

NORTHERN CARIBBEAN UNIVERSITY
A Seventh-day Adventist Institution

STUDENT GUIDE

OFFICE OF
STUDENT SERVICES

2011



Dear Student:

It is with delight that we welcome you to Northern Caribbean University – an institution that caters to the all-round development of students who come within its portals. It is our hope that you will enjoy your tenure here to the full and will leave not just with a degree, but rather with an education.

The *Student Guide* is expected to provide information that relates to student life. Please understand that additional information will be given from time to time as updating is necessary via the *Weekender* or bulletin boards.

As you embark on this journey, covenant with yourself to set your sails high. This is in keeping with the desire the Master Teacher has for you.

Great Soaring!

Sincerely,

A handwritten signature in cursive script that reads "Beverly Cameron".

Beverly Cameron, Ph.D.

VICE-PRESIDENT, STUDENT SERVICES AND RECORDS

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NORTHERN CARIBBEAN UNIVERSITY

PHILOSOPHY, MISSION AND OBJECTIVES

Northern Caribbean University is a private, liberal-arts institution which is owned and operated by the Jamaica Union Conference (JAMU) and the Atlantic Caribbean Union Mission (ACUM) of Seventh-day Adventists. Occupying a 200-acre property located two miles south of the town of Mandeville in Manchester, Jamaica, this University offers a number of professional, pre-professional and vocational programmes in a spiritually wholesome and physically aesthetic atmosphere. NCU currently enjoys an average yearly enrolment of over five thousand students from approximately 24 countries and is one of the largest Seventh-day Adventist tertiary institutions in the world.

Northern Caribbean University adopts the philosophy that "true education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." (*Education*, p. 13)

In harmony with this concept of education, Northern Caribbean University has sought, through formal and informal means, within and without the classroom, to emphasize the role of spiritual values in the lives of its students, and to encourage them in the acquisition of the highest moral and ethical standards and values as held by the Seventh-day Adventist Church. As a result, the following objectives have been developed:

- To lead each student into a personal relationship with Jesus Christ.
- To guide students in the development of Christian character marked by loyalty to God, nation and mankind.
- To engender in students a love for humanitarian deeds of selfless service, similar to those of Jesus.
- To inspire students to intellectual excellence, creativity and independent thought.
- To instill in each student a sense of responsibility and self-discipline.
- To cultivate in students tolerance and respect for the rights and opinions of others.
- To train students to appreciate and practise the highest levels of culture and refinement.
- To create in students an appreciation for beauty as revealed in nature, the sciences and the humanities.
- To cultivate within students, respect for the dignity of labour.

VISION STATEMENT

Strategically located, Northern Caribbean University aspires to be the centre of holistic higher education, upholding Christian values in an intellectually stimulating environment.

MISSION STATEMENT

Northern Caribbean University, a Seventh-day Adventist institution, has as its mission quality Christ-centred education achieved through academic excellence, social interaction, physical and spiritual development and a strong work ethic, thereby fitting each student for committed service to country and to God.

