



2024-2025 Student Handbook

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Assistance for International and Multicultural Students

Office of International Programs, 919-760-2307, 124 Lux Hall, 919-760-2307. Website: <https://www.meredith.edu/guidebook/>

Staff members within the Office of International Programs and Division of College Programs are available to offer assistance, answer questions, address concerns and provide counseling. For inquiries regarding available resources, campus organizations, or committees that address the needs of students from diverse populations see:

- **Office of International Programs**
124 Lux Hall; 919-760-2307
Website: <https://www.meredith.edu/study-abroad/>
Email: internationalprograms@meredith.edu
- **Office of the Dean of Students**
Park Center; Second floor; 919-760-8521
Website: <https://www.meredith.edu/dean-of-students/>
Email: deanofstudents@meredith.edu
- **Student Leadership and Service**
202 Cate Center; 919-760-8338
Website: <https://www.meredith.edu/leadership-service>
Email: leadershipandservice@meredith.edu
- **Vice President for College Programs**
Johnson Hall, Second floor East; 919-760-8556
Email: collegeprograms@meredith.edu

Campus Dining

Jayne Aimalfoa, Dining Services Director: 919-760-8656, jmaimalfoa@meredith.edu or Aimalfoa-Jayne@aramark.com

Thomas Grabau, Chef: 919-760-8658, Grabau-Thomas@aramark.com

Belk Dining Hall: 919-760-8186, campusdining@meredith.edu

BeeHive Café: Cate Student Center, 919-760-8328, campusdining@meredith.edu

Oak Leaf Catering: 919-760-8377, catering@meredith.edu

Website: <https://meredith.campusdish.com> or <https://www.meredith.edu/dining-services/>,

Instagram: [@Meredith_Dining](https://www.instagram.com/Meredith_Dining)

BeeHive Café

Located on the second floor of the Cate Student Center, the BeeHive Café is the retail location where you're able to use your Dining Dollars to eat and perfect for a quick bite or a leisurely meal with friends.

BeeHive Café Hours of Operation

Monday – Thursday: 7:30 a.m. – 8:00 p.m.

Friday: 7:30 a.m. - 4:30 p.m.

Saturday – Sunday: CLOSED

Belk Dining Hall

At Belk Dining Hall, you'll find an abundant variety of fresh foods, prepared your way each day. Our team stands ready to serve up a changing menu of specialties cooked to your liking! Daily features include traditional, home-style meals and grilled favorites. Also enjoy our rotisserie, soups, a full-service salad bar, deli, Vegan/Vegetarian, Restaurant Rotation, and freshly made desserts. We also customize menus for specific students (vegetarians, vegans, & gluten-free, just to name a few).

Tips for Navigating the Dining Hall:

- Meal plan members must present their Cam Card (student I.D.) to enter Belk Dining Hall
- Not on a meal plan? Commuter and Apartment students may purchase a meal plan (see below or visit our website for more details. Credit card and Dining Dollars declining balance are also accepted in all of our locations
- Guests of students must pay at the entrance to the Dining Hall to gain access.
- Food, dishes, and glassware are not to be removed from the dining hall. Personal dishes and cups may not be used in the dining hall because of health department regulations.
- For more information, please visit our [website](#).

Belk Dining Hall Hours of Operation

Monday – Friday

Breakfast: 7:30 a.m. – 9:30 a.m.

Continental Breakfast: 9:30 a.m. – 11:00 a.m.

Lunch: 11:00 a.m. – 2:00 p.m.

Late Lunch: 2:00 p.m. – 4:45 p.m.

Dinner: 4:45 p.m. – 7:30 p.m.

Saturday and Sunday

Continental Breakfast: 8:30 a.m. – 11:00 a.m.

Brunch: 11:00 a.m. – 1:30 p.m.

Saturday Dinner: 4:45 p.m.– 7:00 p.m.

Sunday Dinner: 4:45 p.m.– 7:30 p.m.

- In between the meal times, several options continue to be available: grill, pizza, salad bar, yogurt and waffle stations.

Meal Plans

Whether you're eating on campus every day or just a few times a week, you could be saving money with a meal plan. Many options help you choose the plan that offers the best value for your busy schedule.

Excellent service and clean environments make dining more pleasant and convenient locations on campus mean you don't have to give up your parking space. A meal plan might just make dining the most relaxing part of your day! Detailed information about residential and commuter student meal plans is found on the campus dining [website](#).

Residential Meal Plans: Residential meal plans provide the student a set number of all-you-care-to-eat meals per week in Belk Dining Hall and Dining Dollars per semester to spend in the BeeHive Café. Your Cam Card identifies you as a meal plan member and must be presented at each meal. The cost of these plans are the same. Dining Dollars expire at the end of each semester.

Commuter/Apartment Living Meal Plans: Off-Campus Meal Plans provide you with a set allotment per semester of all-you-care-to-eat meals in Belk Dining Hall PLUS Dining Dollars to spend in the Beehive Café. Your Cam Card identifies you as a meal plan member and must be presented at each meal. All students residing in the apartments and commuters are eligible for these plans. Dining Dollars and meals expire at the end of each semester.

Dining Dollars: Pay as you go. Dining Dollars work like a bank debit card. Your purchases in the Beehive Café are subtracted from your account balance. If your Dining Dollars run low, just add to your account with cash, check, money order, or charge to your student account. When you want to replenish your Dining Dollars, go to the Accounting Office in Johnson Hall or visit our website.

Note: *Meals and Dining Dollars must be used within the semester they are purchased and do not rollover to the following semester.*

Oak Leaf Catering

Oak Leaf Catering is the exclusive catering company here at Meredith College and able to assist with all of your on-campus and off-campus catering needs. From light refreshment breaks for clubs and resident hall socials to formal luncheons and dinners, our goal is to ensure the success of every event. To see all what we have to offer & more, please feel free to visit our catering website at the following website:

<https://meredithcatering.catertrax.com/shopcustadminlogin.asp> where you are also able to order at your convenience. Our other contact information is listed below:

- By email: catering@meredith.edu
- By phone: 919-760-8377
- By Web: Oak Leaf Catering

Gift Packages & Birthday Cakes: We offer wonderful gift packages you can send to friends at just a touch of a button. These include but are not limited to:

- Get Well Packages
- Exam Crunch Packages
- Stock Your Room! Packages

Email our catering manager for more information or to order your kit today!

Campus Dining FAQ's

How do I sign up? Students living in an on-campus residence hall will be signed up automatically. Commuters and Oaks Residents can sign up online at www.meredith.campusdish.com.

What If I Have a Meal Plan Question? We have a FAQ section on our website that addresses and answers many of the questions students ask about our residential, apartment and commuter meal plans. You may also email us anytime at campusdining@meredith.edu or call us in the Dining Services office at 919-760-8656 for information about meal plans.

What If I Have Special Dietary Needs or Restrictions? We will do everything possible to accommodate your dietary needs, restrictions and preferences. Please contact our chef if you need assistance.

