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**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!
Welcome to the start of a new semester and academic year that is sure to be filled with new opportunities, challenges, and experiences that will contribute to your personal and academic growth and development. I hope you will choose to take advantage of those opportunities. Decide now to get involved on campus and to leave your imprint on Warner University. It is my hope that Warner University will leave an imprint on your life as well.

We stand ready to assist you with an excellent Residential Life staff, Counseling and Health Services (Wellness Center), Career Services, Student Government Association, Campus Security and Student Life staff.

WU is a university committed to the development of Christian character and scholarship and I am so glad that you are a part of our community. Together I know we will have an excellent year that is Beyond Belief!

Sincerely,

Mrs. Dawn Meadows
Dean of Students

*Failure to read this Handbook does not excuse a student from the requirements, regulations, and consequences described herein.*
STUDENT LIFE MISSION STATEMENT
To provide programs and services that will help students develop mentally, physically, socially, and spiritually.

ADMINISTRATION AND STUDENT LIFE DIRECTORY

Administrative Officers

Dr. Greg Hall
President
Ratzlaff Administration
638-7209

Dr. James Moyer
Executive Vice President and Chief Academic Officer
Ratzlaff Administration
638-7206

Mr. Greg Rodden
Vice President for Business and Finance
Ratzlaff Administration
638-7215

Ms. Doris Gukich
Vice President for Advancement
Ratzlaff Administration
638-7611

Ms. Dawn Rafool
Vice President for Enrollment Management and Marketing
Rigel Center
638-3818

Mrs. Dawn Meadows
Dean of Students
Rigel Center
638-7246

Mr. Kevin Jones
Athletic Director
Turner Athletic Center
638-7297
Office of Student Life

Mr. Jason Roe
Director of Residence Life
Rigel Center
638-7253

Ms. Chelsie Bowman
Resident Director
Raines Hall & Fulton Hall
304-389-2953

Mr. Rodney Dallas
Resident Director
Spencer Hall
561-676-5161

Ms. Leah Simmonds
Resident Director
Williams Hall
605-1709

Ms. Rusty Hart
Campus Counselor
638-7585

Ms. Rhonda Gabbard
Office Manager
Rigel Center
638-7246

Resident Assistants

Spencer Hall
Daniel Bova
JJ Collins
Luke Havens
Marvin Fremont

Williams Hall
Kelsea Livsey
Lianne Sprunger
Breanna Dean
Kalyn Safreed

Raines Hall
Lindsey Nelson
Courtney Dyers

Fulton Hall
Jose Otero
Harvey Perez

House Dorms
Stephen Savarimuthu
Have Questions? We Have Answers!
Listed below is a directory of where you can go for assistance on a number of issues. You may dial the extension number if you are calling from a campus telephone. If you are calling from a regular telephone, you may dial (863) 638 and the four-digit extension number. If there is an answering machine, please leave a brief message so they are able to return your call.

Questions About.....
Academic Advising
Academic Probation
Academic Assistance
Enrollment Management
Adding/Dropping Classes
Advancement Office
Alumni Relations
Application/Admission
Athletics
Vehicle Registration
Bible & Church Min. Dept.
Bookstore
Business Office
Campus Safety & Security
Career Guidance
Cashier
Class Schedule
Communication Arts Dept.
Computer Use

Computer Services
Conduct Policies
Counseling
Emergency
Fees
Financial Arrangements

You Can Call...
7206 Academic Dean
7206 Academic Dean
7134 Academic Skills Ctr.
7117 Secretary
7204 Registrar’s Office
7261 Administration Bldg.
7248 Director of Alumni
7212 Admissions Office
7258 Secretary
7232 Security Office
7237 Secretary
2775 Bookstore
7214 Secretary
7232 Security Office
7246 Student Life
7216 Financial Services
7204 Registrar’s Office
7267 Secretary
2345 ITS
7235 Pontious Center
2345 ITS
7246 Dean of Students
7585 Confidential Line
7232 Security
7202 Financial Services
7202 Financial Services
Fine Arts Department
Food Services
Grading System Information
H.E.A.R.T.
Learning Resources
Library Services
Maintenance/Physical Plant
Natural Sci. & Math Dept.
Nurse
Physical Education Dept.
President’s Office
Printing Services
Records/Academics
Residence Life
School of Business
**Security**
Social Sciences Dept.
Student Accounts
Student Gov. Assoc.
Student Handbook
Study Skills Assistance
Switchboard
Teacher Education Dept.
Work Study
7231 Secretary
7229 Cafeteria
7204 Registrar’s Office
1188 H.E.A.R.T. Office
7235 Pontious Center
7235 Pontious Center
7228 Physical Plant Office
7243 Secretary
7567 Campus Nurse
7243 Secretary
7209 Secretary
2345 ITS
7204 Registrar’s Office
7246 Student Life Office
3907 Secretary
**7232 Security Office**
7267 Secretary
7226 Financial Services
7249 SGA Office
7246 Student Life Office
7134 Academic Skills Ctr.
7201 Rigel Student Center
7243 Secretary
7214 Human Resources

**LOST AND FOUND**
Lost articles should be reported to the Office of Student Life, and articles found on campus should be turned in at the Office of Student Life. If after 1 semester or 15 weeks, an article remains unclaimed, the finder may claim it, or it will be disposed of.

**STUDENT ID AND PARKING PERMIT**
Every student must have a Student Identification card. The Office of Student Life will issue a photo ID during the
registration process, which is free of charge. A replacement ID costs $10.

All students who have a vehicle on campus are required to obtain a parking permit for their vehicle and display on the vehicle as instructed. Please see the Security information for more details.

**CAMPUS MAIL**

The campus mailroom provides a mail and window service similar to the local post office. UPS service is also available. All students living on campus are required to have a campus mailbox. Proper addressing of incoming mail is as follows:

- **Warner University**
- **Student name, #**
- **13895 Highway 27**
- **Lake Wales, FL 33859**

“P.O.” or “Box” **should not** be put on incoming mail, as it will be misdirected and placed in a P.O. Box in the Lake Wales Post Office.

Mailbox combinations are provided at the beginning of the semester. It is the student’s responsibility to either keep their combination with them at all times or commit it to memory, as post office personnel **will not** hand out mail from boxes. After the first week of classes, a $2.00 charge will be assessed each time the combination is given out. Boxes should not be left open, as the mail must be kept confidential.

The student’s box number should be on all assignments, tests and exams. Students are encouraged to check and pick up their mail daily.
CAMPUS BOOKSTORE
The Bookstore serves students, faculty, staff, and the public by stocking all the required textbooks and supplementary materials for courses offered through the University. The Bookstore also offers a variety of extras for the Warner University community, such as calculators, clothing, and school spirit items.