VALUE STATEMENT

Ubi Semper Discimus - Where Learning Never Ends

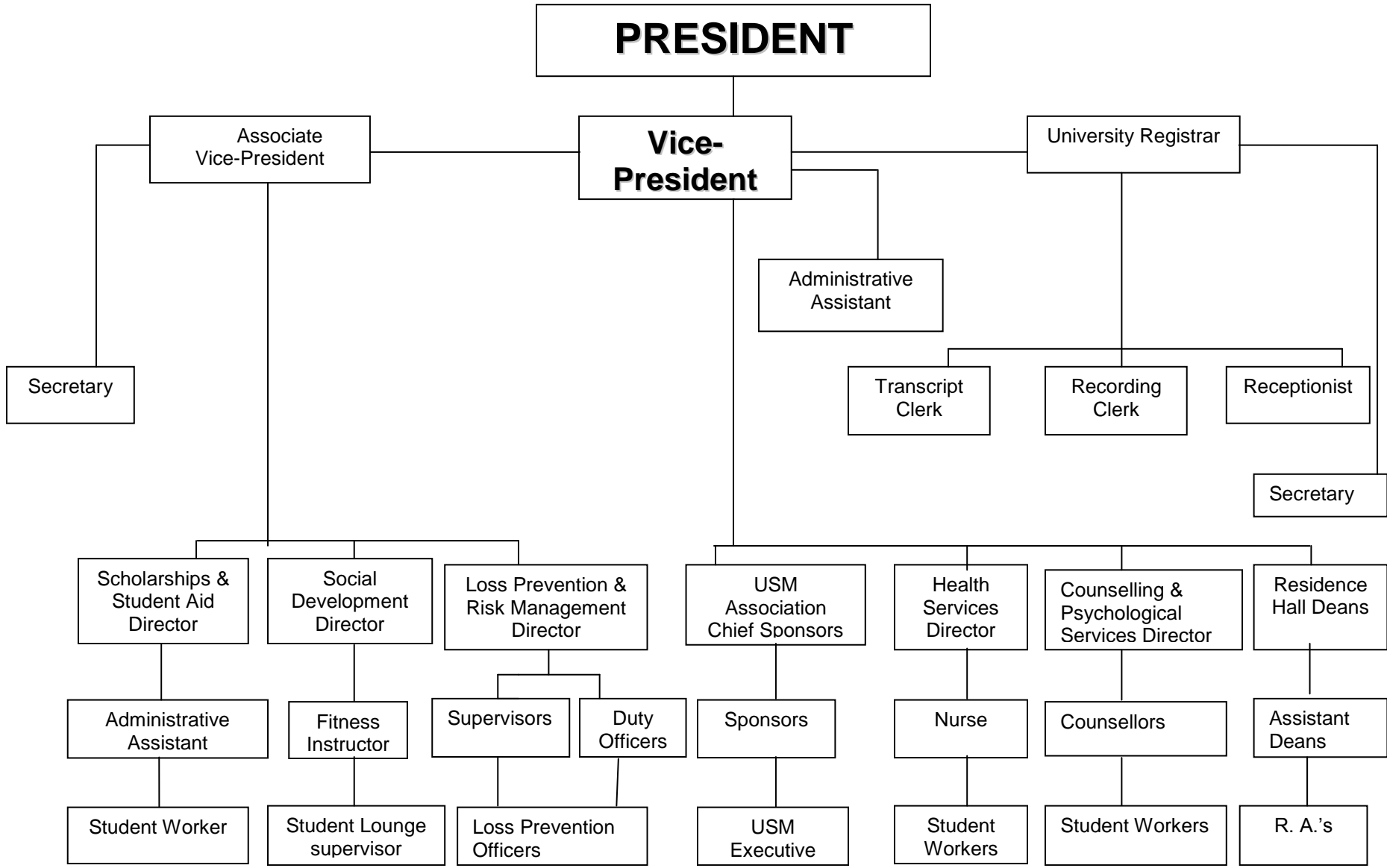
CORE VALUES

“NCU CARES”

- C – Christ-centredness
- A – Affirmation
- R – Respect
- E – Excellence
- S – Stewardship

ORGANIZATIONAL CHART

STUDENT SERVICES AND UNIVERSITY RECORDS



STUDENT SERVICES

STATEMENT OF MISSION

In harmony with the mission of Northern Caribbean University, the goal of the Division of Student Services and Records is the holistic development of students from diverse backgrounds by fostering Christian principles in an atmosphere of mutual respect, while preparing each individual for a productive and meaningful life of service.

VISION STATEMENT

The Division of Student Services and University Records of Northern Caribbean University strives to improve its services and operations continually through quality customer service, fostering an ethos of spiritual integrity and respect for students and the various publics served by NCU.

STANDING COMMITTEES

Standing Committees are important channels that provide the basic groundwork for most administrative decisions.

The life of these committees extends from August of the year of appointment to August of the following year. Students appointed by various clubs and organizations, as well as members of faculty and staff serve on the following committees:

- Academic Board
- Administrative Council
- Alumni Relations
- Mediation Panel
- Calendar
- Campus Family Life Council
- Citizenship
- Critical Incident Management
- Corporate Communications, Marketing & Public Relations
- Culture & Heritage
- Curriculum Development
- Environmental
- Examinations Councils
- Facilities Planning
- Finance
- Honours & Awards
- International Relations
- Master Plan
- Mentoring Council
- Programme Development & Review Committee
- Registration
- Retention & Academic Advising
- Scholarships
- Security
- Social Development & Sports

These committees are appointed annually, and copies of lists of committees are usually obtained from the President's office.

ADMISSION POLICY

To be considered for admission to Northern Caribbean University (NCU), applicants are required to complete the application form and pay the appropriate application fee. All sections of the application form should be completed. Incomplete or false information may result in non-acceptance of an applicant.

For each applicant, two recommendations are required for review by the Admissions Committee. These are best given by a principal/school counsellor/form teacher, supervisor/manager, or by a minister of religion/church elder. Applicants must meet university entry requirements and must be persons of integrity. Being a student at NCU is considered a privilege, and those students who fail to live up to their recommendations in character or academics may be asked to withdraw. Students are required to sign a pledge form indicating their willingness to abide by the guidelines by which the University is governed.

Registration is held four (4) times per year, and a procedure sheet is given to all students. Each line on this sheet must be signed and the forms completed and collected by the appropriate stations before registration is considered complete. Please note that completion is not possible without activation and financial clearance. Students may not attend classes until they are duly registered.

ACADEMIC INFORMATION

The course load is expressed in semester credits. A semester credit represents one sixty-minute class meeting per week for the duration of the semester. A three-credit course would therefore have two one and a-half hour class meetings per week. It is expected that the student will spend at least two hours in preparation for each class meeting.

