



STUDENT HANDBOOK
2009-10

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AFFILIATION AND ACCREDITATION STATEMENT

Wayland Baptist University is affiliated with the Baptist General Convention of Texas. Wayland Baptist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Bachelor's, and Master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Wayland Baptist University. The University is also accredited by the Texas Education Agency for teacher certification and for veterans training.

MISSION OF THE UNIVERSITY

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning and service to God and humankind.

COUNSELING SERVICES

Counseling services are provided by the Coordinator of Counseling through the Office of Student Services. The Counseling Office is located in Suite 208 of the McClung University Center, Ext. 3765. Services provided include the administration and interpretation of tests as well as vocational, educational and personal counseling in a confidential setting.

STUDENT HEALTH SERVICES

The Student Health Center is located in Suite 210 of the McClung University Center, Campus Ext. 3765/3763. Office hours are Monday through Friday, 9 a.m. - 4 p.m. After-hours calls are to be determined by Residence Hall Supervisors only. In obvious emergency situations after hours, Residence Hall Supervisors will make arrangements for the patient to be taken directly to the doctor/hospital.

J. E. & L. E. MABEE LEARNING RESOURCES CENTER

J. E. and L.E. Mabee Learning Resources Center is located in the center of the campus. Regulations, hours, and services are arranged to benefit the majority of the students and faculty.

The LRC hours are as follows:

	Fall/Spring	Summer
Monday-Thursday	7:45 a.m. - 11 p.m.	8 a.m. - 9 p.m.
Friday	7:45 a.m. - 5 p.m.	8 a.m. - 4 p.m.
Saturday	10 a.m. - 5 p.m.	1 p.m.-5 p.m.
Sunday	2-5 p.m.; 7:30 -10 p.m.	Closed

Holiday hours are posted in the LRC as early as possible.

TUTORIAL SERVICES

The division of Student Services provides free tutorial services for Wayland students. Tutors are available in most subject areas and are paid by the University. The coordinator of the tutorial program should be contacted for more information. The office is located in the University Center, Suite 208, Ext. 3765.

FOOD SERVICE

Since Wayland Baptist University is a residential school, most students are expected to live and take their meals on campus. Mealtime is the focal point of residential life and serves as a primary place for social interaction.

Three meals are provided each day except Saturday and Sunday, which feature a brunch/lunch combination and a dinner meal. Midnight breakfasts and other special events help to break the monotony during exams and especially busy times. See additional info on page 38.

TRAFFIC AND PARKING

All administrators, faculty, staff, and student personnel, full or part-time, who drive a motor vehicle to the University, including motorcycles, motor scooters, and motor bicycles, are required to register those vehicles with the Security and Traffic Office at 709 Xenia Street. A parking permit will be issued to registrants. Vehicles not bearing properly displayed parking permits are subject to fines.

CAREER SERVICES

The Office of Career Services, Suite 208 of the McClung University Center, Campus Ext. 3765, has been established to assist all students and alumni of the University in planning, reviewing, and implementing career goals.

UNIVERSITY STORE

The Wayland University Store is located in the McClung University Center. The Bookstore hours are Monday through Thursday, 8:15 a.m. to 5:00 p.m., Friday 8:15 a.m. to 4:00 p.m., and Saturday 10:00 a.m. to 4:00 p.m.

POST OFFICE

The Post Office is located on the first floor of McClung University Center. Offices for faculty and staff have mail boxes assigned to them. All students residing in the dormitories also have a mail box assigned to them. Married students living in university apartments are assigned mailboxes by the Housing Office, and these are adjacent to their housing unit.

Post Office hours are: Monday - Friday, 9 am to 3 pm. Saturday from 10 am to noon.

The Post Office has all the capabilities of a normal USPS Post Office. It can prepare and send mail with delivery confirmation, insurance, and others. To get them put into the USPS system, these items will need to be taken to the Plainview Post Office the following morning when we pick up incoming mail. Stamps and normal envelopes are available at the University Store.

The Post Office receives packages from USPS, UPS, FEDEX and DHL. These are checked in daily and those receiving them will get a notice put into their mail box saying they have a package to pick up. For security reasons, students that receive packages with a tracking number on them will be required to sign for the package when they pick it up.

STUDENT GOVERNMENT

The student body at Wayland Baptist University is governed and represented by the Student Government Association (SGA). The SGA Cabinet is made up of eight elected officers: President, Vice-President (Senate president), Secretary of Social Affairs (SUB president), Secretary of Elections and Records, Secretary of Alumni Affairs (SAC president), Secretary of Institutional Advancement (Student Foundation president), Secretary of Ministry (BSM President), and Secretary of Student Organizations (CSO), and one appointed officer: Attorney General.

The SGA Cabinet is responsible for planning several student activities and for representing the students collectively and administratively to the University. The Student Government Association is the student voice in University affairs, interpreting the student needs and desires of the University. Patterned after the United States Government, SGA is organized to facilitate

efficient self-government, to establish and maintain good administrative relations, and to enrich student activities on campus. Composed of all regularly enrolled students at Wayland, the SGA seeks to promote individual responsibilities and respect the rights of others throughout the student body.

CAMPUS ORGANIZATIONS

The Council of Student Organizations (CSO) shall serve to aid and coordinate the activities of student organizations. CSO is comprised of the presidents of all student organizations. Clubs and organizations are a major source of activity within the Wayland community and serve a wide variety of interests. The following list is a roster of sanctioned Wayland student organizations:

Institutional Organizations:	German Club
Council of Student Organizations	International Choir
Senate	Ministerial Fellowship
Student Alumni Council	College Music Educators National Conference
Student Foundation	Pi Sigma Sigma
Student Union Board	Pioneer Band
Student Government Association	Pioneer Health Service Corps
National Honor Societies:	Society of Composers
Alpha Chi	Students in Free Enterprise
Alpha Psi Omega	Spanish Club
Kappa Delta Pi	Spirit
Phi Alpha Theta	Wayland Baptist University Geological Society
Psi Chi	Wayland Handbell Ensemble
Sigma Beta Delta	Wayland Singers
Sigma Tau Delta	
Special Interest Organizations:	Greek Council:
American Chemical Society	Alpha Delta Kappa
Baptist Student Ministries	Alpha Psi Omega
Cheerleaders	Kappa Upsilon Chi
Fellowship of Christian Athletes	Sigma Phi Lambda

STUDENT ACTIVITIES

To encourage student interaction and personal development, the University provides a number of student activities. The mission and goal of Wayland Student Activities is to provide the campus and its population with a variety of quality programs and activities that both entertain and educate the WBU community. These events are valuable in serving to relay traditions to new students and in creating lasting memories of the college years. All students not on academic and/or disciplinary probation are eligible to participate in all university activities and are invited and encouraged to partake in these campus-wide events.

Koinonia - The school year opens with activities planned for students just beginning their collegiate years at Wayland. Whether incoming freshmen or transfers, students who enter during the Fall semester are strongly encouraged to participate in a unique WBU experience entitled "Koinonia," which is the Greek word for "fellowship."

During this event, select upper-class students acquaint new students with campus traditions and essential information that makes the transition to Wayland an enjoyable one. Students also have the opportunity to meet other new faces on campus while participating in many exciting activities. The experience gained during the few days of Koinonia proves to be a tremendous benefit to the remainder of students' collegiate career.

Pride Week - This activity is a weeklong celebration of Pioneer pride sponsored by the Student Government Association. Pride Week, which goes on during the second full week of classes during the Fall semester, contains several activities designed to increase school spirit. These events include the Parade of Pioneer Pride, a Skating party, Bowling, a Movie Night, Freshman Talent Show and several others. Each activity is free to all Wayland students with valid student ID.

