus, helping students achieve those academic and personal goals which they have set for their college careers. The Dean and faculty of the College share with the Oxford College Student Government the responsibility to set and maintain standards of student conduct.

Each student is responsible for his own conduct. As a member of the University, he is assumed to be a responsible individual and concerned to conduct himself in accordance with the Matriculation Pledge, which reads as follows:

As a matriculant of Emory University, I pledge myself:

- a. To comply with all University regulations, practices and policies of Oxford College of Emory University as they may be at the time of my admission or as they may be changed during my continuance as a student.
- b. To pay any fines or assessments which may be made against me for violation of campus traffic and safety rules (including parking), for damages or losses, and rent statements from Oxford College of Emory University.

All members of the Oxford College Community shall be responsible for reporting alleged or suspected misconduct of students. They must be reported in writing to the President of the Student Conduct Council (SCC), to any member of the SCC, to any of the Women's or Men's dormitory advisors, or to any member of the Division of Student Development and Services.

The following types of behavior are violations of the Conduct Code:

1. Actual or threatened or attempted physical assault on any person where it directly affects the interest of the college community.
2. Damage, destruction, unauthorized removal, or theft of property of another member of the college community (student, faculty, staff, employee) or of the property of the college itself, or of the property of a guest of the college or of a member of the college community.

3. Violation of the Emory University Policy on Drug Abuse (Appexdix 2). Students who possess or use illicit drugs or who furnish drugs to others are in violation of this code.
4. Illegal or inappropriate use of alcoholic beverages on campus or at college-sponsored events. The consumption of alcoholic beverages on campus is discouraged because its use creates a disruptive influence on the achievement of educational goals. It is recognized that the use of beverage alcohol is a matter of personal choice; it is recognized also that the user is responsible for the consequences of his choice, for offensive behavior as well as for damage to life of property. The following specific regulations apply:
 - a. The selling of alcoholic beverages on the Oxford College campus or at any college-sponsored event is not allowed.
 - b. No alcoholic beverages may be served to minors under any circumstances. (See Appendix III.)
 - c. Alcoholic beverages may be consumed only in Dooley's Tavern under proper supervision by the Student Government Association or by individuals in private dormitory rooms.
 - d. Public drunkenness will not be permitted.
 - e. There shall be no functions sponsored by the college (including the SGA) at which alcohol consumption has prime billing or is the prime focus.
 - f. No college funds, including SGA funds, may be used to purchase alcoholic beverages.
5. Unauthorized parties or disruptive gatherings in the dormitories. No parties may be held in the dormitories without permission of the Director of Student Services.
6. Disruptive, disorderly, obscene or offensive behavior.
7. Unauthorized entry to or use of College property or facilities, including dormitory rooms, or the property of any member of the college community.
8. Possession on College property of firearms or incendiary or explosive devices.
9. Refusal to comply with directions of or regulations established by agents of the College acting in proper performance of their official duties.
10. Willfully inciting or helping others in the commission of any Conduct violation.
11. Unauthorized interdorm visitation. Visitation regulations will be established by the Director of Student Services.
12. Careless driving and speeding on the College campus.
13. Tampering with or unauthorized removal of fire or safety equipment.

Students accused of alleged violations of the Conduct Code shall have a hearing before the Student Conduct Council. The Council makes a decision as of guilt or innocence and recommends a penalty to the Dean of the College. Penalties range from fines and probation to suspension. The Dean has the right to accept, reject, or change the recommendation made by the SCC.

RESIDENCE HALL INFORMATION

Welcome to residence hall living at Oxford College. As in moving into any new environment, you will probably have questions about "What goes on here", "How do I find out" and what are the guidelines for living in this community. We hope this information will give you an idea of the kind of community we hope to create at Oxford and answer some of your questions. In other words, these are some of our guidelines which if observed, will make living here more pleasant!

Your Hall Adviser - This person is your main resource person. He/she is a student leader and staff member of Student Development. If you have a question. Ask! questions such as - college policies, student services, activities, intramural sports, personal, social and academic problems.