Office of the Chaplain

Rev. Stacy Pardue, Chaplain, 919-760-8346, pardues@meredith.edu

Meredith College offers opportunities for spiritual growth as an integral part of the life of the campus to its students from all faith traditions-- Buddhism, Christianity, Hinduism, Islam, Judaism, and others-- and for those who identify as agnostic, atheist or other worldviews. Everyone has valuable philosophical and spiritual ideas to contribute. The Office of the Chaplain provides guidance for the development of religious programs, as well as a pastoral presence for the campus community. The Chaplain is available to the College community for counseling pertaining to spiritual questions, spiritual/religious vocations, and personal challenges. Meredith's spiritual roots are founded in the Baptist tradition, which lauds religious freedom with respect for different belief systems. The Office of the Chaplain seeks to foster an environment respectful of all religious traditions, belief systems, and forms of spirituality. There is also a beautiful interfaith prayer and meditation room in Jones Chapel that is open to the Meredith community.

The Office of the Chaplain partners with several local organizations to build a healthy community, and provide opportunities for Meredith students to serve and learn practices and disciplines of reflection. We have a special partnership with the Raleigh non-profit Loaves & Fishes (LAF) that works with Sisters United, a student group that supports vulnerable girls and women. Mentoring Angels partners Meredith mentors with LAF for a weekly after-school program. The Chaplain addresses other social concerns as the advisor to Sisters United. This group has addressed a variety of issues including domestic violence, anti-human trafficking, poverty, and girls' education in the developing world. With a strong emphasis on service, the Chaplain has organized service trips to Belize, Central America; Ghana, West Africa; and one to New York City.

The Chaplain offers emergency financial assistance to students through a campus fund. Any student struggling with medical bills, food insecurity, utility payments, winter clothing, car and gasoline issues, or other incidentals should meet with the Chaplain to discuss their situation. The office also sponsors the Daisy Trade, a food and toiletries pantry for the Meredith community.

Students seeking a place of worship in the Raleigh community may contact the Chaplain for assistance. Information is available for all faith traditions. Students are invited to make use of the Jones Chapel Meditation Room and Reading Room, as well as visit one-on-one with the Chaplain.

Campus Police

Al White, Chief, 919-760-8888, alwhite@meredith.edu

Students are encouraged to program the Campus Police number, 919-760-8888, into their mobile phones to dial in case of emergency while on campus. From any campus telephone, dial extension 8888.

In the case of a life-threatening medical emergency, or if in immediate danger, call 9-1-1. Be prepared to identify yourself, provide your location, and the nature of the emergency. If calling from campus, inform the operator that you are a Meredith College student and where you are on campus. If a voice call would endanger your life or that of others, you can also text 9-1-1.

The Meredith College Police have full law enforcement authority on College property and maintain a close working relationship with the Raleigh Police Department. Campus police and security officers regularly patrol campus 24/7 and can quickly come to your aid to provide emergency and non-emergency assistance.

Career Planning

Dana Sumner, Director, 919-760-8428

Jane Matthews, Associate Director, Employer Relations, 919-760-8343

Andrea Wogoman, Employer Relations Coordinator, 919-760-2344

Courtney Jordan-Steele, Career Counselor, 919-760-8213

Ann Phillips, Office Manager, 919-760-8341

Location and Hours: Park Center, Second floor; 8:00 a.m. - 5:00 p.m.

Website: <https://www.meredith.edu/career-planning>

The Career Planning team encourages students to reflect, explore, evaluate, and select majors and careers that consider their interests, skills, strengths, values, and preferences. Specifically, we:

- Promote the discovery and use of strengths and provide insights on ways they can be applied to career choices.
- Provide career counseling to students, guiding and supporting them in making authentic career decisions to reach their career goals.
- Offer the Angels Suited for Success Professional Development Certificate to promote intentional career planning and exploration and the development of career readiness competencies.
- Educate students to prepare professionally for jobs, careers, internships, and/or graduate school.

- Evaluate and share resources and information about the job market and economic trends, including organizational, employer, and industry insights.
- Connect students and career professionals – creating an opportunity to consider careers, make connections for information, internships, full-time jobs, or other opportunities.
- Provide support and guidance as students develop skills and competencies sought by employers, create resumes and other professional documents, prepare for interviews, build and sustain their network, think about graduate school options, and conduct an internship and/or job search.
- Provide access to Handshake, OCP's career development platform that gives students access to personalized and vetted internship, co-op, and full-time job listings, and to programs and events sponsored by OCP.
- Serve as a clearinghouse for internship positions and post these opportunities on Handshake. Academic credit for internships is determined by faculty internship coordinators in each academic department.
- Coordinate Cooperative Education, supervised professional paid employment related to student career goals that alternates with or parallels to academic study. Students may receive course credit for work experiences approved for the program.
- Host career fairs, networking events, career panels, mock interviews, employer-led resume reviews, career treks and other events designed to help students investigate career options, practice and strengthen skills, articulate career readiness competencies employers seek, discover internship and full-time opportunities, and make connections with professionals.
- Deploy the First Destination Survey to learn the post graduation plans of Meredith graduates.

Carlyle Campbell Library

Administration: 919-760-8531

Circulation Desk (Borrow): 919-760-8532

Information Desk (Ask): 919-760-8095

Media Services: 919-760-8444

Website: infotogo.meredith.edu

Visit the Library calendar [website](#) for events and changes in daily hours. In addition to its website, the library is also on social media with Facebook, Twitter, TikTok, and Instagram accounts. Follow us @cclatmeredith!

Library Hours of Operation, Fall and Spring Academic Terms

Carlyle Campbell Library

Monday – Thursday: 7:30 a.m. - 1:00 a.m.

Friday - 7:30 a.m. - 7:00 p.m.

Saturday - 11:00 a.m. - 5:00 p.m.

Sunday - 1:00 p.m. - 1:00 a.m.

Reference Services

Monday – Thursday: 9:00 a.m. - 5:00 p.m., 6:00 p.m. - 9:00 p.m.
Friday - 9:00 a.m. - 5:00 p.m.
Saturday: CLOSED
Sunday - 1:00 p.m. - 9:00 p.m.

Media Services

Monday – Friday: 8:00 a.m. - 6:00 p.m.
Saturday – Sunday: CLOSED

Learning Center

Monday – Thursday: 8:00 a.m. - 8:30 p.m.
Friday - 8:00 a.m. - 2:00 p.m.
Saturday – Sunday: CLOSED

About the Library

The Carlyle Campbell Library is the academic heart of the College, with a substantial collection of academic books and journals, musical scores and recordings, videos, and audiovisual equipment. Librarians and library staff are eager to help students, faculty and staff make the best use of resources available.

The library collection is designed to support the research requirements of Meredith students. It includes over 600,000 print and e-books, thousands of DVDs, and over 7,000 musical scores. Faculty college-wide assist the library in developing this collection. The library also purchases popular books, entertaining magazines, and games based on student recommendations. The library maintains the College's Archives, material related to the history and people of the College.

The library also has a large set of information materials in electronic form, including full-text copies of articles from thousands of academic periodicals and newspapers, as well as streaming videos and music. These are found in over 140 different databases. The electronic resources are available from anywhere on campus, and, after logging in, from off campus as well.

Videos assigned by instructors are sometimes placed in the Library's Digital Media Room (LDMR). The DMR lets you view videos from your laptop anywhere and at any time of day. Users access the LDMR through the library homepage. Access to certain course viewing assignments in the DMR requires a password from the instructor. Other videos, such as convocations, lectures, training programs, may not require a password.

The library is a center for intellectual exchange. We provide individual and group study areas, including five small group study rooms, two individual study rooms, and a classroom available to larger groups. The following may be reserved through the library's website.

