

CAMPBELL

UNIVERSITY

STUDENT HANDBOOK

2013-2014

This edition supersedes all previous editions.

Compiled by the Office of The Vice President for Student Life

Campbell University, Inc. reserves the right to alter the terms and conditions of this handbook without prior notice.

Christian higher education has always been a major concern and integral part of Baptist life in North Carolina. Consequently, over the years, both University and church have stood as partners. The University plays an important role in the mission of the church and the mission of the Kingdom of God on Earth.

The University is Christian-oriented but not sectarian. Each year, many religious denominations and faiths are represented on campus. However, it is expected that all those who attend the University will be sympathetic to its stated purposes.

Campbell, as a Baptist university, is committed to teaching students to think with Christian values as their basic guidelines. Accordingly, it is incumbent upon the University to provide its students with an honor code that, in its observance, makes more nearly possible an environment whereby the student can grow spiritually and morally, as well as intellectually.

To perpetuate these Christian ideals and principles, it is the responsibility of each student to maintain a high standard of personal behavior. Thus, once a student matriculates at Campbell University, he/she should demonstrate a willingness to abide by the following Honor Code while a member of the student body.

Student Handbook

The Student Handbook is published annually upon request and is also available on the University's web site. It is reviewed and approved by the Administration and represents the official policies, regulations and procedures relating to student housing, student support services, student conduct, and the University disciplinary system. The handbook also contains official policies relating to Campus Safety. (When a student is admitted to Campbell University, the student becomes responsible for knowing and abiding by all rules and regulations of the University as published in the University Bulletin and the Student Handbook.)

University policy is the responsibility of the Administrative structure, developing from the Board of Trustees through the University President and the Cabinet. Such policies as appear in the current edition of the handbook reflect approval by the Administration, up to and including the Board of Trustees as appropriate. Policy making and amending is by its nature a fluid process, on-going to secure institutional health; and as such, the most recently adopted or amended policies may not appear in previous or current University documents. New policy becomes effective from the point it is established. Should errors in this handbook lead to any inconsistency with the University Bulletin, the latter shall take precedence.

Table of Contents: Section I (General Information)

STUDENT HANDBOOK.....	0
ACADEMIC CALENDAR	2
ADDRESS MAINTENANCE	2
THE CAMEL CARD	2
<i>Declining Balance Purchases</i>	3
<i>Off Campus Use</i>	3
<i>Obtaining a Camel Card</i>	3
<i>Unused Funds</i>	3
<i>Difference in Camel Card “Campbell Bucks” and “Creek Bucks”</i> ...	4
<i>Lost or Stolen Card</i>	4
<i>Costs (Card Replacement, Fees, and Miscellaneous Charges)</i>	4
CODE OF HONOR.....	5
INSURANCE	6
LISTING OF SCHOOLS	6
MISSION STATEMENT	6
POST OFFICE.....	7
STUDENT CENTER.....	7

Academic Calendar

The university's academic calendar can be found on the internet at:

<http://www.campbell.edu/calendar/weeks/academic/>

or by contacting the Registrar's Office at 1-800-334-4111 ext. 1365.

Address Maintenance

Students must immediately inform the appropriate University Office of any change in their address. The following offices are responsible for the addresses listed below:

<u>Address Type</u>	<u>Responsible Office</u>	<u>Campus Ext.</u>
Local Mailing & Physical	Student Life Office	x1540
Parent's Home Address	Student Life Office	x1540
Billing Address	Business Office	x1245
Permanent Home Address	Financial Aid Office	x1310
Grade Address	Registrar's Office	x1265

The Camel Card

The Camel Card is your student ID card which provides access to housing, meal plan and Campbell Buck redemption, as well as, serves as a University debit card. The Camel Card can be used as a University debit card when funds are deposited on the card creating a declining balance. Funds may be deposited via the following options:

- Blackboard Community System. Parents, students, friends, etc can deposit funds to the student's card by visiting this site. All you need is the students name and Campbell University ID number located on the back of the card.
- Visit the Business Office. We accept cash, check, MasterCard, and Visa. Be sure to tell the cashier you're depositing to the Camel Card, so she doesn't post it to your student account.
- Mail a check, money order, or certified funds to the Business Office. Be sure to note "for deposit to the Camel Card" on your remittance.
- Transfer of Excess Financial Aid from Student Account to the Camel Card. If you have excess financial aid i.e. a credit balance on your student account. Simply complete the "Authorization to Transfer Funds" form located on the website, or visit the Business Office to make the request.

Each Camel Card will include a photograph which clearly shows the entire face of the cardholder. No Cardholder who is wearing a hat, head covering, or dark glasses is allowed to be photographed for the purpose of the Camel Card. Campbell University reserves the right to make exceptions to this rule in order to accommodate a Cardholder's religious practices or medical condition. Campbell University has the right to determine, in its sole discretion, if a photograph meets the above standard and to require the Cardholder to be photographed again in order to meet this standard.