Contact Information
Toll Free: 800-949-7248 ext. 2775
Local: 863-638-2775
Fax: 863-734-5121
Email: bookstore@warner.edu

Hours of Operation
Winter Hours                    Summer Hours
Mon.  8 am–6 pm                Mon.  8:30 am–6 pm
Tues. 8 am–6 pm                Tues. 8:30 am–4:30 pm
Wed.  8 am–6 pm                Wed. 8:30 am–4:30 pm
Thurs. 8 am–6 pm             Thurs. 8:30 am–6 pm
Fri.  8 am–5 pm                 Fri. 8:30 am–4:30 pm

Location
The Bookstore is located through the Northwest corridor of the Rigel Student Center next to the Campus Post Office. This sit he corridor that runs from the North lobby towards the Turner Athletic Center.

Book Buyback Program
The book buyback program is operated by one of the publishers. They are on campus during finals week of the Fall and Spring semester.
Online Ordering
Students are able to order textbooks online by going to the Warner University website.

Student Government Association
The mission of the Student Government Association (S.G.A.) is to work with faculty, staff, administration, trustees, and representatives of Warner University to facilitate excellence in Christian higher education through a curriculum and community that consciously integrates, models, and promotes Christian faith, scholarship and servanthood.

The S.G.A. shall represent the best interests of the student body of Warner University. As a representative of the students, the S.G.A. shall serve as a mediator and liaison between the student body and the faculty, staff, administration, trustees, and representatives of Warner University.

Students wishing to know more about campus organizations, S.G.A., Student Activities, and ways to get involved on campus, can request information from the Student Life Office, the Director of Student Activities, or from the officers of the Student Government Association of Warner University.

The Student Government is comprised of two Branches; the Executive Council (EC), and the Student Senate (SC).

The S.G.A. Executive Council
The Executive Council (EC) represents the student body on matters of policy, social issues, student interests, and, with the input of the Student Senate, student grievances and campus involvement. The SGA EC is comprised of the President, Executive Vice-President, Vice President of Finance, Vice President of Activities, Vice President of Public Relations, Parliamentarian, Vice President of Spiritual Life,
Vice President of Service, and Vice President of Intramurals. Various Vice Presidents will utilize a student committee to implement activities, programming, and campus improvement efforts. These committees will be under the authority of the EC.

**The S.G.A. Student Senate**
The purpose of the Student Senate is to work with the EC to facilitate the EC’s representation of the student body. The SS shall be comprised of Representatives who shall be representative of various groups as defined by the EC. The Executive VP will provide leadership to the SS.

**Powers and Duties of S.G.A.**
The Executive Council shall serve as the student governing body, and shall see that the activities of its various committees are coordinated and carried out in accordance with the Student Government Association Constitution.

**Limitations of Powers**
The Executive Council does not have the power to suspend or expel students from the University or from classes. The Executive Council may not make commitments or assume obligations that involve the University financially or otherwise without prior approval from the appropriate University officers.

**Revision of Delegated Powers**
This Grant of Powers is made by the Board of Trustees of the University, and may be revised from time to time by the Administration and the S.G.A. Executive Council jointly, in such a manner, as they deem necessary.

**Student Government Association Facilities**
As WU students and members of the S.G.A., all student activities and offices are open to full-time traditional resident and commuter students alike. Please feel free to contact
Student Life and/or your S.G.A. elected officials who are readily available to serve your needs.

The **SUB (Student Union Building)**...is located in the south lobby of the Rigel Student Center with a number of services for students. Included are a lounge area, snack bar, a stereo system, pool tables, ping pong, table games, vending machines, video games, television, etc. A WU Photo ID is required for equipment use.

**2011-2012 SGA Officers:**
- **President:** Jeremiah Sheneman
- **Executive Vice President:** Karis Gaudet
- **VP of Finance:** Laura Morales
- **VP of Activities:** Kelly Stephens
- **VP of Public Relations:** Mikens St. Louis
- **VP of Spiritual Life:** Javarius Sanders
- **VP of Intramurals:** Jacob Haxstun
- **VP of Service:** Cherry Alston
- **Parliamentarian:** Brittainy Migowski

**STUDENT ACTIVITIES**
The Warner University Activities department is comprised of the Director of Student Activities, Student Government Association (S.G. A.) Vice President for Activities and the Campus Activities Board (C.A.B.).

The Activities department is the hub for co-curricular and extra-curricular programs. It sponsors and executes an array of cultural, educational, social and recreational programs for its student body. Through volunteerism, student organizations and committees, the Activities department provides a learning experience which allows the development of the "whole student."
Campus Recreation and Intramurals
Warner University Intramurals program provides a well-balanced program of intramural activities for both men and women. The purpose of the intramural program is to provide a variety of athletic activities for both male and female students to fulfill both the need for exercise and athletic competition as well as social development. The Vice President of Intramurals works jointly with SGA and the Department of Athletics.

Clubs and Organizations
The University experience is a time of growth and development for students. Participation in campus clubs and organizations can foster the education of the whole person: intellectually, socially, and spiritually. Servanthood, community leadership, philanthropy, and scholarship are but a few of the areas in which the clubs and organizations of the Warner University campus aspire to achieve excellence.

For a complete list of clubs and organizations or for information on how to start a new club or organization, please see the Director of Student Activities in the S.G.A. office.

Commuter Student Services
WU seeks to provide services that respond to the unique needs of commuter/non-resident students. For example:

- The Cafeteria provides food at a retail cost per meal, or with a meal card (at a lower price per meal), or by purchasing a meal plan

- The snack bar in the SUB provides drinks and light food items and other à la carte menu items at retail prices throughout the day
• SGA sponsors Commuter lunches for all commuter students periodically each semester

**Fitness Center**
The Fitness Center is located on the second floor of the Turner Athletic Center and is available to all students. There are four distinct areas with the center. The four areas include: weight machines, free weights, a dance aerobic space, and aerobic machines. The Fitness Center hours are posted in the Turner Athletic Center. Students must present their Warner ID to enter Fitness Center.

**Academic Skills Center**
The Academic Skills Center (ASC) is a peer tutoring and academic counseling/support system. It is located in the Pontious Learning Resource Center. One-on-one or small group tutorial sessions are available to all Warner students. Most of the tutoring provided is in math, writing, reading, Bible and study skills. However, other subject tutoring may be requested.

**Hours of Operation**
Mon.–Thurs. 8 am–9 pm
Friday 8 am–5 pm

**Accommodations for Students with Disabilities**
Warner University, under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), is committed to providing for the needs of enrolled or admitted students who have documented disabilities. It is the policy of the University to make services available for any student, who, through a recent assessment, can document a disability.
Students who request academic accommodations must register with and provide documentation to the Academic Skills Center/Office of Disability Services. To receive accommodations, students must provide each instructor with a copy of the Accommodation Plan prepared by the Coordinator of Disability Services indicating the need and type of accommodation no later than the second week of class or its equivalent. The Office of Disability Services is located in the Academic Skills Center.

