



# **PRESENTATION COLLEGE**

## **STUDENT HANDBOOK**

**Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person.**

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This handbook supersedes any previous Student Handbook or other written or verbal statement of policy, which may have been previously issued by Presentation College. This handbook contains no promises. The policies set forth in this handbook can be modified, revoked, or added to any time at the sole discretion of Presentation College through the president. No other personnel of Presentation College have the authority to alter these policies. Any revision to the Student Handbook will substitute and replace prior policy or procedure statements and become part of this handbook.

## **ACADEMIC INTEGRITY**

See Academic Standards and Appeals in the Presentation College Catalog.

<http://www.presentation.edu/academics/academic-support-resources/college-catalogs/>

## **CODE OF STUDENT CONDUCT**

Presentation College students have an important responsibility to reflect standards of conduct that are in harmony with the Christian principles upon which the College is founded. Members of the student body are expected to lead in the setting of high standards. The College has always relied upon the positive reputation and personal sense of responsibility of its students. This has resulted in a high level of behavior, which all students are expected to maintain.

As a community, Presentation College has adopted procedures and regulations to maintain that the College be free from violence, threats, and intimidations; protective of free inquiry; respectful of the rights of others; open to change; supportive of democratic and lawful procedures. The safeguard rights, opportunities and welfare of students, faculty, staff, and guests of the College, and to assure protection of the interests of the College as it seeks to carry out its mission, a Code of Student Conduct has been established upon the following foundation:

The Code of Student Conduct at Presentation College is administered through the Student Life Office and is based on promoting a tradition of excellence regarding student behavior. The Code of Student Conduct advocates that acceptable standards of behavior are communicated, understood, and upheld by the students who attend Presentation College. The SLO will encourage and facilitate a campus environment where students take responsibility for their actions and behaviors. The SLO promotes the importance of self-worth, mutual respect, and how these themes affect living and learning in the campus community.

Conduct that is contrary to the Presentation College Code of Student Conduct include, but are not limited to the following:

### **ALCOHOL**

The following are prohibited on College owned property or in College owned buildings: possession of alcoholic beverages or alcoholic beverage containers; sale or consumption of alcoholic beverages. Being present in an area on campus where alcoholic beverages are being consumed or alcoholic beverage containers are present is prohibited. Violations of alcohol remain on a student's personal record for the duration they attend Presentation College.

### **TOBACCO**

Presentation College is a tobacco free campus. Tobacco use of any kind is prohibited on the Presentation College campus including parking lots and personal vehicles. No exceptions are allowed for tobacco use in prohibited areas. There are no designated smoking facilities or locations on campus. No sale or "give away" or other promotion of tobacco products is allowed on campus. Presentation College will not allow any distribution of materials with tobacco products and/or company images. This expectation includes also vape machines, e-cigarettes, smokeless tobacco products, and hookah.

### **NARCOTICS OR DRUGS**

Use, possession, sale, or distribution of any narcotic, drug, medication prescribed to another, chemical compound or other controlled substance or paraphernalia except as expressly permitted by law is prohibited on the College premises. Presentation College is zero tolerance in regards to narcotics and drugs.

### **FIREARMS, WEAPONS, AND EXPLOSIVES**

Possessing firearms, weapons, and explosives or dangerous substances is prohibited on College premises. Presentation College does not provide a gun safe for resident students.

### **THEFT, DAMAGE OR MISUSE**

Theft is defined as attempted or actual theft of property of the College, of other students, of other members of the College community, or of campus visitors.

Damage is defined as attempted or actual damage to property of the College, of other students, of other members of the College community, or of campus visitors.

Misuse or attempted misuse of credit cards, telephone cards, and/or personal checks including forgery, alterations, or misrepresentation of any form of identification is prohibited.

**ACTIONS AGAINST PERSONS OR GROUPS INCLUDE:**

- Physical harm or threat of harm to any person;
- Intentional, reckless, or negligent conduct which endangers the health or safety of any person;
- Disruptive behavior;
- Harassment, acts, or communications that are intended to harass, intimidate, or humiliate a student;
- Excessive pressure, harassment, threats, or coercive tactics used to retain or recruit a student for membership in an organization;
- Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

**GAMBLING, WAGERING, AND BOOKMAKING**

Except for special College functions, which must be approved by the President of the College, gambling, wagering, and bookmaking are prohibited on College property.

**HAZING**

Hazing is defined as any intentional, knowing or reckless act directed against a student, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student affiliating with, holding office in, or maintaining membership in any organization whose members are or include students.

The term includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, placing of a harmful substance on the body, or similar activity;
- Any type of activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any type of activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student;
- Any type of activity that intimidates or threatens the student with ostracism, which subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student, or that discourages the student from entering or remaining registered at the College, or that may reasonably be expected to cause a student to leave the organization or College rather than submit to the acts described;
- Any type of activity in which a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred, and knowingly fails to report the incident in writing to the Vice President of Student Affairs or other College official;
- Any organizational activity in which hazing is either condoned or encouraged or any officer or combination of members, pledges, or alumni of the organization committing or assisting in the commission of hazing (consent or acquiescence by a person or persons subjected to hazing is not a defense to disciplinary action).

Any student, registered student organization, or both, found in violation of this section will be subject to suspension from the College.

**FALSE ALARMS**

Intentionally sounding a false alarm, false emergency call, issuing a bomb threat, constructing mock explosive devices, or tampering with, destroying, and/or possessing of fire equipment or emergency signs is prohibited.

**FINANCIAL IRRESPONSIBILITY**

Financial irresponsibility is defined as failure to meet financial obligations with the College, including, but not limited to, the writing of checks on accounts with insufficient funds in payment of tuition, fees, room and board, parking tickets, library fines, student suite fines, or other amounts due to the College.

**UNAUTHORIZED ENTRY, POSSESSION, OR USE**

Unauthorized entry into, or use of, College facilities is prohibited. Unauthorized possession of keys or unauthorized duplication, processing, production or manufacturing of any key or unlocking device for use in any College facility is prohibited.

