

Student Life

Student Life

Lee H. McCaskey Center for Student Involvement and Leadership

(To be determined), Director

www.csil.appstate.edu

The Lee H. McCaskey Center for Student Involvement and Leadership, a part of the Division of Student Development, recognizes that the development of the whole student is achieved through in-class and out-of-class learning opportunities and experiences. These experiences are provided through programs designed to enhance leadership, intellectual, personal, cultural, and professional development. It is believed that when afforded opportunities for learning and growing, students will graduate from the institution with a better understanding of themselves and their peers, organizations, chosen professions, and responsibilities as part of a larger community.

Programs and services are grounded in the philosophy that all students be given opportunities and responsibilities for engaging in activities, programs and services relevant to their individual, educational and professional goals. The Center, through the implementation of student development theories in traditional and non-traditional settings, assists students in developing environments that enhance diversity, promote ethical and moral development, and provide leadership and experiential learning opportunities. To this end, the Center promotes personal growth opportunities, leadership development, social development and student accountability through personal counseling and instruction, practicum and experiential learning opportunities.

More than 275 clubs and organizations are recognized by the University with over 8,000 students involved in these groups. Academic, honor, special interest, service, religious and activity organizations are open to all students. There are 25 fraternities and sororities with 1,200 students that comprise the Greek system and maintain an active presence on the campus. Students have an opportunity to learn about clubs through club expos held each year, club advertising and recruitment activities, new student orientation and by visiting the Center. Research shows that involvement can be a positive factor for academic success and personal satisfaction with your college experience. Students who become involved on-campus more often than not get better grades and indicate that they have had a more positive experience in college. Students who become involved in organizations related to their major find such involvement reinforces classroom learning as well as providing valuable hands-on experience.

The Center offers a wide variety of leadership and involvement opportunities for all students. Whether you are interested in taking leadership classes for credit, attending conferences and seminars, or receiving individual advisement, the Center staff can provide that support. Programs range from an Emerging Leaders Program for new students to a Keystone Series for seniors and everything in between. Students have access to the Leadership Resource Center where books, videos and instruction materials about leadership are available.

Through participation in the **Student Government Association**, students may take an active role in University governance. The SGA consists of two branches and is made up of elected representatives from residence halls and off-campus constituencies. The Executive branch is made up of the President and the Executive Cabinet; the Legislative branch is composed of the Vice President, the Legislative Cabinet and the Senate. The Senate deliberates on student welfare matters, from academic requirements to residence life, and makes recommendations to the University. Students help to formulate and write University policy by serving on faculty-student-staff committees on academic policy, admissions, business affairs, public programs, public service, registration, research, student life, and traffic. Students can also represent student opinions by volunteering to serve on University committees ranging from academic policies and procedures, to student health care, to parking.

Student Publications provides students the opportunity to become involved with campus media while developing writing, editing, photography, graphic design and advertising skills that enhance classroom learning and provide hands-on experience that translates to job opportunities on leaving the University. *The Appalachian*, the University's award-winning twice weekly paper, is distributed free on-campus to keep students informed of important campus events. *The Appalachian Online* is Student Publications' worldwide website containing the latest news from the pages of *The Appalachian*, as well as links to other sources of information. Both the print version of *The Appalachian* and the online version offer an instructional experience for students interested in careers as student journalists. Students learn the responsibilities of a free press by making all content decisions.

Student Programs

Jeff Cathey, Director

www.studentprograms.appstate.edu

Student Programs, a division of Student Development, provides the Appalachian community with a variety of social, cultural, and community service educational programs and experiences. Producing events and programs provides involved students with valuable work related skills in managing, leading, organizing, communicating, motivating others, budgeting, advertising, etc.

Student Programs manages the Plemmons Student Union and Legends Social Center to provide facilities and services for programming, meetings, bands, parties, and the general enhancement of life at Appalachian.

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The Appalachian Popular Programming Society (A.P.P.S.), is the all-campus programming organization sponsored and advised by the Department of Student Programs. Membership is open to all interested students and provides excellent leadership opportunities. A.P.P.S. has two major goals. One is to enhance the quality of campus entertainment. The second is to provide significant “hands on” learning experiences and leadership opportunities for involved students. The organization is made up of an executive cabinet and the following student-run programming councils: Stage Shows, Special Events, Club Shows, Films, Concerts, the Council for Cultural Awareness, and the Appalachian Heritage Council.

