



AVERETT  
UNIVERSITY  
SINCE 1859



# PARENT HANDBOOK



A GUIDE TO  
EMPOWERING  
YOUR STUDENT  
AND ENSURING  
THEIR SUCCESS



2019-2020



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# AVERETT UNIVERSITY

# PARENT HANDBOOK

2019–2020

420 W. Main Street  
Danville, VA 24541  
(434) 791-5600  
[www.averett.edu](http://www.averett.edu)



**AVERETT**  
UNIVERSITY  
— SINCE 1859 —  
STUDENT LIFE





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*A Letter from the Dean of Students...*

Dear Averett Parents and Families,

I welcome you to the Averett community; it is truly a wonderful place! The faculty and staff at Averett look forward to meeting and talking with new students and their parents. During this journey together, I hope to meet many of you and I welcome hearing from you.

It has been said that first-year students will make more independent decisions within the first weeks of college, than they may have made, up to this point in their lives. To help ease your son or daughter into these first formal steps of adulthood, please use this handbook as a guide to helping them navigate the resources that we have at Averett University. Many of these topics will be covered during New Student Orientation and other events during the opening weeks of the semester.

The majority of students will adapt well to their new environment, new pressures and new people—and more than adapt, they will flourish. Please know that all of us at Averett University are committed to help ease this transition, and that in particular the staff in Student Life is here also to help students avoid pitfalls and learn from mistakes along the way.

I look forward to welcoming your new student to campus this fall and am very pleased to welcome you to the Averett family! I invite you to follow me on Twitter and Instagram where I share information, resources, and general good news about Averett.

Sincerely,

Lesley Villarose, M.Ed  
Dean of Students  
Averett University

Instagram: @au\_dean\_v  
Twitter: @averettdeanv



## DEPARTMENT CONTACTS

(AREA CODE: 434 UNLESS OTHERWISE LISTED)

### **ACADEMICS:**

Academic Programs.....	791-5630.....	204 Main Hall
Aeronautics Information.....	791-5765.....	321 Frith Hall
Flight Center.....	791-5652	
Equestrian Information.....	791-5642.....	101 Danville Hall
Riding Center.....	336-388-5950	
IDEAL Program.....	791-4949.....	207 Main Hall
Library.....	791-5690.....	Blount Library
Registrar's Office.....	791-5634.....	Averett Central Main Hall

### **STUDENT SUCCESS PROGRAMS:**

Office of Student Success.....	791-5754.....	Galesi Family Student Success Center
Academic Support.....	791-5788.....	Galesi Family Student Success Center
Disability Resources		
Writing Support.....	791-5836.....	Galesi Family Student Success Center
Withdrawal/Leave of Absence.....	791-5754.....	Galesi Family Student Success Center

### **STUDENT LIFE:**

Counseling Services.....	791-5624.....	417 Student Center
Dean of Students.....	791-5620.....	426 Student Center
Student Conduct		
Student Emergencies		
Dining Services.....	791-7307	
Housing/Residence Life.....	791-5622.....	422 Student Center
Student Engagement and Leadership Development.....	791-5775.....	Galesi Family Student Success Center
Post Office.....	791-5782.....	Basement Main Hall
Theater Tickets.....	791-5712.....	Violet T. Frith Fine Arts Center
Chanticleer (Newspaper).....	791-5751.....	419 Frith Hall
University Chaplain.....	791-7104.....	421 Student Center

**ATHLETICS:**

Athletic Department.....791-5700.....North Campus Grant Center

**CAMPUS SERVICES:**

Averett Central.....791-5614.....1st Floor Main Hall

Facilities/Housekeeping.....791-5780.....204 Woodland Drive

Bookstore.....791-5640.....West Main St. & Woodland Dr.

Student Accounts.....791-5610.....Averett Central Main Hall

Financial Aid.....791-5646.....Averett Central Main Hall

Security.....791-5888.....Bishop Hall

Parking

IDs

Danville Police.....799-5111

**INSTITUTIONAL ADVANCEMENT & ALUMNI RELATIONS:**

Alumni Relations.....791-7252.....Alumni Hall

Marketing & Communications.....791-5684.....Alumni Hall

**MAILING POLICY**

All students living in on-campus housing (Averett Commons, Bishop Hall, Danville Hall, Davenport Hall, Fugate Hall, Main Hall, and Mountain View Apartments) receive mail at the Mail Room on the lower level of Main Hall. Each student is assigned a mailbox at the beginning of his or her time at Averett. All packages are picked up at the Mail Room in Main Hall. The Mail Room is open to students from 8:30-4:30. Contact the Mail Room at 791-5782 for any postal and UPS questions.

All correspondence to students must include their mailbox number to ensure delivery.

This is an example of how mail should be addressed to Averett Students:



**Student Name  
Averett University  
420 West Main Street  
Box #XXX  
Danville, VA 24541**





**IMPORTANT NUMBERS:**

**Campus Security:** (434) 791-5888

**Office of Residence Life:** (434) 791-5622

**Office of the Dean of Students:** (434) 791-5620

**Averett Central:** (434) 791-5600

**Personal Counseling Services:** (434) 791-5624

**Office of Student Success:** (434) 791-5754

**IMPORTANT DATES:**

**Fall 2019**

New Student Move-In: August 16th

First Day of Classes: August 21st

Fall Break: October 10th-11th

Averett Homecoming: October 18th-20th

Thanksgiving Break: November 27th-29th

Last Day of Exams: December 11th

**Spring 2020**

First Day of Classes: January 8th

Spring Break: March 2nd-6th

Last Day of Exams: April 29th



## **INTRODUCTION**



Welcome to the Averett University Family! Your student has taken an important step toward preparing for their future by enrolling at Averett. Although he or she may no longer depend on you for day-to-day guidance, you will continue to be a vital source of support and encouragement, and we welcome your involvement. We are pleased to present this Parent Handbook as a tool for helping you get to know the University better and answering some of the questions that may come up during your student's time at Averett. If you have suggestions for other information you would like to see included, please let the Dean of Students know.

## **UNIVERSITY MISSION**

Averett University prepares students to serve and lead as catalysts for positive change. Averett fulfills this mission by educating students from diverse backgrounds, cultures, and nations through liberal arts based undergraduate and graduate programs in a persona, collegial, interdisciplinary environment.

## **UNIVERSITY VISION**

Averett University will provide opportunities that will be transformative for our region and beyond by bringing to life the Big Dreams and Bold Futures of our students and the communities we serve.

## **AVERETT CORE VALUES**

*Integrity:* We practice the highest ethical standards.

*Innovation:* We encourage and embrace innovative teaching and learning inside and outside the classroom.

*Engagement:* We promote global awareness, service and leadership.

*Discovery:* We foster a spirit of discovery, problem solving and critical thinking and incorporate liberal arts with professional preparation in our teaching and learning.

*Diversity:* We value diversity of thought , cultures and the uniqueness of all persons.

*Tradition:* We embrace Averett's Judeo-Christian heritage by honoring the search for truth and spiritual formation.

## **UNIVERSITY HONOR CODE**

The Averett University community believes that ideals of honor and trust are essential to an atmosphere that promotes academic excellence and social responsibility. Dishonest conduct violates the trust that exists at the University. While members of this community, students pledge to uphold principles of honesty, fairness, integrity, and respect, and to abide by University rules and regulations in all areas of academic and social life.

## **AVERETT UNIVERSITY NON-DISCRIMINATION STATEMENT**

Averett University is committed to providing an inclusive and welcoming environment and to the principle of equal opportunity in education and employment. Averett prohibits discrimination against and harassment of any student, employee, applicant for admission or for employment, third party or community member because of race; color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; including transgender identity; genetics; veteran status; retaliation; and other characteristic protected under applicable federal or state law.

## **AVERETT UNIVERSITY SYMBOLS AND TRADITIONS**

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**Opening Convocation:** Each fall, opening convocation marks the beginning of a new academic year. Faculty and staff in full academic regalia welcome both new and returning students to the start of another year. Speeches by the University President and a student representative set the tone for the upcoming year.

**Opening School Picnic:** Immediately following Opening Convocation, the entire campus community gathers for lunch and entertainment on the Student Center lawn.

**Club Fair:** During the first week of classes, representatives of the University's student organizations gather outside the Student Center and provide information and talk to their peers who may be interested in getting more involved in campus life.

**Founders' Day:** Celebrating those who paved the path for Averett and dedicated themselves to her continuing growth, Founders' Day is celebrated at the beginning of each spring semester. Averett held its first Founders' Day celebration on March 17, 1987. Dr. Malcolm Huckabee, former provost, delivered the first Founders' Day address.

**Homecoming and Family Weekend:** Alumni, current students, and their families are invited to participate in the fall celebration that is Homecoming and Family Weekend. Programs and activities are planned for all in attendance ranging from class reunions and recognition ceremonies to a student club carnival before the start of the homecoming football game. A highlight of the Saturday events is the crowning of the Homecoming King and Queen.

**Senior Pinning:** Occurring each fall, the senior pinning ceremony recognizes students who are beginning their final year of study. Seniors ask a faculty or staff member who has had an impact on their time at Averett to pin them. The Averett University pin is only given to faculty, staff, and seniors as a symbol of their connection to the University. Then, after crossing the stage at commencement, the students receive an Averett Alumni pin they can wear proudly to represent their alma mater.

**Honors Ceremony:** Each spring the Averett community gathers to recognize the academic and leadership achievements of our students.

**Commencement:** Averett University honors our graduates during ceremonies at the end of the fall and spring semesters.

**Displaying of International Flags:** The flags displayed at University ceremonies represent the home countries of our students and alumni.

**The Mace:** During the Middle Ages, the mace was a war club carried by a body-guard to defend a person of authority. Today, the mace is a symbol of the University's authority and its purpose is strictly ceremonial. The arrival of the mace, carried by a distinguished faculty member, signals the beginning of an official University gathering.

## ACADEMICS AT AVERETT



### ***ACADEMIC CATALOGS***

Students are expected to become familiar with the Academic Catalog that was in effect for the year they entered Averett University. The Catalog includes the academic policies as well as information about the specific degree requirements for every degree, major and minor offered at the University. Additionally, the Catalog provides information about the general education requirements of the University, academic support services, honor societies, courses offered, financial information, a listing of the faculty and staff, and the academic calendar. The catalogs can be found on the Registrar's page of the University website.

### ***DEGREE REQUIREMENTS***

The Academic Catalog includes specific requirements for all degrees offered at Averett University.