**FAILURE TO PRESENT STUDENT IDENTIFICATION**

A student must present their student identification upon request from a College official performing her/his duty.

**TRAFFIC CODE**

Violations of College traffic and parking regulations include, but are not limited to, the obstruction of the free flow of pedestrian or vehicular traffic on College premises. This includes violations within the fire and tow-away zones, failure to yield to designated posted signs, and parking in designated visitor parking.

## **COMMON AREA REGULATIONS**

Violations of policies which govern behavior in the Suites are stated in the Housing section and/or other notifications or publications provided by the Office of Student Affairs.

## **FAILURE TO COMPLY WITH DIRECTIONS OF COLLEGE OFFICIALS**

Students are expected to comply with the directions of a College official, law enforcement officer, member of the faculty, staff or administration, housing, or food service staff acting in the performance of her/his duty.

## **MISUE OF INSTITUTIONAL TECHNOLOGY**

Inappropriate, unethical or illegal uses of College information technology resources. Refer to the *Appropriate and Responsible Use of Computing Resources* section under Information Technology in the Student Handbook.

## **PROVIDING FALSE INFORMATION OR MISUE OF RECORDS**

Knowingly furnishing false information to the College, or to a College official performing her/his duties, either verbally, or through forgery, alteration, or misuse of any College document, record, or instrument of identification is prohibited.

## **PUBLICLY POSTING DAMAGING IMAGES**

Publicly posting any photographs, images, or likenesses, digital, or otherwise, of students, staff, faculty of Presentation College deemed inappropriate, demeaning, or damaging to the College community is prohibited.

## **SKATEBOARDS, IN-LINE SKATES, BICYCLES, AND HOVERBOARDS**

Operations of a skateboard, in-line skates, or other devices in such a manner as to constitute a safety hazard or cause damage to College or personal property is prohibited. These devices are not allowed in College buildings.

## **SUITE GUIDELINES**

Found in the Housing Handbook.

<http://www.presentation.edu/life-faith/housing/>

## **CONDUCT PROCEDURES**

### Charge Letter

A charge letter is the document that a student will receive if she/he has allegedly violated the Code of Student Conduct. This document is sent electronically to the student's school email account. The student must respond to the Student Life Office within 5 class days of receiving the charge letter to schedule an appointment for an information session.

### Information Session

An information session is an informal meeting with a representative from the Student Life Office who will explain to a student her/his rights, discuss meeting options, and answer any questions. This is not a hearing, but an opportunity for a student to become more informed of the conduct process.

### Hearings

#### Informal Hearings

Informal hearings are for cases involving few questions of fact. They can typically be scheduled quickly, at the convenience of both the charged student and the hearing body. The charged student may call witnesses and present evidence. The hearing body may gather any additional information as needed, including calling witnesses. If additional information is needed, the charged student will be notified.

#### Formal Hearings

Formal hearings are most appropriate for cases involving more serious alleged violations of the Code of Student Conduct. Formal hearings require the hearing body to call appropriate witnesses to provide information relevant to the charges. Formal hearings are held no sooner than five class days after notice is given to the charged student. The hearings are recorded and this recording serves as the official record of the proceedings.

The following order of presentation is recommended for use in formal hearings. The hearing body may change the order if necessary.

1. Presentation of formal charges.
2. Opening statement by the College, followed by the opening statement of the charged student.
3. Presentation of evidence and witnesses by the College, followed by questioning of those witnesses by the hearing body and the charged student. Witnesses are then dismissed.

4. Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses by the charged student and the hearing body. Witnesses are then dismissed.
5. Questions directed to the charged student by the hearing body.
6. Closing statement by the College, followed by the closing statement of the charged student.

#### Hearing Decision

Upon conclusion of the hearing, the hearing body will make a determination of “responsible” or “not responsible” for each charge. If a decision of responsible is reached, the hearing body will create a set of educational sanctions for the student to complete in order to fulfill the conduct process. These sanctions will be detailed in the decision letter along with a deadline for completion. If the deadline is not met, a hold may be placed on the student’s College records.

#### Sanctioning

In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any student found to have violated the Code of Student Conduct. Certain sanctions may incur a financial cost.

- No Action – if information is insufficient or unfounded, the decision may be made not to take formal disciplinary action.
- Restitution – a full and complete reimbursement for damages, destruction or misappropriation of College property or private property. In the case of College property, it may take the form of appropriate service or other compensation.
- Letter of Apology
- Monetary Fines
- Disciplinary Probation
- Parental Notification Letter
- Service Hours – completion of tasks under the supervision of a College department or an outside agency.
- Educational Activities – attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.
  - Prime for Life Drug and Alcohol Class (PRI Insight Class) – This class is an educational course, instructed by a certified PRI instructor, which focuses on the Lifestyle Risk Reduction approach to alcohol and drug use. This 8-hour class is provided on campus once per month. Minimum enrollment for a class to be held is three participants.
  - BASICS (Brief Alcohol Screening Intervention for College Students) – This is a 1:1 motivational clinical interview, education, and assessment of the alcohol use. Recommendations for further follow-up is at the discretion of the counselor.
  - CASICS (Cannabis Screening Intervention for College Students) – This is a 1:1 motivational clinical interview, education, and assessment of the cannabis use. Recommendations for further follow-up is at the discretion of the counselor.
- Counseling Assessment – referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.
- Conduct Probation – a period of time during which any further violations of the Code of Student Conduct may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the College on athletic teams or in other leadership positions, entrance into College buildings, or contact with another specified person(s).
- Exclusion (either temporary or permanent) from housing.
- Suspension – separation from the College for a specified period, not to exceed two years. This may include restricted access to campus and/or other specified activities.
- Dismissal – separation from the College for an indefinite period of time. Readmission is possible, but not guaranteed and will only be considered after two years from the effective date of the dismissal, based on meeting all readmission criteria and obtaining clearance from the Vice President of Student Affairs or designee. This may include restricted access to campus and/or other specified activities.
- Expulsion – separation from the College without the possibility of readmission. This may include restricted access to campus and/or other specified activities.
- Withholding of diplomas, transcripts, or other records.

