

STUDENT HANDBOOK

2012-2013




ROLLINS MBA
CRUMMER GRADUATE SCHOOL

Rollins College | Crummer Graduate School of Business
1000 Holt Avenue
Winter Park, FL 32789-4999
<http://www.rollins.edu/mba/>

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*On behalf of President Lewis Duncan, Dean Craig McAllaster, and
the Student Services Team, welcome to*

Rollins College, Crummer Graduate School of Business.

The faculty, staff and current students at Crummer will be a valuable asset to you as you familiarize yourself with the program and the Central Florida area. If you have any questions or concerns regarding student life, course work, or any other items important to you please stop by the Student Services Office immediately. We look forward to working with you on your academic journey.

Steve Gauthier, Associate Dean of Operations & Student Services
sgauthier@rollins.edu
407-646-2487

*Lynda Boyce, Executive Assistant
Associate Dean and Faculty*
lboyce@rollins.edu
407-646-2491

Alice Argeros, Director of Student Services
aargeros@rollins.edu
407-646-1579

Carlene M. Sterling, Assistant Director of Student Services
cmsterling@rollins.edu
407-691-1267

Christopher Johnson, Instructional Technologist
cjohnson@rollins.edu
407-691-1343

Francine Chase, Student Records Coordinator
fchase@rollins.edu
407-646-2415

Ann Ketteringham, Student Services Coordinator
aketteringha@rollins.edu
407-691-1195

For a complete listing of Crummer staff, please visit us online at:
<http://www.rollins.edu/mba/mba-programs/staff.html>



Crummer Vision Statement

The vision of the Roy E. Crummer Graduate School of Business is to be a recognized leader in graduate business education with the reputation for producing highly successful managers and leaders.

Crummer Mission Statement

The mission of the Roy E. Crummer Graduate School of Business is to prepare students to be both managers and leaders who will add value to their organizations and communities.

CRUMMER STUDENT SERVICES

Student Services Mission

The mission of Roy E. Crummer School Student Services department is to provide support, assistance, and resources to all MBA students that will enhance their MBA experience and foster success in earning the MBA degree.

Student Services Vision

The vision of Roy E. Crummer School Student Services department is to be a recognized leader in the area of student services and a resource to our graduate students to be successful in their MBA endeavor.

Student Services Values

The values of Roy E. Crummer School Student Services department are to create an open environment of nurturing, sharing, and caring for all.

CRUMMER STUDENT MISSION

The Crummer student community values a culture of honesty and mutual trust. As representatives of our college, we expect all members to respect and uphold these core values at all times.

Mission

We, the students of the Crummer Graduate School of Business, develop leadership, cultivate teamwork, embrace diversity, endorse service, and, above all, preserve excellence in all our endeavors.

Leadership

We develop leadership by encouraging students to listen, take initiative, and accept personal accountability. We strive to maximize our potential as effective leaders and followers.

Teamwork

By working together we achieve success. We value ideas and input from each of our classmates. We will act with integrity to build relationships that actively enhance our learning.

Diversity

As individuals contributing to a business community, we respect, appreciate, and embrace cultural differences. The multiplicity of backgrounds and experiences strengthen our program and student community.

Service

We value our graduate education. It is our responsibility to share our time, our talents and the knowledge we have gained with the Crummer School, the Rollins community, charitable causes, and the global business community.

Excellence

We will not accept carelessness or complacency. As a community of scholars, we expect that each of us will capitalize on our strengths; strive to overcome our weaknesses, and contribute our personal best in all undertakings.

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Billing and Payments

Each registered student will receive monthly billing statements from the Rollins College Office of the Bursar. Correspondence from the Bursar's Office (including monthly billing statements) will be sent to the student's official College '@rollins.edu' email account. Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Student Records and Student Services office do not provide tuition statements.

Payment Options - Acceptable forms of payment include cash (in person only), check, money order, cashier's check, or wire. Payments may be made 24 hours a day from any computer via the [QuikPAY](#) On-Line Billing and Payment System. Credit card payments (MasterCard, Discover and American Express) are only accepted via the QuikPAY On-Line Billing and Payment System. There is a fee of 2.75% charged for all credit card payments made through the QuikPAY On-line Billing and Payment System. Electronic check is also available via the QuikPAY On-Line Billing and Payment System. There is no fee for an E-check payment.

For additional information and the [QuikPAY](#) On-Line Billing & Payment User Guide please go to the Bursar's web site at: <http://www.rollins.edu/bursar/quikpay.html>.

Payments may be made in person at the Bursar's office window in the Warren Administration Building between the hours of 8:30 a.m. and 4:30 p.m. Monday-Friday or may also be deposited in the drop box located on the right side of the front door. Please enclose payment in a sealed envelope marked "Bursar". Do not deposit cash into the box. **Make sure you include your student I.D. number on the check.** Non-cash payments can also be mailed to:

**The Office of the Bursar
1000 Holt Avenue-2716
Winter Park, FL 32789**

For all billing statement and payment inquires visit or contact the Bursar's Office directly.

Office of the Bursar

[\(#44 on campus map\)](#)

Warren Administration Building

Phone: (407) 646-2252

8:30 a.m. – 4:30 p.m. Monday - Friday

E-Mail (Holt & Crummer): bursar@rollins.edu

Website: <http://www.rollins.edu/bursar/index.html>

Late fees and Holds on Accounts

Tuition and deferment forms are due prior to or on the first day of class each term. Accounts are considered past due after that date, and late fees of \$75.00 per month will be assessed.

- Late fees will remain for deferments filed after a term has begun.
- Students whose accounts are past due, and do not have an authorized deferment on file, will not be allowed to attend class.
- Late fees will not be assessed for students who have authorized financial aid or have been approved for an alternative loan that covers the entire balance.
- Late fees will be assessed when accounts become past due because of parking or library fines.
- Diplomas, grades and transcripts are withheld until all balances have been paid in full, even if a deferment form is on file for that term.
- A Bursars Hold (**BH**) is placed on all student accounts which are past due. Accounts are considered past due if tuition has not been paid, a deferment form has not been filed, or pending financial aid has not been authorized prior to, or on the first day of class for that term's balance.
- A hold prevents students from registering for the next term, receiving grades, and receiving transcripts. Diplomas are not released until all balances are paid.
- Students will receive automated email notification when accounts are placed on hold. Please read the message thoroughly to see what hold type has been placed on your account. **BH** is a Bursar's Hold placed on accounts for financial reasons and it does prevent students from registering for future classes and receiving grades and transcripts. **DF** indicates that a Deferment Form is on file. Students who file deferment forms will receive this notification simply to inform them that the deferment form has been received and processed.
- For questions regarding holds, please contact the Office of the Bursar.

Office of the Bursar

[\(#44 on campus map\)](#)

Warren Administration Building

Phone: (407) 646-2252

8:30 a.m. – 4:30 p.m. Monday - Friday

E-Mail (Holt & Crummer): bursar@rollins.edu Website: <http://www.rollins.edu/bursar/index.html>

- A student experiencing an unusual financial circumstance should consult with the **Financial Aid Office at 407-646-2395 or via email at finaid@rollins.edu** and the **Office of the Bursar** well before the due date for payment. Any special payment arrangement must be requested in writing and requires the approval of the Bursar.

Academic Policies

Continuous Enrollment Policy – Programs are structured so that each class of students progresses as a group. Failure to enroll in three consecutive semesters (i.e., one full year) is considered non-continuous attendance. Students who are not enrolled in the college for a period of three consecutive semesters will be removed from active student status, and must reapply for admission. Readmission is not guaranteed.

A student who is discontinued for breach of continuous attendance will lose the option of fulfilling the degree requirements originally listed in his/her official program of study already on file, and will instead be subject to the degree requirements in effect at the time the student resumes his/her attendance.

Transfer Credits – A student may transfer up to six (6) credit hours of course material to their Crummer School Program of Study. These six hours must be graduate-level courses completed within the last six years from a school accredited by the AACSB International, and the student must have earned a grade of “B” or better. Approval from the Student Services Director must be obtained and a course transfer form must be completed. Courses may not be taken at another school while enrolled in Crummer unless special permission is granted in advance.

Scholastic Requirements - Degree candidates are required to complete all course requirements stated on their Program of Study with a minimum grade point average of **2.85**. Any student whose average drops below **2.85** will be placed on probation. Students on academic probation may not graduate until a GPA of at least **2.85** is earned. If the average drops below 2.5, the student is automatically dismissed.

Dean’s List - Students who complete at least six credits in a given term without any incomplete assignments, and achieve at least a 3.6 grade point average are placed on the Dean’s List for that term.

Graduating with Honors - Students who complete their MBA program with a cumulative grade point average of 3.85 or higher will receive the distinction of graduating with honors.

Beta Gamma Sigma - Students who graduate in the top twenty percent of their class in terms of cumulative grade point average will be inducted into Beta Gamma Sigma (BGS), the leading national business honor society. BGS status is calculated at the end of the fall term preceding spring commencement; calculations at that time include students who have completed degree requirements 1 (one) term prior to commencement, and those who will be finishing in the term directly following commencement.

Grades - Grades are reported as follows. Grades A, B, and C may be modified by a plus or minus as appropriate:

- A** Indicates consistently excellent
- B** Indicates consistently excellent work
- C** Indicates work that is below the quality expected in graduate study
- F** Indicates work that is unacceptable in graduate level study
- I** Indicates that the student and instructor have signed a written agreement that outstanding work will be completed and the grade changed to A, B, C, or F by the mid-term point of the following term or the grade will be changed from an I to an F.
- W** Withdrawal

CR, NCR Credit or No Credit may only be assigned for specifically designated courses.

Grading System - The following quality points are assigned for each terms letter grade:

| | | | |
|----|------|----|------|
| A | 4.00 | C+ | 2.33 |
| A- | 3.67 | C | 2.00 |
| B+ | 3.33 | C- | 1.67 |
| B | 3.00 | F | 0.00 |
| B- | 2.67 | | |

Grade Appeal Process – The review process established to ensure a fair hearing in cases of grade disputes is as follows:

1. Students must arrange to meet with the instructor to determine whether an error has been made or the instructor wished to reconsider the grade. This must occur within 30 days from when grades are posted to FoxLink.
2. Students who still question their grades after consultation with the instructor should document their reasons for the grade dispute and submit documentation to the Student Services Director. A faculty committee that submits their decision to the Dean/Associate Dean of the Crummer School decides all grade disputes. The Dean/Associate Dean’s Office will communicate the final decision to the student.

Failing Grade Policy – Should a student receive an F for a core course they must retake that same course until they achieve a passing grade. If the F is awarded in an elective course the student may retake the same class or choose another elective, based on course availability. In **both** cases the original F will remain on the transcript and be averaged into the student's overall GPA. In cases where the GPA falls below a 2.5 the student will automatically be dismissed from the program.

Drop/Add & Withdrawal Policy – A degree seeking candidate is able to add or drop classes up until the first day of the class by filling out an Add/Drop Form. A course dropped within this time frame does not appear on the student's transcript. No course may be added once the class has met without the approval of the instructor. Students may withdraw from classes up until the mid-point of the term by filling out a Withdrawal Form. Students that withdraw from a course in this fashion will receive a grade of "W" on their transcript. While it is expected that students will extend the courtesy of informing the instructor and their team, this will not suffice as an official withdrawal. A Withdrawal Form **must be submitted to the Crummer Student Records Office**. The refund policy with specific dates for withdrawal is stated each term on the course schedule. Students who withdraw after the mid-point of the term or stop attending class without notifying the student records office will receive a “WF” for the course. This grade is equivalent to a failure and will be factored into the student’s GPA. Students who do not attend a class they have been registered for will receive a failing grade at the end of the semester. Any students who do not appear on the class roster will be asked to leave the class by the professor.

