

the student's instructors regarding the absence. If there is a difficulty, the Director or his/her designee will attempt to reach the student through College of Charleston email. Ultimately, the decision to excuse the student from class can only be made by the faculty.

2. Amplified Sound Policy

In an effort to continue to develop Student Life at the College of Charleston and promote an increased sense of community on campus, the Division of Student Affairs has created the following policy for the use of amplified sound on-campus in connection with programs and events held on weekdays during business hours during the upcoming academic year:

- 2.1** Events requiring the use of amplified sound that are scheduled Monday – Friday between the hours of 8 a.m. and 9 p.m. will be held in the Stern Center Gardens.
- 2.2** Space reservations for the Stern Center Garden will be accepted on a first-come, first-serve basis through the Office of Student Life and must be approved in advance by the Director of Student Life.
- 2.3** The Office of Student Life and the Division of Student Affairs will provide information related to any special previously approved events requiring amplified sound in a timely manner to the Provost's Office so that advance notice of events can be distributed to faculty members and academic departments.
- 2.4** The use of amplified sound will not be permitted during the hours of 8 a.m. – 9 p.m. on weekdays in areas immediately adjacent to offices or classrooms facilities (i.e. Maybank Hall, the Cistern, etc.). As always, student organizations will be allowed to host informational tables and programs that do not require amplified sound at these locations.
- 2.5** Requests for exceptions to this policy must be submitted in writing to the Director of Student Life no less than two weeks (fourteen calendar days) prior to the proposed date of the event. A committee comprised of representatives from the student body, faculty and staff of the College of Charleston will convene to review the request and will notify the requestor in writing of the committee's decision. An Event Planning Form must be completed and all prior approvals for the proposed event (space reservation, Public Safety staffing, etc.) must be received before the proposed event is submitted to the committee for review. Contact the Office of Student Life at 843.953.5726 if you have any questions regarding this policy or campus programming.

3. Debts

The maturity of students is reflected in part by the manner in which they meet financial obligations to the community and to the College. Transcripts of students whose accounts are in arrears will not be released to them or to any agency or institution for the benefit of the student. Students cannot graduate from the College and may be refused the privileges of registering for courses if their college accounts are in arrears.

4. Delinquent Accounts

If an account becomes delinquent, the College reserves the right to assign the account to a collection agency. Therefore, the student will be responsible for all collection costs, any additional attorney fees, and court costs.

5. Demonstrations

Demonstrations should be scheduled two weeks in advance with the Executive Vice President for Student

Affairs. The information required is a specific location, the beginning time, the ending time, and the name of the sponsoring organization. Demonstrations must be orderly and may not block entrances to buildings or interfere with free flow of pedestrian or vehicular traffic. If an amplification system is used, reasonable volume level will be determined by location and time of day. Failure to comply with these regulations may result in penalties, including loss of demonstration privileges.

6. Student Email

Email is considered an official method for communication at the College of Charleston. Official email communications are intended to meet the academic and administrative needs of the campus community. The College has the right to expect that such communications will be received and read in a timely fashion. To enable this process, the College ensures that all students can be accessed through a standardized, college-issued email account throughout their academic years at the College of Charleston.

Students are expected to check their College of Charleston official email on a frequent and consistent basis in order to remain informed of College-related communications. Checking email on a daily basis is recommended. Students have the responsibility to recognize that certain communications may be time-critical.

7. Identification/Debit Cards

All students are issued identification/debit cards which they should carry at all times. The cards are the means of identifying students for library privileges, student health services, athletic events, the meal plan, social events, check cashing, and other college functions or services open to them as students. Students are expected to present their cards upon request to any college official or employee. Any student whose identification/debit card is lost or destroyed may purchase a new one from the Cougar Card Office. Fraudulent use or transfer of an identification/ debit card is considered a violation of the Honor System.

8. Lactation Policy

The purpose of this policy is to provide nursing mothers who are students with a private place to express breast milk. The College has designated lactation rooms on the main campus and at the North campus. Students may contact the Office of Human Relations at 843.953.5512 for room locations and access information.

The College is not responsible for the integrity or security of breast milk stored in any refrigerator on campus. Nursing mothers may use the provided campus refrigerators or may bring personal coolers to store breast milk.

After each use, students using the designated lactation rooms must use care to wipe off all contacted surfaces with the provided sanitation wipes. The College will also ensure that the designated room are regularly cleaned as appropriate by custodial staff.

9. College Requirement for Student Contact Information

All College of Charleston students are required to provide the College accurate and timely information regarding their local and permanent addresses, local and permanent phone numbers, and emergency contact information. Addresses, phone numbers, and emergency contacts are to be updated on a timely basis by students via MyCharleston and Banner Self-Service under Personal Information:

- View Phones
- Update Phones
- View Addresses
- Update Addresses