Traditional Annual Activities - Traditional events that occur each year on the Wayland campus include the aforementioned WBU Pride Week, Mississippi Mud Mash, concerts, a Fall Student Retreat, Christmas Banquet, Late Night Study Breaks, Back-to-School Bingo, Parents Weekend, Big Weekend, Road-Trips, Academy Awards, Rez Week and Torch & Mantle. These activities are designed to provide students with experiences which range from purely enjoyable to inspirational.

Miss Wayland - Miss Wayland is a scholarship pageant designed to select a young lady to represent the University in this capacity during the school year. Wayland coeds compete in four traditional areas: talent, interview, evening gown, and finalists' question. The pageant occurs during the first weekend in November and all young ladies who meet eligibility criteria are allowed to participate.

Homecoming - One of the most highly traditional times in any school year is Homecoming. This is when a little of the past comes to bear on the present. As some of our alumni return, we are reminded of the roots of some of the things we call normal "everyday" activities.

CHAPEL

Wayland Baptist University considers the University's chapel program to be a vital part of Christian education. This weekly program is designed to enhance the uniqueness of the Wayland Experience. While the majority of the programs are spiritual in nature, a few address other items of importance and relevance to the Wayland community. Concerts, dramas, speakers, pastors, and students are used to create varied and interesting Chapel programs. Wayland requires attendance at Chapel, which meets regularly on Wednesdays at 11 a.m. in Harral Auditorium. Occasional changes in the meeting time from Wednesday to Monday or Friday will result in adjustments in the class schedule.

The following guidelines govern chapel attendance:

1) To graduate from the University, students must earn seven semesters of Chapel credit. This requirement may be met through the transfer of Chapel credits from other universities. Students transferring from institutions which do not require Chapel must attend Chapel each semester while enrolled at WBU.

2) Students are allowed three Chapel absences per semester. Additional absences will result in the student not receiving Chapel credit for the semester and possible disciplinary action and/or probation. Students may petition the Dean of Students to appeal additional required absences.

3) In specified instances, the Chapel Committee may allow an exemption from the Chapel requirement. To be exempt, the student must meet one or more of the following conditions:

- * Enrolled in less than seven semester hours
- * Enrolled in no Wednesday morning classes, unless living in University housing
- * Enrolled in Student Teaching
- * Enrolled as a graduate student
- * Previously earned seven semesters of Chapel credit
- * Required to work off-campus during Chapel

Other exemptions may be allowed depending upon the situation.

Exemptions are good for one semester only. By the end of the first week of class each semester, students must file a request for exemption with the Office of Church Services located in the Flores Bible Building. Each request must be accompanied by a justification for the exemption. No appeal will be considered after the established deadline. Students shall be notified of exempt status by the end of the third week of school through the Office of Student Services.

The spirit and attitude of the students are important in making the chapel program all it is designed to be. Appropriate chapel etiquette is as follows:

- A. Be on time.
- B. Be reverent (refrain from talking, whispering or passing notes).
- C. Stay in your seat until the chapel program is dismissed.
- D. Take no food or beverage inside the chapel.
- E. Do not use for study time (reading books, magazines, newspapers, etc.).
- F. Make an honest effort to be attentive and to participate in the service.
- G. Be courteous and responsive to the speakers. They are our guests.
- H. Remove caps or hats during chapel.
- I. Turn off cell phones.
- J. No text messaging during chapel.

Chapel needs the same worshipful attitude that you would have toward any worship service.

SPONSORS

For all activities sponsored by University organizations there must be a University-approved sponsor. It is expected that sponsors will be treated courteously and that their expenses will be paid by the organization. Sponsors are expected to attend organization meetings and activities.

SUMMONS TO ADMINISTRATIVE OFFICES

A summons to the office of an administrative officer is imperative and must be heeded at the time set in preference to other duties. Failure to heed such summons will render the student liable, resulting in disciplinary action. A summons will be sent to the student through United States or University mails, or delivered by hand. It is the responsibility of the student to keep his mailing address current in the Registrar's Office.

STUDENT CONDUCT

(This is a statement of conduct standards. It is enforced in conjunction with the Discipline Policy and Substance Abuse Policy found elsewhere in this handbook.)

Wayland proudly adheres to high standards of intellectual, moral, ethical, and spiritual values. Convinced that self-discipline is more desirable than outside force and that the truly educated person must pursue what is right under all circumstances, Wayland entrusts each student with the solemn obligation of preserving these standards.

However, in the light of revelation, reason, and the custom of the Christian community from which Wayland has sprung, certain practices are evaluated:

1. Personal integrity in keeping with New Testament standards is expected of all students.
2. Respect for the property, knowledge, and rights of other people must prevail.
3. The use or possession of alcoholic beverages and/or illegal drugs is forbidden.
4. Gambling, hazing, and the on-campus possession of firearms or deadly weapons are prohibited. BB Guns and Paint Ball Guns are also prohibited.
5. The use of tobacco by students is discouraged, though permitted in certain designated areas of the campus. In consideration of the rights of others and the requirements of safety, such areas are designated. Usage of all forms of tobacco is strictly prohibited in dormitories.

THESE STANDARDS APPLY TO ALL STUDENTS AS LONG AS THEY ARE ENROLLED IN WAYLAND, AND THE UNIVERSITY ASSUMES THAT THE ACT OF REGISTERING AS A STUDENT IMPLIES FULL ACCEPTANCE OF THESE STANDARDS OF CONDUCT.

The authority of the University is exercised over all student groups or organizations bearing the name of the university, or any student enterprises to the extent necessary to safeguard the good name and well being of Wayland. Specifically, each student is expected to conduct himself in such a manner as to uphold, not detract from, the good name of Wayland Baptist University. If one feels that he/she cannot subscribe to the moral and social practices of the university, he/she will find greater acceptance elsewhere.

PURCHASE POLICY

The University disclaims responsibility for debts incurred by any student, student organization, employee, or faculty member unless such action is authorized in advance by written order of the chief business officer. Students are urged to maintain good business relationships within the community.

REPRESENTING THE UNIVERSITY

Any person or organization participating in off-campus activities in the name of the university or performing for the public on campus is representing the University. The following basic qualifications must be met before one may represent Wayland.

1. When a student's grade-point average falls below 2.00, he is ineligible to hold office in any campus organization or to hold membership in more than two voluntary organizations. Student who are placed on academic probation are ineligible to represent the school in any capacity which demands that they miss a regularly scheduled class session or involves them in excessive hours of preparation outside the classroom.

2. Participants in intercollegiate athletics must be enrolled in a minimum of 12 semester hours. Freshmen must pass nine semester hours during their first semester. Others must accumulate a total of 24 credit hours in the two terms of attendance immediately preceding the term of participation. Summer sessions and microterms subsequent to one of the two terms of attendance may be applied to meet the average of twelve credit hours. Additional information about athletic eligibility is available through the Director of Athletics.

3. Students on disciplinary probation will be restricted from representing the University.

4. Students who enter on "Individual Approval" may not represent the University until thirty semester hours have been completed.

TRAVEL POLICIES

1. Application for approval of off-campus trips is made through the office of Student Services. Special forms from the office must be completed in detail and submitted three days in advance from the date of departure.

2. If a group uses WBU vehicles or funding they must have a university-approved sponsor on the trip.

3. If a WBU vehicle or funding is not used, and a group travels on their own, they will not be considered a Wayland-sanctioned group.

4. Baptist Student Ministries trips may be exempt from this policy if covered by BGCT travel insurance.

5. Any errand run by a student worker at the request of a supervisor is not considered university travel and is a function of the daily operation of the university.

RESIDENCE HALL REGULATIONS

BY MOVING INTO THE RESIDENCE HALL THE STUDENT ACCEPTS THE FOLLOWING CONDITIONS AND AGREES TO ABIDE BY THESE REGULATIONS:

Advertising – All advertising posted or distributed in the residence hall must be approved by the Residence Hall Supervisor.

