

Queens University of Charlotte

2015-2016 Student Handbook

NOTE: Much of the information in this handbook applies only to students in the Traditional Undergraduate Program

About Using this PDF Student Handbook:

The navigation panel of Bookmarks on the left side of the screen functions as an interactive table of contents which allows the user to quickly locate sections of interest. Expand and collapse the bookmarks by clicking on the +/- symbols.

If the Bookmarks Panel is not visible, click on the Bookmarks icon on the left to turn it on.

Queens University of Charlotte is committed to the principles and practices of diversity throughout the University community. Women, members of minority groups and individuals with disabilities are encouraged to apply for admission. Queens does not discriminate on the basis of race, color, creed, gender, age, sexual orientation, national and ethnic origin or disability status in the administration of its educational and admissions policies, employment policies, scholarship and loan programs, athletic programs or other University-administered programs.

This handbook was prepared and published by the Department of Student Life in December 2010 and revised August 2011, July 2012, September 2013, September 2014, and subsequently September 2015. Its purpose is to provide a companion tool for the [Honor Code](#) in order that Queens' traditional undergraduates may access the academic and community policies and procedures. In addition, the Queens Student Handbook is designed to be a resource to reference out of classroom experiences and opportunities sponsored by the Department of Student Life, in addition to residential experiences, and time honored Queens' traditions.

The publisher has attempted to present information that, at the time of preparation for printing, most accurately describes the offerings and policies pertaining to Student Life, academic policies and procedures, accommodations for disabled students, and resources available at Queens University of Charlotte, and within the Charlotte Community.

The University reserves the right to alter or change any statement contained herein without prior notice, and while the publisher has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes.

campus directory

Campus Contacts

The University's Switchboard: 704 337-2200 or 800 849-0202

Address: 1900 Selwyn Avenue, Charlotte, North Carolina 28274-0001

Web Site: www.queens.edu

- 704 337-2324 Academic Affairs
- 704 337-2212 Admission-Undergraduate
- 704 337-2256 Alumni Services
- 704 337-2509 Athletics
- 704 337-2306 Campus Police
- 704 337-2372 Campus Services
- 704 688-2740 Cato School of Education Fellows
- 704 688-2849 Center for Student Success
- 704-337-2227 Center for Active Citizenship
- 704 337-2577 Center for Ethics and Religion
- 704 337-2533 Center for International Education Program (John Belk International Programs)
- 704 337-2291 Chaplain
- 704 337-2227 Dean of Students
- 704 337-2508 Disability Services
- 704 337-2320 Diversity and Inclusion
- 704 337-7117 Everett Library
- 704 337-2309 Executive Leadership Institute
- 704 337-2560 Facilities Rentals
- 704 337-2225 Financial Aid
- 704 337-2390 Fitness Center
- 704 337-2220 Health & Wellness Services
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Colleges and Schools

704 337-2292 Blair College of Health
704 337-2580 Cato School of Education
704 337-2463 College of Arts & Sciences
704 337-2397 School of Communication
704 337-2525 McColl School of Business
704 337-2292 Presbyterian School of Nursing

about queens

History of Queens

Queens University of Charlotte is a co-educational comprehensive university that has served Charlotte and the Southeast for over 150 years. The University prides itself on a strong foundation including a Presbyterian heritage, outstanding faculty, innovative curricula, and creative programs.

Founded in 1857 as the Charlotte Female Institute, the University was originally located at College and 9th Streets near the center of the city. From 1891-1896, it was called the Seminary for Girls. Then in 1896, the Seminary merged with the Presbyterian Female College chartered by Concord and Mecklenburg Presbyteries. 1912 unveiled the title of Queens College and celebrated the current day location in Myers Park beginning in 1914.

The cherished motto that is still at the forefront of all we do at Queens, *non ministrari sed ministrare* - "Not to be served, but to serve," was adopted in 1930 when Queens College became related to the Presbyterian Synod of South Carolina. Queens College merged with Chicora College in Columbia, South Carolina, and as a result, adopted their motto.

In the aftermath of World War II, Queens College admitted its first male students in a non-residential status. Later in 1948, a coeducational evening college was established to provide instruction for adults, and was named New College in 1979. New College set the foundation for today's school known as the Hayworth College, undergraduate program for adult learners. In 1987, Queens College became an official coeducational institute and began admitting men into residence.

Queens has been providing graduate education since 1980 when the inaugural graduate program, the Master of Business Administration, admitted its first class. The Master of Education was added in 1983, the Master of Arts in Teaching in 1992, the Master of Science in Nursing in 1998, the Master of Arts in Organizational and Strategic Communication in 1999, the Master of Fine Arts in Creative Writing in 2001, the Master of Science in Organization Development in 2008, and the Master of School Administration in 2009.

Queens' commitment to grow graduate education programs led to its reclassification by the Carnegie Foundation as a "Masters Level University." Queens College achievements earned it the honor of renaming to Queens University of Charlotte on June 1, 2002 with the unanimous approval of the Board of Trustees.

Schools of distinction were added to the original College of Arts and Sciences to provide more specialized education and merit. Beginning in 1993, the McColl School of Business was introduced. The Presbyterian School of Nursing followed in 2004 as a result of a Queens' nursing program acquiring the Presbyterian Hospital's school. At this time, the Associates of Science in Nursing program was added. These additions allowed Queens' campus to expand to include the nursing facility on 5th Street near Presbyterian Hospital.

Ready to educate and equip teachers, the Board of Trustees approved the creation of the Wayland H. Cato, Jr. School of Education in 2007 and added the School of Communication in 2008.

In 2010, the Andrew Blair College of Health was created and has added multiple health related degrees options for Queens students. The final class of the Associate of Science in Nursing program graduated in May 2013. In January 2016, the Presbyterian School of Nursing will return to the main campus and be housed in Knight-Crane Hall. Queens University of Charlotte is dedicated to providing a transforming educational experience to students from all walks of life for more than a century. This tradition of

excellence in education is a commitment that will continue to promote Queens as a leading University in the Southeast while maintaining the commitment to service in the Charlotte community and the world at large.

Queens Today

Queens' main campus is noted for its beauty, as it is nestled among the signature oak trees of historic Myers Park of Charlotte, North Carolina. Georgian buildings warm the campus, five of which were constructed in 1914 when the University moved to its current site. All original structures have undergone extensive renovation and new buildings have been added to complement the landscape. The central location of Queens provides the University's 2600 undergraduate and graduate students with plentiful access to Charlotte's dynamic cultural, social, and entertainment offerings.

Queens University of Charlotte is no longer limited to the main campus. Queens' presence is visible throughout Charlotte with the addition of the state of the art Sports Complex and Conference Center at Marion Diehl Park.

As Queens enters its 158th year of educating students from all over the globe, the University continues to prepare its students for a lifetime of personal and professional achievements, as well as a heart to impact the community and global society through acts of service.

queens honor code

AS A MEMBER OF THE QUEENS COMMUNITY,
I WILL ENDEAVOR TO CREATE A SPIRIT OF INTEGRITY
AND HONOR FOR ITS OWN SAKE AT
QUEENS UNIVERSITY OF CHARLOTTE.

ACADEMIC PLEDGE: I PLEDGE TRUTHFULNESS AND
ABSOLUTE HONESTY IN THE PERFORMANCE ON ALL
ACADEMIC WORK.

COMMUNITY PLEDGE: I PLEDGE TO BE TRUTHFUL AT ALL
TIMES, TO TREAT OTHERS WITH RESPECT, TO RESPECT
THE PROPERTY OF OTHERS AND TO ADHERE
TO UNIVERSITY POLICIES.

ACCEPTING BOTH THE PRIVILEGES AND REPOSIBILITIES
OF LIVING BY THIS CODE OF HONOR, I RESOLVE TO
UPHOLD THIS CODE AND NOT TO TOLERATE ANY
VIOLATIONS OF ITS SPIRIT OR PRINCIPLES.

Queens University of Charlotte is firmly committed to principles of honor and prides itself on the spirit of trust that exists among all of its members. At the very heart of Queens University of Charlotte is the Honor Code.

The Honor Code at Queens University of Charlotte is the keystone of the University's belief that its students should act honorably and responsibly in all aspects of life, both on and off campus. The Honor Code incorporates the high principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature women and men who act responsibly at all times and to promote a community based on the principles of responsible citizenship, mutual trust and respect. The Honor Code is binding on all members of the University community and applies to all phases of life at the University.

An effective Honor Code depends upon each student adhering to the spirit and letter of its principles. It demands accountability on the part of each student for his or her actions. Queens' students are responsible for their personal conduct at all times and shall be subject to review, including possible suspension, for behavior that discredits themselves or the University.

As a commitment to this system of honor, students are asked to sign the Honor Code as part of their application for admission. The Honor Code incorporates two different pledges of student conduct: the academic pledge and the community pledge. In addition, it embodies the individual's commitment to developing a community of honor, including taking action against those who violate the Code.

Violations of the Honor Code

Violations of the policies contained within the Honor Code booklet are handled according to our procedures detailed within the Honor Code Handbook ([click below for link to the Honor Code Handbook](#)).

Judicial Process

Suspected violations of the Honor Code by an undergraduate in the Traditional Undergraduate Program are adjudicated by a student Honor Council, Campus Judicial Board, Community Hearing Board, or Sexual Misconduct Board depending upon the circumstances. Full information on the process is available in the Student Handbook.

Suspected violations of the Honor Code by an undergraduate in the Hayworth School program should be reported to the Dean of Hayworth College, and will be heard by a Hayworth School Hearing Board. A description of the Hayworth Judicial Process is available through the Hayworth School dean.

Click to download a complete copy of [Queens Honor Code Handbook](#).

ferpa/student records

Queens University of Charlotte, in accordance with the Family Educational Rights and Privacy Act of 1974, permits students to inspect their records whenever appropriate and to challenge specific parts of them as necessary. Each enrolled or former student of Queens University of Charlotte has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: Files on individual students are retained for five years after the student leaves the University. Only the Queens transcript is kept indefinitely.)

Public Records (Directory Information)

The following information on individual students is considered directory information by Queens University of Charlotte and is public. Public information may be released or published without student consent. However, it is the policy of Queens to refuse to release information to private firms or mailing lists.

- full name
- addresses (home and local)
- telephone numbers
- email address
- date of birth
- major field of study
- enrollment status (undergraduate or graduate; full-time or part-time)
- class year (senior, junior, etc.)
- degrees, honors, and awards received
- honor society eligibility (non-GPA information)
- participation in officially recognized University activities, student organizations, and sports
- date of graduation
- photographic, video and electronic images of students taken and maintained by the University
- height and weight of student athletes

Directory Hold

Students preferring non-disclosure must inform the Office of the Registrar by completing a Directory Hold form. The student must understand that this request will disallow the release of ANY information unless the health or safety of an individual is involved.

Official Records

Official records are released only with the written permission of the student. Official records include material relating to student status and held by any office of the University intended for the use of the University or available to parties outside the University. Official records do not include the following:

- letters of recommendation for which the student has waived right of access
- public safety records
- medical/clinical counseling records
- financial records of parents
- private records kept by faculty or administrators as memory aids; not intended for transmittal to others

Access to Official Records

In the presence of a University staff member, each enrolled or former student of Queens University of Charlotte has the right to inspect and review official educational records and/or files of the college directly relating to that student. Requests may be required to be submitted in writing and the reason may be requested but not required. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. A copy of a student's transcript and/or other recorded data can be made available to University officials who show legitimate educational needs without written permission of the student.

campus resources

Athletics

Telephone: 704 337-2509

Website: www.queensathletics.com/

As an NCAA Division II affiliate, Queens University of Charlotte seeks highly skilled and competitive student-athletes and offers athletic opportunities in 19 intercollegiate sports. The women's teams compete in basketball, cheerleading, cross country, golf, lacrosse, soccer, softball, swimming, tennis, track and field, volleyball. The men field teams in basketball, cross country, golf, lacrosse, soccer, swimming, tennis, and track and field. Queens' student athletes compete in the South Atlantic Conference, a 12-member NCAA Division II league.

In addition to our NCAA programs, we have added intercollegiate club sports to our department. These clubs include a swim club and a triathlon that will compete for the first time during the 2014-15 season.

Levine Center for Wellness and Recreation

The Levine Center is home to Royals Men's and Women's Basketball, Royals Volleyball, and Royals Men's and Women's Swimming.

Queens Sports Complex at Marion Diehl Park

Royals Soccer and Lacrosse teams play at the Queens Sports Complex at Marion Diehl Park. The complex is the result of a partnership between Queens and Mecklenburg County with plans to expand and develop an existing 65 acres. Currently, the complex is equipped with a state of the art field house, conference center, and fields for soccer and lacrosse. Further improvements will deliver tennis courts, fields, a cross country trail, and a fully developed track and field facility.

Park Road Park, Freedom Park, and McAlpine Park

In addition to our partnership at the Queens Sports Complex at Marion Diehl Park, Park Road Park is home to our Royals Softball practices and games. Currently, Royals Men's and Women's Tennis use Freedom Park tennis courts as their home for practices and matches. Finally, our Royals Cross Country team uses McAlpine Park, a regionally recognized course, as its training and meet facility.

Students are encouraged to support the Royals teams. Admission to all home athletic events is free with a current Queens Student Identification Card. Students are asked to join the Royals Pride Program and earn exclusive Queens gear by attending athletic events.

Campus Police

Telephone: 704 337-2306

Hours: Monday - Sunday 24/7

Emergencies: 704 337-2306

Website: <http://www.queens.edu/Life-on-Campus/Campus-Safety-and-Security.html>

Refer to the Campus Safety and Security section found in this handbook for a complete description of services and safety protocol.

Campus Services

Telephone: 704 337-2201

Hours: Monday - Friday: 7:00 a.m. - 4:00 p.m.

Emergencies: 7:00 a.m. - 4:00 p.m. - Call Campus Services at extension 2201

After Hours: Call Campus Police at extension 2306

Campus Services is responsible for on-campus maintenance and repairs, housekeeping, landscaping, and telecommunications. A detailed listing of services and repair procedures is available under the section entitled "Residence Life."

The Center for Active Citizenship

Location: Morrison Hall 204, second floor

Telephone: 704 337-2596

Website: www.queens.edu/About-Queens/Community-Service/Center-for-Active-Citizenship.html

The Center for Active Citizenship (CAC) strives to empower members of our community; students (traditional aged and nontraditional aged), faculty, staff and alumni to be authentically engaged citizens on campus, off campus, and throughout the world.

The Center for International Education

Location: Everett Library, first floor

Telephone: 704 337-2533

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

Holiday, Break, and Summer Schedules may vary.

Website: <http://www.queens.edu/Academics-and-Schools/Study-Abroad.html> and

<http://queens.abroadoffice.net/index.html>

The Center for Student Success

Location: Dana Hall 014, lower level

Telephone: 704 688-2849

Hours: Monday - Friday: 9:00 a.m. - 5:00 p.m. (minimal tutoring hours are available on Sundays)

The Center for Student Success (The Center) at Queens University of Charlotte welcomes all students! Services at the Center for Student Success are free for all Queens' students. The staff of professional advisors, peer writing consultants, peer tutors, and supplemental instruction leaders and student disability services are here to provide support. Please feel free to stop by Dana Hall 014, or call us at (704) 688-2849.

Services include:

- Academic advising
- Individual and group peer tutoring
- Writing consultation
- Supplemental Instruction
- Academic Workshops
- Student Disability Services-Please refer to the section entitled "[Student Disability Services](#)" for a complete description and detail of service and processes for accommodation

Website: <http://www.queens.edu/Academics-and-Schools/Student-Success/The-Center-for-Student-Success.html>

Dining Services – Chartwells

Location: Trexler Student Center, lower level

Telephone: 704 688-2824

Website: www.dineoncampus.com/queens/

Striving to provide great quality food with taste and variety to meet the needs of our busy students, Chartwells, a division of the Compass Group, provides all dining and catering services on campus. Four dining venues with different atmospheres are provided:

The Coffee House – Starbucks located in the Everett Library

- Starbucks espresso and Fair Trade certified coffee beverages
- premium Tazo teas and blended cold drinks
- fresh pastries and salads

Einstein's Brothers Bagels located in the Student Commons of the Levine Center

- specialty bagels and shmears
- breakfast served all day, along with Lunch Creations, Sweets, and Catering options
- coffee and premium beverage options

The Lion's Den in Morrison, lower level

- campus grill with large screened television and games
- burgers & sandwiches piled high

- appetizers and salads

Young Dining Hall located in the Trexler Student Center

- made-to-order entrées
- all-you-care-to-eat
- healthy choice cuisines
- fresh baked desserts

****A full description of meal plan options is available on the [Chartwell website](#).**

Queens Dining Services is proud to offer you great food at inexpensive prices. We know a student's schedule is crazy, so we have created a menu that is convenient and offers a variety of the foods you like. Of course, this is just the starting point. You are always welcome to choose from the full catering guide, but if you are looking for quick and easy options for the next club meeting, a special celebration or a late night event, this is where you want to be. Check it out. www.dineoncampus.com/queens and click on the Catering link and then choose "In Your Space".

Fitness Center

Location: Levine Center for Wellness and Recreation, 216

Telephone: 704 337-2455

Hours: Monday through Thursday 7:00 a.m. - 11:00 p.m.

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

Saturday 10:00 a.m. - 7:00 p.m.

Sunday 1:00 a.m. - 10:00 p.m.

*Hours are subject to change throughout the year.

**Hours will be different based on the yearly break schedule.

Website: <http://www.queens.edu/Life-on-Campus/Campus-Recreation/The-Levine-Center-for-Wellness-and-Recreation---Student-Life.html>

Health and Wellness Services

Location: Wellesley Avenue next to Barnhardt Hall

Telephone: 704 337-2220

Hours: Monday, Tuesday, Thursday, Friday 9:00 a.m. - 5:00 p.m.

Wednesday 11:00 a.m. – 5:00 p.m.

Holiday, Break, and Summer Schedules may vary.

Website: www.queens.edu/Life-on-Campus/Health-and-Wellness/Health-and-Wellness-Center.html

Information Technology Services

Location: Stultz, 2nd floor

Telephone: 704 337-2323

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

IT Services manages all technology on campus. Among these services are:

Email

After enrolling at Queens, each student receives an “@queens.edu” e-mail account with 50 GB of available storage. To access email, all students login using their Queens email address and password at <https://mail.queens.edu>. To configure an e-mail account on an Apple iOS or Android mobile device, follow the instructions at <https://myqueens.queens.edu/its>

Wireless and Wired Networking

QU-WiFi Wireless Network: Wireless internet access is available in every building on campus. Most devices simply connect to the *QU-WiFi* network, then prompt for the Queens username and password. For information on configuring a specific device to access *QU-WiFi*, follow the instructions at <https://myqueens.queens.edu/its>.

QU-Guests Wireless Network: The University offers free unsecured guest wireless access for campus visitors. To connect to the guest WiFi network, select *QU-Guests* from the list of available connections on your device then enter the required personal information to continue.