**Health and Wellness**
The Warner University Wellness Center is comprised of a Registered Nurse and a licensed Social Worker. The Wellness Center is open approximately 15 hours a week in order for students to stop in or schedule an appointment.

**Counseling Services**
The purpose of the Counseling Center is to provide a safe, non-judgmental atmosphere for students to receive support, information and guidance through flexible, needs-based counseling services. The Center also promotes good mental health through training and consultation to members of the Warner University community.
The Counseling Center provides assessment and short-term counseling for a variety of problems including stress, depression, anxiety, relationships and substance abuse. The counseling is provided by a licensed Social Worker.
The types of counseling provided are:
- Individual Counseling
- Couples Counseling
- Group Counseling

**Counselor Hours of Operation**
Wed. 10 am–4 pm
Contact Information 863-638-7585 (confidential voicemail). All services provided are confidential.

Clinic Services
The purpose of the clinic is to provide the campus community with a medically trained resource person for their health care needs.

Services provided are:
- Evaluate and recommend treatment for minor illness or injury
- Provide emergent medical care
- Recommend treatment and follow up
- Provide education and information

Clinic Contact Information
863-638-7575

Walk-in appointments accepted. After hours, contact a Resident Assistant, Resident Director, or Security.

Since the University does not provide student health insurance, all students are encouraged to have health insurance to cover any incurring medical costs. Students are required to have appropriate medical forms on file in the office of Student Life.

Career Services
The WU Career Services Center, located in the Office of Student Life, seeks to provide guidance for students as they move through the process of career planning. Services offered include:

- Expanded career guidance. Providing students the opportunity to assess strengths and establish realistic, attainable goals
• Enhanced school and career options. Giving students decisive advantages in career fields of their choice by providing assistance with job search preparation
• Monthly electronic newsletters with information regarding job search tips, upcoming events, and information regarding local job opportunities
• Monthly workshops on resume writing, dinner etiquette, mock interviews, dressing for success, GRE exam preparation, and other helpful information
• Networking opportunities through the annual career fair
• Online assessments of personal strengths to assist in career choice

FINANCIAL SERVICES

Academic Requirements
In order to receive financial aid, the student must be making "satisfactory academic progress." The University policy, for purpose of determining eligibility for financial aid, requires a full-time student to earn 24 credit hours during the fall and spring semesters and to maintain a minimum cumulative grade point average (GPA) of 2.00. Failure to meet either of these two requirements will warrant financial aid probation. A student must also remain in good academic standing – not on academic probation – to continue to receive financial aid.

Application Deadline
Students must apply for financial aid each academic year. May 15th is the priority deadline for the processing of financial aid applications and for having filed the FAFSA for the following year. This means that those who file the required forms by May 15 will be the first to receive notice of
their awards and will receive priority when considering grant money.

**Changes in Financial Situation**
If a change in your family's finances has occurred affecting your ability to meet your University expenses, please make an appointment with a Financial Aid Counselor. An adjustment in your award based on the changed financial information may be possible.

**Course Hours**
Most financial aid is awarded on full-time enrollment (a minimum of 12 hours each semester). You may not receive the same amount of financial aid if you reduce the number of credit hours for which you are enrolled. Before dropping classes, check with the Financial Aid Office to find out what changes in your award would occur by such actions.

**Grants, Scholarships and Loans**
There are many grants, scholarships and loans available. Be proactive in pursuit of any available monies. For more detailed financial aid information, schedule an appointment with a financial aid counselor. Please call 863-638-7202 or email.

**Work Study**
Students with identified need may participate in the Federal Work-Study program and work part-time while attending school. Most positions are on campus, but some opportunities may be available at off campus sites. Students are paid at least minimum wage, but may earn more for specialized work. Although all students may seek part-time on-campus employment, students who are eligible for Federal Work Study as part of their financial aid are given priority for available jobs. After eligibility is determined in the
Financial Aid Office, students should then apply for openings in their areas of interest.

**STUDENT ACCOUNTS**
The Student Accounts Office is available to assist students with financial arrangements for university expenses. The Student Accounts Office is located in Rigel Center.

**Special Financial Counseling**
This is available for both new and returning students by appointment in the Student Accounts office.

**Payment Arrangements**
Financial arrangements must be made before attending classes and may be made in the following ways:

1. **Payment in Full** - Payments for University expenses are due at the beginning of each semester in the Student Accounts Office. Payment made be made by cash or checks (US currency only), American Express, Visa/master Card or Discover Card, along with already confirmed financial assistance to pay the balance due.

2. **Deferred Payment Plan** - Before registration, a deferred payment plan may be arranged between the student and/or family) and the Student Accounts Director. Payment for any balance due after application of financial aid is divided into four payments per semester. A finance charge of 1/5% per month on the unpaid balance will be charged.

For more detailed information regarding financial services and Student Accounts, please see the University catalog.
Dining Services
Warner University Dining Services provides friendly service and a variety of meal options for students. Students living on-campus are required to be on the meal plan. Students can choose the 19 meal plan or the 14 meal plan (meals per week). The Alumni Dining Hall is a full-service dining room that includes freshly prepared entrees, a garden-fresh salad bar, a sandwich deli, and an assortment of fruits, desserts and beverages.

Students with special dietary needs are encouraged to contact the Dean of Students and the Food Service Manager to discuss those needs.

Students do not have to pay cash for their meals. Instead they purchase one of the meal plans at the beginning of the semester. Student’s WU ID cards also serve as their meal card, which keeps track of how many meals they have left each week. Students are required to present their ID card every time they enter the dining hall.

There are also meal tickets available for purchase in the Cashiers Office for Commuter students, friends, and family members.

Chapel and Spiritual Life
Within the mission and values of Warner University is the desire to promote Christian character and faith. By choosing Warner to prepare for your vocation it is our privilege to walk alongside you, not only in your intellectual pursuits, but in your faith journey and spiritual development as well.

According to faith development theory, the University years are a transition period where you will move from what some have called a “faith learned” to a “faith owned.” This doesn’t happen automatically, but requires attention and
intention on your part. Spiritual Life Programming is intended to assist you in this journey however it will be up to you to choose to grow in your faith while here at Warner.

We are a diverse community, therefore, you will experience roommates, classmates, professors, staff, etc., who come from different backgrounds and who are at different stages of development. Let this diversity enrich you as we learn from one another how to better understand and live out our faith.

Chapel
Chapel is an integral part of the Warner University community and meets every Tuesday and Thursday at the South Lake Wales Church of God. It is an appointed time for the campus community to gather for worship, challenge, enrichment, and fellowship opportunities.

Chapel Purpose Statement...
As a Christian University, Warner is committed to providing bi-weekly Chapel experiences with the purpose of:

1. Celebrating and enhancing community
2. Presenting the claims of the Gospel of Jesus Christ as recorded in Holy Scripture
3. Inspiring worship and praise in order to glorify God
4. Promoting faith development and Christian maturity
5. Examining current issues from a Christian perspective and worldview

Chapel Attendance
Attendance at Chapel services is required and an integral part of a student’s experience at Warner.