Alcohol – The University prohibits the use, possession or distribution of alcoholic beverages on university property or in conjunction with university activities.

Appliances – Appliances are limited to a microwave and a small refrigerator (4.3 cubic feet maximum).

Application – By signing the dorm application, the student contractually agrees to abide by all the regulations set forth in this and other university policies and procedures.

Assignments – All room assignments are made through the Housing Office as well as any changes to rooms.

Bathrooms – Bathrooms in Caprock Hall, Owen Hall, and Davis Hall must be cleaned by the residents. Other bathrooms are cleaned by the custodial staff.

Bicycles – Bicycles may be stored in a designated area of the residence hall, not in individual rooms.

Complaints – All complaints should be directed to the dorm staff. They will forward these to the appropriate University official.

Damages – Residents are responsible for all damages to their rooms and for other damages to any university facility that they may cause. Residents will be required to make financial restitution for such damages and may face disciplinary action in severe cases of abuse or neglect.

Discipline – The resident assistant is the university's representative to the student living in residence halls. Residents are expected to comply with directives from the housing staff at all times and treat the staff with maturity and respect. The Residence Hall Supervisors are responsible for the enforcement of discipline policies in conjunction with the Housing Coordinator and Dean of Students.

Emergencies – In case of emergencies the housing staff will have complete control of procedures. They will notify appropriate university officials of situation.

Entry, search, and seizure – The university reserves the right to enter and inspect any dorm room at any time if there is reason to believe a university policy is being violated or some person may be in danger. The university will make a reasonable attempt to notify the resident(s) of such action, however, in the event that the resident(s) cannot be notified, officials will proceed with whatever action they feel is warranted under the circumstances.

Fees – Dorm deposits must be paid by each resident prior to move-in. The deposit will be returned to the student upon request after vacating the dorm. In addition, some dorms may choose to collect "dorm dues" to be used by the residents for activities, etc.

Furniture – All rooms are offered for occupancy "as they are." The occupant

must provide any additional furnishings.

Governance – Some dorms may choose to elect dorm leadership of some sort, however, final authority in all matters rests with the Residence Hall Supervisor.

Guests – Overnight guests of the same sex may be allowed to stay in the dorm for short periods of time (2-3 days). The Residence Hall Supervisor must be notified of such visits prior to guest arrivals. Failure to notify the Residence Hall Supervisor will result in loss of privilege.

Housing Staff – The residence halls are supervised by the WBU Housing Staff which includes the Housing Coordinator, Assistant Housing Coordinator, RHS, RAs and Office Workers. The Housing Staff is supervised by the Dean of Students.

Inventory, check-out and damages – Each resident should inspect his/her room upon move-in and immediately report any damages or maintenance needs to the dorm staff so that the resident is not charged for these damages. Residents must complete a checkout procedure with the dorm staff or they will forfeit the dorm deposit.

Keys – Keys will be issued upon arrival and check-in. Replacement of lost keys will be requested through the Residence Hall Supervisor. The resident will be charged \$50 for each lost key. If keys are not returned at checkout the dorm deposit will be forfeited.

Laundry – Laundry facilities are provided in each dorm. These are for resident use only. Any problems with the machines should be reported to the dorm staff.

Mail – All residents will be issued a mail key that opens a corresponding box in the University Center Post Office. All resident mail should be addressed to that box number.

Maintenance – Maintenance requests should be made to the Residence Hall Supervisor or Housing Office. Only the RHS or Housing Office may contact the University Maintenance Staff.

Painting – Residents are not allowed to paint their rooms.

Parking – Parking spaces are provided adjacent to each hall. Residents with vehicles will purchase a permit allowing them to park in these areas. Vehicles parked in zones other than those assigned will be ticketed and are subject to being towed.

Pets – Pets are prohibited in the dorms.

Phones – Local telephone services are provided by the university. Long distance service is available through the university. Information on phone service will be provided at check-in.

Private Rooms – Private rooms may be assigned based on availability. An additional fee will be assessed for private rooms.

Quiet Hours – All dorms will establish a schedule for quiet hours. Residents should respect the rights of others to have a quiet environment, conducive to study. Fines will be assessed for disregard of quiet times.

Room Changes – All residents will have two weeks at the beginning of the semester to request a room change rooms. Requests are made upon availability. All changes must be made through the Housing Office. After this two-week period, residents will be expected to occupy their assigned room for the remainder of the semester.

Severe Weather – During severe weather alerts the dorm staff will be in communication with campus officials to determine if any actions should be taken. Instructions from staff should be followed immediately and explicitly in such situations.

Smoking – No smoking is allowed in the residence halls, or within twenty feet of any dorm or other University Building.

Solicitation – No solicitation is allowed in the residence halls. Salesmen or solicitors should be reported to the Residence Hall Supervisor.

Staff – The Residence Hall Supervisor and Resident Assistant are employed by the University and are supervised by the Housing Coordinator and the Dean of Students. These peer leaders are chosen for their leadership ability and commitment and are trained to administer the daily operations of the dorm. They also serve as peer counselors and leaders of dorm activities.

Storage – Wayland does not provide storage for articles during summer months or at any time after a person has vacated the dorm. All articles left after a person has vacated the dorm will be disposed of. Articles may be left in the dorm during holidays or semester breaks at the student's risk. The university does not assume responsibility for any loss of personal property that occurs during these periods.

Thefts – The University does not assume responsibility for articles that may be lost or stolen from residence hall rooms. Students are encouraged to exercise caution and safe habits in order to help ensure safety of their belongings.

Tobacco – Use of all forms of tobacco is strictly prohibited in the dormitories.

Vacation Periods – Brotherhood and Davis Halls are open 365 days per year. All other halls will close during university holidays, at semester breaks, and during the summer months. Students who do not live in Brotherhood or Davis must make arrangements to provide for their own housing during these times.

Vending Machines – Vending machines are located in each residence hall. Problems with machines should be reported to the Residence Hall Supervisor.

Verbal Abuse – Verbal abuse of residence hall staff will not be tolerated under any circumstances. Such action will result in disciplinary action. Any abuse on the part of dorm staff should be reported immediately to the Residence Hall Supervisor, the Housing Coordinator or the Dean of Students.

Visitation – Visitation periods of opposite sex visitors will be announced at the first residence hall meeting. Unauthorized visitation in a residence hall will result in disciplinary action. Any questions concerning visitation regulations should be directed to the Residence Hall Supervisor.

Waterbed – Waterbeds will not be allowed in the residence halls.

PLEASE NOTE THE FOLLOWING INFORMATION:

Room Checks: In order to ensure cooperation of students regarding Wayland's mission statement, student conduct and health and safety, university officials, RHSs, their assistants and the Housing Office can and will, periodically and without discrimination or warning, conduct inspections of all residence hall rooms and, at their discretion, any university property therein, including but not limited to the following: floors, beds, closets, drawers, windows, walls, light fixtures, ceilings, doors, shelves, outlets, phone jacks as well as any outside services brought into the room via the residence hall such as cable T.V. and with minimal disturbance to the student and respect for any of the student's private property contained therein, excluding property that is forbidden in the residence hall or property that could pose a health or safety hazard such as refrigerators, food containers or electrical appliances.

Removal of obscene or otherwise offensive material: In keeping with New Testament standards and Wayland's mission to educate students in a distinctively Christian environment with service to God and humankind, university officials reserve the right to remove or have the student remove any material, item or substance from his or her room that directly or indirectly implies, suggests or condones activities or behaviors not in keeping with Wayland's mission. Examples are nudity, suggestive posters, pictures, lyrics, sayings, magazines, tobacco or alcohol advertising, alcohol or tobacco containers, spittoons, beer mugs, posters, lamps, bedspreads, carpets or any other items which do not exhibit the WBU standards. Residence Hall Assistants, under the direct supervision of the Residence Hall Supervisor, will discern what is to be removed and make the final determination. Offensive materials may either be confiscated and returned to the student upon departure from the residence hall or destroyed in cases of extreme obscenity.