Students' academic load is governed by the status of their grade point average, financial standing, and programme of study.

The normal course load is 16 credits per semester, but sophomores, juniors or seniors may, with the approval of the Vice-President for Academic Administration, register for 17 credits if the grade point average is 3.0 or better; or for 18 if their grade point average is 3.5 or higher. Correspondence courses are included in the computation of the student's course load.

Class Standing

At the beginning of each academic year, students are classified by the Office of University Records according to the number of semester credits earned up to that time.

Class Standing	Credit Hours Completed
Freshman	31 credits or less
Sophomore	32-63 credits
Junior	64-95 credits
Senior	More than 95 credits

A senior is one who can complete all degree requirements by the end of the first summer session of the current academic year.

Students will be enrolled in classes based on class standing. For example, 300 level courses are for students who are classified as juniors, having completed at least 64 semester hours.

Exit Procedure

For complete withdrawal from all current classes, students must complete a **Withdrawal Form** which may be obtained from the Office of University Records. Several check points have been designated in an effort to provide students with an opportunity for counselling. Several signatures must therefore be obtained by the student before the exit procedure can be completed.

Students occupying University housing (including residence halls) must in addition check out of those houses/rooms.

Academic Probation and Review

Satisfactory academic standing is achieved by maintaining a cumulative GPA of at least 2.0. Students are automatically placed on academic probation if their cumulative GPA falls below 2.0. Whenever students' current semester's GPA falls below 2.0, their programme is automatically placed under review by the Vice-President for Academic Administration, at whose discretion the students' load for the ensuing semester may be reduced. This will normally be done during the registration period.

If students' current GPAs fall below 1.5 for two consecutive semesters, they will be asked to withdraw and will be considered for re-admission only after one academic year has passed. If re-admitted, the students must maintain a minimum GPA of 2.0 each semester in order to continue in their programmes. Extracurricular activities must be minimized while a student is under academic probation or review.

Field Trips

Requests for off-campus academic field trips should be made in writing to the Vice-President for Academic Administration for submission to the Administrative Council and copied to the Vice-President for Student Services and Records. For club trips, requests should be made through the Student Services Office. The letter of request should include the date, destination and duration of the trip, as well as the names of the sponsor and all students and accompanying faculty members. There should be one faculty/staff member to every 15 students. The request should be made at least five working days before the event.

EXAMINATIONS

During the week before final examinations, **no off-campus field trips or extra-curricular activities requiring students' participation may be scheduled.** This week should be devoted to the completion of course projects and preparation for examinations.

Students will not be allowed to attend classes or sit final examinations unless authorized in writing to do so by the Student Finance Department. Before being permitted to sit semester examinations, students whose accounts are not cleared must make satisfactory arrangements with the Student Finance Department. They will be issued a permit, which they will submit at the time of examinations, based on the number of examinations being considered.

Students are expected to complete all examinations in each course for which they are registered; otherwise, an "F" grade will be recorded against the respective course(s).

Students who wish to petition the Academic Board to sit a missed final examination must do so within **two weeks** after the final examination period, by providing plausible reasons and properly documented supporting details. Petition forms are available in the office of Academic Administration.

Cheating, Dishonesty on Examinations

Students guilty of examination irregularities such as cheating, falsifying entry documentation, obtaining examination questions fraudulently at or before the examination time will be subject to disciplinary actions.

MEDIA AND INFORMATION

Publications

- *Hill Top Trumpet*: The United Students Movement (USM) monthly newspaper
- *Weekender*: A weekly publication by Student Services.

NCUFM 91.1 – Broadcasts 24 hours daily from studios located at NCU Media Group.
NCU TV – Broadcasts from FLOW Channel 188.

Ellen G. White Seventh-day Adventist Research Centre

The Ellen G. White SDA Research Centre at NCU, opened on July 10, 2003, preserves the writings of Ellen G. White, as well as other materials relevant to Seventh-day Adventist theology and history.

At the Research Centre one may:

- Find published and unpublished writings of Ellen G. White
- Access resources – books, pamphlets and periodicals on Adventist history and theology and on Ellen White's life and work
- View a full range of denominational publications, journals, General Conference of Seventh-day Adventist bulletins and yearbooks, duplicated and original documents from the White Estate, Document files, Question and Answer files, manuscript and letter files, manuscript releases and appropriate indexes
- Have access to Ellen G. White online writings on CD-Rom
- Gain Internet access
- Find various resources on the pioneers of the Seventh-day Adventist church.

Library

The Hiram S. Walters Resource Centre, completed in August 1991, offers a wide range of library facilities to students, faculty, staff and the community at large.

Boasting some 33,000 square feet of floor space for offices and library functions, it has a seating capacity of approximately 636 students. It has more than 58,791 volumes, with over 570 subscriptions to printed periodicals. In addition, patrons have access to various data bases and e-books via the Internet.