Computers, copiers, scanners, and networked printers are available on the main floor and the ground floor of the library.

Research and Instruction Services

919-760-8095

The library's research and instruction librarians assist the Meredith community in their research. Librarians are on duty most of the time the library is open. You can find them at the Ask desk, chat online with them from the Library [website](#), make appointments for research consultations, or phone them for assistance. They are glad to help you with your research projects.

In addition to assisting you with materials in the Meredith library, librarians will also help locate useful materials in other libraries and have those materials loaned to Meredith for you. Librarians also instruct students in library research techniques in English 111, English 200, through the general education information literacy thread courses, and at the request of other faculty and student groups.

Media Services

919-760-8444

Media Services is Meredith College's main resource for all things media. We support classroom technology, such as Zoom Boards, projectors, flat-panel displays, audio systems, switchers, data cables, and all manner of adapters. We have many items available to borrow, including video cameras, calculators, audio recorders, sound systems and microphones. We can provide assistance and information about your digital media productions. We can help your student group arrange for "movie nights" with equipment and film licenses. We also have a laminator for your posters and documents. We take pride in being good listeners and consultants for any and all questions about media and AV technology.

Borrowing Library Materials

Circulation Desk: 919-760-8532

The library lends many things. Your Camcard is your library card and you must have it with you to borrow library materials. For information about what we lend, how long you can borrow, and the consequences of not returning the things you borrow, review the checkout policies on our [website](#).

Students conducting semester long research projects may borrow materials for that project for the full semester. Talk with the circulation supervisor about receiving this privilege. If the project lasts longer than a semester, permission must be requested again for the next semester. All materials are subject to recall if another student needs them and they have been checked out for more than three weeks.

Students needing extended use of a Library-owned laptop must complete the [Request for extended laptop loan](#) form. Extended loans are available under limited circumstances such as short term replacement while a laptop is being repaired or for course software requirements incompatible with a student's personal computer. Each request will be considered by the Circulation Supervisor in consultation with the Dean of the Library and other Meredith employees.

Most books may be returned via the outdoor book return kiosk located outside of the Library entrance. Reserve books as well as audio-visual and music materials must be returned to the Circulation Desk inside the building. If you keep material after its due date or owe more than \$10.00 in fines, your borrowing privileges will be suspended.

Renewing Library Materials: If you need to keep library materials longer than the loan period, you can renew online at [My Library Account](#). You can also renew materials in the library or by calling the Circulation Supervisor.

Late / Lost Library Materials: You are responsible for all materials you borrow from the library, even if you loan them to someone else. If you are unable to return the materials you borrow or if you damage them beyond repair, you must pay to replace them. The replacement cost will be determined whenever possible by standard sources such as Amazon.com or manufacturer catalogs. You will also owe a \$25.00 processing fee. If the replacement cost cannot be determined from a standard source, a default amount will be charged. Review the Overdue Fines charge on the Library [website](#) for fees assessed for different types of materials.

Commuter Life

Daphne Davis, Assistant Dean of Students, 919-760-8521

Email: deanofstudents@meredith.edu

Location and Hours: *Park Center, Second floor; 8:00 a.m - 5:00 p.m.*

Commuter students are integral to the fabric of Meredith, with valuable insights and experiences to offer the learning environment. In order to bolster their individual successes, commuting students are encouraged to become fully immersed in the life and leadership of Meredith College by taking advantage of the opportunities for involvement in a wide variety of campus organizations and committees starting with the Association of Meredith Commuters. Staff members within the division of College Programs are available to serve as a resource for any student desiring to increase their level of participation and involvement in campus organizations, events, and activities. The responsibility of seeking these leadership opportunities rests on the shoulders of each student.

A primary goal of the Office of the Dean of Students is to help students connect with Meredith College by becoming involved in campus organizations, attending events, and participating in activities within the campus community. The Assistant Dean of Students supports programs and services that address the specific needs of commuter students as well as students from diverse backgrounds. The Assistant Dean of Students' office is located on the second floor of the Park Center.

In addition to the support and services provided by the Assistant Dean of Students, commuter students can take advantage of the various areas on campus designed specifically to support the needs of students on the go. There are lounges, study areas, open-use computers,

networked printers, the BeeHive Café, a vending machine area, as well as a microwave and refrigerator, all located on the top floor of the Cate Student Center. This is all in addition to the lounges and private study spaces that are located throughout campus in most academic buildings and Carlyle Campbell Library.

There are many other opportunities across campus for commuter students to feel comfortable and prepared for academic and personal success:

- First-Year Commuter Orientation sessions (held during fall orientation days)
- Association of Meredith Commuters (AMC) (membership is automatic for commuter students)
- Annual Commuter Appreciation events
- Optional Commuter meal plans for campus dining (dietary restrictions can be accommodated)
- Vending machines located across campus
- The Daisy Trade (food pick up locations)
- Commuter of the Month parking (awarded by AMC)
- Reservable private study spaces in the Campbell Library

Commuter students are expected to follow all College policies, rules and regulations as set forth elsewhere in this Student Handbook. See specific policies or regulations for details.

Copy Center

Kevin Walker, Director, 919-760-8677, walkerk@meredith.edu (email or Google chat)

Email: copycenter@meredith.edu

Hours: 8:00 a.m. – 5:00 p.m.

The copy center can produce high quality digital prints in both black and white and full color. Large format printing is also available. Students can make requests for printing by submitting a print job via the online portal: copyshop.meredith.edu.

The Copy Center requires a minimum 24-hour turnaround time for all jobs (standard turnaround time is 48 hours; larger jobs may require additional time). Requests can be made for same-day turnaround for an additional charge. Contact our staff for these additional charges. Payment can be made via check or credit card.

The Copy Center also monitors the on-campus copiers and performs minor maintenance on them when needed.

Counseling Center & Disability Services

Beth Meier, Director

Carolyn Koning, Assistant Director for Disability Services

Cassidi Long, Assistant Director for Counseling

Audrey Kelleher, Disability Counselor

Jeremy Dela Paz, Mental Health Counselor

Mary Bryant, Administrative Assistant

Appointments: 919-760-8427

Location and Hours: *Student Health Center, Second floor*

Monday - Friday, 8:00 a.m. – 5:00 p.m.

Evening, early morning, and telehealth appointments available upon request

Website: <https://www.meredith.edu/counseling-center>

The Counseling Center/Disability Services is committed to providing students with confidential, evidence-based counseling and disability services rooted in cultural humility. Our philosophy encourages students' empowerment, the development of individual strengths, greater independence, and self-advocacy.

College is a time of transition, reflection, change, and growth – both academic and personal. The Counseling Center is a safe place to talk about anything you want and all of the services are free and confidential.

We offer students a place to work through individual challenges and stressors. We provide the following services in person or through telehealth:

- Individual, short-term counseling
- Crisis services
- Disability services
- Psychological consultation
- Outreach and training
- Resources and referral

Counseling

Counselors are licensed in the mental health field and are experienced in assisting students with the unique challenges that college students may face. Students seek counseling to address anxiety, depression, relationship issues, trauma and more. Counseling is free and confidential.