DISCIPLINE POLICY

Introduction

The purpose of the university discipline policy and system is to encourage appropriate behavior, discourage inappropriate behavior and ensure a safe, comfortable and educationally sound campus environment. The system is not primarily punitive, but rather educational in intent, although sanctions on certain behaviors will be imposed if these behaviors violate university standards of conduct.

I. JUDICIAL COUNCIL

A. The Judicial Council shall be made up of a representative from each occupied residence hall to be elected at the first residence hall meeting of the school year, an off-campus student to be appointed by the Dean of Students, five faculty members to be chosen by the faculty assembly and two staff members to be appointed by the Executive Vice President. The Dean of Students will be an ex-officio member of the council and will not have a vote in disciplinary decisions but will be available to the council for reference. Alternates for each position will be selected at the same time and in the same fashion as the members.

B. Hearing times will be scheduled by the Dean of Students.

C. The council shall rule on all matters referred by the Dean of Students. It is the intent of this policy that disciplinary matters be resolved at the lowest appropriate administrative level possible. Referral to the next higher level for ruling will be at the discretion of university officials. Students may request that rulings and sanctions be appealed through the administration as stated in the section of this document entitled "Appeals."

D. Votes will be taken by secret ballot of "guilty" or "not guilty." A guilty verdict will require a 75% vote of members present. Decision will be made based on the greater weight of credible evidence.

The council will render a verdict and recommend appropriate sanctions to the Dean of Students. The Dean of Students will notify the student of the council's decision and enforce the sanction(s) with or without modification.

II. JURISDICTION

A. Any student enrolled at Wayland Baptist University for any number of hours is subject to this policy and by enrolling is agreeing to abide by the standards set forth in this document.

B. In the case of a student charged with a violation of the city, county, state

or federal criminal or civil code, disciplinary actions by the university need not be delayed until such charges are resolved. The university may sanction a student although charges have been dropped or the student has been acquitted through the legal system.

C. Students who are registered or pre-registered for attendance at Wayland are subject to possible disciplinary actions by the university although they may not be in actual attendance at the time of the violation. Prospective students may have enrollment blocked for serious violations prior to actual enrollment or attendance.

D. Students in violation of the university's standards of conduct while off campus may be subject to disciplinary action by the university if deemed appropriate by university officials. Violations related to or in conjunction with university activities or functions will be considered on-campus violations.

E. All cases of academic dishonesty, cheating or plagiarism will be handled by the academic division and the Executive Vice President/Provost. Cases may be referred to the Dean of Students if deemed necessary by the Executive Vice President/Provost.

III. CONDUCT STANDARDS

The following behaviors may be grounds for probation, suspension or expulsion from the university:

- * Alcohol or illegal drug use, possession or distribution as outlined in the Student Substance Abuse Policy (1990)
- * Premarital or extra-marital sexual relations or cohabitation on university property or in conjunction with university activities or functions
- * Theft, destruction or vandalism of property
- * Unauthorized use of university property
- * Unauthorized visitation in residence halls
- * Unauthorized possession of university keys, or other security breach
- * Physical threat or assault
- * Gambling
- * Possession of firearms on campus
- * Cheating, plagiarism or academic dishonesty
- * Failure to comply with other conduct standards as set forth in university publications or by university officials
- * Recurrence of lesser offenses
- * Other behaviors which may be deemed as harmful or disruptive to the university community or the educational process

IV. SANCTIONS

A. The University allows for a wide range of possible disciplinary sanctions including, but not limited to loss of privileges, restitution, informal probation, formal probation, loss of scholarship, suspension and expulsion. Sanctions for alcohol, illegal drug or inhalant use will be imposed in accordance with the Student Substance Abuse Policy adopted by the Board of Trustees (1990).

B. Students have the right to plead innocence, and this will not be held against the student in the case of a guilty verdict. Students will, however, be expected to cooperate fully with university officials and the Judicial Council and comply with their requests. Lack of cooperation and compliance may have bearing on sanctions imposed.

C. Each disciplinary issue will differ in circumstance, severity and situation. Accordingly, differing sanctions may be imposed in similar cases at the discretion of university officials if such sanctions are considered by university officials to be appropriate and without arbitrary discrimination.

D. Sanctions may be appealed through the appeals process as outlined in the section of this document entitled "Appeals."

E. The Dean of Students has authority to temporarily sanction a student, if deemed necessary for the well-being of the university community and the educational process, pending the outcome of a judicial council hearing or a criminal or civil prosecution. Sanctions under appeal will be considered "in effect" until appeal is upheld and sanctions are over-ruled.

F. Disciplinary Probation entails the following sanctions:

1. Restriction from representing the university in any fashion. This sanction includes all public performances or appearances under the auspices of the University.

2. Restriction from any university sponsored travel.

3. Restriction from holding offices in any university organizations.

4. Restriction from receipt of any scholarship assistance

(federal financial aid, state aid, or gifts directly to students from outside entities are not affected by this sanction).

G. Disciplinary Suspension entails the following sanctions:

1. The student will be restricted from enrollment during the period of suspension.

2. Re-enrollment after suspension will be contingent upon the approval of the Dean of Students or the Vice President for Academic Services.

H. Disciplinary Expulsion permanently restricts the student from enrollment in the University.

V. PROCESS

A. Summons

A student accused of a violation will be issued an administrative summons from the Dean of Students within seven working days of report of the incident to the Dean. The student will be directed to appear before the Dean for a preliminary hearing. Response to an administrative summons takes precedence over all other commitments or activities. Failure to respond will render the student liable, resulting in disciplinary action.

B. Preliminary Hearing

1. The preliminary hearing will be an informative meeting between the Dean of Students and the accused student. The Dean will present possible charges and consequences and the student will be allowed to respond. After this hearing the Dean may:

- dismiss the case
- postpone charges pending acquisition of evidence
- rule on the case
- refer the case to the Judicial Council

2. If the case is dismissed, no further action will be taken and there will be no record of the charge in the student's file.

3. If the Dean chooses to rule on the case, a written account of charges, rationale and sanctions will be given to the student within five working days of the preliminary hearing. The student will then submit a written response of acceptance or request for appeal (see section titled "Appeals.")

4. If a decision is postponed the student will receive notification within 10 working days to re-appear for continuation of the preliminary hearing.

5. If the case is referred to the Judicial Council the student will be sent notification within 5 working days of the preliminary hearing. This notification will be sent to the student at least 10 days prior to the date of the Judicial Council hearing. Notification will contain a brief description of the matter to be considered, a list of council members, and a date, time and place of hearing. Challenges to council members must be made to the Dean within 2 days of receipt of such notification. Copies of complaints or disciplinary reports will be made available to the accused student at time of notification.

6. The time requirements outlined above are considered ideal and may be modified in situations as deemed necessary by university officials.

7. The preliminary hearing will be taped for the record.

C. Judicial Council Hearing

1. This hearing is to elicit relevant facts, determine verdict and recommend appropriate sanctions. Students may have counsel present for advice only and

should keep in mind that the council does not function as a court of law. Rules of evidence that apply in a criminal proceeding do not necessarily apply in a college disciplinary proceeding.

2. Students will have the following rights:
 - a. An opportunity to make oral presentation to the council
 - b. An opportunity to present evidences and/or witnesses
 - c. An opportunity to question witnesses
3. If a student does not appear for the hearing, the council may proceed without the student if reasonable attempts have been made to notify and contact the student. The council may recommend that a case be immediately referred to the appropriate law enforcement authorities if deemed necessary. The council may recommend that appropriate law enforcement authorities be brought in to help with the investigation.
4. The council will meet as long as necessary to reach a decision. The council may postpone the decision if there is reason to believe pertinent evidence is forthcoming. The Dean of Students or the accused student may request a re-hearing if pertinent evidence is disclosed after the council's decision has been made. Such a request must be approved by the Judicial Council.