#### Appeals Process

##### Appeal Requests:

1. A written request shall be submitted to the Student Life Office within five (5) class days after the student is notified of the initial hearing decision.
2. The request shall state the reason(s) for appeal, the supporting facts, and the recommended way to correct the error.
3. Appeals are not opportunities for full rehearing of cases already decided.

##### Appeal considerations are limited to:

1. Due process errors involving violations of a responding party’s or a reporting party’s rights that substantially affected the outcome of the initial hearing.
2. Demonstrated prejudice against any party by the person presiding over the hearing. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.
3. Newly discovered, relevant information that was not reasonably available at the time of the original hearing and that would have substantially affected the outcome of the original hearing.
4. A sanction that is extraordinarily disproportionate to the violation committed.

## **RESTORATIVE PRACTICES STATEMENT**

Restorative practices are utilized to help educate students about the need for civic commitment, and build awareness of the impact their behavior has on the community. It emphasizes values of democratic participation, inclusion, and stewardship. Restorative practices typically involve the community, in addition to the affected and responsible parties, for a more holistic and collaborative method of repair. In restorative practices, success is measured by how much harm is repaired or prevented. This approach has been effectively employed in higher education institutions nationwide, when violations of the Code of Student Conduct have occurred.

## **GOOD SAMARITAN STATEMENT**

At Presentation College, student safety is important. Regarding incidents of crisis or medical emergency, Presentation College students are expected to care for themselves and the community by getting help from appropriate officials even when violations of the Code of Student Conduct have occurred. Because the College understands that fear of disciplinary actions may deter requests for emergency assistance by students, the Good Samaritan policy was created to alleviate such concerns and reduce hesitation.

Crises involving alcohol, drugs, and/or sexual misconduct, the College strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. This means that no formal College disciplinary actions or sanctions will be assigned to the reporting student(s) or the student in need of help for violations relating to the incident. The incident will still be documented, and the completion of educational and/or health interventions, such as BASICS, or other educational intervention will be required. Failure to complete the educational and/or health intervention may result in revocation of the amnesty.

The policy does not protect repeated, flagrant, or serious violations of the Code of Student Conduct (e.g. abusive conduct, sexual misconduct, distribution of alcohol or drugs, hazing, theft, property damage, etc.) or violations that caused harm to another person requiring emergency response, nor does the policy preclude or prevent action by police or legal authorities.

Failure of students to take responsible action under this policy where action is clearly warranted and harm results may, in egregious circumstances, constitute "abusive conduct" under the Code of Student Conduct and will void all protections under this policy. This policy also provides amnesty for students who report their own medical emergency.

In an emergent or potentially life-threatening situation, students are expected:

1. To contact Campus Safety (605) 290-1024, Housing, or other emergency officials to report the incident;
2. Remain with the individual(s) needing emergency treatment and cooperate with emergency personnel as long as it is safe to do so; and
3. To meet with appropriate College officials after the incident and cooperate with any College investigation.

## **POLICY AGAINST VIOLENCE ON CAMPUS**

Of utmost importance to Presentation College is the safety and security of its students and employees. Threats, threatening behavior, or acts of violence against students, visitors, guests, or other individuals by anyone on Presentation College property will not be tolerated.

Any person who makes threats, exhibits threatening behavior or engages in violent acts on Presentation College property shall be removed from the premises and shall remain off Presentation College premises pending the outcome of an investigation. Presentation College will initiate an appropriate response. This response may include, but is not limited to, suspension from the College, removal from Housing (if a resident student), and/or criminal prosecution of the person(s) involved.

All students are responsible for notifying a Student Affairs personnel or PC faculty/staff member of any threats, which they have witnessed or received. Violence on campus includes, but is not limited to, the following examples of conduct that is prohibited:

- Causing physical injury to or the death of another person
- Intimidation or harassment
- Sexual assault
- Possession of a weapon while on College property
- Abuse of any kind
- Physical attacks of shoving, pushing, kicking, or hitting
- Intentionally damaging College property or individual's property
- Aggressive or hostile behavior that created a reasonable fear of injury to another person or subjects another individual to emotional distress

## **CAMPUS SECURITY ACT**

The Campus Security Act requires each institution that receives federal aid funds to "publish and distribute an annual security report containing campus safety policies and procedures as well as campus crime statistics for each campus." This report is on file in the Office of Student Affairs. A Security and Fire Report is provided as a means to apprise prospective students as well as current students and staff of the Campus Crime incidents as gathered and reported by the police department. The publication and distribution of this report are also mandated by the Federal Government as described in this manual.

Information regarding crimes, accidents or potentially sensitive incidents occurring on the Presentation College campus will not be released immediately to the public without Presidential approval and the knowledge of the Director of Development. In the event of an on-campus crime, certain information will not be released at any time. This includes:

- The victim's name
- Exact location of the crime
- The alleged perpetrator
- Any details of the crime itself

All inquiries about the crime and its investigation will be referred to the police department.

In the event of a murder/death, information deemed public/directory by the Family Educational Rights and Privacy Act of 1974 may be released following the initial police investigation and notification of next of kin (by police, coroner or College official). Inquiries regarding the circumstances of death will be referred to the County Coroner's Office, while inquiries regarding the investigation will be referred to the police department. In the event of a student committing a crime on or off campus, the College will verify that the person is a student.

Only designated institutional officials may release public information. Information about academic performance (i.e. grades, probationary status, etc.) will not be released under any circumstances. Presentation College's crime report data is available on the website.

<http://www.presentation.edu/life-faith/campus-safety/>

The Campus Security Act as Amended by the Sexual Assault Victims Bill of Rights

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that institutions receiving Title IV funds annually publish and distribute an Annual Security Report and an Annual Fire Safety Report. The report is available to students, faculty, and staff.

## **PROCEDURES AND FACILITIES FOR REPORTING CRIMES**

The Campus Safety personnel maintain a daily log of events. Campus Safety personnel distribute these reports to the Director of Student Life daily. Additionally, a daily crime report is kept that details any crimes or fires reported to Campus Safety. This log is available, upon request, during normal business hours from Campus Safety.