#### ◇ Associate Degree:

- Minimum of 60 credit hours (at least 25% completed at Averett)
- Completion of University general education requirements

#### ◇ Bachelor Degree:

- Minimum of 120 credit hours (at least 25% completed at Averett)
- Completion of the University general education requirements

#### ◇ Master's Degree:

- Minimum of 30 credit hours
- Limit number of courses to be accepted through transfer

## **ACADEMIC POLICIES**

### ***CLASS ATTENDANCE***

No right or privilege exists which justifies absence from any number of class meetings. There is no official distinction between an excused and unexcused absence. It is the student's responsibility to notify his/her instructors if he or she will be absent from a class because of an official University representation, such as concerts, intercollegiate athletic events, equestrian events, or field trips. If a student is absent from classes because of an emergency, the Vice President for Academic Affairs or his/her designee will notify the instructors. These notifications are intended to inform only and are no excuses for the absence.

The student is responsible for the work done in the class meetings that are missed because of events stated above. The student should determine with each instructor whether that absence would affect the grade in that course. Specific attendance requirements for each course are included in the syllabus provided by the instructor of the course. For additional information concerning class attendance, see the Averett University catalog that was in effect for the year the student entered Averett.

### ***INVOLUNTARY REMOVAL FROM CLASS OR FROM THE UNIVERSITY***

Averett University affords all professors and instructors the right to withdraw a student from any course for the following reasons: (1) the student has so far exceeded the number of absences listed in the course syllabus that, in the opinion of the faculty member, the student has little chance of passing the course; (2) if the student is continually disruptive in class and is negatively impacting instruction and/or the learning experience of other students; or (3) if the student poses a danger to himself or herself and/or to others in the class.

Averett is required by federal guidelines to show that its students are capable of making "satisfactory academic progress." A student who persists in not attending classes may be administratively withdrawn from the University because of a lack of such progress. Specifically, a student who misses 25 percent of a class or classes at any given time in the semester may be administratively withdrawn from the class or classes. Documentation of the withdrawal will be shared with the Vice President for Academic Affairs, the Dean of Students, and the Director of Student Success. This information will become part of the student's record in the Registrar's office.

No tuition refunds will be granted for administrative withdrawals other than as specified in Averett University's published policies. The policies governing grades of "W," "WP," and "WF" will also apply to cases of administrative withdrawal.

\*W= Withdrew, WP= Withdrew Passing, WF= Withdrew Failing

### ***LEAVE OF ABSENCE***

Under certain conditions, a student may apply in writing for a Medical Leave of Absence that would result in a deferment of payments on federal loans. The

Financial Aid office should be contacted for specific information. Students must also complete the normal withdrawal process through the Office of Student Success.

### ***WITHDRAWAL POLICY***

Any student who withdraws from the University, regardless of the reason, must clear his/her withdrawal with the Director of Student Success or his/her designee. The Director of Student Success will assure then that the withdrawal is cleared with all offices. Students may not withdraw when campus conduct proceedings are pending against them. Failure to officially withdraw will result in academic penalties and prevent financial adjustments. Resident students must be moved out of the residence halls within 48 hours, unless other arrangements are made with the Dean of Students Office or Residence Life Office.

### ***ACADEMIC WARNING, PROBATION, OR SUSPENSION***

A student will be issued an academic warning when his/her cumulative grade point average falls below a 2.00 but is above the level warranting academic probation or suspension. A student whose quality point deficiency becomes more severe will be placed on academic probation. Any student is subject to academic suspension if his/her grade point average indicates that the student will not be able to satisfy minimum requirements for a degree at Averett University. The Vice President for Academic Affairs or other University representative will send a letter to the student's permanent address notifying the student of placement on academic warning, academic probation, or academic suspension.

Any student on academic probation or who has been considered for academic suspension will be restricted in course load and may not participate in intercollegiate athletics, drama productions, or leadership positions in student organizations. Students on academic discipline will be put on an academic contract to which they must adhere. Academic contracts are developed between the student and appropriate Student Success staff. Furthermore, students on academic discipline will be required to meet regularly with Student Success staff who will set expectations for working with Academic Support and Writing Support or to attend regular tutoring sessions. Only those events which are components of credit courses or which are requirements for majors as noted in the catalog may be exempt.

Those events which are components of credit courses or which are requirements for majors as noted in the catalog are exempt. Any student subject to academic suspension will have his/her record reviewed by the Academic Policies Council. The Council will either continue academic probation or impose suspension.

Probation and Suspension for traditional transfer students will be based upon the sum of their transfer credit hours plus the hours attempted at Averett University. Course work completed at another University may not be used to remove quality point deficiencies. Graduate and Professional Studies students should consult the Academic Catalog for specific procedures relating to the determination and requirements relating to academic probation and suspension for their programs.

## ***ACADEMIC APPEALS PROCESS***

Students have a right to expect fair and impartial treatment by faculty and administration at Averett University. Faculty members are expected to set forth course requirements, including grading standards and procedures, in a syllabus that is provided to each student at the beginning of the term. Any deviation from the requirements must be applicable to each student. Any review of exceptions to regulations and questions regarding fairness of grading and other matters pertaining to the evaluation of student performance should be resolved by those most closely related to the problems and issues.

From time to time, a student may believe that his/her rights have not been observed by faculty with respect to specific course policy, e.g., attendance, grading, or similar matters. Therefore, an appeals process is in place and the procedures are outlined below:

### **Procedures**

While every student has the right to question a grade they have received, all students should appreciate the difference between questioning a grade and charging an instructor with a violation of good teaching practices. In the absence of compelling reasons, such as error or bad faith, the grade determined by the instructor of record is final. A student who wishes to challenge a grade or other academic evaluation should follow the procedures described below. The student must initiate the appeal within thirty (30) days of the start of the semester following the receipt of the grade in question.

- ◇ Discuss the matter with the instructor involved. Grade appeals should be resolved informally with an instructor whenever possible.
- ◇ If the student does not receive satisfaction in dealing with the instructor, he or she should discuss the issue with the department chairperson.
- ◇ If, after consulting with the chairperson, the student still feels that he has been dealt with unsatisfactorily or inequitably, he may submit a written appeal to the Vice President for Academic Affairs. Any such written appeal should include:
  - A statement of the specific complaint;
  - A factual summary of the circumstances leading to the complaint;
  - A summary of supporting evidence to substantiate the complaint; and
  - A statement indicating all previous attempts to resolve the conflict informally

- ◇ The Vice President for Academic Affairs (VPAA) may choose to establish a review committee to study the complaint and make recommendations for action, or the VPAA may rule on the issue without such advice.
- ◇ If the Vice President for Academic Affairs decides to rule on the issue without the establishment of a review committee, the investigation and resolution shall take place within 30 days after the written complaint has been received. The student will be notified of the decision in writing.
- ◇ If the Vice President for Academic Affairs decides to establish a review committee, the VPAA shall name three faculty members to the committee who have not taught the student and who are not members of the same department as the faculty member who issued the grade in question. The committee will review the facts submitted regarding the matter and notify the Vice President for Academic Affairs of its recommendations in writing within 30 days after the complaint is forwarded to the committee. The Vice President for Academic Affairs will then make a determination with respect to the complaint within 30 days after the committee submits its recommendations. In making the determination, the Vice President for Academic Affairs shall carefully consider, but shall not be bound by, the recommendations of the committee. The instructor, department chairperson and complaining student will be notified of the decision in writing.
- ◇ The student, instructor, department chairperson, and committee (if appropriate) shall be instructed that all information and procedures regarding the investigation of the appeal shall be kept confidential to the extent permitted by law.
- ◇ The written appeal by the student and all information regarding the investigation and resolution of the appeal shall be maintained in the Office of the Vice President for Academic Affairs for five years following the incident.

### ***READMISSION AFTER SUSPENSION***

A student may apply to the University for readmission after one semester of suspension. This request should be made in writing to the Vice President for Academic Affairs at least six weeks prior to the term the student wishes to be readmitted. The letter should include rationale for being considered for readmission. Before making a final decision, the Academic Policies Council may request a personal interview with the student. It should be noted that readmission is neither automatic nor certain and is granted or denied at the sole discretion of the Academic Policies Council. If a student is suspended for a second time for academic reasons, he or she will be academically ineligible to return to Averett University.

### ***ACADEMIC HONESTY***

A faculty member who suspects a student of violating a university rule or regulation that is academically related should confront the student with the suspicion. The faculty member may follow one of two courses of action:

- (1) The faculty member may choose to deal with the situation personally.
  - ◇ Determine if the student is guilty of the violation.
  - ◇ Assign an appropriate penalty (this may range from a repetition of the work in question, to failure of the work, to failure of the course)
  - ◇ Report of action will be placed in a sealed envelope in the student's file in the Registrar's Office with a copy in the VPAA's office.
  - ◇ The VPAA will notify the student in writing of the reported violation and that a second offense will result in the student being immediately suspended from Averett University.
  - ◇ If the offense is that of plagiarism, students will be required to meet in person or virtually with the Director of Student Success and complete a module on plagiarism to ensure he/she fully understands the violation.
  - ◇ Upon graduation, the violation will be purged from the file.

In the event the student challenges the faculty member's decision, the student must register his/her challenge with the Vice President for Academic Affairs within two business days. The VPAA will submit the challenge to the Academic Policies Council to review the purported violation, faculty member action, and develop an appropriate response to the student and faculty member. The decision of the Academic Policies Council is final and will be communicated by the VPAA.

- (2) If the faculty member chooses not to deal with the situation personally, he/she should report the incident to the Vice President for Academic Affairs who will convene the Academic Policies Council in person or virtually.
  - ◇ APC will determine if the student is guilty of the violation; and, if so, after collaborating with the faculty member, assign an appropriate penalty (this may range from a repetition of the work in the question, to failure of the work, to failure of the course).
  - ◇ The report of the academic violation will be placed in a sealed envelope in the student's file in the Registrar's Office with a copy in the VPAA's office.
  - ◇ The VPAA will notify the student in writing of the reported violation, and that a second offense will result in the student being immediately suspended from Averett University.
  - ◇ If the offense is that of plagiarism, students will be required to meet in person or virtually with the Director of Student Success and complete a module on plagiarism to ensure he/she fully understands the violation.

- ◇ Upon graduation, the violation will be purged from the file.
- ◇ The decision of the Academic Policies Council is final and will be communicated by the VPAA.

Students who wish to report another student for an Honor Code violation should speak with the faculty member if a specific course or faculty member is known; otherwise, the report should be made to the VPAA. The VPAA will then make a referral to the Academic Policies Council which will investigate and determine the proper course of action. The action of the Academic Policies Council will be final and communicated by the VPAA.

If a student fails a class because of cheating, the student cannot repeat the class online or as an independent study.

## **ACADEMIC SUPPORT PROGRAMS**

### ***OFFICE OF STUDENT SUCCESS***

The Averett Office of Student Success enhances students' academic performance, deepens satisfaction with scholarly and co-curricular experiences, and works to increase the University's retention and graduation rates. The Offices of Student Success, Academic Support, and Writing Support are located in the Galesi Family Student Success Center, first floor of Bishop Hall.