VI. APPEALS

- A. Students found guilty of a violation by the Judicial Council may appeal the decision in writing to the President (or a designee appointed by the president). Appeal must be filed in the Dean of Students' office within three days of receipt of the council's decision. The Dean will present the appeal to the President (or designee) who will make a ruling on the basis of the record. The President (or designee) will notify the Dean, who will notify the student of the decision. The student will be notified of the decision within a reasonable time, not to exceed 30 days from receipt of the appeal. The decision of the President or his designee is final and no further appeal may be made.
- B. Sanctions may be appealed by the same process as detailed above. Rulings, which are made by the Dean of Students without referral to the Judicial Council, may be appealed by the same process.

SUBSTANCE ABUSE POLICY

Wayland Baptist University adheres to a high standard of moral conduct which includes prohibition of the use, possession, or distribution of alcohol or illegal drugs by students on university owned or controlled property or in conjunction with any university activity. The university may take action against students for off-campus use, possession or distribution of alcohol or controlled

substances if deemed appropriate by university officials.

UNIVERSITY SANCTIONS

Wayland Baptist University will enforce the standard stated above by implementation of sanctions as outlined below:

1. Students found to possess alcohol on university owned or controlled property or in conjunction with any university activity will be (at minimum) placed on disciplinary probation for a period of two long semesters. The university reserves the right to use discretion in determining duration of sanction.
2. Students found to distribute alcohol on university owned or controlled property or in conjunction with any university activity will be (at minimum) suspended for a period of one long semester. The university reserves the right to use discretion in determining duration of sanction.
3. Students found to possess controlled substances, other than alcohol, on university owned or controlled property or in conjunction with any university activity will be (at minimum) suspended from the university for a period of two long semesters.
4. Students found to manufacture or distribute controlled substances, other than alcohol, on university owned or controlled property or in conjunction with any university activity will be expelled from the university.
5. Students found to use any type of inhalant as an intoxicant will be (at minimum) placed on disciplinary probation for a period of two long semesters.

The above sanctions and their duration are to be imposed at the discretion of university officials and represent a minimum level of disciplinary standards. Recurrence of offenses will incur more stringent sanctions. Completion of a rehabilitation program may be required as a part of a sanction at any level. University officials in the context of the university's disciplinary system will make imposition of sanctions. The university may report any violations as outlined above to the proper law enforcement authorities for prosecution.

CRIMINAL SANCTIONS

Local and county governments follow state sanctions as listed below:

The State of Texas prohibits the following acts and prescribes the corresponding penalties:

1. Being intoxicated in public such that one is a danger to oneself or others is punishable by a fine of up to \$200.
2. It is illegal to possess or distribute alcoholic beverages in dry areas. Violation of this law carries a penalty of up to \$1000 and/or up to one year in prison.

3. The purchase, possession or consumption of alcoholic beverages by a person under twenty-one years of age subjects that person to a fine of up to \$200 for the first offense and up to \$500 for the second offense.

4. Furnishing alcoholic beverages to a minor is punishable by a fine of up to \$500.

5. The possession of an intoxicating beverage on the grounds of any public school carries a penalty of up to \$200.

6. Driving under the influence of alcohol is punishable by a fine of \$100 to \$2000 and/or three days to two years in prison for the first offense; and \$500 to \$2000 fine and 60 days to five years in prison for subsequent offenses. A person under age twenty-one who misrepresents his/her age for the purpose of purchasing alcoholic beverages may be punished by a fine of up to \$500.

7. The illegal distribution, possession or use of controlled substances may be punished by five years to life in prison and up to a \$20,000 fine for the first offense. Repeat offenders are subject to a sentence of ten to life in prison and a fine of up to \$1,000,000.

8. The delivery or possession of controlled substances with the intent to manufacture controlled substances is punishable by a jail term of ten years to life and up to a \$100,000 fine.

9. The possession of marijuana may be punished by two to twenty years in prison and/or up to a \$10,000 fine depending on the amount of marijuana involved.

10. The distribution of marijuana to a minor is punishable by 5 to 99 years in prison and/or up to a \$50,000 fine.

Federal Penalties and Sanctions for Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After one prior conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000 or both.

After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5000 but not more than \$250,000 or both.

Special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000 or both if:

a) First conviction and the amount of crack exceeds 5 grams

- b) Second crack conviction and the amount of crack possessed exceeds 3 grams
- c) Third or subsequent crack conviction and the amount possessed exceeds 1 gram

21 U.S.C. 853 (a) (2) and 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal controlled substances.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for the first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

**HEALTH RISKS ASSOCIATED WITH DRUG
OR ALCOHOL USE**

Narcotics such as opium, morphine and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons may experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma

and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants such as cocaine and crack can cause increased alertness and euphoria, an increased pulse rate and blood pressure, insomnia and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression and disorientation. Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perceptions of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. With withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive an automobile safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses will also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses cause marked impairments in higher mental functioning, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to cause withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are a greater risk than other youngsters of becoming alcoholics.

SERVICES AVAILABLE

The University provides crisis intervention counseling through the office of Counseling Services. Long term rehabilitation and therapy is not provided through the University, but information and referrals are. Services available

locally will be furnished by the counseling staff.

Local treatment options:

Central Plains MH/MR
2700 Yonkers
Plainview, TX PH: 293-2636

The university in no way endorses or affirms the competency or effectiveness of the services offered by this agency.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The University has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the students, and (11) other similar information.

Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification of this effect with this institution at the Office of Institutional Research, NBB 103, on or before the tenth day of the semester. Forms for this purpose are available at that office.

In the event a refusal is not filed, this institution assumes that neither a parent of a student or eligible student objects to the release of the directory information designated.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION

Each year this institution is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and

Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

2. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek and have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

4. **RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202, concerning this institution's failure to comply with FERPA.

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from: Office of Institutional Research, GH 011, Plainview, TX 79072.

6. **STUDENT RIGHT-TO-KNOW ACT:** Wayland Baptist University complies fully with the Student Right-to-Know Act, which requires institutions to disclose completion or graduation and transfer-out rates of full-time, first-time, degree-seeking undergraduate students to current and prospective students. These rates are available in the Admissions Office, Room 104, Gates Hall, Plainview, Texas.

STUDENT GRADE APPEAL

A basic aspect of the teaching-learning process is the evaluation of student performances and the assignment of grades. Student performance will be evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to the course taken or generally acceptable academic standards. Faculty is responsible for providing syllabi, which clearly specify course

objectives and/or competencies, and for making clear the means of evaluation for purposes of grading students. Students are responsible for class attendance, for learning the content of any course of study and for those standards of academic performance established for a given course.

Students who violate academic integrity and regulations (see current University Catalog) by plagiarism, classroom misdemeanor or academic dishonesty will be held accountable by faculty and may have their grades adjusted accordingly. Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. Therefore, the following grievance and appeal procedures are established. A student who believes that he/she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course.

Any dissatisfaction with academic procedures, standards or grading may be addressed as follows:

1. A student shall first present, either orally or in writing, the matter of grievance to the instructor of the course. This must be done within thirty days after the beginning of the next regular semester. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached.

2. If the student feels the matter is not satisfactorily resolved at the student-faculty level, it may be submitted to the Chair of the division in which the course is taught. The appeal must be made either orally or in writing within two weeks after the faculty member has acted on the grievance. Otherwise, the grievance shall be considered withdrawn. The Chair of the Division will review all facts and evidence in the case and mediate a decision within a reasonable period of time after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.