Refund Policy - The refund policy with specific dates for withdrawal is stated each term on the Refund Policy. An exception to the Drop/Add policy is considered upon offer/acceptance of Domestic and Global Consulting Projects. Those students will be permitted to drop one registered course without penalty and replace it with a practica, should they so elect. Students are not required to drop a class in order to accept a practica, so long as the maximum number of credits for the term is not exceeded.

Practicums – These are faculty lead consulting projects that students must apply and be accepted to. Only two (2) may be taken during the Program of Study for a total of six (6) elective credits. Students may only use three (3) credits of practicum credit toward a concentration. Some courses and consulting projects may be used

toward different concentrations. Please contact the Student Services Office for details.

Project Period – Faculty assign the class projects and/or team meetings during this time. **NOT A BREAK PERIOD.**

Employment/Extra Curricular Activities – Students acknowledge that the academic program takes precedence over full-time, part-time, and internship work as well as extracurricular activities and collegiate sports. An unexcused absence from class, team meeting, or mandatory session due to work or extracurricular activities may be reflected in a student's grade.

Course Overloads - Students may not seek to register for a course overload until all required courses have been completed. Students seeking an overload must have a minimum grade point average of 3.6 and approval from the Director of Student Services is required.

Graduation Requirements – It is the responsibility of each student to make certain that all the course requirements for graduation listed in their Program of Study have been met. If there is any doubt, the Academic Counselor should be consulted prior to registration for the last term preceding expected graduation. An Intent to Graduate form must be filed with the registrar prior to the term in which graduation is anticipated. Degree candidates are required to complete all course requirements with a minimum grade point average of **2.85** or higher in order to graduate. *A student's academic record, including the transcript and diploma, will be withheld until the student account is paid in full.*

Program Change Requests – Any student seeking to change programs are required to obtain written approval from the Director of Student Services. **Please note that transfers may only occur between the EAMBA and PMBA Program** and only one program transfer will be permitted.

1. Student must meet admissions requirements of program wishing to be entered.
2. Complete elective requirements of original program (no reduction in elective requirements will be permitted).
3. Complete the final two semesters in the same program.

Academic Integrity Policy

The Crummer School expects that all faculty, staff, students, and alumni will strive to maintain the highest ethical standards. Leadership is a cornerstone of the Crummer experience and integrity is one of the foundations of leadership. Our philosophy is to practice a standard of integrity we know will help you succeed in your career and attain your life goals. Our policy is to incorporate integrity into a framework of learning. Students who do not adhere to our high standards can expect serious consequences. However, we will guide and counsel those students such that the incident(s) and consequence(s) constitute an opportunity to learn from one's mistakes.

As an academic community, we define a failure of integrity as failing to maintain the high standards of ethical behavior that we demand of all members of the Crummer School of Business community. This includes, but is not limited to, plagiarism (the use, in any form, of the work of another without attribution, and/or representing another's work as one's own), active complicity in such falsification, and violation of test policies (receiving help in any form during an examination from a prohibited source). Failure to report evidence of academic dishonesty is also a violation of Crummer's Academic Integrity Policy.

Cheating dishonors Crummer students, faculty, staff, graduates, and supporters worldwide. Allegations of a failure of academic integrity are treated as serious matters that are due prompt and thorough attention. Each faculty member has the right and the responsibility to administer grades in their courses. However, the faculty recognizes that academic dishonesty is so serious as to warrant separate attention. Therefore, this policy is designed to make your responsibilities clear and to describe the process by which the faculty deals with suspected violations of the policy.

If you have evidence of academic dishonesty you have an obligation to bring this evidence to the attention of the course instructor(s) where the violation(s) occurred. If the instructor is presented with evidence of a potential violation(s), either from a student or by his or her own discovery, the faculty has prescribed the following steps be taken:

1. The instructor(s) of the course(s) where the suspected violation occurred will meet with the Director Student Services. The Director of Student Services will conduct any investigation considered necessary by the instructor and Director including, but not limited to, collecting physical evidence and interviewing witnesses. In all but the most unusually sensitive cases, the Director of Student Services will discuss the allegations with the suspected student.
2. The Director of Student Services will immediately alert the Academic Integrity Chairperson (a faculty member appointed by the Dean).
3. Upon the conclusion of the Director's investigation the Academic Integrity Chairperson, the Director and the instructor will meet to discuss the results of the investigation. The accused student has the right to appear before this panel and speak on their own behalf. The following three outcomes are possible:
 - a. They may agree the allegations are unfounded and no further action is necessary.
 - b. They may agree that the allegations are true and agree upon a suitable penalty.
 - c. They may disagree on whether the allegations are true or partly true or they may disagree on a suitable penalty.
4. If the three parties agree that no violation has occurred (3.a above), the student is so notified and no further action is taken. If the three parties agree that a violation has in all probability occurred (3.b

above), the student in violation of the policy is notified and the Associate Dean writes a letter to the student that shall be placed in the student's file. This letter will contain the description of the allegations, the results of the investigation, the basis for the decision, the terms of the penalty and the student's further rights to appeal. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.

5. If the three parties (the panel) do not agree (3.c above) or they agree that dismissal from the program is indicated, an Academic Integrity Committee is appointed by the Dean. This Committee consists of three faculty members – two who have not taught the accused student in class, plus the Academic Integrity Chairperson – and two currently enrolled MBA students representing different programs from the one in which the accused student is enrolled. These students must affirm that they do not have a personal relationship with the accused. This committee reviews the case and makes a determination as to facts and appropriate punishment, including dismissal, if warranted. The accused student has the right to appear before this panel and speak on their own behalf. If the Committee agrees that no violation has occurred (3.a above), the student is so notified and no further action is taken. If the Committee agrees that a violation has in all probability occurred (3.b above), the student who violated the policy is notified and a letter is inserted in the student's file. The letter will include the allegation(s), the results of the investigation, the basis for the decision, and the terms of the penalty. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.
6. Students have the right to appeal an unfavorable decision. If the student disagrees with a decision reached by the instructor, Director of Student Services, and Academic Integrity Chairperson, the student may appeal to an Academic Integrity Committee, formed by the Dean. If the student disagrees with the decision reached by the Academic Integrity Committee, the student may appeal to the Dean. The Dean's decision is final. Results of all appeals are reported to the Crummer faculty at their next regularly scheduled faculty meeting.

While it is difficult to prejudge violations of academic integrity and each case is considered on its own merits and punishments are designed to fit the severity of the violation, punishments generally can range from an F on the assignment in which the violation occurred, to special assignments (written and practical) in the area of ethics and integrity, to public apologies to classmates and faculty, to an F in the course, to dismissal from the program with or without the right to reapply.

In all cases the student's right to privacy is respected. Students who bring a charge under this policy to the attention of the instructor can expect to be notified when the case has reached a conclusion. However, they are not entitled to be informed of the findings or the penalty.

Print Name: _____

Rollins ID: _____

Signature: _____

Date: _____

*Signed At
Orientation*

E-Mail and Internet Policy

Upon enrollment in the MBA Program at Crummer, one of the first things to be accomplished is the creation of your Rollins e-mail. During the computer distribution session of orientation, Information Technology staff will assist you with the set-up of your email account.

E-mail is the method we use exclusively to communicate with you; therefore it is absolutely essential that you read your Rollins e-mail on a daily basis. Failure to do so could cause you to miss crucial information. Students have access to the Rollins e-mail system both on and off-campus. This is a vital part of your ability to communicate with classmates, team members, faculty, and the administration. **IT IS YOUR RESPONSIBILITY** to make sure you read your Rollins e-mail daily.

Statement of Responsibility

Users agree not to use the Rollins site for sale, trade or other commercial purposes. Communications should be courteous and professional; all campus policies that apply to written communications also apply to e-mail. Users also may not post or transmit information or materials that would violate rights of any third party or which contains a virus or other harmful components. At Rollins, any distribution of or participation in Internet chain letters, unsolicited mass emailing (spamming), or transmission of e-mail hoaxes of any kind is prohibited. Furthermore, all members of the Rollins community are encouraged to apply to the Internet/E-mail the same code of conduct found in our Student Handbook and other College documents. Rollins College reserves the right to cancel or suspend e-mail privileges from users who violate these policies.

In addition, the Crummer Graduate School of Business provides its users with electronic communication services as required for the performance and fulfillment of academic responsibilities. These services are for the purpose of increasing knowledge and not for inappropriate activities. Personal use of the College's electronic communication services is permitted provided that such use is consistent with professional conduct. Violations of Internet and e-mail use include, but are not limited to, accessing, downloading, uploading, saving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent, or defamatory language. Violations of this policy will be investigated on a case-by-case basis and inappropriate acts could result in suspension or dismissal from the program.

I have read the above e-mail policy and understand that it is my responsibility to check and read my @rollins.edu e-mail on a daily basis. I will be professional in all my e-mail correspondences. Additionally, Crummer Graduate School is not held responsible for losses or penalties I may suffer in the event of a missed schedule change, registration deadline, etc., due to failure to check and read my Rollins e-mail.

Print Name: _____

Rollins ID: _____

Signature: _____

Date: _____

*Signed At
Orientation*



PHOTOGRAPHY/VIDEO AGREEMENT

& RELEASE

In consideration of the engagement of _____ (“Actor”) by Rollins College as a model/actor, and for payment acknowledged as received, I, on behalf of myself, or on behalf of myself, grant to Rollins College a perpetual and unrestricted right to use, sell, or license use of the Actor’s name, image, likeness and voice, in whole or in part (“Actor’s Likeness”), in photographs, videos, and any other media now known or later invented, for all commercial and non-commercial purposes to benefit Rollins College.

I waive any right to review or approve the finished product or other materials containing the Actor’s Likeness that may be created under this agreement. I also release and agree to hold harmless Rollins College from any liability, including but not limited to any claims for libel or invasion of privacy, that may occur and be related to the use of the Actor’s Likeness under this agreement.

I understand that for purposes of this agreement, the term “Rollins College” includes all business entities which are now or in the future owned or controlled by Rollins College and those business entities which are or subsequently become subject to the common control or ownership of an organization which controls or owns Rollins College, as well as all employees, officers, agents, assigns and representatives of Rollins College.

By signing below, I declare that I am over the age of 18 and have the right to sign this agreement on behalf of myself. I have read this entire agreement, and any questions about its contents have been answered for me. I have not been coerced into signing this agreement, and understand that this agreement is legally binding on my heirs, assigns and representatives.

Print Name: _____

Rollins ID: _____

Signature: _____

Effective Date: _____

Email Address: _____

Phone No.: _____

*Signed At
Orientation*

Crummer Dress Code Policy

Crummer MBA Students with support of the faculty created these guidelines to preserve the ideals of professionalism and excellence that are represented in the Crummer Community.

Absolutes

- Other than for religious or health reasons, no hats should be worn inside the Crummer building
- No “flip-flops” or casual shoes should be worn at any time
- No sweat shirts, cut-offs, midriff, or strapless tops
- No jeans or denim pants

Business Casual Dress – Required for classroom attendance, guest speakers in class, and the Dean’s Lunches.

Examples for Men –

- Khakis, Chinos, Corduroys or other non-denim slacks (no jeans or shorts)
- Polo, collared shirt or dress shirt (jacket or blazer is optional and a tie is not required)
- Dress shoes or loafers

Examples for Women –

- Khaki or dark colored pants, appropriate length skirts or dresses (no jeans or shorts)
- Blouses, polo and button-up shirts (jacket or blazer is optional)
- Dress shoes (shoes that are comfortable and appropriate for your outfit)

Professional Dress – Required for all class presentations, networking events, interviews, and the Dean’s Leadership Lecture Series.

Examples for Men –

- Jacket and dress pants in dark colors (black, navy, or charcoal grey)
- Dress shirt preferably in white or blue
- Conservative tie (basic colors and patterns)
- Dress shoes with high-fitting dark socks
- Simple and essential-only jewelry
- Light on the cologne or aftershave

Examples for Women –

- Skirt or pant suit in dark colors (black, navy, or charcoal grey)
- Dress shirt or shell
- Sensible heel pumps
- Stockings
- Simple and essential-only jewelry
- Light on perfume

The Crummer Hall Building Policies

Building Hours

The Crummer building is open Monday thru Sunday from 7:00 a.m. – Midnight.