College and Housing Policies - Do you remember some of the conditions listed on your housing application? Probably not, so here are some important things to remember. Since you are a part of a community you have certain responsibilities and rights as any adult does. Respect for others and their needs is essential to a good living and learning atmosphere! Please read these guidelines thoroughly and realize that the college holds individuals responsible for knowing them.

HOUSING POLICIES

Interdorm Visitation: During the first week of classes each hall will discuss interdorm visitation and by majority vote will set their own hall community visitation hours subject to the approval of the Director of Student Services.

The resident is responsible for all actions of his/her guest(s).

During interdorm visitation hours, one bathroom on each floor of the women's hall will be designated for use by males only. In the men's residence halls, it is the responsibility of the female to secure a male to locate a vacant restroom for her and then to stand outside the door to prevent entry by males into that restroom until the female has departed.

Cohabitation is a violation of college regulations and will subject the offending students to appropriate disciplinary action.

Any violation of the above regulations threaten the continuation of this privilege. Violations may be dealt with by the Student Conduct Council: the Student Conduct Council will also hear any cases recommended to it by the residence hall staff (W.C.A. and M.A.C.)

Noise and Disruptive Behavior: When an individual has a complaint about noise and disruptive behavior, the person is encouraged to first attempt to deal with the problem himself. If this proves impossible or when the effort is unsuccessful, the individual should request the assistance of the Hall Adviser.

When a general problem of noise exists on a hall, a hall meeting should be called to deal with the problem. Any resident of the community may request a hall meeting by posting appropriate notices, after consultation with the hall adviser.

Quiet Hours: Quiet hours, set by the College, are in effect from 12:00 p.m. to 7:00 a.m. Sunday through Thursday. Quiet hours are defined as the elimination of all noise which may be heard outside one's room. Hall Advisers will strictly enforce quiet hours.

Study Hours; During the first week of the summer term each hall will meet to designate hours to be used for study and to determine a means of enforcing quiet hours during this period.

Hazing: Hazing is a threat to healthy community living. Hazing is defined as any action taken, or situation created, whether on or off campus, which produces mental or physical discomfort, embarrassment, or ridicule to another Oxford College student.

Consumption of Alcoholic Beverages: Individual choice dictates the use of alcoholic beverages. Respecting the rights of others while using alcoholic beverages signals a mature attitude. On campus consumption of alcoholic beverages is restricted to the residence halls and the party room in Haygood Hall. Any exception of this must be made by the Director of Student Development and Services.

Hall Parties: Social activities open to all dorm or hall residents should be held in the Haygood party room. Any exceptions must be made by the Director of Student Services at least 24 hours before the party. Every effort should be made to keep noise (especially stereo noise) confined to the room. Care should be taken to insure that alcoholic beverages are served to legal adults (18 years or older) only. Residents of the hall or dorm are responsible for any damage which may occur.

Property Damage: If property damage occurs, residence hall staff members on that hall and the security officers should be notified immediately. As a general rule, accidental destruction of college property will not be considered misconduct, though it must be paid for through the appropriate office. The deliberate destruction, misappropriation and theft of college property will be considered misconduct. More specifically, students are responsible for any losses or damage which occur in their assigned rooms, whether or not the damage occurs while they are present. Your hall adviser will check your room when you move in and again when you leave. You should take the check out form and your key to the Housing Office when you leave at the end of the term. Students in the residence halls are jointly responsible for destruction, misappropriation, and theft in the general residence hall area.

Fire Alarms: When there is indication or evidence of a fire, pull the fire alarm. These alarms are located in each corridor of the residence halls. The alarm only notifies the residents of a fire. You should then call the fire department at 786-7004, and the security officer at 786-7515.

Under no circumstances should students tamper with fire equipment unless that equipment is being used for the purpose for which it was intended. Misuse or tampering with the fire alarms or fire fighting equipment is a serious Conduct Council offense, and represents a considerable danger to other students well being.