The Plemmons Student Union’s purpose is to build community among ASU students. There are a number of services and facilities located in the Union. They include the A.C.T. Community Outreach Center, two Coffeeshouses, Career Exploration Office, the Multi-Cultural Center, a game room, two ballrooms, Art Gallery, lounges and various meeting rooms. McAlister’s Deli and the Cascades Café are located in the Union. Other services provided in the Union include the Information Center, and the Mt. Mitchell Fitness Center, computer labs and study rooms. The Greenbriar Theater is a popular location for classic films. The Summit Trail Solarium is a prime gathering place for students at Appalachian. A roof top patio and amphitheatre are also available for outdoor performances, receptions, etc. Room reservations can be made by calling (828) 262-3032. The new 58,000 square foot addition to the PSU is scheduled to open in January of 2013.

Legends is Appalachian’s social and entertainment center. With a capacity of 1,000 patrons, it is staffed by student employees. A wide variety of entertaining programs occur in Legends and are coordinated by the A.P.P.S. councils. Such programs include regional and local bands, national entertainers, theme parties, DJs and comedians. Past performances have included the Dave Matthews Band, Outkast, Coolio, Hootie & the Blowfish, Widespread Panic, John Mayer, Dark Star Orchestra, Disco Biscuits, Eric Church, Corey Smith, Grace Potter and the Nocturnals, and the North Mississippi Allstars, to name a few.

Appalachian and The Community Together/Community Outreach Center

ACT, supported by both Student Development and Academic Affairs, offers opportunities for students to get involved in community service, academic service-learning, and community-based research within the NC High Country, as well as across the state, nation and world. In addition to hosting a comprehensive database of information on over 150 local community agencies, ACT offers engagement opportunities for every ASU student -- from one-time events in Boone to full-year international opportunities abroad. Students who participate in the ACT program will increase their awareness, become involved, and affect change concerning critical social, economic and environmental issues. For more information, stop by the ACT Community Outreach Center or visit the ACT website at www.act.appstate.edu.

Office of Multicultural Student Development

(To be determined), Director

www.multicultural.appstate.edu

It is an essential public service to recruit, retain and graduate a diverse student body that is able to apply innovative solutions to the complex cultural, economic, social, environmental and political challenges of a global society. The Office of Multicultural Student Development, part of the Division of Student Development, contributes to the academic mission of Appalachian State University by providing marginalized and underrepresented students with mentoring, advocacy, community and identity affirmation; as well as by offering multiple and varied learning opportunities for all Appalachian students to develop an appreciation for diversity and different perspectives, enhance self-awareness, increase multicultural knowledge and strengthen intercultural competency.

Multicultural Student Development aspires to offer leadership, advocacy and serve as a resource to all Appalachian State University constituents and residents of Northwest North Carolina in matters concerning diversity. Multicultural Student Development also aspires to contribute to a campus-wide conversation that advances the University’s commitment to an inclusive learning environment for everyone.

Multicultural Student Development operates three student-led outreach centers; the LGBT Center, the Multicultural Center and the Women’s Center. The following principles guide our work:

Social Justice: To challenge the roots of oppression, inequity and injustice; empower all people to exercise self-determination and realize their full potential.

Collaboration: To share resources and expertise with students, faculty, staff and community partners; provide leadership in promoting diversity and social justice in our community.

Community: To foster a sense of belonging to, engagement with, and shared responsibility for the well-being of the community.

Learning: To foster safe spaces for the exploration of new ideas and concepts and to encourage critical thinking.

Intercultural Competence: To enhance self-awareness, knowledge of difference, and ability to interact across differences.

Leadership: To mentor, challenge and empower students through out-of-class experiences that help develop self-efficacy and allow for the exploration of ideas, passions and interests.

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Support: To guide students, advocate, teach accountability, empower, cultivate culture of inclusion, and promote the interests or causes of students.

Sustainability: To value social capital, preserve culture, embrace social, economic and environmental interdependence.

Personal Well-being: To promote an active process of becoming aware of and making choices that help enhance one's health.

Religious Life

Appalachian is a state-owned campus, and as such it has no religious affiliation. Its students, however, promote and support a variety of denominational and non-denominational student organizations. Numerous churches are within walking distance of the campus, and many have student centers open to all students.

Student Fees

Student fees support such services and activities as the Student Health Services, Student Union, Quinn Recreational Center, campus technology, cultural programs, student government, concerts, social activities, forensics, theatre, intramurals, student publications, and attendance at all athletic events on-campus.