Business hours for Crummer Offices are 8:30 a.m. to 5:00 p.m., Monday thru Friday.

Lounge

The student lounge is located next to the Leadership Center in the Crummer lower level. Vending machines, a refrigerator, a telephone, and a microwave are located there for student use. There are also several work tables and study desks available for teams and individual students. In addition, the lounge has flat screen monitors available for students to connect to their laptop computers. The phone in the student lounge may be used for local outgoing calls by dialing 8 and the phone number. The lounge phone number is (407) 646-2388.

Printers

Printers are available for students' use adjacent to the Center for Leadership Development in the basement. Students that are connected to the Rollins network via their notebook computers have access to the printers.

Room 221 – Video Conference Room

Room 221 is to be used exclusively for Video Conference, Teleconference, or presentations to Corporations. It is not a study room. This room is available for use only when faculty or staff is present.

Study Rooms & Presentation Practice Rooms

Study rooms are available on a first come, first serve basis. Classrooms used for teaching may not be reserved for presentation practice. Teams have priority over single individuals. Individuals studying on their own are encouraged to utilize the student lounge or the Leadership Center. Food is not permitted in classrooms or study rooms – covered drinks are acceptable. Crummer Study rooms are listed below. Additional study rooms are available in the Olin Library.

| Room # | Name | # of chairs | Amenities |
|---------------|--|--------------------|---------------------|
| 9 | Study Room – Lower Level | 6-8 | Wireless Connection |
| 11 | Study Room – Lower Level | 6-8 | TV, VCR, Wireless |
| 12 | Study Room – Lower Level | 6-8 | Monitor, Wireless |
| 13 | Study Room – Lower Level | 6-8 | Monitor, Wireless |
| 14 | Study Room – Lower Level | 6-8 | Monitor, Wireless |
| 15 | Study Room – Lower Level | 6-8 | Monitor, Wireless |
| 21 | Study Room – Lower Level | 12 | Monitor, Wireless |
| 109 | Myers Study Room – 1 st Floor | 6-8 | Wireless Connection |
| 209 | Ross Study Room – 2 nd Floor | 6-8 | TV, VCR, Wireless |
| 210 | Adventist Study Room – 2 nd | 6-8 | TV, VCR, Wireless |
| 310 | Study Room – 3 rd Floor | 6-8 | Wireless Connection |

Facility Use

The use of administration offices, faculty offices, non-common areas and school equipment or resources without permission is strictly prohibited. In addition, the Crummer School is not liable for damages to or the theft/loss of personal property, for the failure or interruption of utilities, or for injury to persons.

NON-SMOKING POLICY ON CAMPUS

I. PURPOSE

The Florida Indoor Clean Air Act prohibits smoking in all public facilities including educational institutions.

II. EFFECTIVE DATE

This policy is effective upon receipt and supersedes all prior issued policies.

III. POLICY

Smoking is prohibited in all College buildings including private offices, dining facilities and residence halls. In addition, smoking is prohibited within 25 feet of any building entrance and on loggias and balconies.

IV. SUPERVISOR/EMPLOYEE RESPONSIBILITY

Supervisors should allow employees, who smoke, reasonable time away from their work area to smoke. However, supervisors have the right to discuss with the employee and use appropriate disciplinary measures, as recommended by the Human Resources Department, should abuses be observed regarding time away from work for the purpose of smoking.

V. ENFORCEMENT

A. Complaints* concerning violations of this policy should first be directed to the Department Head. The Department Head should attempt to resolve the complaint in a reasonable amount of time.

B. If the complaint is not resolved, complainant should direct the complaint to the Director of Facilities Management.

C. The Director of Facilities Management will attempt to resolve the problem. If the complaint is not resolved, the Director will bring the complaint to the Safety and Environmental Committee.

D. The Committee will review the situation and will attempt to resolve the matter by discussing the issues with the parties involved in an effort to educate the parties and provide guidance to resolve the problem.

***College personnel must recognize that a complainant may go directly to the State to complain of violations.**

Student Consumer & Financial Aid Rights & Responsibilities

Rollins College is accredited by the Southern Association of Colleges and Schools (SACS).

For specific information relating to: The cost of attendance, available financial aid programs, or financial aid policies for study abroad programs, please contact the Financial Aid Office directly.

Financial Aid Office
Location: Rinker Building
1000 Holt Ave. - 2721
Winter Park, FL 32789
T: 407-646-2395
F: 407-646-2173

Email: finaid@rollins.edu

Website: <http://www.rollins.edu/finaid/>

Graduation/Retention rates and information relating to the athletic program may be obtained by contacting the Director of Institutional Research at (407) 646-2375. Information on campus crime statistics may be obtained by contacting Campus Safety at (407) 646-2999.

The Family Educational Rights and Privacy Act (FERPA) assures the confidentiality of your educational record. This Act also allows you access to information contained in your educational record. Please contact the appropriate office if you would like access to any information held. Rollins College's policy regarding confidentiality can be found in the College Catalogue. The policy permits the release of directory information without the student's consent unless specifically requested in writing not to disclose. Students who wish to have their directory information withheld must make this request no later than two weeks after the first day of fall classes each year. If a request is received, all directory information will be withheld since the College cannot release selected information. Requests for withholding of directory information should be made to the Office of Student Records. Please visit <http://www.rollins.edu/hr/ferpa/ferpa1.htm> for additional information on FERPA.

If you are a financial aid recipient you have certain rights and responsibilities:

You have the right to:

- Confidentiality - the privacy of your file is protected
- Appeal financial aid decisions about your application. Written appeals should be submitted to the Student Aid Appeals Committee in care of the Office of Financial Aid.
- Information about the terms and conditions of financial aid programs. This information is provided in the Rollins College Catalogue and in the Student Aid Award Notice enclosures.
- Inspect your education records and request amendment of those records, if you believe them to be inaccurate, by contacting the Director of Student Services.
- File a complaint with the Department of Education if you believe your right to confidentiality has been compromised.
- Defer Direct Loan payments for Peace Corps or certain other types of volunteer service after you graduate.

You are responsible for:

- Submitting accurate applications and forms before the deadlines.
- Following instructions for application, renewal of aid, or resolving problems.
- Providing the Dean of Students Office with accurate permanent and local addresses and telephone numbers.
- Notifying the Office of Financial Aid if a change in your family financial situation occurs, or if you receive assistance from an outside source.
- Reading the provided information about the terms and conditions of all aid programs.
- Requesting special assistance when it is needed.
- Maintaining satisfactory academic progress according to the policies established for financial aid recipients.

Family Educational Privacy & Rights Act (FERPA)

Rollins College complies with the Family Educational Rights and Privacy Act (FERPA). The Act is as follows:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

For more information regarding FERPA please visit the link below.

<http://www.rollins.edu/ir/ferpa-policy.html>



STUDENT RECORDS OFFICE

Request to Prevent Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, you have the right to withhold disclosure of directory information. Directory information is generally defined as personally identifiable information that the College is permitted to release unless otherwise directed by you in writing. To withhold directory information you must submit a written request to the Crummer Graduate School of Business Office of Student Records. Once received, this request remains in effect until withdrawn by you in writing to the Crummer Graduate School of Business Office of Student Records. Please be aware that this request for non-disclosure remains in effect even after you leave the College.

Directory information includes name, address, telephone number, email address, date and place of birth, enrollment status, dates of attendance, major and minor field(s) of study, official athletic participation and athlete height and weight, graduation date, degrees, awards and honors received.

If you wish for us to withhold release of this information, please indicate so below. College policy is to withhold release of ALL directory information to off-campus users if requested and all but information needed for College operations on-campus (name, email address, campus box). No name or contact information will be released or appear in paper or electronic form to off-campus users. Please be aware this means we cannot verify past or current attendance and/or degree completion without a signed, written request from you.

- I would like my directory information to be released.
I request that my directory information be withheld and understand that as stated above, no information will be released without my signed, written request.

If this request is not submitted to the Crummer Graduate School of Business Office of Student Records, it will be assumed that directory information may be disclosed.

Distributed At Orientation

Printed Name, Rnumber, Signature, Date

Code of Community Standards

PHILOSOPHY

Rollins College is an educational environment dedicated to fostering intellectual achievement, personal development, and social responsibility. The Community Standards and Responsibility system is an integral part of our educational process. While a college education is primarily academic and intellectual in nature, it also includes the development of values that translate into responsible behavior. To maintain standards that contribute to the intellectual and moral development of students that endure the welfare of the college community, Rollins College establishes the Code of Community Standards that can be found in its entirety at the following address.

<http://www.rollins.edu/csr/documents/CommunityStandards2011.pdf>

Code of Student Rights and Responsibilities

PREAMBLE

Rollins College and the Crummer Graduate School of Business are educational environments dedicated to fostering intellectual achievement, personal development, and social responsibility. The review system is an integral part of our educational process. While a college education is primarily academic and intellectual in nature, it also includes the development of values, which translate into responsible behavior. To maintain standards which contribute to the intellectual and moral development of students and which ensure the welfare of the College community, the Crummer Graduate School establishes this Code of Student Rights and Responsibilities.

A. GENERAL POLICIES

A1. ASSEMBLY, INQUIRY, AND EXPRESSION

Students are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately. Students are free to support causes in an orderly manner, including organized protests that do not disturb the normal and essential functions of the School. However, Rollins College is steadfast in its intolerance for hateful behavior that is directed at an individual(s) with the motivation of causing harm. These policies are designed to ensure that every student is given the opportunity and freedom to learn. Nothing in this document should be construed to prohibit the orderly expression of ideas in speech or in writing.

The student press is to be free. The editors and managers shall not be arbitrarily prohibited from establishing and expressing editorial views because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured to the Rollins-operated radio station, WPRK. This freedom entails a corollary obligation under the canon of responsible and applicable regulations of the Federal Communications Commission. All student communication shall explicitly state in the publication or broadcast that the opinions expressed are not necessarily those of the institution or its student body.

A2. CAMPUS ORGANIZATIONS

Students are encouraged to organize and join associations that promote their common interests. A group shall become an organization when registered by the institution through the office of the Associate Dean. Institutional registration of an organization does not indicate endorsement of the aims, objectives, or policies of that organization.

A3. CRIME AWARENESS AND SECURITY

Rollins College is committed to assisting all members of the community and prospective students/employees in providing for their own safety and security. The annual security and fire safety report is available on the Rollins College website at http://www.rollins.edu/safety/clery_act_compliance/index.html.

If you would like to receive this report, you can stop by the Rollins College Campus Safety Department in the first level of the Facility Management Building or you can request that a copy be mailed to you by calling, 407/646-2999.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, the authority of the campus safety officers, crime reporting policies, fire safety, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about fire statistics in Rollins Residence Halls and crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Rollins, and on public property within or immediately adjacent to and accessible from campus.

This information is required by law and is provided by the Rollins College Campus Safety Department.

The following policies are articulated in compliance with the Crime Awareness and Campus Security Act of 1990: Public Law 101-542.

a. Reporting of criminal actions or other emergencies occurring on campus

Members of the Crummer community are encouraged to be alert to suspicious or criminal activity and to accurately and promptly report the criminal actions and other emergencies that occur on the Winter Park campus. Courtesy phones are located throughout the Rollins College campus for the safety and convenience of students, faculty, staff, and visitors.