3. If the student is still not satisfied, he/she may request the Vice President for Academic Services to refer the appeal to the University Faculty Assembly Grievance Committee. This request must be made in writing and must include the basis for the appeal. The request must be submitted within one week following receipt of the decision of the Chair of the Division.

4. The student or faculty member may appeal the findings of the committee in writing to the Vice President for Academic Services within one week after receiving the committee's report. The Vice President for Academic Services will render his or her decision and copies of such decision will be sent to the student, the faculty member, and the Chair of the Division involved. This decision shall be final in all cases of grade appeal.

The process may end at any step if the grievance is resolved or a party fails to follow the above procedures.

The Faculty Assembly Grievance Committee for considering student grade appeals is an ad hoc committee of the Faculty Assembly. The membership of the committee shall consist of eight members of the Assembly appointed by its President in consultation with the Executive Committee.

The President of the Faculty Assembly will appoint a chairperson for each occasion that a grievance is referred to the committee. The chairperson will not be representative from the Division from which the appeal emanates. The chairperson retains the right to vote on a case. The chairperson will keep appropriate records of meetings and committee actions and will make a report the recommendation of the committee to the Vice President for Academic Services.

Should a member of the committee be involved in the case, that faculty member shall withdraw from the committee for hearing that case.

QUORUM

A quorum shall be six members of the committee including the chairperson.

PROCEEDINGS

The committee shall convene as promptly as possible after grievance is referred. The case will be heard at a time and place that is convenient to all. The burden of proof shall rest with the student bringing the charge. The committee shall hear all parties to the case and shall review all evidence presented. The student submitting a grievance may be accompanied by another person throughout the procedure. The faculty member and the University Committee also may be accompanied by counsel throughout the procedure. The faculty member and the University Committee also may be accompanied by counsel throughout the grievance procedure.

The committee shall have the right to witnesses. It shall also have the right to review the course objectives and syllabus, course criteria for grading, student work submitted for evaluation, and the grade distribution for the course. The proceedings, findings, and recommendations shall not be open to the general public or available to any individuals other than those concerned with the case. A simple majority vote shall be required for action. In case of a tie vote, this will become part of the written report.

DECISION

The committee shall hear the complaint, review the data pertaining to the grievance, and present its findings and recommendations in writing to the student, the faculty member and the Executive Vice President/Provost within one week after the committee has completed its hearings and deliberations. The committee will determine the facts of the case and attempt to effect a fair and appropriate resolution of the problem. If it is determined that the student has not been treated in a fair manner, the committee may instruct that the grade be changed to a more proper evaluation.

HIV-AIDS POLICY

Introduction

Wayland Baptist University recognizes that HIV-AIDS presents a serious public health threat. In light of this, the University is committed to providing information and education to students, faculty and staff in order to help prevent the spread of HIV infection and provide a safe educational and working environment. Every effort will be made to ensure the rights and well being of the individual while meeting the needs of the University community as a whole. The University recognizes persons with HIV-AIDS as disabled and will not discriminate or tolerate discrimination against such persons.

General Guidelines

Realizing that information regarding transmission, treatment and prevention of HIV infection is changing almost daily, the University will respond to persons who are HIV positive on an individual basis and will not adopt specific, detailed policies at this time. The University will abide by the policies and guidelines set forth by the American College Health Association in its "General Statement of Institutional Response to AIDS" (AIDS on the College Campus: 1990). A copy of this report is available in the office of Student Health Services. The University reserves the right to deviate from the ACHA guidelines when in the best interest of the infected individual and the University community.

DISABLED STUDENTS POLICY

General

Wayland Baptist University adheres to a policy of providing equal opportunity to students with disabilities. Disability is defined by the University as any condition that falls under the purview of the Rehabilitation Act of 1973. Wayland will strive to achieve optimum opportunity for participation in the University

experience for all students, regardless of their circumstance. The University encourages any student who has a disability, as defined by the Rehabilitation Act of 1973, to inform the University of any special requirements or needs by reporting these to the Dean of Students or the Executive Vice President/Provost. The University will strive to meet these needs in accordance with applicable federal guidelines and Christian ethical considerations.

Discrimination

Wayland Baptist University will not discriminate nor tolerate discrimination toward students based solely on disability. Students who feel they have been the subject of discrimination should follow the procedure outlined in the Student Grievance Policy in this manual.

OWNERSHIP OF ACADEMIC WORKS

Student intellectual property includes academic works such as student projects, papers, and dissertations which are created while at the university. Students retain copyright and ownership of these works.

STUDENT GRIEVANCE POLICY

General

In general, students wishing to review or file a complaint regarding the action of an individual, an academic department or an administrative unit of the University should direct their questions to the person responsible for supervision of the individual, department or unit. Procedures for specific problems are outlined below.

Sexual Harassment

Wayland Baptist University is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the College community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the University community, students, staff and faculty.

Students have the right to be free from sexual harassment. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the University, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual and (2) such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment. Any person who engages in sexual harassment will be subject to disciplinary action including a warning, suspension or expulsion. Students who

have a complaint regarding sexual harassment should contact the Dean of Students who will conduct an investigation.

Records

Guidelines regarding student records are found on page 25 of this handbook.

Disciplinary Actions

Guidelines for appeal are found on page 20 of this handbook.

Grades

Guidelines for appeal of grades are found on page 26 of this handbook.

Procedure

If the student has made a reasonable attempt to resolve the problem with the person directly involved, any student grievance not covered by a policy identified above should be addressed in the following manner:

Step 1. A written complaint should be made to the immediate supervisor of the person against whom the complaint is made. If no resolution has been reached or the student has not received a satisfactory response from the supervisor within 10 working days of the date of the appeal, the student should proceed to step 2.

Step 2. The student should file a formal written complaint with the senior administrator having jurisdiction over the area in question.

Step 3. The senior administrator will assign a committee of university faculty and staff to rule on the grievance. The administrator may assign a special committee or a standing university committee to rule on the grievance. The committee will present a ruling on the grievance within 30 calendar days of receipt of complaint by the administrator. The administrator will inform the plaintiff and area supervisor of the committee's decision.

Step 4. The plaintiff may appeal the decision of the grievance committee to the president or the president's designee(s). Such appeals must be presented to the president, in writing, within 10 working days of the initial ruling. A ruling on the appeal will be made within 15 calendar days of the filing of the appeal. Rulings made at this level are final.

Step 5. (For Students studying in Arizona) If the complaint can not be resolved after exhausting the above grievance procedure, the student may file a

complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

Arizona State Board for Private Postsecondary Education
1400 West Washington, Room 260
Phoenix, Arizona 85007
(602) 542-5709

UNIVERSITY POLICE

Wayland is concerned about your safety and security. We place a high priority on maintaining a safe environment for students, faculty and staff. We cannot, however, guarantee the absolute safety of any particular student. Since safety must begin with the individual, you must take the responsibility for your own personal safety.

Wayland provides a number of safety services, programs, and policies, which are available for inspection in the Police Department, 709 Xenia. When you fail to take precautions, you are putting yourself at risk. We ask that you educate yourself about your surroundings and become familiar with the security services and information available. But remember, no security measures can be successful without your personal support and cooperation.

Campus security is provided in large part by the Wayland Police Department, headed by a commissioned law enforcement officer and assisted after hours with off-duty officers who are hired, trained, and supervised by the Wayland Police Department. Regular patrol of the campus and university apartments is made by these officers and consists of checking all campus buildings including residence halls. The officers enforce campus rules and regulations.

Crimes should be reported to the Police Department, 709 Xenia, during business hours. Crimes may be reported 24 hours per day by contacting the Plainview Police Department at 296-1182. All emergencies may be reported by dialing 9-911 from a campus extension or 911 from any off-campus telephone.