Athletics

Doug Gillin, Athletic Director

www.appstatesports.com

Appalachian State fields a successful NCAA Division I athletics program and is a proud member of the NCAA Division I FBS (Football Bowl Subdivision – the highest level of intercollegiate competition) Sun Belt Conference for 18 of its 20 sports (Appalachian State wrestling competes in the Division I Southern Conference and field hockey is a Division I independent).

While its success spans all 20 sports, Appalachian is perhaps most notable for its success on the gridiron. Mountaineer football won three-consecutive NCAA Division I FCS (Football Championship Subdivision) national championships from 2005-07 and a 34-32 victory over the University of Michigan (college football's all-time winningest program) in 2007 put Appalachian in the national spotlight both academically and athletically. In 2015, Appalachian State became the first team to ever win 11 games in its first full-fledged season as a member of NCAA Division I FBS, going 11-2 with a 31-29 win over Ohio in the Raycom Media Camellia Bowl. The Camellia Bowl triumph also made Appalachian State the first team to ever win a bowl game in its first full-fledged FBS campaign and set a new Sun Belt Conference record for single-season victories.

In addition to their success in the athletic arena, Appalachian State student-athletes are also among the nation's top performers in the classroom. In 2016, Appalachian State swept the Sun Belt Conference's highest individual honors for academic performance (the Sun Belt Male and Female Postgraduate Student-Athletes of the Year awards) and, in 2015, Appalachian claimed the conference's top academic honor for an athletic department when it won the Sun Belt Institutional Graduation Rate Award. In the spring semester of 2016, 222 students were named to the athletics department's academic honor roll for compiling a 3.25 grade point average or higher, including 19 students that earned a perfect 4.0 GPA.

Appalachian State possesses some of the finest athletic facilities that the nation has to offer. Each of the Mountaineers' 20 sports train and compete in facilities that have been built or remodeled since 2000. The facilities are highlighted by the 120,000-square-foot Appalachian Athletics Center, which houses training and academic areas for all 20 sports. Other facilities include Kidd Brewer Stadium (football, track and field), the Holmes Center (basketball, volleyball, track and field), Beaver Field at the Jim and Bettie Smith Stadium (baseball), Sywassink/Lloyd Family Stadium (softball), Appalachian State Soccer Stadium at the Ted Mackorell Soccer Complex (soccer), Appalachian Varsity Courts (tennis), the Don Kennedy Trails (cross country) and Brandon & Erica M Adcock Field at Appalachian Field Hockey Stadium. The Mountaineers also practice in top-notch surroundings at the Sofield Family Indoor Practice Facility and Varsity Gym, which is also the competition venue for Appalachian State wrestling.

For the most up-to-date information on Appalachian State athletics, visit www.appstatesports.com.

Fall Varsity Sports: Men's Cross Country, Women's Cross Country, Field Hockey, Football, Men's Soccer, Women's Soccer, Volleyball

Winter Varsity Sports: Men's Basketball, Women's Basketball, Men's Indoor Track and Field, Women's Indoor Track and Field, Wrestling

Spring Varsity Sports: Baseball, Men's Golf, Women's Golf, Softball, Men's Tennis, Women's Tennis, Men's Outdoor Track and Field, Women's Outdoor Track and Field

Career Development Center

Sharon Jensen, Interim Director

www.careers.appstate.edu

Appalachian provides a full range of career services to assist students with career-related issues and career management skills. At Career Exploration Office, the Career Development Center's satellite service, students can receive assistance in identifying academic majors and career options compatible with their interests, abilities, and values. Computerized guidance programs and other assessment

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tools assist with this process.

The Career Development Center offers individualized advising on self-managed career development, experiential learning, and personal marketing strategies. Students can access www.careers.appstate.edu for a variety of resources on careers, graduate schools, employers and full-time job opportunities. Information on internships can be found at www.internships.appstate.edu.

Special services for graduating seniors include on-campus interviews and an online career account for posting resumes and viewing job openings. Workshops, practice interviews, and resume critiques help prepare students for the job search, while career and internship fairs provide the opportunity for students to make direct contact with a wide range of employers.