Reported criminal actions and other emergencies will be investigated by Campus Security. A Campus Security officer can be reached 24 hours a day, 7 days a week at (407) 646-2999. When incidents occur, Campus Security will evaluate possible contributing causes within the institution's control and make recommendations to the School regarding appropriate action. The School and the Winter Park Police Department will be systematically informed about criminal incidents occurring on or about the campus. The relevant campus community will be advised when a pattern of events suggests that a special security risk exists.

b. Enforcement authority of campus officers

Campus Security officers are vested with the authority to enforce College policies and to patrol and safeguard the Winter Park campus. Rollins Campus Security officers do not have arrest powers. Campus Security maintains a strong cooperative relationship and continuous communication with the Winter Park Police Department and seeks assistance for security emergencies from the police department.

c. Access to campus facilities

Access to Rollins College and Crummer School facilities is limited to their students, faculty, staff, and authorized visitors. Classroom and administrative buildings are normally open on weekdays during daytime hours. Crummer School facilities are open at varying hours. Campus Security officers routinely patrol all campus facilities to check for unsafe conditions.

d. Crime prevention programs

The office of Campus Security offers a crime prevention series that periodically addresses issues such as fire safety, theft prevention, personal safety, sexual assault prevention, and motor vehicle safety. Campus Security additionally offers a property identification program to help prevent theft and vandalism of student-owned property. Crimes and campus incidents are reported to the college community on a monthly basis through the Sandspur newspaper.

e. Personal property

Rollins College and the Crummer School are not liable for damages to or the theft/loss of personal property, for the failure or interruption of utilities or for injury to persons. Students must provide their own personal property insurance and make sure they are covered under their homeowners' or renters' insurance policies.

Students are responsible for the value of their computer if it is lost or stolen. Students are strongly encouraged to purchase a lock-down kit at the Rollins bookstore and to always use it.

A4. DISABILITY POLICY

The Crummer School is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs or employment processes. The School recognizes its obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide an environment that does not discriminate against persons with disabilities.

A disability is defined as: physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. Individuals with a history of such impairments, or who are regarded as having such impairments, are covered under these procedures.

If students believe that they require an accommodation, they must provide the following information:

1. They must identify themselves as persons with a disability, and
2. They must identify the nature of the accommodations desired, and
3. They must provide adequate medical or other appropriate documentation of the disabilities and the desired accommodations. Such documentation must be no more than 3 years old.

A5. DISCRIMINATION AND HARASSMENT

The Crummer School values a community atmosphere that is free of all forms of discrimination and harassment, and will endeavor to prevent discrimination based on race, color, religion, gender, sexual orientation, national origin, age, handicap, or military service. The School prohibits conduct which prevents free academic interaction and opportunities, or which creates an intimidating, hostile, or offensive study or work environment. Any grievance may be filed with the Student Services office.

A6. DRUG FREE SCHOOLS AND COMMUNITIES ACT

The following policies and information are articulated in compliance with the Drug Free School and Communities Act of 1989.

a. Philosophy

Rollins College and the Crummer School were founded for the purpose of preparing students for a "virtuous and useful life. Pursuit of this kind of excellence requires that we effect a meaningful intellectual, scholarly, and personal enhancement of our students. While this enhancement begins with the dissemination of knowledge, it must reach a higher context of what it means to be a full person."

The illegal and/or abusive use of drugs or alcohol by any member of the academic community adversely affects the educational environment. Rollins and the Crummer School are therefore committed to having a campus that is free of illegal drug use and drug and alcohol abuse. Illegal and/or abusive use of drugs by members of the

college community adversely affects the quality of campus life and the mission of the School and is therefore prohibited.

Anyone who illegally uses drugs or abuses any drug, including alcohol, will be subject to prosecution by civil authorities and disciplinary action by the School. The School's interest in disciplinary sanctions is not punitive, but is rather aimed at establishing clear limits of conduct for members of the campus community. All information provided by people who voluntarily avail themselves of drug and alcohol counseling or rehabilitation service will be confidential.

b. Educational efforts to prevent drug abuse

In keeping with the educational mission of the institution, educational programs shall be directed to all members of the academic community. This will include information about the incompatibility of the use or sale of illegal drugs with the School's goals and mission, the health hazards associated with illegal drug use, and the legal consequences of involvement with illegal drugs.

c. Counseling and rehabilitation services to prevent drug abuse

Those students, faculty, or staff who seeks assistance with a drug related problem shall be provided with information about drug counseling and rehabilitation services at Rollins College or in the Central Florida community.

d. Disciplinary actions to prevent drug abuse

All Rollins College employees and students are responsible, as citizens, for knowing about and complying with the provisions of the laws of the state of Florida FSS 893 which make it a crime to possess, sell, deliver, or manufacture controlled substances. Any member of the College community who violates that law is subject to prosecution by civil authorities and disciplinary actions by the School. This is not "double jeopardy."

Penalties or sanctions will be imposed by the School in accordance with procedural safeguards applicable to disciplinary actions against employees and students. When a student, faculty, administrator, or staff member has been charged by the School with a violation of policies concerning illegal drugs, he/she may be suspended from classes or employment before regular disciplinary proceedings, if it is determined that such action is necessary for protecting the health, safety, or welfare of the School or any member of the academic community. If such a suspension is imposed, it must be reviewed as promptly as possible.

e. Responsibilities under this policy

The Dean has overall responsibility for implementing this policy. The Associate Dean is responsible for ensuring that the policy is uniformly administered and all programs and actions are executed.

A7. HANDBILLS AND NOTICES

Posting of handbills, notices, and signs on College property is a privilege and not a right. Members of the College community may post personal notices in designated areas without permission of the College. All student organizations, businesses, and vendors must receive permission from the director of student activities and leadership programs in order to post on the Rollins campus. Posting is restricted to certain designated bulletin boards, including those in the Student Center, the campus Post Office, and outside the dining hall. Any other areas are off limits unless otherwise noted by the Associate Dean. Within the Crummer building, Crummer students are free to use the bulletin boards in the stairwells, halls, and student lounge. To post

anything larger, students must receive permission from the Dean.

A8. MEDICAL TRANSPORTATION

Students experiencing emergency medical situations should contact 911. Students, with acute, non-emergency medical conditions which require evening or weekend medical care should contact a taxi service. The student is responsible for all costs incurred. In case of emergency, the nearest hospital to Rollins is Winter Park Memorial Hospital located south of Aloma Avenue, on Lakemont Avenue at (407) 646-7000. For non-emergency medical care outside the hours of the Rollins College Student Health Center, students are encouraged to visit Winter Park Urgent Care located in the same building at the entrance of Rollins College at 118 West Fairbanks Avenue; call (407) 772-2273 or visit www.urgicare.com.

A9. SOLICITATION

The School prohibits solicitation, sales, or door-to-door canvassing by students or non-students on School and College property except with the permission of the Associate Dean. No concessions for profit will be operated on School property without the written permission of the Associate Dean in conjunction with the director of business services.

A10. STUDENT RECORDS

The Crummer School believes in the protection of confidentiality of student records and the preservation of a student's right to inspect the contents of his or her educational records. Educational records consist of the records in the program office, bursar, registrar, and student financial planning. Crummer has the right to release "directory information" as defined by the Family Educational Rights and Privacy Act as a matter of course.

Directory information consists of name, class, address (campus and home), parents' names and addresses, telephone listing, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of the athletic teams, dates of attendance, degrees, awards, honors achieved, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited by or maintained directly by Crummer as part of the educational record.

Students may ask in writing to withhold any or all such directory information annually. The Crummer School will make the educational record available to parents or guardians when the student is claimed as a dependent with the Internal Revenue Service. This policy is subject always to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended.

A11. USE OF ROLLINS OR CRUMMER NAME OR SYMBOLS

No individual, group, or organization may use the Rollins College or Crummer School name, seal, symbol, logos, slogans, or songs without the written authorization of the Associate Dean except to identify institutional affiliation.

B. POLICIES REGARDING STUDENT CONDUCT

As responsible members of the Crummer community, students are expected to maintain the School's highest ideals of academic and social conduct and are responsible for knowing and abiding by the Code of Students' Rights and Responsibilities and to report violations of the Code.

Although the School is not responsible or liable for student off campus events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off campus which

violates School expectations and policies and when the School's interests as an academic community are clearly involved. Students participating in Crummer or Crummer-affiliated study abroad programs for School credit are governed by the Code. The Dean or designate of Crummer is responsible for assigning student discipline in the event of violation of the policies.

B1. ABUSE (PHYSICAL, MENTAL, OR VERBAL)

Physical, mental, or verbal abuse of any person is prohibited. No student shall cause harm to oneself, another, or aid in the commission of an act which causes physical or emotional harm to others or which intimidates, degrades, demeans, threatens, or otherwise interferes with another person's rights or comfort.

B2. ALCOHOL POLICY

a. Members of the Crummer community who chose to drink alcohol will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication in no way excuses or justifies violation of state law, School regulations, or the rights of others.

b. Any violation of Florida State laws regarding alcohol will be considered grounds for School disciplinary action. This includes:

(1). Possession and/or consumption of alcoholic beverages if under age 21 (2). Selling, giving, or serving alcoholic beverages or permitting alcohol to be served to persons under age 21 (3). Misrepresenting or misstating one's age or using altered identification for the purpose of procuring alcoholic beverages (4). Consuming or possessing open containers of alcoholic beverages, including secondary containers, while in municipal parks, playgrounds, on sidewalks, or streets, or being found in the state of intoxication on a street or public place while within the city limits. The open container law applies on/off campus (5). Driving with a blood alcohol level of 0.08% or more.

c. Introduction

Evidence has shown that underage consumption of alcoholic beverages is prevalent on college/university campuses despite state laws and college/university rules and regulations. Due to the persistence of underage consumption of alcoholic beverages, Rollins policy and procedures seek to educate the campus community about alcohol and to regulate its use. This alcohol policy is intended to serve the following objectives:

- to promote legal and responsible behavior and attitudes among all members of the College community;
- to create programs and services to educate students concerning the use and effects of alcoholic beverages in order to encourage responsible decision-making;
- to aid individuals experiencing difficulties associated with the use of alcohol.

Rollins College fully upholds all federal, state and local statutes governing the illegal consumption of alcoholic beverages by underage persons. Moreover, Rollins condemns the abuse of alcoholic beverages. No person under the age of 21 years shall attempt to purchase or acquire an alcoholic beverage, and no person under the age of 21 years shall have personal possession of an alcoholic beverage.

This policy applies to all students, faculty, and staff. Failure to observe the following policies and regulations shall constitute a violation of the College's policy and may subject the individual(s) or group(s) to sanctions outlined in the Code of Community Standards and (or) the appropriate employee policy. Ignorance of laws and regulations is no excuse for irresponsible or illegal behavior.

d. Policies Governing Use of Alcohol

- Individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.
- Individuals not of legal drinking age (not 21 years old) are not permitted to consume, possess or be under the influence of alcohol.
- No person shall misuse or abuse alcohol.
- No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- No person shall sell, give or otherwise make available any alcoholic beverage to any person who is visibly intoxicated.
- There may be additional policies that pertain to individual students and/or student organizations. These policies include *The Code of Community Standards* (<http://www.rollins.edu/csr/policies/code.html>), NCAA guidelines (<http://www.ncaa.org/>) and FIPG (<http://www.fipg.org/>). For more specific information, contact Rollins Athletics and Fraternity and Sorority Life.

e. Regulations and Procedures

- Alcohol may not be served or consumed in any outdoor areas, excluding graduate housing, of the campus unless the serving complies with the alcohol policy guidelines, and receives specific approval on a case-by-case basis.
- The sale of alcohol is prohibited without the written permission of the Vice President and Treasurer.
- Events with alcohol must comply with all applicable BYOB or third party vendor guidelines. <http://www.rollins.edu/osil/so/events.html>
- Any event involving the sale, consumption, or distribution of alcohol must be catered by a licensed, approved third party vendor.
- When alcohol has been approved to be served in college facilities or on college property, it is approved with the expectation that participants will not leave the facility or property and operate a vehicle under the influence of alcohol.
- Alcoholic beverages will not be served or consumed at events where attendance is open to those other than invited members of the Rollins community and their guests without specific written permission.
- Members of the Rollins community are responsible for the behaviors of their guests.
- Alcohol will not be the main focus of an event.
- Appealing non-alcoholic beverages and food must be served at all events where alcohol is being consumed or served. Food and non-alcoholic drinks must be displayed as prominently as alcoholic beverages.
- Student organization funds are not to be used for the purchase of alcohol.
- An event where alcohol is present may not exceed a safe and manageable number of people at any one time. This number will be determined by the College.
- All entrances and exits of College facilities or property where alcohol is served must be monitored. In the case of a large event (as defined by the College), organizers must arrange with Campus Safety for security officers to work at the event for its duration.
- Any event or activity may be stopped or interrupted by a College employee for health and safety concerns or if there is reasonable suspicion that there have been violations of College policy or state and federal law. Third Party vendors have the responsibility of monitoring the use of alcohol at catered events.
- Students, faculty, staff and administrators will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, the violation of any state or federal law, or the violation of any other campus regulations that may occur while they are under

the influence of alcohol. Such behavior will result in disciplinary action by the College or by local, state or federal law enforcement.

