

# STUDENT AFFAIRS

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## Counseling Services

Personal confidential counseling is available to all full-time students at the Walter Young Center on the Carroll campus. Experienced, master's level therapists assist students with concerns regarding family, relationships, self-esteem, academic difficulties and other issues. The counseling center offers solution focused short term counseling. Students needing long-term treatment may be referred to a community resource.

## Disability Policy for Students

Carroll University is committed to making otherwise qualified students with disabilities full participants in its programs, courses, services and activities. We are guided by the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. Individuals will receive reasonable accommodations according to their needs and the documentation of their disability.

## Accommodation Request Process

Accommodation requests should be made through the Walter Young Center. In order to be eligible for reasonable accommodation(s) from the University, the student must provide recent, relevant and comprehensive documentation of the disability, and the disability's impact on the student's participation in a course, program or activity. Should documentation from the student be inadequate or incomplete, the University reserves the right to require additional documentation. The cost of providing additional documentation will be borne by the student. However, if documentation is complete, but the University seeks a second professional opinion, the University will pay for the cost of that second opinion. The University also reserves the right to deny accommodation until necessary documentation is received. Requested accommodations will be approved or disapproved by the Disabilities Services Office at the Walter Young Center following a Reasonable Accommodation Conference. Any accommodation decision may be appealed in writing to the Dean of Students within five (5) days of the decision. Any request for additional or modified accommodations must be made in writing to the Disabilities Services Office.

## Diversity

At Carroll University, diversity is a critical part of the campus culture. International and multicultural students, faculty, and staff are a vital component of the campus' richness. The university's goal is to create an environment that is open and welcoming for all people.

Carroll University is committed to supporting a diverse student body by providing comprehensive student support services and programs that allow students to explore diversity on campus, in the surrounding communities, and across the globe.

The Office of Cultural Diversity offers services and programs that support diversity such as cultural programming and activities, pre-college and mentor programs, diversity training, classroom presentations and more. These programs and services directly

benefit the Carroll student body, faculty, and staff, as well as the Waukesha community. In turn, they provide the whole community with opportunities to gain a greater appreciation for the diversity represented on and off campus.

### Student Health Center

The Health Center at Carroll is staffed by nurse practitioners who treat students for a variety of minor illnesses and injuries. The nurse practitioners can also perform well physicals and pap smears, tuberculosis (TB) skin tests, complete travel forms, and give vaccines. There are charges to see the nurse practitioners, receive medications, have lab tests, vaccines, etc. All charges are billed to the student account, unless the student has enrolled in the student insurance plan offered through the University. Students enrolled under a parent's insurance plan can request a receipt that can be submitted to their insurance. Students needing further treatment are referred to local clinics, Waukesha Memorial Hospital, or their primary M.D. and are responsible for any associated costs.

### Insurance

Carroll University is committed to promoting good health to help ensure students' academic success. With this in mind, Carroll requires all full-time undergraduate and international students to have health insurance coverage.

- All full time undergraduate students are charged the health insurance fee upon registration.
- If a student has comparable coverage under another insurance policy, he or she may request a waiver from the University-sponsored health insurance plan.
- The deadline to waive the University-sponsored health insurance is one month after classes begin. Students who do not complete the online waiver before the deadline will be charged the health insurance fee.

The waiver form, plan and coverage information, and enrollment form can be found at <http://www.carrollu.edu/campuslife/hsinsurance.asp?nav=5763>

Many HMOs do not provide coverage outside of a particular area, so students and their parents should review their coverage carefully before waiving the University's plan.

**Student-Athletes:** The University carries an insurance policy that provides secondary coverage for the student athlete who may be injured during practice for, or while participating in, an intercollegiate athletic event. The student athlete is responsible for any deductible.

**Vehicles:** The University carries insurance on all of its vehicles. Any student receiving permission to drive a university vehicle must be approved by the University's insurance company before he or she drives any of its vehicles.

**Property:** Carroll University's property insurance policy covers damage to, or theft of, University owned property only. The University's policy does not cover personal property belonging to students.

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**Liability:** Certain students are required to carry professional liability insurance when enrolled in clinical courses. These students include, but are not limited to, students enrolled in physical therapy, nursing and other health science programs.

### Intercollegiate Athletics

Carroll University is a member of the Midwest Conference and Division III of the National Collegiate Athletic Association. The institution offers intercollegiate sports in men's baseball and football, men's and women's basketball, cross country, golf, indoor and outdoor track and field, soccer, swimming, and tennis, and women's softball and volleyball. Student-athletes are required to maintain good academic and social standing as defined in the student handbook in order to participate in the intercollegiate athletic program.

### Residence Life & Housing

Living on campus is an important part of the University educational experience. Campus housing is staffed with live in professionals and student resident assistants trained to engage students in the community and to act as resources.

#### Housing Policies

- A. All full time students who enroll at Carroll are subject to a junior residency requirement. This requirement remains in effect until a student has achieved senior standing (92 credits) by the beginning of the academic year.
- B. Each year, full time students who wish to live off-campus must submit an application requesting to be released from the residency requirement and must receive approval from the Office of Residence Life and Housing. If the application is denied, the student will be subject to the residency requirement and will need to complete the appropriate application and contract for campus housing.
- C. Students who have not been approved for release from the requirement and/or fail to submit an application and contract for campus housing will be charged for a standard double room and 140 Block meal plan until the terms of the residency requirement have been satisfied.