Student Employment

The Student Employment Office assists students in obtaining part-time job opportunities. On campus jobs are found through the Federal Work Study program and various Student Temporary positions. Student Employment places students who have accepted an award for Work Study through the Financial Aid Office. For more details about the Work Study Program, please visit the following website: www.studentemployment.appstate.edu/pagesmith/11. Student Temporary work is found by applying with campus employers which include, but are not limited to: Food Services, University Recreation, University Housing, Belk Library and Information Commons, and the Child Development Centers.

For more information regarding finding employment, please go to www.studentemployment.appstate.edu or visit the Office of Student Employment located in John E. Thomas Hall, Room 389 to meet with a staff member.

Counseling and Psychological Services Center

www.counseling.appstate.edu

(To be determined), Director

The Counseling and Psychological Services Center is part of a comprehensive program of student services within the Division of Student Development at Appalachian State University. The Center has as its primary purpose the prevention of psychological difficulties and treatment of the mental health concerns of its students. To meet this goal, the Center provides confidential individual, couples and group counseling for a variety of developmental and psychological issues. Concerns addressed in therapy range from personal growth and educational decisions to more serious issues that can cause psychological distress and interfere with academic functioning. The Center also provides 24-hour emergency response services when classes are in session for students experiencing extreme psychological crises. The Center is staffed by licensed psychologists and counselors and serves as a training site for an APA-accredited predoctoral psychology training program, as well as externs and practicum students for the Clinical Health Psychology, Human Development and Psychological Counseling, and Social Work graduate programs at Appalachian State University.

The Center also seeks to assist in the creation and maintenance of a University environment that will foster the well-being and personal development of its members. The Center provides outreach programs and psychoeducational workshops in a variety of venues to address such issues as eating disorders, sexual assault, career choice, substance abuse, stress management and suicide prevention. Center staff also are available to consult with University students, faculty, staff and others concerned about the psychological well-being of any University student.

The Career Exploration Office, co-sponsored by the Counseling and Psychological Services Center and the Career Development Center, offers assistance in career choice and planning. Trained and supervised student counselors assist students in learning about themselves and the world of work, making decisions, and developing career plans.

University Housing

www.housing.appstate.edu

Tom Kane, Director

The University has 20 residence halls housing nearly 6,000 students in a living and learning atmosphere. The quality of the on-campus experience is of as much a concern to the University as the quality of any academic program.

The halls are staffed and supervised by personnel who are trained to create a friendly atmosphere in which students can enjoy life and feel a part of the University community. The Office of University Housing employs 165 professional, graduate, and undergraduate staff members who live in the residence halls to respond to the needs of our resident students.

University Housing has qualified student leaders and professional staff who are responsible for creating an environment within our living and learning units that is conducive to, and complements, the educational process. Each residence hall has a hall council that works with the staff to provide social, educational, cultural, and recreational programs. There are limitless opportunities for meeting the needs of the resident student through program development and implementation.

Each room is equipped with basic furniture. Students are allowed to supply rugs and other personal furnishings according to individual taste. Students may want to bring: one or more UL approved electrical outlet strips with a circuit breaker (maximum 6 outlets per strip); TV; stereo, radio, CD player; carpet (Halls with carpet: Newland, Living Learning Center, Appalachian Heights, Doughton,

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White, Lovill, and Appalachian Panhellenic Hall); bookshelf (free standing); desk lamp; alarm clock; trash can; umbrella; a personal computer and ethernet cord for internet connection. (The Living Learning Center and several academic buildings have computer labs available for student use. Print stations are available at the East and West service desks.)

Some appliances are allowed in the student rooms (lamps, television sets, small refrigerators); but others are NOT (hot plates, toasters, heat lamps, halogen lamps, heaters, George Foreman type grills, and other electrical appliances). Irons may be used in laundry rooms. Additional items that students should NOT bring are as follows: ceiling fans or track lighting; power tools; nails; lofts (these are against fire code regulations); pets other than fish (10 gallon tank limit); candles, incense burners, or any apparatus that produces an open flame; handguns, rifles, shotguns (it is a felony to possess a weapon on campus); knives, BB guns, fireworks (it is a violation of NC law to possess these items on campus). The Residence Hall License Contract contains specific regulations and policies which govern residence hall life. All students are responsible for knowing these regulations and conducting themselves accordingly. Any student who is evicted from on-campus housing is not eligible for a refund of room rent.

Housing requirements. All new, incoming freshmen (having never attended an institution of higher learning) are required to live in University-owned housing with the exception of those students living with parents or guardian within a 30 mile radius, those who are married, single parents, 25 years of age or older, or veterans eligible for training under Public Law 358, G.I. Bill effective June, 1966. ALL RESIDENCE HALLS ARE CLOSED DURING WINTER BREAK. NO STUDENT CAN STAY DURING THIS TIME.