During the fall and spring semesters the center provides the community with a counselor-on-call to assist in crisis situations. The counselor-on-call may be accessed by calling Campus Police at 919-760-8888 or the Critical Response Team at 919-612-6350. The Counseling Center also offers a 1:00 p.m. crisis hour, Monday through Friday. Ultimately, services for acute psychological crises are provided by local hospitals.

If you or someone you are assisting is experiencing a life-threatening mental health emergency, and you are off campus, call 911 immediately. If you are on campus, call Campus Police at 919-760-8888, so they can direct emergency vehicles to the correct location.

The Center also offers a problem solving drop-in hour Mondays, Wednesdays, and Fridays at 10:00 a.m. for students with counseling or disability concerns.

Disability Services

Meredith College values the diversity of its community and works to promote the academic endeavors of all students. Therefore, Disability Services collaborates with faculty, staff, and

students to create an inclusive environment in which all students have equal access to all courses, programs, events, activities, and facilities at the College.

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Meredith College is committed to equality of educational opportunities and ensures that no otherwise qualified person shall, by reason of a disability, be denied access to, participation in, or the benefits of any program or activity offered by the College. Self-identified students who are certified through Disability Services will receive reasonable and appropriate accommodations which eliminate barriers and create equal access to all aspects of the College.

It is the student's responsibility to disclose a disability, request accommodations, and file grievances. Individuals seeking reasonable accommodations are responsible for initiating contact with Disability Services and for providing current, comprehensive documentation to support the accommodation request.

Disability Services is responsible for establishing eligibility based on thorough documentation, student self-report, and federal guidelines. Accommodations are determined on an individual, case-by-case basis. In addition to providing accommodations, Disability Services offers support services designed specifically for students with disabilities.

For more information about the certification process, documentation guidelines, assistive technology, and other services, please visit www.meredith.edu/disability.

Daisy Trade

For information: *Office of the Chaplain, 919-760-8346*

Location and Hours: Jones Chapel, kitchen & reading rooms (adjacent to the common room)

Monday - Friday, 8:30 a.m. - 5:00 p.m.

Satellite Location: 123 Martin

The Daisy Trade is an on-campus food pantry housing nonperishable food items, occasionally fresh produce, personal hygiene items, and basic school supplies. Its second location, in Martin Hall, is managed with the help of the Nutrition Department. There are also two outdoor Daisy Trade kiosks for easy accessibility to food and books.

The Daisy Trade is open to the Meredith Community. There is no charge for the items available in the pantries or kiosks.

Diversity, Equity, and Inclusion (DEI) Coordinator

Liliana Madrid, *Coordinator and Special Assistant to the President for DEI, Park 114*

Phone: 919-760-8068

The DEI Coordinator champions policies and actions that reaffirm the College's commitment to fostering an inclusive campus environment. Serving as a strategic leader, the Coordinator works with all campus partners to identify, coordinate, and implement diversity, equity, and inclusion

strategies and initiatives. The Coordinator also organizes the bias impact response team's processes and meetings, unifying stakeholders to train, support, and convene community members for special initiatives and opportunities. This role involves leading strategic change, building training capacity, providing expertise, coordinating initiatives, and communicating regularly about DEI to stakeholders.

In 2022, the SGA Executive Board added an additional position, the Diversity, Equity, Inclusion and Belonging Board Chair. The purpose of the DEIB Board Chair is to oversee and facilitate SGA inclusivity projects, annual goals, and student-led events on campus, and to work with the student body to collaborate on belonging initiatives to ensure a diverse and equitable environment on campus.

Events

Bill Brown, *Director*

Eric Leary, *Assistant Director*

TBD, *Event Relations Coordinator*

Savi Swiggard, *Event Marketing Specialist*

Jim Frick, *Production Supervisor*

TBD, *Production Supervisor, Events*

Bob Autry, *Events Mover*

Phone: 919-760-8533

Website: <https://www.meredith.edu/events/event-spaces>

All reservations for rooms, buildings, and outdoor spaces should be confirmed through the Office of Meredith Events. Requests must be made at least four business days in advance of your event.

Students should request space through MyMeredith.edu. Access the Events tab of the Self-Service Portal homepage. Select the "Event Request Form" link and enter all pertinent information. Be sure to select "Add A Meeting" at the bottom of the form to add necessary meeting details (i.e., date, preferred room, time, etc.). Follow-up will include the receipt of two confirmation emails from the Office of Meredith Events: an initial email to confirm that your request was submitted successfully and a final email clarifying all scheduling details.

For all other requests, please email events@meredith.edu or call 919-760-8533 for further assistance.

Facilities Services, Maintenance, Grounds and Housekeeping

Randy Johnson, *Director*, 919-760-8560

Website: <https://www.meredith.edu/facilities-services/service-requests/>

Requests for maintenance, housekeeping and groundskeeping may be made to Facilities Services by completing a Service Request Form on our [website](#).

Financial Assistance

Kevin Michaelsen, Director, 919-760-8565

TBA, Associate Director, 919-760-2245 (Graduate, Certificate, or Duke Tuition Grant, Leave of Absence or Withdrawal)

Belinda Brooks, Assistant Director, 919-760-8155 (Loans: Parent PLUS, Student Alternative Loans, and Summer FinAid)

Shanda White, Assistant Director, 919-760-2829 (Undergraduate A-G, NC Residency Determination)

Judith Schram, Assistant Director, 919-760-8841 (Undergraduate H-P or Study Abroad)

Jill Jenkins, Enrollment Management Student Services Administrator of Financial Assistance , 919-760-8159 (Undergraduate Q – Z)

Adam Bartolo, Information Manager, 919-760-8165 (All FAFSA questions and TEACH Grant)

Nicole Pawelski, Office Manager, 919-760-8565 (General Questions, Federal Work Study, and Community Employment)

Email address: finaid@meredith.edu

Location and Hours: Johnson Hall, first floor

Monday - Friday, 8:00 a.m. - 5:00 p.m. (open until 6:00 p.m. during Drop/Add periods)

The Office of Financial Assistance is located on the first floor of Johnson Hall East and is committed to working with you, and/or your family, to help guide you through the financial aid process. We strive to provide all the information and resources available in order to help make your education affordable.

The Office of Financial Assistance administers a variety of scholarships, grants, and loan programs. Any student who needs assistance in order to attend Meredith, or who has questions about an award that has been received, should contact the Office of Financial Assistance.

To apply for financial assistance:

US Citizens and Permanent Residents should file the FAFSA (Free Application for Federal Student Aid) each year. The FAFSA can be completed online at FAFSA, or check out the new myStudentAid app for iOS and Android. The FAFSA is available beginning October 1st for the following academic year. Filing priority dates are listed below:

Student Status	FAFSA Filing Priority Date	Aid Offer Letter Available
New Undergraduate Students		
Early Decision	Nov 15	By Dec 1
Early Action	Jan 15	After Feb 15
Regular Decision	Feb 15	After Mar 15
Current Undergraduate Students	Mar 15	After Jun 1
New Graduate Students	Mar 15	After May 1
Current Graduate Students	Mar 15	After Jun 1

International and Undocumented Students (undergraduate only) should complete the Application for Institutional Aid each year. The application is available beginning October 1st for the following academic year. See the above chart for Application priority dates and Offer Letter dates.

Student Employment opportunities for undergraduate students can be found on the MyMeredith.edu portal. Undergraduate students who are eligible for Federal Work-Study are able to view the available on-campus positions. All students are able to view the off-campus positions which include babysitting, tutoring and other part-time opportunities.