Pets: Out of respect for others, pets are not allowed in the residence halls.

Guns and Explosives: To protect the safety of all students, guns and explosive materials (including firecrackers) are forbidden on campus. The possession and use of explosive materials are violations of state law. No guns of any type may be kept on campus unless registered and left for safekeeping with the head of the Physical Education Department.

Illicit Drugs: Illicit drugs are illegal on campus as well as off campus. Students judged by the Conduct Council as using, possessing, growing or selling illicit drugs will be subject to campus disciplinary proceedings.

Visitors: Students planning to have overnight guests should notify the Hall Adviser of the visitor's name in advance and accept the responsibility for the conduct of their guest(s).

Residence Hall Room Search: A student's room is considered his home and every attempt is made to respect privacy. On rare occasions, it may become necessary to conduct a search of a student's room for due causes. This search may be conducted by the Dean of the College or his designated representatives. In order for a police officer to search your room, he must have a search warrant or obtain your consent for such a search.

Cooking in Rooms: Because of fire hazard, "cooking" in rooms is not allowed; however, coffee pots, popcorn poppers, and toasters may be used.

Locked Out of Room: If you are locked out of your room, go to your Hall Adviser. If he or she is not available -

During the Week Days: Go to the Housing Office in the Student Center.

Evenings and Weekends: Go to the Desk of the Women's Lobby or the Desk at the Student Center.

Air Conditioners: Window air conditioners are not permitted.

Bicycles, Motorcycles, and Similar Vehicles: Parking places for these vehicles are provided near the residence halls and students are asked to park them in these designated areas. No vehicles, including bicycles, should be brought into the residence halls at any time.

Reporting Theft: Community spirit is common on all halls. However, when a theft is suspected, a hall meeting should be called to notify all hall residents of the nature of the suspected theft. The complainant shall place a public notice on the hall bulletin board stating the object missing and the time for the hall meeting. The hall adviser should be consulted before setting the meeting time.

Beds: Water beds are not allowed in the residence halls. Regular mattresses should be kept at least six inches off the floor to allow proper ventilation.

Quarter Breaks: Housing on campus is not provided between quarters. Students are encouraged to remove valuables from their rooms between quarters to prevent loss.

Solicitors and Salesmen: No commercial solicitation is permitted in the residence halls at any time. Residents are asked to request those soliciting to leave the premises and to notify the Hall Adviser and the Security Officer. Approval from the Director of Student Services is necessary for any commercial solicitation on campus.

Security Officer: A security officer is on campus from 5:00 p.m. to 8:00 a.m. daily. In case of fire, other disturbances or any emergency call the desk in the women's lobby, 786-7515 to get in touch with the security officer.

Hall Security: The best security for personal belongings is the development of community spirit and the establishment of an attitude that theft is intolerable. Students should be alert to any unusual situations on their hall and abide by the following:

1. LOCK YOUR ROOM DOOR AND MARK YOUR VALUABLES.
2. DO NOT "PROP" OPEN LOCKED EXTERIOR DOORS.
3. ASK STRANGERS THEIR NAMES AND PURPOSE IN YOUR HALL.
4. IMMEDIATELY REPORT INCIDENTS THREATENING SECURITY TO THE SECURITY OFFICER.

Decorating/Painting: Students are encouraged to decorate their rooms according to personal taste. Painting your room is permitted only with the approval of the Assistant Director of Student Development and Services. Any painting or decorating should follow these rules:

1. Anything constructed in the room should be removed by a resident when he or she leaves.
2. Nothing should be pasted or nailed to any surfaces.
3. Any work begun should be finished. Sufficient care for craftsmanship should be taken so that the room does not need repainting when the room is vacated.
4. The baseboards, ceiling, furniture, electrical outlets, light fixtures and telephone connections should not be painted.
5. The floor, windows, etc. should be protected from spatters.

Room Assignments: Room assignments are made according to H.E.W. regulations and the date the housing application is received by the Division of Student Services. All room and roommate requests must be in writing to the Division of Student Development and Services.