All students reserving rooms are subject to an academic year room and board contract. Students who reserve a room for the academic year are obligated to pay room rent for fall and spring semesters as long as they are enrolled. Exceptions are made during the term of the housing agreements for students participating in off-campus field service programs (i.e., internship or student teaching outside of Watauga County), students getting married during the term of the agreement, and students who do not enroll for any coursework for the second (spring) term. A prorated refund will be considered for those students who are married during the semester, provided proof of marriage is supplied.

Returning students have the opportunity to reapply for housing each January/February prior to the next term of housing. Housing assignments are offered to a limited number of returning students who apply by the published deadline, receive an invitation to choose a room, and complete the room selection process.

Students who request contract cancellation prior to June 30 will incur a \$250 charge on their student account to cover administrative costs. If a student's request to cancel a contract is received after June 30, the student is liable for the entire amount of housing charges for the fall semester. Because the License Contract is for an academic year (fall and spring semesters), students who are residents in the fall semester are expected to continue to occupy rooms in the spring semester.

Freshmen: Starting February 1st of each year, a freshman student that has been accepted and paid their \$200 pre-payment to Appalachian State University must go to the University Housing Office website (www.housing.appstate.edu) to fill out their housing application. Each student must read and agree to the entire housing contract. The deadline to fill out the housing application is May 1st and the student will receive their housing assignment around mid-July. The housing assignment will be emailed to their university email address and will include roommate contact information.

Transfers: Transfer students who are interested in residential student housing are encouraged to apply, but are **NOT** guaranteed a housing assignment. Transfer students are assigned after returning students and freshman students have been assigned. Transfer students will be assigned in the order that housing applications are received.

Students requesting to be roommates should complete the appropriate sections on their housing applications. Both students' completed applications need to include a mutual request. All roommate request changes must be made in writing and received by June 30th. Changes to housing applications received after July 1st will not be honored.

"Academically Ineligible Statement." Students with room assignments who are declared academically ineligible at the end of the fall semester will have their housing assignments cancelled. They should contact the housing office about checking out of their residence hall during the first week of January.

Mary S. Shook Student Health Service

Robert S. Ellison, M.D., Director

www.healthservices.appstate.edu

Medical Services are provided to eligible students by the Mary S. Shook Student Health Service at its location on the second floor of the Miles Annas Student Support Services Building on Howard Street. Full service clinic hours are 8AM-4PM Monday-Friday (9AM-4PM Wednesday). Limited service clinic hours are 10AM-2PM Saturday, and 1PM-5PM Sunday. Health Service is also open for limited services 8AM-11AM during breaks. Summer hours are 8AM-4PM Monday-Friday (9AM-4PM Wednesday). Registered Nurse telephone consultation is available when Health Service is closed. Persons calling Health Service at (828) 262-3100 will be given the option to access this service. Referrals to off-campus physicians or to the Watauga Medical Center may be required for services not available or outside of regular clinic hours. In such cases, the student is responsible for all charges incurred.

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A current, valid Student ID must be presented before each visit to the Health Service. Students paying fees for nine or more credit hours during an academic semester or at least one credit hour during a summer term are eligible for care at the Health Service. Students who are enrolled and pay fees for less than those hours may elect to pay the Health Service fee at the Student Accounts office and be eligible for care. The Health Service is funded by student health fees. Many services provided require no payment other than the health fee, though there is a nominal charge for some services. Contacts with the Health Service are confidential. Records are maintained separately from the University records for the use of Health Service personnel and may be released only with written permission by the student.

The Health Service does not issue medical excuses for class absences due to illness or injury. Students who withdraw from the University for health reasons should do this through the Health Service and must receive a medical clearance before being re-admitted. This clearance must present evidence that the condition which necessitated withdrawal has improved and that there is reasonable expectation of the student's ability to participate in University life.

North Carolina law requires that all students have a complete immunization record on file at the Health Service. Students not in compliance will be administratively withdrawn from the academic term in question.

Mandatory Student Insurance Requirement

Beginning with the 2010-11 academic year, any student enrolled in a degree-seeking program at Appalachian State University for six or more semester hours and who is eligible to pay the student health fee, must provide proof of a creditable health insurance policy. Students who do not provide proof of insurance by the start of fall classes will be charged each semester for health insurance provided by Blue Cross Blue Shield, the company selected by the UNC Board of Governors to provide medical insurance system wide.