QU-Gaming Wireless Network: Gaming consoles can only connect to the *QU-Gaming* network. For more information, please contact the ITS Help Desk at <https://helpdesk.queens.edu>.

Residence Hall Wired Network: In addition to secure WiFi, all residence hall rooms are equipped with wired network ports as well.

Printing, Scanning, and Copying

Students may print from any Queens University of Charlotte computer by selecting “Follow-Me-Printer” from the Print menu. Print jobs are released by swiping the Queens Student ID Card at any of the “Follow-Me” print stations located on campus. Follow-Me accessible printers are located in the Everett Library and the Dickson Computer Lab. Students are provided a free print quota each semester, and additional funds can be added throughout the semester if needed. Students can also print to the Follow-Me-Printers on campus from their personally owned computer by installing a print client application (both Windows and Mac). For more information, see the instructions located at <https://myqueens.queens.edu/its> or contact the ITS Help Desk.

Classroom and Lab Computing

Computer equipped labs and classrooms are available in several locations throughout campus.

Everett Library Commons is an open-use computer areas designed for student research activities. Wired and wireless Internet access is available throughout the library for student use.

Everett Mac Lab and Dana 110 Mac Lab are open for student use except during normally scheduled classes.

Dana 312 PC Lab, Jernigan 214 PC Lab, and Rogers 108 PC Lab are open for student use except during normally scheduled classes.

Technology Help Desk

Technology support is available for all University-owned computers and systems. Support of wired and wireless connectivity is provided to students as a courtesy to ensure access to University resources. Submit support requests at <https://helpdesk.queens.edu>, helpdesk@queens.edu, or 704.337.2323 (M - F 8:00 a.m.- 5:00 p.m.).

Students are responsible for providing support for their personally-owned computer, software, and peripherals.

Additional Information

- Students are eligible for educational discounts on computer hardware and software from several different vendors including Apple, Dell, and others. Details are available on the IT Services site at <https://myqueens.queens.edu/its>.
- All users of Queens electronic resources must abide by the terms of the Queens Acceptable Use Policy, the University Copyright Compliance Guidelines, and all other University policies. These policies are available at <https://myqueens.queens.edu/its>.

Internship and Career Programs

Location: The Everett Library, 1st floor

Telephone: 704 337-2337

Hours: Monday - Friday 9:00 a.m. – noon and 1:00 p.m. – 5:00 p.m.

Website: <http://www.queens.edu/Academics-and-Schools/Internship-and-Career-Programs.html>

Intramural Sports

Location: Levine Center for Wellness and Recreation, 2nd Floor

Telephone: 704 337-2445

Website: www.imleagues.com/QueensUniv

Library: Everett Library

Location: The Residential Quad

Telephone: 704 337-2401

Hours: Monday – Thursday: 7:30 a.m. – 12:00 a.m.

Friday: 7:30 a.m. - 6:00 p.m.

Saturday: 12:00 p.m. - 5:00 p.m.

Sunday: 1:00 p.m. – 12:00 a.m.

Website: <http://library.queens.edu/content.php?pid=256123>

Everett Library provides students a space for study, inspiration, and collaboration. The library offers quiet study and group study areas with Wi-Fi throughout the building. The library houses over 50 campus computers and three multi-function printers. The library maintains a recording studio and a portable digital presentation station. Library resources include access to over 215,000 e-books, 75,000 full text journal titles, 26,000 streaming videos, 42,000 print books, and 1,300 academic and popular videos in house. The library maintains 151 databases for student research and 101 print journals. Access to all of Everett Library's electronic resources is available 24/7 through the library website at: <http://library.queens.edu>. The library staff welcomes you to explore your library and utilize these valuable resources.

Mail / Copy Center

Location: Trexler Student Center, lower level

Telephone: 704 337-2311

Hours: Monday - Friday: 8:30 a.m. - 6:00 p.m.

Mail / Copy Services: The Mail / Copy Center provides daily distribution of mail and postal sending options to Queens students, faculty and staff via regular and express delivery through UPS and the U.S. Postal Service. Students may purchase stamps, color / black and white copies, or send/receive facsimiles. Each residential student is provided with a campus mailbox and mail should be addressed as follows:

Queens University of Charlotte

1900 Selwyn Avenue

MSC # _____

Charlotte, NC 28274

QCards: Queens Student Identification QCards can be obtained through the Mail / Copy Center.

Bus Passes: Students needing public transportation can purchase CATS bus passes in increments of: 10-Ride, Weekly, and Monthly.

Office of Diversity and Inclusion

Location: Morrison Hall 217, second floor

Telephone: 704 337-2320

Website: <http://www.queens.edu/About-Queens/Office-of-Diversity-and-Inclusion.html>

Queens Telephone System

Telephone: 704 337-2201

Hours: Monday: 8:30 a.m. - 6:00 p.m.
Saturday: 9:00 a.m. - 12:00 noon

Dial extension 2201 to report any on-campus telephone problems. All campus phones are accessible by dialing the last four digits of the 10-digit phone number. External calls are placed by dialing 9 + the 10-digit telephone number. Most campus employees have an individual extension with voicemail. Extensions may be found on myQueens Portal at <http://campus.queens.edu/directories/printable1a.asp>.

Registrar's Office

Location: Jernigan Hall 101

Telephone: 704 337-2242

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

Friday: 8:30 a.m.- 3:00 p.m.

Website: www.queens.edu/registrar

ACADEMIC CALENDAR: The Academic Calendar provides the annual schedule of academic dates and deadlines, holidays and breaks. The calendar is posted on the Registrar's Office web pages.

COURSE CATALOG: Located on the Registrar's Office web pages, the University Course Catalog stipulates degree requirements, course descriptions, as well as University policies and guidelines. It is important to become familiar with the catalog and degree requirements in effect when entering the University (catalog of entry).

COURSE & EXAM SCHEDULES & TOPIC COURSE DESCRIPTIONS : Determined in advance to help students plan their academic year. Information is posted on the Registrar's Office web pages.

DEGREE AUDITS: The Registrar's Office is responsible for conducting final degree audits. It is important to remember that the student is ultimately responsible to ensure that his/her degree requirements are completed as outlined in the Queens University of Charlotte Course Catalog. Each student should monitor his or her online degree audit which is available through myAccount.

ENROLLMENT VERIFICATIONS: Often requested by insurance companies and potential employers, students can access their enrollment verification certificates online through myQueens.

GRADES: Final course grades are available online through myAccount.

REGISTRATION & DROP / ADD: The Registrar's Office, in conjunction with the assigned academic advisor, is a student's primary resource for registering for classes. Questions regarding the registration process can be answered by the office staff.

TRANSCRIPT REQUESTS: Academic transcripts are maintained by the Registrar's Office. Students can view and print their unofficial transcripts through myAccount. Official transcripts must be requested online. Complete instructions can be found on the Registrar's Office web page.

Residence Life

Location: Morrison Hall 220, second floor
Telephone: 704 337-2293
Website: www.queens.edu/Life-on-Campus/Living-On-Campus.html

Spiritual Life

Location: Morrison Hall 204, second floor
Telephone: 704 337- 2760 or 704 337-2291
Website: www.queens.edu/Life-on-Campus/Spiritual-Life.html

Student Activities

Location: Morrison Hall 210, second floor
Telephone: 704 337-2264
Website: www.queens.edu/Life-on-Campus/Student-Activities-and-Organizations.html

Student Bookstore

Location: Trexler Student Center
Telephone: 704 337-2413
Hours: Monday - Thursday: 9:00 a.m.- 6:00 p.m.
Friday: 9:00 a.m.- 4:00 p.m.
Saturday: closed
Sunday: closed

Note: Hours may vary when classes are not in session.

Website: www.queensushop.com

The Student Bookstore is a Queens' student's best source for textbooks, school supplies, Queens apparel, novelties, and gift items. The Bookstore stocks required textbooks and class materials (in new or used condition), plus offers a textbook buy back system various times throughout the year. For students' convenience, the bookstore has an active online ordering system (www.queensuniversitycharlotte.bkstr.com) which contains expanded selections of books and merchandise. Digital and rental books are available. Rental books require a rental account which can be established at: www.rent-a-text.com with a valid debit or credit card.

Student Cashier

Location: Student Financial Services window in Jernigan Hall

Telephone: 704 337-2322

Hours: Monday – Wednesday, Friday: 9:00 a.m. -1:00 p.m.

Thursday: 11:00 a.m. - 1:00 p.m.

(Note: Hours are subject to change with Semester and Break Schedules.)

Located on the first floor of Jernigan Hall, the cashier is able to cash checks up to \$60. Queens is within walking distance to three Charlotte banks, therefore students are encouraged to open an account for fund management and easy access. For immediate cash needs, there is an ATM located on the first floor of the Trexler Student Center.

Students should make payments on student accounts through [myQueens](#). This service is the most efficient way to pay and is available 24-hours a day. Currently, American Express, Mastercard, Visa, debit cards and check payments are accepted online via myQueens.

Student Disability Services

Location: Dana, lower level 014 in The Center for Student Success

Telephone: 704 337-2508

Fax: 704 337-2521

Hours: Monday - Friday 9:00 a.m. - 5:00 p.m.

Website: www.queens.edu/Life-on-Campus/Student-Disability-Services.html

Student Financial Services

Location: Jernigan Hall

Telephone: 704 337-2225

Hours: Monday - Wednesday: 8:30 a.m.- 5:00 p.m.

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

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

Website: www.queens.edu/Admissions-and-Financial-Aid/Scholarships-and-Financial-Aid.html

Student Financial Services seeks to help students and families afford an education at Queens by optimizing funding from federal, state and institutional resources. Students are assigned a counselor according to their last name. All are encouraged to adhere to submission deadlines for financial aid in order to optimize the award amount and possibility of work study opportunities.

Students may review their individual financial aid information online at [myfinancialaid](#).

The Office of Student Financial Services is committed to helping students understand financial information. All students are encouraged to sign up at www.saltmoney.org/queens to search for scholarship, receive help regarding student loans, learn how to budget and how to plan for the financial realities of life post-graduation.

Student Life

Location: Morrison Hall, second floor

Telephone: 704 337-2226

Website: www.queens.edu/Life-on-Campus/Dean-of-Students.html

Student Support Team

Telephone: 704 337-2556

Website: www.queens.edu/Life-on-Campus/Student-Support-Team.html

The Student Support Team is composed of a small group of faculty and staff committed to working together in a confidential manner to assist students through challenging times. Student Support Team meets twice a month to staff student concerns and develop a plan of action. The team implements a plan and continues to follow-up with the student in the hope of fostering success at Queens.

The Mission

The Queens University of Charlotte Support Team provides a resource to the University community where faculty, staff, students and parents can direct concerns they may have about a student. These concerns consist but are not limited to the following:

- Attendance concerns
- Academic decline
- Emotional issues
- Behavioral problems

The team does not focus on disciplinary action, but instead advocates for students. Each student is approached respectfully and confidentially. The team is dedicated to make sure that students do not fall through the cracks and that everything possible has been done to assist the student in succeeding at Queens.

How to Make a Referral

The University community is encouraged to inform any member of the team of a student that is in need of support. A referral can be made by completing the online form, contacting any member of the team, or by calling the counselor at the Health and Wellness Center at 704 337-2556. The counselor will contact all referral sources as soon as possible to verify the receipt of the form.

The Writing Center

Location: Dana Hall 014, lower level

Telephone: 704 688-2849

Hours: Monday - Friday: 9:00 a.m. - 5:00 p.m.

Website: <http://www.queens.edu/Academics-and-Schools/Student-Success/The-Center-for-Student-Success/Writing-Center.html>

The writing consultants are specifically trained in the practice and theory of writing as a collaborative experience. The tutors are selected from your peers, so you will work with someone who can understand your experience. They will spend one on one time working with you no matter where you are in the process: from brainstorming and mining for those first ideas, crafting a thesis, organization, tracking grammatical patterns that need improvement and even assistance negotiating citation styles. You can even start before you drafted the first paragraph.

While, we are not an “editing” or “proof reading service”, the writing consultants do help to support YOUR writing process and assist you in finding your voice in communicating to your audience.

Register for appointments at www.queens.mywconline.com

traditions & events

Traditions

Over a hundred and fifty years of traditions bring vitality and delight to current students as they connect us with those who walked before. Familiarity of Queens' traditions allows one to fully appreciate and participate in campus wide celebrations which tend to bring students, faculty and staff together.

Queens Motto

Non ministrari sed ministrare – “Not to be served, but to serve.”

Queens Alma Mater

Composed in 1956 by the class led by Miss Laura Tillet, the hymn is sung to the Moravian hymn, ‘Praise the Lord, Ye Heavens Adore Him.’

Guardian bright, our Alma Mater,
Molder of our hearts and minds,
Light high visions in thy children
And a loyalty that binds.

Living truth is ever ringing
Tune our ears to hear that chime.
Lasting wisdom peace is bringing
Lead us in the way sublime.

Gladly do we lift our voices
Pledging thee our faith and love.
Teach our minds and hearts to follow
God who leads us from above.

Queens, to thee we pledge our spirits.
Ever thine, a loyal band.
Queens, they praises we are singing,
Grateful for thy guiding hand.

Queens Colors Navy and Gold

Events and Celebrations

Baccalaureate

Faculty, staff and families gather for a church service to honor Queens' graduating seniors. It is a time of reflection with words of wisdom for the future, and prayer for their journey which lies ahead.

Boar's Head Banquet and Yule Log Ceremony

Boar's Head is an 84-year old tradition at Queens! Medieval songs, festivities, and food are shared in celebration of the commencement of the winter holiday season. The Queens community gathers to feast

and to be entertained by the Queens University Dance Ensemble, Chamber Singers, and appearances from staff and faculty donned in medieval attire. All carol as the Yule Log is carried to the bonfire in sheer festivity!

Casino Night

Arguably, this is the most popular event of the year! Casino Night is a formal attire event with music, dancing, and casino tables galore! The theme changes yearly, but the tradition does not! *There is a small fee to attend Casino Night.*

Chapel

All members of the Queens community are invited to attend this simple worship service that often features the Gospel Choir, student musicians, speakers from off-campus, and a sharing of joys and concerns. 2015-16 worship service logistics will be announced via QNews since Belk Chapel will undergo construction.

Common Hour

Common Hour is time set aside on Mondays and Wednesdays from 4:00pm-5:00pm that is free of classes to allow students to meet for community gatherings, special programs, or Chapel.

Convocation

The Queens community gathers in Dana Auditorium three times a year. The first two convocations mark the beginning of each term, and the final convocation near the end of the academic year recognizes achievement and excellence.

Fall Convocation marks the traditional beginning of the school year as seniors and faculty members, dressed in full regalia, open the ceremony with a procession into the student and staff filled auditorium. The winner of the Hunter Hamilton Love of Teaching Award at the end of the prior year delivers the keynote address.

Spring Convocation is held at the beginning of the spring term.

Awards Convocation is held in April to highlight student achievements. Honors and awards are presented to students for excellence in academics and service.

Exam Break Breakfast

This late night fueling delivers students' favorite breakfast foods cooked and served by faculty and staff members. It is a grand time in Young Dining Hall that turns out games, prizes, and possibly a guest appearance or two!

Family Weekend

Parents and families are invited to enjoy time with their student as they visit the Queens campus, meet faculty and staff, and get to know other families. Weekend activities include sporting events, information sessions, and special on-campus programming.

Homecoming Week

Students and alumni gather for a weeklong celebration of Queens planned by Campus Union Board. The week is filled with events, activities, and Royals Basketball!

Involvement Fairs

Every fall, Queens offers two opportunities for students to learn more about offerings in the Charlotte community and on-campus opportunities. The Street Fair is offered the day before classes begin and features representatives from Charlotte businesses, as well as campus information booths. Students are welcome to sign-up for campus programs, and to take some free giveaways! The Club and Organization Fair takes place after classes begin. Students are given the opportunity to explore more than 65 on-campus clubs and organizations. Students are encouraged to sign-up for clubs and orgs of interest on this day!

Martin Luther King, Jr. Day of Service

Faculty, staff and students combine efforts and reach out to the community in service and education to honor the legacy of Martin Luther King, Jr. It is traditionally referred to as, "a day on, not a day off" to affirm Queens' commitment to serve.

Midnight on Ice

This late night private party on ice is a Queens tradition that occurs the night before Reading Day. As the clock strikes twelve, Queens students head out for an evening of late night skating at the Pineville Ice House.

Moravian Love Feast & Tree Lighting Ceremony

Each December, Belk Chapel glows with the tradition of Moravian Fellowship Service to mark the beginning of the holiday season. Students, faculty and staff share in the traditional Moravian fare, a candle lighting ceremony, and carols.

Room in the Inn

Queens' students and staff minister to the homeless one night per week January through March. Groups of six homeless men and women are brought to campus to have a clean bed, warm cooked meal, and a night filled with games and community. Breakfast is prepared for them in the morning prior to their departure.

Spring Carnival

Spring is unleashed when the Residential Quad bursts with excitement as students gather to enjoy the sunshine, play carnival games, and an outdoor cookout!

student life

Mission

The Department of Student Life, comprised of Campus Recreation and Engagement, the Center for Active Citizenship, Diversity & Inclusion, Student and Guest Relations, Health and Wellness Center, Residence Life, Jewish Life, and Student Activities, develops policies, programs and services to complement the academic journey and support the educational, social and civic experiences of students.

The Department of Student Life is committed to student learning and development as all departments support and promote the mission of Queens University of Charlotte to “transform lives.” Taking a step beyond the classroom walls, the Department of Student Life strives to engage, support and encourage students in developing and reaching their undergraduate goals. The seven departments of Student Life support students in a variety of settings such as residential, health and wellness, outreach, and extra-curricular activities and interests. Student Life extends an invitation to all traditional undergraduate students to explore the available resources, as well as activities, organizations and opportunities to serve. Queens is a vibrant and amazing place to call 'home.'

Student Life is led by the Dean of Students who oversees the well-being of Queens' students by upholding and enforcing the community standards as set forth by the Queens Honor Code. Protecting the integrity of the University, the Dean's office provides leadership to Student Government Association, Campus Judicial Board; responds to the concerns of students, faculty, staff, parents, and the surrounding community; and develops student affairs and policies to benefit the community as a whole. A highly visible and friendly figure on campus, the Dean of Students serves as a resource for all Traditional Undergraduate Students. The Dean welcomes students to Morrison second floor, the Student Life Suite, where staff is ready to offer service and guidance. The Dean of Students, John P. Downey, Ph.D., can be reached at 704.337.2227 or by emailing downeyj@queens.edu.

Student Complaints of a non-academic nature are to be directed to the Dean of Students. The Student Complaint Policy can be viewed in its entirety in this handbook on page 68.

student activities

Mission

The Office of Student Activities creates transforming leadership and civic experiences while cultivating physical and social development.