The Office of Student Success is dedicated to:

- ◇ Assisting students with essential learning strategies to meet Averett's highly-competitive academic setting.
- ◇ Giving pro-active and sustained individualized support to enhance students' academic success.
- ◇ Providing students with resources and contacts to develop a supportive learning environment.
- ◇ Understanding the student's personal attributes to design and implement individual learning support systems.

### **Academic Support**

The Academic Support Center is committed to helping students succeed. Free services include:

- ◇ General Learning Skills: study skills, time management, and research
- ◇ Tutoring Services: tutors are available to assist with class or special projects
- ◇ Special Needs: students with documented disabilities can obtain classroom accommodations
- ◇ Standardized Testing: assistance for tests such as the GRE and MCAT

### **Disability Services**

Averett University is committed to achieving equal educational opportunities for persons with disabilities. It is Averett’s policy that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination with regard to the programs, activities, or services provided by the University. Services to students with disabilities are coordinated through Academic Support in accordance with applicable provisions of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 the Virginians with Disabilities Act. In order to receive services, students with disabilities are required to provide documentation of their disabilities and any requested accommodations to Academic Support.

### **Writing Support**

Writing Support consultants work one-on-one to help students make their writing more vibrant, clear, and effective. Writing Support assists students in all stages of the process from generating ideas to proofreading the final draft. The service is free. Appointments are recommended.

### **Study Abroad Program**

Students desiring to travel and study abroad should contact the Averett Study Abroad Office. They will assist students in completing applications, figuring out financial aid packages, applying for scholarships, working with department chairs and the Registrar’s Office to ensure credit transfer, and providing orientation and post-orientation activities.

### **Honors Program**

The Averett University honors program gives students the opportunity to go a step beyond regular classroom study. Students explore in-depth selected areas of academics. Participation in the Honors Program demonstrates a commitment to scholarship and will give students an edge in graduate study or in the job market. Students interested in the Program should contact Dr. Andrew Canady, Director of the Honors Program.

## **CAMPUS SERVICES AND RESOURCES**



### ***LIBRARY/ACADEMIC COMMONS @ BLOUNT LIBRARY***

The Academic Commons @ Blount Library is a great place to read, study and engage in creative endeavors—on your own with plenty of room to spread out, or with a classmate, tutor or study group. At the commons you can stream media, watch DVDs and Blu-rays or practice and deliver presentations. You can find scholarly and professional sources, print and scan, consult with a librarian, or exhibit your artwork.

Whether you are on Averett's main campus or connecting online, the library delivers virtually any book or article you need for assignments and independent research. To get started, visit 344 West Main Street. Contact [aclib@averett.edu](mailto:aclib@averett.edu) to reserve media rooms and formal or cozy discussion areas for your group.

### ***AVERETT CENTRAL***

Located through the Main Hall entrance off Woodland Drive, this one-stop-shop was designed to better serve students in accomplishing the "business" of being a student. This space houses the Registrar's Office, Student Accounts and Financial Aid Services all together in one central location. Averett Central also offers the students the opportunity to learn about local businesses, restaurants and events in the Danville area. This centralized service center is a point of contact for assistance and problem resolution, and a place where students can go to find a friendly face whose sole purpose is to help.

### ***BOOKSTORE***

Textbooks and classroom supplies, as well as drinks and snacks, school spirit clothing and gifts, and residence hall supplies (toothpaste, deodorant, etc.) may be purchased from the Averett Bookstore. All Averett students with a current student ID/access card are able to charge books and school supplies to their Tuition Account for the first week of fall, spring or summer semesters. These charges are added to the student's account at the end of that period and can be paid through the Cashier's Office. Bookstore Gift Cards are also available.

### ***INFORMATION TECHNOLOGY SERVICES***

The IT helpdesk is available to Averett University faculty, staff and administration, and currently enrolled students. The IT helpdesk will assist with student software issues only. Students must have registered copies of all software which they need reloaded on their machines. Hardware issues which require part replacement cannot be done by Averett staff. In order for all requests to be logged and serviced in the most efficient manner, please contact the IT helpdesk (434-791-5720) or submit a request via Web Support Link at [www.averett.edu/support](http://www.averett.edu/support), otherwise the response may be delayed. If students need access to a printer, WEPA stations are located all over campus. For their locations, please visit <https://www.averett.edu/student-tools/my-averett/wepa-status/>.

### **Computer Labs**

Computer labs can be found in the following locations: Frith 109, Frith 108 (Mac), Frith 207, Danville 110, the Library, the Student Center, and the Galesi Family Student Success Center. Labs are open to all currently enrolled students during the hours of operation for the given building. Students should also be aware that classes are scheduled in some labs and that the given lab is reserved for that class during its posted meeting time. Access to most labs requires a student ID and PIN number. Priority in the labs should be given to those who are using the computers for academic work. It is recommended that all students save their data on removable USB storage devices to reduce data loss when using the lab computers.

## PARENT RIGHTS

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to protect the confidentiality of student education records and to provide students and their parents with access to those records and opportunities to correct errors within the records. Students and their parents shall have the following respective rights consistent with the pertinent provisions of FERPA:

The parents of dependent students (as defined in Section 152 of Title 26 of the United States Code) shall have the right to:

- ◇ Inspect and review the education records of their children; and
- ◇ A hearing by Averett to challenge the content of such student's educational records, in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein and to insert into such records a written explanation of the parents respecting the content of such records.

## STUDENT RIGHTS

FERPA affords students certain rights with respect to their education records. They are:

- ◇ The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. The student should submit to the Registrar, a dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- ◇ The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- ◇ The right to consent to disclosures of personally identifiable information contained in the student’s education records, except the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.
- ◇ The right to file a complaint with the U.S. Department of Education concerning alleged failures by Averett University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA:

**Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605**

**Definitions**

For the purposes of this policy, Averett has used the following definitions of terms:

***Student:*** Any person who attends or has attended Averett University.

***Education Record:*** Any record (in handwriting, print, email, tapes, film, or other medium) maintained by the University or an agent of the University that contains information that is directly related to a student, except:

- ◇ Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
- ◇ Records maintained by a law enforcement unit of the University that were created by that law enforcement unit for the purpose of law enforcement;

- ◇ In the case of persons who are employed by the University but who are not in attendance at Averett, records made and maintained in the normal course of business which relate exclusively to such a person in that person's capacity as an employee and are not available for use for any other purpose; or records which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

## **DISCLOSURE OF EDUCATIONAL RECORDS**

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Averett University seeks to fully comply with the intent and provisions of FERPA. The University will not permit the release of a student's educational records or personally identifiable information contained therein (other than Directory Information as defined below) without the written consent of the student (or the parents of any student who has not attained 18 years of age) to any individual, agency or organization other than to the following:

- ◇ Other school officials, including teachers within the educational institution or local educational agency, who have been determined by such agency or institution to have legitimate educational interests, including the
- ◇ Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- ◇ Authorized representatives of:
  - the Comptroller General of the United States,
  - the Secretary, or
  - State educational authorities, under the conditions set forth in paragraph (3), or
  - Authorized representatives of the Attorney General for law enforcement purposes under the same conditions as apply to the Secretary under paragraph (3);
- ◇ In connection with a student's application for, or receipt of, financial aid;
- ◇ State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State statute adopted

- Before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released, or
  - After November 19, 1974, if-
    - i. The allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve, prior to adjudication, the student whose records are released; and
    - ii. The officials and authorities to whom such information is disclosed certify in writing to the educational agency or institution that the information will not be disclosed to any other party except as provided under State law without the prior written consent of the parent of the student.
- ◇ Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
  - ◇ Accrediting organizations in order to carry out their accrediting functions;
  - ◇ Parents of a dependent student as defined in section 152 of Title 26;
  - ◇ Subject to regulations of the Secretary, in connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and;
    - The entity or persons designated in a Federal grand jury subpoena, in which case the court shall order, for good cause shown, the educational agency or institution (and any officer, director, employee, agent, or attorney for such agency or institution) on which the subpoena is served, to not disclose to any person the existence or contents of the subpoena or any information furnished to the grand jury in response to the subpoena; and
    - The entity or persons designated in any other subpoena issued for a law enforcement purpose, in which case the court or other issuing agency may order, for good cause shown, the educational agency or institution (and any officer, director, employee, agent, or attorney for such agency or institution) on which the subpoena is served, to not disclose any person the existence or contents of the subpoena or any information furnished in response to the subpoena.

- ◇ Within the Averett University community, members of the administration, faculty, and staff who are concerned individually or collectively with furthering the student's educational program are allowed access to students' education reports. These individuals include but are not limited to personnel in the offices of Graduate and Professional Studies (GPS), Registrar's Office, Admissions, Business and Accounts, the Counseling Center, the Dean of Students, Financial Aid, the President, the Vice President for Academic Affairs, members of the Conduct Boards, and Faculty (because of advising or instructional needs).

FERPA provides that parents of dependent students have the right of access to the student's education records; therefore, parents may have access to student grades, schedules, transcripts, housing records, conduct records, and directory information. Parents of students may gain this access to student records and grades only by demonstrating to the University that the student is considered a dependent under the IRS code, unless a student has signed a waiver giving a parent access to their records.

### **Types, Locations, and Custodians of Education Records**

Student records are maintained in:

- ◇ Registrar's Office (transcripts, admissions application, etc.)
- ◇ Dean of Students Office (student conduct and health forms)
- ◇ Residence Life (housing forms, contracts)
- ◇ Student Financial Services Office (financial aid forms)
- ◇ Career Development Information
- ◇ Business Office
- ◇ Graduate and Professional Studies offices (transcripts, admissions application, financial aid forms, and student accounts)

These offices may be contacted by writing: the Registrar, the Dean of Students, the Director of Residence Life, the Director of Student Financial Services, the Director of Career Development, the Vice President for Finance, or the Dean of Graduate and Professional Studies. All letters should be addressed to the specific office, Averett University, 420 West Main Street, Danville, VA 24541.

### **Annual Notification**

It is the policy of Averett University to notify students and parents of their rights under the Family Educational Rights and Privacy Act by notification in the Student Handbook and Parent Handbook. Revisions and clarifications of this policy will be published as warranted by experience with the law and the University policy.

### **Notice of Possible Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, or other private information—may be accessed without an individual’s consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to a student’s records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to a student’s education records and PII without consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive an individual’s PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent PII from a student’s education records, and they may track participation in education and other programs by linking such PII to other personal information about an individual that they obtain from other Federal and State data sources, including workforce development, unemployment assistance, child welfare, juvenile justice, military service, and migrant student record systems.

## **DINING SERVICES**



All residential students are required to select a meal plan. A variety of meal plan options are available to meet the dining needs of our students. Meal plans may be changed during the drop/add period for classes at the beginning of each semester. At the conclusion of the drop/add period, your meal plan selection becomes final and may not be changed except in the case of extraordinary circumstance. The meal plan period ends on the last day of exams each semester. Students who come to campus early and or need to stay late may have to pay out of pocket for meals outside the meal plan period.