Declining Balance Purchases

The Camel Card can be used at campus facilities, such as the CU Bookstore, Marshbanks and Shouse Cafeteria, The Oasis, The Groc, Chic-Fil-A, Papa Johns, Starbucks, Jole Mole, designated vending machines, designated copiers, and food purchases at sporting events held in the John W. Pope Convocation Center and the Barker-Lane Stadium.

Off Campus Use

The Camel Card can also be used at a variety of off campus sites, which at this time include:

- CVS Pharmacy in Lillington (803 Main St.; 910-893-5745)
- Char-Grill in Benson (105 S. Walton Ave.)
- Zaxby's in Erwin (501 E. Jackson Blvd.) & Lillington (1665 N. Main St.)
- Subway in Buies Creek (51 Marshbanks St.)
- Creek Coffee in Buies Creek (75 Marshbanks St.; 910-893-3337)
- Campus Grill in Buies Creek (19 Marshbanks Rd.)
- NC Nails in Buies Creek (59 Marshbanks Rd.)
- All About you Hair & Tanning Salon in Buies Creek (248 Marshbanks Rd)
- Mi Casita in Lillington (111 W. Cornelius Harnett Blvd.)
- Myers Discount in Lillington (87 W. Cornelius Harnett Blvd.)
- Melanzana in Lillington (410 Pine State St.)
- Lillington Sports Zone in Lillington (320 E. Cornelius Harnett Blvd.)

And more to come! For the most up-to date listing of accepting locations, please visit: www.campbell.edu/camelcard.

Obtaining a Camel Card

In order to obtain a Camel Card, a student must be an accepted applicant or registered student and present valid picture identification. Staff members must be currently employed with Campbell University and show valid picture identification. Valid picture identification includes valid driver's license, state identification cards, and passports.

Camel Cards are made in the Office of Student Life located in the Wallace Student Center during normal university business hours. However, Camel Cards will be made at various locations on campus during orientation, registration, and other peak periods. Students and guests will be notified of these locations during these times.

Unused Funds

The Camel Card declining balance deposits are interchangeable through all semesters; however, the Business Office will automatically transfer all unused funds from the Camel Cards to the Student Accounts in late April of each year to allow for system reconciliation and to ensure all graduating seniors are reimbursed any unused portion. If the transfer of funds from the Camel Card to the Student Account creates a credit balance on the Student Account; the student may request a refund. Students are

encouraged to verify book costs prior to depositing funds onto the Camel Card. Exceptions will be considered for students withdrawing from the University.

Difference in Camel Card “Campbell Bucks” and “Creek Bucks”

There are two types of Camel Card stored value funds.

Campbell Bucks: Are associated with meal plan purchases and are redeemable at all on-campus dining locations. These funds are not cumulative from semester to semester; it’s “use or lose” for each semester.

Creek Bucks: Are created when funds are deposited on the card and are redeemable at the Campbell University bookstore, vending, and all on-campus dining locations. Balances carry forward as long as actively enrolled or employed at Campbell University.

Lost or Stolen Card

Cardholder’s must notify the Campbell University Office of Student Life if their Camel Card is lost or stolen. Their office is located in the Wallace Student Center. Students may also go to the Blackboard System and report the card lost or stolen. Cardholder’s must report the loss within one (1) university business day of the loss. Upon notification, the lost or stolen card will be deactivated and a new card issued.

Liability of a Cardholder will not exceed fifty dollars (\$50.00) for unauthorized transactions if the loss is reported within one (1) university business day of the actual loss. If a lost or stole card is not reported within one (1) university business day, the Cardholder will assume liability for unauthorized transactions. Campbell University will have no liability if the lost or stolen card is not reported within one (1) university business day of the loss or theft.

Costs (Card Replacement, Fees, and Miscellaneous Charges)

Cardholder’s will be charged for all replacement cards. A new card will be issued at no charge to a Cardholder if the magnetic strip will no longer work and/or if the card is older than four (4) years. If a Cardholder’s status as either a student or staff changes; or if the Cardholder’s name changes, a new card will be issued without charge. A new card will only be issued for students and staff when the change has been made effective at the appropriate office.

The following fees will apply to all cardholders with exception of provisions stated in the items above:

- Initial Card (Undergraduate) - No charge
- Initial Card (Graduate) – No charge
- Initial Card (Staff/Faculty) - No charge with HR Employee ID Authorization
- Replacement (Lost/Stolen) - \$15.00
- Replacement (Damaged, with exchange of damaged ID) - \$10.00
- Change of Photo/Name (with exchange of old ID) - \$10.00

- Returned checks - \$25.00
- Fees subject to change without notice.