Queens University of Charlotte realizes that, as important as academic activities are, much of a student's education occurs outside of the classroom. Day-to-day living experiences and campus-wide activities are valuable components of a well-rounded education. Student Activities partners with faculty, staff, and students to provide activities that promote group participation and interaction so that students come to know themselves as individuals, realize their potential, and develop the skills needed to become creative and active members of the Queens community. Students are encouraged take initiative and exert responsibility through Student Government Association, the Queens Honor Code system, and participation in a wide array of Clubs and Organizations. Ultimately, Student Activities wants the learning that takes place to extend throughout the student's personal and professional journey.

Focusing on the "total student," Student Activities works with students to provide educational, recreational, spiritual, social, and cultural special events and programs throughout the year. Students are encouraged and supported in brainstorming ideas, promoting activities, and recruitment of local and regional entertainers.

Event Communication...Get in the Know!

Facebook

Check out the Queens – Get in the Know page on Facebook for the latest Information. Student Activities sends updates and invitations for the latest campus happenings.

QNews

Campus happenings, announcements, and news are delivered every Monday directly to every TUG student's RexMail account. Submission of announcements or events that affect the Queens' community of students can be sent to the prompt on the latest edition of QNews or submit at qnews.queens.edu. Monday postings must be submitted by Friday at noon.

QNews Weekend Edition

Charlotte is the place to be on weekends with events for all! QNews Weekend Edition is delivered on Thursday and includes both on-campus and Charlotte / surrounding area events that run Friday through Sunday. Students will find a spattering of athletic events, cultural, spiritual, and social events from which one can choose. Those wanting to submit an announcement, or event that affects the Queens community of students, can follow the submission prompt on the latest edition of QNews or submit at qnews.queens.edu. All postings must be submitted 48 hours in advance.

Student Groups

Student Government Association (SGA)

Student Government Association is the governing body of all Clubs and Organizations on campus. Each student enrolled as a Traditional Undergraduate Student (TUG) is a member of SGA and pays dues in the form of an 'activities fee' which is incorporated into the tuition. Annually, each class elects representatives to serve on the governing board. The elected governing board allocates funds to support the needs and goals of registered clubs and organizations.

"We, the students of Queens University of Charlotte, in order to create a spirit of unity within the college community, establish high standards of integrity and honor, insure the guardianship of Student Rights, afford students the instruments of Self-Governance, promote a sense of Individual Responsibility, secure Cooperation and Communication between students and administrators, and provide channels for the growth of Leadership and development of Legislation, Justice, and Activities among the students of the College of Arts and Sciences."

— from the Student Government Association Constitution

Selected SGA Budget Policies

The budget policies were established to serve as a guide for the appropriate use and disbursement of Student Government Association funds. No one owns these funds as they belong to the student body. SGA, elected by the student body, distributes the funds to student organizations on the student body's behalf for the purpose of enhancing the out of class experience. Concerns or questions regarding SGA policies or procedures can be addressed by setting a time to meet with Student Government officials by visiting Morrison 213.

Budget Requests

SGA Funds are most often used to plan, implement, and promote activities on campus that **enhance the student experience**. Budget preparations must purposefully consider how funds used for a club activity will further the goal of promoting a positive campus environment for students. Activities proposed that are unable to make this connection, will most likely **not** be eligible to receive SGA funds.

Budgets are requested using a **Budget Request Form** provided by SGA. Forms are located on the myQueens Portal under Student Activities *shared documents* or through the SGA Treasurer.

Budget requests are accepted by SGA on a rolling basis, although most requests are made in the early fall for the academic year.

Event Codes are provided for all approved events. The event code is critical for SGA and the Department of Student Life to keep track of approved funds and to be accountable to the student body from which the funds originated. Students may **not** hold an event or use funds without prior approval and assignment of a corresponding event code.

Following the review of the proposed budget (usually within a week of submission), the approved budget will be sent via e-mail to the treasurer and/or president of the club. If a response is not received within 3 business days of its submission, contact should be made with the SGA Treasurer and/or the SGA President. **The process should not take more than 72 hours upon the review.**

Appeals regarding budgetary decisions of the SGA Executive Branch may be made directly to the full body of the SGA Senate. Contact the SGA President to be placed on the agenda.

Conferences

The **full body of the SGA Senate** is the only body permitted to approve SGA funds to be used for conferences, retreats, or any other type of off-campus activity in which the members of the student organizations will receive training and/or information regarding their club. As a general rule, SGA funds are not used for off-campus conferences. However, SGA will occasionally consider requests for attendance at a conferences providing the following criteria are met:

- The conference specifically relates to a student organization and little doubt exists that the conference's **primary benefit is to the student body** and the secondary benefit is for individual students and/or club members.
- The conference **must not be an academic conference** related to a student's major, minor, or field of study. Students are encouraged to seek funds for this purpose from their academic departments or Academic Affairs.
- The conference is **not** to be used for the primary purpose of **professional networking** in a chosen professional field.
- Approved conferences provide for a limited number of students to attend and utilize SGA funds. Upon return, the conference attendees must provide the SGA Senate with evidence that supports the conference's usefulness and benefits to the student body.

All decisions of the SGA Senate are final.

Shirt Policy

As a general rule **SGA funds are not used for clothing** for individual members of student organizations. *Exceptions* to this policy may be made by the full body of the **SGA Senate**.

Food Policy

Food may be purchased for a student organization meeting **once per semester**. There must be prior approval via the budget request process. Most requests for food are approved for the beginning of the semester or end of a semester (although other times of the year are clearly acceptable so long as it is once per semester).

- **Exceptions** to this policy may be made by SGA Executive Branch so long as the amount does not exceed \$250. If the request exceeds \$250, approval must be sought from the full body of the SGA Senate.

Credit Card Policy

The SGA Credit Card was **created to expedite the process of accessing approved funds**. It is the responsibility of SGA and the Department of Student Life to ensure the funds are used appropriately and the card is accounted for at all times.

The SGA credit card is a "**Group Account**" card, meaning any losses suffered from lost or stolen cards are the responsibility of the group (as opposed to the protection provided as an individual card holder). SGA is responsible for paying any and all expenses on the card, regardless of the circumstances. The only students permitted to utilize the card are those who have attended an event planning training. In addition, use of the card is restricted to the individual who personally checked out the SGA credit card. Should any procedure for usage be violated, privilege of students and student organizations needing the card may be revoked by Queens or the Vice President of Finance. It is imperative that the procedures are adhered to in order to protect the money of the student body.

Check Requests and Reimbursements

Check Request forms are available from SGA (Morrison 2nd floor) and are in triplicate form. Most frequently, check requests are used to obtain reimbursement or to pay for an invoice due the time of service. Check requests requiring **payment at the time of service** are required to be submitted at least two weeks prior to the event to ensure time for processing. The signed Check Request form must be accompanied by an invoice that clearly labels the service providers name and address (not a P.O. Box).

Reimbursements require that the receipt(s) be attached to the Check Request form and the corresponding **event code(s) is to be printed** on the receipt or Check Request form.

All check requests must be signed by the club/organization president or treasurer *and* the Dean of Students or the Director of Student Activities. All check requests above **\$500** must also be approved by the SGA Treasurer. Signed Check Requests forms are to be delivered to the Business Office located in Burwell, first floor. Checks are cut Tuesdays and Thursdays.

IMPORTANT RELATED NOTE: Students may NOT enter into a contract or agree to pay for the services of another person without the explicit approval of both SGA and the Director of Student Activities or the Dean of Students. Students are not authorized to act as agents of the University without prior approval. Failure to obtain approval could leave the violating individual personally liable for the costs associated with the contract or promise-to-pay agreement.

Under the Umbrella of Student Government Association

Senate

The Senate is comprised of elected officers and handles the legislative concerns and interests of the student body.

Honor Council

The Honor Council is responsible for investigating and acting upon any alleged violations of the Honor Code's academic or community pledge. Evidence is presented and weighed against the Honor Code policies and sanction recommendations are made to the Dean of Students. The student body elects the Honor Council members annually during campus elections. Each class selects two representatives. For additional information regarding this process, refer to the Student Judicial Process & Student Rights section of this handbook.

Campus Judicial Board (CJB)

CJB is responsible for investigating and acting on any alleged violations of the Honor Code's community pledge. For more information regarding this process, refer to the Student Judicial Process & Student Rights section of this handbook.

Campus Union Board (C.U.B.)

Campus Union Board enriches students' collegiate experience by planning, promoting, and implementing activities that provide social entertainment, cultural awareness, recreation, and education.

Members who serve on C.U.B. are selected through an interview process on an annual basis. Selected members serve on one of the following C.U.B. Committees: Intercultural & Spiritual, Make and Take, Queens After Dark, Rec/Connect, Royal Spirit, or the Executive Committee.

Ways to Get Involved:

- Clubs and Organizations including Honor Societies & Opportunities of Merit
- Greek Life

- Intramurals
- Leadership
- Outdoor Education
- Senior Year Experience

Clubs and Organizations

With more than 65 clubs and organizations at Queens, there is plenty to do outside of the classroom! We encourage students to get involved on campus to make the most of their Queens experience. New interests are embraced as students are welcome launch upstart clubs and orgs. Visit Student Activities on the second floor of Morrison for the particulars!

Clubs and Organizations are classified in the following categories:

- **Academic** Clubs and Orgs enhance academic studies and pre-professional programs. Many of the offerings are nationally recognized affiliates.
- **The Arts** share in the creation and expression of art forms through music, dance, photography, and applied art; while **Cultural** joins to celebrate diversity by promoting cultural awareness and appreciation.
- **Campus Organizations** directly impact life on campus as they house student government, the judicial boards, and social out of classroom experiences designed to deliver social, educational, and athletic events.
- **Media** promotes campus news as well as literary and artistic talents in a publicized manner.
- **Recreational** gathers for the “fun of it” – indoors and out! There are traditional recreational opportunities as well as “non-traditional” offerings!
- **Service** exists for those who have a passion to serve and lead locally, nationally, and internationally.
- **Special Interest** explores, educates, and discusses topics surrounding politics, current issues, and equality.
- **Spiritual** provides offerings for fellowship, music, tradition for a number of religions and practices.
- **Honor Societies & Recognitions** promote and acknowledge academic interests and achievements through meetings, programs, and leadership opportunities.
- **Greek Organizations** offer participation at various levels: governing body, academic and leadership recognitions, and fraternal and sorority membership.

Greek Life

Fraternities on Queens' Campus

- [Pi Kappa Phi](#)

Sororities on Queens' Campus

- [Alpha Delta Pi](#)
- [Alpha Kappa Alpha Sorority, Incorporated](#)
- [Chi Omega](#)
- [Kappa Delta](#)
- [Phi Mu](#)
- [Zeta Phi Beta Sorority, Incorporated](#)

General Recruitment Information

Two sorority classifications exist at Queens. National Panhellenic Conference (NPC) sororities hold Formal Recruitment in the early fall and National Pan-Hellenic Council, Incorporated (NHPC) holds its Membership Intake Process later in the semester.

NPC Sorority Formal Recruitment Process

In order to join an NPC sorority, ladies will participate in the Formal Recruitment in the fall semester. Recruitment is a mutual selection process by which sororities recruit new members and introduce them to the responsibilities and opportunities involved with being a Greek woman. This three day process gives potential new members time with each of the chapters to discover what is uniquely important and characteristic about each. As the women progress through the week, they will continue to learn more about the chapters and their members. At the end of the week, the women will find their new sorority home.

NPHC Sorority Membership Intake Process

Alpha Kappa Alpha Sorority, Inc. and Zeta Phi Beta Sorority, Inc. will hold its membership intake process later in the semester. The process for undergraduate membership begins with a Rush event or interest meeting. The date, location, and time of these events will be posted at least 2 weeks prior to the event. Students must attend the event to be eligible to be considered for membership.

Fraternity Recruitment

Fraternity Recruitment is a week long process during the fall semester. Participation in the recruitment process allows the men to learn about each chapter and its members. It is a positive experience that allows men to meet Greek men on campus.

Greek Particulars

Recruitment Schedule and Dates

In order to be eligible to receive a bid, you must register for rush/recruitment through ICS. Please see the Greek Life page for the specific link

Fraternity Rush- September 14-18, 2015

Sorority Recruitment- September 25-27, 2015

NPHC- Groups will post interest meeting/ rush information two weeks prior to the event.

Greek Life Standards of Excellence

The Greek members at Queens strive to reach beyond the Greek Life stereotypes as they build a community that exceeds expectations by focusing on service, academics, leadership, and brotherhood and sisterhood. Take a moment to read the standards set before all who choose to "Go Greek."

Common Questions & Statistics About Queens Greeks (cost, hazing, achievement, grades)

COST

The cost of joining a Greek Lettered Organization varies with initial new member fees range from \$500-\$700. After initiation monthly dues are implemented to help with chapter operations and vary with organization ranging from \$75-\$85. For specific information please contact the Assistant Director of Student Activities for Greek Life or the specific chapter.

HAZING

Queens University of Charlotte Greek Life has a ZERO tolerance policy for hazing. Queens University of Charlotte Greek Life will investigate all hazing allegations. Individuals and organizations found in violation of the hazing policy will be subject to the campus judicial process as well as law enforcement agencies.

ACHEVEMENT AND GRADES

- 85% of Greeks at Queens graduate from Queens.
- 90% of Greeks are involved in another student organization.
- Queens Greeks have a higher overall GPA than other students.
- Greeks show a higher satisfaction than their non-Greek counterparts.
- Queens Greeks performed over 8,000 hours of community service in the 2014-2015 school year.

Clubs & Organizations Policies and Responsibilities

Process to Start a New Student Club & Organization

1. **Refine the proposed organization's idea** to clearly convey its purpose, intent, and activities.
2. **Visit Student Activities (Morrison 2nd floor)** to set a time with a Student Activities staff member to discuss the organization's ideas and get answers to any outstanding questions.
3. **Advertise the organization** to invite students to participate via: posting an announcement in RexText Weekly Edition, post on-campus fliers, schedule and reserve tables in Trexler to hold sign-ups, and word of mouth.
4. **Meet with potential members** to hold an informational session about the new organization. Take names, phone numbers, and email addresses from interested students. There is a minimum of 10 members to create a new club / organization.

5. **Identify an advisor** from a Queens University of Charlotte faculty or staff member. Get their consent and ensure he or she completes the Advisor Agreement Statement to be included with the New Student Organization Registration form.
6. **Create a constitution** using the sample constitution provided in the registration packet. Discuss the constitution with the organization's advisor and organization members. A copy of the constitution must be included with the registration form.
7. **Elect officers** as according to the process noted in the organization's constitution.
8. **Register the organization** by completing the New Student Organization Registration form. Attach the roster of members, the constitution, and advisor information.

All requests for new clubs will be reviewed by the SGA Executive Team. If approved, the club / organizations executive officers will be contacted via email.

Eligibility for Registration as a Recognized Club & Organization at Queens

Registration is required on an annual basis for all Clubs & Organizations to maintain eligibility.

The following are required to maintain eligibility:

- **Be composed of students** with a minimum of ten Queens students
- **Be controlled and directed by students**
- **Abide by all state and federal laws**
- **Abide by the rules and regulations** of Queens University of Charlotte as stated in the Student Handbook
- **Non-discrimination to all.** Membership and all privileges must be extended to all students without regard to gender, age, ethnic group, disability, color, national origin, race, religion, sexual orientation, or veteran status
- **Be advised** by a faculty or staff member at Queens, or an alumni advisor, as appropriate

If at any time your organization no longer meets eligibility, you will no longer be entitled to the privileges granted to registered student organizations at Queens University of Charlotte.

Privileges Extended to Registered Student Clubs & Organizations

- Use of the University's name in association with the name of the organization
- Use of University facilities in accordance with established policies
- Solicitation of membership on campus under the organization's name in accordance with established policies
- Solicitation of funds on campus under the organization's name, subject to the approval of the organization's advisor and the Office of Student Activities
- Listing of the organization in official publications

- Use of University bulletin boards
- Ability to petition the Student Government Association for an allocation of funds to be used for activities
- The right to promote the goals, purposes, identity, programs and activities of the organization on and off campus (active promotion includes the wearing of clothing or accessories with the name, symbols or logo of the organization, distribution of written publicity or display of signs advertising an event)

Responsibilities of Registered Student Organizations

Each chartered organization is subject to the rules and regulations of Queens University of Charlotte and to the review and decisions of the University. An organization found in violation of any of the provisions of its constitution or by-laws or regulations and policies of the University may be disciplined and/or subject to the revocation of its charter. The charter of any organization may be revoked by an administrative hearing. Revocation may result in the loss of all rights and privileges.

Upon being awarded with recognition by Student Activities, the following responsibilities must be adhered to:

- Register annually with the Office of Student Activities and provide immediate notification should there be a change in officers
- Abstain from any discriminatory practices in membership selection and organizational programming
- Adhere to the procedures and regulations affecting student organizations specified in this handbook
- Register all organization events with the Office of Student Activities regardless if they are held on or off campus
- Educate all members of the organization about the individual responsibility to favorably represent the organization and the University through appropriate activities and behavior
- Take organizational action against an individual member when that individual fails to adhere to the standards of the organization or the University. The organization may be held responsible for an individual's behavior when that member's actions are demonstrably related to the organization's life and draw attention to the organization.
- Make provisions for adequate security for campus events when appropriate
- Promote the goals and purposes of the University

Posting Policy

Queens University of Charlotte affiliated groups (student clubs, Greek organizations, offices, departments, individual faculty/ staff and individual students) have the privilege to attach and display posters in public areas including the residence halls, the Trexler Student Center, and academic buildings. The Office of Student Activities will make exceptions to the guidelines below. The following guidelines must be followed unless otherwise approved:

1. Include name of the individual / organization / department sponsoring the event or product being advertised.
2. Post only on surfaces that are designed for such purposes: bulletin boards, walls, and display panels.
3. Posting on glass doors or windows is prohibited in all buildings on campus. Display of any posters or other materials on the exterior of any building, light poles, windows, doors, landscape features, including trees or other surfaces not specifically designated as a poster display area is prohibited unless approved by the Office of Student Activities.
4. The Diana Fountain can be used for posting on a first come, first serve basis and all materials on the fountain must be in good taste and consistent with university policies. Writing on Diana Fountain is prohibited. All materials used on Diana Fountain must be removed within 24 hours of the event. All materials used may not be removed by another organization until after the event has been held.
5. Use only mounting materials that allow removal without surface defacement. *Duct tape and double sided tape are prohibited.* Stickers are not to be affixed with their adhesive backing.
6. Greek letter organizations are required to maintain their respective boards and the surrounding area in the lower level of the Trexler Center. Postings adhering to policy requirements are permitted on the wall directly around their respective boards.
7. Unattached materials, handouts and handbills are prohibited except those materials distributed in the Student Government Elections, information distributed by Residence Life, and by individuals / organizations that have secured permission from the Office of Student Activities.
8. Individuals / organizations are permitted to advertise in MSC boxes when the materials are related directly to the individual who will receive the information. When advertising in the MSC boxes, the Mail Center Staff should be provided with the box numbers of the students with whom the mailing should go so that they can distribute appropriately.

Leadership Opportunities

Leadership Lunch and Learn is a series of workshops conducted by Student Activities. These workshops are for all students and range in topics. Some of the possible topics includes: Leadership styles, conflict management, time management, and diversity.