Students will receive a Chapel attendance card upon arrival. Those arriving 15 minutes late or later will receive no card and will be counted as absent. Students are allowed
up to 6 absences from Chapel each semester. These include sick days, personal and family emergencies, and any school related activities.

**Chapel Etiquette**
As we gather together in chapel twice each week as a community, it is important to observe certain behaviors in order to insure an orderly service so that we might engage in a worshipful experience.

The following is not an exhaustive list, but these are important concepts for the proper functioning of chapel.

**Reverence**
First and foremost, we are gathered together to worship the Sovereign God of the Universe! It is important to remember this and maintain honor and respect for the One we worship in all that we do.

**Respect**
Since we come from varied backgrounds, it is important to show respect for those who are leading, even if we might have other worship preferences. This means that we respond to the leader’s promptings, such as standing to worship, being quiet to pray, etc. This also means not talking with our neighbors during singing and when the speaker is speaking, as well as refraining from text messaging, talking on the phone, or listening to headphones. Also, please refrain from getting up to go to the restroom while the speaker is addressing the audience. If it becomes necessary then please wait in the back until the speaker is finished.
Attention
In order to receive anything from worship, we must give our full attention to the experience. Chapel is not a place to do homework and it is definitely not a place to “catch some zzzzz’s”. Please sit up and pay attention to the message God has for us individually and as a community!

Proper Attire
Out of reverence for God and respect for one another, students must dress appropriately for chapel. Provocative dress has no place on campus, much less in chapel! Short shorts, skirts or dresses, revealing tops, etc., are inappropriate for chapel. Athletic wear is unacceptable and hats are to be removed upon entering the chapel.

No Food or Drinks
Out of reverence and respect please discard all food and drinks before entering the chapel.

Chapel as a Graded Course
Students will receive a grade for Chapel attendance in the form of a Pass or Fail (P/F). A grade of “F” will be issued to students who finish the semester with an excess of Chapel absences. Students with an “F” will be placed on Chapel probation and will not be allowed to register for classes until satisfactory arrangements are made with the Vice President for Student Life.
Chapel Exemptions
In order for a student to be considered for a Chapel exemption, he/she must submit a Chapel Exemption Form which is found in the Student Life office. This form requires signatures from the student, Department Chair/Dean of the School, coach (if applicable), and Student Life for approval.

The following guidelines are used for Chapel exemptions:
- A student living off campus and not having classes immediately before and/or after Chapel may appeal for an exemption
- Students that have an internship that requires the student to be off campus. This requires verification from the Department or Dean of the School
- Students that have a practicum may have a provision made on an individual basis and can only miss one chapel per week
- Parents with small children at home may appeal for an exemption
- Other exemptions may be granted under extraordinary circumstances

It is important to note that Chapel is on the student class schedule because it is required and is valued at a high level. Just as a student would not schedule a job through a class on the schedule, a job scheduled through chapel will not be recognized as an exemption. Exemptions are issued on a semester by semester basis and must be reapplied for each semester.

Chapel Absence and Disciplinary Action
Students are allowed up to 6 absences from Chapel each semester. These include sick days, personal and family emergencies, and any school related activities.
Students are considered in good standing with regard to Chapel if they have not exceeded 6 Chapel absences during the semester. Students will know at mid-term of each semester what the chapel standing is at that time.

Students exceeding the allowed number of absences will no longer be in good standing and will be subject to Chapel Probation which carries the following disciplinary actions:

- Restriction from representing the University in such activities as athletics, intramurals, study abroad, service clubs, and campus sponsored trips, etc.
- Forfeiture of institutionally funded scholarships (including Warner work study)
- Restrictions from continuous enrollment until suitable arrangements are made

Students who persist in their disregard for Chapel attendance will be subject to immediate suspension.

A student that is not in good standing may be given an opportunity to make up the excessive absences with two (2) hours of approved community service for each miss exceeding the 6. Arrangements for this option must be made with the Student Life Office. The Student Life Office reserves the right to determine which community service locations are approved.

**Spiritual Life Week**

During each fall and spring semesters, a Spiritual Life Week is planned to challenge students and the Warner Community above and beyond our regular chapel experiences. Visiting speakers interact with the students not only in chapel, but also in various settings throughout the event.
**Bible Studies and Prayer Groups**
Small group Bible studies and prayer sessions, encouraged and/or facilitated by Resident Directors, Resident Assistants, and other student leaders, are significant parts of campus life.

**On-Going Spiritual Life Programming**
Students are encouraged to take responsibility for their own growth and development by being involved in various on-going opportunities sponsored by the Spiritual Life Committee of the Student Government Association (S.G.A.).

**Drug and Alcohol Policy and Procedures**
*It is the policy of Warner University that all students are subject to drug tests if the administration has a reasonable suspicion that such a test is warranted.* As a condition of enrollment, each student consents to random drug testing to be done at the direction of the university. *If a student refuses to participate in a random drug test such refusal could be a reason for immediate dismissal from the university.*

Warner University’s goal is to achieve compliance with our alcohol policy by responding to students who violate the policy in a restorative and redemptive manner. Students in violation of the alcohol policy are subject to the maximum sanction of dismissal or lesser sanction as outlined below. Students, who violate the policy by possessing or consuming alcohol, or being present where other students are in possession of or consume alcohol, may expect the following consequences:

**Consequences for Alcohol Policy Violation**

**First Offense**
- Disciplinary Action
- A $50 fine
• Required meeting with the Dean of Students or his/her Student Life designee
• Educational assignment

Second Offense
• Disciplinary Action
• Assessment/treatment by a Warner University approved certified Substance Abuse Professional
• Any financial cost associated with the assessment is the responsibility of the student

Third Offense
• Student may be dismissed from the University for a period of at least one full semester
• Student may be placed on social probation for a minimum of one full semester

Consequences for Tobacco Policy Violation
First Offense
• Written warning
• Educational assignment

Second Offense
• A $50 Fine
• Accountability relationship with a Student Life approved individual

Third Offense
• A $75 Fine
• Community Service (minimum of 15 hours)
• Final written warning

Consequences for Drug Policy Violation
First Offense (may include any or a combination of any of the following)
• Assessment/treatment by a Warner University approved certified Substance Abuse Professional
• Educational assignment
• Accountability agreement
• Social Probation for minimum of one full semester
• Dismissal from the University for an indefinite period of time

**Procedures**

• If you find that someone is intoxicated, call an RD or RA immediately
• If they are unconscious, call 911, and then call Security and an RD or RA
• If you find alcohol, tobacco or drugs in the room call an RD or RA

*For a listing of the State of Florida statutes regarding alcohol and drugs, please contact the Office of Student Life.*

**Residence Hall Policies**

Residential living is a Christian community experience on the campus of Warner University and can be one of the more rewarding and important facets of a University education. It is more than just a housing arrangement! An integral part of the personal growth and development of on-campus students can come through living-learning experiences at Warner University. Students are exposed to a variety of persons and shared experiences enhanced by planned residence hall programs and services such as: academic and personal advising, social activities, intramural sports, Bible studies, and other group activities.