First Year Experience (*for undergraduate students*)

Chrissie N. Bumgardner, *Co-Director, 919-760-2284*

Lisa B. Brown, *Co-Director, 919-760-2205*

Jessica Eader, *Office Manager, 919-760-8521*

Committed to the success of every first year student, the First Year Experience staff is available to assist with transitional issues, academic concerns, and other personal needs. Orientation, student advisors, Freshman Discovery, Summer Reading Program, Fire and Water Dinner, and First Year Experience classes are among the programs coordinated through this office, located on the second floor of the Park Center.

First Year Experience Course

First Year Experience (FYE 100) is a course open to all first year students and is designed to facilitate a successful transition for women entering Meredith. Each section is taught by a faculty or staff member who places emphasis on academic success, personal growth, and campus and community resources. Topics in this course include StrongPoints®, study skills, communication skills, interpersonal/ community relationships, academic planning, personal discovery, and appreciating differences in others. Students who enroll and successfully complete the course will receive one hour of course credit.

Student Advisors

Student Advisors are experienced students who have been selected and trained to assist freshmen in working through transitional issues that new students may encounter, particularly during the first few weeks of school. Wings and Transfer Student Advisors assist new adult and transfer students. A Chief Student Advisor and Chief Wings and Transfer Advisor are selected through an application process to lead the student advisor team. Student Advisors must have at least a 2.5 GPA and cannot concurrently hold a major campus office without permission from the FYE office. Students with concerns about their student advisors and students who are interested in applying for student advisor positions are encouraged to contact staff in the First Year Experience Office located on the second floor of the Park Center.

Fitness Center

Dr. Heather Sanderson, *Director; hlsanderson@meredith.edu*

Website: <https://www.meredith.edu/fitness-center/>

Location and Hours: *Lowery Fitness Center, Weatherspoon Athletic Center*

Check the web site for hours of operation.

Closed during all Meredith breaks and holidays.

Note: *Academic courses and Athletics have priority scheduling and equipment use.*

The Lowery Fitness Center was opened in 2017. Under the direction of the Department of Nutrition, Health and Human Performance, it serves as a research and teaching laboratory for the Health, Exercise, and Sport Sciences program and a teaching facility for Health and Physical Learning courses.

It is the center for the Athletic department strength and conditioning program. Other group fitness classes such as AIM (Angels in Motion) and WOW! (Working on Wellness for employees) are offered at the fitness center. It also serves as a health and wellbeing activity space for the Meredith College community.

Student Health Center

Mary Johnson, '07, DNP, APRN, FNP-BC, CWP, Director of Health Services

Hannah Boston, BSN, Assistant Director

Anne Smithson, MD, College Physician

Victoria Dalalau, APRN, FNP-C, Nurse Practitioner

Phone: 919-760-8535; Fax: 919-760-8534

Website: <https://www.meredith.edu/health-services/>

Location: First floor, Student Health and Wellness Building (between Belk Dining Hall and Martin Hall)

Hours: Monday - Friday 9:00 a.m. - 4:00 p.m. during the academic year

Residential students should contact the RD on Duty at 919-612-6350 for after-hours instructions. For information regarding after hours care, please visit our [website](https://www.meredith.edu/health-services/).

Medical Emergencies After Hours (4:00 p.m.–9:00 a.m.) and weekends (4:00 p.m.

Friday–9:00 a.m. Monday), call 9-1-1 and then Campus Police 919-760-8888.

The Residence Life Critical Response team can be reached at 919-612-6350.

Health Services provides confidential clinical care for minor illnesses, minor emergency care, disease prevention services, health education and promotion for students. The Health Center has a physician, nurse practitioner, and a registered nurse on staff to serve our students.

Health forms are due prior to matriculation. Fall entry deadline for all forms is July 1st, and Spring entry deadline for all forms is December 1st.

All required forms can be accessed through the student wellness portal, on the front page of the portal under "Pending Forms," using your Meredith email and password. Students gain access to the portal using their Meredith account information prior to their on-campus StartStrong session. For more information, please visit www.meredith.edu/health under "Forms and Resources."

The Health Center hours are 9:00 a.m. to 4:00 p.m., Monday–Friday during the fall and spring semesters. Health care provider hours are 9:30 a.m. to 1:30 p.m. during the academic year with the exception of breaks and holidays.

Students should call the Student Health Center at 919-760-8535. The Student Health Center **does not accept walk-in appointments** in order to keep well and sick visits separated and will conduct some services through telehealth visits and consultations as necessary. **Students can**

also contact the Student Health Center through the secure messaging system in the [student wellness portal](#).

During the academic year, the Student Health Center has partnered with Residence Life and other campus departments to provide housing for students who are unable to return home while ill and require on campus quarantine or isolation spaces.

The student health fee, which is included in the residence hall room and board fees, covers the costs of most services rendered in the Health Center. The Health Center provides some prescription and over-the-counter medication to students without additional charge. Additional charges may be applied to student accounts for student teacher physicals, TB skin tests and some laboratory tests. Major illnesses or injuries will be referred off campus and are the financial responsibility of students, including, but not limited to labs, x-rays and consultations with off-campus physicians.

Residents of The Oaks apartments and commuter students must pay the Health Center fee, \$100 per semester (\$50 after Fall/Spring break), in order to be seen by a provider at the Health Center.

Health Center policies are as follows:

- Written class excuses are not provided by the Health Center. The Health Center will, however, verify the student was seen in the Student Health Center, should a faculty member require verification of a visit, but only with the student's permission. Specific medical details will not be released to faculty, staff, parents or others without written permission of the student.
- The health services staff is also responsible for the maintenance of health records. All records are confidential and are not part of a permanent educational record at Meredith. In order to obtain a copy of your records, you must submit a signed records release request. This form can be found on the [Health Services website](#). As of Fall 2022, the student health center transitioned to an electronic health record system—all forms and messages should be sent through the secured [student wellness portal](#).

Scales and blood pressure machines are available for students, faculty, and staff to use in the Health Center.

Peer Health Educators

Meredith PEARLS (Peer Educators Advocating Responsible LifeStyles) is a student-led initiative that addresses health topics related to college-aged students. The goal of PEARLS is to provide Meredith students with the necessary information to help them make informed decisions about their health. PEARLS help educate the Meredith community on the following topics: nutrition; fitness; healthy relationships; sexual health; sleep; stress management; alcohol, tobacco, and other drugs; sun safety and cold/flu prevention. To learn more about PEARLS, please visit the Student Health Center website at meredith.edu/health or MC Connect and search "PEARLS"

Wellness Services

Website: <https://www.meredith.edu/wellness/>

Meredith College recognizes the importance of wellness in supporting students' thriving and success. Visit the website to learn more about the dimensions of wellness and campus resources for services, assistance, and support.

Insurance

Meredith College values the health and welfare of its students. To serve the health needs of our student community, Meredith requires health insurance as a condition of enrollment for all full-time undergraduate (12 credit hours or more), licensure only, pre-health, international, Sansepolcro students, I/O Psychology, MS-ADT, and dietetic interns to assure that students have access to health care services beyond what is available on campus. **All of the aforementioned students must take action in the insurance portal by Wednesday, September 11, 2024 at 5:00 p.m. EDT.**

If you have health insurance and wish to opt out of the plan that Meredith College offers, complete the waiver at <https://www.meredith.edu/health-services/health-forms/>. You will receive an email confirmation in 1-3 business days. The waiver will be available starting in mid-June. **If this form is not completed by Wednesday, September 11, 2024 at 5:00 p.m. EDT, your student account will automatically be charged for the insurance plan Meredith is offering.** If you are enrolling in spring, the spring waiver will be available starting in mid-November; see <https://www.meredith.edu/health-services/student-health-insurance/> for more details.