Orientation Leaders (OLs) assist Student Activities during new student orientation. The Orientation Leaders arrive before new students and participate in training and activities in preparation for orientation. OLs ease the transition to college. Participation is dependent on an application-interview process.

QLeaders is a multi-phase leadership development program for Queens students. Each section of the program provides participants with opportunities to develop and practice leadership skills through exploring leadership models, promoting personal strengths and values, and creating strategies to be successful in leadership roles. Sessions are constructed around engaging group initiatives and interactive problem solving. In addition, QLeaders provides networking and community opportunities through connection with other leaders and campus resources.

Queens Ambassadors strive to be the ultimate representation of a Queens' student through professionalism, honesty, and integrity.

Royal Tour Guides lead daily campus tour for prospective students and their families. The Admissions Office interviews and coordinates the tours with students who display a passion for sharing Queens with others.

Senior Year Experience (SYE) celebrates our seniors and their years of dedication and hard work by creating events just for seniors! SYE events provide seniors with time to reflect on the meaning of the college experience and their transition to the "real world." Through SYE, seniors are provided with important graduation information, educational programs concerning transition and career development, and celebratory activities throughout the senior year. To find out more about the SYE events, contact the current Senior Class President.

campus recreation & engagement

Fitness Center

The Fitness Center, under the direction of Student Life, is dedicated to helping all members of the Queens community (students, faculty, and staff) achieve and maintain wellness goals. The facility offers cardio machines, free weights, selectorized strength equipment, and a functional training area. The Aerobics Studio, located in Levine Center 218, offers group fitness classes. See the my.queens.edu for a current schedule of classes.

The Fitness Center is managed by the Director of Campus Recreation. The Director can be reached in 216B of the Levine Center or by calling 704.337.2455.

Membership Policies & Rules of Conduct

Current students receive membership to the Fitness Center during regular operating hours at no additional cost. Students **MUST** have their Q-Card ID present and activated to gain access to the facility. As a member, all guidelines listed below, in conjunction with the stipulations of the Queens University of Charlotte Honor Code, must be abided by at all times when using the facility.

Membership Guidelines:

- To be subject to authority and guidance of the Fitness Center staff while in the facility and follow staff instructions
- To be respectful of others while in the facility
- To abide by all rules and guidelines of the facility and understands that his/her membership may be revoked if the member fails to abide by any such rules and guidelines

Any student, faculty, staff, or guests who utilize the Levine Fitness Center will do so with the following considerations:

- Membership and physical activity are voluntary
- Risks are associated with physical activity
- Individual physical activity may not be individually supervised
- Participant consents to first aid and resuscitative measures by appropriate staff when deemed necessary

Intramural Sports

Alive and active at Queens, [Intramural Sports](#) offers a variety of sports and recreational activities, both competitive and non-competitive, throughout the year. The events and offerings are structured to meet the variety of needs, interests, and ability levels within the student population at Queens.

Students participate in games such as:

- Basketball
- Ultimate Frisbee
- Soccer
- Volleyball
- Dodgeball
- Flag Football

Seasonal formats and commitment levels vary as they may include seasons of 3-5 weeks, one day tournaments, and recreational games (corn hole, ladder ball, etc.). The variety affords students the opportunity to participate in a familiar sport, try something new, or offer ideas for brand-new activities.

Information is available through the Director of Campus Recreation in 216B of the Levine Center or by calling 704-337-2455.

Outdoor Excursions

Outdoor Excursions challenge students to explore and engage in outdoor experiences. Students are provided with educational opportunities to increase personal awareness and develop leadership and teamwork skills in the outdoor environment. Students are encouraged to develop a passion for lifelong leisure activities through exposure to hiking, indoor rock climbing, skiing, and whitewater rafting.

Information is available through the Director of Campus Recreation in 216B of the Levine Center or by calling 704.337.2455.

the center for active citizenship

Mission

The CAC promotes collaboration amongst the Queens, Charlotte and global communities to foster systemic and sustainable change through volunteer service by:

- Developing and modeling genuine partnerships with local communities, and community organizations.
- Providing a resource center for the campus community, tracking volunteer hours and providing a capacity-building program in the area of civic engagement, community-building, systemic change and reflection.
- Sponsoring and supporting a wide variety of civic engagement opportunities for students, faculty and staff including volunteerism, internships, community-based learning, activism, and organizing for social change.
- Encouraging collaborative and sustainable relationships between faculty, students, staff and the community.

Queens motto is: "Not to be served, but to serve." Service is weaved into all areas of campus life including, but not limited to, academics, athletics, Greek Life, student activities and the Chapel.

All students, faculty and staff can find volunteer opportunities, sign up to participate, log hours, and more at www.givegab.com, Queens social networking site for volunteering. [GiveGab - Helpful Hints to Get Started](#) guides students to navigate volunteer venues.

Log Service Hours

Students are encouraged to log their service hours at www.givegab.com. Logging hours helps Queens maintain critical data which is valuable when requesting grant funds. It also allows Queens to evaluate and reflect upon the effectiveness of our outreach efforts.

office of diversity & inclusion

Mission

The Office of Diversity & Inclusion is charged with promoting inclusion through 5 strategic imperatives via partnerships with the Queens community. Those imperatives are to impact our culture/climate; student transformation; a diverse faculty, staff, and board of directors; multicultural curricula; and diverse community partnerships.

Diversity Statement

Queens is committed to an academic culture that promotes inclusion, diversity, equity, and access for learning in communities (IDEAL) to realize its mission to “provide transformative educational experiences that nurture intellectual curiosity, promote global understanding, encourage ethical living, and prepare individuals for purposeful and fulfilling lives.” A fluid view of diversity recognizes that human identities and qualities such as age, race, sex, religion, sexual orientation, heritage, national origin, class, language, and ability influence one’s world view, life choices, and interpersonal relations. Our commitment to thriving in a changing world challenges us to develop cultural humility and find common ground with those unlike ourselves. Through intentional engagement, dialogue, and respect, IDEAL will create an inclusive environment distinguished by equal opportunity and accommodation, enabling the discovery and development of individual and collective potential.

Educational and Cultural Programs

Cultural and Heritage Celebrations

Diversity Lecture & Cultural Series

Dr. Martin Luther King, Jr. Day of Service

Intergroup Dialogue

L.E.A.D. Peer Mentorship Program - Learn, Empower, Act & Diversify

SAFE Zone Training

health & wellness services

Mission

Health and Wellness Services provides wellness, medical, and mental health services to all full-time Traditional Undergraduate Students enrolled in the University. Health and Wellness Services, in conjunction with Student Life, provides, promotes, and supports programs and services consistent with the mission of the University, integrating the physical, emotional, and intellectual health and wellness of each student and the Queens community at large. We strive to empower students to identify and manage their health and wellness needs by providing evidence-informed education.

Medical Services

In addition to general medical care for acutely ill or injured students, available services include:

- Routine physical or gynecological examinations (fee for service)
- Contraception services
- Free pregnancy testing
- Confidential STD and HIV testing
- Routine immunizations (fee for service)
- International travel consultation and immunizations
- Laboratory testing on-site or through Labcorp Laboratories (Fee for service. LabCorp will file for reimbursement from student's insurance provider. Student is responsible for non-covered charges.)
- Referral to a network of physicians and treatment facilities in the Charlotte area
- Educational programming and outreach

Mental Health Services

Health and Wellness Services offers individual counseling, group counseling, and referral to a network of specialists, including psychiatrists and treatment facilities in the Charlotte area. Counselors also provide educational programming and outreach to the Queens community. Counselors are licensed in the state of North Carolina and are capable of addressing the general mental health concerns that may present while in college. These concerns may include the following:

- Abuse
- Adjustment to College
- Alcohol / Drug abuse

- Body Image / Self-esteem
- Depression
- Family Conflict
- Grief
- Learning how to support family and friends in crisis
- Relationship Concerns
- Sexual Concerns / Rape
- Sleep or Appetite Disturbance
- Stress and Anxiety
- Suicidal Thinking

Health and Wellness Procedures

Eligibility for Services

Services at Health and Wellness are available to all full-time Traditional Undergraduate Students (TUGS) currently enrolled at Queens University of Charlotte.

Right to Privacy

The staff at Health and Wellness Services is committed to protecting your medical information. We maintain separate medical and counseling records of the care you receive. These records allow us to provide you quality care and to comply with legal requirements.

Integrated Treatment Model

The Health Wellness Services staff works as an integrated treatment team to provide quality care. While medical and counseling information is confidential, the staff may at times discuss aspects of your care with other members of the treatment team in order to provide the highest quality of services. In emergency situations, the Health Wellness Services staff may refer you to another clinician or hospital; vital information may be shared with these health care providers.

Release of Information

Identifying personal health information will not be given to parents, friends, outside medical doctors, partners, roommates, University faculty or staff and employers unless:

- Written permission and/or a release to disclose health information has been signed by you.
- When there is serious and foreseeable harm to you or others.

In this situation, HWC counselor will follow Queens University of Charlotte policy. Your HWC counselor will disclose information to the Dean of Students, Duty Phone Professional Staff and/or Campus Police for the purpose of coordinating care. Once your safety has been established

Health and Wellness Center counselors will no longer share information with University officials/representatives.

- You indicate that there is reasonable cause to believe that a child or a dependent adult has been abused.
- A Court orders Health and Wellness Services staff to disclose confidential information about you. If this happens, the Health and Wellness Services staff will first ask that the Court to drop their order. If they refuse to drop their order, the staff will disclose only the minimum amount of information we deem necessary to satisfy the Court's order.
- You waive the privilege by bringing charges against Health and Wellness Services staff.

As Required by Law. We will disclose health information about you when required to do so by federal, state, or local law.

Right to Inspect and Copy. You have the right to inspect and copy health information. Usually, this includes medical and billing records, but does not include counselor's clinical progress notes. To inspect and copy health information you must submit your request in writing to Health and Wellness Services. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to health information, you may request that the denial be reviewed.

Adult client medical and counseling records are disposed of seven years after last appointment.

Right to provide suggestions, complaints. Please direct comments to: Jill Perry, RN, MSN, Director of Health and Wellness Services at 704.337.2387.

If you have any questions concerning your rights and/or ethical treatment by your counselor, or if you wish to file a complaint, please contact the following: National Board of Licensed Professional Counselors at www.ncblpc.org or phone 919.661.0820.

Financial Responsibility

Health and Wellness services are available regardless of health insurance status or insurance carrier. While most services are free, charges incurred for services performed at Health and Wellness Services must be paid at the time of service. Fees can be paid by cash, check, or by billing your student tuition account.

For counseling, a brief model is utilized and a limited number of free counseling sessions can be offered (10 sessions per year) to each TUG. Counselors have the discretion to increase number of sessions if clinically necessary.

Appointment Responsibility

To receive medical care, appointments are encouraged and walk-in visits are accommodated when possible. The physician is on campus one day a week and appointments are required. Appointments are necessary for counseling sessions. Appointments can be made by calling Health and Wellness Services at 704.337.2220.

Please remember to cancel and reschedule appointments 24-hours before your appointment. A pattern of missed appointments may lead to termination of services.

Participation

You are encouraged to fully participate in your health/counseling treatment. Counseling sessions typically last 50 minutes. During the intake appointment the counselor will address your concerns and discuss options with you. The number and frequency of counseling sessions will be determined by both the client and counselor.

Counseling is a voluntary act, and you have the right to choose a counselor that best suits your needs. There are times when a counselor will terminate and assign you another clinician in the HWC office or refer you to a community therapists without explaining the full reasons. This occurs when a conflict of interest exists. We will do our best to accommodate your needs within our scope of practice, but if long-term or specialized therapy/medical care is indicated, we will make every reasonable effort to find a referral source in the community.

If a HWC professional staff (counselor, nurse or physician) determines that a student is not making progress at the HWC, or is non-compliant with counseling/medical care recommendations/referrals, the HWC staff may refer that student to an off-campus mental health/healthcare provider. Please note that a pattern of no-show appointments is considered non-compliance and/or indicating a lack of progress.

After Hours Care

For students requiring medical or mental health care when Health and Wellness Services is not open, resources are available on and off campus. Campus Police are on duty 24/7 and can be reached at emergency extension 2911 or 704.337.2306. In addition, there is a Queens First Responders Team that Campus Police or a resident advisor (RA) can contact in the event a treatment decision needs to be made.

After Hours Care Options: Medical and Mental Health

Urgent Care

Morrocroft Urgent Care, 4525 Cameron Valley Parkway, Charlotte, NC 704 512-6240

Concentra Urgent Care, 1614 South Boulevard, Charlotte, NC 704 338-1268

Presbyterian Urgent Care, 1918 Randolph Road, Charlotte, NC 704 316-1050

OrthoCarolina Orthopedic Urgent Care, 1915 Randolph Road, Charlotte, NC 704 323-2682

Emergency (ER)

CMC Mercy Emergency Department, 2001 Vail Avenue, Charlotte, NC 704 304-5000

Carolinas Medical Center (CMC) Emergency Department, 1000 Blythe Boulevard, Charlotte, NC 704 355-2167

Presbyterian Hospital Emergency Room, 200 Hawthorne Lane, Charlotte, NC 704 384-4000

Mental Health Emergencies

Carolinas HealthCare System Behavioral Health Centers, 501 Billingsley Road, Charlotte, NC
704 444-2400 or 1 800-418-2065

Novant Presbyterian Healthcare Behavioral Health Services, 200 Hawthorne Lane, Charlotte, NC
704 384-4255 or 1 800 786-1585

Mobile Crisis Team 704 566-3410

Safe Alliance Mecklenburg County Rape Crisis Hotline 704 375-9900

Safe Alliance Mecklenburg County Domestic Violence 704 332-2513

24-Hour National Crisis Hotlines

National Suicide Prevention Lifeline 1 800 273-8255

RAINN (Rape, Abuse, Incest National Network) 1 800 656-HOPE (4673)

Hopeline Network 1 800 784-2433

Health Requirements for University Admission

- Students are required to submit a complete medical history, recent physical, and documentation of state required immunizations to Health and Wellness Services. Requirements and forms can be downloaded from <http://www.queens.edu/Documents/Campus%20Life/Student-Medical-Form.pdf>
- \$100 late fee if forms are not complete and received by the deadline.
- Failure to comply with this requirement will result in removal from all classes within 30 days of the beginning of classes. No tuition refunds will be granted.
- All records must be on file to receive medical treatment at Health and Wellness Services.

Queens Student Health Insurance

Queens University of Charlotte requires all full time Traditional Undergraduate Students and Presbyterian School of Nursing (PSON) students to carry individual health and accident insurance. Queens is pleased to offer an affordable and comprehensive plan.

Both of these groups will be automatically enrolled under the *Queens Plan*, which is provided by United Healthcare and billing will take place each semester for this coverage. If a student has comparable coverage and wishes to waive coverage under the Queens Plan, they must submit an Online Waiver form by the deadline posted on the Health and Wellness Center website (<http://www.queens.edu/Life-on-Campus/Health-and-Wellness/Health-and-Wellness-Center.html>). Upon receipt of a completed Online Waiver, health insurance charges will be removed from the tuition bill.

To complete the Online Waiver, visit <https://studentcenter.uhcsr.com/> and enter the school name 'Queens University of Charlotte.' It is important to remember that the Online Waiver **must** be re-submitted each year. The form will be available during the dates posted on the HWC website.

An overview of the Traditional Undergraduate/PSON Queens Plan is available online www.uhcsr.com or at Queens Student Health and Wellness Services.

Navigating the health care system can be intimidating. Traditional Undergraduate Students/PSON are invited to contact Health and Wellness Services with any questions or concerns at 704.337.2220.

residence life

Mission

The Department of Residence Life, a unit of Student Life, provides and enhances a safe, convenient, and transformative residential experience. We accomplish this through intentionally developed policies, programs, facilities, and services that foster holistic student development.

Vision

By focusing on interpersonal, intrapersonal, and intellectual development, the Department of Residence Life collaborates with the entire campus community to create and sustain vibrant learning communities for students.

At Queens University of Charlotte, we believe the collegiate experience should extend beyond attending classes and earning a diploma. There is much to glean from living and learning in the same environment as students are exposed to different cultures, beliefs, programs and activities. The Residence Life Staff understands the importance of assisting and encouraging students while each learns, develops, and explores the many options of personal and professional choices. We invite students to create a community where each will excel.

Campus Housing

Advantages to Living on Queens' Campus

Living on campus has tremendous advantages academically, socially, and developmentally. Students are provided with an environment where they can have immediate access to academic resources; explore new interests through extra-curricular activities while building a community of relationships and friendships.

Living in the residence halls at Queen provides students with the following:

- a community that encourages academic achievement by providing ready access to academic resources such as Everett Library, computer labs, late night study groups, and living environments that support quiet study hours;
- endless opportunities for involvement with on-campus athletic events, movies, theatrical and musical performances, guest speakers, educational seminars, trips, intramural sports, holiday celebrations, and impromptu gatherings – just to name a few;
- set fees for housing and dining absent of “ambiguous costs” such as utility and unallocated meals;
- community and leadership building opportunities;
- convenience to class, dining, and campus events that cuts the adding travel and parking component.

Who Qualifies for Campus Housing?

Only full time (12 credits or more) matriculated Traditional Undergraduate Students (TUGS) no older than 24 years old, seeking bachelor degrees qualify for campus housing. In addition, only those with student accounts in good standing with Student Financial Services are permitted to live in campus housing. If a student's enrolled credit hours for a particular semester drop below full-time status, or if a student withdraws from the University, the student will be asked to move out of the residence halls. Additionally, a student who changes student status from a TUG to an Associate or Master's degree seeking student, is not permitted to remain in residence.

Residency Requirements

The residency requirement is a critical component of the Queens experience. Queens has a three year residency requirement for all TUGS until they have reached senior class standing (90 credit hours). Just like CORE, the John Belk International Program, and the internship experience, living on campus promotes the qualities of engagement and community that are intrinsic to our programming. Students who live on campus have higher retention rates, are more academically successful, and rate their college experience significantly higher post-graduation. In short, we do not waive the CORE Program because it is essential to the Queens experience nor we do we waive the Residency Requirement because it is essential to the Queens experience.

Queens University of Charlotte has a three year residency requirement for ALL TUG Students who started in fall 2011 (or later), incoming freshman (domestic and international), and transfers. The three years are measured by class standing, meaning the number of credits to make a student a freshman, sophomore, junior, or senior, not by the number of years a student has physically been enrolled at Queens. To meet the residency requirement, a student must have earned more than 89 credits prior to their first term of the academic year; for the majority of students this will mean fall. Some entering students or transfers will come in the spring. A housing contract is for the full year and crossing the 89 hour mark in the fall term does not release a student from the housing requirement in the spring.