Computer Usage

Northern Caribbean University (NCU) provides the Internet as a privilege and a tool for students of the university who agree to use the resource in a considerate and responsible manner. The Internet may be used to:

- Exchange information with persons who share similar interests, and with the general public.
- Facilitate the use of various e-mail systems.
- Provide sources of data to assist students in accomplishing their course requirements and programme goals.

Internet

Responsible Use of Internet

It is unacceptable for a student to use, submit, publish, display, or transmit any information which:

- Violates or infringes on the rights of any other person, including the right to privacy.
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually-oriented, threatening, racially offensive, biased, discriminatory, or illegal material.
- Violates the University's regulations prohibiting sexual harassment.
- Restricts or inhibits other users from accessing the services or the efficiency of the computer systems.
- Encourages the use of illegal substances or use of the system for criminal purposes.
- Uses the system for any illegal purpose or in any manner which contravenes the ethos of the University

It is also unacceptable to use the facilities and capabilities of the system to:

- Conduct any non-approved business.
- Solicit the performance of any activity that is prohibited by law.
- Transmit material, information, or software in violation of any law.
- Conduct any political activity.
- Conduct any personal fundraising or public relations activities.
- Engage in any activity for personal gain or personal business transactions or make any unauthorized purchases.

Electronic Mail

Northern Caribbean University Electronic mail is provided to support open communication and the exchange of information between students and other appropriate entities that have access to the network. This means of communication allows for the collaboration of ideas and the sharing of information. E-mail is a necessary component of teamwork at NCU. This is one of the ways in which communication is facilitated by the University. Therefore students are required to access the NCU e-mails every day.

E-mail is subject to all policies regarding acceptable/unacceptable uses of the Internet, and the user should not consider e-mail to be either private or secure.

Statements regarding monitoring e-mails:

- NCU reserves the right to monitor or log all network activity with or without notice, including e-mail and all website communications. Therefore, users should have no reasonable expectation of privacy in the use of these resources.
- NCU will not monitor e-mail transmissions on a regular basis, though the construction, repair, operations and maintenance of electronic messaging systems may occasionally result in monitoring randomly transmitted or stored messages.
- Messages may be monitored during the course of investigations of illegal activity.
- NCU will permit third party access to private e-mail only where written consent has been obtained from both the sender and recipient except when it is necessary to investigate illegal activity or misuse of the system, or to resolve a technical problem, or in similar circumstances.
- NCU students shall not read the e-mail of other students without legitimate business purpose consistent with the NCU's policies and business practices. Doing so will result in disciplinary action.

Unacceptable Uses of E-mail

Some activities considered to be inappropriate use of e-mail are listed below:

- Sending/forwarding chain letters, viruses, hoaxes
- Sending/forwarding or opening executable files (.exe) or other attachments unrelated to specific work activities, as these frequently contain viruses
- Use of abusive or profane language in messages
- Use that reflects poorly on the University
- Violating the University's e-mail etiquette policy.

E-mail as a Public Record

- The University will attempt to provide an electronic messaging environment that provides data confidentiality and integrity. However, the University cannot be responsible for web-based e-mail systems such as Yahoo and Hotmail. Students should always be aware of the risks associated with the use of both types of systems.
- Users should take note that the University's business generated on e-mail is a public record, subject to public inspection, and is not confidential, unless specifically cited by statute. When an e-mail message is a public record, it shall be retained in accordance with the country's statutes. E-mail messages of only transitory value need not be saved. In fact, the failure to routinely delete these messages clogs information systems, strains storage resources, and creates agency liability risks.

Copyright Guidelines

Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law. The International Copyright Agreement protects and prohibits misuse of all original works of authorship in any tangible medium of expression. This includes a prohibition on plagiarism.

Sample statements addressing copyright issues:

- Each user is responsible for observing all local and international laws, especially in regard to copyright laws. The University will not be responsible for the cost of any legal action taken against any user who violates such laws regardless of the situation or the intent or purpose of the user.
- All staff who use software owned by the University must abide by the limitations included in the copyright and license agreements entered into with software providers. It is unlawful to copy most software products.

Public Domain Material

Any user may download public domain programmes for job-related use, or may redistribute a public domain programme non-commercially. However, doing so assumes all of the risks regarding the determination of whether or not a programme is in the public domain.

Regulation, Enforcement and Penalties

NCU Directors (or their delegated representatives) are responsible for enforcing compliance with provisions of this policy and investigating suspected non-compliance. Penalties for non-compliance include, but are not limited to:

- Suspension of Internet service to users with or without notice.
- Internal disciplinary measures, including discharge for instances of non-compliance that result in damage or otherwise compromise the University or its employees, agents, or customers.
- Initiation of criminal or civil action, if appropriate.

UNIVERSITY SERVICES

Loss Prevention & Risk Management

The Loss Prevention & Risk Management Department is open 24 hours daily, including holidays. Its main objective is to protect and assist you. The office is located at the main entrance. Security may be reached at extension **7704** for the main gate or extension **7703** for the Director's Office.