- All events must comply with all applicable regulations from the Bureau of Alcohol, Tobacco, Firearms and Explosives and the Florida Division of Alcoholic Beverages.
- Students and guests consuming alcohol may be required to present photo identification.
- The College defines "under the influence" as any detectable level of alcohol or noticeable or perceptible impairment of mental or physical faculties.

f. Approvals

- All student or organization events, on or off campus, must be registered and approved through the Office of Student Involvement and Leadership and conducted according to the event and risk management guidelines.
- Faculty and Staff events must be registered and approved through the Events and Scheduling Office.

g. Residential Living Units

- Consistent with Florida State law, private gatherings in individual student rooms and graduate housing will not be considered social functions and need not be registered. Occupants and participants are responsible for abiding by all College policies.
- Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room.
- Regardless of the number of persons in an individual student room, College employees may enter a room for health and safety concerns, or if there is reasonable suspicion that there have been violations of College policy or local, state and federal law.

h. Other College Facilities/Common Areas

- When alcohol is to be served in any Rollins approved facility, property or space, the Alcohol Use Request Form must be submitted [online ten](#) (10) working days prior to the event for final approval. Form copies will then be sent to the following offices as deemed appropriate: campus safety, food service and scheduling and event services.
- A notice of the approval of the Alcohol Request Form shall be displayed at the event.
- In instances where an event is only utilizing a portion (e.g., room) of a building or a space, the serving and consumption of alcohol must be confined to the specific registered or designated area (e.g., room).
- No alcohol will be consumed in Common areas of undergraduate housing, unless it is an approved registered event.

i. College Trips and Off-Campus University Events

- Prior to any College travel, participants are expected to review the Code of Community Standards, this alcohol policy and applicable local and state regulations. All participants will be held responsible for their behavior during College travel and at off-campus College functions.
- Employees or students on College business or driving College vehicles are prohibited from consuming alcoholic beverages before or during driving.

j. Procedures for Enforcement

- The Vice President and Treasurer shall be responsible for the enforcement of the Alcohol Policy. Any other member of the College community may refer violations of this policy to the Vice President and Treasurer for possible action.
- Alleged violations of the Alcohol Policy by students or student groups will be referred to the office of Community Standards and Responsibility.
- Alleged violations of the Alcohol Policy by College faculty, staff or administrators, departments or their department-sponsored groups will be referred to the Human Resource Office and by the appropriate dean/administrator, in consultation with Vice President and Treasurer.

Corrective Measures and Sanctions

Sanctions will be administered under the policies and procedures of the Code of Community Standards, or as outlined in the employee policies, whichever is appropriate.

B3. DAMAGE TO PROPERTY

Damage and vandalism to property of others or College property is prohibited.

B4. DISRUPTIVE BEHAVIOR

Any behavior that infringes on the rights, privileges, or property of others, or which impedes the safety of community members or educational process, is prohibited. This includes, but is not limited to: disruption or obstruction of teachings, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.

B5. DRUGS AND DRUG PARAPHERNALIA

The School expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, possession, distribution, and use of controlled substances and of drug paraphernalia is prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury. Crummer accepts Florida statutory definitions of drugs and drug paraphernalia. The use of prescription drugs and/or over the counter drugs for the purposes or in manners not as directed is also prohibited.

The Drug-Free Schools & Communities Act

<http://www.rollins.edu/hr/policies/docs/general-policies/08000.pdf>.

B6. FACILITY USE

Crummer and Rollins facilities are to be used only during posted hours of operation or by permission of the department or administrator responsible for the facility. Use of administration offices, faculty offices, non-common areas and school equipment or resources without permission is strictly prohibited.

B7. FALSIFICATION

Falsification of any School records, including but not limited to admission, registration, financial aid, student disciplinary, academic, and health records, and parking decals is prohibited. Deliberately providing false

information to any campus authority, including faculty, staff, administration, and Campus Security, is also prohibited.

B8. FIRE SAFETY

Students are expected to act with due regard for the health and safety of others. Violations of this standard would include, but are not limited to, such behaviors as: failing to evacuate a building or to cooperate with authorities during a fire alarm or drill; deliberate or negligent activation of a false alarm; tampering with fire safety equipment; creating a safety hazard; or starting a fire or causing an explosion. Students will be held financially liable for damage caused; any fines imposed by the responding emergency squads, applicable expenses (clean up, recharging a fire extinguisher, etc.) and will be subject to disciplinary action.

B9. FIREWORKS, EXPLOSIVES, WEAPONS AND OTHER DANGEROUS ITEMS

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed to harm or incapacitate is prohibited on campus. "Weapons" are defined as revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives, slingshots, bows and arrows, and martial art weapons. Toy weapons that look like real weapons are similarly prohibited on campus. Simulated weapons in the form of toy or squirt guns are also prohibited. Personal defense spray, when used appropriately, is permitted. Students who bring weapons to campus must register and store them with the office of Campus Security.

B10. PROHIBITION ON FIREARMS

It is Rollins College policy to prohibit the carrying of firearms on campus and/or the transporting of firearms to/from campus. This policy admits no exception with regard to licensure: individuals whether licensed or not are prohibited from having firearms on campus at any time.

This policy applies to employees, students and the public at large. If an employee or student is found to have a firearm in his/her possession, it will be grounds for immediate dismissal from the College with no recourse through the Grievance Procedure(s).

Questions concerning this policy should be referred to your Program Office and/or the Human Resource Department.

B11. HATE MOTIVATED VIOLATIONS

The School defines hate motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of age, race, ethnicity, gender, sexual orientation, religion, or disability with intention to intimidate or injure an individual(s) physically, mentally, or emotionally. Rollins College defines hate motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of race, color, religion, gender, sexual orientation, national origin, age, gender identity and expression, disability or veteran status with intention to intimidate or injure an individual(s), physically, mentally, or emotionally. Hate motivated offenses primarily fall into two categories: hate crimes and hate incidents. For purposes of this Code, a "hate crime" is defined as conduct which could be characterized as criminal under state law, which in whole or part is motivated by the offender's bias towards the victim's status. For purposes of this code, a "hate incident" is defined as an action motivated by the offender's bias towards the victim's status, but does not rise to the level of a crime. Hate motivated offenses compromise the integrity of the Rollins College community and are prohibited. Any grievance may be filed with the office of the associate dean.

B12. IDENTIFICATION CARDS

An identification card is issued to each student and shall be carried at all times while on campus. The card can be used for checking books out of the library, purchasing food in the dining halls, admission to athletic contests, and making purchases at the campus Bookstore. Lending this card for any purpose to anyone, failing to present it when requested by a School official, or falsifying the identification card is prohibited.

B13. INTERNATIONAL TRAVEL CONDUCT – STUDY ABROAD COURSES AND PROGRAMS

This refers to your behavior and performance during class sessions, company visits, and social activities throughout the course. You are expected to:

- Be on time and have proper documentation (i.e. visa, passports, etc.) for airline flights.
- Be on time for all land transportation, company visits, and school or host sponsored events.
- Be courteous towards our hosts, fellow Crummer students, staff, and faculty.
- Dress in appropriate business attire for company visits, tastefully for other social events, and in keeping with the host country's culture.
- Engage in proper behavior at all times and in a manner that reflects well on the Crummer School of Business and Rollins College. Inappropriate behavior includes, but is not limited to, being intoxicated; breaking host country's laws; lewd behavior; being a public nuisance; causing a commotion or disturbing the peace; and using obscene or foul language. Those involved are subject to being sent home immediately and receiving a grade of "F" for the course.

Please remember that while abroad, you are an ambassador for Rollins College and the Rollins MBA. To this end, Crummer administrators working with the Faculty and staff reserve the right to decline applications and/or registration from students who wish to participate in future international study abroad programs or courses based on past conduct and performance.

B14. LAWS (FEDERAL, STATE, AND LOCAL)

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws may establish cause for legal and/or disciplinary action by the School.

The campus is not a sanctuary from law enforcement agents. Law enforcement agents have jurisdiction on campus and, when possessing proper documents, may legally make arrests or search any room or building without prior notice to School officials. Moreover, the School cannot intervene to protect an accused person from the consequences of their arrest or conviction, on or off campus.

B15. MOTOR VEHICLES

Students must register their motor vehicles with the Campus Security Office and operate motor vehicles in accordance with Rollins Parking and Traffic Regulations and city and state laws. Copies of Rollins Parking and Traffic Regulations are available through the Campus Security Office.

B16. SMOKING

Florida Clean Indoor Air Act (s.386.205-209 and 386.211) stipulates that there be no smoking in any educational facility in the state.

B17. THEFT OR UNAUTHORIZED POSSESSION

Attempted or actual theft, sale, or possession of property without the consent of the owner is prohibited.

B18. VISITORS

Students are welcome to bring visitors to the campus, but must assume responsibility for the conduct of their visitors.

B19. SEXUAL MISCONDUCT

Rollins College is committed to creating and maintaining a community in which students, faculty, administrative, and academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the College community should be aware that Rollins is strongly opposed to sexual harassment and that such behavior is prohibited both by law and will not be tolerated by College policy. It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline behavior which violates this policy.

The following behavior is considered to be sexual misconduct and is prohibited by Rollins College, whether or not it constitutes a violation of law. (Note: This list is not intended to be exhaustive of prohibited sexual activities)

a. Sexual Harassment: Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

b. Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any object or body part, by a man or a woman upon a man or a woman, without consent.

c. Non-Consensual Sexual Intercourse: Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or woman, without consent.

d. Sexual Exploitation: When a student takes non-consensual or abusive sexual advantage of another, for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another student (i.e. personally gaining money, privilege, or power from the sexual activities of another student)
- Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity; Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- Engaging in Peeping Tommery (voyeurism);
- Knowingly or recklessly transmitting an STD or HIV to another student;

e. Public Indecency: Exposing one's body in such a manner that it may be seen by someone who could be offended.

Definitions:

For the purposes of this policy: Impaired is defined as temporary incapacity to evaluate or control conduct, because the person is unconscious, asleep, intoxicated or under the influence of other drugs or for any other reason physically unable to communicate consent. Consent is informed, voluntarily, and actively given, mutually understandable words or actions, which create mutually understandable permission regarding the conditions of sexual activity.

For information on how to report student on student sexual misconduct, please consult the Charges and Hearings section of *The Code of Community Standards*. For information on how to report sexual misconduct involving a faculty or staff member, please consult the Student Grievance procedure.

B20. SEXUAL HARASSMENT

I. POLICY STATEMENT

It is the policy of Rollins College to promote a cooperative work and academic environment in which there exists mutual respect for all College students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the College policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the College.

The College will disseminate this policy and take other steps to educate the College community about sexual harassment. The College will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the College community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

Sexual Harassment

<http://www.rollins.edu/hr/policies/docs/general-policies/050000.pdf>

Amorous Relationships with Students

<http://www.rollins.edu/hr/policies/docs/general-policies/075000.pdf>

II. PROHIBITED CONDUCT

It is a violation of the College policy for any member of Rollins community to engage in sexual harassment or to retaliate against any member of the Rollins community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

III. DEFINITION

Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual

harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual Harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of whether sexual harassment has occurred.