Full-time, matriculated Traditional Undergraduate Students (TUGS) seeking bachelor degrees are required to live in campus housing unless they:

- have earned 90 credit hours (Senior Class standing);
- are living with their parent or legal guardian in either Mecklenburg County, or a neighboring county listed on the Residency Requirement webpage (<http://www.queens.edu/Life-on-Campus/Living-On-Campus/Residency-Requirement.html>);
- are over the age of 24;
- are married; have children living with them; or
- started at Queens before the fall 2011 semester. These students are only required to live on campus until they reach junior standing.

Occasionally, a student will want to move off campus before he/she has earned 90 credit hours (Senior Status). More specific information about that process is listed on the Residency Requirement webpage: <http://www.queens.edu/Life-on-Campus/Living-On-Campus/Residency-Requirement.html>.

Guarantee of Space

Since all students are required to live on campus until they have reached senior class standing, they are guaranteed campus housing. However, the University still considers the right to live in campus housing a

privilege. Therefore, the Director of Residence Life reserves the right to deny space in campus housing to any student even though approved for admission or continuing to be enrolled at the university.

New Student Room Assignments

All housing assignments are made by the Department of Residence Life. Before an assignment can be made for new students, a \$300 enrollment deposit must be submitted. All incoming students must submit a Housing Contract which is usually due the third week of June. For the exact deadline, students should refer to the information contained in the email they will receive in mid-May. Any room change must first be approved by the Department of Residence Life. Any unauthorized room changes are prohibited and subject to a \$100 fine.

Upperclassman Room Assignments (Returning Student Room Selection Process)

Upperclassman room assignments are made in the spring semester. The "housing lottery" is designed to assign students in a fair manner based on the choices they provide. However, although Residence Life makes every effort to accommodate preferences, students are not guaranteed these choices.

Commuter Students

Our policy does allow students to live at home with a parent or legal guardian within a commutable distance. A commutable distance is defined as a student living in the Charlotte-Mecklenburg area and those areas that immediately surround Eligibility can be determined by comparing a student's zip code to Charlotte Mecklenburg's zip codes or a comprehensive list on the Residency Requirement webpage: <http://www.queens.edu/Life-on-Campus/Living-On-Campus/Residency-Requirement.html>.

NOTE: All off-campus exemptions must be approved by the Residency Committee consisting of the Director of Residence Life, Dean of Students, the Assistant Vice President for Student Financial Services, and the Vice President for Enrollment Management.

Residence Hall Options

All residence halls at Queens are coed to varying degrees (by floor, hall, or alternating room). Eight residence halls offer corridor style living and suite style living with the exception of North Hall which is reserved for Juniors and Seniors and offers apartment style living. Each residence hall has a Resident Assistant (RA) and housekeeping service to maintain common areas and each has ample laundry facilities with free usage, and a furnished lobby with cable television. All rooms are furnished with a mattress, desk, chair, closet, chest of drawers and micro-fridge unit and are provided with basic cable, and internet access. A list of the individual residence halls along with their history, description, and amenities is available on the Queens website.

- [Albright Residence Hall](#)
- [Barnhardt Residence Hall](#)
- [Belk Residence Hall](#)
- [Byrum Residence Hall](#)
- [Hayes Residence Hall](#)
- [Hall Brown Overcash Residence Hall \(HBO\)](#)
- [North Residence Hall](#)

- [South Residence Hall](#)
- [Wireman Residence Hall](#)

Residence Hall Amenities

Cable Television Services

Cable hook-ups are standard in each residence hall room and basic service is included in the cost of room and board.

Laundry Services

Washers and dryers are located in each residence hall, with unlimited access for residential students. The cost for using the laundry machines is included in the cost of room and board.

Residential Computing Services

In addition to secure WiFi, all residence hall rooms are equipped so that each resident has access to an individual physical data port. To make use of the physical data port for Internet access, an Ethernet ready PC is required.

All students are required to adhere by the policies established by Information Technology Services as noted in the Resource Directory section of this handbook.

QUick Connect Information

- SSID: QU-WIFI
- WPA Pre-Shared Key: quroyals (all lower case)

Study Rooms

Study rooms are located in various locations in campus housing. Quiet hours should be maintained at all times in study areas. All study rooms are open to males and females 24-hours each day.

Housing Information

Housing Rates

Housing rates change from year to year. Please see the current rates on the [Queens website](#).

Housing & Contract

Campus housing at Queens University of Charlotte is offered on a contractual basis for the full academic year, excluding break periods as defined in the academic calendar. The student and parent or guardians are therefore urged to read the contents of the Housing Contract carefully. When the Housing Contract is submitted to Queens, it becomes a binding agreement between the student (or parent or guardian) and the University. Please note that occupancy of a residence hall room is considered usage of University facilities. This usage does not give the same latitude as does a lessee-lessor rental agreement.

Resident students are required to complete a Housing Contract when they select or are assigned a room.

Failure to comply with the policies and procedures of residence hall living can result in the revocation of housing privileges and/or disciplinary action. Questions pertaining to the Housing Agreement should be directed to the Department of Residence Life at 704.337.2293.

New students are required to complete the Housing Contract and the Roommate Matching Survey in order to be eligible to receive a room assignment. These forms are found at housing.queens.edu.

Housing Contract Cancellation

Current dates and cancellation procedures can be found here: <http://www.queens.edu/Life-on-Campus/Living-On-Campus/Housing-Contract-Cancellation.html>

Room Assignments

New Student Assignments

When submitting a Housing Contract, new students will also complete a Roommate Matching Survey. While not scientific, the Roommate Matching Survey is used to pair students together for their housing assignments based on lifestyle preferences and habits.

Returning Students

Returning Student Room Selection Process (RSRS) occurs each spring. All students returning to campus housing must submit a Housing Contract and participate in RSRS in order to select their rooms for the following year. RSRS is a lottery system based on class standing that give priority for room selection to rising seniors, followed by rising juniors, and last is sophomores. Students who fail to participate in RSRS, but are required to live in campus housing due to Queens' Residency Requirement, will be randomly assigned a room in campus housing.

Room Changes

Returning Student Room Selection Process (RSRS) occurs each spring. All students returning to campus housing must submit a Housing Contract and participate in RSRS in order to select their rooms for the following year. RSRS is a lottery system based on class standing that give priority for room selection to rising seniors, followed by rising juniors, and last is sophomores. Students who fail to participate in RSRS, but are required to live in campus housing due to Queens' Residency Requirement, will be randomly assigned a room in campus housing.

Room Consolidation

Queens reserves the right to require single occupants of double or triple rooms to change rooms so that the housing needs of others can be better met.

Students with Disabilities-Requesting Accommodations

Queens University of Charlotte provides accessible housing and access to participate in all the benefits of university life in accordance with Section 504 of the Rehabilitation Act of 1973 and ADA legislation.

Students who require housing and/or meal plan accommodations must self-identify and request accommodations through the [Office of Student Disability Services](#). The Office of Student Disability Services and Residence Life will work together to grant reasonable accommodations. Students with mobility, visual, hearing, medical or psychological disabilities necessitating accommodations including (but not limited to) rooms with ADA accessible bathrooms, ADA accessible rooms with automated doors,

first floor or elevator accessible rooms, single room, strobe lights, etc. should contact the Office of Student Disability Services at 704.337.2508.

Guidelines to Creating a Positive Roommate Situation

A roommate can be one with whom opinions, interests and good times are shared. However, sharing a room can sometimes result in problems. Moving away from home and sharing space with another person can be stressful for both roommates. Experience shows that roommates that get along together usually work at getting along well. Even those roommates that don't become lifelong friends can live in mutual respect and relative harmony, making their residential experience mutually beneficial.

Tips to Being a Good Roommate

- **Communicate** habits, preferences, moods and values at the beginning of the semester. Even "best-friend" roommates may be surprised about how many things they don't know about the other. It is wise not to let conflict build and frustration linger. Some examples of "hot buttons" include different study habits, different tastes in music, and different ideas about what "clean" means. Talking about concerns can lead to mutual understanding.
- **Establish house rules** regarding the use of each other's belongings, quiet hours, guests, and late night studying. Asking first and discussing before going ahead with an action can result in greater trust and respect.
- **Know when to talk and when not to.** Sharing ideas and discussing situations is an integral part of residence life. Individuals should be aware that excessive interruption in studies can sometimes result in irritation and frustration.
- **Establish a written roommate agreement** based on the sharing of preferences, concerns, and habits surrounding housekeeping, studying, and visitors. Post the agreement to refer to in times of disagreement so both can review the agreed upon house rules.

Resident Assistant (RA) Mediation

In some situations, roommates need assistance in navigating the conflicts that exist in their relationship. In those cases, students should see the RA assigned to their residence hall for assistance. RAs are trained in conflict mediation and can often help students resolve difficult situations and to create a more comfortable environment for all.

Room Change Process

There are times when a room change is necessary. Residents requiring a room change should work with their Assistant Director to identify available spaces in campus housing. Room changes should be the last resort and should not be looked at as the first line of defense in dealing with a roommate conflict.

Procedures and Rules Pertinent to Living Space

Community Living

Broadly, a community is a group of people with common interests living in a particular area (i.e., two students in a double bedroom, three students in an apartment, 20 students on the floor of a residence hall). Living in a community brings with it inherent responsibilities to individual members.

Residents are responsible for what occurs within the residence hall rooms and apartments to which they have been officially assigned. Therefore, when a University violation occurs within a residence hall room or apartment, each resident of the assigned space may be held accountable. An exception will be made for a resident only when the resident was not present when the violation occurred and the resident was not aware that the violation was occurring.

Uncleanliness or damage to community property such as restrooms, hallways, kitchens, lobbies, fire equipment, laundry rooms, exterior lighting or exit signs will be the responsibility of all resident students in that particular area, unless the uncleanliness or damage is claimed by a student or students.

Room Entry and Search

The University reserves the right to enter and/or search a student's room for any of the following reasons:

- it is believed an emergency exists;
- it is believed a university or residence hall violation is occurring;
- the well-being of the occupant or other students is at stake; or
- purposes of maintenance.

In the case of suspected criminal violations to be adjudicated outside of the Queens judicial process, searches will be made only as authorized by legal search warrants. In the case of suspected University regulation infractions, evidence produced during a room search (without a legal search warrant) may be used in University student conduct proceedings.

Student staff members do not thoroughly search rooms without approval from a full-time University official. However, they are allowed to open closets (for the purpose of a visual search only), look under beds, and open and remove items from refrigerators and coolers. A Queens staff member may enter each room during a fire alarm or drill to make sure that the residents have evacuated the building.

Alterations to Living Space

Making architectural changes to a room (such as building shelves, attaching anything to the walls or ceiling, paneling walls, wallpapering walls, installing screen doors, altering lighting or other electrical features, attaching mirrors to walls or doors, etc.) is prohibited. Residents may not construct their own lofts or any other form of alternative bedding (see **Other Bedding Policy** below). No attachments can be made to the exterior of any buildings. This includes, but is not limited to wind chimes, bird feeders, banners, flags, and hammocks.

Other Bedding Policy

1. In determining a policy for the construction of lofts, the University's priority must be the safety of residents.
2. All original furniture and bedding must remain in the room. If furniture is found to be missing from any room at any time, the residents will be immediately billed for the replacement cost of the missing items.
3. Waterbeds, other mattresses, and other forms of alternative bedding other than what is provided by the University are prohibited.

University Furniture

1. Each resident's room and apartment is equipped with basic furniture. Residents may not move additional items into their rooms from public areas of campus housing or from other residents' rooms, nor can furniture be removed from the resident's room at any time. Removal of furnishings from a public area will be considered theft and dealt with as such. If, at any time during the school year, items of furniture, evacuation or regulatory signs are missing from a resident's room, the replacement cost will be immediately charged to the resident's student account.
2. For reasons of safety and potential damage to property, residents are prohibited from stacking any furniture (i.e. desks, dressers) on top of each other.
3. Only Residence Life staff may assemble or disassemble University furniture.
4. The use of contact paper to cover furniture, line drawers, or shelves is prohibited.
5. Driving screws and/or nails into the furniture is prohibited.
6. Any cloth-upholstered furnishings or furniture, desk chairs with metal of any type, wooden spools, or other wooden structures are prohibited from outside areas. Plastic outside furniture may be added to deck or balconies at North Residence Hall.

Documenting Damages

Room Condition Reports

When a resident checks into their room or apartment, they must review and sign the completed room condition report (RCR). If a resident moves out of a room for any reason, it is their responsibility to have the room inventoried in accordance with the announced guidelines. Proper checkout consists of having the room inventoried and returning the room key(s). Failure to sign the RCR during checkout will result in a \$100 fine. When a resident fails to vacate their room and building by the official checkout deadline, the resident will be fined \$100 per day. The improper checkout fine does not include repair costs should damages be found during inspections.

Room Damage

For any room damage, full payment will be required and charges will be billed to the student's account. The resident is responsible for the condition and proper care of the accommodations assigned and shall reimburse the University for any and all damage(s) incurred. The resident's responsibility includes, but is not limited to, damaged or missing room furnishings and damage caused from either inside the room or outside the room to doors, windows, and screens. Residents are not permitted to paint or wallpaper any residence hall room, bathroom or common area. Residents are subject to pro-rated charges for damage to public areas in the assigned hall as well as for community fines. The balance of the Room Damage Deposit will be refunded by the Business Office within six weeks of moving out of University housing, less any room damage costs incurred in the student's final semester.

Who is Responsible for Damages?

1. Residents are responsible for damages to property belonging to Queens University of Charlotte.
2. Residents must immediately report any damages to their RA that are noted when moving into a room and should list the damages on their room condition reports (RCRs). Residents will be provided an opportunity to document any pre-existing damages or issues with their room(s) during the first week of fall classes in order to avoid charges at the end of the academic year.

3. Riding skateboards or bicycles, rollerblading, hitting or bouncing any kind of ball, throwing Frisbees, and/or committing disruptive acts which may cause damage to campus housing is prohibited.
4. The removal of any doors is prohibited.
5. Damage to community property such as restrooms, hallways, lobbies, fire equipment, laundry rooms, exterior lighting, exit signs or water fountains will be the responsibility of all resident students in that particular area. Personal room damage and unclaimed community charges will be charged to student accounts. Damage claimed by a student or students in a community area will be collected as a fine.
6. Needed repairs are to be immediately reported to Residence Life. If needed repairs are discovered by Residence Life staff, repairs will be completed as soon as possible. This may require follow-up visits by the Campus Services staff to rooms or apartments.
7. Residents will be held accountable for damages having occurred as a result of horseplay, malicious intent, neglect and/or other failure to report in a timely manner. Bills will be presented to the groups or individuals responsible as promptly as possible after a fine has been made by the Residence Life office. Additional fines may be imposed upon students responsible for damage to University property.

Care & Keeping plus Maintenance of Living Spaces

Heating, Ventilation, and Air Conditioning Units (HVAC)

Campus Services routinely checks and changes filters in the HVAC units of all rooms and apartments. Students should not block or cover the units in any way and must maintain a minimum of three feet of open space in front of the units so that access can be gained and air flow will not be interrupted

Painting and Patching and Adhering to Surfaces

1. Only University-employed painters are authorized to paint student rooms or apartments. Rooms will be painted on a rotating basis unless extensive wear requires more frequent painting. Rooms will not be painted just to change the color. All paint-related requests should be referred to Campus Services.
2. Students should not apply tape, contact paper, or borders to painted surfaces as the removal will damage these surfaces. Plasti-tac or similar wall adhesive products should be used within the residence halls. Use of double-sided foam tape, nails, screws, hooks, or other adhesive products on ANY surface is prohibited. Residents will be fined for excessive damage to painted surfaces and should not attempt to repair any holes in walls or doors themselves.

Repairs

Residents are responsible for reporting damages as they occur by using the maintenance request form found online. Only University-employed staff is authorized to make repairs. See **Service Requests** instructions below.

Service Requests for Residential Amenities

General Maintenance Repair Requests – Email campus.services@queens.edu.

The Office of Campus Services manages all on-campus maintenance. Requests for service are made by submitting a work order request by emailing campus.services@queens.edu. Upon review, the request

will be assigned. Minor carpentry, glass and carpet repairs, as well as moving furniture and supplies, are handled by Campus Services. Major repairs such as plumbing, heating, electrical, steam and structural systems are often contracted out. Please include your name, phone number, room number and nature and location of the problem for the following:

- Electrical or Plumbing Repairs
- Microfridge
- Pests / Insects

In-Room Repairs

Campus Services is not always able to contact a resident before entering that student's room. By simply requesting a repair, permission is granted for Campus Services to complete such work without the student's presence. At no time should housekeeping staff ever have reason to enter a student's room. Only Campus Services Maintenance Staff has authority to enter. A door hanger or comment card will be left in the room after they have entered to make requested repairs. A comment card will describe the work completed; any problems found, and request feedback as to the level of satisfaction.

Laundry Machine-Service Requests

Residential washer or dryer in need of service, should be reported to Mac-Gray at 1 800-MACGRAY (622-4729).

IT Services-Service Requests

Contact the Quest Team at 704.337.2323.

Housekeeping Services

The Campus Services Housekeeping Staff is responsible for the proper cleanliness and appearance of residence hall public areas, such as lounges, hallways, bathrooms and stairwells. Housekeeping will include vacuum, sweep, mop and finish floors, care for carpet and furniture, clean all community bathroom fixtures, change light bulbs and stock supplies such as toilet paper and paper towels in community bathrooms. Students, however, are responsible for picking up after themselves and maintaining clean living conditions in rooms and bathrooms.

Rules for Shared Spaces

Posting of flyers

Posting of flyers will only be accepted by Queens students, officially recognized student organizations, and Queens departments. Flyers must relate in some way to Queens or Queens events and cannot advertise for independent companies or entities. After the event has passed, the flyers will be removed by the Residence Life Staff. If flyers are placed in or around halls/apartments without approval, they will be removed immediately.

Queens students, student organizations, or departments that would like to post informational flyers in the residence halls or apartments must abide by the following guidelines:

1. Departments or student organizations must bring ONE copy of their flyer to the Department of Residence Life in Morrison Hall for approval.

2. Once a flyer has been approved and the student organization/department can then make copies of the approved flyer.
3. Copies should be brought back to the Residence Life office for distribution to student hall staff.
4. Flyers will be taken down by the Residence Life Staff after the event date posted on the flyer.

Recycling and Trash

Recycling

Recycling is valued at Queens and as such, residents are urged to do their part in recycling efforts. Recycling containers are clearly marked and can be found throughout campus housing. Residents are encouraged to recycle using the appropriate containers. Garbage which cannot be recycled must be taken to the designated trash receptacle(s).

Trash

Residents are held responsible for the proper disposal of trash and recyclables. Students are required to use the nearest trash room and refrain from leaving trash in the hallways or outside of rooms/apartments for any length of time; this is in violation of the Mecklenburg County Fire Code. Personal trash is not to be disposed in the public space trash cans such as kitchens, laundry rooms, or hall bathrooms. Public space receptacles are only for trash accumulated publicly. Pizza boxes must be taken directly to the trash room. Individuals found responsible for the improper disposal of trash are subject to a minimum fine of \$25. If an individual does not admit to being responsible, all residents in the area of the trash may receive a community fine.