Any student meeting these criteria who has an existing creditable coverage health insurance policy is able to waive out of the UNC system plan easily and quickly online. No paperwork is required. The Web portal to waive out of the UNC system plan may be found via a link at ASU Student Health Service website. A response to a waiver request submission typically will be made within no more than three business days once the verification process begins. For further information, go to www.healthservices.appstate.edu.

Office of Student Conduct

J. David Elrod, Director

James Lorello, Assistant Director

Shanoya Conner, Assistant Director

Daniel Meadows, Assistant Director

Academic Integrity Code & Code of Student Conduct

www.studentconduct.appstate.edu

Appalachian State University is committed to maintaining an environment that supports and encourages the pursuit and dissemination of knowledge. All members of the academic community - students, faculty, administrators and staff, share in the responsibility of protecting and promoting that environment and all are expected to exemplify high standards of professional and personal conduct.

As an academic community, the University has an interest in the safety, welfare, and education of the members of this community and in fostering an environment consistent with the educational mission, purpose, and processes of the University. Appalachian's Academic Integrity Code and the Code of Student Conduct were developed to assist students in their learning beyond the classroom into all aspects of life.

When students voluntarily enter the University, they assume obligations of performance and behavior relevant to the University's mission, processes, and functions. Expectations of students in an academic community are higher than those of other citizens. A violation of these standards and expectations can result in disciplinary sanctions.

Sanctions are designed to be educational in nature and focuses on promoting responsible conduct, teaches about the consequences of misconduct for the individual and the community, provides opportunities for growth and development, and holds students accountable for their behavior. However, students who fail to follow community standards are treated similarly to students who have failed academically and can be removed from the University.

The illegal or abusive use of alcohol and other drugs by members of the academic community adversely affects this educational environment. North Carolina and federal laws restrict or prohibit the use of alcohol and other drugs in various contexts. The illegal or abusive use of alcohol and other drugs is not compatible with personal health and welfare and the pursuit of academic excellence, and will not be tolerated by Appalachian State University on or off campus or as part of any institutional activities.

The Office of the Dean of Students is host to the **Student Legal Clinic**. An attorney is available to assist students with legal concerns that arise during their academic experience. The most common issues are landlord and tenant disputes, minor criminal issues, and traffic violations. An appointment to meet with Ms. Karla Rusch can be scheduled by calling (828) 262-8284.

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Students, faculty and staff are encouraged to contact the Office of Student Conduct at any time for consultation on policies and procedures. The Office of Student Conduct, located on the third floor of the Plemmons Student Union, may be reached by telephone at (828) 262-2704, by fax at (828) 262-4997, or by email at studentconduct@appstate.edu.

Post Office

Greg Y. Foster, Director

www.po.appstate.edu

A United States Post Office Contract Station is maintained by Appalachian in the Miles Annas Student Services Building. A mailbox is provided for students living on campus and will be automatically assigned to them approximately August 1st. Students may check online under their AppalNet account to find their ASU Box number and the combination for their mailbox. The mailboxes are located in the Appalachian State University Post Office in the Miles Annas student Support facility at 614 Howard Street. The student's University mailbox address is used by the University for communicating with each student and for receiving personal mail via United States Postal Service. For this reason, students are responsible for checking their University mailboxes frequently.

Students not living on campus will not be assigned a mailbox unless they opt in for a mailbox and pay a \$41.00 fee, this is a per semester fee. Opting in must be done each fall and spring semester. The fall semester opt in option will be available starting July 15 and spring semester opt in will be available after the end of fall semester. * Students wanting to opt in and keep their current mailbox must complete the process within a week or two after the option is available. If not done in time the mailbox may be reassigned to another student and a different mailbox will be assigned to the student opting in.

If a student chooses to opt in for a campus mailbox, they may do so by logging into their AppalNet account, clicking on "Self-service", and then click on the "Personal Information" tab. Next, click the "ASU Post Office Box Opt In" link, check the box acknowledging the Opt In, and click "Submit." A pop up window will appear asking you to confirm the fee.

Any student who has had a mailbox but moving off campus and not opting in for a mailbox will have their mailbox reassigned to another student. If this is the case, the student should go to the Appalachian State University Post Office to submit a change of address form to have their mail forwarded to another address. The Post Office will forward all mail for which postage has been paid. It will not forward any university mail without postage.