Students who do not have health insurance may purchase a health insurance policy and complete the waiver at [meredith.edu/health](https://www.meredith.edu/health). You can find your own policy through the healthcare exchange ([healthcare.gov](https://www.healthcare.gov)) or enroll in Meredith's BlueCross Blue Shield of North Carolina (BCBS-NC) plan ([meredith.edu/health](https://www.meredith.edu/health)). **The waiver will be available starting in mid June. The waiver form needs to be completed by Wednesday, September 11, 2024 at 5:00 p.m. EDT or your account will automatically be charged for the insurance plan Meredith is offering.**

Students should check with their insurance provider to see if coverage is appropriate for Raleigh, North Carolina and is comparable to our current plan. To view the current benefit summary for Meredith's plan for the 2024-25 academic year, please go to the [meredith.edu/health-services/student-health-insurance](https://www.meredith.edu/health-services/student-health-insurance) webpage.

Inclement Weather Notification

If the College is closed and classes are canceled or delayed because of inclement weather, the College will submit announcements to local radio and television stations and send announcements via MC ALERT. To receive MC Alert notifications, sign-up is required. Visit <https://www.meredith.edu/emergency-planning/mc-alert>.

When the College has not elected to cancel classes, individual professors have the option of canceling their classes. Professors will have inclement weather and class cancellation information on their syllabi. Student organizations should consider canceling organization meetings or activities in conjunction with the cancellation of classes.

In the event of college-wide class cancellations or those made by individual instructors, students should periodically check MyMeredith and Brightspace class listings for postings about alternate arrangements for classwork, tests, and the like.

In the event that Meredith has a delay or closing, the Provost will make a decision about whether to make up one or more class periods that were missed. If the decision is made to do so, a campus-wide notification will be sent through Meredith email alerting students and announcing which class period(s) will be made up and which day and time.

Use Meredith's official Facebook page and Twitter feed as additional sources of weather-related information:

<https://www.facebook.com/MeredithCollege>
<https://twitter.com/meredithcollege>

For more information about how inclement weather decisions are made and announced, visit our [inclement weather](#) website.

International Student Advisor

Jennifer Glass, *Assistant Director of International Programs*, jsglass@meredith.edu,
919-760-8397

The international student advisor is available to assist international students with a variety of issues related to immigration regulations and cultural adjustment, among others. The advisor also coordinates an international student orientation prior to the campus-wide orientation for new students. The purpose of this orientation is to introduce new international students to the U.S. American educational system and academic expectations, as well as to provide practical information related to moving to Raleigh and getting involved at Meredith.

Lost and Found

Phone: 919-760-8888

Lost and found articles are collected in the Campus Police Department. Proper ID is required when reclaiming found property. All persons and departments are encouraged to turn in all found items to Campus Police as soon as possible.

MC Connect

Meredith students have a wide variety of opportunities to become involved on campus. Meredith College is home to over a hundred student organizations and numerous involvement

experiences that encourage students to explore a variety of interests, grow their leadership skills, and connect with the Meredith and local communities.

MC Connect is the centralized place for information about student involvement at Meredith College. Browse the MC Connect website or phone app to view and join student organizations or search for upcoming events on the student activities calendar. MC Connect is the place to go to get involved in Meredith campus life. MC Connect is available online at meredith.presence.io. The MC Connect phone app is free and available for download in the Apple Store and Google Play Store under the name MC Connect at Meredith College.

Meredith students can track their campus involvement using MC Connect. MC Connect provides tools for a student to record their engagement including club membership status, attendance at campus events, and community service hours. Students can track their campus involvement under the student profile tab through the methods below:

- **Record Membership/Officer Status in a Registered Student Organization:** MC Connect can document students' membership and club officer status within registered student organizations on the student profile page. Students who join a club's MC Connect page as members or officers will see their membership status on their profile page.
- **Record Attendance at Campus Events:** A student attending a campus event in which attendance is being recorded in MC Connect should have their CamCard swiped by the event organizer. Attendance at the event will be documented within MC Connect following the event.
- **Track Community Service Hours:** MC Connect offers the ability to track students' volunteer hours through two methods: scanning into a campus service event which is tagged as a service opportunity or self-reporting community service hours within the students' individual profile page.

MC Connect is sponsored by the Office of Student Leadership and Service. Questions? Call 919-760-8338 or email leadershipandservice@meredith.edu.

Meredith Campus Store

Emily Kelleher, '17, Manager, 919-760-8545

Location and Hours: *Cate Student Center, First floor*

Monday - Thursday: 8:30 a.m. – 5:00 p.m.

Friday: 8:30 a.m. – 4:00 p.m.

Holiday and summer hours may vary

The Meredith College Campus Store sells Meredith College branded merchandise, including shirts, hats, key chains, school supplies, and other items. To shop online for Meredith merchandise, visit <https://www.shop-meredith.com/>.

Course material and textbook ordering is completed entirely online through the Meredith College Online bookstore. Access the online bookstore at meredith.edu/textbooks. Textbooks are not held in stock at the campus store. Orders are placed online and then shipped on an individual basis. Students who select on-campus pick up can pick up their orders at the Meredith College Campus Store. Students must present their Student ID to claim their textbooks.

Meredith Performs Box Office

The Department of Dance and Theater offers many performances throughout the year. Tickets can be reserved by emailing datreservations@meredith.edu.

Post Office

Nicole Ward, *Supervisor*

William Binder, *Postal Services Assistant*

Phone: (919)760-8464

Location and Hours: *Cate Student Center, First Floor*

Monday - Friday: 8:00 a.m. - 5:00 p.m.

Outgoing mail pickup: Monday - Friday: 5:00 p.m.

The Willie J. King Postal Center is named for a long-time Meredith employee. The center is not an official U.S. Post Office, but stamps and supplies are available for purchase and packages will be accepted to send out via USPS or UPS. These services are available while classes are in session. The Center does not handle outgoing mail that requires special handling such as registered mail. The closest US Post Office to Meredith College is the Method branch located at 3919 Beryl Road, within walking distance of campus (hours: Monday - Friday, 9:00 a.m. - 4:30 p.m.).

Student mail is available for pick-up Monday through Friday, during regular business hours. Students who receive packages by U.S. Mail, United Parcel Service (UPS) or FedEx will receive an email letting them know their package and/or letter mail is ready to be picked up. Students are required to bring their CamCards in order to receive mail and packages. Only the student to whom the letter/package is addressed may pick up the item.