Roof Access

Residents and their guests are not permitted on the roofs or ledges of any campus housing facility. Sitting in open window sills is also prohibited. Residents who violate this policy will be fined a maximum of \$500.

Study Rooms

Study rooms are located in various locations in campus housing. Food is allowed in the study areas. However, students are required to remove all personal belongings, such as food and books, when they leave a study area for more than one hour. Quiet hours should be maintained at all times in study areas. All study rooms are open to males and females 24-hours each day.

Theft Control

Loss of Personal Belongings

Residents and parents are encouraged to evaluate their homeowner's insurance policies since Queens coverage only provides for the property owned by the university. Replacing personal items lost as a result of theft, fire, water damage, power surges or other unfortunate occurrences does not become a responsibility of the University. All residents are required to remove all personal belongings when vacating their housing space by the official deadline. The University cannot be held responsible for any items left after check out.

Lost and Found

Any items lost or found should be reported to Campus Police. Residents who are missing personal property are encouraged to file a report with Campus Police at 704.337.2306. To prevent theft, it is recommended that residents lock the door(s) to their rooms and apartments at all times. The University cannot accept responsibility for items left behind in rooms or apartments when campus housing officially closes.

Disciplinary Sanctions

The University will impose conduct sanctions on students who violate the alcohol policy regulations. The following minimum presumptive sanctions will apply for violations of the alcohol policy. Repeated violations of the alcohol policy may result in suspension or expulsion. It should be noted that alcohol violations which are also in conjunction with other student conduct code violations will result in more stringent sanctions.

1. Underage Consumption and/or Possession of Alcohol:
 - 1st Offense: \$75 fine, alcohol education, disciplinary reprimand.
 - 2nd Offense: \$150 fine, alcohol education, parental notification, deferred disciplinary probation.
2. Distribution/Provision of Alcohol to Underage Individuals: \$200 fine, deferred disciplinary probation, parental notification.
3. Public Display: \$50 fine, disciplinary reprimand.
4. Public Intoxication:
 - 1st Offense: \$75 fine, alcohol education, disciplinary reprimand.
 - 2nd Offense: \$100 fine, alcohol education, parental notification, deferred disciplinary probation.
5. Driving while Impaired: \$300 fine, alcohol education, parental notification, deferred disciplinary probation,
6. Alcohol Abuse or Harmful Use: \$200 fine, alcohol education, pays for off campus alcohol evaluation, disciplinary reprimand, and parental notification.
7. Possession of a Common Bulk Container: \$150 fine, disciplinary reprimand, parental notification.
8. Evidence of or Participation in a Drinking Game: \$100 fine, alcohol education, disciplinary reprimand, confiscation of the game,
9. Sponsorship/Hosting of an Unauthorized Party: \$200 fine, disciplinary reprimand.

In order to properly adjudicate cases and provide the best student learning opportunity, Residence Life seeks to close judicial matters within 30 days of the reported violation. To help that process, a student must reply to the meeting request within five (5) days, or residence hall access will be deactivated. Moreover, if the student does not reply, they will be charged with failure to comply. Residence Life will schedule another meeting with the student and if the student does not reply to the second request, the case will be sent to the Campus Judicial Board.

Policies and Procedures for Residential Students

A comprehensive list of Queens' policies can be found in the [Honor Code Booklet](#).

Drug Enforcement Policy for Residential Life

The possession of drugs and drug paraphernalia and the use of recreational drugs (including, but not limited to marijuana, cocaine, ecstasy and such items as pipes and bongs) is illegal and a violation of Queens University of Charlotte policies. Any student found in possession or using recreational drugs will be charged with a violation of the Honor Code and follow the typical judicial process as outlined in the Honor Code booklet. The student may also be charged criminally, at the discretion of the Chief of Campus Police and the Dean of Students.

If the Dean of Students believes enough evidence exists that a student was in possession of drug paraphernalia and/or used recreational drugs, the student will immediately be administratively removed from the residence halls. The student will not be permitted to return to the halls without the escort of a professional staff member and will lose their visitation privileges. Thus, the student must find alternative living arrangements pending the outcome of their hearing.

Students removed from residence pending the outcome of their hearing are responsible for securing their own living accommodations. An emergency loan may be secured from the Department of Student Life should a student need funds to secure short-term accommodations. Students without suitable automobile transportation will need to secure living accommodations along the CATS (Charlotte Area Transportation System) bus route.

Parental Notification Regarding Alcohol, Drugs, Self-injurious Behavior

It is always the desire and intent of the Dean of Student's Office to work directly with students to support their developing individual responsibility, maturity, and independence. However, there are times when a student's behavior becomes so disruptive, or is a risk to themselves or others, that the University elects to remove the student from residence and/or contacts parents or designated guardian to seek assistance on the student's behalf.

The following is a list, although not comprehensive, of times when a student can expect to be removed from residence and/or have the parent or designated guardian contacted by the Dean of Students:

- **Alcohol**
In addition to the Alcohol Policy cited in the Honor Code, repeated violations of the Alcohol Policy could result in a parental notification and possible removal from residence. Similarly, if a student becomes **dangerously intoxicated**, especially if this level of intoxication warrants medical attention, parents will be contacted at the discretion of the Dean of Students.
- **Drugs**
In addition to Drug Policy cited in the Honor Code, students found in possession of recreational drugs and/or drug paraphernalia will be **immediately removed from the residence halls on the first violation**. The student will not be permitted to return to the halls unless escorted by a professional staff member and will lose visitation privileges. The **student will be required to secure alternative living arrangements immediately**. Parents will be notified on the first drug offense.
- **Self-injurious Behavior**
Any student believed to be at risk to him- or herself will receive the full attention and support of the Dean of Students and Student Life staff members. It is always our goal to help students through difficult times and support them in their decision making. Should a student engage in

behavior that is **self-injurious (i.e. cutting, suicide attempt, etc.)**, the student will be required to seek immediate medical and psychiatric attention. No student will be permitted to return to the residence halls without **clearance from a medical professional substantiating the student is not at risk of harming themselves or others**. Parents will be contacted by the Dean of Students or his designee.

- **Danger to Others**

Any student engaging in behavior considered dangerous to other students (i.e. violence, threats, etc.) may be removed from residence hall immediately. Parent or assigned guardian will be contacted at the discretion of the Dean of Students.

Lock-out Policy

Students who are locked out of their room should go to Campus Police and complete the necessary paperwork to obtain a loaner key. The cost for this service is \$25. While typically waived the first time a student is locked out, they should expect to pay \$25 each time they are locked out of their room. Only cash is accepted.

Keys and Residence Hall Access

Room Keys

Upon arrival, students received a key for their assigned room. Access to any other room other than a resident's assigned room is prohibited. Room keys will only be issued to the resident of the room. There is a \$100 charge for each lost key and the fee must be paid upon requesting a new key. Residence Life expects residents to lock their doors at all times. Residents who lose their key(s) must go to the Residence Life office to order a new key. Residents are required to return keys when vacating a room at the end of or during a semester if leaving campus housing, when making a room change, or at the end of the academic year. Failure to return keys upon vacating a room will result in a fine. Students are strictly prohibited from making copies of University keys.

Master Key Misuse

The use of a University master key to gain or provide entry into a residence hall room, apartment, storage or maintenance area, office, or roof area is strictly prohibited without the direct permission of Residence Life staff. Any resident or student staff member who has been found misusing a University master key will be referred for judicial action.

Tampering with Locked Residence Hall Doors

In order to protect the safety and security of residents living in campus housing, propping open or tampering in any way with a locked door within a residence hall complex or any other campus facility will result in a minimum \$100 fine.

Break Housing

Students are allowed to stay in their rooms during University breaks. University breaks are defined as periods when classes are not in session. These breaks include Thanksgiving Break, Winter Break, and Spring Break.

In addition to the standard rules and regulations outlined in the [Honor Code Book](#), all students residing in residence halls during break period must adhere to the following:

- Residents may stay over Thanksgiving, Winter, and Spring Breaks, but must declare the intention to do so with the Department of Residence Life no later than one week before the break.

- The campus is considered 'dry' (meaning no student, regardless of age, is allowed to possess or consume alcohol on campus during the break period).
- Students are not allowed to host non-Queens students as guests.

Early Arrival

During the summer, campus housing is usually filled to capacity. Since the time allotted to prepare buildings for the opening of school is limited, early arrivals must be kept to a minimum. Only groups whose functions require arriving early and whose leaders make prior arrangements are allowed to do so.

Any group or individual who needs to move in early must submit an Early Arrival Request Form available through the Department of Residence Life. A Residence Life official will review the request and determine whether the group/individual will be allowed to move in early. If approved, each group coordinator must submit an Early Arrival Contract agreeing to uphold the early arrival policies and committing to pay any fines that are levied. All approved individual early arrivals are required to pay a nightly fee. This amount will not be returned to the student. Individuals who move in prior to their official check-in date without authorization are subject to a \$100 fine per day as is the person who allows them move in without authorization.

Health & Safety Inspections

In effort to keep all residents safe in the residence halls, the Department of Residence Life conducts Health and Safety Inspections at least once each semester. Notice, including flyers and posters in the halls, will be given before building-wide inspections are held. On rare occasions, an individual Health and Safety inspection will occur when there is enough concern that a safety issue exists in a specific room.

To minimize chances for fire or other destruction to property and/or bodily injury, announced health and safety inspections will be conducted to focus on potentially hazardous situations within campus housing areas. Residents will be notified regarding hazards and will be given 24-hours to correct the hazard. Failure to correct the hazard may result in a sanction.

While not all inclusive, the following is a list of things that are **not allowed** in the Residence Halls and would result in a student failing a Health and Safety Inspection:

- Appliances with exposed heating coils
- Alcohol (if under 21, or living in a freshmen building)
- Halogen lamp
- Candles
- Hotplates
- Drugs and/or drug paraphernalia
- Large appliances
- Extension cords
- Refrigerator or Microwave (apart from Microfridge unit in each room)
- Extra furniture
- Sun lamp
- Fireworks
- Toasters
- Pets, other than fish
- Toaster ovens
- Weapons

Personal Safety for Residential Students

The Queens community is picturesque, friendly, and traditionally noted as being a “safe” community in which to play, learn and live. Unfortunately, crime occurs everywhere and Queens is not exempt. Living away from home places the responsibility for protecting belongings and attending to safety measures in the hands of each student.

Top safety tips for living on campus:

1. **Lock your room!** An unlocked room is an invitation to theft. Don't compromise your safety.
2. **Do not let people “piggy back” into the building.** Holding the doors for others allows unescorted visitors undermine resident's safety.
3. **Report lost keys or key cards immediately to Campus Police.**
4. **Plan for safety.** Plan to travel in pairs and determine how you will get home *before* you go out. Let others know your plans.
5. **Identify and record valuables.** Purchase renter's insurance, engrave valuables with the engraver from Campus Police. Record serial numbers and store in a safe place.
6. **Park in a well lit area and do not leave valuables in your car.**
7. **Do not walk alone after sundown.** If you find yourself alone, call Campus Police at 704 337-2306 for an escort.
8. **Trust your instincts.** Report suspicious activity to Campus Police at 704 337-2306.
9. **Call 911 if there is an emergency or use an Emergency Blue Box located on campus for direct connection to Campus Police.**
10. **Report security hazards to Campus Services at campus.services@queens.edu.** Broken locks, windows, and lighting are an invitation to theft

Residence Life Staff

The Director of Residence Life, along with the Assistant Directors of Residence Life and Graduate Assistant, manages the residential program with the assistance of student Resident Assistants. The professional staff lives on-campus in the residence halls to and shares responsibility for the well being of all residents. Each residence hall is managed by an Assistant Director.

The professional and paraprofessional staff is available to provide peer counseling, resource referrals, information, and programming for resident students. All have been trained to handle emergencies, protect individual and institutional rights through the enforcement of University policies and to assume the administrative responsibilities of the residence halls. The staff's goal is to develop living environments that promote interpersonal relationships, individual growth and learning, and a strong sense of community marked with responsibility and identity. A current staff listing may be found on the [Queens website](#).

Resident Assistant Selection

Resident Assistants are an important part of the leadership team as they build community and provide a network of support on campus to residential students. The ideal RA applicant would possess exemplary skill in leadership, crisis management, communication, and problem solving. This positive role model serves as a dependable team player who possesses maturity and integrity to interpret and enforce University policies.

Applications for Resident Assistant positions are accepted on an annual basis in January. Residence Life is responsible for the selection and oversight of RAs.

student rights and responsibilities

Academic Programs and Policies

University Catalog

The Catalog for Queens University of Charlotte contains all degree requirements for undergraduate and graduate programs, as well as specific academic policies. Current and prior Catalogs are available on the [Queens website](#) for the Registrar.

The 2015-2016 Catalog may be found at:

<http://www.queens.edu/Documents/Registrar/Catalogs/2015-2016%20Academic%20Catalog.pdf>

Each student is responsible for knowledge of the academic requirements and policies in the Catalog. An academic advisor is assigned to help the student plan a program of study and answer questions.

Class Behavior Policy

In order to foster a positive learning environment, students are expected to behave and participate in class in a civil and respectful manner. A faculty member has the right and responsibility to remove any student from his or her class who, by the student's disruptive, demeaning, or discourteous behavior, impedes the class.

When a student is removed from class, the faculty member will communicate the length of time of removal to that student.

A student removed for one calendar week or less may not appeal the removal.

A student removed for a period of time beyond one calendar week, including up to the balance of the semester, may appeal in writing to the Dean of the class involved within seven calendar days after being removed from class. Should the Dean deem it appropriate, he or she may seek an informal resolution to the matter. Should the Dean not seek an informal resolution, or should such informal resolution fail, the matter will be formally considered by a committee appointed by the Vice President of Academic Affairs consisting of two faculty members and the Dean.

The committee will give a written recommendation to the Vice President for Academic Affairs, who will make the final decision.

A student may be subject to appropriate grade sanctions for work missed and absences during the time of removal from class. A student removed from class for the remainder of the semester because of his or her behavior will receive a failing grade for the course. A student removed from more than one class because of his or her behavior may also be suspended or expelled from Queens University of Charlotte.

Tuition, Financial Aid and Financial Policies

The Catalog also contains information and policies on tuition, financial aid and withdrawal policies.

Additional information may be found on the web site under **Scholarships and Financial Aid**.

<http://www.queens.edu/Admissions-and-Financial-Aid/Scholarships-and-Financial-Aid.html>

[Intellectual Property Policy](#)

[Judicial Processes](#)

Judicial processes are described in the [Honor Code Handbook](#).

Personal Welfare Policy

Queens University of Charlotte expects each student to behave in a manner that protects and preserves his/her health, safety, property, and/or physical well-being, as well as that of the entire campus community. Students are expected to take appropriate measures, including seeking professional assistance, when there is evidence to suggest that they may be unable to adhere to this standard, thus jeopardizing their success and the success of others at the University. Students are also expected to report any behavior of their fellow students that does not adhere to this standard.

A student shall take no action which threatens or endangers his/her own or another person's safety, health, life, or property, nor shall a student make a verbal or written threat of such actions. This includes, but is not limited to, behaviors such as suicide threats or attempts; verbal or written threats to other persons or their property; and/or refusing treatment for life-threatening illness or conditions (e.g. eating disorders, diabetes) that may impact the educational process. Any report of a violation of this standard requires the completion of a Student in Crisis Report (SCR) and following of one of the procedures below.

A student shall not engage in any harmful act to another or an act of self-injury even if the intent is not suicidal, if that act is disruptive to others on campus (this includes cutting and other types of self-mutilation). The creation of a credible Student in Crisis Report that a student has behaved in a way that threatens his/her own or someone else's health, threatened or attempted suicide, or engaged in substantial suicidal ideation, will be considered a breach of this standard.

Student in Crisis Report forms are available from Health & Wellness Services, Dean of Students Office, Center for Student Success, Chaplain's Office, and on line at: http://campus2.queens.edu/forms/support_team/
The form must be turned into the Dean of Students Office (Morrison 214) for official action to be taken.

Follow-up procedures where the student may be a danger to self:

The Dean of Students or one of his representatives, in consultation with the University's Behavioral Assessment Team, shall review the situation, meet with the student and take the following measures as necessary:

1. The student may be required, at the discretion of the Dean of Students, to have a professional assessment by a medical doctor or psychiatrist.
2. The student may be required to abide by the requirements set by the Dean of Students and other key University personnel.
3. If deemed necessary, the first professional treatment session with the licensed mental health professional shall occur within 48 hours of the incident or release from a medical facility.
4. If the student was released from a medical facility or Behavioral Health Center the discharge paperwork MUST be turned in to the Dean of Students prior to the student resuming classes or returning to the residence hall. Failure to comply with the requirement could result in removal from the residence hall or campus.

5. A "Release of Information" form must be completed by the student allowing the Dean of Students to be informed of the "after-care" plan of the licensed mental health professional. The student MUST follow the requirements set by the mental health professional. Failure to adhere to this procedure will result in disciplinary action that may include removal from residence, suspension or expulsion.
6. In the event of a serious situation, the Dean of Students may take other steps, including contacting the student's parents, guardians, and/or significant others, or requiring additional mental health sessions.
7. A student may appeal the actions of the Dean of Students Office to the Vice President for Enrollment Management. However, the student must immediately comply with these requirements pending a decision to the contrary by the Vice President.

Follow-up procedure where there may be a danger to others or to property:

The Dean of Students or one of his representatives, in consultation with the University's Behavioral Assessment Team, shall review the situation, meet with the student (if appropriate), and take the following measures, as necessary:

1. The student will be required to meet with the Dean of Students and/or the Chief or Captain of Campus Police within 48 hours of the incident. This timeline may be shortened if necessary, but should not exceed 48 hours. A student's failure to comply shall result in disciplinary action that may include removal from residence, suspension or expulsion.
2. In the event of a serious situation, the Dean of Students, in consultation with the Assistant Vice President for Campus Safety, may take other steps, including contacting the student's parents, guardians, significant others, or law enforcement officials.
3. The student may be required, at the direction of the Dean of Students, to seek professional help or attend mandatory educational sessions deemed appropriate by the Dean of Students.
4. The student may have disciplinary charges filed as a result of their actions.
5. A student may appeal the actions of the Dean of Students to the Vice President for Enrollment Management. However, the student must immediately comply with these requirements pending a decision to the contrary by the Vice President.

Special Note on "Imminent Danger" to Self or Others:

It is the responsibility of the Dean of Students Office to ensure the health and safety of all students at all times. On occasion, it may be necessary for the Dean of Students Office to act swiftly to protect the health and safety of the Queens community and to ensure the educational process on campus is not disrupted.

To that end, on rare occasions the Dean of Students may determine a student to be an "imminent danger" to themselves or others and that student may immediately, through administrative action, be removed from residence and/or temporarily administratively suspended from the University. Imminent danger is defined as "more likely than not" to result in harm to self or others. Some examples include, but are not limited to: threats of harm to others, using/possessing illegal drugs on campus, self-injurious behavior, possession of a weapon, etc. On most, but not all, occasions, the Dean of Students will consult with the University's Behavioral Assessment Team (BAT) to make such determinations. The BAT is comprised of four members including: the Associate Provost & Dean of University Programs, AVP for Campus Security & Chief of Campus Police, the Director of Treasury and Risk Management, and the Dean of Students who chairs the team.