This department has been authorized by the University to ensure the safety and security of both persons and property. **All persons leaving or entering the campus may be subjected to a security check.** This includes checking of all motor vehicles, persons, packages, etc.

All students and visitors to the campus and the extension sites are required to show some form of identification. Current students will be expected to present their unexpired NCU identification card to the security personnel upon entering the campus. Visitors to the campus will be given temporary identification cards that will enable them to enter. These temporary cards are to be returned to the security personnel at the main gate upon departure from the campus.

Incidents to be Reported

Suspicious activities e.g., Potential fire hazards

Crimes

Harassment

Phone abuse

Thefts

Safety concerns

Vandalism – abuse of or destruction of University property
Traffic accidents
Possession of illegal weapons and drugs
Sexual and physical abuse
Threats
Loitering.

The Loss Prevention & Risk Management Department treats all threats as serious offences and will report any issued threats to the police. Any person who, directly or indirectly, whether verbally, in writing or by actions, issues a threat to any other person while on the University's campus, will have all privileges immediately revoked until the reported matter is investigated and settled.

Motor Vehicle Policy

Limited parking spaces are available on campus North West. Vehicles should be parked in the area designated for student parking in the area northwest of the Security booth at the main gate. Cars parked in **unauthorized areas** will be towed away at the owner's expense. **Vehicles are parked in the campus parking lot at the owners' risk.**

Further, all students who drive must observe the following procedures:

- All motor vehicles must be registered with the Loss Prevention & Risk Management Department upon the student's entry to the University and at the beginning of each academic year.
- The fee of \$500 must be paid to the Cashier in the Business office. A receipt will be issued which the student must then present to the Security Department. An application form is then completed and approved by the Director of Security. Once approved, the student is issued with a student parking sticker.
- The speed limit for all vehicles using the campus is 10 kilometres per hour (k.p.h.). Those who exceed the speed limit will be fined.
- No parking is allowed in unauthorized areas of the campus.

CRITICAL INCIDENT MANAGEMENT

Occasionally, institutions such as schools, colleges and universities will be involved in crisis situations that have a serious effect upon the institution and the community. These are called "critical incidents." A critical incident (C.I.) can be defined as any situation faced by members of the university community that causes them to experience strong emotions which could overwhelm their ability to cope. The effects of a critical incident can be long-lasting, and resolution depends in part on appropriate responses and the extent to which support is given. Some examples of critical incidents that might affect the University are as follows:

- Sudden death of a student or worker
- Suicide of a student or worker
- A disaster on school premises
- Natural or community disaster
- Unusual and unfavourable media attention
- Fires, explosions or bomb scares on campus
- Campus unrest
- Kidnapping
- Thieves breaking into residence halls
- Major vandalism of the institution's property.

It is not possible to anticipate, predict or prepare for specific critical incidents, but should they arise, it is the responsibility of the institution to have a plan for their management. With this in mind, the Department of Student Services has formed a Critical Incident Management Team (CIM). Students will be informed about such incidents as the University deems necessary.

Team Members are:

President

Vice-President for Student Services and Records (Chair)

All Vice-Presidents

Marshall – Co-Chair

Student Representative

Chaplain or Church Pastor

Director, Purchasing and Procurement

Director, Plant Services

Director, Corporate Communications, Marketing and Public Relations

Director, Human Resource

Director, Food Services

Co-ordinator of Counselling Services

Security Chief

Director, Health Services

Administrative Assistant – Student Services

Director, Freshman Advisement

Residence Hall Deans.

Spot Checks

The University reserves the right to perform spot checks in the residence halls and on the campus at any time. Forbidden substances or contraband will be confiscated and could be handed over to the police. Beware!

Identification Card

All students are required to wear a current Northern Caribbean University ID card at all times. This card should be properly displayed on their persons once they are on the campus.

Your identification card **must be** used for entrance into all campus facilities and programmes, as required.

Lost and Found

Students may check with the Office of Student Services and/or Loss Prevention and Risk Management for items lost on campus. Unclaimed items may be sold or otherwise disposed of at the end of the academic year.

TIPS FOR DISASTER PREPAREDNESS

Disasters can happen at any time. To minimize harm to your person, please note the following practices:

Earthquake

- Stand in a doorway and brace your hands and feet against each side.
- Get under a desk or heavy table.
- Stand flat against an interior wall.
- Do not seek cover under laboratory tables or benches as chemical could spill and cause burns.
- Stay calm and do not run outside.
- If the house shows sign of breaking up, stay under a table or stand in a door frame.

After an Earthquake

- Evacuate the building.
- Do a head count.
- Check for fires or fire hazards.

- Listen to the radio for damage reports and other information.
- Keep away from the following: walls, trees, utility lines, bridges and overpasses.