- ◇ Plan A: Unlimited Meals—For students who make eating a social event. This plan is ideal for students who eat at least three meals a day during the week, brunch and dinner on the weekends plus an occasional snack in between. IDs must be swiped each time the student enters the café and because they have unlimited meals, students with this plan cannot use their plan to allow guests entry into the café.



- ◇ Plan B: 14 Block (210 meals/semester)-Students who have a medium appetite might do well with this plan. Students can enjoy approximately 15 meals per week on campus. This plan gives students the opportunity to supplement their café meals with a meal from our other campus eatery or enjoy one of the many restaurant options convenient to campus.
- ◇ Plan C: 7 Block (105 meals/semester)-This plan is for moderate eaters. Students who tend to eat one meal every day and the occasional snack, or plan to take most of their meals off campus, will find this plan suits their needs.

A variety of dining options are available to the Averett community.

### **Café Bon Appetit**

Located on the third floor of the Student Center, this is the main dining hall serving the campus and features all-you-care-to-eat dining for breakfast, lunch, and dinner during the week, and brunch and dinner on the weekends. Café Bon Appetit is a dine-in facility only that does not offer to-go or take away options. Café service items and food should not be removed from the premises without prior written authorization from the café management.

Students who are unable to attend the dining hall during regular service hours due to class conflicts can arrange a take away meal option by asking their department head to communicate with management the need to provide the take away meal and reason why the student is unable to attend the dining hall during regular service hours.

Upon entering the café, students must present their Averett ID card to the cashier who will deduct the meal from their account. Once entered, the café is all-you-care-to-eat for the period of a student's visit. Should students leave the dining hall and wish to re-enter at a later time, they must present their Averett ID card again and another meal will be deducted from their plan.

A current Averett ID card is required for usage of a meal plan. Should a student forget to bring their card, they will be asked to pay the public door rate before being allowed entry.

### **Jut's Café**

An alternative to the main Café, Jut's offers alternative dining options throughout the day and evening. Featuring a full service coffee bar offering Starbucks coffee and coffee drinks, Jut's Café also offers grab-and-go salads and sandwiches; so whether students are looking for a full meal or just a quick stop for a drink, Jut's is the place to go.

### **The C-Store at Jut's Café**

Recently expanded, the C-store at Jut's Café offers students a small convenience store right on Averett's campus. Located on the lower level of the Student

Center, students can find an assortment of toiletries , along with a wide variety of beverages and food items in a retail setting, perfect for a quick grab while running between classes.

### **Bonus Bucks**

To provide more dining options, all meal plans include “bonus bucks” that can be used like cash in Jut’s Café, the C-Store, or the Café. Bonus Bucks are a declining balance added to a student’s ID cards that allows the use of one card for all meal purchases. Extra Bonus Bucks cannot be added to meal plan accounts. Any unused Bonus Bucks at the conclusion of the fall semester will automatically roll over into the spring semester, but at the conclusion of the spring semester, any unused Bonus Bucks are forfeited.

*Meal plans may be changed during the add/drop period for classes at the beginning of each semester. Meal plan meals “run out” at the end of each semester. Bonus Bucks carry over from the fall semester to the spring semester.*

## **BANK/ATM LOCATION**

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An ATM machine is located on the second floor of the Student Center and is accessible during the operating hours of the Student Center.

## **HOUSING AND RESIDENCE LIFE**

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Living on campus is a vital part of the Averett experience. Because of this, the University requires students to live on campus for six semesters (not including summer sessions), or until they have completed 90 credit hours. There are a few exceptions to this residency requirement outlined later in this section under “On Campus Residency Requirement.” The Residence Life program at Averett University is committed to “Education beyond the Classroom.”

Residential students spend the bulk of their time in their residence hall, and their rooms become a temporary home away from home. Residence halls are vibrant communities in which students are challenged to learn, grow, and succeed both as individuals and as members of a community.

### **Housing/Meal Plan Contracts**

In conjunction with receiving or selecting a housing assignment, all residents will be asked to sign a Housing and Meal Plan Contract that is a legally binding document. Please refer to the “Dining Services” section of this handbook for information about the meal plan and dining options on campus. Note that dining services may not be available during university break periods, including but not limited to, the summer.

### **Closing**

Residence halls/apartment are closed during winter (Christmas), spring, and summer breaks, unless an exception is explicitly authorized in writing by the Director of Residence Life. Residential students must vacate their residence hall/

apartment by the official closing date and time or 24 hours after their last final exam, whichever comes first. Students should plan travel in advance so flights can be scheduled before the closing dates. At the end of the year and at University breaks, students must vacate their rooms according to the closing information provided by the Residence Life team. Students should discuss checkout procedures with Residence Life staff to avoid being billed for improper checkout. Failure to follow proper checkout procedures will result in a **minimum** improper checkout fee of \$50.00. Students who fail to checkout by the designated date and time may be charged improper checkout fees, as well as additional fees of \$25.00 per night for late-extended checkout.

### **Furnishings**

All room are furnished with beds, desks, desk chairs, dressers, and closets. A room inventory, describing the condition of the room and its contents, is completed by the Residence Hall Staff before students move in. Residential students should take extra care in noting the condition of the room before signing the inventory sheet because they will be billed for damages not identified at the beginning of the year. Furniture must remain in the room, suite, apartment, or common area originally placed in. No furniture may be moved unless special approval is given by the Office of Residence Life. Students are encouraged to decorate their rooms to help provide a homelike atmosphere. However, the use of tape and nails on the walls will result in a damage charge. Nothing may be hung from the ceiling or the pipes. Painting of residential spaces is prohibited.

### **Lounges**

The lounge areas in residence halls are for resident students who reside in that floor, suite, apartment, or building. Guests and/or students who do not reside in that floor, suite, apartment, or building may be asked to leave if not accompanied by a resident of that space.

### **Keys**

Keys are issued to students for their residence hall spaces and mailboxes. These keys are only for the use of the student to whom they are issued. Loaning of a key to another individual (student or non-student) is not permitted and may result in disciplinary action. A \$150.00 housing and key deposit is required prior to occupancy in a residential space on campus. This money will be credited back to the student's account when at the conclusion of enrollment at Averett due to graduation or withdrawal. Any charges owed on a student account at the time the credit is applied will be taken from the credit amount before a refund may be processed. The replacement cost for lost keys is as follows:

- ◇ Room Key: \$50.00
- ◇ Mailbox Key: \$50.00
- ◇ Lock Changes: \$75.00



The above represent minimum costs. Costs are subject to change as actual costs change and may change depending on how many locks must be replaced.

### **Laundry Facilities**

Laundry facilities are located in Main, Fugate, Mountain View apartments, and in each Averett Commons apartment unit. Students using these facilities should show consideration for others by removing laundry as soon as the cycle is completed. Only residential students, who live in campus housing, may use laundry facilities. Non-residential students using campus laundry facilities will be subject to the conduct system and charged \$50 for each offense. Any problems with the washers and/or dryers in Main, Fugate, or Mountain View (i.e. a specific machine is not working) should be reported by contacting the Resident Assistant or the Residence Life Office, 434-203-7245, or by using the online maintenance request form with the location and number of the washer and/or dryer. Problems with washers/dryers in the Averett Commons apartments should be reported to the Building Director or, in an emergency, Security at 434-791-5888. Students are encouraged to remain with their laundry. Use of the laundry facilities is at one's own risk; the University does not assume responsibility for lost, stolen, or damaged items.

### **On-Campus Residency Requirement**

Averett University is committed to a vibrant residential community and to the educational value of living in such a setting. As such, we are a residential university requiring traditional, undergraduate students to reside on campus through the first three years (6 semesters) of enrollment or until the student reaches senior class status (90+ credit hours complete).

Exceptions to the residency requirement may be granted based on the circumstances listed below. Students who would like to request a release from the University's residency requirement must complete a Housing Waiver Request Form with the Office of Housing and Residence Life. If a spring waiver is granted, it will supersede the Housing and Meal Plan Contract signed in the fall.

- ◇ Students who live with a parent/guardian and commute from their permanent home address (address must be within 30 miles of the Danville Main Campus).
- ◇ Students who are 23 years of age.
  - Student must turn 23 prior to October 1st to be exempt from campus housing for fall semester.
  - Student must be 23 prior to February 1st to be exempt from campus housing for spring semester.
- ◇ Married student OR student who is a parent, caregiver/providing for a dependent child.
- ◇ International student who has lived on campus for one full year (2 semesters).
- ◇ Student with military service (180 consecutive days minimum).
- ◇ Student who has extenuating, unforeseeable needs (medical, financial, etc.) that cannot be met by any of the housing options on campus.

Deadlines to submit a Housing Waiver Request Form:

- ◇ July 1st for fall semester
- ◇ December 1st for spring semester
- ◇ Transfer, Readmit, and New, incoming students should speak with their Admissions Counselor if they believe they meet one or more of the exceptions to the residency requirement.

Averett does not provide student options for married or family housing. Our traditional housing options are unavailable to students entering Averett for the first time that are 23 years of age or older. Students who are enrolled part-time (less than 12 credit hours) are not eligible to reside on campus unless approved by the Director of Residence Life. Any inquiries about Averett University's residency requirement should be directed to the Director of Housing and Residence Life, Kyle Patterson.

### **Prohibited Items**

The possession and/or use of any large appliance or any of the following small appliances and electrical equipment is strictly prohibited in residential facilities:

- ◇ Halogen lights
- ◇ Toaster ovens or hot plates
- ◇ Fragrance plug-ins
- ◇ Any appliances with exposed heating elements
- ◇ Electric frying pans
- ◇ Refrigerators larger than 3.2 cubic feet
- ◇ Space heaters (unless issued by the University)
- ◇ Extension cords (unless they are UL approved with grounded power strips with fuses)
- ◇ Hammocks or porch swings
- ◇ Grills of any type

Students found in possession of or using any of these appliances will be required to remove them. Failure to remove the item will result in its confiscation and may result in disciplinary action and/or fines.

Popcorn poppers, thermostatically controlled heating elements, and electric percolators are allowed in the residence halls/apartments. Window air unit conditioners are allowed only in rooms in Danville and Davenport Halls. Please contact the Office of Residence Life with questions about the use of any other appliance or equipment.

### **Room Lockout**

If a student is locked out of his/her residential area, the student should contact Campus Safety and Security at 434-791-5888. A security officer will assist the student as soon as possible. When the security officer arrives at the student's room, the student must present picture identification (either before entering the room or immediately after entering if their ID is in the room). The security officer will complete a lock-out form, which states that the student is responsible for a \$20.00 (minimum) fee. It is common for security officers to waive this fee for the first week of the semester as new students adjust. Under no circumstances will a student be allowed to enter a room in which he or she does not reside.