A student arrested for a criminal felony offense will by definition be considered an imminent threat to the community and be temporarily suspended pending the outcome of their trial and/or decision by the district attorney. Decisions about any administrative action can be appealed to the Vice President of Enrollment Management who retains final authority on such appeals.

Administrative removal from the residence halls or administrative suspension does not presume responsibility on the part of the accused student and will only be used when there is enough evidence to proceed with a judicial hearing before the appropriate hearing board. A judicial hearing will be held as soon as possible following any administrative removal or suspension. In nearly all cases, the student will be allowed on campus to attend their hearing. However, in situations where the Dean of Students believes there continues to be an immediate and on-going risk to the community s/he reserves the right to have the accused student's input at their hearing occur by phone. If the accused student is found not responsible by the appropriate hearing board, any administrative action taken against the student will be immediately reversed. If the accused student is found responsible, any sanctions for the student will be determined by the hearing board.

Student Complaint Policy

Queens University of Charlotte is committed to providing an educational climate that is conducive to the personal and professional development of each individual. In order to ensure that commitment, the University has developed procedures for students to pursue grievances within the University community, should such action become necessary. A student who has an unresolved disagreement or dissatisfaction with a faculty or staff member, another student, student group or administrator has the right to file a written complaint without prejudicing his or her status with the University.

Definition

A complaint involves a concern, problem or issue other than a disciplinary measure. (The appropriate response to a disciplinary measure which is deemed unfair or excessive, or dissatisfaction with a grade, or progression, probation, or dismissal from a program, is an appeal, not a complaint. Appeals are made through established University procedures.) Complaints may be academic or nonacademic.

An academic complaint may be brought by a student regarding the University's provision of education and academic services affecting his/her role as a student. Academic grievances can include but are not limited to the following types of allegations: discriminatory action toward students within the classroom by a faculty member, e.g., by singling out specific students for either preferential or adverse treatment; failure of a faculty member to follow University policies in the conduct of classes or examinations; or capricious or unreasonable arbitrary actions by a faculty member that adversely affects student performance. The student must have first attempted to resolve the issue by approaching the faculty member, and then the faculty member's dean, before filing a written complaint. A nonacademic complaint may be brought by a student regarding a disagreement or unresolved dissatisfaction with a faculty or staff member, another student, student group or administrator. Nonacademic grievances can include but are not limited to the following types of allegations: issues regarding sexual harassment, discrimination or an alleged infringement upon the rights or sensibilities of an individual by a University employee, student or student organization. The student must first have attempted to resolve the issue by approaching the person(s) involved, and then the appropriate dean or supervisor, before filing a written complaint.

Disability Discrimination

Any student who believes that a University employee has discriminated against him/her due to a disability should file a grievance with the Manager of Student Disability Services within ten days from the date of the alleged incident. For the complete process and policy information visit the Student Disability Services section of this handbook.

Process

The student is encouraged to attempt and resolve all grievances at the lowest possible level. The student

first discusses the problem or complaint with the person whose decision or action is being contested and then the person's dean or supervisor. If the grievance cannot be resolved at that level, the student can submit a formal complaint in writing. A complaint must be based on a claimed violation of a University rule or policy that has not resolved through ordinary processes.

Any student who brings a complaint has the burden of proof and must provide documentation and evidence to support the allegation. A complaint should normally be filed within 10 working days of the incident or incidents. (Note: This policy does not limit the University's right to change rules, policies or practices.) The student should put his or her grievance in writing according to the following guidelines: What is the grievance? Identify it. What are the grounds for the grievance? Explain the basic justification for it based on a claimed violation of a university rule or policy. How would you like to see it resolved? What do you want done?

- Academic Grievances (other than disability issues) - the student will submit the complaint in writing to the Vice President for Academic Affairs. The Vice President for Academic Affairs will ensure that the complaint receives a timely response. The student may appeal the response in writing to the President of the University within 10 days. The results of complaints appealed to this level are final and may not be further appealed. The Vice President for Academic Affairs will keep on file a record of each complaint, its nature and resolution.
- Non-academic Grievances (other than disability issues) - the student will submit the complaints in writing to the Dean of Students. The Dean of Students will ensure that the complaint receives a timely response. A record of each complaint, its nature, and resolution, will be forwarded to the Academic Affairs office. Students in the traditional undergraduate program should refer to the Student Handbook.

Other Policies on Student Rights and Responsibilities

See Also Appeal and Formal Grievance Procedure for Students with Disabilities

See Also [Acceptable Use Policy for Information Technology](#), [University Copyright Compliance Guidelines](#), and all other university technology policies

See Also [Sexual Misconduct](#)

See Also [The Honor Code](#)

the center for international education

Mission

To help the University meet its mission, the Center for International Education (CIE) offers students, through the John Belk International Program, various opportunities to develop a broadened perspective and a heightened appreciation of a culture other than their own. Through a variety of programs, the CIE offers all Queens students international experiences that will - to varying degrees according to the chosen program - endow students with a deeper understanding of another country or region.

The John Belk International Program (Study Abroad)

At Queens, we believe understanding the world is a critical part of a complete education. The Center for International Education provides four options for students to see the world:

1. **Short Term Faculty Led Programs:** These courses, led by Queens faculty, generally last two to three weeks. Most begin with a semester long preparation class on-campus. Others are structured so that most instruction takes place while abroad. A variety of options for short term programs are available each year. Students typically participate in these programs during either winter break or the beginning of summer break of their junior year.
2. **Semester or Year Long Programs:** Queens is a partner of the International Student Exchange Programs (ISEP) and has several other exchange partnerships allowing Queens students to travel to over 50 countries around the world for a semester or a year.
3. **International Internship:** The Center for International Education has internship options available around the world and can work with students interested in creating their own international internship. These internships can fulfill Queens' internship requirement.
4. **Language Immersion:** Students who have taken the equivalent of four semesters of foreign language classes may participate in a language immersion for four weeks in a variety of locations around the world. Language immersion options are also available for semester long programs and international internships.
5. **Summer Programs in France:** Students majoring in Business, Political Science, or International Studies may spend four weeks studying global business and politics at one of three locations in France through Queens' partners, ESSCA and the Ecole de Management Strasbourg. Both are premier business schools with campuses in Angers, Paris, and Strasbourg

Eligibility

Full-time undergraduate students in good standing, with a minimum grade point average of 2.0, and third-year status are eligible to participate. Transfer students who have attended Queens for a minimum of four semesters prior to their trip may participate. Transfer students who have attended for less than four semesters may participate for an additional supplement. Part-time students, Hayworth students, and students who wish to have a JBIP experience before they are eligible to do so, or those who wish to have multiple JBIP experiences, are eligible to participate on a space-available basis by paying the full price of the program. Students in short-term faculty-led courses must successfully complete any preparatory coursework associated with the program and attend all required pre-departure meetings in order to travel with the group.

Applying for a JBIP Program

Students generally apply 2-3 semesters in advance. Each spring, students attend Study Abroad 101 sessions and meet with advisors in the CIE to learn about all available options. After they have attended a session and been advised they are free to apply for their desired program. Some programs are selective (semester and year-long programs, language immersion, international internships, and some short-term programs) while others are open to all eligible applicants. Many programs are competitive for space, so students are strongly encouraged to identify several programs in which they would be happy to participate.

Cost

The John Belk International Program at Queens is unique in that eligible traditional undergraduates have much of their study abroad costs defrayed by a generous grant. On short-term faculty-led programs, students pay for most meals and all personal expenses. There are moderate supplemental fees for the more extensive faculty-led programs, some language immersions, and international internship programs. Students participating in a semester or year abroad continue to pay Queens tuition and fees with scholarships and loans still in effect; and their JBIP funds will be applied toward the cost of round-trip airfare, application fees, and health insurance. For more details, call the Center for International Education at 704 337-2533 or go online to <http://www.queens.edu/Academics-and-Schools/Study-Abroad.html>

Scholarships

There are scholarships available to recognize high achieving students with exemplary academic records who actively seek to enhance their lives with an international experience. Queens awards the following scholarships annually to a select few students:

Class of 1958 International Scholarship Awards - Two \$500 scholarships are awarded each year to students participating in Queens short-term programs (e.g. faculty-led JBIPs, summer programs at EM Strasbourg and ESSCA) based on an application and personal statement.

Jo Dewitt International Adventurer Fund - Two \$500 scholarships are awarded each year to students participating in language-immersion, Summer Programs in France, or semester-abroad programs. This fund rewards those who have actively created a unique international experience for themselves by extending their travels, undertaking service projects or by getting intimately in touch with the local culture.

Elizabeth A. Dalton Scholarship for International Internships - The Dalton Scholarship is designed to help support students who are completing approved international internships. The scholarship is offered annually and can be awarded to one student or to multiple students. The amount of the award is determined by the committee making the award decisions.

internship & career programs

Mission

Internship & Career Programs offers essential resources and optimum preparation for Queens students and alumni such as one-on-one advising, an extensive online job board, networking and internship opportunities, career events and much more. All of our students are required to complete an internship before graduation so that they have unique, first-hand experience within their field of study. These opportunities are great resume builders and also serve as an authentic experience to learn the rewards and challenges within their career path.

Resources for Queens Undergraduates

Queens Online Job Board

Gain access to the Queens Online Job Board where you can view jobs and internships, post your resume and much more. Email careerprograms@queens.edu for registration instructions. Students who already have a password can log in.

One-on-one Career Advising

Students are encouraged to meet with a career advisor throughout their time at Queens to discuss topics including career strategy, job search, resume and cover letter, interview skills, salary negotiation, graduate school and industry trends. To book an appointment, please call the office at 704.337.2337.

Resume and Cover Letter Review

An impactful and purposeful resume and cover letter are critical for securing any position. The Internship & Career Programs staff can assist you with not just the basics, but also strategies behind writing successful resumes and cover letters. Use our Job Search Guide to help you!

Career Events

Throughout the year, Internship & Career Programs hosts career fairs, company presentations, panel discussions and on-campus recruiting. For more information on upcoming events, check the events calendar.

Mock Interview and Feedback

Students who would like to strengthen interviewing skills are welcome to schedule a mock interview. An Internship & Career Programs career advisor will "interview" you in a realistic setting and provide feedback. To schedule a mock interview, please call the office at 704.337.2337.

Queens Alumni Mentoring Program

The Queens Alumni Mentoring Program is a forum where students connect with alumni for professional guidance. Log onto the Queens Online Job Board to seek an alumni mentor.

Computerized Career Assessments

Email [Internship & Career Programs](mailto:careerprograms@queens.edu) for access to assessments at careerprograms@queens.edu.

Graduate School Advising

Explore graduate school options with a career advisor. Learn more about applications, requirements, career planning and gaining a competitive edge.

Student Internships

Internships are more important than ever in building the career you desire. Studies show that employers are more likely to hire recent graduates with internship experience than those without. Queens places great emphasis on internships so that you can be a standout candidate and be prepared to pursue your professional goals.

The Internship & Career Programs office supports students with a comprehensive Career Connections preparatory course (INT 201), one-on-one career advising, resume, cover letter and interview assistance, events, Queens Online Job Board and more. For most traditional undergraduate students, internships are a requirement for graduation. Learn more about how you can make the most of an internship by visiting <http://www.queens.edu/internships>.

the center for student success

Mission

The Center for Student Success promotes student academic achievement by providing services and programming designed to support integrative learning, skill development, and a mindset necessary to flourish and persist at Queens.

The Center for Student Success

The Center for Student Success at Queens University of Charlotte welcomes all students! The Center is the place on campus to partner with peers and staff professionals to achieve personal academic goals.

Services at the Center for Student Success are free for all Queens students. The staff of professional advisors, peer writing consultants and peer tutors. Services include:

- Academic advising by professional staff
- Individual and group peer tutoring
- Peer Writing consultation
- Faculty led Academic Workshops
- Student Disability Services-Please refer to the section entitled "[Student Disability Services](#)" for a complete description and detail of service and processes for accommodation

Student Success is a collaboration between the student and our staff. Students are encouraged to manage their academic career by connecting early (and often) with the services offered. You are welcome to stop by the Center, located on the lower level of Dana, Room 014, to learn how we can assist you. The Center can also be reached by dialing (704) 688-2849.

Appointments for advising, tutoring and writing appointments at www.queens.mywconline.com.

Academic Advising

Undergraduate students benefit from working with faculty and professional academic advisors who assist students in decision-making, career preparation and understanding the Queens culture. All students are assigned a faculty advisor who work with them to discuss topics such as major and minor requirements, general education requirements, careers and internships in students' majors, course registration and approval. Your faculty advisor information can be found when you login to "MyAccount".

Professional academic advisors serve as a resource regarding University policies, academic regulations, and assisting students in setting and attaining academic goals are located in the Center for Student Success, Dana 014.

Peer Tutoring and Learning Support

The Center for Student Success offers FREE peer tutoring in many academic content courses (i.e. statistics, financial accounting, mathematics, biology, chemistry, etc.) as well as study skills instruction. Peer tutors are students who have completed the course(s) for which they tutor with a B+ or better, been highly recommended by the course professor, and been selected through an interview process. Peer

tutors participate in a tutor certification program monitored by the College Reading and Language Association. Peer tutors offer sessions by appointment at www.queens.mywconline.com.

Students with a sophomore standing, or higher, who are interested in working as a peer tutor, contact Ms. Jennifer Daniel, Director of Writing and Learning Services at danielj@queens.edu.

The Writing Center

Our writing consultants are specifically trained in the practice and theory of writing as a collaborative experience. The tutors are selected peers so that students benefit from someone who can directly relate to the student experience. Tutors spend one on one time working with students regardless of where they are in the process: from brainstorming and mining for those first ideas, crafting a thesis, organization, tracking grammatical patterns in need of improvement, and even assistance negotiating citation styles.

The writing consultants help support the individual's unique writing process and assist in finding their voice to communicate effectively to the audience.

For questions, please feel free to contact the Writing Center faculty, at WritingCenter@queens.edu or schedule an appointment at www.queens.mywconline.com

Students with at least sophomore standing who are interested to serve as writing consultant, contact Ms. Jennifer Daniel, Director of Writing and Learning Services, at danielj@queens.edu.

Student Disability Services

[The Office of Student Disability Services](#) at Queens University of Charlotte provides reasonable accommodations and auxiliary aids/assistive technology to students with a documented disability under the American with Disabilities Act (amended 2008) and Section 504 of the Rehabilitation Act of 1973. Such accommodations may include modifications in the classroom, residential halls and University sponsored program or activity. The Office of Student Disability Services believes that students are their own best advocate and works with students to develop their advocacy skills. SDS provides services to students with a wide range of disability including: learning disabilities, ADHD, psychiatric, physical disabilities, vision impairment, hearing impairment, and medical conditions.

In order to access the rights provided through the ADA (amended 2008) and Section 504 of the Rehabilitation Act of 1973, it is the responsibility of a student with a disability to self-identify by registering with the Office of Student Disability Services and by providing appropriate documentation. Reasonable accommodations cannot be granted until documentation is reviewed and the student is deemed a qualified person with a disability. Accommodation decisions are made on a case-by-case basis. Students requiring auxiliary services (interpreter, alternative text format) need to request this accommodation at least one month in advance so that arrangements can be made in a timely manner.

The Office of Student Disability Services is located in the Center for Student Success in Dana 011. To inquire about receiving accommodations, please contact:

Director of Student Disability Services
Phone: 704 337-2508
Fax: 704 688-2764

For information visit: <http://www.queens.edu/Life-on-Campus/Student-Disability-Services.html>

Appeal & Grievance Procedures

Student ADA/Rehabilitation Act Grievance and Appeal Procedure:

Queens University of Charlotte strives to maintain the highest standards of integrity of upholding the rights of persons with disabilities provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which mandates that no qualified person, by reason of disability should be denied access to, participation in, or benefits of any programs offered at the University of the student's choice. Queens University of Charlotte has adopted an Informal and Formal Grievance Procedures. Any student, who believes that he or she has been discriminated against on the basis of his or her disability or has been denied access or accommodations required by law, may make a complaint under this procedure. A student may make a complaint about:

- A requested service or accommodation
- Inaccessibility of a University program or activity
- Harassment on the basis of disability in violation of University policy
- Any other alleged University violation of ADA or the Rehabilitation Act.

The Disability Grievance and Appeal Procedures address only those matters based on a documented disability and does not supersede other University policies and procedures (general grade appeals, honor code violations, conduct violations, etc.) The University encourages students to use these procedures before pursuing remedies outside of the University, but students have the right to file a complaint directly with the Office of Civil Rights of the United States Department of Education.

A student who has been denied a requested accommodation while following correct procedure or otherwise disagrees with a Disability Services accommodation decision is encouraged to discuss his or her concern with the Director of Student Disability Services. A conversation may resolve the disagreement quickly.

Procedures

Informal Grievance Procedure:

A student who disagrees in any way with a Student Disability Services decision regarding a request for an accommodation may seek review of the decision by contacting the Associate Dean of Student Success via email. The student needs to contact the Associate Dean of Student Success within 30 days following the date of the denial of the requested accommodation or services. The Associate Dean of Student Success will try to work with the student, the Director of Student Disability Services, and if appropriate, others at the University (including faculty members, residence life and campus services) to resolve the situation in a timely manner. If the issue is not resolved informally, the student shall have the right to invoke a formal grievance procedure.

Formal Grievance Procedure

A student seeking a formal review of denial of a requested accommodation and/or services shall prepare a written statement which shall contain the following information: The student's name, e-mail address, student ID number and telephone number. The statement should detail the basis and rationale for the grievance, including specific facts of any alleged discrimination and University policies, statements and/or actions that relate to the grievance. The student should also provide copies of any documentation which the student believes support the grievance. If possible a log of important dates that had impacted the issue at hand and the names and contact information of students, faculty or staff that have knowledge of the alleged discrimination. The student should state their desired outcomes with suggested remedies or

corrective actions. The student is also encouraged to submit any additional relevant information which they feel supports their grievance.

The grievance should be submitted to the Associate Provost. The grievance will not be considered to be filed unless all the information requested is submitted. The Associate Provost will notify the student when the information is received via e-mail. The Associate Provost shall review all the documentation submitted by the student in support of the grievance. The Associate Provost shall if he/she feels it is appropriate, interview the student and /or other individuals including the ADA Coordinator, who can provide relevant information. The Associate Provost may also request additional pertinent information.

The Associate Provost will write a Letter of Determination within 30 days after receiving the grievance and provide it to the student. If appropriate, the Letter of Determination will include steps to implement his or her decision. The letter will also tell the student who the appropriate University Vice President is if the student wishes to appeal the Letter of Determination.