IV. EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment (known as quid pro quo harassment) include, but are not limited to, the following:

- Requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations);
- Submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile, offensive or abusive work or academic environment has been created. Examples of this kind of sexual harassment (known as hostile environment harassment) include, but are not limited to, the following:

- Sexual comments, teasing, or jokes;
- Sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- Graphic or sexually suggestive comments about an individual's attire or body;
- Inquiries or discussions about sexual activities;
- Pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- Sexually suggestive letters or other written materials;
- Sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling;
- Coerced sexual intercourse or sexual assault.

V. WHAT TO DO

If you feel that you have been sexually harassed or you feel that you are studying in a hostile academic environment as described above contact your Student Services Director immediately.

DISCRIMINATION GRIEVANCE PROCEDURE: STUDENT REPORTING DISCRIMINATION OR HARRASSMENT BY FACULTY OR STAFF:

A discrimination grievance is a complaint or report of an injury, injustice or wrong in which the grounds for complaint are based on of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information.

Rollins College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. Specifically, every member of the College community should be aware that Rollins is strongly opposed to discrimination, sexual assault, sexual harassment and inappropriate behavior of any kind; and that such behavior is prohibited both by law and by College policy. It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior, which violates this policy.

Eligibility and Time for Filing

All students may use this procedure for discrimination related grievances by faculty or staff members, except those involving grade appeals. Student on Student sexual assault complaints are to use the policy outlined in the Code of Community Standards. Faculty and Staff must use the procedures outlined in the appropriate handbook. Grievances should be reported immediately upon occurrence of the events leading to the complaint, injury or wrong, and in any event must be reported within 180 days of such event unless the College determines that good cause for an extension has been established. However there is no time limit for invoking this policy in cases of alleged Sexual Assault. Nevertheless, students are encouraged to report alleged Sexual Assault immediately in order to maximize the College's ability to respond promptly and effectively.

Overview

Many complaints can be resolved through open discussion between the parties involved. Individuals are encouraged to engage in direct consultation with each other so the problem can be solved through conciliation, if possible. An individual is in no way required to directly approach an offender, and may initiate the grievance procedure by reporting it to the Assistant VP (the AVP) Human Resources and Risk Management who is the Title IX coordinator for the College. The AVP will contact the appropriate Dean (the Dean) and appropriate Vice President (The VP). The AVP (or designee) will act as resource for the student and will take part in the investigation of the complaint. The Dean (or designee) will be involved in investigating the complaint. The AVP is also available for questions and information about discrimination and harassment.

We cannot guarantee confidentiality. However, we are very sensitive to the difficulty the complainant may have bringing this complaint forward and we will do our best to protect the privacy of the complainant. No student shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior.

Any student who believes that (s)he is the victim of discrimination or inappropriate behavior may elect to follow the procedures detailed below. If a student files a complaint under a procedure other than the Discrimination Grievance Procedure, (s)he cannot elect to have the same complaint heard under the Discrimination Grievance Procedure. However, if a student believes (s)he has been discriminated against on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran

status, sexual orientation, gender identity, gender expression, genetic information during the process of a complaint other than under the Discrimination Grievance Procedure, (s)he may file a complaint under the Discrimination Grievance Procedure.

If a student exercises his/her rights to file a complaint with a government agency or files a court action, the College reserves the right to terminate the grievance process. In the event that a student has already commenced his/her grievance procedure at the time the student files a complaint with any governmental agency including a state or federal court, the student shall notify the AVP. If the College chooses to terminate the grievance process, the AVP will notify all parties involved.

Note: if the nature of the complaint is sexual assault the College will continue the internal investigation regardless if the student filed a criminal complaint with the police department.

Burden of Proof

In all cases, the burden of proof rests with the complaining party. The AVP and the Dean will be available to assist in fact finding but in no way will be responsible for proving the complainant's charge. The determination shall be made on the preponderance of presented evidence of whether it is more likely that the allegations occurred.

Mediation

A. Students may elect to utilize the Mediation Program. This program is designed to help resolve disputes in a more informal way than through the grievance process. It facilitates solutions without having to file a formal grievance. A mediation does not impose any solution but helps parties reach a mutually agreed upon solution.

Mediation is a non-adversarial process that does not guarantee a resolution but is a good way to discuss disputes. Participation in a mediation process does not mean that an individual gives up any rights to file a grievance or any other formal procedure. Further, both parties must agree to mediate a dispute. No one can be forced into mediation. Mediation is not a process that imposes punishment, determines facts or decides who is right or wrong. Mediation is a process whereby miscommunication can be cleared up, individuals agree on solutions and people are empowered to make changes.

B. If Mediation between the parties is (a) not appropriate or (b) not possible, or (c) does not lead to resolution, the AVP and the Dean shall proceed to investigate the report or complaint. Mediation does not preclude the College from conducting an investigation of a complaint or taking such disciplinary action as it determines is appropriate or necessary.

Note: Mediation is not available if the student's complaint is related to sexual assault

Grievance Investigation

Both Complainant and Respondent shall have the option of assistance by an Individual of their choice from the College faculty, staff or student body during all portions of the Grievance procedure, provided that the chosen faculty, staff or student is willing to participate in the process. Third parties shall not be allowed to participate except where otherwise explicitly permitted by this policy.

When a grievance is filed (verbally or in writing), the AVP will notify the person named in the complaint ("Respondent") and provide the Respondent with the information regarding the complaint. The Respondent may submit to the AVP a written response to the complaint within five (5) working days.

As soon as is practical, the AVP and the Dean, or an individual(s) appointed by the AVP, will initiate an investigation of the complaint and where possible, attempt to reach conciliation between the parties. During this period, the AVP and the Dean will have access to all information pertinent to the case, and may meet with any individual with information related to the case. Upon the conclusion of the investigation, assuming all reasonable efforts to conciliate have been exhausted, the AVP and the Dean will present a report to the appropriate VP. The Dean and the AVP shall make a recommendation for resolution to the VP who will strive to make a final determination within thirty (30) working days. All the time limits here may be extended at the discretion of the AVP.

Appeals

If the VP's determination is not acceptable to either the Complainant or Respondent, the decision may be appealed within ten (10) working days to the VP. The VP will then convene a grievance committee.

The grievance committee shall be formed as follows. The VP, with the assistance of the AVP will select a list of 10 faculty, staff or student members. A list of these 10 individuals will be provided to the Complainant and Respondent. The grievance committee shall consist of one individual chosen by the Complainant, one individual chosen by the Respondent, and a third chosen by mutual agreement of the two parties. If mutual agreement is not reached, the VP will select the third member of the grievance committee. The grievance committee shall review the complaint, any response, any documents provided by Complainant or Respondent, and all other documents it deems appropriate. The grievance committee shall also have the option, but not the obligation, to schedule a hearing and take testimony from the parties and other witnesses. Upon conclusion of its review and/or investigation, the hearing committee will deliberate and shall make a written report, including its conclusions and recommendations to the VP. The VP shall then have the option of amending his/her determination based on the recommendations of the grievance committee. The VP determination shall then be final.

<http://www.rollins.edu/hr/resources/title-ix-compliance/title-ix.html>

rev: 2011

I HAVE RECEIVED AND READ A COPY OF THE STUDENT RIGHTS AND RESPONSIBILITIES AND I HERBY AFFIRM THAT AS A STUDENT OF THE CRUMMER GRADUATE SCHOOL OF BUSINESS I WILL ADHERE TO THIS CODE.

Print Name: _____

Rollins ID: _____

Signature: _____

Date: _____

*Signed At
Orientation*

Crummer Student Records Information

Contact Information

Francine Chase, Student Records Coordinator
1000 Holt Avenue - 2722, Winter Park, FL 32789-4499
Tel: 407.646.2415
Fax: 407.646.2360
Email: fchase@rollins.edu

Website- Up-to-date course descriptions, concentrations, schedules, registration procedures and forms are located on the student records registrar website for your convenience.

<http://r-net.rollins.edu/mba/mba-registrar.html>

Email - It is the responsibility of students to regularly check their Rollins email account. All course schedules, registration dates, drop/add deadlines, refund and withdrawal dates, class cancellation, course schedule changes, etc., are sent by the Crummer Student Records Office to all currently registered Crummer students via their Rollins email account.

Textbooks and Syllabi- Syllabi information will be provided to students directly by the professor. Professors may choose to make this information available for students three different ways:

1. Online by publishing it on his/her website at http://asp4.rollins.edu/crummer_faculty/
2. On Blackboard to students that are registered for the class.
3. Via Email to the entire class.

Incomplete Grades -Students are required to complete outstanding work and submit it to the professor for a grade by the midpoint of the following term. Incompletes that are not graded by the midpoint of the following term will be changed to an F.

INTL 604 Global Consulting Projects and MBA 611 Domestic Consulting Projects - Students are eligible to participate in consulting projects after all core classes have been successfully completed. Students must apply and be accepted to consulting projects and are responsible for all administrative and travel fees associated with global consulting projects. Information, application deadline, etc., for consulting projects is posted on Blackboard prior to the start of each fall and spring term. Consulting projects are not available for online registration. Students accepted and registered for consulting projects who find that they are unable to participate are responsible to notify the supervising instructor and the Crummer student records office.

Grades- Grades are available within two weeks after each term has ended and can be viewed in FoxLink. *Please note - GPA, hours earned, etc., will not be accurate until after all administrative processes are complete.*

Graduation- Students must submit an Intent to Graduate Petition via FoxLink prior to the start of the term in which they will complete their degree requirements. An email will be sent via Rollins email when the form is available.

Registration- all students will be automatically registered for all core classes at Crummer. **Students are responsible for registering for all their elective courses based on their individual Program of Study.** Online registration dates for elective courses will be forwarded to students via their Rollins email account prior to the start of registration. Course schedules, registration procedures and instructions to register online, and dates for add/drop period is posted on the Crummer student records registrar web page. **Online registration is not continuous.**

Wait Lists - Students placed on wait lists will be notified via Rollins email if space becomes available. Students will have until 9:00 a.m. the following business day of the email being sent to respond with any course changes as a result of being registered for a wait-listed class.

Drop/Add - Drop/add dates will be forwarded to all currently enrolled students via their Rollins email account with course schedules. Holds on student accounts will prevent schedule changes and will prevent access to FoxLink. Drop/add requests for core classes must be submitted to the Director of Student Services office for written approval. Online drop/add periods are for ELECTIVE COURSES ONLY and must take place within the announced date parameters. Students are responsible to be aware of all drop/add, refund and withdrawal dates. The drop/add period will be extended ONLY if a student is accepted to a consulting project.

Transcripts- Due to compliance and sensitivity of information provided official and unofficial transcript requests must be made via a signed, written request and may be submitted to the student records office by mail, fax or walk-in. Transcript requests cannot be requested via email or telephone and will not be processed without a signature or if there is a hold on a student's account. Transcripts cannot be faxed or emailed. Please allow up to five business days for all requests to be processed.

Information Technology Services

External Display Help

Crummer Hall has a number of external displays that are available for your use. The classrooms feature projection systems while the study rooms feature LCD flat panel displays.

*If your image does **not** project:*

1. Make sure the VGA cable is attached firmly to the back of the laptop.
2. Press the combination of FN (lower left on the laptop) and F8 on your laptop (it has either a small square on it or says CRT/LCD). You might need to press these together two or three times. To toggle the display to the correct combination of the local and external displays.
3. Use the touchpanel (in a classroom) or the TV controls (in a study room) to set the input to either laptop (classroom) or VGA (study room – most study rooms stay on this input).
4. **For additional problems call the Help Desk at 407-646-6363.**



VGA Cable

Software

The Information Technology staff will assist with the proper functioning of the following applications: Microsoft Office including Outlook for Rollins e-mail. Classes are offered to utilize these applications, but general support does not include tutorial. As enhancements are made to the Crummer School technology offerings, these packages may be upgraded at the school's discretion.