Hurricane

- Procure adequate emergency equipment and supplies such as: tape, garbage bags, batteries, flashlights, matches, bottled water, canned food and blankets.
- Keep updated on infrastructure and other necessary accommodation facilities.
- Unplug electrical appliances.
- Know the nearest shelter location.
- Secure personal and other important documents in plastic bags.
- Be calm, your ability to act logically is important.
- Secure outside objects that could be tossed around.

Fire

- Upon the discovery of an outbreak of fire, make an alarm without hesitation.
- Know the location of the nearest fire alarm and how to use it.
- Try to make a complete evacuation of the building on fire.
- Descend stairs in single file.
- Do not go back into a burning building.
- If you are trapped in a building, lie flat on the ground and try to creep out, the air is clearer near the floor.
- Call the fire brigade.
- Familiarize yourself with all exits, including windows.

Fire Emergency

- Students are expected to respond immediately when there is a fire alarm, and should evacuate the building with dispatch.

- No student shall disregard a fire alarm signal or refuse to evacuate a building.
- Students shall **NOT** enter or exit from a fire escape except during a fire drill or in the case of an actual fire.
- All faculty, staff, employees, students and visitors are expected to facilitate safe and orderly evacuation according to the Fire Emergency Procedure.

If Your Clothes Catch Fire:

- Do not run; as running will increase the flame.
- Stop, drop and roll.
- Cover your face with your hands to protect your face from burning.
- Make sure flames are out before removing clothes. Never remove clothes by pulling over your head.

Flood – General Precautions

If a flood warning is given or heavy rain has been experienced for several days:

- Stay tuned to the radio for news and weather reports.
- Know the quickest route to move to higher ground and safer locations.
- Shut off electrical power, gas and water supplies in areas in immediate danger of flooding.

Safety Actions after a Flood

- Remain calm.
- Do not use the telephone except in an emergency.
- Boil drinking water (for ten minutes), or purify by adding bleach (two drops bleach to one litre of water) until water supply is safe.
- Keep garbage sealed tightly.
- Report illnesses to the Nurse on duty.
- Do not walk bare footed outside, during or after the flood – wear shoes.

- Do not touch loose or dangling electrical wires.
- Tropical storm refers to a localized, very intense low-pressure wind system, forming over tropical oceans and with winds of hurricane force.

Lightning

- Avoid using telephone.
- Do not look at the lightning.
- Stay in a darkened area.
- Move away from windows and electronic devices.
- If outdoors – Avoid water, the high ground, open spaces, all metal objects including electric wires, fences, machinery, motors and power tools.
- Avoid unsafe places which include underneath canopies, or near trees. Where possible, find shelter in a substantial building or fully enclosed metal vehicle such as car, truck or a van with the windows completely shut

COUNSELLING AND PSYCHOLOGICAL SERVICES

The Counselling and Psychological Services Centre (CPSC) is located on the first level of Robinson Hall overlooking the Information Science Department.

Christian practitioners provide professional counselling and psychotherapy for students, faculty and staff. The wide range of services is designed around four major areas: Spiritual, Educational, Career and Personal/Social.

Spiritual Counselling

Spiritual counselling is designed to empower individuals to recognize and appreciate their eternal worth and the purpose for their existence, as well as to create an awareness that help and healing are possible only through Christ.

Educational Counselling

Educational counselling involves personal empowerment in recognizing and maintaining the highest levels of academic success.

Career Counselling/Guidance

Career Counselling/Guidance involves empowering the individual to understand how personality traits, interests, abilities, aptitude, and personal values influence career choices. The ultimate goal in career counselling/guidance is to produce Christian professionals who are able to function at an optimal level in their chosen careers.

Personal and Social

Counselling Psychotherapy is designed to facilitate a better understanding of self and others. It enables one to examine pertinent issues that impact one's holistic development.

Focus is on the following: self-empowerment, self-awareness, assertiveness training, relationship enhancement, individual and group counselling, personal growth counselling, family counselling, drug abuse counselling, grief and loss therapy, conflict resolution, anger management training, stress reduction training, and management mediation counselling, prevention education, problem solving, and decision making.

Additional Services

- Peer counselling training – Training is offered every semester. All club presidents and two officers, all residence advisors, security officers and other interested sophomores and juniors are encouraged to participate in training that exposes them to basic peer-helping skills and the way to utilize these skills efficiently in schools, churches and other social settings.
- Students are trained in appropriate ways of relating to persons confronting sensitive issues, such as HIV/AIDS, STIs, suicidal ideation, drug use, abuse and misuse, and domestic violence.
- Residence Hall Visitation – Counsellors are assigned to each residence hall to facilitate discussions on counseling-related issues intended to enhance health, coping and adjustment skills, stress management, and to increase tolerance among residents.
- Psychological and Educational Assessment.
- Motivational talks, workshops and seminars on counselling and psychological issues and concerns.
- Motivational Enhancement Training Seminars/Workshops – PET seminars/workshops are held for all students. These seminars/workshops are designed to enrich students' educational experiences.
- Suicide attempts – When there is an attempt or intent, there will be immediate intervention which may lead to medical or psychological evaluations.