Code of Honor

The Code of Honor of Campbell University arises directly out of the institution's Statement of Purpose.

The basic principles which guide the development of Christian character and govern Christian behavior are to be found in the Scriptures. Moral law is the gift of God and is fully revealed in the teachings of Jesus Christ.

The student, by virtue of his enrollment, agrees to abide by the rules and moral precepts which govern the University community. Because of the University's commitment to the lordship of Christ over every area of life, wholehearted obedience to moral law as set forth in the Old and New Testaments and exemplified in the life of Christ applies to every member of the University community, regardless of position.

While the Bible does not provide specific teaching regarding all social practices, its emphasis on general principles is unmistakable, particularly in circumstances where lack of self-restraint would be harmful or offensive to others. Out of these general principles come certain concrete expectations which should be viewed not negatively but as practical guidelines for conduct and for a productive way of life;

1. To uphold at all times and in all places, both on and off campus, the University's Mission Statement.
2. To protect the personal rights of others, refraining from any physical or verbal abuse and exemplifying courtesy, consideration, and respect.
3. To protect the property rights of others from theft, damage, or misuse.
4. To adhere to all university policies and regulations, including the rules governing the use of facilities, housing on and off the campus, and campus organizations.
5. To obey, respect, and uphold the law of the land.
6. To refrain from the possession, use, or distribution of alcoholic beverages and illegal drugs/controlled substances.
7. To maintain a standard of dress; which ensures neatness, cleanliness, and appropriateness of attire.
8. At all times, to exhibit good taste, decency, and restraint, refraining from disorderly conduct or indecent, profane, or obscene expression.
9. To be honest in all behavior, never cheating, plagiarizing, or knowingly giving false information.
10. To abstain from any sexual relations outside the bonds of marriage.
11. To exemplify high principles of honor, integrity, and morality and to help others fulfill their obligations under this code.

Insurance

All students are required to complete the Waiver or enroll in the domestic policy. If you do not complete the waiver, nor do not sign up for insurance by the semester deadline dates you will be automatically enrolled in the Campbell University policy and your student account will be charged accordingly. Student Health Insurance will be purchased for you on September 1; therefore, charges applied to the student account are non-refundable. The link to the insurance information can be found on the Health Services web page. Choose domestic or international.

If you have any additional questions please contact the Campbell University Business office at 910-893-1250 or by email at businessoffice@campbell.edu.

International students should contact International Admissions at 910-893-1318 for additional information related to the mandatory international student health insurance.

Listing of Schools

Campbell University is comprised of 6 colleges; they are as follows (in no particular order):

- College of Arts & Sciences
- Divinity School
- Lundy-Fetterman School of Business
- Norman Adrian Wiggins School of Law (located in Raleigh, NC)
- School of Education
- College of Pharmacy & Health Sciences
- School of Osteopathic Medicine

Mission Statement

The mission of Campbell University is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service. The University is informed and inspired by its Baptist heritage and three basic theological and biblical presuppositions: learning is appointed and conserved by God as essential to the fulfillment of human destiny; in Christ all things consist and find ultimate unity; and the Kingdom of God in this world is rooted and grounded in Christian community. The University embraces the conviction that there is no conflict between the life of faith and the life of inquiry.

To fulfill its mission, the University:

- presents a worldview informed by Christian principles and perspectives;
- affirms that truth is revelatory and transcendent as well as empirical and rational, and that all truth finds its unity in Jesus Christ;

- influences development of moral courage, social sensitivity, and ethical responsibility;
- gathers a diverse community of learners;
- delivers academic instruction in the liberal arts and sciences and professional preparation at both undergraduate and graduate levels;
- transfers to students the vast body of knowledge and values accumulated over the ages;
- encourages students to think critically and creatively;
- fosters the development of intellectual vitality, physical wellness, and aesthetic sensibility;
- forges a community of learning that is committed to the pursuit, discovery, and dissemination of knowledge;
- provides students with servant leadership opportunities;
- cooperates with other educational institutions to expand learning opportunities for students;
- offers service and other opportunities to the greater community through athletics, continuing education, cultural enrichment programming, and extended-campus education.

Post Office

A United States Post Office is located on Main Street across from the Wallace Student Center. Students may secure a post office box for a fee and have their mail directed to their box numbers. Mail should not be directed to students in care of the University or in care of General Delivery.

Student Center

The Wallace Student Center offers food service (Burger Studio, Montague's Deli and Starbucks Coffee) in the Oasis along with a TV lounge area with tables, chairs and booths, a large gathering room with a stage, and the Information Desk. On the second floor of the Wallace Student Center are the offices of various Student Life Departments.