### **Storage**

Students may leave belongings in rooms during Thanksgiving, winter (Christmas), and spring breaks. Storage of property during breaks is the student's risk as the University assumes no responsibility for any damage to or theft of any personal property throughout the term of the housing contract. Students are encouraged to explore personal property insurance to protect their items while on campus. The University does not provide storage of personal belongings during summer break. It is expected that the students will remove all belongings before checking out of a residence hall room. Belongings left in residence hall room/apartment after checkout are not the responsibility of the University.

### **Visitation**

Visitation hours at Averett University are intended to assist in maintaining a reasonable living/learning environment in campus housing. Visitation includes student and non-student guests who do not reside in a particular room, suite, floor, apartment, or building.

Visitation hours are as follows:

Sunday-Thursday, 9am-midnight

Friday-Saturday, 9am-1am

The Residence Life department reserves the right to restrict guest privileges if it is determined that the presence of guests may be contributing to a negative living/learning environment.

### **Pets/ESA**

Due to allergic reactions of some students and in order to ensure the safety of others present on University property and to prevent infractions of standards of health (fleas, ticks, etc.), only fish in small aquariums (10 gallons or less) are allowed on University property. Students possessing any other type of animal will automatically be assessed a \$50.00 fine (minimum) per pet plus the cost of cleaning the room/apartment.

If the student does not remove the pet from the campus within 24 hours, he or she will continue to incur additional fees and will be referred to the Averett Conduct System. In addition, the University reserves the right to contact local authorities to assist with the removal of the animal.

A person desiring the assistance of an emotional support/comfort animal must first provide verification to the Director of Student Success that she or he has a qualifying disability and that the animal is needed for the use and enjoyment of AU housing. Please see the full policy at: <https://www.averett.edu/student-life/housing-and-residence-life/forms/averett-university-emotional-support-animal-policy/>.

### **Roommate Changes**

Having a roommate is part of the educational process of residence hall living. All efforts will be made to place students with a compatible roommate at the beginning of the year. All students are encouraged to enter this process with an open mind and take time to get to know a new roommate.

During room change week, students may request a change of room. Students must talk with their Resident Assistant before setting up an appointment with a member of the Residence Life Team who will explain the procedures for a room change.

Students changing rooms/apartments without approval from the Residence Life Office may be fined \$50.00 for non-compliance of process and required to move their belongings back to their originally assigned room.

## **HEALTH SERVICES**



The University requires each student to have a completed personal Health History/Immunization Record form in the Student Engagement Center. On this form is where students will provide the names and phone numbers for whom to contact in case of an emergency. This form and the University immunization policy can be accessed on the University website.

Averett has partnered with an off campus medical facility, the Danville Regional Medical Center Family Medicine Residency Clinic, to provide health care services for all full-time students. All students must present their Averett ID as well as their medical insurance card, along with their co-payment, at the time of service. The Clinic, located on the fourth floor of the Student Center, is open Monday through Friday from 8:00am until 12:00 noon.

In the event of a health or medical emergency, students should first contact 911 immediately, then Security, 434-791-5888 and a Residence Life Staff member at 434-201-7245.

### **Health Insurance**

Health insurance enrollment is required for all full-time traditional students (12 credit hours or more). To ensure compliance, students are automatically enrolled in and billed for the Student Insurance Plan provided by the University. Those who do not have health insurance coverage will remain enrolled in the University's plan.

Students covered by their parents or other policies may waive enrollment and the premium charge for the University's plan with proof of insurance. Be mindful that not all plans provide comparable coverage such as out-of-state Medicaid plans, certain HMOs, and managed care plans. Therefore, it is important to check with insurance companies before waiving coverage. Please note that non-US based international coverage and short term coverage are not considered comparable insurance coverage. Contact Averett Central for information about the waiver process.

Please note: If the waiver is not completed by the deadline, students will remain enrolled and be billed for the student insurance plan for the entire policy year.

### **Immunization Requirements**

This policy responds to requirements set forth by the Higher Education Opportunity Act (HEOA) regarding participating Title IV schools. Specifically HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1)(20 U.S.C. 1092(a)(1)); added HEA Section 485(a)(1)(V). HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 96; and provides additional information to the existing request for immunization information on the University's required health history form.

As such, Averett University has followed the guidelines and codes established by the American College Health Association, the Virginia Department of Health, and the Centers for Disease Control and Prevention in establishing this vaccination policy.

The minimum requirements for students enrolling full-time at Averett University are provided below. Additional vaccinations and/or screenings may be required for admission to specific degree programs or to participate in certain activities. On those occasions students will be informed by the appropriate administrator(s) of the program of the necessary steps to take to ensure compliance.

### **Required Vaccinations**

All incoming full-time students, prior to enrolling, must be vaccinated against:

*Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Meningococcal Disease, and Hepatitis B. Students must also be fully immunized against Varicella (chicken pox), as well as receive screening for Tuberculosis (TB).*

### **Recommended Vaccinations**

In addition to the required immunizations listed above, it is the recommendation of Averett University that students be vaccinated annually for *Influenza and Pneumonia*.

### **Proof of Vaccination**

Evidence of vaccinations must be provided by a licensed health professional or health facility, and should include the names of the diseases immunized against, the number of doses given, and the dates when administered. This information should be submitted with the required health history form.

## Exemptions

Students may request to be waived from immunization requirements on the grounds of religious belief, philosophical beliefs, or for medical reasons. The requirements for waiving based on these grounds are described below.

- ◇ Medical Exemption: A statement from a licensed physician must be submitted that states a student's physical condition is such that administration of one or more of the required immunizing agents would be detrimental to his or her health.
- ◇ Religious Exemption: A request must be made in writing by the student, or a parent/guardian if under 18 years of age, for the religious waiver form. Averett University uses the Commonwealth of Virginia religious waiver form for these purposes.
- ◇ Philosophical Exemption: The student, parent/guardian if under 18 years of age, must submit in writing a personal statement indicating the reasons why he or she has chosen not to receive the vaccinations. Included in the documentation must be a statement that the individual has read the CDC guidelines on vaccinations and understands the risks and benefits related to vaccinations.

Requests for exemption should be sent to the Student Engagement Center.

## MENTAL HEALTH AND SAFETY RESOURCES

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### **Personal Counseling Services**

Students who may have personal concerns, relationship problems or college adjustment issues will find assistance in the personal counseling center located in The Gregory Center on the fourth floor of the Student Center. Counseling is available by appointment and is strictly confidential. Appointments are made by calling 434-791-5624 (extension 1-5624 on campus) or through campus email (jkahwajy@averett.edu).

### **Treatment Resources and Substance Abuse Counseling**

Personal counseling is also available to students for any problems that may involve the use and/or abuse of drugs and alcohol, including helping someone else with a substance abuse problem. The counseling center maintains many educational resources for those purposes. The counseling center will also provide supportive help and appropriate referrals to agencies and/or individuals who can provide the necessary care and treatment of persons with alcohol, drug, or other problems when needed.

## **Treatment Centers**

- ◇ Al-Anon and Al-Anon for Adult Children is a fellowship of relatives and friends of alcoholics who believe their lives have been affected by someone else's drinking. For information on local meetings contact the AA 24 hour answering service at 434-799-4111.
- ◇ Alcoholics Anonymous—Service hours: 24 hours answering service, 434-799-4111
- ◇ Danville-Pittsylvania Mental Health Services Board—Provides mental health, mental retardation, substance abuse and prevention services to the community. (245 Hairston Street, 434-799-0456)
- ◇ Local and Toll Free Information
  - Drug Treatment Referral Service—A 24 hour informational and referral service sponsored by the National Institute on Drug Abuse (1-800-662-HELP; 5600 Fishers Lane, Rockville, MD 20857)
  - STD/HIV/AIDS—Danville Health Department (434-799-5190)

For other counseling agencies and additional information, contact the Averett Counseling Center at 434-791-5624.

## **CAMPUS SAFETY AND SECURITY**

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The Averett University Security staff is comprised of a Chief of Safety and Security and a number of trained security officers. Security officers are on duty around the clock, 365 days a year, and can be reached at 791-5888 (or ext. 1-5888). They patrol the campus checking for problems and making sure that all campus outside doors are locked according to a specific schedule. In addition to the Security staff, each residence hall or complex is staffed with a professional staff member serving as a Building Director who supervises the resident assistants living on each floor of the building or complex. These staff members work with Security, informing them of any situations that require immediate attention.

### **What to do in the Event of an Emergency**

Anyone encountering an emergency situation on campus should first call 9-1-1 to report the emergency to Danville authorities. Then contact Averett Security by calling 434-791-5888 (1-5888 from an on-campus phone).

Be sure to listen to and follow directions closely if notified of an emergency through an official text notification or by a University staff or faculty member. On campus students will receive information about evacuation locations at the beginning of the year floor meetings led by their building directors.

### **Emergency Notification System: LiveSafe**

All students are encouraged to sign up for the LiveSafe Application which will alert the Averett community to campus emergencies, severe weather situations, and instances when classes are cancelled. There are also options to receive notices via email, Facebook, and Twitter. More information can be found at: <https://www.averett.edu/student-life/campus-security/livesafe/>.

### **Inclement Weather**

Announcements regarding cancellation of classes are routinely made over local news media and the Averett website. Class cancellation announcements are called in to the media by 6:00 am. In addition, messages are also placed on the University voice mail system, the University's weather alerts website (located on the My Averett page), and through the notification system mentioned above.

### **Lost & Found**

Lost articles should be reported, and found articles taken to the Safety and Security Office located in the Galesi Student Success Center. Students may check in this office for lost items. If lost articles are not claimed within the academic year in which they are lost, they will be considered abandoned property and will be disposed of by the University.

### **Motor Vehicle Registration**

Students who drive an automobile, truck, and/or motorcycle are required to register their vehicle with the Security office. This aids in vehicle identification and is helpful in case of an accident, theft and/or vandalism. Once a student has registered a vehicle, he/she is given a decal that must be displayed on the rear driver's side window of the vehicle. Students who drive more than one vehicle must register each vehicle. Each additional parking decal will be issued at a charge of \$2.00, payable upon receipt of the decal.

Please note: Having a decal does not guarantee a parking space will be available. ***The University assumes no responsibility for any damage to or theft of any vehicle (or the contents thereof) parked or located on university property.***

The city of Danville Police Department monitors parking on city streets. Several areas adjacent to campus are restricted for "Parking by Permit Only." These spaces are for residents of city neighborhoods who hold special permits. Cars parked in these areas without the proper permit will be ticketed and/or towed from these areas by the City of Danville Police. Students in continuous violation may face additional sanctions.



## TRANSPORTATION

### Cougar Express

Averett's Cougar Express offers free shuttle service from the Main Campus to the North Campus and to the Riverview Campus. The Cougar Express operates Monday thru Friday when classes are in session. The shuttle stops in front of Jut's Café on Main Campus, at the North Campus Grant Center classroom entrance, and at the entrance of the Riverview Campus. The Cougar Express schedule is built around the class schedule each semester.