Group Counselling Therapy

Group Counselling Therapy is available to all students, faculty and staff who can benefit from shared experiences. Our groups focus mainly on grief recovery, domestic violence, self-esteem, anger management, assertiveness training, time management and conflict management.

Office Hours

Monday – Thursday 9:00 a.m. – 5:00 p.m.

Friday – 9:00 a.m. – 1.30 p.m.

FOOD SERVICES

Food Services comprises two separate entities, the Cafeteria (Sorenson Hall) and the Tai Centre. The cafeteria in Sorenson Hall is designed to meet the varied tastes of the public, as well as cater to the need for tasty and wholesome vegetarian meals.

Students are advised to make every effort to ensure congenial, dignified conduct in the cafeteria.

Students can do much to make mealtime a pleasant and rewarding experience by observing the following:

- Appearing neatly, modestly and attractively dressed
- Having a valid meal ticket. Presenting ID if requested
- Speaking softly
- Engaging in uplifting conversation
- Being kind and courteous to peers as well as to those who serve
- Displaying proper table manners
- Paying attention to refinement and cultural tips placed on tables for uplifting of students
- Not doing school work or using laptops in these facilities.

Students who lack good conduct and “social graces” may be barred from entering the cafeteria, and negative actions may even incur further sanctions.

Community students will pay cash on a per meal basis, unless alternative arrangement is made with the Student Finance Office. Students who accommodate guests on Sabbath should make financial arrangements with cafeteria prior to that day.

General Rules

- There should be no eating or drinking on the service line. Students caught doing so will be fined.
- Dishonesty constitutes a terminal offence.
- Trays and utensils are the property of the University's cafeteria and therefore, they should not be removed. If they are found in students' rooms or on their person, disciplinary actions will be taken against them.
- Chairs and tables must not be removed from their places unless arrangements have been made by the host or the management.

HEALTH SERVICES

The Health Services Centre is located opposite the administration building. A registered nurse is on duty between the hours of 8:00 a.m. and 10:00 p.m., Mondays to Thursdays, and between 8:00 a.m. and 1:30 p.m. on Fridays. A nurse is on call for the weekend. An ambulance service is available for emergencies.

Students' medical records should be updated every two years (which is the responsibility of the student). Failure to update one's medical record can result in the forfeiture of registration.

Insurance

The Student Health Insurance Plan ensures adequate coverage during the semester. It is compulsory that all students subscribe to the Health Insurance Plan. **Exemptions will be granted only if a student can show valid evidence of other coverage at registration.** There is also an accident insurance which covers all students. Accidents must be reported to Health Services.

Procedure for Doctor's Visit:

- Non-resident students who become ill must relate directly to the Health Services Centre.
- A resident student who becomes sick should report to the Dean or Resident Advisor immediately; either directly, or by a note through a room-mate.
- The Nurse should be called by the Dean or Resident Advisor. A student may visit the public general hospital, private hospital and/or the doctor after screening and referral by Health Service. The student should report to the Nurse after such a visit with a doctor's report.

- Health Services is not responsible for purchasing drugs prescribed for individual students.
- When a student is referred to a specialist by a doctor, the student is responsible for making the appointment and paying related expenses.
- Health Services does not grant excuses for absence from class or work, but will verify illness treated by the staff, or other health practitioner after the submission of a doctor's certificate. Students are responsible for relating absences to teachers, work supervisors and the deans.
- Please note that parents/guardians may give notification of illness in writing.
- Health Services offers health counselling and first aid assistance.

Health Tips

Your health is a precious possession. Good health doesn't just happen. You have to make it happen. The following are ideas to help you maintain good health:

1. Establish a trusting relationship with God through a programme of daily, personal communion (devotion).
2. Get on a programme of regular exercise (sweat type) preferably in the fresh open air and sunshine, three to five times weekly.
3. Eat healthy, well-balanced meals at regular intervals. Include an abundance of fresh fruits and vegetables, whole grain cereals, peas, beans, and nuts. Avoid refined, processed and preserved foods and foods high in sugar, salt and saturated fats.
4. Get adequate rest, relaxation and wholesome recreation. Students need at least six to eight hours of sleep each night.
5. Drink six to eight glasses of water daily, spaced between meals.
6. Practise proper personal and environmental hygiene. Be well groomed at all times.
7. Abstain from harmful habits of intemperance, such as alcohol consumption, drug abuse, sexual immorality and overwork.
8. Dress modestly and appropriately for the Mandeville climate.
9. Be cheerful, positive, and optimistic in your outlook. Practise good mental health.

10. Be friendly, helpful, kind and respectful to others – practice good social health.
11. Be diligent, honest and upright in all your endeavours.
12. Establish consistency, nurture creativity, encourage curiosity, work, study, trust and pray to God.
13. Keep careful watch on your health.