All resident students will be given a copy of the *Residential Living Guide*, a Student Life publication, designed to provide more specific information relative to life on the Warner University campus. Additional copies are available in the Student Life Office.

**General Housing Policies**

Warner University has an on campus housing requirement for all unmarried full time undergraduate students. Exceptions to the on-campus housing requirement are as follows:
• The student is 23 years of age
• The student is a 5th year senior (defined as already having completed 8 full time semesters as a college student)
• The student is employed and housing is provided as part of the compensation package.
• Living with a parent less than 50 miles from Warner University
• The student has a child living with them

If a student wishes to apply to live off campus, he/she must complete an off-campus housing application and provide the required accompanying documentation, which will be reviewed by a committee. For the off campus request to be reviewed, the parent/guardian must provide a notarized letter detailing the off campus arrangements.

Questions about University housing should be addressed to the Director of Residential Life or the Dean of Students. Students who do not abide by the Warner University Housing Policy will be subject to disciplinary actions.

Other General Policies
A detailed Residential Living Guide is available. Selected from that publication are some general policies applicable to any resident or non-resident student, guest, or visitor. They are as follows:

Alcohol, Drug, and Tobacco Free Environment
Warner University is an alcohol, drug and tobacco free institution. This mandates that there is to be no usage, possession or distribution of drugs, alcohol or tobacco
products. Paraphernalia and/or containers of any of the above will be considered evidence of use. Individuals who violate this policy will be subject to disciplinary action.

Curfew
At WU, we have self-regulating hours. We encourage students to be responsible in their choices and come in at a reasonable hour. When the residence hall staff becomes aware that a student is not making positive choices in this area, a staff member will talk with the student. The residence halls are locked 24 hours a day, seven days a week with room key access only. There is also a required check-out process if a student is not planning to be in the residence hall overnight on a particular occasion.

Guests
Guests may stay overnight with the advanced approval of the Resident Director under the following conditions:

- Request form completed and submitted prior to 8:00 p.m.
- All roommates agree
- The person making the request is not under academic or disciplinary probation (including Chapel)
- Arrangements have been made in advance with the RA or RD
- The guest must be at least 12 years of age and the same gender as the student making the request

There may be a $5 charge for nonresident guests who remain overnight. A minimum charge of $25 may be assessed for unauthorized overnight guests and/or requests made after 8:00 p.m. Any charges are to be paid to the Resident Director in advance, accompanied by the completed form.
Guests are subject to all University regulations. Any violation of the WU Lifestyle Commitment could result in disciplinary action against the host. The presence of unauthorized guests could also result in disciplinary action.

**Illegal Entry**
Any student who illegally enters another student’s room and/or other WU buildings will face University disciplinary action and possible criminal arrest.

**Lobbies and Lounges**
Lobbies and lounges are for the use of all residents and should not be monopolized by small groups who make the atmosphere undesirable with loud noise and/or inappropriate behavior. These common areas are to be used primarily for relaxing, socializing and entertaining visitors and friends. Cutting hair and other activities that could cause damage to furniture and carpets are prohibited. VCRs and DVDs may be connected to lounge television sets with the approval of the RD. Lobby hours are posted in each residence hall.

**Open House**
WU residence halls are not co-ed. There are open house hours most days throughout the week and weekend. Specific hours and guidelines will be communicated and posted in the residence halls. Only during these posted times may students of the opposite sex be present in the residence halls, beyond the lobby.

**Courtesy Hours**
There will be specific hours of the day (typically later evening hours) that will be posted as a time in which the residence halls should remain quiet for studying and sleeping. It is important no matter what time of day, to be considerate of others living on the hall.
Telephones/Cable
Cable service is provided in each room. Each room has a phone jack, but students need to provide their own telephones. A phone for local calls is located in each residence hall lobby. In addition, a “direct connect” phone is located in each residence hall lobby in order to reach the Security department at any time. On a regular phone, to make on-campus calls, dial the four-digit extension; for local off-campus calls, dial “9” followed by the telephone number; for long distance calls, students must call “collect” or use a calling card. Misuse of telephone or cable services will warrant disciplinary action.

Student’s Rights and Responsibilities
A WU student possesses the privileges, responsibilities and rights of several citizenships, to include those of state, federal and municipal governments.

Within the mission, purpose, and values of Warner University, each individual has the right to engage in various physical, educational, social, and spiritual pursuits that are a necessary part of University life. However, those rights carry with them a reciprocal responsibility to ensure those same rights for all members of the community.

The following lifestyle guidelines and values and the Lifestyle Covenant identify the expectations for living in community while seeking to fulfill the mission of Warner University. While not all will be in agreement with certain expectations, they are necessary to ensure orderly community life. When individuals join the Warner community, they freely and willingly choose to take upon themselves the responsibilities and expectations outlined in the following guidelines and covenant.
The University expectations are not intended to measure spirituality or to promote legalism, but rather to promote the well-being of the entire community.

**Life-Style Values and Guidelines**

Certain behaviors are expressly prohibited in the Scripture and therefore are to be avoided by all members of the community. These behaviors include:

- Dishonesty (academic or otherwise)
- Drunkenness
- Inappropriate and immodest dress
- Lying or committing fraud on any level
- Moral impropriety (premarital sex, extramarital sex, homosexual activities, any form of deviant sexual behavior or cohabitation)
- Occult and/or idolatrous practices
- Profanity (cursing, swearing, abusive speech)
- Stealing
- Vulgarity (crude or inappropriate language, music)

While not explicitly mentioned in Scripture, Warner University believes the following represent violations of biblical principles and are unacceptable:

- Abortion
- Gambling
- Pornography

In addition to the biblical expectations mentioned above, members of the University community voluntarily commit to abide by the following standards of behavior. These standards are not set forth as an index of Christian spirituality, but rather as **expectations** of the University community.

1. **Alcohol/Tobacco/Drug** – Warner University is an alcohol, tobacco, and drug free institution.
Recognizing that the use of tobacco is injurious to one’s physical health, members of the campus community will not possess, use or distribute tobacco in any form. Also recognizing the potential risk to one’s physical and psychological well-being in the use of alcoholic beverages, as well as the significant and negative impact on the campus community, WU community members will refrain from the use of alcoholic beverages. In addition, alcoholic beverages are not served at any University functions or programs on or off campus. The possession, use, or distribution of illegal substances is also strictly prohibited.