## **POLICY FOR RESPONDING TO REPORTS**

The College may respond to reports through a number of channels. When appropriate, the College will defer to local law enforcement and will provide cooperation. On occasion, the College may call upon the Crisis Management Committee or the CARE Team to address the impact the crimes may have on the students, faculty, staff, and the rest of the campus community.

## **SECURITY AND ACCESS TO CAMPUS FACILITIES**

In general, the Aberdeen campus is open to students, faculty, staff, visitors, and guests Monday through Friday from 7:00am until 9:00pm. These hours may vary based on the building or the time of year. Access to facilities outside of posted hours is by proximity card, key, or Campus Safety.

The Fairmont campus is open Monday through Friday from 8:00am until 5:00pm. The campus operation hours are 7:00am until 10:00pm.

## **CAMPUS SAFETY AND THE RELATIONSHIP WITH STATE AND LOCAL AUTHORITIES**

Campus Safety provides staff to supervise the campus and to provide regular patrol of buildings, grounds, and parking lots. Campus Safety personnel respond to issues involving the safety and security of the campus and its students, faculty, and staff. The Aberdeen Police Department and Brown County Sheriff's department are readily available when services are needed.

### **STATEMENT REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ENFORCEMENT OF UNDERAGE DRINKING LAWS**

South Dakota Law, in reference to underage drinking (35-9-2), states that the purchase, possession or consumption of alcoholic beverages or the misrepresentation of age is classified as a Class 2 misdemeanor for any person under the age of 21 years; to purchase, attempt to purchase, possess or consume, except when consumed in a religious ceremony and given to said person by an authorized person, alcoholic beverages, or to misrepresent age for the purpose of purchasing or attempting to purchase such alcoholic beverages from any licensee as defined by this title is illegal.

Minnesota Law, in reference to underage drinking (340A.503.1A.2), states it is unlawful for person under the age of 21 years to consume any alcoholic beverages. If proven by a preponderance of the evidence, it is an affirmative defense to a violation of this clause that the defendant consumed the alcoholic beverage in the household of the defendant's parent or guardian and with the consent of the parent or guardian.

### **STATEMENT REGARDING POSSESSION, USE, AND SALE OF ILLEGAL DRUGS AND ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS**

Presentation College is a drug-free institution and has adopted a public policy in regard to illegal drugs. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by students and employees is prohibited. According to Federal guidelines, Presentation College must and will enforce this policy and will take action for violations. Penalties can include fines and imprisonment for employees, and students are subject to suspension and loss of financial aid.



Resources are available for persons in need of professional assistance. The Office of Student Affairs may be contacted for more information. Resources include, but are not limited to counseling and rehabilitation. Presentation College has in place a Crisis Management Committee to inform students of serious and/or threatening situations, the procedures being followed, and services available.

## **TITLE IX**

Federal Law (P.L. 102-325) requires each institution receiving funding under Title IV to develop and distribute with the Security and Fire Report a policy statement regarding programs to prevent sexual offenses and procedures to follow when a sexual offense occurs. The policy must include:

- A description of the educational programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.

Programs currently offered by Presentation College include workshops and online programming are available to the entire student body.

Information Regarding Sexual Assault Reporting and Procedures:

- Campus Safety
  - 605-290-1024
- Director of Human Resources/Title IX Coordinator  
605-229-8350
- Director of Student Life/Title IX Officer  
605-229-8366
- CARE Team
  - <http://www.presentation.edu/life-faith/health-wellbeing/c-a-r-e-team/>
- Counseling services are available upon request. Information shared with counseling staff is confidential. No information will be shared unless a student agrees to have their information released.  
Campus Counselor  
605-229-8524

Information on the option to notify law enforcement authorities including on campus and local police and a statement that institutional officials will assist in that notification if requested. Presentation College cooperates fully with the Aberdeen and Fairmont Police Departments involving any alleged sexual assault. Students are instructed to notify Campus Safety, College employee, or the local police via 911, and are informed that College personnel will assist in notifying law enforcement, if the student prefers.

Notification of on/off campus counseling and mental health or other victim services will be made available. Presentation College offers professional counseling assistance to students. Notification that the institution will change the academic and living situation of a victim after an alleged offense and the option for those changes if requested by the victim and reasonably available. Presentation College will adapt the academic and living situation on-campus for any student involved in a sexual assault upon request and provide other course/classroom/housing accommodations when they are reasonably available.

## **NONDISCRIMINATION AND HARASSMENT POLICY**

### **NOTICE OF NONDISCRIMINATION**

Presentation College is committed to a policy of nondiscrimination on the basis of race, color, gender, age, national origin or disability, marital or veteran status, or religion, in admission, educational programs or activities, and employment, all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, has been delegated to Human Resources 605-229-8350, and the Americans with Disabilities Act (ADA) to the Career & Learning Center 605-229-8580. Presentation College is an Equal Opportunity and Affirmative Action Employer.

### **RETALIATION**

Presentation College encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the College to investigate such reports. Presentation College prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### **DEFINITIONS OF HARASSMENT**

**Sexual Harassment:** Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when for example:

- Submission to such conduct is made either explicitly or implicitly a term of a student's enrollment or continued enrollment.
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering,

whistling or touching; insulting or obscene comments or gestures; display on the College campuses any sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

**Harassment:** Harassment based on any other protected characteristics is also prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward marital status, citizenship or any other characteristics protected by law or that of relatives, friends or associates, and that (1) has the power of effect of creating an intimidating, hostile, or offensive learning environment; (2) has the purpose or effect of unreasonably interfering with a student's academic performance; or (3) otherwise adversely affects a student's learning opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the College's premises or circulated in the College.

## **INDIVIDUALS AND CONDUCT COVERED**

These policies apply to all applicants, employees and students whether related to conduct engaged in by fellow students or someone not directly connected to Presentation College. Conduct prohibited by these policies is unacceptable in the College and in any College-related setting outside the College, such as during field trips, meetings and school-related social events.