Wayland began in the fall of 1991 to implement a new pattern of lighting on the campus that provides a significant increase in safety and convenience. "Street light" type lighting has been placed on main campus sidewalks and other types of lights have also been put in place to eliminate dark areas on campus.

Fire alarms are maintained in all dormitories and an emergency preparedness plan is in place to deal with any emergency the campus may encounter.

Firearms are strictly prohibited on the Wayland campus.

TELEPHONE SERVICES

One basic telephone hook-up is provided in each room. The telephone number is a "direct inward dial" extension of Wayland's main switchboard and can be dialed direct from off campus by using a 291-prefix.

You must provide your own phone. You may subscribe to a long distance service provided by Wayland, use credit cards, access numbers, toll-free numbers or call out collect. Incoming collect calls are not to be accepted. A mandatory fee will be assessed to each incoming collect call plus the long distance charges. All unauthorized calls charged to Wayland are considered telephone fraud. Abuse of the telephone service can result in possible discontinued service and possible disciplinary actions.

PHONE, VOICEMAIL & COMPUTER ACCESS

PHONES:

Each dorm room has one extension assigned; roommates share the same number. All dorm phones are student provided. Cordless phones are OK, with a few exceptions.

On-campus room-to-room dialing requires only the 4-digit extension. All off-campus dialing, dial 9+number. Long distance calling cards are OK, as long as they are accessed via a local or toll-free number. Contact the campus operator if you would like to set up long distance dialing account.

Calls can be transferred (Flash Hook + 4 digit ext.).

The system logs & time stamps all in bound, out bound & local calls. All threatening or obscene calls will be turned over to the Dean of Students for resolution.

VOICE MAIL:

All on-campus students will have Meridian Voicemail active. You will not need an answering machine. If you have a message waiting, you will hear a stutter dial tone when you pick up the receiver.

To access Voicemail, dial 3895, and follow the system prompts to setup your password & greeting. Your voicemail can be accessed from any phone, anywhere (off-campus, dial 291-3895) There is no Voicemail on dorm lobby phones or on courtesy phones located in campus buildings.

IF YOU HAVE TROUBLE:

*Telephone, Voicemail or Long Distance account questions:

Dial the Operator at "0".

* Computer not connecting, passwords problems or PC configuration questions: Dial IT, ext 3540

INFORMATION TECHNOLOGY AND TELECOMMUNICATION SERVICES

It is the intention of Information Technology to provide students with good Internet connectivity for academic purposes. The academic use of the Internet will be given a priority over recreational use. By using the Internet connectivity provided by Wayland Baptist University, the student indicates their compliance to abide by this agreement. In addition, the student is subject to applicable Texas and Federal laws. Any violation of these guidelines may result in the termination of internet access without notification, in addition to referral to the appropriate campus, local, state or federal authorities.

The IT (Information Technology and Telecommunication Services) department at Wayland provides the following services to students with the following expectations:

I. The IT department provides high speed Internet access to each dorm room via a standard RJ45 Ethernet port. The network jack may not be altered or removed. Students are responsible for providing a CAT5 network cable that will connect the network card (also provided by the student) in their computer to the Ethernet port in the room.

II. Starting with the 2008 fall term, WBU will no longer provide any dial up modem services to the Internet. Please consult the yellow pages for an Internet Service Provider in your area.

III. The IT department will provide a checklist that specifies the configuration settings required to connect a computer to these services. Students are responsible for maintaining these configuration settings. IT department configuration specifications will apply only to Microsoft operating systems. The IT department provides no support for Mac, Linux, or other operating systems.

IV. The IT department will provide each student with a username and password for connecting to the Internet. Students are responsible for remembering their passwords. When a student network account becomes locked out due to forgotten or mistyped passwords, that student must come to the IT department in person with a photo ID in order for the network account to be reset. Student accounts may also be locked out if the student fails to log off of a computer. Locked out network accounts will be reset only during normal office hours in the IT department (located in the basement of the LRC).

V. The IT department will run frequent scans of student network circuits to ensure compliance with these guidelines. At no time will the IT department gain access to any student's computer without the knowledge and permission of that student. However, students understand that network circuits are monitored for security and privacy reasons. Any violations of these guidelines that are discovered in a network scan will be reported to the Dean of Students.

VI. Students are responsible for keeping their computers free of viruses, worms, trojans, or any other malicious code. The IT department may be consulted for occasional problems, but students are solely responsible for any maintenance or remedial services that may be required on personal computers.

VII. Students are responsible for keeping their computers secure with current updates and/or patches for the operating system, browser, antivirus, and any other program that needs frequent updates to stay secure in a networked environment. All computers must be protected by an antivirus program that runs in active-protect mode and is updated with the latest virus definitions on a daily basis.

VIII. The IT department does not provide repair or remedial services for student computers.

IX. Students may not download copyrighted files of any type from the Internet. Students may not share files and folders between computers located on this campus or beyond the Plainview network. Students may not connect to streaming audio or video services, or access any similar services that place inordinate demands on bandwidth.

X. Students may not allow any other person to use his or her network username and/or password. Any account found to be logged on more than once concurrently will be immediately disabled by the IT department. Disabled accounts will require the permission of the Dean of Students to re-enable.

XI. Students may not install wireless access points, routers, hubs, switches, servers, or any network related equipment at any place on this campus.

XII. Students may not install software that is designed to bypass the university's firewalls, routers, or servers or to utilize any sort of network enumerating, sniffing, mapping, ping, trace route, or similar network traffic that would be used by hackers in an effort to determine the architecture of the WBU LAN (Local Area Network).

XIII. Instant Messenger services such as Yahoo Instant Messenger, AOL

Instant Messenger, MSN Instant Messenger, etc. are blocked at the network firewalls for security purposes and may not be used on the Plainview network.

XIV. Students are expected to use the computer and telecommunication services provided by the IT department in a mature, ethical, and Christian-like manner. For example, students will not be permitted to download pornographic images, visit gambling web sites, send spam messages, place prank phone calls, use any of the computing or telecommunications services for any kind of harassment, or create any kind of nuisance by use of these services.

XV. Students may not utilize services on the Internet that allow a user to hide his or her identity or be identified on Internet related services as "anonymous."

XVI. Students may not gain, or attempt to gain access to routers, switches, servers, or computers of the University or others without permission. This restriction includes, but is not limited to access by known passwords, password cracking, hacking, telnetting, or any other such techniques. Any action, whether intentional or unintentional, that would impair the function of the network is prohibited.

XVII. Network services may occasionally be interrupted; the IT office will restore service as quickly as possible. IT will not be responsible for any losses or damages caused by service interruptions.

ACCESSING YOUR WBU EMAIL

Wayland Baptist University provides an e-mail address to ALL students. Official Wayland communication will be sent to this e-mail address, so it is important that you activate your account as soon as possible. An e-mail, with instructions and login information, will be sent to the personal e-mail address we have on record for you as soon as you register for classes the first time. If we have no valid personal e-mail address on record, you will receive a letter via regular mail. You **MUST** activate your account to begin receiving WBU e-mails. To activate your account:

1. Go to <http://email.wbu.edu> or www.hotmail.com.
2. Once you are on the site, you will need to enter your user name in the field that says: Windows Live I.D. Your username is normally in the following format: `firstname.lastname@wayland.wbu.edu`. If you have a more common name, it is possible that you will have a numeric character included in your username, so be sure to read the information sent to you by the IT department.
3. Enter your assigned password in the password field on the screen. You are assigned a temporary password by Wayland and it usually twelve characters similar to the following: `johnSMIT1234`.