No advertising items such as posters, containers, or clothing, are to be openly displayed. Containers of alcohol, tobacco or drugs found in rooms, automobiles, etc. will be considered a violation of university policy. To obtain the complete policy of Warner University on Alcohol, tobacco and drugs, please contact the Office of Student Life.

2. **Campus Attire** – Members of the University community are expected to maintain a standard of dress that ensures neatness, cleanliness, and appropriateness of attire. Excesses, which tend toward immodesty, indiscretion, or indecency, are not appropriate.

3. **Chapel** – Corporate worship, fellowship, and instruction are necessary essentials for Christian growth and harmonious community life. Chapel services are held at 11:00 a.m. each Tuesday and Thursday. Attendance is required of all full time students.

4. **Dancing** – In keeping with the tradition of many evangelical institutions dancing is not permitted on campus.
5. **Dating Behaviors** – Conduct in relationships should reflect honesty, respect, responsibility and good taste both in public and in private.

6. **Discrimination** – Each individual is to be regarded as a person of worth and dignity and members of the community are to be sensitive to his or her special needs. Therefore, discrimination against others based on race, national origin, gender, or disability is not acceptable in any form.

7. **Harassment/Sexual Misconduct Policy** – Harassment of any kind is unacceptable at Warner University. Sexual misconduct and sexual harassment in any form will not be tolerated and will be dealt with promptly. The University reserves the right to suspend or dismiss any student who violates this policy. The full text of the policy with complaint procedures is on file in the Student Life Office.

8. **Hazing** – Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Warner University holds an anti-hazing policy and any student (or group of students) who violates this policy will be subject to disciplinary action. Neither will any kind of demeaning gesture, threat of violence, verbal or physical attack directed toward another person be tolerated.

9. **Vandalism** – Respect for personal, institutional and public property is fostered and community members are expected to care for the property of others with the same kind of care they would give their own. Vandalism or damage to property is not permitted.

10. **Concern for Others** – Members of the community are not only committed to abide by the standards of the University as outlined in the Student Handbook and the University Catalog, but are also expected to contribute to the growth and maturity of others. Members are expected to discipline their own actions by adhering to
the principle of consideration of others before themselves.

You shall love the Lord your God with all your heart, and with all your soul, and with all your mind... And... you shall love your neighbor as yourself. - Matthew 22: 37-40

**Lifestyle Covenant**

Warner University strives to create and promote an atmosphere consistent with the Christian faith, which encourages the student to develop his/her fullest potential in and out of the classroom. The WU community adheres to certain guidelines for behavior based on biblical principles of healthy living that are designed to promote the welfare of the entire community. We recognize that there are varied faith backgrounds, denominational affiliations, and personal values among the WU community. However, Warner University is distinctly Christian in mission and values and holds to certain biblical principles. Therefore, as a member of the WU community, it is expected that all students will respect and live within those principles.

As a Warner University student, I will...

- Honor God through earnest pursuit of academic scholarship and honesty
- Refrain from sexual immorality (premarital sex, extramarital sex, homosexual activities, any form of deviant sexual behavior or cohabitation)
- Demonstrate concern and respect for the rights of others
- Show discretion regarding entertainment
- Refrain from the use of alcohol, tobacco, and illegal drugs
- Respect the property of other individuals and the University
As a student at Warner University, I understand and accept the Christian life-style Covenant as set forth above. I commit myself freely and faithfully to uphold the ideals of Warner University and personally to abide by the guidelines in the Student Handbook. I further understand that violation of this Covenant makes me subject to discipline by the university community.

**Student Grievances**
A directory of appropriate personnel and phone numbers to contact for a variety of concerns or questions is provided to students. For example, if there is a concern or complaint about the Residence Halls, the office and contact number are listed for that concern. For concerns about finances, the department and contact number is listed. Students begin in the office where the concern originates. If the concern can be resolved at that level it is. If it can’t, it goes to the Department Director, then through the administrative channels until a resolution is determined. At times, it is necessary to involve more than one department or supervisor in order to resolve the situation.

Warner University takes seriously all allegations, especially those of sexual harassment. Students are encouraged to report, in a timely manner, any conduct that is considered sexually harassing. Complaints of this nature should be reported to the Dean of Students for review. Grievances involving a faculty and/or staff member will be referred to the Office of Human Resources for review.

Faculty and staff will have up to sixty days following an incident to file a complaint with the Office of Human Resources. Students will have up to ten months to file a complaint. In special circumstances time limits may be waived with mutual agreement of campus representatives.
Civic Responsibilities
Members of the community are expected to be contributing members of both the local and campus community by being responsible citizens. In addition to obeying the local, state, and federal laws, members are expected to adhere to the following:

1. During registration for classes, the Student Life Office will issue to each student an identification card (ID), to be validated each semester thereafter. The student should carry this card at all times and be ready to present it to any University official who asks to see it. A student will be asked to present the ID card at the following times:
   - To eat in the Cafeteria
   - To attend University-sponsored events/campus activities
   - To check out LRC materials
   - To use SUB and Fitness Center facilities
   - To identify yourself to Security or University Personnel
   - To receive treatment in Health Services
   - To use computer lab

   A lost ID should be reported to the Student Life Office and a new one secured for a $10 fee.

2. Vehicles – To ensure the safety and security of the campus community, specific rules and regulations have been established and students will be held accountable for proper use of vehicles. All vehicles must be registered and the assigned tag displayed on the vehicle as instructed. (For more specifics see Safety and Security section)
3. **Fire Procedures and Policies** – All members of the community are to adhere to the following procedures in case of fire or fire drills (conducted as required by law).
   - When the alarm sounds leave the building immediately!
   - If possible, close your room door, but do not lock
   - Evacuate in a neat and orderly fashion
   - Clear the building by at least 75 feet
   - Re-enter buildings only after it is cleared by the fire department or Security officials
   - Use fire equipment only in case of emergency
   - Do not interfere with firemen, fire trucks, or other fire equipment

Anyone not leaving a building during a fire drill is subject to disciplinary action. Incidents, such as tampering with fire alarms, firefighting equipment, smoke detectors, or creating unsafe environments (e.g., open flames), will not be tolerated and will result in **Immediate Disciplinary Action and Possible Dismissal** from the University.

4. **Fireworks, Firearms, and Weapons** – (including any incendiary devices, pellet guns, BB guns, etc) are not to be brought to campus. They are not to be in the residence halls or kept in cars at any time or for any reason. Weapons for hunting, etc. must be stored off campus. Any deviation in this policy could result in immediate dismissal from the University.

5. **Illegal Entry** – Individuals are not to enter or occupy facilities, possess or duplicate keys for facilities without proper authorization. All campus facilities are checked and secured by Security personnel throughout the day on a regular basis. Security personnel will continue to check all campus facilities throughout the night as well. Any
irregularities or suspicious actions will be investigated, dealt with (if necessary), and reported to the Dean of Students for appropriate follow up.