Individuals who believe they have been the victims of such conduct should discuss their concerns with their advisor, the Campus Safety officer on duty or the Director of Human Resources. In addition, Presentation College encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that her/his behavior is unwelcomed and request that it be discontinued. Sometimes this action may resolve the problem; however, an individual may prefer to pursue this matter through informal or formal resolution procedures.

### **REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION, OR RETALIATION**

Presentation College encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position within the College. For information on how to report harassment, discrimination, or retaliation, refer to the Student Appeal/Grievance Process in the College Catalog.

## **TRAFFIC CODES AND PARKING REGULATIONS**

### **PROCEDURES**

The parking program is under the management of Student Life. Parking and traffic regulation policies are established by the Office of Student Affairs, under the direction of the President's Office. It is the responsibility of all students and employees who operate a motor vehicle on College property to display a designated parking permit in the vehicle (lower left corner of the driver's side window) and to become familiar with all parking/traffic regulations and policies. A College parking permit will allow access to campus parking areas. Certain parking areas are reserved for specific vehicles. These areas are clearly and appropriately marked. Campus Safety may also identify areas that are not marked be restricted for parking. Campus Safety will notify the campus community of these expectations via email and postings. Campus Safety will issue a warning ticket for first time offenses and specifically state the area as restricted on the ticket.

Unauthorized persons using these areas are subject to a parking violation ticket and any costs incurred by the College as a result of the violation. Any vehicle parked on Presentation College property is parked at the sole risk of the owner. Presentation College does not assume any responsibility for damage to or theft from any motor vehicle while it is parked on the campus grounds.

### **PERMITS**

All student, faculty, and staff vehicles that are brought onto College grounds must be registered and receive a permit from Campus Safety. One (1) permit is provided for all students, faculty, and staff free of charge and are valid for one academic year. Any additional permit is a ten dollar (\$10) charge. All permits, including temporary permits, are available from Campus Safety. Vehicles that are in violation of parking regulations are subject to towing.

In the event of special meetings, the sponsoring department is responsible for obtaining guest parking permits or making arrangements with Campus Safety.

Students that have guest's on campus grounds are responsible for notifying their visiting party of parking regulations. Parking permits are to be displayed in the lower left corner of the windshield (driver's side).

### **Parking Fines:**

- Overnight parking at the suites - \$50.00 assessed against the host
- No parking permit - \$30.00
- No valid parking spot - \$30.00
- Parking in visitor/temporary parking - \$30.00
- Parking in handicap zone - \$150.00
- Parking in fire zone - \$150.00

The person to whom the parking permit has been issued is responsible and liable for all parking tickets given to the vehicle. A business hold will be placed on a students' account until parking tickets are paid in full.

## **MEDIA POLICY**

The Office of Advancement acts as the spokesperson for the College as directed by the President to communicate official College statements when interacting with the media and the general public. The President gives express approval as to who shall speak on behalf of the College. During validation, all students complete a media consent form, later kept on file with the Office of Advancement. If, for any reason, a student does not wish to have information released to the media, it is the student's responsibility to notify the Office of Advancement, 605-229-8454.

## **PUBLICITY**

Media publicity of events, happenings, or academic-related accomplishments is handled through the Office of Advancement. "Media" refers to all channels of communication that ultimately convey information to the public. Included in this definition are television and radio broadcasts, newspaper articles, websites, College-produced publications, billboards, and newspaper, magazine, radio, and online advertisements. Publicity using any official Presentation College logo or the Presentation College seal must be approved by the Office of Advancement.

## **ACCIDENT INSURANCE COVERAGE**

Student Insurance

Presentation College does not provide student accident insurance. Students are responsible for their personal insurance.

## **LIABILITY INSURANCE COVERAGE**

Students enrolled in the Medical Laboratory Technology, Radiologic Technology, Nursing, Social Work, Medical Assisting and Surgical Technology programs are covered by a Student Blanket Liability insurance policy. Enrolled students in all programs who are completing an internship, externship, or clinical work for Presentation College are covered by the Student Blanket Liability insurance policy.

\*\*\*Student Blanket Liability insurance policy is not a form of health insurance

## **RENTERS' INSURANCE**

Students residing in housing are encouraged to purchase renters' insurance. Students should also check with a parent's insurance company, as some policies include renters' insurance. A student interested in learning more about renters' insurance may contact the Office of Student Affairs for more information.

## **HEALTH INSURANCE COVERAGE**

Presentation College does not provide student health insurance. Students are responsible for their own personal insurance. For more information on health insurance, contact the Office of Student Affairs.

## **HEALTH SERVICES**

Presentation College offers free and reduced cost health services for students at certain clinics.

Prior to seeing a physician, the student must verify that they are a current PC student. A student ID must be presented at the time of the visit. The resulting charge for the reduced cost appointment may include the following lab work at no further cost:

- Strep screen
- Urine analysis
- Urine culture and sensitivity
- Mononucleosis screen
- Complete blood count with or without differential
- Throat culture
- Pregnancy test-urine

Any other lab or radiology tests will be at the student's expense.

Presentation College does not provide health insurance to students. Students, or their families, are responsible for their own health insurance coverage.

In Aberdeen, contact the Director of Student Life 605-229-8366 for further information. In Fairmont, contact the Fairmont Campus Director at 507-235-4658.

## **IMMUNIZATION RECORDS**

In accordance with requirements by the State of South Dakota, any on campus student enrolling at Presentation College for the first time after July 1, 2008, shall, within 45 days after the start of classes, present to the Office of Student Affairs certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, mumps, and rubella. If not received within 45 days after the start of classes, a hold will be placed on the student's account until the immunization records are received.

If the student did not present the required immunities and then withdrew, took a leave of absence, or transferred to Presentation College and returns at a later date, the requirement must be met to abide by the South Dakota law. The student may contact the Office of Student Affairs at 605-229-8395 for information regarding alternatives to this requirement.

Students should make sure the remainder of their immunization records are current. Students may be required to have immunizations for certain diseases if they cannot produce their immunization records. Some majors will require proof of immunization before acceptance into the major. Because many students are placed in clinical settings, it is the students' responsibility to ensure their immunization and health records are up to date. Failure to do so may prevent such placement. More information may be obtained from the Office of Student Affairs or the Office of Academics.