Printers

Printers are available for students' use adjacent to the Center for Leadership Development in the lower level. Students that are connected to the Rollins network via their notebook computers have access to the printers.

IT Support

The Help Desk is located in the Olin Library near the Multimedia Lab; please visit their homepage for hours of operation.

Phone: 407-646-6363 (on campus 6363)

Email: helpdesk@rollins.edu

Helpful Links

Campus logins - <http://r-net.rollins.edu/>

IT Home page – <http://www.rollins.edu/it>

Blackboard – <http://blackboard.rollins.edu>

FoxLink – <http://foxlink.rollins.edu>

Olin Library – <http://www.rollins.edu/olin>

Student Organizations

Rollins Collegiate Entrepreneur's Organization (Rollins CEO)

This organization acts as the student arm of the Center for Entrepreneurship. The Rollins CEO provides members an invaluable opportunity to be directly involved in the Orlando business community. Through many exciting events like the business plan competition, guest speakers, and workshops students are exposed to the world of entrepreneurship.

Women's MBA Association (WMBAA)

This association seeks to promote community at Crummer while providing opportunities for networking and personal growth. The WMBAA holds monthly meetings and special events throughout the year. Although the focus of this group is on issues women face in business, it also makes an effort to provide valuable insight for all students working through some of the challenges of the "real world". Membership in this association is open to all Crummer students.

Crummer Consulting Club (CCC)

The mission of Crummer Consulting Club is to provide its members with knowledge of the consulting industry, development of a consulting skill set, networking opportunities with industry leaders and recruiters, and exposure to practical applications of the consulting job through participation in real-world projects.

Crummer Finance Organization (CFO)

This student association provides MBA students with a broad perspective of finance via prominent community speakers, certification programs, peer discussions, and a stock market simulation game. The mission of CFA is to assist the professional, educational, and social developments of students interested in corporate finance, banking, investments and related subjects.

Toastmasters

Crummer is proud to have a chartered Toastmasters Club, open to students, faculty, staff and the business community. Communication effectiveness is essential to success and Toastmasters offers a proven way to improve your communication skills. By participating in a fun and supportive Toastmasters group, students can become better speakers and leaders, and gain confidence to succeed in whatever career path is chosen. This student lead club provides opportunities to deliver great presentations, to lead teams and conduct meetings, to learn how to give and receive constructive evaluations, and to be a better listener.

Spirit of Business Forum

The mission of this student organization is to discover and develop the relationship that exists between business and spirituality. With a strong emphasis on religious plurality, there will be discussions regarding religious holidays, religious practices at work, cultural differences, and ethical concerns of people throughout the world. The organization is intended to help students develop new perspectives that will make them better business leader, neighbors, and friends.

Net Impact

Net Impact is an international nonprofit organization with a mission to inspire, educate, and equip individuals to use the power of business to create a more socially and environmentally sustainable world. Spanning six continents, our membership makes up one of the most influential networks of professionals and students in existence today. Net Impact members are current and emerging leaders in CSR, social entrepreneurship, nonprofit management, international development, and environmental sustainability who are actively improving the world.

Rollins College Campus Information

R-Card

All students, faculty and staff members are required to obtain an R-Card as part of their orientation process. It serves as:

- **Official campus ID card:** Displays your personal photo, R-Number and status
- **Library card:** For checking out library materials
- **Access control:** For access to buildings, rooms, athletic and parking facilities
- **Purchasing card:** Utilizing TAR BUC\$, meal plan and charge accounts for on-campus purchases

Each cardholder will have the ability to make a deposit to their self-funded TAR BUC\$ account via five different ways:

- The Online R-Card Office: <http://rollins.blackboard.com>
Login required
Visa, MasterCard, American Express and Discover accepted
- VTS (Value Transfer Station)
Located in the lower level of Cornell Campus Center
Cash deposit only
- R-Card Office
Located at the Campus Security Office (#5 on the campus map)
Cash, check and credit cards accepted (Visa, MC, AMEX, DISC)
 - Bursar's Office
Located at the 2nd level of the Warren Administration Building (#45 on the campus map)
Cash, check, Visa and MasterCard accepted

You may also mail a check to: **Rollins College R-Card Office, 1000 Holt Avenue – 2734, Winter Park, FL 32789**. Please make sure to include your full name, R-Number and account (TAR BUC\$) on the memo line of the check. Funds are available to use at all the locations listed below:

| Dining Service Locations | Other Locations | |
|--------------------------|---------------------------------------|------------------------------|
| Bookmark Café | Athletic Concessions | Post Office |
| C-Store | Campus Security | Print Services |
| Cornell Courtyard Café | Copy Machines | R-Card Office |
| Dianne's Café | Cornell Fine Arts Museum | The Rice Family Bookstore |
| Marketplace | Health Services | The Student Involvement Desk |
| The Grille | Olin Library | Vending Machines |
| Domino's Pizza | Select student and campus fundraisers | |

Your R-Card has value, so it is important to notify the R-Card Office immediately if your card is lost or stolen. You may do so at <http://rollins.blackboard.com> or by calling the R-Card Office at 407-646-1564, or Campus Security office at 407646-2999. You are liable for any unauthorized use of your card prior to notification.

Check Cashing

Students may cash a personal check for up to \$50 by presenting it with a Rollins ID (R-Card), at the cashier window on the second floor of the administration building. No third party checks may be cashed.

Post Office

There is a small post office on campus where stamps are available and students may mail letters and packages. It is located in the basement of the Mills building. All Rollins undergraduate students have a mailbox at this location, but boxes are not available to Crummer students. To register for a mailbox, you may apply at the U.S. Post Office on New York Avenue in Winter Park.

Food on Campus

Dining services are available at a number of locations around campus. Please be aware that all hours are subject to change, current hours may be found at <http://www.rollinsdining.com/locations.html>. The main dining services in the Cornell Campus Center down by the lake, offer three food service resources:

- The C-Store (a well-stocked convenience store)
- The Grille (burgers, sandwiches, chicken tenders, subs, fries, etc.)
- The Marketplace Served (cafeteria-style selections of entrees and snacks)

Crummer students most frequently make use of the Cornell Café, which is located next door to the Crummer School. Coffee, bagels, donuts, soups, salads, and sandwiches are available. This is a great place to go during class breaks and while working late at school.

Bookstore

The Charles Rice Family Bookstore and Café is located on Holt Avenue next to Carnegie Hall. In addition to new textbooks, the store carries a large selection of used texts and general interest books and magazines, sportswear, greeting cards, school and art supplies, snacks, sundries, gifts and novelty items. Books are also available in digital format. If you're unsure of using this option, you can try it for free for seven days at www.cafescribe.com. The bookstore will also buy back used books.

Writing Center

Need help with writing? Take in a paper a couple of days before it is due and the center's staff will be pleased to help polish it. Making an appointment ensures that someone will be available for consultation. The Writing Center is located on the second floor of the Mills building. Call 407-646-2308 to make an appointment.

Ted & Harold Alford Sports Center

The field house is equipped with state of the art exercise and weight equipment along with basketball and volleyball courts. Shower and locker areas are available for your convenience. Your R-Card is required for facility use. (407) 646

Alford Swimming Pool

The swimming pool is located between Cornell Campus Center and Lake Virginia. There are locker rooms and showers provided at the pool. (407) 646-2123

Boathouse

Small sailing dinghies and canoes are available from the boathouse. There is no charge, but an R-Card is required. (407) 646-2396

Jogging Track

There is a "Fitness Trail" which goes around the campus and finishes back at the starting point behind the field house.

Tennis Courts

Available on a first come, first serve basis when tennis classes are not in session. The Tennis Courts are open daily 8:00 a.m. to 9:00 p.m.

Annie Russell Theatre

Free admission tickets are available for current students on day of performance. (407) 646-2501.

Knowles Chapel

The Dean of the Chapel acts as the pastor of the College. There are weekly worship services, classes on Scripture and Theology, marriage counseling and visits to the sick. The Dean also performs marriages, baptisms, funerals and memorial services for members of the Rollins community. He also coordinates a wide array of activities which provide a distinct aspect of student life here at Rollins. (407) 646-2115.

Medical

Students on the college's student insurance plan are encouraged to choose a physician within the First Health provider network. However, the Rollins College Student Health Center also accepts appointments from Crummer students, including international students enrolled in the plan. Office visits are subject to a \$20 copay. This opportunity is extended only to students on the plan, not to their enrolled dependents. The program office can provide you with a plan brochure including coverage and cost information for the College's student health insurance plan.

Students experiencing emergency medical situations should contact 911. Students, with acute, non-emergency medical conditions which require evening or weekend medical care should contact a taxi service. The student is responsible for all costs incurred. In case of emergency, the nearest hospital to Rollins is Winter Park Memorial Hospital located south of Aloma Avenue, on Lakemont Avenue at (407) 646-7000. For non-emergency medical care outside the hours of the Rollins College Student Health Center, students are encouraged to visit Winter Park Urgent Care located in the same building at the entrance of Rollins College at 118 West Fairbanks Avenue; call (407) 772-2273 or visit www.urgicare.com.

All students are encouraged to have health insurance. Students interested in enrolling in the College's health insurance, please contact:

Oriana Guevera oguevara@rollin.edu
(407) 646-2356

Olin Library

Olin Library is available to Crummer students. To borrow a book or take out materials on reserve, students must present their R-Card. Hours vary seasonally; you are advised to always call before coming to campus. There are typing rooms available on the first and third floors. Meeting rooms are located on the first and second floors. These are great for group project discussions, but are subject to availability. Keys may be obtained from the library staff. For more information please read the study room section on page 48. Copy machines are also available. There are a number of reference databases available to students – for inclusive lists please refer to <http://www.rollins.edu/olin/>. Call (407) 646-2376 for additional questions.

Study Rooms Available During Regular Hours

Additional group study rooms are available at Olin Library. Room keys are checked out at the circulation desk with your R-Card. Your study group must have at least 2 students and there is a 2 hour limit, but when not busy may keep longer.

| Room # | Projector | # of Students | # of Internet Connections |
|--------|-----------|---------------|---------------------------|
| 119 | Yes | Up to 4 | 2 connections |
| 120 | Yes | Up to 4 | 2 connections |
| 122 | No | Up to 8 | 6 connections |
| 123 | Yes | Up to 8 | 6 connections |
| 310 | No | Up to 8 | 4 connections |

Rooms for Presentation Practice

Olin library has 3 rooms available to students for presentation rehearsals. Each room is equipped with a projector and internet connection. To reserve one of these rooms, please call Christi Leto at 407-646-2576. She will assist you with your reservations and arrange for a room key to be left at the circulation desk for you. **48-hour notice is required.**

| Room # | Projector | # of Students | # of Internet Connections |
|--------|-----------|---------------|---------------------------|
| 263 | Yes | Up to 6 | 4 connections |
| 265 | Yes | 10-15 | Wireless |

Late Night Study Center

From Sunday 11:00 a.m. through Friday 6:00 p.m. the Olin Library has 24 hour access for students to a general study area and a computer lab. Access is granted by swiping your R-card. Group study space is on a first come, first served basis.

Hours of Operation

The library's hours will vary during the academic year based on holidays, mid-term and exam weeks, and semester breaks. Check the Olin Library website for up-to-date information. <http://www.rollins.edu/library/>.

Campus Security

| Important Numbers to Know | Off Campus | On Campus |
|-------------------------------|--------------|-----------|
| Campus Security | 407-646-2999 | 2999 |
| Winter Park Police | 407-644-1313 | |
| 24-Hour Crisis Hotline | 407-843-HELP | |
| Sexual Trauma Recovery Center | 407-246-8007 | |
| Lakeside Health | 407-646-2235 | 2235 |
| Campus Ministries | 407-644-2115 | 2115 |

The Department of Campus Security is open 24 hours a day and provides protection and services to the campus community. Officers are on duty 24 hours a day, seven days a week, 365 days a year and assist with the enforcement of federal, state, and local statutes and campus regulations. It is the responsibility of the Campus Security Officers to patrol campus properties and facilities to detect and deter criminal activity. Officers respond to and follow up on all reports of crime. In addition to their patrol duties, officers investigate traffic accidents, assist in medical emergencies, enforce traffic and parking regulations, help motorists, and provide physical security to campus functions, activities, and events.