6. **Posting of Signs & Notices** – All postings must be approved and stamped by the Student Life Office. Unapproved postings will be removed and discarded. Guidelines are as follows:
   - Signs and notices are to be posted only on surfaces specifically designated for this purpose.
   - Glass surfaces such as doors and windows are not to be used for posting signs and notices.
   - Painted and wood-paneled surfaces may be used provided the appropriate authority has granted permission as follows:
     - Rigel Student Center – Student Life or Enrollment Management Office
     - Pontious LRC – Director or Assistant Director
     - Turner Athletic Center – Athletic Director
     - Residence Halls-Resident Director
   - All improperly posted notices and signs will be removed and discarded.
   - Sidewalk chalk should only be used on uncovered walkways that can be reached by rainfall. No chalk should be used on covered surfaces and breezeways. Writing on campus sculptures, artwork, fountains, etc. is not permitted. The Student Life Office should approve the use of sidewalk chalk.

7. **University Representation** – To properly exemplify the ideals of Warner University, students selected to represent the University in public functions (athletic,
drama, forensics, music, etc) must be regularly enrolled students who meet the following requirements:

- Maintain enrollment in 12 semester hours or more during the semester(s) of representation, unless a graduating senior in the final semester or by special permission of the administration.
- Be in good academic standing with the Academic Dean’s Office.
- Be admitted to a major field of study when 80 or more semester hours are earned.
- Be in good social standing with the Student Life Office.
- Be in good standing for Chapel Attendance.
- Meet whatever additional qualifications an administrative or academic department may require of students serving under its jurisdiction.

Representing the university is defined as actual participation in an activity that is promoting the institution in public functions. The student might be allowed to attend practice and public events and/or assist with the production of a group’s activities as seen to be appropriate by the institutional and program administrators.

8. **Facebook, MySpace, etc.** – Though the University is aware that some students communicate with each other in blogs, Facebook, MySpace and other Internet services, the University does not monitor these communications and is not responsible for the contents of them. While the Student Life Office does not specifically seek incidents of policy violations on Facebook, MySpace or any of the aforementioned means of student communications, we will address any incidents brought to our attention whether through Facebook, MySpace or other means.
**Student Discipline**

Warner University is committed to a community life characterized by both redemption and discipline. While these two concepts may seem contradictory to some, we believe they go hand-in-hand to achieve mature and responsible growth in individuals. The purpose of discipline in the life of a Christian is to develop a consistent walk with Jesus Christ that ultimately draws others toward a relationship with Him as well. Consequently, a Christian community must be one governed by love and a commitment to see Christ dwell richly in the lives of each member of the community. Each individual should be self-disciplined in such a way that he or she lives in harmony with the community. Attitudes, words and actions should be an expression of the Purpose, Mission, and Lifestyle Covenant as set forth within the University community.

**Biblical Principles of Discipline**

Individuals should encourage fellow members to uphold the purpose and mission, and to live according to their commitment to the WU Lifestyle. In an event a fellow member is in violation of the purposes and regulations, one or more of the following procedures may apply:

Individuals should confront one another privately in love and gentleness with a goal of restoring him or her to a right relationship within the community (Matthew 18: 15-17; Ephesians 4: 15; Galatians 6:1-2).

Should the offender fail to take appropriate steps to correct the apparent misconduct, the friend then takes others recognizing the violation to talk to the offender. In the event, the offender still refuses to rectify the action, the friend, with the offender’s knowledge, then reports the action to an appropriate authority. This could be the
RA or RD for those living on campus and the Dean of Students for others.

**Informal Discipline**
Informal discipline is intended to produce restoration and reconciliation within the community. All members of the community should strive to nurture one another through informal discipline motivated by a heart of love.

Students are encouraged to be accountable and responsible for their actions. Students who, before any administrative knowledge of an indiscretion, come to the Dean of Students for help and/or forgiveness will receive help and/or forgiveness as deemed appropriate by the administrator. This "growth initiative" will require the individual to forsake the activity, which has created the rift, and take the necessary steps to be reconciled to the community. The steps necessary for restoration are to be determined by the Dean of Students.

**Formal Discipline Process**
We as a University seek to provide a fair process for all students enrolled in our institution. The Resident Director or Resident Assistants will handle minor infractions, such as dress policy, violation of in-hours, trash in the halls, noise-level violations, etc. The Resident Director may also handle cases in which the student offers an admission of guilt and waives his/her rights included in the discipline process. All other community violations which will not result in dismissal and are not determined to be personal or sensitive in nature will be processed by the Student Life Discipline Committee. Parents, friends, or legal representatives are not allowed to attend any student discipline meeting.

**Student Life Discipline Committee**
The Student Life Discipline Committee (SLDC) is comprised of a combination of the following: The Director of Residential
Life, The Director of Student Activities, one Resident Director (on a rotating basis), 2-3 student representatives, and a faculty member.

**Sanctions**
The SLDC will determine from one or more of the following, the appropriate sanctions based on the specific offense and surrounding circumstances. This is considered to be a part of the redemption and reconciliation process. It is our intention to draw one back into the community with the least amount of disruption within the community. These more formal disciplinary measures will be applied in a consistent and fair manner and will include interaction between the individual and the University.

1. **Reprimand** – A documented official warning that continuation or repetition of an inappropriate behavior will result in a more severe sanction.
2. **Restitution** – A requirement to reimburse or otherwise compensate another for damage or loss of property resulting from misconduct.
3. **Fines** – May also be levied for community offenses. The range of fines is $5-100 (plus restitution, if applicable). Fines may be paid by cash, check, debit, or credit or may be charged to the Student account if there is a credit balance on the account.
4. **Loss of Privileges** – A student may lose privileges for a specified period of time. This action is related to privileges such as residence hall restrictions, University representation, use of facilities, etc. The appropriate staff will monitor students who lose privileges and any violation during that specified time will result in further disciplinary action.
5. **Counseling** – In some cases, counseling may be required with the on-campus counselor or an approved off campus counseling professional. Any financial obligation
associated with this sanction is the responsibility of the student.

6. **Loss of Scholarship** – A student could lose scholarship monies and/or awards for violation of commitments (lifestyle, housing, etc).

7. **Campus Restitution** – A student may be directed to complete a specified service, task, or number of service hours for the University or civic community. The details will be determined at time of violation.

8. **Disciplinary Probation** – A disciplinary status permitting the student to remain in school under specific terms designated by the Dean of Students. A student on disciplinary probation may not represent the University in any manner (athletics, music groups, etc), hold any class, club, student body office, or receive any awards or recognition.

9. **Suspension** – An action that separates the student from the University for a specified period of time. During the suspension period, a student must have permission from the Dean of Students to visit the campus. Suspended students on campus without permission will be subject to further disciplinary action.