While getting students to class is the primary function of the Cougar Express, transportation to Wal-Mart, Target, Piedmont Mall, and Providence Family & Sports Medicine may be arranged through the Dean of Students Office when the shuttles are in service by calling 434-479-5620.

### Airport Shuttles

Students who need transportation to or from the Greensboro (GSO) or Raleigh-Durham (RDU) airports should complete the transportation form located online and return it along with receipt of payment to the Dean of Students Office at least seven business days prior to the travel date. Fees for transportation are indicated on the form and payment can be made to the University's Cashiers Office (Averett Central in Main Hall). Students are encouraged to complete this process as soon as possible to ensure that drivers and vans are available on the date of travel. Although every effort is made to provide transportation, requests received less than one week prior to travel is not guaranteed.



## STUDENT ENGAGEMENT AND LEADERSHIP DEVELOPMENT

The Office of Student Engagement and Leadership Development offers programs, services, and facilities that support the mission of Averett University and promote and engage students' thoughtful and creative contributions by:

- ◇ Coordinating students' transition to the institution and ensuring the highest quality orientation experience possible,
- ◇ Creating linkages between the curriculum and co-curriculum.
- ◇ Focusing on student leadership development, and
- ◇ Promoting citizenship through leadership and community service opportunities.

## **Student Clubs and Organizations**

Every student is encouraged to join at least one campus organization. Averett University offers students opportunities for involvement in a variety of activities on the campus. Participation in these activities can be helpful as students seek to meet new friends, share ideas, and pursue specific interests. To see a complete list of clubs and organizations, visit <https://www.averett.edu/student-life/student-engagement/>

## **..... SPIRITUAL LIFE .....**

The office of religious and spiritual life supports and welcomes all traditions and spiritual perspectives within Averett University. It passionately offers students opportunities to deepen their own understanding and spiritual growth while creating intentional environments for inter-religious and intercultural dialogue. The office intentionally focuses on two different programs:

- ◇ Christian Student Fellowship fuels dorm bible studies, Christian talent shows, Bible Debate Forums, and more! Check out the weekly ministry programs CSF runs :
  - Focus—Tuesdays at 8:30pm in Blount Chapel  
If you've experienced FCA or Young Life, you will love Focus. Student-driven worship with a live praise band, fun games, student messages from the Bible, and a time to pray and uplift one another.
  - Chapel—Thursdays at 11:15am in Blount Chapel  
Every week, the Averett family comes together for 30 minutes of student-led, non-denominational Christian worship. Faculty, staff, and students join together to sing, pray, and be inspired by scripture!
- ◇ Catholic Campus Ministry is an organization focused on cultivating a strong positive presence on campus through acts of community service, peer-led prayer groups and events, and fellowship with Averett students, faculty, and staff.

The University Chaplain connects with students on their faith journeys through their college years by providing experiences for worship, discipleship, and service, while giving them someone to go to, and talk with, as a partner on that journey.





## INTERCOLLEGIATE ATHLETICS

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Mission—Averett University Athletics develops its Student-Athletes as catalysts for positive change through the realization of Averett’s Core Values in its coaching, competition, expectation, sportsmanship and community service. We uphold the Division III philosophy by providing a well-rounded experience in Academics, Athletics and Community. Averett fulfills this mission by exposing our Student-Athletes through practice and example to the values of Integrity, Innovation, Engagement, Discovery, Diversity, and Tradition.

Averett University competes in NCAA Division III sports programs as a member of the USA South Athletic Conference. Opportunities are available for participation in the sports listed below. For more information related to the athletics programs, call 434-791-5700 or visit [www.averettcougars.com](http://www.averettcougars.com).

Men’s Sports—baseball, basketball, cross country, football, golf, soccer, tennis, lacrosse, wrestling

Women’s Sports—basketball, cross country, soccer, softball, tennis, volleyball, lacrosse

## RECREATION AND FITNESS

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### Intramural Sports

The intramural sports program is an integral part of student life that provides opportunities for engagement and a means to remain active. Faculty and staff are also encouraged to participate as a way to connect with students outside their typical roles on campus. All participants in the intramural program are expected to follow standard guidelines of good sportsmanship.

Organized intramural activities include volleyball, flag football, basketball, softball, and indoor soccer, and may be played in league or tournament formats. Other activities are organized according to student interest and leadership. In addition to the organized activities, open recreation is available at the tennis courts, the main campus gymnasium, and at other times in designated community facilities.

### Recreational Facilities

*Carrington Gym*—Students, faculty, and staff with current ID cards may use the main campus gym, located on the lower level of Pritchett Hall, for recreational purposes. Any exceptions must be cleared in advance with the facility manager. Hours will be established, publicized, and posted the first week of the academic

session. The hours are subject to change due to athletic events, increased interest in intramurals, concerts, plays, vacations, etc. Notice of such changes will be posted on the gym door.

*Danville, VA YMCA*—All full-time undergraduate students are able to use the YMCA that is located in downtown Danville. In order to use the facility, students must sign-up through the Student Engagement Center. Once a student is registered with the YMCA a fee will be charged to their student account.

*Tennis Courts*—Tennis courts for student use are located on Main Campus. While not being used by the Averett tennis team, these are open to Averett students, staff, and faculty. Persons using the courts must be prepared to show their Averett ID card. Playing time is limited to one and one half hours if courts are crowded and others are waiting to play.

## COMMUNITY STANDARDS AND POLICIES



### **Alcohol and Other Drugs Policy**

As an institution of higher learning, committed to the purpose of providing avenues for intellectual growth and personal development, Averett University embraces the shared responsibility of upholding the values and expectations of the community. The University does not allow the possession or use of alcoholic beverages or illegal drugs on campus. In reference to alcohol, this includes, but is not limited to, drinking on campus; possessing alcohol, alcohol beverage containers (including empty containers), and drinking paraphernalia (used for drinking games or quick consumption of alcohol); being intoxicated or under the influence on campus; use or possession of alcohol on University sponsored trips; drinking under the age of 21 on or off campus; providing alcohol to a minor on or off campus; and the possession of false identification on or off campus.

In terms of illegal drugs, the campus policy includes, but is not limited to, using, possessing, or distributing illegal drugs on campus; possessing drug paraphernalia on campus; and using, possessing, or distributing illegal drugs on University sponsored trips. The drug policy also includes the misuse or illegal distribution of prescription medications.

Averett University functions as a single community and therefore operates under the notion of shared responsibility. Any student present when the alcohol and drug policy is violated is responsible for the violation. In addition, all residents in a housing unit are responsible if items are found in their living spaces. Misconduct in which a person has violated any of the above will result in disciplinary action.

As per approval by the President's Council of Averett University, there are two exceptions to this policy:

- 1) Alcoholic beverages may be served at Averett University events if (a) approved by the President of the University and/or the Vice President for Institutional Advancement; (b) the event does not involve current students under the age of twenty-one (except for those students who may work for food service catering); (c) the President of the University deems that the consumption of alcoholic beverages is appropriate at the event; and (d) all legal requirements of the Commonwealth of Virginia are met.
- 2) The President or Executive Vice President of the University may designate a certain area of the parking lot on North Campus as a “tailgating area” for home football games at which those attending the home football games may bring alcoholic beverages onto the North Campus and consume them only in the designated “tailgating” area under the following guidelines:
  - ◇ Attendees shall act in a respectful manner and in accordance with all rules and regulations of any governing body including the NCAA, the Commonwealth of Virginia, and local ordinances or laws.
  - ◇ Consumption of alcoholic beverages will begin no earlier than four (4) hours prior to the start of the home football game and any and all alcoholic beverage consumption will cease on or before the start of the second half of the home football game.
  - ◇ Any alcoholic beverages brought onto the North Campus for such tailgating must be transported in motor vehicles in closed coolers and/or in enclosed areas of the motor vehicle (i.e., the trunk).
  - ◇ No person under the age of twenty one (21) years may consume or possess alcohol while on the property of Averett University. Use of the tailgating area of the North Campus parking lot signifies a person’s agreement to demonstrate to security personnel that each person consuming alcoholic beverages is over the age of twenty one (21) years.
  - ◇ Any activity or event which encourages excessive drinking will not be permitted.
  - ◇ Any individual who consumes alcoholic beverages while in such tailgating area is responsible for his or her own behavior and should not operate a motor vehicle after he or she has consumed such beverages.
  - ◇ The University reserves the right to require that any individual leave the University North Campus if in the sole discretion of the University; he or she violates any of the terms of this policy

The Board of Trustees at Averett University of Danville recognizes the necessity to observe high standards of business and personal ethics in the conduct of the activities of the University. The board has adopted a Whistleblower Protection Policy for members of the Averett family which said policy is attached hereto.

The board hereby designates the Director of Human Resources as the Whistleblower Protection Compliance Officer who shall be responsible for ensuring that all complaints about improper, unethical, or illegal conduct, including those set forth in this Alcohol Policy, are investigated and resolved. The Director of Human Resources shall advise the President and Chief Financial Officer of all complaints and their resolution.

The Commonwealth of Virginia has a variety of laws governing the possession, purchase, consumption and distribution of alcoholic beverages. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent state laws, including sanctions for their violation, are summarized below:

- ◇ It is unlawful for any person under the age of 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
- ◇ It is unlawful for any person to sell alcoholic beverages to persons under the age of 21. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
- ◇ It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is being purchased is under the legal drinking age. The criminal sanction for violation of the law is either confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
- ◇ It is unlawful for any person to consume alcoholic beverages in unlicensed public places and/or to appear in public in an intoxicated state. Violation of the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

The unlawful possession, use, sale, and/or distribution of controlled substances and marijuana, as those terms are defined in § 18.2-247 of Code of Virginia, 1950, as amended, and the Drug Control Act (§ 54.1-3400 et seq. of the Code of Virginia, 1950, as amended), are prohibited under the state and federal law. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent state laws, including sanctions for their violation, are summarized below:

- ◇ Possession of a controlled substance classified in Schedules I or II of the Drug Control Act is a Class 5 felony punishable by imprisonment from one to 10 years, or confinement in jail for up to 12 months, a fine up to \$2,500, either or both.