Private Rooms: Copies of the Procedure for Private Room Assignments are available from the Housing Office in the Student Center.

Key Deposit: A \$10.00 key deposit is required each term. This \$10.00 is refunded when the key is returned at the end of the term.

Roommate Changes: No room changes can be made without the approval of Student Services. Any move made without the approval of Student Services is not valid. Your Hall Adviser should explain the Room Change procedure to students on your floor. H.E.W. guidelines do not permit room changes before the second week of each quarter.

Lost Keys: If you lose your room key, go to the Housing Office in the Student Center. Another key will be made for a \$2.00 charge.

PARKING INFORMATION - Any member of the faculty, student body or staff using Oxford College roadways or parking spaces, at any time (on Oxford College property) must register his/her vehicle with Student Services. Students will register during Orientation or at time of registration for classes. The vehicle brought on campus after that date must be registered immediately and no later than 24 hours after first arriving on campus, excluding weekends and holidays.

A Temporary Permit may be issued up to two (2) weeks when immediate proof of ownership is not available and/or license tag has been applied for but not received, or if using a leased or borrowed car temporarily. Temporary permits will be placed in - side front left windshield.

Read the complete Traffic and Parking Regulations brochure in your Orientation Packet.

RECREATION

Athletic Facilities: Students, faculty and staff are encouraged to use the pool, tennis courts, and gymnasium facilities. The summer quarter pool and gymnasium hours will be posted in the gym. All students, faculty and staff will be asked to present a valid I.D. to the attendant when using the facilities or requesting equipment.

State Parks (Close to Oxford):

Bobby Brown - Elberton

18 miles S.E. of Elberton, off Ga. 72 on shore of Clark Hill Lake.

Chattahoochee River - Atlanta

9 miles northwest of Atlanta off U.S. 41, 1 mile north of I-75 and U.S. 41 intersection.

Etowah Mounds - Cartersville

3 miles W. of U.S. 41 at Cartersville.

Fort Yargo - Winder

1 mile S. of Winder on Ga. 81.

Hard Labor Creek - Rutledge

2 miles N. of Rutledge, off U.S. 278, I-20.

High Falls - Jackson

Indian Springs - Jackson

4 miles S.E. of Jackson on Ga. 42 at Indian Springs.

New Echota - Calhoun

1/2 mile E. of I-75 at Ga. 225 Exit, N.E. of Calhoun

Panola Mountain - Stockbridge

18 miles S.E. of Atlanta on Ga. 155.

Unicoi - Helen

1 mile N.W. of Helen via Ga. 356.

CHURCHES

Cornish Mountain Baptist

Route # 1 - Oxford

Mt. Zion Baptist

Route # 1 - Oxford

Oxford Baptist

Oxford

Allen Memorial United Methodist

Pierce Street - Oxford

Mount Tabor United Methodist

Route # 1, Cook Road - Oxford

Macedonia Baptist

Route # 1, Walnut Grove Rd. - Oxford

Rust United Methodist

1214 Emory Street - Oxford

Sardis Congregational Christian Church

STUDENT GOVERNMENT SERVICES

A. Posting Bail: Sometimes a student needs to have bail posted. The Student Government Association bailing service is available to any student who has paid his S.G.A. fee. It is the S.G.A. fee which is used for bail. Bail money will be posted only for traffic offenses at the Newton County, City of Covington, and City of Porterdale police headquarters. If bail is needed, contact the S.G.A. treasurer. Loans for bail must be returned to the S.G.A. treasurer within two weeks.

If a student is arrested for an offense other than a traffic offense, he should contact the Office of Student Services.