The following example shows the proper format for a student mailing address:

First and Last Name

Room or Apartment Number, Residence Hall or Apartment Name

Meredith College

3800 Hillsborough Street, Raleigh, NC 27607-5298

Publicity

Bulletin Boards/Publicity Items

Bulletin boards in Cate Center provide a communication center where campus offices and organizations post information about programs, projects, and meeting times. Each student

organization using a bulletin board is responsible for posting its own announcements, and each publicity item should be stamped and approved by the Office of Student Leadership and Service. For non-resident buildings, permission to post on the designated bulletin board is granted by the building contact name on the Flier Distribution Locations and Contacts list, found on the SLS MyMeredith page. Unapproved or inappropriately placed publicity will be removed without notification. Individuals may use the bulletin boards on the first and second floors of the Cate Center to post information as long as they have the items stamped for approval. To provide adequate space for each group, all announcements are recommended to be posted no more than two weeks prior to the event, and all posted items must be removed by the sponsoring group within three days following the program. Unapproved announcements will be removed.

No publicity may be placed on outside doors of residence halls, on the doors of other campus buildings (including the dining hall), or on inside or outside walls. Only banners are allowed in breezeway areas if they are laminated and hung by string. Each residence hall has a designated bulletin board where fliers pertaining to campus events can be posted by the Resident Assistant. Upon receiving approval from the Office of Student Leadership and Service, students must drop off 28 copies to the Residence Director mailboxes in the Office of Residence Life, second floor of the Park Center.

In the on-campus apartments, students are able to post one flier in the mail room. To place fliers in each mailbox, use quarter sheets and provide one per apartment. The student must consult the Apartment Manager to set up a time to place the fliers in the mailboxes. Fliers are not allowed in stairwells, in elevators, or on doors within the building.

Approval for posting announcements in Cate Center of non-Meredith College events must be secured from the Office of Student Leadership and Service prior to posting. Approval for posting announcements in residence halls must be secured by the Residence Director in each hall or the Director of Residence Life prior to posting. Unapproved announcements will be removed.

All announcements/fliers must identify the sponsoring organization and/or a contact person. Meredith College reserves the right to deny permission to post publicity from any group that is not in accord with the philosophy of the college. For additional publicity locations and contact persons, contact the Office of Student Leadership and Service. Students are asked to follow the guidelines in each building to determine placement of fliers on bulletin boards or in bathrooms.

Office of Student Leadership and Service: 202 Cate Center, 919-760-8338

- Banner paper and flier approval
- Detailed information is available on the Office of Student Leadership and Service MyMeredith site (see Engage section).

Campus Photography

Photographers and videographers will be photographing and filming Meredith College students, guests and visitors' activities throughout students' undergraduate and graduate years. The photos and videos may be used in various Meredith publications and presentations, including

brochures, advertisements, magazines, newspapers and online features, to promote Meredith and its programs and events. Please visit www.meredith.edu/marketing for more information.

Halo Happenings

The SGA Executive Board creates a weekly on-line newsletter called *Halo Happenings*. Student organizations may submit items related to awareness, events, service, fund-raisers, and campus updates by the deadline each week. To learn how to add your organization's news, see the Halo Happenings [submission instructions and guidelines](#). For questions, e-mail halohappenings@email.meredith.edu.

Meredith Herald, Campus Newspaper

Article ideas, tips, and announcements can be submitted electronically to themeredithherald@gmail.com. Submission guidelines can be found at meredithherald.com.

MC Connect

The Office of Student Leadership and Service hosts and maintains an online student engagement and involvement platform called MC Connect. MC Connect can be used to find information and get involved with student organizations, events, activities, and more! Meredith student organizations and campus offices can advertise activities or meetings on the MC Connect calendar by submitting a form submission to the form titled Event Registration.

MC Connect can be accessed by visiting: meredith.presence.io.

Recycling

It is the individual student's responsibility to deposit waste and recycling materials in proper locations. Outdoor trash locations next to residence halls and apartments also include containers for depositing recyclable materials.

In addition to outdoor recycling containers near living areas, there are also three large, mixed-stream, 8-yard containers on campus that are labeled to accept the following materials:

flattened cardboard	magazines	office paper	junk mail	phone books
brown paper bags	newspapers	paperboard	steel cans	plastic bottles
empty aerosol cans	glass bottles	glass jars	aluminum cans	aluminum foil

These large containers can be found on the east side of The Oaks Apartments, the Cate Center service area and Belk Dining Hall loading dock area.

Small recycling containers are available in all classroom buildings, and recycling bins are placed near most large campus events.

Residence Life

Amanda Morales, Director, reslife@meredith.edu, 919-760-8633

Mary Bryant, Administrative Assistant

Location and Hours: *Park Center, Second floor, Room 220*

Monday - Friday: 8 a.m. – 5 p.m.

Resident students at Meredith enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of those living together in a community. Each resident must take personal responsibility to abide by the rules and regulations, so the group as a whole can function effectively and benefit from the creative interaction of residence hall community living. The residence life staff provides a program of student services designed to enrich the quality of life of Meredith students. The residence life staff includes the director of residence life, residence life administrative assistant, residence directors, apartment manager, resident assistants, and Oaks community assistants.

Residence Directors

Residence Directors (RDs) are professional staff members in the Division of College Programs who live in apartments in the residence halls on campus. They perform a variety of duties on campus, working through the Office of Residence Life, as well as being available to assist any student with questions or problems. RDs supervise the work of resident assistants and serve as a resource to all campus students.

Resident Assistants

Resident Assistants (RAs) are current students who live on each floor of a residence hall, are supervised by the residence director of their residence hall, and work to build community among residents on the floor and in the residence hall.

Apartment Staff

One full-time Apartment Manager lives in The Oaks apartments and oversees the operation of the apartments and Community Assistants (CAs). There are four CAs who work in The Oaks.

Residence Life Residence Director on Duty

If you have a critical situation such as a flood, electrical outage, health emergency, etc. that needs immediate response, contact the RD on Duty at **919-612-6350** (leave voicemail message if there is no answer) or Campus Police at 919-760-8888. For medical emergencies, call 911 and then Campus Police so they can direct EMS to the correct location.

Seminars

Seminars are offered throughout the year by the Division of College Programs. Topics range from health and wellness issues to campus adjustment for new students. Contact the Dean of Students Office (919-760-8521 or deanofstudents@meredith.edu) for information on topics, location, and time of seminars.

StrongPoints®

Emily Caldwell, *Director*, 919-760-2255

Lisa Brown, *Assistant Director*, 919-760-2205

Ann Phillips, *Office Manager*, 919-760-8341

Location and Hours: Park Center, Second floor, 8:00 a.m. – 5:00 p.m

StrongPoints® is Meredith's comprehensive advising and coaching initiative designed to help students make the most of their experience at Meredith. Through StrongPoints, students learn to develop and apply their personal strengths through academics, experiential involvement, financial decision-making, and career planning. StrongPoints® is designed to:

- Assist students in making intentional academic choices based on values, interests, skills, and strengths.
- Guide students as they seek opportunities to develop personal, professional and leadership skills.
- Provide resources to help students effectively plan and manage resources for financial wellbeing.
- Create opportunities for students to explore career options, analyze implications of potential careers, develop a career path, and navigate the job search process.

Student Leadership and Service

Cheryl Jenkins, *Director*, 919-760-8338

TBA, *Assistant Director*, 919-760-8338

Kacey Reynolds Schedler, *Assistant Director*, 919-760-8338

Emily Teague, *Office Manager*, 919-760-8338

Email: leadershipandservice@meredith.edu

Website: <https://www.meredith.edu/leadership-service>

Location and Hours: 202 Cate Student Center

Monday - Friday: 8:00 a.m. – 5:00 p.m.