- ◇ Possession of a controlled substance classified in Schedule III of the Drug Control Act is a Class 1 misdemeanor punishable by confinement in jail for up to 12 months, a fine of \$2,500, either or both.
- ◇ Possession of a controlled substance classified in Schedule IV of the Drug Control Act is a Class 2 misdemeanor punishable by confinement in jail for up to six months, a fine of \$1,000, either or both.
- ◇ Possession of a controlled substance classified in Schedule V of the Drug Control Act is a Class 3 misdemeanor punishable by a fine up to \$500.
- ◇ Possession of a controlled substance classified in Schedule VI of the Drug Control Act is a Class 4 misdemeanor punishable by a fine up to \$250.
- ◇ Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell, give or distribute is a felony punishable by imprisonment from five to 40 years and a fine up to \$500,000. Upon a second or subsequent conviction, the violator is subject to being sentenced to a term of imprisonment from five years to life, and fined up to \$500,000.
- ◇ Possession of a controlled substance classified in Schedules III, IV, or V or the Drug Control Act with the intent to sell, give or distribute is a Class 1 misdemeanor punishable by confinement in jail for up to 12 months, a fine of \$2,500, either or both.
- ◇ Possession of marijuana is a misdemeanor punishable by confinement in jail for up to 30 days, a fine up to \$500, either or both. Upon a second or subsequent conviction, the violator shall be guilty of a Class 1 misdemeanor punishable by confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
- ◇ Possession of not more than one-half ounce of marijuana with intent to sell, give or distribute is a Class 1 misdemeanor punishable by confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
- ◇ Possession of more than one-half ounce but not more than five pounds of marijuana with intent to sell, give or distribute is a Class 5 felony punishable by imprisonment from one to 10 years, or confinement in jail for up to 12 months, a fine up to \$2,500, either or both.
- ◇ Possession of more than five pounds of marijuana with intent to sell, give or distribute is a felony punishable by imprisonment from five to 30 years. Upon a third or subsequent felony conviction, the violator is subject to being sentenced to a term of imprisonment from five years to life, and fined up to \$500,000.

### **Harm-to-Self/Harm-to-Others Policy**

When serious self-harm or harm-to other behaviors occur which are deemed to be potentially life threatening (including but not limited to suicide threats, suicide attempts or threats to harm others), Averett University has the responsibility to act swiftly, keeping in mind the best interests of the student, those

closely affected and the University community. The priority in all cases is to preserve human life and to minimize or eliminate the potential for trauma to self or others. While the University is committed to helping students develop appropriate means for dealing with setbacks and depression, long-term assistance to students who exhibit serious self-harm or harm-to-others behaviors must be balanced with the effects of a student's actions on others and on the entire University community. Therefore, the Dean of Students and others as directed by the Dean of Students will determine whether it is in the student's and the University's best interests that he or she remain an enrolled student when serious behaviors occur.

### **Guidelines**

In the event that a student engages in self-harm or harm-to-other behaviors that are potentially life threatening, student safety takes precedence over confidentiality and the following guidelines may be activated.

- ◇ The Dean of Students may be notified of the student's behavior and in cooperation with the Director of Personal Counseling Services and/or other members of the Student Life Staff will determine an appropriate course of action including but not limited to an assessment by a licensed or certified mental health professional off campus. In the case of potential suicide, the Suicide Assessment Form may be used to assess the severity of the suicidal threat.
- ◇ The Dean of Students may notify the student's parents, legal guardians or other persons listed as emergency contacts regarding the student's behavior and the University's concern for the student.
- ◇ The Director of Personal Counseling Services may work with the student to identify appropriate resources and licensed or certified therapists who will do an assessment and potentially long term counseling. In some instances, it may be appropriate to identify other medical providers from whom an assessment is needed as well.
- ◇ If a student is hospitalized as a result of such behavior, the student must be evaluated, and if appropriate, treated by a licensed or certified mental health professional. The student may not return to campus unless those evaluating the student believe that his or her return is in the best interest of the student and the Averett community. The form, Return from Leave for Serious Self-Harm Behaviors, must be completed by the evaluating professional.
- ◇ Upon the student's return to campus, the Dean of Students will meet with the student to review the recommendations of the evaluating professional. The Dean and the student will determine the course of action to be taken to help the student adjust back into the University community. This may include visits to the Averett University Counseling Center or to a local mental health provider or meetings with the Dean for a specified period of time.

## 12 TIPS FOR PARENTS



You can never be fully prepared for the moment your child goes off to college. The realization that your son or daughter is now a young, independent man or woman is bittersweet. But being independent doesn't mean your child is completely on his or her own. They still rely on your advice, support, and encouragement to help them through their toughest college years.

Staff and faculty at Averett University strive to provide your child with the necessary resources to ensure their success inside and outside of the classroom. We encourage them to continually develop their interpersonal skills and engage in independent thinking and action.

To ease this transition process, we've created a list of ways to help you as a parent stay connected with your son or daughter in college while also guiding them to become mature, independent thinkers and doers.

- ◆ **Inquire less; often.** Allow your child to initiate the conversation. Give him or her space and time to adjust to their surroundings before asking them questions. When you do talk, keep an open mind and listen intently to what your child has to say.
- ◆ **Not always; the “Best Year; of their Lives.”** A true college experience is filled with good and bad experiences. Inform your child of the realistic expectations in college. Not everything will go as planned, and that's okay. Refrain from comparing your college experience to theirs. Allow them to forge their own path and make mistakes along the way.
- ◆ **Don't worry.** For the past 18 years, you've nurtured and nourished your child. You've taught them plenty of life lessons and have instilled in them healthy habits. Trust that they'll use these skills in college.
- ◆ **Expect changes.** There'll be changes in interests, friend groups, or even dietary habits. Your role is to monitor these changes and be supportive of their decisions. Be quick to listen and slow to intervene.
- ◆ **Pre-plan your visits to campus.** Surprise parties are fun, but parent surprise visits are not. Make sure to inform your child of any upcoming visits and allow them to plan the activities. They'll want to introduce you to their new friends and show you their favorite hangout spots.
- ◆ **Encourage your child to use campus resources.** Your child may reach their senior year of college and still not know what services Averett's Center for Community Engagement and Career Competitiveness (CCECC) provides for him or her. (FYI: The CCECC helps students find internship and career opportunities in the Danville area) Encourage your child to familiarize themselves with the Student Success Center if they need tutoring or the Counseling Center if they are feeling anxious or stressed.

- ◆ **Notice unusual changes in behavior or mood.** If any odd or concerning behavior persists and begins to negatively interfere with your child's daily activities, please talk with them immediately and contact the university counselor or dean of students.
- ◆ **Discuss academic goals and overall expectations.** Provide the necessary structure for your child to excel in their studies and personal lives. College instructors encourage their students to be self-taught learners, which means they are responsible for registering for classes, purchasing their textbooks, showing up to class, and doing their work. Remind your child that although they may have been a top student in high school, they could face tougher competition in college. Still, that should never deter them from achieving their academic goals and pursuits.
- ◆ **Encourage responsibility.** Before your child arrives on campus, teach them how to do their laundry, cook simple meals, clean their living space, pay bills, cash checks, and schedule doctor appointments.
- ◆ **Notify your child of what's happening at home.** First year students are often overwhelmed by new experiences and unexpected changes in a totally new environment. Letting your child know that their pet is doing well or their younger sibling made honor roll brings them a sense of comfort and familiarity.
- ◆ **Correspond with letters and care packages.** While your child may refer to letters as "snail mail," they are quick to open and read them. Encouraging notes and cards can be uplifting, especially during stressful exam times. Students may also be low on cash near the end of the semester, so include a couple \$20 bills or a Wal-Mart gift card with your letter. Personalize a care package for your child. This will help them refuel and recharge their mind and body. Include snacks, candy, soup, or even socks! (They might've lost a couple of pairs while doing laundry.)
- ◆ **Enjoy your time spent with them.** Avoid spending your visits berating or lecturing your child. Ask them about their experiences. Listen and learn from them. College is a life-changing and rewarding experience for both students and parents. At the end of their four years, your child will thank you for answering their 2am phone calls, making the long drive to be with them on their birthday, or supporting them when they changed their major yet again.

### **Additional Resources for Parents:**

- ◆ [www.transitionyear.org](http://www.transitionyear.org)
- ◆ [www.collegeparents.org](http://www.collegeparents.org)





DANVILLE  
*Virginia*



.....

A QUICK  
GUIDE TO  
THE CITY OF  
DANVILLE,  
VIRGINIA

.....

# LODGING

## **Hampton Inn Danville**

★★★★☆ 3.9

2130 Riverside Drive

Danville, VA 24540

(434) 793-1111

## **Best Western Windsor Inn & Suites**

★★★★☆ 3.8

1292 South Boston Road

Danville, VA 24540

(434) 483-5000

## **Holiday Inn Express Danville**

★★★★☆ 4.2

2121 Riverside Drive

Danville, VA 24540

(434) 793-4000

## **Comfort Inn & Suites**

★★★★☆ 4.1

100 Tower Drive

Danville, VA 24540

(434) 793-2000

## **Sleep Inn & Suites**

★★★★☆ 4.0

1483 South Boston Road

Danville, VA 24540

(434) 793-6090

## **Courtyard by Marriott Danville**

★★★★☆ 4.0

2136 Riverside Drive

Danville, VA 24540

(434) 791-2661



### **Mexican**

El Vallarta Mexican Restaurant  
Mucho Taqueria  
San Marcos Restaurant Danville  
Santana's Restaurant (CNDP)

### **Asian**

Moon River Thai Bistro  
Tokyo Grill  
Hibachi Grill (Buffet)

### **Italian**

Primo Pizza & Mediterranean  
Restaurant  
Frank's Italian Restaurant (CNDP)  
Joe & Mimma's  
Dell'Anno's Pizza Kitchen  
Olive Garden  
Pino's Pizza (CNDP)

### **Steakhouses**

Outback Steakhouse  
Steaks on the Square Woodfire Grill  
Texas Steakhouse & Saloon

# RESTAURANTS

### **Coffee Shops**

Main Street Coffee Emporium  
Starbucks  
Crema & Vine (CNDP)

### **Dessert**

Coco Ni  
Sweet Frog (CNDP)  
O' Taste and See Desserts  
Danville Donuts  
Dairy Queen

### **Fast Food**

McDonald's  
Bojangle's  
Hardee's  
Wendy's  
Burger King  
Firehouse Subs  
Chipotle  
Chick fil-A  
Sonic  
Cookout

\*CNDP = Cougar Nation Discount Program  
(See page 52 for more details)



**Southern/Comfort Food**

Danview Restaurant  
 Mama Possum’s Mount Hermon  
 Western Sizzlin’ Steakhouse  
 The Farmhouse Family Restaurant  
 Nikki’s Restaurant  
 Mary’s Diner

**Seafood**

Red Lobster  
 Mayflower Seafood Restaurant

**Brewery/Bars**

Two Witches Winery & Brewing Co.  
 Ballad Brewing (CNDP)  
 Kickback Jack’s

**Other Dining Places**

Cotton Riverside Mill  
 Me’s Burgers & Brews (CNDP)  
 The 616  
 Golden Leaf Bistro  
 Checkered Pig BBQ  
 Ham’s Restaurant  
 Applebee’s Neighborhood Bar  
 & Grill  
 Golden Corral  
 Buffalo Wild Wings  
 Zaxby’s

\*CNDP = Cougar Nation Discount Program  
 (See page 52 for more details)



**Danville Mall**  
325 Piedmont Drive  
Danville, VA 24540  
(434) 792-0400

Hours:  
Mon-Sat: 10am-9pm  
Sun: 12pm-6pm

**Walmart Supercenter**  
515 Mt. Cross Road  
Danville, VA 24540  
(434) 799-6902

**Walmart Neighborhood Market**  
211 Nor-Dan Drive, #1010  
Danville, VA 24540  
(434) 441-4253

**Target**  
155 Holt Garrison Parkway  
Danville, VA 24540  
(434) 799-9950

**Coleman Market Place**  
155 Holt Garrison Parkway  
Danville, VA 24540  
(434) 791-2181

*Target*

*Marshall's*

*Ross*

*Old Navy*

*Dick's Sporting Goods*

**Food Lion**  
607 West Main Street  
Danville, VA 24541  
(434) 793-4346

**ALDI**  
3465 Riverside Drive  
Danville, VA 24541  
(855) 955-2534

**LIDL**  
126 Piedmont Place  
Danville, VA 24541  
(844) 747-5435



## COUGAR NATION DISCOUNT PROGRAM

Supporting our community is a high priority for Averett University, and we want to do everything we can to encourage our students, faculty, staff, and alumni to eat, shop, and play locally. To that end, the Cougar Nation Discount Program is designed to (1) increase awareness of local businesses and (2) reward students, faculty, staff, and alumni for supporting local businesses.