B. Legal Information: According to the law, persons reach majority in Georgia at 18 years of age. They may enter into contracts and assume other legal responsibilities. The following legal information is included in case of need:

1. Search of Car: If stopped in your car by a police officer, the car can be searched and evidence seized if:
 - a. the evidence in question is in plain view, or
 - b. if presented with a search warrant by the police officer, or
 - c. if consent is given for such a search.
2. Arrest and Miranda Rights:
 - a. An arrest can occur by the oral advisement of the arrest by an officer to the person involved, or if a person is deprived of his rights to move freely. When a person is arrested the officer must indicate the nature of the charge.
 - b. If the officer involved wishes to ask questions, he should inform the person of their Miranda Rights against self incrimination. The Miranda Rights cover five basic points.
 - (1) that a person may remain silent and not make any statement at all,
 - (2) that any statement which is made may be used in a court of law,
 - (3) that a person has a right to consult with an attorney before making a statement,
 - (4) that if a person does not have enough money to employ an attorney, one may be appointed by the Court to represent and to consult with before making any statement and to have him present while making a statement.
 - (5) that if an attorney is requested, no questions will be asked until the attorney is present.
 - c. The arresting officer must inform the arrested person of the Miranda Rights only if he wishes to ask questions.
 - d. A person can waive these rights by signing a form presented by the officer which indicates such a waiver.
 - e. At the time of the actual arrest, it is within the officer's discretion to permit phone calls. Once booked at the jail, the arrested person is guaranteed at least one call. Most police will permit more than one call.

3. Search of the Person:

- a. A person may be searched and evidence seized if:
 - (1) arrested, or
 - (2) a warrant for such search is presented, or
 - (3) consent is given to the search
- b. If a person is arrested, the officer is permitted to search the area in the immediate presence of the arrest. The legal theory underlying this right is to protect the safety of the officer involved since weapons may be concealed. The legal term employed is "within arm's reach," but this is not adhered to strictly. Any items found during this limited search may be used as evidence.
- c. If a person is arrested, the police are not permitted to search any of the other people present without arresting them also. These other people may be searched if the officer has a search warrant for those "other people." In addition, the premises cannot be searched aside from the limited search described in #2.
- d. Under certain suspicious circumstances, an officer may be permitted to stop and search you for weapons only.
- e. A person is usually searched by an officer of the same sex, but this is not required by law.

4. Search of One's Home: A person's lodging may be searched if:

- a. a search warrant is presented to the person, or
- b. if the officer has an arrest warrant and there is reason to believe that the subject of the warrant is in the house (items unrelated to the arrest cannot be seized), or
- c. if consent is given to the search.

5. At the Jail:

- a. Upon incarceration at the jail, the law guarantees one phone call. At the jail the arrested person is booked and bond is set.
- b. If charged with a misdemeanor, the bond is automatically set.
- c. If charged with a felony, a magistrate or judge must set bond. The bond is usually set within twenty-four hours of incarceration.
- d. A bond device is used to release individuals from the jail and to insure that those individuals will show up in court for their arraignment.
- e. There are three ways in which bond can be set:
 - (1) Post property bond - with this kind of bond, a promise is made to sign over to the county a piece of real estate in the county should you fail to appear in court.
 - (2) A bonding company will post cash bond for a set fee. The maximum charge is 10% of the bond set. This is not refundable upon your appearance in court.
 - (3) A cash bond can be given by the person involved for the full amount which is returned in full upon the person's appearance in court.

WHEN YOU NEED INFORMATION

Here's a list of specific questions, but don't hesitate to ask a hall adviser, faculty or staff member if you have a question about something not on this list.

<u>What</u>	<u>Who</u>	<u>Where</u>
Academic Information	Your Faculty Adviser or Assistant Dean, Dr. Adams	
Activities	Student Services/ Student Government	Student Center
Address Change (Home)	Registrar's Office	Language Hall
Automobile Regis- tration	Student Services	Student Center
Book Buying	Mrs. Carter, Manager Bookstore	History Hall
Campus Calendar "This Week at Oxford"	Mrs. Rigney	Student Center # 21
Campus Mail	Student Services	Student Center
Campus Minister	Rev. Laurence McCullough	Allen Memorial Church
Career Planning	Student Services	Student Center
Change A Course	Faculty Adviser	
Change Faculty Adviser	Dr. Adams	Science Bldg. # 215
Change Room/Roommate	Hall Adviser/Student Services	Student Center
Check Cashing	Cashier's Office	Language Hall
Conduct Council	Ms. Hitchcock (for the Summer)	Student Center # 22
Counseling (Personal, Career, etc.)	Student Services	Student Center
Dooley's Tavern (Reserve)	Student Government	
Drop/Add a Course	Faculty Adviser	