#### Living Options

Carroll University offers many on campus housing options including apartments, houses, and both traditional and suite style housing facilities to suit the needs of residential students. All campus housing includes basic cable TV service, high speed internet access, basic room furniture, mail delivery, and on site laundry facilities.

#### Dining Services

Welcome to the all new my meals Campus Dining program at Carroll University. All my meals plans feature:

- A guaranteed number of meals per week or a block of meals for the semester – you decide!

- The flexibility to use your meal plan at all dining locations in the Campus Center, Pioneer Hall and Frontier Hall during regularly scheduled and posted transfer hours.
- Dining Dollars that can be used anytime and anywhere, including Second Cup, Pioneer Hall, Frontier Hall and the Campus Center.

The my meals program offers students a multitude of options and maximum flexibility. Simply choose the plan that best fits your schedule and dining habits. We hope you'll agree that there is something for every appetite!

### **Meal Plan Policies**

- A. All Carroll students who are subject to the residency requirement are also required to participate in a Resident Meal Plan (Plans B, C, D, E, F, G or H). Students who have achieved junior standing (60 credits) by the beginning of the academic year and live in Frontier or Pioneer halls may also select a Grand Avenue Block Plan (Plans T, U, V or W). Only students living in the Carroll Street, College Avenue and Hartwell Avenue Apartments are exempt from this policy.
- B. Students may increase their meal plan at any time. Meal plan increases must remain within weekly or block selection (i.e. 10 Meal Weekly Plan can be upgraded to 14 Meal Weekly Plan but not to 160 Meal Block Plan). The deadline to decrease or cancel a meal plan is the last day to add classes each semester as published in the University catalog and academic calendar.
- C. Students who select a meal plan for fall semester will automatically be billed for the same plan for spring semester unless they make a change prior to the deadline.
- D. Weekly meal plans offer a guaranteed number of meals per week and may be redeemed by the cardholder only. Block meal plans offer a guaranteed number of meals per semester and may be used for guest meals. All meal plans include Dining Dollars and allow meal transfers during posted hours.
- E. Weekly meals may be used Sunday through Saturday each week and are not transferable to the following week. Each semester is 15 weeks in length and 18 meals will be served each week in the Pulse on Dining Main Dining Room.
- F. Unused meals are not transferable from fall to spring semester. Unused dining dollars will be transferred from fall to spring semester. Dining Dollars must be used by the end of Summer Session 1. Unused meal plans and dining dollars are not refundable.
- G. Only currently enrolled Carroll students may participate in a meal plan. Students who withdraw or leave the University are no longer eligible to use their selected meal plan and will be held responsible for outstanding charges as published in the University catalog.

### **Spiritual Life Program**

The Office of the Chaplain provides opportunities for spiritual growth primarily for students through worship services, campus newspaper articles, student organizations, and personal contact by appointment, drop-in, or e-mail correspondence. The Fellowship of Christian Athletes and Intervarsity Christian Fellowship are among the

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recognized student organizations on campus; students are welcome to form new organizations; and several other existing student organizations coordinate service projects that may be religious in nature (Habitat for Humanity, Circle K, Greek organizations). One large (seats 180) and one small (seats 18) chapel are regularly available on campus for individual or group gatherings. The Chaplain's Office also provides local contact information for area congregations and community service agencies.

### **Student Activities**

The Office of Student Activities enhances life on campus by providing students with social opportunities and numerous ways to get involved both on campus and in the community. There are many opportunities to get involved, including Student Senate, Greek life, orientation staff, and the campus radio station. Student Activities provides programs and services ranging from orientation to community service projects to camping equipment rentals, sponsorship of CU@Nite, the weekend programming series, and much more.

### **Carroll Outdoor Recreation Education (CORE)**

CORE can help students backpack, paddle, or climb their way to adventure. CORE promotes safe, affordable, environmentally conscious outdoor recreation through trips, instruction, and equipment rental. This program brings to the Carroll community numerous opportunities to explore and develop as individuals, leaders, and citizens through involvement in the outdoors. In addition to offering trips, lectures, and clinics, CORE manages the "CORE store" where students, faculty, and staff can rent tents, coolers, snowshoes, and more.

### **Recreation**

Carroll University is a member institution of the National Intramural Recreational Sports Association (NIRSA). The recreation program includes intramural sports, open recreation, group exercise classes, outdoor recreation activities, and cheerleading. Ganfield Gymnasium and Fitness Center and the Pioneer Hall Fitness Center host the cardio equipment, resistance machines and free weight areas. The intramural sport program consists of several different activities including flag football, softball, men's and women's basketball, indoor soccer, and sand volleyball.

### **Student Organizations**

Student organizations play an active role in the life of the campus. There are over 50 recognized organizations on campus, including social fraternities and sororities, Student Senate, activities board, cultural diversity organizations, a Habitat for Humanity chapter, religiously affiliated groups, academically focused clubs, and many other groups. Student publications include a newspaper and literary magazine. WCCX is the campus radio station. A wide range of arts organizations is open to students, including some by audition.

### **Volunteer Center**

Carroll's Volunteer Center is dedicated to connecting Carroll to the larger community through service and volunteering by working with existing service learning programs at Carroll and creating new partnerships for Carroll within the surrounding commu-

nities. Students can participate in one-time volunteer events or ongoing weekly volunteer placements at sites throughout the area.

### **Student Handbook**

The specific rules and regulations of Carroll University, published in the current Carroll Student Handbook and available to all students on the University's Web site, inform students of their responsibilities as well as their rights. The additional expectations associated with enrollment in specific academic programs are published separately.