A student who fails to provide satisfactory documentation of his or her immune status shall not be permitted to register or attend classes. Presentation College's President or the President's designee may grant an extension of the deadline for the amount of time determined necessary. In no case may the extension be longer than one semester.

## **COUNSELING SERVICES**

Counseling services are provided to assist students with a variety of needs and problems. These needs may include personal, spiritual, academic, or interpersonal guidance and direction. Presentation College provides counseling options, which include up to three visits per year with off-campus mental health professionals, at no cost to the student. For further information, Contact the Director of Counseling and Student Health Services at 605-229-8524 to make an appointment for counseling services. Fairmont students, call 507-235-4658.

## **CAMPUS MINISTRY**

Presentation College welcomes students of all faiths, and provides opportunities for religious and spiritual growth and reflection. In addition to the religious course offerings through academics, the College also offers opportunities for faith-based activities and involvement for all students. This is in partnership with the Presentation Sisters. The Blessed Sacrament Chapel, located in the Convent connected to the College, is the center for most of these activities. Opportunities for participation include musical and choir performances at several special events throughout the year.

The Prayer Partner program, offered year-round, matches a student with a Sister for weekly, prayerful reflection (students need not be Catholic to participate). The Sisters also offer meal and prayer opportunities in the Convent several times a year, open to all students.

Each Wednesday at noon, College Mass is held in the chapel. For more information about faith-based opportunities, please contact the Director of Campus Ministry, 605-229-8437.

## **DISABILITY SERVICES**

Presentation College will provide reasonable accommodations for students who officially disclose disabilities. Reasonable accommodations are those that do not fundamentally alter the nature of the program, that can be readily achieved without undue financial or administrative burden, and that can be provided without lowering academic and other essential performance standards. Each person who has met the academic and technical standards for admission to or participation in the College programs will participate in educational opportunities, programs and activities in the most integrated setting appropriate.

To be eligible for accommodation, the student must contact the Director of Career & Learning Center, 605-229-8580. This contact must be made as early as possible. Each student is required to submit medical or other diagnostic documentation of disability and limitations and may be required to participate in additional evaluation before receiving requested accommodations. Each student will be responsible for making timely and appropriate disclosures and requests for accommodations and for actively participating in the securing of her/his accommodations and auxiliary aids. This includes, when appropriate, applying for funding for specialized support services from vocational rehabilitation agencies. Accommodations must be requested on a per semester basis.

## **STUDENT IDENTIFICATION CARDS**

Student identification cards are issued by the Admissions Office. To obtain a replacement identification card, contact the Admissions Office 605-229-8492. The cost for a replacement card is \$10.00.

## **CAMPUS RESOURCES**

### **LIBRARY**

From the Aberdeen campus, the Library staff provides all Presentation College students a supportive academic and personal enjoyment collection that includes:

- Databases containing over full text journals and publications are available online 24 hours/7 days a week;
- 117,000+ electronic books are available online 24 hours/7 days a week;
- Instruction, formal and informal, on all of the available resources and services;
- Interlibrary loan services for materials not owned by the College, but needed for academic success;
- Helpful staff available in person and via instant messaging, texting, email, or phone.

For additional Presentation College library information concerning services or specific check-out periods and overdue fines, visit <http://www.presentation.edu/library/>.

Your student ID card is used for accessing library services. The ID card doubles as your library card and will provide you with access to online services, as long as you are enrolled as a student.

Special notes for students:

Aberdeen-

Additionally, if in Aberdeen, presenting your Presentation College student ID card obtains services from Northern State University and the Alexander Mitchell (Aberdeen Public) libraries.

Fairmont-

Fairmont campus students have an on-campus collection, as well as, full access to the Presentation College online library resources and reference support through email, phone, texting, or instant messaging at the Library website: <http://www.presentation.edu/library/>.

PC Virtual-

PC Virtual students have full access to the online library resources and reference support through email, phone, texting, or instant messaging at Presentation College's Library website: <http://www.presentation.edu/library/>.

Library Contact Information

Aberdeen Campus

Library Front Desk: 605-229-8546

Library Director: 605-229-8468

Fax: 605-229-8430

Email: [pclibrary@presentation.edu](mailto:pclibrary@presentation.edu)

Aberdeen Library Hours:

Fairmont Campus Learning Center/Library:

Telephone: 507-235-4665

Hours vary by semester. Check on campus at the Learning Center Room 127

### **INFORMATION TECHNOLOGY**

Digital Campus

Presentation College has launched a Digital Campus Initiative (formerly known as the Wireless Initiative). All degree-seeking students are required to have a laptop. All PC Virtual students have the option of either a laptop or a desktop. All laptops purchased by students must meet Presentation College minimum specifications.

For additional details, please visit the Digital Campus Initiative section on the Presentation College Technology page of the website.

<http://www.presentation.edu/life-faith/information-technology/>

Computing Facilities and Services

Although you will likely use your laptop for all your needs, there are also computer labs located in Main 203, the Career & Learning Center and the Library. All Presentation College buildings have wireless access points that allow students to access their email, Moodle, and the Internet. The wireless access network is intended for individual student use only. Using the connection to create any type of server (game, web, FTP, or other) for activities that violate any state, federal or other laws-is strictly prohibited and may result in the loss of your connection. Pay-for-print network printers are located in the Career & Learning Center and the Library. Instructions on connecting to the wireless network are located on the Technology website. Fairmont students may contact their campus support staff to configure laptops for use on the wireless network.

Please contact the Presentation College Help Desk at 605-229-8411 for network and software questions or for assistance with purchasing or setting up a laptop. All students accessing Presentation College electronic resources agree to full acceptance of the Technology Acceptable Use Policy and any other applicable state or federal regulations.

### PCNet Account

The Presentation College IT Department provides all registered students with a unique PCNet account. Your PCNet account is used to access many other different electronic systems and resources at Presentation College using a single username and password. Students will receive their PCNet account information by mail after registering for classes. If you need assistance accessing your PCNet account, contact the Help Desk.