Visit our website at www.po.appstate.edu for a complete description of services.

Parking And Traffic

Barry D. Sauls, Director

www.parking.appstate.edu

The University Parking and Traffic Department is responsible for providing parking services and traffic control for all faculty, staff, students and visitors to the campus. Individuals who wish to park a motor vehicle on University controlled property between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, must obtain a parking permit from the Parking and Traffic Department before doing so. Several types of permits are available, dependent upon the category of the registrant. The appropriate permit will be provided at the time of registration, subject to availability. Fees are charged for parking permits, as designated by the University's Board of Trustees. For further information, please contact the Parking and Traffic Department at (828) 262-2878, visit our website (noted above) or visit our office in the Rivers Street Parking Deck.

University Police

Chief Gunther E. Doerr, Director of Public Safety and Risk Management

www.police.appstate.edu

The University Police Department is responsible for protecting life and property at Appalachian by providing emergency and non-emergency law enforcement services, crime prevention, safety and criminal investigative services. Students are encouraged to report suspicious persons or activity to the police. There are several different ways you can contact the police department:

For an on-campus **police emergency**, call (828)262-8000 from your cell phone. It is recommended that you program this number into your cell phone. You may also contact the police department via our new Safety App called Rave Guardian. This is a free mobile app that can be downloaded to any Apple or Android device and gives you the option of texting the police. There are also over 75 Blue Light emergency telephones located throughout campus that can be used to contact the police department.

To report a crime anonymously, call "Crimestoppers" at (828) 268-6959 or log on to our website at www.police.appstate.edu and click on "Report Crime Information or Suspicious Activity Anonymously Online."

The University's Annual Security Report is available online at www.police.appstate.edu. The report includes statistics for reported crimes that occurred on-campus and institutional policies concerning campus security and fire safety, such as policies concerning sexual assault, building evacuation and other safety and security matters. If you would like to receive a paper copy of the report,

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you can request that a copy be mailed to you by calling ASU Police at 828-262-2150.

Environmental Health, Safety and Emergency Management

Jason Marshburn, Director

www.safety.appstate.edu
www.emergency.appstate.edu

The Office of Environmental Health, Safety and Emergency Management (EHS&EM) is responsible for reducing unintentional accidents and injuries on campus by providing environmental health, fire prevention, safety, and emergency management services. EHS&EM works with faculty, staff, and students to reduce risk in Appalachian's living, learning, researching, and working environments.

EHS&EM manages the emergency preparedness programs for Appalachian State University, including the AppState-ALERT voice and text emergency notification system. To register your cell phone to receive emergency voice and text messages, go to the following website: www.emergency.appstate.edu. You may also enroll during the class registration and drop/add periods. Visit the emergency website at www.emergency.appstate.edu for important emergency preparedness information and to download an emergency guide. For more information on any of the programs and services offered by EHS&EM, call (828) 262-4008.

Food Services

Art Kessler, Director

www.foodservices.appstate.edu

Appalachian Food Services is proudly operated by Appalachian State University; we offer the University community complete meal service, as well as catering and vending. Appalachian Food Services operates a diverse selection of dining options located on East and West campus as well as campus convenience stores and vending machines. Our main facility, the Roess Dining Hall is home to both the Rivers Street Cafe and Sanford Commons. Rivers Street Café contains multiple dining venues: Fire Side Pizza, Fresh Market, Healthy Select, Homestyle Classics, Noodle Works, Rivers Street Grille, Sushi and wrAPPS. Across the promenade, Sanford Commons features additional venues: A Sub Shop, Chick-fil-A, Conrad's Coffee, Habanero's, Mountaineer Grille, Salads Plus, The Pizzeria and Traditions. Trivette Hall on West campus is home to McAlister's Select and Park Place Café. Cascades Café and McAlister's Deli are located in the Plemmons Student Union, and the Juice Bar is in the Student Recreation Center. Food Services also operate three campus convenience stores: the Bookstore Market, the Market at Appalachian Panhellenic Hall and the Market at Trivette.

Catering

Appalachian Food Services offers a wide range of catering services to meet the needs of students, faculty, staff and alumni. These services include coffee breaks, teas, receptions, picnics, formal dinners and more. Please contact the Catering Office by email or phone to place an order (cateringorders@appstate.edu / (828) 262-8011 or (828) 262-6143). Visit our website at www.foodservices.appstate.edu (click on "Catering & Special Events") for Catering Policies & Menus.