The Office of Student Leadership and Service (SLS) offers a variety of co-curricular experiences for Meredith students to engage actively within the campus and Raleigh community.

Opportunities include becoming involved in student organizations, traditions and campus activities, volunteer opportunities and student self-governance. The office also offers numerous leadership development programs throughout the year. Students benefit from leadership development programs that challenge them to have a greater understanding of self, others and the community in a dynamic environment that emphasizes active and collaborative learning. SLS cultivates a sense of community and civic engagement by coordinating one-time service events and providing ongoing service opportunities. Through participation in leadership activities and service opportunities, students at Meredith College will develop skills necessary to lead people, manage projects and handle real-life experiences. By taking on leadership roles on campus, students gain confidence in their abilities, enhance communication skills, and learn the importance of integrity.

The Office of Student Leadership and Service offers or assists with the following campus activities, leadership initiatives, and service opportunities:

- Campus-wide and Class Traditions
- Campus Activity Events
- Organization Management
- Student Organizations and Services Fairs
- Organization Officer and Advisor Trainings
- Organization Presidents' Retreat
- Emerging Leaders Seminar
- Leadership Speaker Workshops
- Leadership Conference Opportunities
- Celebrating Student Achievement
- SPLASH! into Service
- One-time Service Events and Community Agency Partnerships
- Alternative Breaks
- Orientation Crew

The Office of Student Leadership and Service also offers a variety of services for use by student organizations as well as the Meredith community:

- MC Connect Organization Webpages
- MC Connect Activities Calendar
- Student Organization Registration Process
- Fundraising Ideas
- Imprinted Item Pre-Approval Process
- Traditions Fund
- Off-Campus Trip Approval and Release Forms
- Banner Paper and Markers
- Leadership Library
- Maintenance of Cate Center Bulletin Boards
- Reservations of Cate Center Conference Rooms
- MyMeredith site (resources for student organizations)

For more information on any of the listed services, please refer to related sections of this handbook, the Office of Student Leadership [website](#), and the MyMeredith.edu Service portal.

Student Success Center

Academic Advising | Success Coaching | Tutoring | Testing

Tina Romanelli, Director, cromanelli@meredith.edu

Steven Lemmons, Associate Director, jlemmons@meredith.edu

Samantha DiStefano, Bri'Yahn Ritchie and Melissa Stanley, Success Coaches

William Christy, Learning Specialist and Tutoring Coordinator, wachristy@meredith.edu

Lilly Wood, Administrative Assistant and Testing Facilitator, lwood@meredith.edu

The Student Success Center provides academic advising, success coaching, tutoring, mentoring, and testing services to Meredith students in any major or discipline. With offices located both adjacent to the Cate Student Center in first floor Park and on the lower floor of the

Carlyle Campbell Library, the SSC team promotes equity through academic and personal achievement through one-on-one and small group consultations that encourage student self-leadership and advocacy. The Student Success Center partners with students, faculty, and staff across campus to increase student satisfaction, success, retention, and graduation and may also conduct presentations on learning styles and study skills, academic planning, time management, goal setting, and major exploration.

Academic Planning

Location: *Park Center, First floor, 919-760-8062*

As part of the Student Success Center, Academic Planning provides support to students planning their academic paths, including course selection, registration, and academic progress. In collaboration with campus partners, Academic Planning offers guidance on course registration and planning software, 25 including Student Planning in Self-Service. Academic Advisors also host the majors fair and academic planning drop-in days.

Success Coaching

Location: *Park Center, First floor, 919-760-8318*

The Success Coaching Program offers Meredith students a personal consultant dedicated to their forward progress. Success Coaches are excellent partners for students in their college career because they engage with students regularly through intentional conversations to provide just-in-time support. Success Coaches answer questions, connect students with resources across campus, and help create plans for their holistic success.

Tutoring in the Learning Center

Location: *Carlyle Campbell Library, Ground floor, 919-760-2800*

The Learning Center provides free, one-on-one or small group tutoring to any Meredith student in world languages, mathematics, science, or writing for any class. We also provide embedded tutoring in select courses to promote collaborative learning outside the class time. Help in other subjects varies by semester.

All tutors in the Learning Center are Meredith students who have excelled in their coursework and have been trained to assist their peers. The Learning Center is a collaborative learning environment that benefits all students.

Students may schedule an appointment online at MyMeredith or walk in to receive tutoring. Online sessions are available whenever the Learning Center is open. The Learning Center is located on the ground floor of the Carlyle Campbell Library.

Testing in the Learning Center

Location: *Carlyle Campbell Library, Ground floor, 919-760-2800*

In collaboration with Disability Services, the Testing Center offers a space for students with documented accommodations to receive separate-setting and extended-time on their assessments. The Testing Center only proctors tests for students who have current documentation on file and who are enrolled in classes on Meredith's campus. Professors must

make reservations at least one week in advance of the test date through a google form provided by the staff at learningcenter@meredith.edu.

Technology Services

Technology Help Desk: techsupport@meredith.edu, 919-760-2323

Technology Services is the technology leadership and support organization for the College. The department is organized around the major functions for which it is responsible:

Network Services

This group focuses on the telecommunications infrastructure (data, voice and video) and wireless infrastructure of the college. It sets the policies and guidelines for the use of College-owned technology. For more information, see the CamNet Responsible Computing Policy under College Policies and Regulations.

Support Services

This group provides technical support for Meredith students, faculty and staff, coordinates departmental technology requests and incorporates the Help Desk (techsupport@meredith.edu, extension 2323, off campus call 919-760-2323) and Desktop Support staff. Questions about computer labs, email accounts, and connecting to the campus network should be addressed to the Help Desk.

This group is also responsible for the campus Print & Copy Center and campus Postal Services.

Instructional Design and Academic Technology

This group focuses on the use of Brightspace as an instructional tool, offers consulting and training for the suite of the College's standard software packages and also offers an expanded variety of web-based initiatives.

Information System Services

This group is responsible for the administration and maintenance of the college's core information systems, as well as the server infrastructure of the college. The functionality of the College's database and Informer reports are supported by this group. This group also focuses on the technical systems administration of the college's core file servers and administration of Meredith's email system.

Services provided by the Technology Services department include:

- Maintaining all components—both wired and wireless, and telephones, of the campus network
- Providing email accounts to all members of the college community
- Providing Brightspace and MyMeredith system accounts.
- Providing Internet access to all systems that are part of the campus network
- Maintaining college owned computers (faculty, staff, and labs)

Volunteer Services

Kacey Reynolds Schedler, *Assistant Director, Office of Student Leadership and Service,*
919-760-8338

The Office of Student Leadership and Service offers service opportunities for all members of the College who are committed to affecting change through civic engagement within the local community, the state, the nation and the world. We coordinate one-time service events on campus, connect students with outside agencies, and provide ongoing service opportunities through in-house volunteer programs. Through advocacy and meaningful service experiences students, faculty, and staff learn about themselves and the world around them.

A student can volunteer with one of the many community service organizations, participate in a focused service event on campus or in the surrounding community, create a self-led service project, host a campus donation drive, or participate in a service learning trip. These service experiences support the College mission by creating an engaged campus and challenging students to become active learners and responsible citizens.

For additional volunteer opportunities, contact the Chaplain's office at 919-760-8347.