Within ten days of receiving the Letter of Determination the student has the right to submit a letter of appeal to the appropriate Vice President if they do not agree with the decision. The student's letter of appeal must be in writing and included the students name, e-mail address, student ID number and telephone number. The specific facts and grounds which the student is basing their appeal on and the specific grounds the student disagrees with in the Letter of Determination. Copies of any documentation which the student believes support the appeal, important dates, and the names of others with knowledge of the issues being presented should also be included. A review of the appeal will not be considered in a timely matter until all the requested material is received. The University Vice President will inform the student via e-mail of the receipt of appeals information.

The University Vice President shall review the students appeal and all information provided by the Associate Provost and issue a written decision resolving the appeal within 45 days of receiving all the needed information for an appeal of the Letter of Determination. The appeal shall be based on the materials provided by the student in support of the appeal and the written record provided by the Associate Provost; however at the discretion of the University Vice President additional information may be gathered for his or her review. The decision of the University Official shall be the final University decision with respect to the student's grievance and there will be no further appeal.

No Retaliation

Queens University of Charlotte and federal and state law prohibits any form of retaliation against a person who participates in a grievance procedure.

Confidentiality

Reviews and investigation will be conducted, to the greatest extent possible confidentially and in compliance with the Family Education and Rights and Privacy Act (FERPA). All University employees involved in the review and investigation will be advised of their obligation to maintain FERPA.

Self-Representation

A student has the right to consult with others during the grievance process but needs to represent him or herself.

commuter students

Commuting to Queens and having a vibrant undergraduate experience is possible at Queens; however, it takes some initiative on the commuter student's part to get involved in campus life. The easiest way for the commuting student to make connections outside of the classroom is to join a club or organization and to attend Student Life sponsored events. Student Life is waiting to assist any student with making connections.

public safety and campus police

The Queens University of Charlotte Public Safety and Campus Police Department is comprised of professional men and women whose purpose is to provide a safe environment in which students and employees may live, learn, and work. The professionally-trained department consists of police officers, security officers, and support staff. The primary mission of the Department is to protect and assist the campus community. It operates 24 hours a day, 365 days a year, watching for circumstances that threaten the campus and taking appropriate action. However, the Department does not operate a full-time dispatch center. Support staff is available in the Campus Police facility during normal business hours (Monday-Friday, 7:00 am -10:30 pm). Outside of normal business hours, officers carry cell phones and respond directly to calls for assistance. When reporting a crime or emergency call 704.337.2306. When a crime or emergency is observed, call immediately. Campus Police officers are fully sworn police officers commissioned by the Attorney General's Office under the laws of the State of North Carolina.

Queens University of Charlotte prepares an Annual Security & Fire and Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found at: <http://www.queens.edu/Life-on-Campus/Public-Safety-and-Campus-Police/Annual-Security-Report/html>. It can also be found under MyQueens/Departments/Public Safety and Campus Police. A copy of the report will be mailed to anyone who requests a copy. Anyone may obtain a copy in Human Resources or the Office of Public Safety and Campus Police.

Campus Police reminds students to be aware of their surroundings and take measures to ensure personal safety as well as security of belongings. Safety is a shared responsibility. Students should remember to lock their residence hall doors and take their keys with them, never travel alone, report suspicious persons to Campus Police, and never leave personal possessions unattended or unsecured. Queens does not assume responsibility for personal property. We encourage students to engrave items (bicycles, electronics, etc.) and record item and account number in a safe place. Campus Police has an engraver should any student wish to mark their belongings. Students should check to see if the parents' homeowner policy provides coverage for college belongings. Theft occurrences should be reported immediately to Campus Police at extension 2306.

On Campus Response Systems

Blue Light Emergency Phones

There are six EMERGENCY blue light call boxes on campus. Anyone using a call box is directly connected to Campus Police. Police officers respond to an activated call box and can speak directly with the person using the call box via the officer's cell phone. Call boxes and campus lighting are routinely checked by Campus Police and repair requests are made to Campus Services.

Q Alert

In the event that an emergency or dangerous situation involving an immediate threat to the health and safety of students or staff exists on campus, Campus Police, after confirmation of the emergency by University officials, will activate all or part of the Q-Alert to notify the community. Q-Alert has multiple components for emergency notification; text / phone notification, outdoor siren / voice alert, website, e-mail, and voice mail. Due to the size of the campus, notifications will be sent out to all recipients. Notification would not occur if, in the judgment of the authorities, efforts to assist a victim, contain, or respond to the emergency would be compromised.

Undergraduate and graduate student's email addresses are automatically entered into the Q-Alert system upon registration. However, everyone is encouraged to register their cell phones for text/phone notification. Registration is via the University portal at: <https://myaccount.queens.edu/ics> and confirm/update your contact information by clicking the "Update Your Contact Information" link.

I.D. Card Access

All residence halls and other campus buildings are secured and accessible by card access control, which also serves as the Queens Student Identification Card. Residence hall doors are locked at all times. Students should not prop doors or allow others to enter by "piggy backing" off each other as this compromises the safety of all. Emergency exit doors are alarmed.

Mass Notification System

Similar to a loud-speaker system, Queens University of Charlotte houses a mass notification system on the main campus to deliver announcements in time of emergency situations.

Evacuation and Lockdown Drills

Throughout the year, the University reviews policies and trains for evacuation and Shelter-in-Place drills. 'Shelter-in-Place' means to make a shelter of the building that you are in and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside. Shelter-in-Place may come from several sources, including the Campus Police Department, Housing Staff, other University employees, or other authorities utilizing the University's emergency communication tools.

Incidence Response

The University has implemented an incident response plan to define what constitutes a security incident and outline incident response phases. The plan documents how information is passed to the appropriate personnel, assessment of the incident, response strategies, documentation, preservation of evidence, and communication.

On Campus Policies

Lock-out Policy

Students who are locked out of their room should go to Campus Police and complete the necessary paperwork to obtain a loaner key. The cost for this service is \$25.

Weapons Policy

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed to harm or incapacitate is prohibited on campus. "Weapons" include, but is not limited to, revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives over five inches in length, slingshots, bows and arrows, and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus. The complete weapons policy can be found by going to [Weapons Policy](#)

Student Parking & Transportation

Parking Permits

All students must register their vehicles and have a valid parking permit displayed. To receive a Parking Permit, visit the [Queens Vehicle Registration site](#).

Registration requires the following:

- License plate number and state of registration
- Name of the registered owner
- Relationship of the driver to the registered owner
- Address under which the vehicle is registered

Take the original vehicle registration card to Campus Police to receive a parking permit to affix to the rear auto window.

Parking permits are valid from August 15 through August 15 of the following year.

Parking Locations on Campus

All residential students must park in the South Parking Deck located behind Wireman Residence Hall. Parking in the deck requires a residential parking permit and an access card.

All commuters are permitted to park in any open lot, excluding Burwell Circle and the Soccer Lot, or streets immediately adjacent to main campus. Commuter students are not permitted to park in any space marked as 'reserved for guests, faculty, staff, or resident students.' In addition, commuters are allowed to park in the North Parking Deck (formerly Deck A) after 5:00 p.m.

Bicycle Policy

- All students, faculty, and staff who wish to park a bicycle on campus must register it with the University.
- Registration of bicycles is accomplished in person at the Public Safety and Campus Police Department located in the Stultz Building, or registration can be done online.
- There is no fee for registering a bicycle and registrants will receive a Queens University of Charlotte bicycle identification decal at no charge to be placed on your bicycle.

Bicycle Riding Regulations

- No bicycle shall be used to carry more than one person at a time unless the bicycle is designed for additional riders or has a child carrier. No person riding a bicycle shall carry any package, bundle, or other article which may prevent the operator from keeping at least one hand on the handle bars.

- Every bicycle ridden from sunset to sunrise shall be equipped with a lamp on the front of the bicycle and a red reflector on the rear.
- While riding a bicycle on the roadway or sidewalk, pedestrians shall be given the right-of-way.
- Bicycle helmets are not required for riding on campus; however, for safety reasons, it is strongly recommended that every rider wears one.
- Bicycles shall not be ridden upon any ramp, stairwell, wall, bench, fountain, structure, facility, or over shrubbery or flower beds.
- Any person in violation of the rules and regulations listed above will be subject to a \$25 fine.

Bicycle Parking Regulations

- Parking and storage of bicycles is only permitted in the student's residence hall room, employee office, or any of the bicycle racks placed at various outside locations on campus.
- Indoor bike parking is never allowed in corridors, stairwells, exit pathways, or outside on trees, metal poles, or anywhere where it may impede emergency exit or maintenance around or in a building.
- Bicycles parked on campus must be locked in a bicycle rack with a chain and padlock or other locking device.
- All non-registered or improperly parked bicycles will be confiscated by Campus Police. If the bicycle is secured, the lock will be removed at the owner's expense. Campus Police will hold registered bicycles at a charge of \$5/day. Non-registered bicycles will be held at a charge of \$10/day.
- Any bicycle confiscated or turned in to Campus Police will remain there for a period of 30 days. After this period, any bicycle not claimed by the owner will be disposed of.
- Any student not staying at the University during the summer months must take their bicycle home with them at the end of the school year.

Bicycle Safety

- Register online with the Public Safety and Campus Police Department. We also recommend that all bicycles be engraved in the event that a bike is stolen or lost; this aids in the return of the article to the rightful owner. This is a service provided by the Public Safety and Campus Police Department.
- Lock your bike with a U-lock at one of the bike racks on campus, even if you are only going to be gone for a few minutes. Do not lock your bike to lamp posts or to stairwell railings. Use the bike racks. Lock it or Lose it!

- Wear protective head gear, check all components of the bike for proper working order, invest in a headlamp and flashing rear light for night time riding, obey all traffic control devices, and use proper hand signals. Not all drivers may be paying attention, so you must help as much as possible.

If you believe your bike has been stolen or is lost, check all of the bike racks on campus. If it is not found, then come to the Public Safety and Campus Police Office to file a report.

spiritual life

College is a time of growth and discovery. The spiritual domain is no different. Queens is committed providing students with a climate conducive to the growth and nourishment of a person's lasting religious and moral values. Although affiliated with the Presbyterian Church, USA, Queens welcomes students of different faiths and those seeking to define their spirituality.

Spiritual Life activities are designed to foster exploration and strengthening of each student's spiritual and ethical values. Spiritual Life supports programs such as Bible study, Campus Crusade for Christ, Fellowship of Christian Athletes, Guatemala Mission Trip, Hillel, Muslim Student Association, Young Life, , and fellowship opportunities surrounding outreach and service. Better Together, an interfaith group, seeks to promote discussion, dialogue, and service projects among students of different faith traditions. The Chapel also sponsors The Moravian Love Feast, a long-standing Queens tradition of Scripture lessons and Christmas carols punctuated by Moravian coffee and sweet buns.

Spiritual Life organizes on-campus service in order to reach the immediate community. The most prominent being "Room in the Inn," a combined effort of the Chapel and Urban Ministry, that ministers to the homeless during the cold winter months by providing a safe, warm place to sleep, a hot meal, and a sense of community filled with camaraderie and sharing. The Chapel also has a relationship with The Grove (Presbyterian Church) and provides volunteers for their afterschool program that ministers to the children from a fragile east Charlotte neighborhood.

An informal Christian worship service is held in the chapel Sunday evenings. This intimate gathering is a student-led worship service marked with song and prayer. For students looking for a local house of worship to call their "home away from home," Rev. Mowrey has a list of local congregations of all denominations that welcome Queens students. Please contact her for more information.

Reverend Dr. Diane Mowrey, the University Chaplain, is always available for discussions and counseling. She may be reached at 704.337.2291.

charlotte resources

Banks

Bank of America

751 Providence Road
Charlotte, North Carolina 28207
704.386.8251

BB&T

108 Providence Road / Suite 100
Charlotte, North Carolina
704.954.2005

Fifth Third Bank

1051 East Morehead Street / Suite 290
Charlotte, North Carolina
704.554.2520

Scottish Bank

1351 East Morehead Street / Suite 101
Charlotte, NC 28204
704.373.2289

State Employees Credit Union

1130 East 3rd Street
Charlotte, North Carolina
704.376.9133

Wells Fargo

1065 Providence Road
Charlotte, North Carolina
704.333.8585

Local Attractions

[Carowinds](#) (an amusement and water park)

14523 Carowinds Boulevard
Charlotte, North Carolina
800.888.4386

[Charlotte Hornets](#) (professional basketball)

333 East Trade Street
Charlotte, North Carolina
704.424.4860

[Carolina Panthers](#) (professional football)

800 South Mint Street
Charlotte, North Carolina
704.358.7800

[Charlotte Checkers](#) (professional hockey)

333 East Trade Street
Charlotte, North Carolina
704.688.9000

[Charlotte Knights](#) (minor league baseball)

Charlotte Knights Baseball Club
324 South Mint Street
Charlotte, NC 28202
704.357.8071

Movie Theaters

[AMC Carolina Pavilions 22](#)

9541 South Boulevard
Charlotte, North Carolina 28273

[Epicentre Theater 5](#)

210 East Trade Street
Charlotte, North Carolina 28202

[Regal Manor Twin](#)

607 Providence Road
Charlotte, NC 28207

[Regal Park Terrace Stadium 6](#)

4289 Park Road
Charlotte, North Carolina 28209

[Regal Phillips Place Stadium 10](#)

6911 Phillips Place Court
Charlotte, North Carolina 28210

Museums

[The Bechtler Museum of Modern Art](#)

420 South Tryon Street
Charlotte, North Carolina 28202
704.353.9200

[Mint Museum Uptown](#)

500 South Trade Street
Charlotte, North Carolina 28202
704.337.2000

[The Levine Museum of the New South](#)

200 East 7th Street
Charlotte, North Carolina 28202
704.333.1887

[Nascar Hall of Fame](#)

400 East Martin Luther King Boulevard
Charlotte, North Carolina 28202
704.654.4400

[Mint Museum Randolph Road](#)

2730 Randolph Road
Charlotte, North Carolina
704.337.2000

Theaters of Local Colleges and Universities

[Central Piedmont Community College](#)

1206 Elizabeth Lane
Charlotte, North Carolina 28204
704.330.6534 (Box Office)

[Davidson College](#)

Davidson College
209 Ridge Road
Davidson, North Carolina 28035
704.894.2361

[UNCC Charlotte](#)

Robinson Hall for the Performing Arts
UNCC Main Campus
9201 University City Boulevard
Charlotte, North Carolina 28223-0001
704.687.UNCC (8622) www.unccboxoffice.com

Theaters for the Performing Arts

[The Actor's Theatre of Charlotte](#)

650 East Stonewall Street
Charlotte, North Carolina 28202
704.342.2251

[Blumenthal Performing Arts Center](#)

130 North Tryon Street
Charlotte, North Carolina
704.333.4686 (business)
704.372.1000 (box office)

[Carolina Actor's Studio Theatre](#)

1118 Clement Avenue
Charlotte, North Carolina 28205
704.455.8542

[Matthew's Playhouse](#)

100 McDowell Street
Matthews, North Carolina 28105
704.846.8343

[Theatre Charlotte](#)

501 Queens Road
Charlotte, North Carolina 28207
704.376.3777

Places of Worship

Ascension Lutheran Church (LCMS)

1225 East Morehead Street
Charlotte, North Carolina
704.372.7317

Avondale Presbyterian Church

2821 Park Road
Charlotte, North Carolina
704.333.6194

Calvary Church (Non-denominational)

1412 Providence Road
Charlotte, North Carolina
704.543.1200

Christ Church (Episcopal)

1412 Providence Road
Charlotte, North Carolina
704.333.0378

Christian Science

1437 East Morehead Street
Charlotte, North Carolina
704.332.2845

Church of Christ

4338 North Sharon Amity
Charlotte, North Carolina
704.563.2365

Church of the Holy Comforter (Episcopal)

2701 Park Road
Charlotte, North Carolina
704.332.4171

Covenant Presbyterian

1000 East Morehead Street
Charlotte, North Carolina
704.344.0578

First United Pentecostal Church

4929 North Sharon Amity
Charlotte, North Carolina
704.535.1000

Greek Orthodox Cathedral

600 East Boulevard
Charlotte, North Carolina
704.334.4771

Holy Trinity Greek Orthodox Cathedral

600 East Boulevard
Charlotte, North Carolina
704.334.4771

Islamic Center of Charlotte

1700 Progress Lane
Charlotte, North Carolina
704.537.9399

Little Church on the Lane (Moravian)

528 Moravian Lane
Charlotte, North Carolina
704.334.1381

Little Rock AME Zion

401 North McDowell Street
Charlotte, North Carolina
704.334.3782

Myers Park Baptist
1931 Selwyn Avenue
Charlotte, North Carolina
704.334.7232

Myers Park Presbyterian (USA)
2501 Oxford Place
Charlotte, North Carolina
704.376.3695

Myers Park United Methodist
1020 Providence Road
Charlotte, North Carolina
704.376.8584

St. Ann's (Roman Catholic)
3635 Park Road
Charlotte, North Carolina
704.523.4641

St. Gabriel (Roman Catholic)
3016 Providence Road
Charlotte, North Carolina
704.364.5431

St. John's Baptist Church
300 Hawthorne Lane
Charlotte, North Carolina
704.333.5428

St. Mark's Lutheran (ELCA)
1001 Queens Road
Charlotte, North Carolina
704.375.9185

St. Patrick's Cathedral (Catholic)
1621 Dilworth Road
Charlotte, North Carolina
704.334.2283

Seigle Avenue Presbyterian Church
600 Seigle Avenue
Charlotte, North Carolina
704.338.1914

Selwyn Avenue Presbyterian Church
2929 Selwyn Avenue
Charlotte, North Carolina
704.372.6836

Temple Beth El V'Shalom (Reformed)
919 Jefferson Drive
Charlotte, North Carolina
704.366.1948

Temple Israel (Orthodox)
4901 Providence Road
Charlotte, North Carolina
704.362.2796

Unitarian Universalist Church of Charlotte
234 North Sharon Amity
Charlotte, North Carolina
704.366.8623

University Park Baptist Church
2348 Keller Avenue
Charlotte, North Carolina
704.392.1681

FM Radio Stations

WFAE 90.7FM	Charlotte's NPR News Source	Public Radio
WNKS 95.1FM	Kiss 95.1 The #1 Hit Music Station	Top-40
WXRC 95.7FM	The Ride	Classic Rock
WIBT 96.1FM	96.1 Charlotte's Beat	Hip Hop
WKKT 96.9FM	The Kat – Charlotte's Best Country	Country
WPEG 97.9FM	#1 Blazin' Hip-Hop and R&B	Hip Hop
WRFX 99.7FM	The Fox-Charlotte's Best Classic Rock	Classic Rock
WBAV 101.9FM	Charlotte's Best Variety of Hits & Oldies	Urban Contemporary
WLYT 102.9FM	Lite 102.9 Continuous Lite Favorites	Adult Contemporary
WSOC 103.7FM	Charlotte's #1 Country	Country
WKRQ 104.7FM	Cool Music-Always Music, Always Cool	Adult Contemporary
WEND 106.5FM	New Rock 106.5-The End	Alternative Rock
WLNK 107.9FM	The LINK	Hot AC