THE APPCARD OFFICE & ACCOUNTS

www.appcard.appstate.edu

AppCards

The AppCard Office, located in Trivette Hall and part of Appalachian Food Services, is responsible for issuing all AppCards. AppCards are issued to all students upon their arrival on campus and serve as campus identification. These cards are electronically encoded to provide access to Meal Accounts and Express Accounts, campus residence halls and facilities as well as fee-supported events.

Meal Accounts

All resident students are required to select a Meal Account each semester as a part of the housing contract. Publicized options represent minimum requirement levels; additional funds can be added at any time. Meal Accounts operate on a declining balance system. Students are only charged for what they select and can use Meal Account funds anytime, anywhere for any on-campus food purchase. Meal Accounts cannot be used off campus and **ARE NON-REFUNDABLE**. Any balance from Fall semester carries over to Spring semester, but balances must be used by the end of the Spring semester. **Refunds will be made only in the case of official withdrawal from Appalachian State University during a semester.**

What is the refund policy for Meal Accounts?

Refunds for Meal Accounts will be made only in the case of official withdrawal from the University during a semester. The money refunded will be from the current semester only. Money from the prior semester will not be refunded. Account balances carry over from summer to fall and from fall to spring semesters. The last day to use account balances is May Commencement. Any balance remaining after May Commencement is non-refundable and will not carry over into summer sessions or the fall semester. Visit our website at www.appcard.appstate.edu (click on "Refund Policies") for complete details.

Express Accounts

Express Accounts are optional accounts that may be set up for a student's convenience; **balances carry over each year that a student is enrolled at Appalachian**. Express Accounts operate on a declining balance system and are accepted at various on-

Student Life

campus locations. Express Accounts cannot be used off campus and funds cannot be withdrawn as cash. The Express Account is separate from the Meal Account, but it is still accessed by the AppCard.

What is the refund policy for the Appalachian Express Account?

Full refunds for Express Accounts will be made only in the case of official withdrawal from the University during a semester. Account balances carry over each year that a student is enrolled at Appalachian. At separation, Express Account balances greater than \$55.00 can be refunded if requested. A \$50.00 fee applies. Refunds will be given once a year to students who request it by the last working day before May Commencement. Request for refunds must be made through the AppCard Office in Trivette Hall. Telephone number to request a refund is (828) 262-6141. Refunds will be issued from the Student Accounts Office in John E. Thomas Hall. Visit our website at www.appcard.appstate.edu (click on "Refund Policies") for complete details.

University Bookstore

Lorraine P. Childers, Director

www.bookstore.appstate.edu

The University Bookstore, located at the center of campus beside the student union offers a variety of goods and services to support the needs of students, faculty and staff. Institutionally owned and operated, a portion of bookstore revenues support student scholarships and benefit the campus community.

The bookstore manages the university's fee based undergraduate rental textbook program, one of the most comprehensive rental textbook programs in the country, that entitles students to receive the main textbook for most undergraduate courses. The average undergraduate student saves hundreds of dollars a semester. Workbooks, manuals and supplemental texts are not included. Students that fail to return rental textbooks by the established deadline at the end of each term will be billed the replacement cost of all unreturned, or damaged books. Graduate students and Distance Education students are not eligible for the rental program, but their materials are available for purchase here.

The bookstore is the only authorized Apple Computer Reseller in the area, and houses a large assortment of general reading materials including titles from faculty authors. It is also the largest provider of imprinted clothing and gifts. Visit our website for more detailed information at www.bookstore.appstate.edu.

George M. Holmes Convocation Center and Seby B. Jones Arena

Jason C. Parker, Director

www.theholmescenter.com

The purpose of the George M. Holmes Convocation Center is to provide facilities for the Department of Health, Leisure and Exercise Science as well as Appalachian's basketball and volleyball and to support the academic processes of Appalachian State University.

Serving as a multi-purpose arena for the northwestern region of North Carolina, the Center will support University-sponsored events, such as Commencement and Open House. Cultural events, concerts, trade shows, athletic events and other public assembly activities will also be a part of the Center's programming.

Since several departments will share the facility, all efforts will be made to accommodate the activities of each department. Because the schedule for the Center will be constantly changing, every effort will be made to keep all concerned updated. University sponsored events such as commencement, convocation, and student recruiting events will have priority over all other events. Please contact the Center's Director for reservations.