*Discounts will only be made available if you show your Averett ID.*

### Restaurants

- ◆ ***Crema & Vine***, 1009 Main Street  
Students, Faculty and Staff receive a 15% discount
- ◆ ***Frank's Italian Restaurant***, 1959 Memorial Drive  
Students receive a 10% discount; may not be combined with other discounts or specials and does not include alcohol
- ◆ ***Heartline Restaurant***, 999 Riverside Drive  
Students, Faculty and Staff receive a 10% discount
- ◆ ***Me's Burgers & Brews***, 215 Main Street  
Students, Faculty and Staff receive a 10% discount; excludes alcohol
- ◆ ***Pino's Pizza***, 618 Westover Drive  
Students, Faculty, Staff and Alumni receive a 15% discount
- ◆ ***Santana's Mexican Restaurant***, 102 Tower Drive  
Student, Faculty and Staff receive a 10% discount; excludes alcohol
- ◆ ***The Schoolfield Restaurant***, 1009 W. Main Street  
Students, Faculty, Staff, and Alumni receive a 10% discount; excludes alcohol
- ◆ ***Stateline Diner***, 1340 W. Main Street  
Students, Faculty and Staff receive a 10% discount; not available on daily specials

- ◆ **Sweet Frog**, 165 Holt Garrison Parkway #590a  
Students, Faculty and Staff receive a 10% discount

### Shopping

- ◆ **The Brick**, 410 Main Street  
Students, Faculty and Staff receive a 10% discount
- ◆ **Chestnut Lane**, 531 Main Street  
Students receive a 10% discount
- ◆ **Karen's Hallmark Shop**, 325 Piedmont Drive, #5k  
Students receive a 10% discount; excludes special orders, Yeti, promotional items, local items, hallmark keepsake ornaments, hallmark cards, postage stamps, limited quantities, sale/clearance—see store clerk for more details.
- ◆ **Rippe's 110 Years of Fashion**, 559 Main Street  
Students receive 11% off Patagonia, Jack Rogers, Barbour, Southern Couture, Southern Girl Prep and Simply Southern.
- ◆ **River District Artisans**, 411 Main Street  
Students, Faculty and Staff receive a 10% discount on in-stock quilts; does not apply to special orders.

### Other

- ◆ **Ballad Brewing, LLC.**, 600 Craghead Street  
Students, Faculty, Staff and Alumni receive a 10% discount on all glassware and apparel.
- ◆ **Danville Science Center**, 677 Craghead Street  
Students receive free admission to our monthly Science After Dark events. These events are held every first Friday of the month from 5:30pm-9:00pm.
- ◆ **Hot Asana Yoga Studio**, 541 Bridge Street  
Students, Faculty, Staff, and Alumni receive an \$8 rate for regularly priced classes.
- ◆ **KC Graphics, LLC.**, 311 Court Street  
Students, Faculty and Staff receive a 10% discount on your first order, T-shirts, or print item.
- ◆ **Live Safe Defensive Training Inc.**, 444 Wilson Street  
Students, Faculty, Staff and Alumni receive 25% off of monthly dues or individual course fees.

If you are interested in becoming a member of the Cougar Nation Discount Program, please contact Katie Johnston at (434) 791-5877 or [kjohnston@averett.edu](mailto:kjohnston@averett.edu).

# THINGS TO DO

- **Visit the Veterans Memorial at Dan Daniel Memorial Park.**  
302 River Park Drive, Danville, VA 24540  
(434) 799-5215
- **Go canoeing or kayaking in the Dan River.**  
To secure rentals, please visit <https://www.playdanvilleva.com/>
- **Watch the Danville Braves play a home game at Legion Field.** For their latest schedule, please visit <https://www.milb.com/danville>
- **Rent a bike and explore the Riverwalk Trail.**  
To rent a bike, visit <http://bike.zagster.com/danville/>
- **Have a picnic in Ballou Park.**  
760 W. Main Street, Danville, VA 24541  
(434) 799-5215
- **See the latest movie at the GTC Danville Cinemas.**  
3601 Riverside Drive, Danville, VA 24541  
(434) 792-9885
- **Bowl a 'strike' at Riverside Lanes.**  
3215 Riverside Drive, Danville, VA 24541  
(434) 791-2695
- **Drive go-karts at Virginia International Raceway.**  
1245 Pine Tree Road, Alton, VA 24520  
(434) 822-7700

# IN DANVILLE, VA

- ***Learn about Danville's rich history at the Danville Museum of Fine Arts & History.***

To see the latest exhibitions, please visit <https://www.danvillemuseum.org/>

- ***Interact with the latest gadgets at the Danville Science Center.*** 677 Craghead Street, Danville, VA 24541  
(434) 791-5160

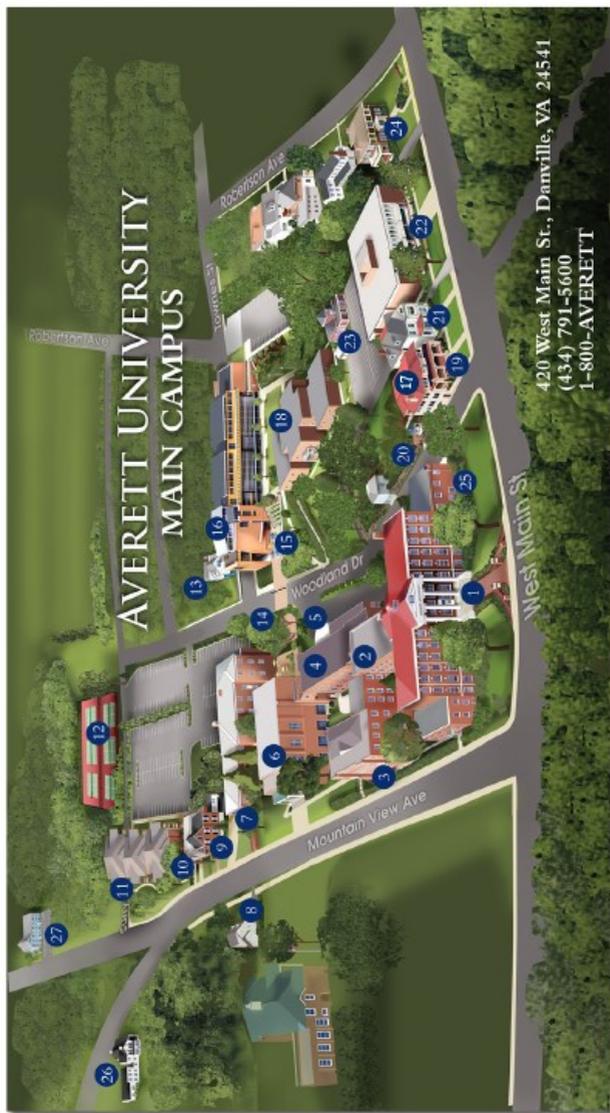
- ***Get a closer look at the most extensive collection of international tank artifacts at the A.A.F Tank Museum.***  
3401 US Highway 29, Danville, VA 24540  
(434) 836-5323

- ***Ride the mainline trolley to downtown shops and restaurants.***  
For the routes and schedule, please visit <https://www.danville-va.gov/1983/Mainline-Trolley>

- ***Buy fresh produce and unique keepsakes from local vendors at the Danville Farmer's Market.***  
Check out their hours at <https://www.playdanvilleva.com/326/Farmers-Market>

- ***Create your own masterpiece at Pottery & Design.***  
Riverview Plaza Shopping Center  
418 Trade Street, Suite G, Danville, VA 24541  
(434) 549-5637

<https://www.danville-va.gov/>



420 West Main St., Danville, VA 24541  
(434) 791-5600  
1-800-AVERETT

- |   |                            |   |                                 |                           |
|---|----------------------------|---|---------------------------------|---------------------------|
| 1 Main Hall   | 7 Frith Hall               | 12 Tennis Courts  | 17 Welcome Center               | 22 Mary B. Blount Library |
| 2 Davenport Hall                                      | 8 Conway House             | 13 The Center for Community Engagement & Career Competitiveness (CCECC) | 18 Frigate Hall                 | 23 Carriage House         |
| 3 Danville Hall                                       | 9 Alumni Hall              | 14 Jordan Commons   | 19 Schoofield House Booksellers | 24 W.C. English Hall      |
| 4 Bishop Hall   | 10 Grousebeck Music Center | 15 Student Center Plaza   | 20 Schoolfield House Courtyard  | 25 Averett Central        |
| 5 Student Success Center                              | 11 Commons Apartments      | 16 Student Center   | 21 Fine Arts Building           | 26 President's House      |
| 6 Frith Fine Arts Center/Carrington Recreation Center |                            |   |                                 | 27 Mt. View Apartments    |



**Aviation Center**  
427 Airport Drive  
Danville, VA 24540-5023  
(434) 791-5652



**North Campus**  
707 Mount Cross Road  
Danville, VA 24540  
(434) 791-5700



**Equestrian Center**  
1231 Gray Road  
N.C. 27315-9640  
(336) 388-5950



**Riverview Campus**  
512 Bridge Street  
Danville, VA 24541  
1-800-AVERETT

If you have any questions or concerns regarding the information listed in the parent handbook, please contact Averett University's Dean of Students:



**Lesley Villarose**

**lvillarose@Averett.edu**

**(434) 791-5627**