<u>What</u>	<u>Who</u>	<u>Where</u>
Fees and Tuition	Cashier's Office	Language Hall
Financial Aid	Admission's Office	Language Hall
Honor Council	Dr. Adams (for the (Summer)	
Housing (Residence Halls)	Student Services	Student Center
ID Cards	Student Services	Student Center
Illness/Injury	Health Services	Women's Residence West
Insurance	Student Services (For Information)	Student Center
Intramurals & Other Recreational Activities	Ms. Penny England	Gymnasium
Laundry Service (Apex)	Ms. Kaminski	Student Center # 13
Library Information (re. Atlanta Campus etc.)	Oxford Library	Library
Lost ID Card	Student Services	Student Center
Lost Room Key	Student Services/ Housing	Student Center
Meal Ticket	Mrs. Weeks	Cafeteria
Medical Needs	Health Service	Women's Residence West
Noise in Dorm (Reporting)	Hall Adviser/Security Officer	
Painting Room (In Residence Hall)	Student Services	Student Center
Parking	Student Services	Student Center
Parties in Residence Halls	Student Services	Student Center
Refrigerator Rental	Mr. Yarbrough	Student Center # 11

<u>What</u>	<u>Who</u>	<u>Where</u>
Registration	Registrar's Office	Language Hall
Residence Hall Repairs	Hall Adviser	
Room Change	Hall Adviser/Student Services	Student Center
Roommate Change	Hall Adviser/Student Services	Student Center
Student Center (Reserve Rooms)	Mrs. Rigney	Student Center # 21
Student Government	Michael Grubbs President	
Student Organizations (List of)	Student Services	Student Center # 21
Summer School	Dr. Adams	Science Building # 215
Telephone (Individual)	Southern Bell Telephone	Covington, Ga.
Testing	Mr. Yarbrough	Student Center # 11
Theft Reporting	Hall Adviser, Security Officer, Student Services	
Tickets (Concerts, Plays, Hockey etc. in Atlanta)	Student Services	Student Center
Time of Day	786-4111	
Traffic Fines (To Pay or Protest)	Desk, Student Center	Student Center
Transcript (Copy of Your Grades)	Registrar's Office	Language Hall
Visitation in Residence Halls	Hall Adviser/Student Services	
Work-Study	Admission's Office	Language Hall

DIRECTORY

Dean of the College	Dean J. William Moncrief	Student Center (#27)
Assistant Dean	Dr. Carlton J. Adams	Pierce Hall (#215)
Registrar	Mr. Jack P. Atkinson, Jr.	Language Hall
Business Manager	Mr. Marshall R. Elizer	Language Hall
Director, Student Development and Services	Ms. Marianne Hitchcock	Student Center (#22)
Assistant Director Student Development and Services	Mr. David Yarbrough	Student Center (#11)
Librarian	Mrs. Sara McDowell Gregory	Library
Director of Admissions & Financial Aid		Language Hall
Assistant Director of Admissions	Mr. Braxton Ezell	Language Hall
College Physician	Dr. Terrell Tanner	West Wing - Women's Residence Hall
Campus Minister	The Reverend Laurence McCullough	Allen Memorial Church
Supervisor of Health Services	Mrs. LaVerna Haynes	West Wing - Women's Residence Hall
Cashier	Mrs. Barbara Johnson	Language Hall
Director of Food Service	Mrs. Mary Weeks	Cafeteria
Bookstore Manager	Mrs. Janice Carter	History Hall
Director of Development	Mr. David Bergmark	Student Center (#23)

Telephone Number (404) 786-7051