### PC Help Desk

The Presentation College Help Desk provides technical assistance related to your email, laptop or other general technology questions. To submit a ticket for help, please log into the Help Desk website using your PCNet account credentials at: <https://help.presentation.edu>. Once logged in you will be able to submit a ticket for assistance. You may also contact the PC Help Desk at 605-229-8411 or 1-800-437-6060, extension 8411 or email: [help@presentation.edu](mailto:help@presentation.edu). Walk-in technical support is also available from 8:00 a.m. to 7:00 p.m. Monday through Friday on the Aberdeen campus. The Presentation College Help Desk is located in room Main 218 on the Aberdeen campus.

### Appropriate and Responsible Use of Computing Resources

As members of the College community, all students have the responsibility to use information technology resources in an effective, efficient, ethical, and a legal manner. Central to appropriate and responsible use is the stipulation that, in general, computing resources shall be used in a manner consistent with the instructional, public service, research, administrative, and student life objectives of the College. Inappropriate, unethical or illegal uses of College information technology resources may result in the suspension of access to those resources and the application of other appropriate sanctions. For further information regarding these issues, refer to the HEOA Copyright and Peer-to-Peer File Sharing Policy.

### CAREER & LEARNING CENTER

For a list of services offered in the Career & Learning Center, please contact 605-229-8580.

## **OTHER CAMPUS RESOURCES**

### **SAINT STOP**

The Saint Stop is located on the first floor of the Main Building on the Aberdeen campus. Books may be ordered online through the Saint Stop. In addition, the Saint Stop offers a wide variety of clothing, supplies, snacks, and mail services. For more information, call 605-229-8553.

### **CAMPUS CHAPLAIN**

A chaplain is available for the students and provides the opportunity for frequent reception of the sacraments. The Blessed Sacrament Chapel serves as the student chapel. The Blessed Sacrament, available daily until late afternoon, invites worshipers to prayer and meditation. For more information, call 605-229-8334 or 605-229-8407.

### **FOOD PANTRY**

Students in need of food assistance may call the Office of Student Life, 605-229-8366 between daily operational hours 8:00am – 5:00pm on weekdays to access the pantry.

### **FOOD SERVICES (Aberdeen Campus)**

Student meals are served in the Presentation Café, located on the first floor of the College's Main Building. Students also have access to the new campus coffee shop, Java City. Meal plans are available for purchase through Aramark by visiting their website.

<http://presentation.campusdish.com/>

All resident students are required to purchase a meal plan. For more information regarding resident meal plans, see the Housing Guidebook or contact the Housing Coordinator at 605-229-8382. Students with a required meal plan will forfeit any unused balance on their plan at the end of each semester.

### **MAIL SERVICES (United States Postal Service)**

Mail is distributed through individual mailboxes located in the Main Building. Every degree-seeking student on the Aberdeen campus is assigned a mailbox and combination. Mail is delivered to student mailboxes Monday through Friday and between 12:00-3:30pm. Outgoing, stamped mail may be dropped off at the Saint Stop by 11:30am to go out the same day. To facilitate prompt mail service, the following mail address must be used:

(Student's Name)  
Presentation College  
# (student's mailbox number)  
1500 North Main Street  
Aberdeen, SD 57401

Packages too large for student mailboxes are available in the Saint Stop. The Saint Stop also mails packages for students. Postage and mailing rates, as well as stamps, are available. Any problems with mailboxes or mail delivery are reported to the Office of Student Affairs.

## **STUDENT CENTER**

The Student Center is located on the north end of the campus, behind the North Suites. It is furnished with lounge, study, and game areas, including Wi-Fi. The Student Center is open daily from 7pm-midnight.

## **STUDENT ORGANIZATIONS**

Presentation College encourages students to become involved in various clubs and organizations. Please contact the Student Activities Coordinator, 605-229-8416 for more information on the various clubs and organizations.

## **ATHLETICS**

Presentation College is a member of the National Association of Intercollegiate Athletics (NAIA), and the North Star Athletic Association (NSAA).

### **WELLNESS CENTER (Aberdeen Campus)**

The Wellness Center is located in the middle of campus and is connected to the Strode Activity Center. All students have access to the Wellness Center for exercise and intramural activities. For more information, contact 605-229-8521.

## **FREEDOM OF ASSOCIATION, INQUIRY, AND EXPRESSION**

Students are free to associate themselves with those student organizations recognized by the Student Government Association (SGA). The policies and actions of a student organization will be determined by a vote of those Presentation College students who are of the organization or by a national organization with which the local organization is affiliated. The policies and actions of any student organization must be consistent with the purposes and policies of Presentation College.

Students and student organizations shall be free to examine and discuss all questions of interest to them and express opinions publicly and privately. They shall always be free to support causes by orderly means which do not disrupt the regular and essential operation of the College. At the same time, it should be made clear to the academic and the larger community that their public expressions or demonstrations, students or student organizations speak solely for themselves.

Students are allowed to invite person(s) of their choosing for speaking engagements (this also includes student organizations). The College supports academic freedom while recognizing the values of its mission. Routine procedures (coordinated with the Vice President for Student Affairs) for inviting guest speakers to the campus shall be designated to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring groups or the institution.

## **PROSELYTIZING**

Presentation College recognizes and respects that a variety of religious expressions exist among members of the College community. For example, the College recognizes Native American ceremonies (i.e. pipe ceremonies, use of sage, sweet grass, and cedar). In respect and affirmation of diversity, the College sets forth the following guidelines:

Religious organizations or representatives other than Presentation College's Campus Ministry are not permitted to solicit members on campus, distribute religious materials, conduct worship services, or give performances/presentations without the express written permission of the Vice President for Student Affairs.

Religious solicitation is not permitted in the residential area under any circumstances. This prohibition includes: knocking on doors, cold telephone calling, and distribution of flyers anywhere. This prohibition does not include posting approved signs in designated areas, holding authorized meetings in approved meeting space, or pastoral visits made to a student at the student's request.