10. **Disciplinary Dismissal** – An action by the Dean of Students that separates a student from the University for an indefinite period. The conditions for readmission (if any) will be stated in the order of expulsion. A student who has been dismissed must leave the campus within 24 hours after notice of termination is received unless approved arrangements have been made with the Dean of Students.

11. **Summary Dismissal** – Warner University reserves the right to summarily dismiss any student who is engaging in or has engaged in activity that is causing immediate harm to the University community. A student summarily dismissed shall leave the campus immediately. The
President of the University or the President's designee shall make all decisions regarding summary dismissal.

**Appeals Process**
Every student has the right to apply for one appeal. All appeals must be made within 24 hours of receipt of a decision. The application for an appeal must be in written form and include an explanation for the basis of the appeal. A student who has been summarily dismissed may appeal in written form to the President of the University.

The University reserves the right to refer any discipline situation directly to the Dean of Students when deemed necessary. The Dean of Students serves as the Appeal Officer in cases originating with the SLDC. In cases which the Dean of Students is the originating discipline officer, the President of the University will serve as the Appeals officer. The decision by the respective Appeals officer is final.

**Campus Safety and Security Services**
A Security officer can be reached 24 hours a day, 7 days a week at 7232 from any campus extension or (863) 638-7232 from any telephone.

**Parking**
All vehicles are to be parked in the spaces and/or areas assigned. Vehicles parked in unauthorized areas, parked improperly or without a current parking permit (registration sticker or tag) may warrant disciplinary action and/or fines.

**Vehicles**
In order to assure safety and security for all, some specific rules and regulations accompany the use of vehicles on campus. They are as follows:
1. Every student operating a vehicle must have the state required liability insurance.
2. All motor vehicles must be registered with Campus Safety and Security during the first week of school, or within one week of securing a vehicle. A University parking permit is properly displayed when attached to the lower left corner of the rear window. If a student secures another vehicle or if their permit is lost or stolen, the vehicle must be re-registered.
3. Speed is not to exceed 15 mph on campus.
4. Parking lots are not to be used for major vehicle repair without the permission of the Dean of Students and/or Maintenance Supervisor.
5. Inoperable vehicles must be registered with Campus Safety and Security and be parked in an out-of-the-way parking area. They must be removed from the campus parking lot within two weeks of the end of the academic year or the last term of part-time/full-time attendance of the owner.
6. Designated Fire Lanes around buildings must not be occupied or blocked at any time.
7. Warner University is not responsible for vandalism or theft of student vehicles.

For further information regarding campus safety, please stop by Student Life or go to the Security webpage.

**Computer User Code of Conduct**

**Computers**

Computers are available for student use in two major locations:

- **The Rigel Student Center (RSC) Computer Lab**
  Has thirty computers available for students to use for academic work. Lab hours are posted each semester. Food and drink is prohibited
• **The Pontious Learning Resource Center (LRC)**
  Has over thirty computers available for general use during open hours. Color printing is available upon request for 20 cents per page

**Computer Use Policies**

**Acceptable Use**
Computers and network resources are to be used primarily for academic study, but may be used to facilitate communication among students, staff, faculty, administration, family and friends. All communication and language should reflect the standards and mission of the University.

Only computers designated as primarily student-use computers may be used by students, unless a student is in the position of student-worker for a department. These student-use computers are the RSC lab computers, the library computers in the reference area, Career Center student computers and the career center student computers. You will be able to identify these computers by the desktop message that explains the saving of documents on disks and thumb drives.

**Unacceptable Use**
Examples/Uses (not comprehensive) that would constitute a violation include:

- Reception or display of pornographic images
- Display of images, sounds or text which could create an atmosphere of discomfort or disrespect for others
- Intentional misuse or destruction of computer hardware, software, or data belonging to the University or another
- Libel or slander
- Unauthorized access, or attempting to access, University information, computer records, another’s data or information without proper authorization
• Obtaining, possessing, using, or attempting to use someone’s password without proper authorization
• Sending forged messages under someone else’s name
• Using bulk e-mail for advertising, business, etc.
• Sending abusive or hate e-mail
• Making copies of licensed software without proper authorization
• Sending a crippling number of files across the network, or releasing a virus, worm or other program that damages or harms a computer or the network
• Preventing others from accessing services
• Disrupting or unauthorized monitoring of electronic communications
• Saving personal data files on Warner University Computers not designated as student-use computers (i.e. staff, faculty, student-worker computers)
  o The ITS department will not be held responsible for ensuring the safety of these files in case of upgrading to a new computer or data recovery due to computer failure. If computer performance is hindered by such files, ITS staff will allow you to remove the files yourself by offloading to thumb drive or CD if this can be done within a reasonable amount of time based on the nature of the job being completed. If such files are found to violate Acceptable use policies or the WU Lifestyle Agreement, the files must be turned over to the Student Life Department

Institutional Policy
The Internet is a global information resource that enables the University to provide information beyond the confines of its own collection. The Internet allows users to connect to
outside networks or resources allowing access to ideas, information, and commentary from around the globe. The University Internet access is intended primarily as an information resource; however, it is an unregulated medium. As such, while providing access to a wealth of material, the Internet also enables access to materials that some users may find controversial, offensive, disturbing or illegal. Electronic databases and other technologies as they develop are regulated by outside organizations, not by Warner University.

The University assumes no responsibility for any damages, direct or indirect, arising from its connection to the Internet. The University makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current, or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet. The University will make every effort to ensure the use of the Internet is consistent with its Mission, the WU Life-Style Commitment, and Academic Honesty policies. This policy statement is in compliance with the guidelines established by the service provider contracted for computer and network services with WU.

**E-mail Policy**

Warner currently utilizes Microsoft for hosting student and alumni e-mail. This is often referred to as the “go-dot-warner” e-mail system or the Live@EDU e-mail system. It utilizes the Microsoft Live@edu service. This means that you get a Windows Live ID to use that is assigned by Warner. You can use this Windows Live ID (username and password) to access your student/alumni e-mail account as well as any other service from Microsoft that uses Windows Live IDs.
Student/alumni e-mail addresses are in the format of first.last@go.warner.edu, unless there is a duplication with one that already exists.

What you get: hosted email, calendars, online workspaces, mobile alerts, document sharing, instant messaging, blogs, videoconferencing, mobile access and address books, all accessible on Windows, Mac, Linux and mobile devices. Other services are included with Live@edu:

Using your login for your new email account, you will be able to use all of the Microsoft Live products to help keep you connected and organized with:
Microsoft Office Outlook - 5 GB inbox, 10 MB attachments.
Messenger – Anywhere, instantly.
Mobile – Anytime Access.
SkyDrive – 5GB Online Storage. Private and Shared.
Spaces – Create your own space.
Office Live Workspace – Save, Access and Share Files Online.
Windows Live Writer - Create compelling Blogs.

For a complete and detailed listing of computer use policies, go to: