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SOUTHWESTERN
COLLEGE
student handbook
2026-2027
CHRISTY
sckans.edu


SOUTHWESTERN COLLEGE
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At Southwestern College, we are committed to each other, and committed to moving forward. That is our defining characteristic as Builders, that is the Builder Spirit.

If we take the time, with an open heart and focused mind, we will inevitably find the beauty within others. This happens every day in spaces all over our campus. Students invest time in each other and in their education. Faculty, staff, coaches, and advisors at Southwestern College invest time in our students. We all discover the traits, both obvious and subtle, that define Builders.

College is a place of transformation. Our students, and our college, are committed to growing and becoming better – every year. As individuals, as a college, as Moundbuilders, our lives are marked by significant moments where we cross thresholds of change. These rites of passage are simultaneously points of arrival and points of departure as we move forward, embracing new possibilities, new challenges, and new futures.

I welcome you to this new year, this new chapter in your life. In the life of every student – in the life of our college – there are times of challenge and times of renewal, times of celebration and times of change. So, today we celebrate you and the new possibilities you bring to us as we eagerly anticipate all that we will tackle together.

We are always becoming.
We are always Moundbuilders.

Elizabeth Young

# Alma Mater

Far above the Walnut Valley
On a lofty height,
Stands our noble Alma Mater,
Bathed in golden light.

CHORUS

Lift the chorus, speed it onward,
Over hill and dale.
Hail to thee, beloved Southwestern,
Alma Mater, Hail!

Far above the stir and bustle
Of the busy town,
Reared against the arch of heaven,
Looks she calmly down.

To the heights she calls us daily,
Alma Mater, dear,
Heights of knowledge, hope and courage,
Free from doubt and fear

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# Academic Information

Southwestern College academic policies are described in the College Catalog, which is available at sckans.edu/student-services/registrars-office/course-catalogs. Students must be aware of all graduation and major requirements. Faculty advisors are valuable resources for outlining program requirements, but students are ultimately responsible for course selection and registration.

## Academic Advising and Majors

Incoming freshman students have an initial major placed on their record, based on their preferences selected on the admissions application and conversations with their admissions counselor. Every student is assigned an academic advisor, usually a faculty member from the department of their declared major. Students undecided about a major will be assigned a general advisor to help them identify their future goals and select an academic major. If you are unsure who you advisor is, please check with the Registrar's Office or check your record in Self-Service (advisor is listed at the bottom of the course schedule). The relationships you form with your professors and advisors will help shape your undergraduate experience and influence you in ways that will last a lifetime.

## Academic Calendar

Important dates for the academic year are posted on the academic calendar. The academic calendar can be viewed at sckans.edu/student-services/registrars-office/academic-calendar.

## Academic Standing

At the end of each semester, a student's grades are evaluated to determine if a student is making progress towards completing their degree. When a student's semester grade point average (GPA) falls below 2.0 or the cumulative GPA fall below 2.0, a student is placed on academic probation. The Student Success and Retention Center works with the student and their advisor to devise a plan for improvement and success. Students on probation may be limited to enrollment in 13 credit hours and/or enrollment in Academic Mentoring (ESKL080). A student who fails to be successful after two consecutive semesters may be subject to academic suspension. Please see the Catalog for more information about the suspension and appeal process at sckans.edu/student-services/registrars-office/course-catalogs.

## Accreditation

Southwestern College is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411. Phone: 800.621.7440, or 312.263.0456.

## Attendance/Missing Classes

Class attendance helps lead to success! Students are expected to attend all classes as scheduled. Students who are absent are accountable for missed material and are responsible for arranging make-up work. Absences exceeding three times the number of class meetings per week are considered unacceptable. Tardies may be counted as absences. The college supports attendance policies that are more restrictive, if such policies have been stated in the course syllabus. Always check the syllabus for each class.

## Blackboard

Blackboard is a web-based learning management system used by schools for giving instructions to

students, for online interaction, and for educational assessment. It is a program/software built to enhance teaching methods and the learning processes of students. Most SC instructors use Blackboard for the syllabus, and many use Blackboard for assignments, exams, and grading. Login at learn.sckans.edu.

## Course Selection

Each semester, you can select your courses for the following semester. It is recommended that you meet with your advisor before registration opens and before you select your courses. Since some courses fill up quickly, the earlier you can meet with you advisor the better.

## Dropping/Adding Classes

Prior to the add/drop deadlines, students may add or drop a class either online or by submitting the appropriate form to the registrar's office with advisor approval (main campus students). After the final day of the add/drop period, students wanting to drop a class must follow the official withdrawal process (see Official Withdrawal from Courses). Deadlines for the add/drop period are posted on the academic calendar.

## FERPA

FERPA is a federal law that gives students certain rights with respect to your education record and protects your personally identifiable information from disclosure. You can learn more about your rights and what information is considered directory information at sckans.edu/student-services/registrars-office/privacy--ferpa.

## Final Exams

The final exam schedule is posted at sckans.edu/student-services/registrars-office/course-schedules. Always check your course syllabus for more information.

## Self-Service

Self-Service is the web-based system you will use to enroll in classes, view your schedule and unofficial transcript, review your academic plan, make a records request, and pay your bill. You can access Self-Service at selfservice.sckans.edu.

## Syllabus

A syllabus is your guide to a course and what will be expected of you in the course. Generally, it will include course objectives; required and optional texts, materials, or equipment; grading; course policies; and a schedule of assignments. A syllabus can tell you nearly everything you need to know about how a course will be run and what will be expected of you. Your instructor will either provide the course syllabus through Blackboard or give you a copy.

## Withdrawal from Classes

A student may withdraw from a course by the deadline outlined below and receive a grade of "WD," which does not influence the grade point average. Failure to withdraw in a timely manner may result in an "F" showing on the transcript if the student does not fulfill the course requirements in a satisfactory manner.

A main campus student may withdraw from a course in the fall or spring semester at any time until the close of the ninth week. During a summer semester, each day of class counts as equivalent to a week in a regular semester. For classes that last one week or less, regardless of semester, no cancellation is possible once the class begins. Withdrawal requests must be made in writing at the registrar's office.

# Campus Information

## Athletics

**Office location:** Stewart Field House
**Hours:** Weekdays, 8 a.m. – 5 p.m.
**Website:** buildersports.com

Southwestern College is an NAIA institution. All athletes planning to participate must have their eligibility determined by the NAIA Eligibility Center annually. If you are a new student, you must go to the NAIA Eligibility Center (www.playnaia.org/eligibility-center), register, and send all required documents including official transcripts. Registration requires a fee. Fee waivers are available for students who qualify. Instructions for obtaining a fee waiver are located on the NAIA Eligibility Center site and may be obtained by the high school counselor (in the case of a high school student) or the Southwestern College Office of Financial Aid (in the case of a new transfer). Only first-time student athletes need to register at this site. All student athletes must also have primary insurance coverage. Pre-participation paperwork requirements are located at: buildersports.com.

## Bookstore

**Location:** Online
**Hours:** 24-hour availability
Website: sckans.edu/bookstore

Students wishing to order books through the Southwestern College bookstore may do so online at MBS Direct. Books are shipped directly to the address provided during the order. If you use your school-provided book voucher to pay at the bookstore, the cost of your books will be charged on your Southwestern College account.

## Campus Employment

**Location:** Business Office, Christy Administration Building, main level
**Hours:** Monday, Wednesday, Friday, 8 a.m. – noon.

Southwestern College offers employment opportunities for students wishing to work while they attend school. View the list of available positions on the financial aid website at sckans.edu/student-services/financial-aid/work-study-positions.

Once you have secured a position, make an appointment with the payroll office to complete your employment contract and payroll paperwork. You will need to bring with you two original documents which confirm your identity and your eligibility for employment in the United States. Your payroll check will be direct-deposited into the bank account of your choice. Bring documentation of your bank account to the appointment to complete the paperwork. A complete list of payroll dates is included at the end of this section.

## Campus Life

**Location:** Roy L. Smith Student Center, lower level
**Hours:** Weekdays, 8 a.m. – 5 p.m.
**Phone:** 620-229-6168
**Website:** sckans.edu/campuslife

The Campus Life Office complements the Southwestern College mission by providing and supporting programs, services and activities that encourage the spiritual, intellectual, social, and physical growth of Southwestern College students. Applications and resources concerning student organizations and programs, volunteer opportunities, and general campus life information may be found in the office. Students looking for a way to become involved at SC should start with the Campus Life office.

## Chapel

**Locations:** The Grove and Richardson Performing Arts Center
**Chapel Services:** Wednesdays at 11 a.m.
Website: sckans.edu/chapel

As a college founded in the United Methodist tradition, ministry exploration and participation are important at Southwestern. There are a wide variety of activities designed to help you grow in your faith and service. Learn more about the ways you can become involved at sckans.edu/ministry.

## Computer Helpdesk

**Location:** Christy Hall, top floor
**Hours:** Weekdays, 8 a.m. – 5 p.m.
**Phone:** 620-229-6444
**Email:** sc.helpdesk@sckans.edu
**Website:** sckans.edu/cic

The SC Helpdesk is your first stop for all tech-related issues and problems. If you are having an urgent issue, please call or visit the office in person.

## Consumer Information

**Website:** sckans.edu/other/consumer-information

The U.S Department of Education requires colleges to disclose information to students on a number of different topics. This information is available at the web site listed above.

## Copy/Mail Center

**Location:** Roy L. Smith Student Center, lower level
**Hours:** Weekdays, 8 a.m. – 5 p.m.
**Student Mailing Address:** 1820 Warren (Box #), Winfield KS 67156

The SC Copy/Mail Center is the campus location for your printing and mailing needs. Send letters and packages via regular U.S. mail, Federal Express, and UPS. All incoming mail and packages are processed through this center. This is also where you can leave forwarding addresses for mail forwarding during vacations and over breaks.

## Disability Services

**Location:** Christy Hall, lower level (Student Success Center)
**Hours:** Weekdays, 8 a.m. – 5 p.m.
**Website:** sckans.edu/student-services/student-success-and-retention/disability-services

Disability Services is housed within the Student Success Center. We are here to help provide services for all students with disabilities. Services provided will depend on documentation provided. Please see website for step-by-step directions to start the process.

## Deets Library

**Phone:** 620-229-6225
**Hours during the school year:**
Monday through Thursday, 7:30 a.m. – midnight
Friday, 7:30 a.m. – 5 p.m.
Saturday, 12 – 3 p.m.
Sunday, 1 p.m. – midnight
**Website:** sckans.stacksdiscovery.com

With quiet study spaces, computers, full-text online databases, and the Stir and Bustle café open during most library hours, the library may become your home away from home. Deets Library is committed to providing high-quality customer service including assistance with research, spaces for group collaboration as well as quiet individualized study, recreational reading and viewing, and free printing for main campus students. More opportunities for recreational reading and viewing are available through the Winfield Public Library a few blocks south of campus.

## Career Center

**Location:** Deets Library
**Hours:** Weekdays, 8 a.m. – 5 p.m.
**Website:** sckans.edu/careercenter

The Career Center is located in Deets Library, across from the Stir & Bustle Coffee Shop. Career Services include career navigation and discernment as well as practical job-getting skills such as searching for work, interviewing skills, resume writing, and more.

## Student Success Center

**Location:** Christy Hall, lower level
**Hours:** Weekdays, 8 a.m. – 5 p.m.
**Website:** sckans.edu/student-services/student-success-and-retention

The Student Success Center provides academic services and resources to aid in your overall success. We provide undeclared major advising, first-year student advising, career advising, a quiet study area, one-on-one life guidance, disability services, and tutoring services including the SC Writing Center (located in Deets Library).

**Student Success Center Contacts:**

**Dr. Alissa Sheppard**, First-Year Experience Program Coordinator, First-Year Advisor/Undeclared Academic Advisor, at alissa.sheppard@sckans.edu

**Dr. Adrienne Wyatt**, Vice President for Student Academic Success, at adrienne.wyatt@sckans.edu

## Financial Aid

**Location:** Christy Hall, main level
**Hours:** Weekdays, 8 a.m. – 5 p.m.
**Phone:** 620-229-6215
**Email:** finaid@sckans.edu
**Website:** sckans.edu/financialaid

If you are using financial aid to pay your Southwestern College balance, the financial aid office is a great place to visit for any questions. The staff is here to help guide you through the financial aid process. Our website contains:

- Application information
- A list of outside scholarships and student employment positions
- Military benefit information for Veterans and their dependents
- The Financial Aid Student Handbook which contains critical information about receiving and how to keep and renew your financial aid.

## Fitness Centers

**Farney Fitness Center**
**Location:** White Physical Education Building
**Hours:** Typically, open in the evenings

**Farney Wellness Center**
**Location:** Winfield Hall
**Hours:** Available to students 24/7 when residence halls are open.

The Farney Fitness Center, which is used during the day by Southwestern College athletes, is typically open in the evening hours free of charge to the general student population. The Farney Wellness Center, located in Winfield Hall, is open to students when residence halls are open. Within walking distance of the campus is the Winfield Fitness Center, an excellent workout facility with special rates for students. Winfield Fitness Center hours are posted on their website at winfieldrec.com/fitness-center.

## Food Service

**Locations:** Dining Hall and Java Jinx, Roy L. Smith Student Center, top level; Stir & Bustle, Deets Library
**Facebook:** SouthwesternCollegeDining
**Website:** freshideasfood.com/scdining

SC Dining is powered by Fresh Ideas, which offers menus for the most discriminating of tastes. In addition, Fresh Ideas promotes health and wellness initiatives, so you eat responsibly and can make informed dining choices. The website and Facebook page contain menus and nutrition information.

**Meals in the Dining Hall are served:**

Breakfast, Monday – Friday, 7:15 a.m. to 10:30 a.m.

Lunch, Monday – Friday, 11 a.m. to 1:15 p.m.

Dinner, Monday – Thursday, 5 p.m. to 7:30 p.m.

Dinner, Friday, 5 p.m. to 7 p.m.

Brunch, Saturday and Sunday, 11 a.m. to 1 p.m.

**The Java Jinx snack bar is open:**

Monday – Friday, 11 a.m. to 9 p.m.

Saturday and Sunday, 3 p.m. to 9 p.m.

**Stir & Bustle is open the following hours:**

Sunday, 5 p.m. to 9:30 p.m.

Monday – Thursday, 8 a.m. to 9:30 p.m.

Friday, 8 a.m. to 5 p.m.

Saturday closed

A variety of meal plans are available to meet the dining needs of individuals. Each meal plan contains a combination of weekly meal credits and Flex Dollars. Each time the student uses the cafeteria, one meal credit will be deducted from the weekly total (7, 10, 14, or 17 meals per week). Meal credits may only be used in the cafeteria and only one meal credit may be used per meal period. (If a guest is eating with you, you may use your flex dollars). Unused meal credits do not roll over to the next week.

Flex Dollars are similar to a balance on a debit card. The Student ID is loaded with the amount of money specified on the meal plan and can be spent in either the dining hall, Java Jinx, or the Stir & Bustle. Flex Dollar balances do not roll over from one semester to the next. In addition to Flex Dollars, anyone is welcome to load money on their Student ID. To load additional funds to your Student ID, visit the Office of Student Accounts.

## Moundbuilder Market

**Location:** Roy L. Smith Student Center, lower level
**Website:** moundbuildermarket.com

For SC apparel and merchandise, the Moundbuilder Market is open during the school year and on special occasions in the lower level of the Roy L. Smith Student Center. The Moundbuilder Market is also online at moundbuildermarket.com.

## Registrar

**Location:** Christy Hall, main level
**Office Hours:** Weekdays, 8 a.m. – 5 p.m.
**Phone:** 620-229-6268
**Website:** sckans.edu/registrar

The Office of the Registrar ensures the confidentiality and integrity of all student records and assists students with the completion of key documents throughout their academic careers. This office also provides guidance on a variety of processes including registration, changes to demographic information, transferring credit hours from other institutions, degree certification, applying for graduation, and issuing official college transcripts.

## Student Accounts

**Location:** Christy Hall, main level
**Office Hours:** Weekdays, 8 a.m. – 5 p.m.
**Phone:** 620-229-6318

You will receive an electronic statement each month published to your Self-Service account under the finance tab if your balance has not been paid in full (either by you or financial aid). If your account balance is paid in full, you will not receive an electronic statement. To view your account

information, log in to Self Service (selfservice.sckans.edu) and select the finance tab. In addition to viewing your account, you will find how to sign up for electronic deposit of any refunds into your personal checking or savings account, how to download your electronic 1098-T form for tax filing, and how to invite additional authorized users (such as your parents) to view your account. "A Guide to Your Student Account" is found on the Student Accounts website.

## Student Wellness Services

**Location:** Sutton 304
**Hours:** By Appointment
**Contact:** maryann.smith@sckans.edu
**Website:** sckans.edu/student-services/student-affairs/wellness-services

College can be a stressful time and sometimes students need to talk to someone about issues such as time management or relationship issues. Wellness services are offered by Southwestern College to answer this need. Access to a licensed social worker is provided by appointment. Appointments can be scheduled over the noon hour, in the evenings, and on weekends. This service is provided for students free of charge and no insurance is required. Additionally, students who need help locating a local doctor's offices for medical needs may contact the Office of Student Affairs at 620-229-6391.

## Student Affairs

Whether you live on campus or off, in the residence halls or the apartments, students are what make Student Affairs happen. From carnivals to concerts, from Sutton Center to Campus Life, the Office of Student Affairs is available for you, the student. Through Student Affairs, Southwestern College offers many avenues for students to pursue diverse interests, explore new possibilities, and become active in the world outside of the classroom. The Office of Student Affairs includes:

- Dean of Students
- Residence Life
- Safety and Security
- Campus Life
- Wellness Services
- Campus Ministry
- International Student Services

## Immunizations

The College does not require vaccination records but does strongly recommends the following vaccinations:

- Measles, mumps and rubella vaccinations
- Primary series of tetanus-diphtheria and a booster shot within the last ten years
- Primary series of polio immunizations
- Meningitis (Menomonee or Menactra) immunization

The College also strongly recommends that students are immunized against Tuberculosis, Hepatitis A and B as well as HPV (Gardasil or Cevarix).

## Parking Policy

Anyone who parks a vehicle on campus property must register the vehicle (visitors are exempt). Students must register their vehicles at the time of enrollment or within 5 days of parking on campus. Responsibility for locating a legal parking space rests with the vehicle driver.

## Safety and Security

The college employs personnel to patrol the campus at night. Students can contact Security 24/7 at 620-229-0012. Students have 24-hour access to their residence halls using outside door keys

Resident's rooms should be locked whenever the room is unoccupied. The college is committed to taking reasonable precautions to protect students from criminal acts occurring on campus; however, the student must realize some responsibilities. The college does not insure the property of students and is not responsible for student property which is lost, stolen, or damaged. It is advisable to carry adequate insurance to cover personal property. A student who must be let into their room by a college employee may be charged $5.00.

# Residence Life

The director of residence Life, hall directors, resident assistants, and apartment managers all work together to provide an environment that encourages community and promotes success. The following staff are available to assist you with questions or concerns:

**Lena O'Quinn,** Director of Residence Life
**Phone:** 620-229-6080
**Email:** Lena.OQuinn@sckans.edu

## Resident Directors (RD)

Resident directors, also known as hall directors, are part-time professional staff members who live in the residence halls. RDs supervise the student hall staff members, manage hall facility maintenance, and provide a safe and educational environment for residents.

## Resident Assistants (RA)

Resident assistants (RAs) are full-time students who live in the residence halls to assist the residence hall community. RAs receive intensive training to help them assist their residents. New resident assistant selection takes place each spring for the following fall semester. Joining the residence life staff is a great way to get involved in the Southwestern community.

## How to Reserve a Room

New students will receive an e-mail from an admissions counselor with the link to the housing application once they have paid the tuition deposit. Please contact your admission counselor if you have not paid or scheduled for enrollment.

We ask that students fill out the housing application on their own. There are a series of questions that include sleeping habits, smoker/non-smoker, and room cleanliness. We use these questions to match them with roommates.

Please make note of any illnesses or disabilities that residence life should be aware of on your housing application (physical, psychological, wheelchair access, asthma, etc.). Also note any needed accommodations. If you have questions about special accommodations, contact the residence life office at 620-229-6080 or residence.life@sckans.edu.

## Cancellation Dates, Charges, and Refunds

**Deposit/charges:** All resident students are required to make and maintain a $150 room deposit. Against this deposit damages will be charged as described by the housing policies of the college. The room deposit remains permanently on account until the student withdraws from college or graduates.

**Key replacement charge:** Students are issued entrance and room keys at residence hall check in. Lost room keys will result in a $50 replacement charge.

**Cancellation fees:** If a student requests housing for a forthcoming term and then cancels that reservation, the following charge schedule will apply. Before residence halls and apartments open, a $150 penalty may be assessed against the room deposit. After residence halls open for the fall term, a $300 penalty may be assessed for cancellations. Students who move in and then decide to move off campus are charged the FULL housing rate, but the room deposit is refund-able. When students move out they must schedule a check-out appointment with hall staff 24 hours in advance. Failure to do so will result in a $50 improper check out penalty.

**Refund:** Damages will be charged against this deposit as described by the housing policies of the college. The room deposit remains permanently on account until the student withdraws from college, graduates, or is given permission to move off campus. At that time a refund check will be issued after the student account balance has been adjusted for any damages or fines and the student does not have an outstanding bill with the institution. Students who move in and then decide to leave are charged the full room rate, but the room deposit is refundable.

## Roommate Assignments

All freshmen are required to have a roommate for their first semester. After the first semester, any student may request to live in a private room or switch roommates. Because of space limitations there is no guarantee that a student will be able to receive a private room on request.

If you have a roommate in mind, please make sure you note the roommate on your application (and they note you on their application). Housing assignments will be mailed out the third week in June. Housing assignments include room number and roommate information (address, phone number, and e-mail address).

## Roommate Conflict

Problems in a shared living environment are inevitable. Student's success will be determined by how they respond to these conflicts - not on their ability to avoid conflicts (or ignore them). We define students as adults and as such, place responsibility on them to act in a mature fashion. Our staff members are present to assist as coaches by helping to set parameters and mediate conflicts. Students should feel free to ask for assistance from these staff members at any time.

It is imperative that students address these issues themselves. If a roommate conflict occurs, first, try to work things out with your roommate. Although parents may be tempted to take care of the problem for them by contacting Residence Life staff, the roommate, or the roommate's family, this will not help students learn to deal with similar situations in the future. In addition, if parents feel they must intervene in some way, we ask that they not do so with-out your student's knowledge. In almost all cases, in order for a successful resolution to the situation, the student must be involved. If a student needs assistance, encourage him or her to contact the RA first, and if necessary, the Hall Director.

## Consolidation

If a student loses a roommate during the semester or they were not assigned a roommate due to an uneven number of students they may be asked to consolidate. Hall directors will contact students when there is an option to consolidate. At that time the student will have the option to pay for a single (unless they are a first semester freshmen) or consolidate with another student. To be assured the double rate, a student may elect to consolidate with another student or be assigned a roommate. They will either have a new roommate move in with them or they will move in with another resident. If a roommate is not available at this time you will be elected odd man out and will receive a roommate when one becomes available. If you refuse a roommate at that time you will be charged for a private room for the semester.

## Prohibited Items

- Appliances: toaster/toaster oven, hot plate, electric skillet, Instant Pot, air fryer, microwaves larger than 900 watts, mini fridge exceeding 4.5 cubic feet, etc. (These items allowed in Warren apartments only.)
- Candles that have been burnt/Incense/Candle Warmers (including Scentsy)
- Halogen Lamps, heat lamps
- Weapons (including paint Guns, air soft guns, bb guns, decorative swords or knifes)
- Fireworks or explosives of any kind
- Electric Space Heater
- Alcohol and Drugs
- Doorbell Cameras
- Adhesives including duct tape, 3M strips or hooks, and LED strip light adhesive

## General Residence Hall Policies

Our hall staff works to ensure that your experiences with SC is as comfortable and enjoy-able as possible. In order for an atmosphere to be maintained that is conducive to a positive living environment for all residents and guests, it is necessary to follow certain rules and regulations. (Please refer to the College Policy Manual at sckans.edu/policy for all rules and regulations.)

Residents are responsible for reporting any violation of hall policy.

Because your room is a shared environment, you are partially responsible for your roommate's actions as well. If you are aware of any violation, report to an RA/RD immediately upon discovery.

**Drug/Alcohol Regulations:** Southwestern College prohibits the unlawful possession, use, manufacturing and/or distribution of drugs or alcohol by its students on its property or as part of any activity associated with the college. This includes drug paraphernalia or any empty or "decorative" alcohol containers.

**Decorations:** Nothing should be hung from the ceiling, over sprinklers, or covering smoke detectors.

Decorations featuring alcohol or drugs or adult content must not be seen from outside the room.

Wallingford, Sutton, and Cole should use putty tacks to hang poster. Reid, Broadhurst, Winfield, and Warren residents should use regular tacks (not nails) to prevent paint peeling
and staining. 3M strips or adhesive tape should not be used in any on-campus housing.

**Fire Alarms:** False alarms are a major threat to resident safety. If you pull one, there better be a fire. If not, you could go to jail.

If the fire alarm sounds students should assume that there is a real fire and evacuate the building. Failure to leave the building will result in a judicial sanction. Students are not allowed to reenter the building until an "all-clear" signal is given, and the alarm is reset.

**Furniture:** Room furniture is not to be moved from the rooms! Students will be fined if room furniture is moved outside of rooms.

The college will not store any furniture of personal items. Furniture and personal items cannot be placed in the hallways. Any items in the hallways will be removed.

Commons area furniture is for the entire hall, not for personal rooms.

**Hallways/Windows:** No items should be placed in the hallway as it is considered a violation of fire

code. Shoes, trash, etc., should remain inside the room at all times.

**DO NOT** place bikes under stairwells or in hallways blocking fire escape routes.

**DO NOT** obstruct windows; do not attempt to exit room through windows.

**DO NOT** place items on outside window ledges (Wallingford/Reid/Sutton)

**Health and Safety:** Health and safety inspections will be conducted throughout the school year. Typically, 24 hours' notice will be given if a hall-wide inspection will be conducted. A search can be performed at any time if there is probable cause of a policy violation. Residents will be notified if hall staff or Campus Safety and Security have entered their room.

Rooms should be clean with no concerns of personal health or resident safety.

**Maintenance Concerns:** Email any room issues that need to be fixed (ex. light bulb, slow draining sink, noisy shower head, broken dresser drawer, difficult lock, etc.) to fixit@sckans.edu. You can also call maintenance at 620-229-6321.

Issues dealing with water leakage are emergency situations. Call maintenance at 620-229-6321, if no contact is made call security at 620-229-0012.

**Pets:** No furry pets or pets that must have a heat source (heat lamp or rock) are allowed. All pets must receive advance permission from the director of residence life before bringing them on-campus.

**Propping Doors:** Outside doors should not be propped for any reason. You risk your safety and the safety of others. Propping an outside door is a serious issue and will result in a level 2 violation.

**Quiet Hours:** An environment quiet and free from excessive noise, in accordance with our academic mission, is required in residential buildings; accordingly, the following "quiet hours" are established:

10:00 p.m. – 10:00 a.m.

**NOTE:** 24-hour "quiet hours" are expected during final exam days) 24-hour courtesy hours – be respectful of fellow residents.

**Smoking Regulations:** No smoking, use of smokeless tobacco, or vaping is allowed in the residence halls or apartments.

**Trash:** Room trash should be taken to the dumpster. Trash left in hallways or in commons areas may result in individual or community judicial sanctions.

**Visitation Hours:** Warren, Reid, Winfield, Sutton, and Broadhurst have 24-hour visitation. Visitation is allowed in first-year residence hall rooms and hallways by members of the opposite sex during the following hours:

9:00 a.m. – midnight Sunday – Thursday

9:00 a.m. – 2:00 a.m. Friday – Saturday

# Frequently Asked Questions About Residence Life

**Is alcohol allowed on the SC campus?** The possession of alcohol containers (regardless of contents) and the use or distribution of alcoholic beverages or illicit drugs by students or employees on the Southwestern College campus is strictly prohibited. If a student is caught with alcohol on campus, he/she will be documented and sanctioned appropriately.

**What do I need to do if I want a room to myself?** All freshmen are required to have a roommate for their first semester. After the first semester, any student may request to live in a private room or switch roommates. Because of space limitations there is no guarantee that a student will be able to receive a private room on request. To move out of your current room you need to first talk to your resident assistant or resident director.

**Can housing staff enter my room/apartment without my consent?** (room searches) The director of residence life, housing staff, apartment manager, or security personnel have the right to enter any room in the residence hall when there is reason to believe that there is potential danger to a person or property or when a violation of policy has occurred. Students' rooms are also entered to address maintenance issues and to conduct health and safety checks once a month.

**I want to bring my own furniture; will Southwestern take their furniture out of my room before I get there?** When you arrive on campus you will find that your room is furnished with basic furniture – a bed, dresser, desk, and chair. Furniture storage is not available.

**Can I move in early?** Unfortunately, no. Residence life staff is preparing to make your move-in exceptional. Due to time constraints, early check-in is not an option.

**What do I do if I've lost my key?** When a room key is reported missing or is unaccounted for, we will replace the lock core to ensure your security and the safety of others. If you lose your key(s), for safety sake you must notify your RA or RD. You will be charged $50 for replacing a room door key.

**How do I get mail?** You should receive this information with your housing confirmation. Upon moving into the residence halls your new mailing address will be: Your Full Name 1820 Warren Ave #___ (mailbox number) Winfield, Kansas 67156-2499

**Why was I billed for damages to my room?** If you accidentally or intentionally damage residence hall or apartment property, you will be expected to pay for the cost of repair or replacement. Charges for room damages are divided equally between roommates, unless one person accepts or is found responsible. Damages to public spaces in the halls or apartments can be divided equally among all residents, if no one person or group is found responsible.

**Can I smoke in the residence halls?** No smoking, use of smokeless tobacco, or vaping is permitted inside any campus building, including the residence halls and apartments. Candles and incense, as well as anything else that has an open flame, are fire hazards and are not allowed.

**Can I bring my pet cat, or dog, or hamster?** Sorry, students cannot have furry pets on campus. Approval must be received in writing from the director of residence life for any pets. If a student is found in violation of this policy, they will be asked to remove the pet from the residence hall/apartment and will be documented and sanctioned appropriately.

**What can I do about the temperature in my residence hall room?** The heating and cooling systems in some of our residential facilities only provide heat OR air conditioning, and not both at the same time. A decision is made by the director of plant operations as to when the switch is made. Your patience is appreciated. Have any questions? Talk with your hall director.

**May I have visitors overnight?** If you have prior permission from your hall director, you may have friends or family stay (who are over 18) the night with you in your room, if they are your gender.

# Policies, Rules, and Regulations

Southwestern College is committed to protecting each person's dignity and right to privacy. The college attempts to provide an environment whe re academic, social, spiritual, personal, and physical growth occurs.

Below are the college policies and regulations that members of the campus community are expected to follow. The list is representative and not all-inclusive. The college is committed to providing a safe as well as fair, sensitive and a nondiscrimination environment which is in compliance with federal, state, and local regulations.

Each member of the campus community is expected to comply with the policies and procedures outlined in the applicable volume of the policy manual. Members of the campus community are expected to be independent, mature, and responsible in their decisions and actions, and to seek guidance when necessary.

Behaviors of student, faculty, staff, and administrators that are inconsistent with the Christian academic traditions of the institution or behaviors that are unacceptable to the established community standards may result in suspension, separation or expulsion.

Enrollment at the college is interpreted by the institution to have both academic and social behavioral implications.

Southwestern College students and employees will:

1. be responsible,
2. respect community rules,
3. recognize the individual rights of others, and
4. affirm the validity of a drug-free environment.

A member of the campus community who feels that he or she has been subjected to actions by another member that are inconsistent with the behavioral code may file a complaint with the vice president for student affairs and dean of students or the vice president for finance and human resources. The complaint must be in writing. The vice president for student affairs and dean of students or the vice president for finance and human resources will review the complaint and respond to the person who filed the complaint.

## Student Code of Conduct

All students are expected to follow the rules and regulations of the college including those published in the policy manual, the catalog, and this handbook. When a student enrolls in the college, the student automatically signals acceptance of the college's rules and regulations. Therefore, all students have a responsibility to be familiar with the documents mentioned above and any others which may be promulgated. Actions or behavior inconsistent with the Christian and academic traditions of the institution or unacceptable to the established community standards may result in suspension or expulsion. Enrollment at the college is interpreted by the institution to have both academic and social/behavioral implications. Students will be responsible, respect community rules (both campus and municipal), and recognize the rights of others.

## Academic Integrity

Southwestern College assumes the academic integrity of its students. In cases where academic integrity is in question, the academic integrity definitions are as follows:

Academic dishonesty is any act of cheating, fabrication, and plagiarism, abuse of resources, forgery of academic documents, dissimulation, sabotage, and any act of aiding and abetting academic dishonesty.

Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples: copying homework, copying someone else's test, using an unauthorized "cheat sheet," copying, pasting, and turning in an essay or answer generated by Artificial Intelligence (A.I.) tools.

Fabrication is the falsification or invention of any information or citation in any academic exercise. Examples: making up a source, giving an incorrect citation, misquoting a source, etc.

Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or source. Modifications to phrasings do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

Dissimulation is the disguising or altering of one's own actions as to deceive another about the real nature of one's actions concerning an academic exercise. Examples: fabricating excuses for such things as missing classes, postponing tests, handing in late papers; turning in a paper for one class that was originally written for another class (when original work is requested, without the express written consent of the instructor); etc.

Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material, which is necessary for academic work. Examples: hiding library materials, removing non-circulating material from the library, hiding or stealing another person's textbook, notes or software, failure to return library materials when requested by the library, etc.

Forgery of academic documents is the unauthorized changing or construction of any academic document. Examples: changing transcripts, changing grade books, changing grades on papers which have been returned, forging signatures, etc.

Sabotage is the damaging or impeding of the academic work of another student. Examples: ruining another student's lab work, destroying another student's term paper, etc.

Aiding and abetting academic dishonesty is knowingly facilitating any act defined above.

## Complaint Procedure

Persons who have complaints against the school should first contact the appropriate department head, i.e., for academic related concerns, the Vice President for Academic Affairs; for financial related concerns, the Associate Vice President of Business Affairs; for student life issues, the Dean of Students.

Persons who have complaints that are broader in scope and relate to possible accreditation issues should contact The Higher Learning Commission. The instructions for filing a complaint are found on the Higher Learning Commission Complaint Process.

Most external complaint processes require that all avenues of complaint are exhausted internally to the institution before a grievance will be considered.

## Drug and Alcohol Policy

The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college or as part of any college activity taking place off college property. Additionally, the possession, use, or distribution of alcoholic beverages or illicit drugs is strictly prohibited as part of any activity taking place on college property, even if that activity does not involve students or employees.

Students who host, live in location of, participate in, or attend activities where alcohol or illegal drugs are present violate the college's code of conduct. They may be reported to the appropriate law enforcement officials if local, state, or federal statutes are violated in addition to facing college action.

## Housing Policy

All full-time students are required to live on campus except:

- Veterans
- Students 21 years old or older and with a Senior classification
- Students who live with their parents or legal guardian
- Married students
- Students who drop below full-time status (12 hours) must have approval from the vice president for student affairs to continue to live on campus.

## Student Conduct System

The following is a brief overview of Southwestern College's student conduct hearing procedures. A complete explanation of these procedures can be found in Student Policies section in Southwestern's Policy Manual at sckans.edu/policy.

The Southwestern College disciplinary system is not a court of law and strict rules of evidence do not apply.

1. A potential violation of policy may be reported to any of the following Student Affairs Administrators: Resident Advisor (RA), Resident Director (RD), Apartment Manager (AM), Student Affairs Administrative Assistant, Security Officer, Director of Safety and Security, Director of Campus Life, Director of Residence Life, or Vice President of Student Affairs, Dean of Students.

2. The student affairs administrator will submit an incident report with the student affairs office. If no reason to proceed is found or if there is insufficient information to proceed, no action is taken.

3. If reason to proceed is found involved parties will receive notice of a meeting scheduled with a hearing officer(s).

4. At this meeting, the student affairs administrator will discuss the incident with involved parties. The hearing officer(s) may determine if involved students are responsible for any policy violations. However, if more information or witnesses are needed, that process may take additional time. After a decision is made by the administrator, any appropriate sanctions will be given to the student.

5. If a student fails to appear at the meeting & refuses to participate in the student conduct process the hearing officer(s) will make a decision regarding their responsibility with the available information

The student is responsible for completing their assigned sanction by the given deadline

Violations of the college policies could include but are not limited to:

- Visitation
- Quiet Hours
- Inappropriate Decorations
- Care of The Room
- Littering
- Pets
- Prohibited Electrical Appliances

- Smoking
- Hazing
- Alcohol
- Unauthorized Guests
- Vandalism
- Obscene Language or Behavior
- Providing False Information to an Employee
- Not Completing Assigned Sanctions
- Not Responding to a College Employee
- Threatening Behavior
- Propping Open any Locked Door
- Obstructing College Activities or Procedures
- Unauthorized Entry or Use of Campus Housing and/or Property
- Failure to Comply with Instructions from a College Employee
- Endangering, Disorderly, and/or Disruptive Conduct
- Stalking
- Intimidation (physical or verbal)
- Destruction, Damage, or Vandalism of Property
- Felony or Misdemeanor Thefts
- False Fire Alarm or Tampering with Fire Equipment
- Sexual Misconduct not falling under Title IX
- Crimes of Violence
- Use, Production, Distribution, Sale, or Possession of Alcohol or Drugs in a Manner Prohibited Under State or Federal Law
- Possession of weapons including firearms, knives, or explosives or any item that could be considered a dangerous weapon
- Incidents where local, state, or federal law enforcement is involved

## Preponderance of the Evidence

The hearing is an administrative proceeding and not related to a criminal process. The vice president of student affairs and dean of students will evaluate information presented by all parties and determine which is more convincing, credible, and of greater weight. Preponderance of evidence is used, and rules of evidence and criminal standard of proof are not applicable. This standard is met when a reasonable person, after reviewing the evidence, would conclude that a violation has more likely occurred than not occurred.

## Sanctions

The college recognizes that each individual is unique, and each incident occurs under varying conditions. Therefore, specific sanctions for each violation are not established.

The following sanctions may be implemented individually or in any combination by the appropriate disciplinary authority. **This list is representative and is neither inclusive nor binding.**

**Parental Notification:** Parents may be notified when a student is charged with a higher level incident or when a student is suspended or expelled during the discipline process.

**Warning:** A student may receive an oral or written warning that engaging in continued violations may result in increased sanctions.

**Creative Discipline:** Sanctions may be designed to fit the circumstances of a particular case such as a research paper, letter of apology, reflection paper, and/or educational seminar.

**Dining Hall or Campus Facilities Suspension:** A student may lose privileges of entering selected campus facilities for a specific period of time.

**Campus Housing Suspension:** A student may lose campus housing for a specific period of time. Private room or apartment privileges may be revoked.

**Evaluation/Counseling:** A student is required to obtain an alcohol and/or drug evaluation, and/or receive counseling for a designated number of sessions.

**Community Service:** A student may be required to spend one or more hours volunteering, under close supervision, on campus.

**Fine:** A student may be fined an amount not exceeding $500 per semester, in addition to paying for restitution.

**Disciplinary Probation:** This sanction is usually in combination with one or more other sanctions. If another incident occurs while on disciplinary probation, the student may be suspended from the college.

**Restitution Compensation:** A student may be required to pay restitution compensation for damages to persons or property caused by the student's actions.

**Individual Student Suspension:** A student may be removed from the college for an assigned period of time and under such conditions as deemed necessary with regard to such factors as the student's campus visiting privileges and terms of the student's re-admission to the college. A refund of tuition, fees, and room/board charges need not be given.

**Expulsion:** A student may be expelled from the college. This penalty results in an immediate and permanent ban from enrollment. Tuition and room and board fees are not refunded

## Appeals

A student may appeal the decision or sanction resulting from any violation within three (3) school days from the date of the decision letter. The appeal is requested by completing an Appeal form in the Student Affairs Office.

A student must provide detailed justification for the appeal that goes beyond mere dissatisfaction. The appeal must fall in the following categories:

a) A procedural error was made that had a significant influence on the decision.

b) The code of conduct and/or policy were not interpreted correctly and substantially prevented the student's opportunity for a fair hearing.

c) New information or relevant facts have surfaced were not available at the original hearing. The absence of this information has significant influence on the decision.

d) The sanction imposed was inappropriate for the violation.

The student is responsible for proving the error or inequity with the decision or sanction. If the appeal is granted from the above guidelines, the case will be remanded to the initial hearing officer or board to take into account new information

## Medical Withdrawal

Students who experience health problems may request a medical leave or medical withdrawal from the college. A **medical leave** may be requested for an upcoming semester, or up to and until the last day to enroll for the semester. After this date, registered students can request a **medical withdrawal** from classes up to and until the date that final grades are due.

Students may not withdraw from selected classes, but only from their entire class schedule of coursework. Students seeking to pursue a medical leave or withdrawal from the college may start the process with the Academic Dean or Dean of Students. Official withdrawal from the college can also have specific financial and academic implications. It is recommended that students also meet with their academic advisor and director of financial aid.

Under certain circumstances, the college may require a student to withdraw from the college for medical reasons or take a medical leave of absence. Such action is warranted if, in the judgment of a team of professional Southwestern College staff members, the student poses a threat to the lives of others or exhibits behavior that seriously interferes with his or her ability to function and/or with the educational environment and pursuits of others.

# Emergency Information

## Builder Alerts

In case of an emergency, make sure you get the message. Builder Alerts communicate real-time information about campus closures, extreme weather and safety threats – sent straight to your mobile device via our text messaging service. All students, faculty, and staff are automatically included in this system. To manage your account visit sckans.edu/alerts. You can also view the emergency operations plan and annual security report from this website.

## Tornado Shelters on campus

Always be aware of the nearest shelter in whatever building you are in.

| | |
|---|---|
| **Beech** | Mossman basement |
| **Broadhurst** | 1st floor hallways with fire doors closed |
| **Christy** | Lower level hallway leading to Little Theatre |
| **Cole Hall** | 1st floor hallway |
| **Darbeth** | Lower level |
| **Deets Library** | Basement |
| **Dole Center** | Mossman basement, if times allows, or interior hallway |
| **Honor Apartments** | Mossman Basement, if times allows, or smallest room near the middle of the apartment |
| **Mossman** | Mossman basement |
| **Reid** | White PE Locker Room, if time allows, or lowest floor interior stairwell |
| **Shriwise** | Mossman Basement, if times allows, or smallest room near the middle of the apartment |
| **Stewart** | Lowest level or White PE men's locker room |
| **Student Center** | First floor storage room hallway |
| **Sutton** | 1st floor hallway of Sutton with the fire doors closed |
| **Tomari** | White PE men's locker room, if time allows, or the smallest room near the middle of the building |
| **Wallingford** | 1st floor hallway with the fire doors closed |
| **Warren Apartments** | White PE men's locker room, if time allows, or the smallest room near the middle of the building |
| **Welcome Center** | Mossman basement, if time allows, or interior hallway, bathroom or closet |
| **Winfield Hall** | 1st floor hallway |
| **Wroten** | Darbeth lower level |

## Inclement Weather

The decision to cancel main campus classes and restrict activities during inclement weather will be made by the president and/or a designee. Students will be notified of such closure through appropriate media.

## Missing Student Policy

**Reporting a Missing Student:** Any missing person report relating to a student shall be referred immediately to the student affairs office and its departments (residence life, and security). Campus Security can be contacted at 620-229-0012.

**Emergency Contact:** Students have the option to identify an emergency contact when they apply for on-campus housing. Students may also register this confidential contact information through the office of the registrar or the student affairs office.

**Notification:** If Southwestern College, after investigating a report of a missing student, determines the student is missing and has not returned to campus, Southwestern College will initiate the notification procedure. If there is any reason for concern or indication of foul play, the local police department will immediately be contacted for assistance. The president of the college will be notified. The missing individual's designated emergency contact will be notified. If the student is under 18 years of age, and not an emancipated individual, Southwestern College must notify a custodial parent or guardian that the student is determined to be missing. If emergency contact information has not been supplied by the student, local law enforcement will be notified.

## Tornado Safety Procedures

The U.S. Weather Service keeps constant watch on weather conditions throughout the country and issues timely alerts to areas that may be involved in severe weather. Tornadoes may be generated in the clash of cold air masses with warm tropical masses. Such conditions may occur in our area from early spring to late fall.

The tornado watch is issued by the U.S. Weather Service to include areas where conditions are such that severe weather might develop. A **WATCH** should not be construed as a cause for alarm but rather as a signal to watch for further developments and information.

Tornado warnings are issued by the U.S. Weather Service and/or Emergency Preparedness. When a warning is issued, a funnel cloud or tornado has been sighted either visually or on radar. When a **WARNING** is issued, be prepared to take shelter immediately.

Emergency sirens are activated only by Emergency Preparedness. The closest siren to the Southwestern College campus is located near the intersection of Houston and Simpson streets. A **SIREN** means an emergency exists and to move indoors, seek shelter, and turn on their radio or television immediately for further instructions.

The outdoor emergency warning sirens are tested every Tuesday at 12 noon beginning in March through September. During October and November, the sirens are tested on the first Tuesday of the month. This test may be postponed or cancelled based on the current or forecast weather for the day.

In the event of a tornado warning, please proceed directly to the nearest area of shelter (see chart page 22), or to an interior hallway on the lowest floor. Stay away from windows or glass. Crouch down in hallways and cover your head and eyes. Stay in shelter until "All Clear" is given.

## Fire Safety

Southwestern College takes fire safety very seriously. Students who violate the fire safety regulations are subject to the student disciplinary process. Any

violations will result in disciplinary action.

Misuse of fire alarms and fire extinguishers constitutes a violation of campus policy and federal regulations. Arson, fire alarm/smoke detector tampering, and false reports are violations that may result in college disciplinary action as well as prosecution by law.

No smoking is allowed in any building on campus. Discard cigarettes in outside ashtrays. No smoking within 10 feet from building entrances.

All appliances should be in good condition with cords intact.

The following items are prohibited: candles, candle warmers, electric cooking devices, halogen lights, fireworks, space heaters, and other items as directed by the local fire marshal.

The Residence Life staff also helps students to be alert to fire hazards and to report all potential dangers to a residence assistance, resident director or to the student affairs department. Never risk your own personal safety. Students are informed before each semester of the items that are prohibited due to fire safety. The following list includes possible fire hazards to watch for:

**WIRING**

1. Under Rugs
2. Under furniture (pinches insulation away from the wire)
3. Frayed
4. Spliced together
5. Loose or faulty connectors
6. Heavy appliance (e.g. refrigerator, hair dryer, curling iron.) plugged into a thin extension cord

**LIGHTS**

1. Halogen Lamps (NOT ALLOWED)
2. Oversized bulbs (100 watts and above)
3. Check switches for looseness
4. Check lights over desks and sink for looseness
5. Listen for humming noises in the ceiling fixture

**WALL CIRCUITS**

1. Too Loose
2. Filaments exposed
3. Overloaded (maximum of four connections per outlet)
4. Non-UA-approved power booster

**CARELESSNESS**

1. Overflowing trash cans
2. Smoldering cigarettes
3. Dead or dying houseplants
4. Open coil appliances (toaster ovens, broilers, etc.)
5. Any flammable liquid (paint thinner, gasoline, etc.)
6. Chemicals (acids, toxics)
7. Blocked heating vents
8. Blocked door vents
9. Appliances left running on the bed unattended
10. Old and well-worn carpets

**Fire Evacuation for On-Campus Housing**

Each time an alarm is sounded, all employees and students shall:

- Assume there is a real fire;
- Evacuate the building; and
- Not return to the building until an "all clear" signal is given, and the fire alarm system is reset.

The residence hall staff is responsible for assisting campus security with fire drills, educational programs, and making sure each resident is aware of rules and the procedure in the event of a fire.

**If you discover a fire**

- Sound the fire alarm by using the nearest pull station.
- If time allows, contact 911 and Campus Security (notify RD if available)
- Leave the building the nearest, safe exit.
- Close all doors and windows upon exiting to prevent the spread of fire and smoke.
- Evacuate the building when the alarm sounds, regardless of the situation.

**Take the following precautions when leaving a room:**

- Feel the door. If it is hot, do not leave the room. When leaving the room, leave the lights on and shut the door, locking it if time permits.
- If there is smoke in the hall, cover face with a towel while staying low and crawling.
- Test the stairwell door for heat, looking through the window for smoke. Use this exit if there is no smoke or fire detected. If an exit is blocked, go to the next or nearest exit.
- Assemble at the designated location with the other residents. Resident Assistants/Director will take roll. Residents are to stay with their hall until further notice.
- If it is not possible to exit the building, residents will return to their rooms taking these precautions:
- Shut the door, place towels, sheets, etc., around the door to block out smoke as much as possible.
- Hang a sheet out the window to indicate to firefighters that someone is inside.
- Call 911 and campus security to inform them of your situation

## Active Shooter Plan

An active shooter is a person(s) who is immediately causing death and/or serious bodily injury. This isn't exclusive to somebody with a firearm. This could be accomplished with a knife, bat, or with personal weapons. It is for this reason that Southwestern College refers to such a person(s) as an active shooter/violent intruder.

In 2013, ALERRT was named as the National Standard in Active Shooter Response Training by the FBI. The Winfield Police Department trains on and utilizes ALERRT, and because of Southwestern's close relationship with the department, ALERRT's practices are utilized on campus.

## Bystander Intervention Information

The motto for the Student Affairs office is, "Know something- say something. Builders have courage. Builders have your back". This is the mission of our staff and students in the student affairs office.

Bystander are individuals who witness emergencies, criminal events or situations that could lead to criminal events and by their presence may have the opportunity to provide assistance, do nothing, or contribute to the negative behavior. The Student Affairs office would like students to be PRO-SOCIAL bystanders who intervene in ways that impact the outcome positively.

There are four key factors for safe and positive bystander interventions:

- It is ideal for students to intervene at a distance and with other people. It is least safe to intervene up close and alone.
- Whenever possible, bystanders should engage other people to help them intervene. Ask others for help!
- Bystanders should focus on de-escalating a situation rather than escalating it.

- It can be helpful for bystanders to be creative or to rely on their interpersonal skills when trying to de-escalate a potentially dangerous situation.

# Sexual Assault Prevention and Response

Southwestern College educates the campus community about sexual misconduct through programs offered through Student Affairs and the Winfield Police Department. Literature on date rape education, risk reduction, and the College response is available through the Office of Student Affairs.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. In addition, the following actions are recommended:

- **Consider calling someone:** Call a friend, family member, RA or a coach.
- **Consider receiving medical attention:** Our closest hospital is William Newton Hospital and they have a sexual assault nurse examiner. The address is 1305 East 5th Avenue and the contact information is 620-222-6231 and sane@wnmh.org.
- **Consider filing a police report:** Call Winfield Police Department at 620-221-5447.
- **Consider filing a report with Southwestern College:** While the school and police department are separate, one can still file a report for the incident to go through the student conduct process. You will need to file an official report with the Title IX Coordinator or a staff person with the Student Affairs office.
- **Consider seeking support:** Talking with a friend, relative, RA or counselor could help dealing with the emotions and trauma of the assault.

The College strongly advocates that a victim of sexual assault obtain necessary medical treatment and report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly College Official or the Winfield Police Department. Filing a Police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/ legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

When a victim of sexual assault contacts a College

Official, a representative of Student Affairs will be notified. The victim of sexual assault may choose for the investigation to be pursued through the criminal justice system and the College Student Conduct Judicial System, or both or either. A Student Affairs representative will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through the Wellness Coordinator, Campus Ministries, and outside agencies such as Four County Mental Health and Counseling Center and Domestic Violence & Sexual Assault Resource Center.

Individuals who believe a Title IX sexual misconduct incident may have occurred on Southwestern's campus or involving the Southwestern Community, should discuss their concerns and/or file a report with:

**Lonnie Boyd**, Title IX Coordinator
620-229-6136, lonnie.boyd@sckans.edu

## Sexual Assault Resources

Student Affairs strongly recommends reaching out and talking to others about the incident. Counseling is important and can play a critical role in coping with the incident.

Southwestern College can provide a great deal of emotional support to a victim of sexual assault. If a victim would like to speak with about the sexual assault incident, Mary Ann Smith, a professional social worker is available to talk. She is considered a confidential resource for students to speak with and will not report the incident unless it is the student's wishes.

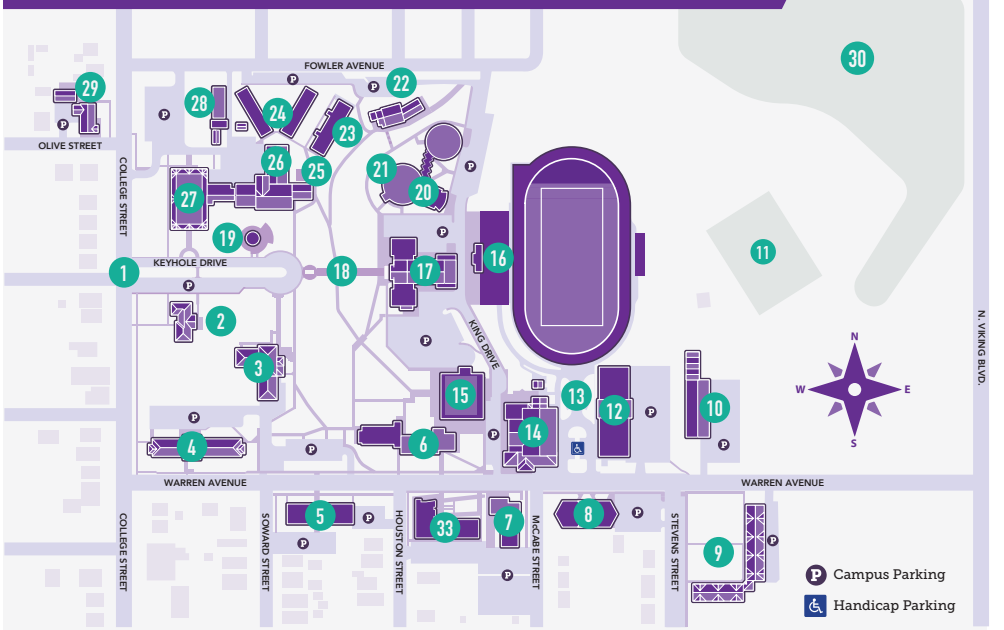
**Mary Ann Smith**, College Counselor
(620) 222-4311, maryann.smith@sckans.edu

**Carly Redding**, Campus Minister
(620) 229-6371, carly.redding@sckans.edu

**Off-Campus resources include:**

- **Wichita Sexual Assault Center:**
  wichitasac.com.
  Winfield location at 121 College Street.
  24/7 Hotline: 620-229-7233
- **Rape, Abuse, Incest National Network:**
  rainn.org
- **National Sexual Assault Hotline:**
  1-800-656-4673
- **Four County Mental Health:** 620-221-9664
- **Winfield Counseling and Mediation Center:**
  620-221-8965
- **Campus Conduct Hotline:**
  866-943-5787

# Southwestern College Campus Map




## ADMINISTRATIVE OFFICES

**17** Christy Administration Building
***President's Office, Academic Affairs, and Business Office***

**29** Dole Center
***Alumni Relations, Institutional Advancement, Marketing & Communications***

**14** Stewart Field House
***Athletics***

**7** Sutton Center
*Student Affairs*

**2** Welcome Center (The Strohl House)
***Admission***

**22** Wroten Hall
***Campus Ministry and Institute for Discipleship***

## ATHLETICS

**11** Practice Field

**16** Richard L. Jantz Stadium

**14** Stewart Field House
***Athletic Training, Cross Country, Football, Men's Basketball, and Track & Field***

**7** Sutton Center
***Baseball, Flag Football, Softball, and Women's Basketball***

**12** Swimming Pool
***(inside White PE Building)***

**12** White PE Building
***Cheer/Dance, Golf, Soccer, and Volleyball***

## HIGHLIGHTED POINTS OF INTEREST

**18** 77 Steps

**19** Cole Mound Plaza

**13** Farney Family Plaza

**1** George and Inez Hayward Gateway to Success

**30** HooDoo Loop Trail
***(Parking off Viking Blvd.)***

## ACADEMIC BUILDINGS / DIVISIONS

**27** Beech Science Center
***Natural Science***

**17** Christy Administration Building
***Computer Science, Communication & English***

**21** Darbeth Fine Arts Center
***Performing Arts***

**26** Mossman Hall
***Business, Education, Masters in Business, and Social Science***

**25** Outdoor Classroom

**28** Ruth Warren Abbott Greenhouse

**10** TOMARI Theatrical Arts and Technologies Center

**22** Wroten Hall

## DINING OPTIONS

**3** Deets Library
***Stir & Bustle***

**15** Roy L. Smith Student Center
***Dining Hall and The Jinx***

## RESIDENCE HALLS & APARTMENTS

**4** Broadhurst Hall

**5** Cole Hall

**24** Honor Apartments

**8** Reid Apartments

**23** Shriwise Apartments

**7** Sutton Hall

**6** Wallingford Hall

**9** Warren Apartments

**33** Winfield Hall

## PERFORMING ARTS VENUES

**17** Christy Administration Building
***Helen Graham Little Theatre and Richardson Performing Arts Center***

**20** Messenger Recital Hall

## STUDENT SERVICES

**27** Beech Science Center
***Quantitative Literacy Center***

**17** Christy Administration Building
***Business Office, Finanical Aid, Registrar, and Student Success Center***

**3** Deets Library

**15** Roy L. Smith Student Center
***Campus Life, Copy/Mail Center, and Laptop Center***

**7** Sutton Center
***Security***

## OFF CAMPUS POINTS OF INTEREST

**31** T.H. Vaughan Tennis Complex
***Located at 1500 Mound Street***

**32** Broadway Recreation Complex
***Located at 2200 Broadway Street***

SOUTHWESTERN COLLEGE

**Security** 9-229-0012 (CAMPUS PHONE) or (620) 229-0012 (CELL or OFF-CAMPUS PHONE) **Computer Help Desk** (620) 229-6444