## **RELIGIOUS GROUPS AND ADVISOR POLICIES**

Purpose of Pastoral Ministry at Presentation College

In its implementation of the Mission Statement of Presentation, Campus Ministry seeks to assist the College in remaining faithful to its Christian vision of the world and the Presentation Sisters Heritage.

Campus Ministry strives to promote the spiritual growth of members of the College community. All individuals, groups, or organization desiring to be present on campus as religious entities must be approved by and work in conjunction with Campus Ministry.

## **PROCESS FOR ATTAINING RECOGNITION AS A RELIGIOUS ADVISOR AT PRESENTATION COLLEGE**

Persons not employed by Presentation College in the capacity of Campus Ministry may seek to be recognized as religious advisors at the College. Such persons must be considered by the denomination or board to which they are responsible to be trained professionals capable of advising and ministering to students.

## **POLICY FOR OFF-CAMPUS GROUPS SEEKING TO MEET ON CAMPUS**

All off-campus religious groups or organizations seeking to meet on campus must first contact the appropriate departments to determine the availability of space on campus. In the event that space is available, the request to meet on campus will be forwarded to Campus Ministry. The Vice President for Student Affairs will review requests forwarded by Campus Ministry with the President. Determination of eligibility to meet on campus shall include review and evaluation of submitted materials such as a mission statement of belief of the religious organization. Religious groups who are granted permission to meet on campus are prohibited from any form of proselytizing.

## **CHARACTER INITIATIVE**

### **VOLUNTEER PROGRAM**

(For students who started prior to Fall 2014)

Volunteerism is an important component of Presentation College's extended mission statement. Students have an opportunity to give of their time and talents to God and the community through the volunteer program. It is anticipated that through this program students will enrich their understanding of the gifts and opportunities they have been given in life and that all persons have an obligation to give back to their communities.

Service is expressed through working with and for others within a community context. It is in serving others that we serve God. The volunteer program has been developed to give an opportunity for students to experience responsive relationships with the human community.

The volunteer program provides students with opportunities to meet with members of the community in a different way. As volunteers, students are placing their gifts and talents at the service of others with no expectation of monetary reward. These interactions add to the richness of the student experience and provide occasions for reflection on life and its meaning.

The volunteer program is designated to provide students with the opportunity to:

- Give of themselves in a variety of community settings
- Experience different aspects of the human community
- Reflect on who they are as individuals and how they balance individual and community needs

Associate degree-seeking students will complete 40 hours of volunteer service. The suggestion for completion of volunteer hours is:

- First year – 20 hours
- Second year – 20 hours

Bachelor degree-seeking students will complete 80 hours of volunteer service. The suggestion for completion of volunteer hours is:

- Freshman year (0-29 credits) – 20 hours
- Sophomore year (30-59 credits) – 20 hours
- Junior year (60-89 credits) – 20 hours
- Senior year (90+ credits) – 20 hours

If students transfer to Presentation College with transfer credits, the number of volunteer hours needed for graduation will be based on the above.

Students are encouraged to volunteer in places that utilize practical skills learned in coursework. Service resumes can catch the interest of potential employers by showing that the graduate is an involved citizen – a person who works to make the community a better place. The volunteer work will demonstrate that our graduates have practical skills, can function in a work environment, and care about our community.

In general, Volunteer Service hours should be performed for nonprofit entities, charities or community groups. These include, but are not limited to:

- Food pantries, soup kitchens or homeless shelters
- The Salvation Army, Goodwill or similar organizations
- The YMCA, Boys and Girls Club or other local sports or youth programs
- Churches, choirs, schools, tutoring or mentoring centers
- 4-H, scouts or similar community groups
- Hospitals, medical centers, nursing homes, retirement communities or hospice care centers
- The Humane Society, Animal Rescue, pet therapy groups
- Museums, theatres or other cultural facilities
- Other civic, local, volunteer groups, clubs or projects may qualify

Students must perform their duties without compensation. Students will not be allowed to do babysitting, pet sitting, cleaning, maintenance, shoveling, yard work or similar tasks for private individuals or family members, as those activities do not fulfill the intended purpose of our Volunteer Service program. Any student with questions about whether an activity is acceptable within the program should contact the Director of Campus Ministry 605-229-8437.

Appropriate documentation will be required to receive credit for all volunteer hours.

For students, freshman or transfers, who started at Presentation College during or after fall 2014, please see the College Catalog, pages 40-42 to learn about the SERVICE LEARNING PROJECT requirements.



## **ABERDEEN CAMPUS PHONE NUMBERS**

Emergency (Fire-Rescue-Police-Sheriff)	911
Police	605-626-7911
<b>CAMPUS SAFETY</b>	
Campus phone	Ext. 8394
Non-campus phone	605-229-8394
Brown County Sheriff	605-626-7100
Poison Control Center	1-800-222-1222
South Dakota Highway Patrol	605-626-2286
<b>WEATHER AND ROAD CONDITIONS</b>	
Cell Phone	511
South Dakota	1-605-626-2282
Minnesota	1-800-542-0220
Iowa	1-515-288-1047
Nebraska	1-402-471-4533
North Dakota	1-701-328-7623
<b>COUNSELING</b>	
Director of Counseling & Student Health Services	605-229-8524
<b>HEALTH SERVICES</b>	
Director of Counseling & Student Health Services	605-229-8524
<b>CAMPUS MINISTRY</b>	
Director of Campus Ministry	605-229-8437
<b>DEPARTMENT OF STUDENT AFFAIRS</b>	
Vice President of Student Affairs	605-229-8395
Director of Student Life	605-229-8366

## **FAIRMONT CAMPUS PHONE NUMBERS**

Emergency (Fire-Rescue-Police-Sheriff)	911
Martin County Sheriff (Non-Emergency) 507-238-4481	
Blue Earth County Sheriff (Non-Emergency) 504-304-4000	
Poison Control Center	1-800-222-1222
Minnesota Highway Patrol	

UNLESS OTHERWISE INDICATED, POLICIES, RULES AND REGULATIONS FOUND IN THE STUDENT HANDBOOK APPLY TO ALL PRESENTATION COLLEGE STUDENTS AND CAMPUSES.