To contact Campus Security to report an incident or request an escort or other assistance, dial 2999 from any campus phone, or 407-646-2999 from off campus phone.

Parking

Students who registered their vehicle during the electronic check-in process will be able to pick-up their parking decal during orientation. Students who need to register a vehicle after the program begins must contact the Campus Security Office. The parking decal will include access to the parking garage across Fairbanks Ave., which is College property. Parking rules and regulations are strictly enforced and students are responsible for following all regulations. If a new or different vehicle is brought to campus, students must purchase a two week temporary permit or purchase a replacement decal. For a complete copy of the Parking Regulation please go to www.rollins.edu/security/parking/index.html.

Crime Reporting

Rollins College encourages faculty, staff, and students to report all criminal incidents, threats, serious injuries, property loss, accidents, safety hazards, etc. In the event of an immediate threat, danger, injury, or crime in progress, dial 911 for assistance from Winter Park police, fire, or emergency medical personnel. To report the crime or emergency to Campus Security dial 2999 (from off campus dial 407-646-2999). Trained officers are available 24 hours a day to respond to emergency calls.

Telephones

Emergency telephones have been installed around campus and in the parking garage and provide direct communication to the Winter Park Police. Regular courtesy phones are located at many exterior and interior campus locations. To connect directly to the Winter Park Police, press the "Red Button" on emergency phones, or dial 911 from any phone.

Campus Facilities Access

Most campus facilities, except for residential buildings, are open to campus community members and their guests during the day and evening hours when classes are in session. Regular business hours for academic and administrative offices are 8:30 a.m.-5:00 p.m., Monday through Friday. When the College is officially closed, buildings are secured and only preapproved faculty, staff, and students with proper ID's are admitted.

Crime Statistics

For the Rollins College Crime Statistics visit the Campus Security website at:
http://www.rollins.edu/safety/clery_act_compliance/index.html

Campus Map



- 170 W. FAIRBANKS AVENUE (69.)**
CAREER SERVICES (Arts & Sciences)
COMMUNICATION
CRITICAL MEDIA
CULTURAL STUDIES
PUBLIC RELATIONS
STRATEGIC MARKETING
- ADMISSION (41.)**
OFFICE OF ADMISSION (Arts & Sciences)
STUDENT FINANCIAL AID
- ALFOND BOAT HOUSE (3.)**
- ALFOND SPORTS CENTER (56.)**
ATHLETICS
- ALFOND SWIMMING POOL (13.)**
- ALUMNI HOUSE (28.)**
ALUMNI RELATIONS
- ANNIE RUSSELL THEATRE (51.)**
THEATRE ARTS AND DANCE
- BARKER FAMILY STADIUM (43.)**
- BARKER HOUSE (President's Res.) (71.)**
- BEAL MALTBIE CENTER (Barron) (32.)**
ENVIRONMENTAL STUDIES
- BOOKSTORE (31.)**
- BURSAR (45.)**
- BUSH EXECUTIVE CENTER (48.)**
MANAGEMENT & EXECUTIVE EDUCATION
- BUSH SCIENCE CENTER (46.)**
BIOCHEMISTRY/MOLECULAR BIOLOGY
BIOLOGY
BUSH AUDITORIUM
CHEMISTRY
COMPUTER SCIENCE
INFORMATION TECHNOLOGY
MATHEMATICS
PHYSICS
PREHEALTH SCIENCE ADVISING
- CAHALL-SANDSPUR FIELD (42.)**
- CAMPUS SECURITY (5.)**

- CARNEGIE HALL (30.)**
ENGLISH
HUMAN RESOURCES
OFFICE OF INTERNATIONAL PROGRAMS
OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES
- CASA IBERIA (38.)**
HISPANIC STUDIES
- CHASE HALL (11.)**
COMMUNITY ENGAGEMENT
DEAN OF STUDENT AFFAIRS
GREEK AFFAIRS
HEALTH PROMOTIONS
MULTICULTURAL AFFAIRS
STUDENT INVOLVEMENT & LEADERSHIP
- CHILD DEVELOPMENT CENTER (59.)**
- COLLEGE ARMS (37.)**
ADVANCEMENT PUBLICATIONS
DONOR & EXTERNAL RELATIONS
- COMSTOCK (65.)**
ADVANCEMENT SERVICES
DEVELOPMENT
FOUNDATION RELATIONS
- COPELAND TENNIS STADIUM (57.)**
- CORNELL ART CENTER (2.)**
ART & CLASSICAL STUDIES
- CORNELL CAMPUS CENTER (14.)**
ALL CAMPUS EVENTS OFFICE (ACE)
BIEBERBACH/REED CONF. ROOMS
CATERING
C-STORE
DARDEN LOUNGE
DAVE'S DOWNUNDER
SKILLMAN MARKETPLACE
- CORNELL FINE ARTS MUSEUM (1.)**
- CORNELL HALL FOR THE SOCIAL SCIENCES (50.)**
AFRICAN AMERICAN STUDIES
ANTHROPOLOGY

- ASIAN STUDIES
COMPUTER LAB
CORNELL CAFE
ECONOMICS
EDUCATION
GRADUATE STUDIES
HISTORY
HONORS PROGRAM
INTERNATIONAL BUSINESS
INTERNATIONAL RELATIONS
LATIN AMERICAN & CARIBBEAN STUDIES
POLITICAL SCIENCE
PRE-LAW ADVISING PROGRAM
SOCIOLOGY
- CORRIN HALL (Chi Omega) (23.)**
- CROSS HALL (Alpha Omicron Pi) (35.)**
- CRUMMER HALL (49.)**
ALUMNI RELATIONS (Crummer)
CAREER MANAGEMENT CENTER
CENTER FOR ENTREPRENEURSHIP
CENTER FOR LEADERSHIP DEVELOPMENT
DEAN'S OFFICE
DEVELOPMENT OFFICE
EARLY ADVANTAGE MBA (EAMBA)
EXECUTIVE MBA (EMBA)
EXTERNAL RELATIONS
PROFESSIONAL MBA (PIMBA)
SATURDAY MBA (SMBM)
- ELIZABETH HALL (Residence Hall) (22.)**
DUBOIS HEALTH CENTER
- FACILITIES & SERVICES (5.)**
CAMPUS SECURITY
FACILITIES MANAGEMENT
PUBLISHING CENTER (Copy Center)
R-CARD OFFICE
RECEIVING (Warehouse)
- FACULTY CLUB (27.)**
- FOX HALL (Kappa Delta) (24.)**
- FRED STONE THEATRE (58.)**

- FRENCH HOUSE (21.)**
AUSTRALIAN STUDIES
CLASSICAL STUDIES
JEWISH STUDIES
PHILOSOPHY & RELIGION
WOMEN'S STUDIES
- GALE HALL (X-Cube) (8.)**
- GREENHOUSE (4.)**
- HAMILTON HOLT SCHOOL OFFICES (67.)**
EVENING UNDERGRADUATE PROGRAMS
STUDIES
SUMMER PROGRAMS
VETERANS' AFFAIRS
- HAUCK HALL (39.)**
MODERN LANGUAGES & LITERATURES
- HOLT HALL (Residence Hall) (60.)**
- HOOKER HALL (Chi Psi) (7.)**
- HUMAN RESOURCES (30.)**
- INTERNATIONAL HOUSE (25.)**
- JOHNSON CENTER (47.)**
PSYCHOLOGY
- KEENE HALL (53.)**
COMMUNITY SCHOOL OF MUSIC
MUSIC
TIEDTKE CONCERT HALL
- KNOWLES MEMORIAL CHAPEL (52.)**
CENTER FOR PUBLIC SERVICE
DEAN OF CHAPEL
- LAWRENCE CENTER (68.)**
PHILANTHROPY & NONPROFIT
LEADERSHIP CENTER
- LIBRARY (16.)**
- LYMAN HALL (Rollins Outdoor Club) (8.)**
- MARY-JEAN PLAZA (31a.)**
- MARTIN TENNIS COMPLEX (56.)**
- MAYFLOWER HALL (Now Commons Meeting) (34.)**
- McKEAN GATEWAY (70.)**

- McKEAN HALL (Residence Hall) (12.)**
JUDICIAL AFFAIRS
PERSONAL COUNSELING
RESIDENTIAL LIFE
- MILLS LAWN (75.)**
- MILLS MEMORIAL HALL (15.)**
DEAN OF FACULTY
GALLOWAY ROOM
JOHNSON INSTITUTE FOR EFFECTIVE TEACHING
OFF-CAMPUS STUDENT LOUNGE
POST OFFICE
ROLLINS EXPLORATIONS
R-TV
SANDSPUR (Newspaper)
STUDENT GOVERNMENT ASSOC.
STUDENT RECORDS
THOMAS P. JOHNSON STUDENT RESOURCE CENTER
TOMCKAN (Yearbook)
- NELSON ROSE GARDEN (44.)**
- OLIN LIBRARY (16.)**
ARCHIVES & SPECIAL COLLECTIONS
BIB LAB
COMPUTER LAB
CONFERENCE ROOMS
INFORMATION TECHNOLOGY
OLIN LATE-NIGHT STUDY CENTER
- ORLANDO HALL (19.)**
FILM STUDIES
WRITING
- PARKING GARAGE (66.)**
- PINEHURST COTTAGE (10.) (Res. Organization)**
- PUGSLEY HALL (Tau Kappa Epsilon) (33.)**
- REX BEACH HALL (Residence Hall) (54.)**
- RICE FAMILY BOOKSTORE & CAFE (31.)**

- RINKER BUILDING (41.)**
OFFICE OF ADMISSION (Arts & Sciences)
STUDENT FINANCIAL AID
- ROLLINS HALL (Kappa Kappa Gamma) (6.)**
- ROSEN FAMILY CENTER (64.)**
EVENT SCHEDULING
PRE-COLLEGIATE PROGRAMS
UPWARD BOUND
- STEWART HOUSE (62.)**
BACH FESTIVAL OFFICE
- STRONG HALL (Alpha Tau Omega) (36.)**
- SULLIVAN HOUSE (18.) (Classroom)**
- SUTTON PLACE SOUTH APTS. (63.) (Res. Hall)**
- THEATRE ANNEX (40.) (Dance)**
- TIEDTKE TENNIS COMPLEX (26.)**
- WALK OF FAME (29.)**
- WARD HALL (Residence Hall) (20.)**
- WARDEN COSTUME STUDIO (61.)**
- WARREN ADMINISTRATION BUILDING (45.)**
ACCOUNTS PAYABLE
CASHIER (Bursar)
CONTROLLER
ENVIRONMENTAL HEALTH & SAFETY
FINANCE
INSTITUTIONAL RESEARCH & ASSESSMENT
PLANNED GIVING
PRESIDENT'S OFFICE
PURCHASING
VP. ACADEMIC AFFAIRS & PROVOST
VP. BUSINESS & FINANCE, TREASURER
VP. INSTITUTIONAL ADVANCEMENT
- WOOLSON HOUSE (17.)**
Faculty/Student Meeting Room

Revised July 2009

ACKNOWLEDGMENT OF RECEIPT

I understand that the Crummer Graduate School of Business Student Handbook contains important information about the School and their expectations of me as a student. The Student Handbook is readily available on the Crummer student web site at: <http://r-net.rollins.edu/mba/student-services-academic-advising.html> The Crummer School has the sole discretion to alter these policies from time to time. I also understand that revisions to these policies may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

I will comply with the policies contained herein and any revisions made to it. These policies supersede any and all prior editions.

Print Name: _____

Rollins ID: _____

Signature: _____

Date: _____

*Signed At
Orientation*