4. After this information has been entered, click the “Login” button.
5. The next screen that opens asks you to verify your account information and change your password.
6. It will first ask you to type in the old (temporary) password provided by Wayland, and will then ask you to type in a new password twice. The password has to be at least six characters, any combination.
7. Next it will request that you provide a question and secret answer to use in case you lose your password.
8. Finally, make certain that you provide a valid alternative (personal) e-mail address to receive your password, if it is forgotten.
9. Then click “Submit”. It will then log you out of the email system and ask you to log back in with your new password.
10. Your Wayland email account will now be active, and you will be able to receive email from Wayland and your instructors.

IMPORTANT: Your Wayland email account must be activated within 60 days of enrollment at WBU. Additionally, you must check your e-mail often for important WBU communications. Your Wayland email account is the **ONLY** email account your instructors have access to. If you do not log in to your Wayland email account for six months, it will become inactive, resulting in lost e-mails and the potential loss of your account! So if you are waiting on information about school, homework, etc., make sure you check your Wayland email account often!

For more information on using the Wayland E-mail system (including instructions on forwarding to another mail service) point your web browser to: www.wbu.edu/emailhelp and click on “Student E-mail Quick Start Guide.” If you need further assistance, contact the IT Help Desk at (806) 291-3540.

COMMUNITY RESOURCES

- * Texas Department of Public Safety (renew driver’s licenses),
1108 Highway 87 (Columbia Road), 293-2508
- * U.S. Post Office, 725 Ash St., 296-2744
- * Unger Memorial Library, 825 N. Austin, 296-1148
- * Plainview-Hale County Health Department (immunizations),
1001 Ash, 293-1359
- * YMCA (free for WBU students with ID), 313 Ennis, 293-8319

VOLUNTEER OPPORTUNITIES

- * Hale County Literacy Council, 708 Yonkers, 291-1890
- * Family Crisis Center of the Plains, 1403 West 5th St., 293-7273
- * Compassionate Care Pregnancy Center, 1209 Quincy, 296-5048
- * Faith in Sharing House, 504 Joliet St., 293-8008
- * Senior Citizens Center, 1107 Smythe, 296-5147
- * Salvation Army, 201 Ash Street, 296-6375
- * Court Appointed Special Advocates, 705 W. 6th St., 293-1970
- * Boy Scouts - South Plains Council, P.O. Box 542, 293-3217
- * Girl Scouts - Caprock Council, 501 Joliet, 296-7295

DINING INFORMATION

Sodexo Campus Services is proud to be your food service provider at WBU. We are here to serve you! We are committed to providing services which will enhance the quality of student life on campus.

THE CAF, our main resident dining facility, located in the McClung Center, is open seven days a week and serves all-you-care-to-eat meals.

Serving Hours:

Monday - Friday

Breakfast: 7:30 - 9:30 a.m.

Dinner: 5 p.m. - 6:30 p.m.

Lunch: 11:30 a.m. - 1:30 p.m.

Saturday - Sunday

Brunch: 11 a.m. - 1:30 p.m.

Dinner: 5 p.m. - 6 p.m.

Laney Snack Bar, located in the Laney Center, provides students a place to gather and fellowship. The Pioneer Bucks included in your meal plan can be used at the Laney Snack Bar and at the WBU games at the Hutch.

Serving Hours: Monday - Thursday 10 a.m. - 10 p.m.; Friday 10 a.m. - 2 p.m.

MEAL PLAN PROGRAM

Resident students are required to purchase a meal plan. We offer three traditional meal plans for use in the Caf and Laney Center. The meal plan provides a set number of meals available each week – 19, 14, 10 – and include

Pioneer Bucks. Meal counts are reset each Friday morning. Meals do not roll over from one week to the next and are not refunded.

In addition to these plans, the Flex Plan offers 150 meals per semester which allows flexibility of how many meals per week to use with a declining balance. Additional Pioneer Bucks also come with this plan.

Non-resident students may purchase a traditional meal plan or a 5-meal plan. Meal plans are in effect the entire academic semester, except official university holidays and academic breaks as scheduled in the university calendar.

Pioneer Bucks are used on a declining balance basis. Balances will be transferred from the fall semester to the spring semester only. Plans can only be used by the student who purchases the plan; bucks can be spent on others if they wish.

CARRY-OUT POLICY

Inside of the Caf you may enjoy “all you care to eat and drink” inside the Caf using our buffet-style service. However, no food or beverages may be carried out of the Caf. In case you have class or work conflicts, you may request a carry-out or special meal by contacting the Caf or calling #3775. You can receive box lunches or hot take-out meals of your choice.

MEAL CARDS

Your university ID card will be used at The Caf and Laney. You must always present this card upon entering The Caf or when making a purchase at Laney. You cannot “share” your ID card with others. This ID card is intended for your use only, and the meals and funds are not transferable.

You may purchase meals or other items for family and friends with Pioneer Bucks, but you must be present for this transaction. Alert Sodexo if your card has been lost or stolen so we can block it against unauthorized use.

If you have any questions or concerns please do not hesitate to contact us.

Sodexo Campus Services, 291-3775
Via email on WBU Web site, Caf page

"I thank my God every time I remember you." - Philippians 1:3

Remember Your ABCs

Admit your sinfulness and your need for a relationship with God through Jesus. Recognize that nothing you could do will erase your sin or make you right in God's sight.

"Jesus answered, 'I am the way and the truth and the life. No one comes to the Father except through me.'" - John 14:6

"But your sins have separated you from your God; your sins have hidden his face from you...How then can we be saved?" - Isaiah 59:2; 64:5

"For all have sinned and fall short of the glory of God." - Romans 3:23

Believe that Jesus paid your penalty by dying on the cross and rising again. In faith, go beyond simply knowing the historical facts of Jesus' life to trusting Him with your life.

"For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life." - John 3:16

"In Him we have redemption through His blood, the forgiveness of sins." - Ephesians 1:7

"For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord." - Romans 6:23

Confess your faith in Jesus as your Lord and Savior, making a total commitment of your life to Him. Turn from your sin and follow Christ, growing in knowledge of His ways.

"Yet to all who received Him, to those who believed in His Name, He gave the right to become children of God." - John 1:12

"Without faith it is impossible to please God." - Hebrews 11:6

"That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised Him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved." - Romans 10:9-10

Once you give your life to Jesus, tell your professor or another Christian about your decision and become involved in a local church that focuses on bible study and growing in Christ.

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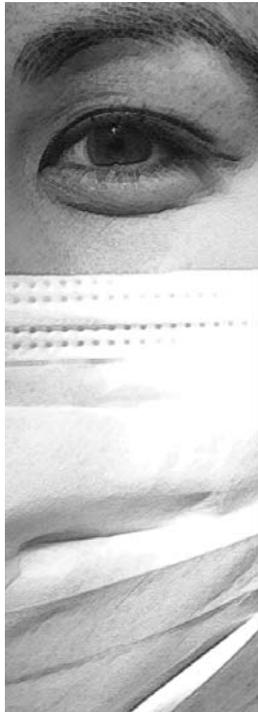
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FREQUENTLY CALLED CAMPUS NUMBERS

Numbers on campus can be reached at the four-digit extension. If off-campus, dial a 291 prefix before the number.

- * Housing Office - ext. 3766
- * Office of the Registrar - ext. 3470
- * Financial Aid Office - ext. 3520
- * Office of Admissions - ext. 3500
- * Laney Center - ext. 3780
- * Food Service/Caf - ext. 3775
- * Office of Student Services - ext. 3750
- * Health Services - ext. 3763
- * Counseling Office - ext. 3765
- * Student Activities - ext. 3752
- * Athletics - ext. 1155
- * Baptist Student Ministry - ext. 3595
- * Tutorial Services - ext. 3765
- * Writing Center - ext. 3670
- * Learning Resources Center - ext. 3700
- * Alumni Services - ext. 3600
- * Business Office - ext. 3445
- * Security - ext. 3635
- * University Store - ext. 3615