HOUSING

Students who are considering using off-campus housing facilities should carefully consider the cost of rental, transportation, proximity to campus and personal safety. Experience has proved that living in the University dormitories is not only less expensive, but strongly recommended by those who have experienced it.

Off-campus Housing Criteria

Northern Caribbean University provides limited on-campus residence for students. Cedar Hall houses male students; Leila Reid Hall houses first year female students, and Jamaica Hall houses some second to fourth year female students. Because of the scarcity of boarding facilities, reservations are strongly recommended. **Acceptance to the University does not guarantee a place in the residence halls, even though a student might indicate a desire to reside on campus.** Further, four years' accommodation in residence hall is not guaranteed for full-time students. Prospective students are encouraged to note the following:

1. Boarding in the approved University residence hall is on a first-come-first-served basis. Freshmen under eighteen (18) years of age will be given preference.
2. Returning students must make reservation to live in the residence hall at the end of each semester. Boarding is not automatically renewed because a student is accepted to continue in school. Returning students are not guaranteed on-campus residence until they have received official notification from the respective Deans that a place has been reserved for them.
3. Students who do not give adequate notice of seeking alternative accommodation will be charged one month's rent.

Off-campus (community) Housing Criteria

Parents and students must make every effort to ensure that the safety of the student is made a priority when selecting community housing. The University will provide assistance and information on prospective landlords (if available) when requested to do so by parents and/or students. However, **the University cannot be held responsible for arrangements made directly by parents or students.**

To be eligible for off-campus residence, the student must first discuss his/her intention to leave the campus residence with the residence hall Dean.

RESIDENCE HALL POLICIES

The residence halls are for the benefit of resident students. Therefore, a visitor, relative or friend who needs overnight accommodation is required to make arrangements with the residence hall Dean and the Student Finance Department. This privilege is restricted to weekends only, and visitors must abide by the policies of the University as outlined in the guide. Exceptions and/or violations will be dealt with at the discretion of the residence hall Dean and/or administrators. Students are responsible for the conduct of their visitors. **The sharing of beds is strictly prohibited in the residence hall.**

Students who have been suspended or expelled will not be allowed access to the residence halls unless authorized by the deans.

Expected Behaviour on Residence Hall

The University community expects all to be kind, courteous, and respectful of other people's rights. No student should enter the room of other students without the occupants' consent.

Curfew and Room Check

All resident students must be in their rooms at the time specified each night.

- Sunday through Thursday – 10:30 p.m.
- Friday – 9:45 p.m.
- Saturday – 12:00 midnight

All students should be in their rooms on Friday evenings for the pre-vespers room check which is done approximately two hours before sunset. Students who are not in their rooms at room check time will be required to account to the residence hall deans concerning their whereabouts.

Quiet Hours

Reasonable quietness should be maintained on the residence hall at all times.

Daily Worship

Your choice of Northern Caribbean University implies your willingness to attend the required religious services in the residence halls. All unexcused worship absences must be cleared with the residence hall Dean within 48 hours.

Room Care

The residence hall is not just a place where you rest after classes. It is also a place where you will experience new dimensions of personal development. You will not only learn to live with and appreciate people of varying cultures, but will also make decisions that will help to shape your future.

You are, therefore, required to keep your room and surroundings clean and orderly. They should be free from garbage and obnoxious odours. The University reserves the right to conduct room inspection as might be deemed necessary. Your overall development is very important to us. Please help us to help you to develop good habits.

Room window – Residents may not enter through windows nor remove panes from windows at any time. No objects of any type may be thrown, dropped, or pushed out from any residence hall window. Violation of this policy will be dealt with severely.

Decoration of Rooms

The University administration respects the creativity and individuality that you express in the decoration of your room; but any form of decoration that alters, defaces, damages, or ruins the walls, ceiling, tiles, furnishings or light fixtures is prohibited. **All wall posters should reflect the philosophy and standards of the institution.**

Approved Electrical Appliances

The following are approved electrical appliances: clocks, hair dryers, kettles, radios shavers, study lamps and computers. These may be used in the residence halls. Electric irons should be used in the pressing rooms where provided. **Hot plates are strictly prohibited.** If discovered, these will be seized and the owner fined. If confiscated, hotplates that are not collected at the end of the semester will be disposed of by the institution.

Students must use surge protectors for ALL electrical and electronic appliances. The institution **WILL NOT ACCEPT** liability for any damage resulting from power surges. Laundry facilities are available at the Tai Centre. Token operated washers and dryers are available in each residence hall for the use of the residents.

It is expected that these will be treated as if they were your very own. Tampering with these appliances is a terminal offence.

Students are not allowed to have television sets (radio television included) in their rooms. Any unauthorized television sets found in any room will be confiscated, and a fine of \$7,500 will be charged for its retrieval.

Other Facilities

The Tai Centre offers Laundromat, superette, hotel, bookstore and post office facilities as well as courier services.

Rights of Entry

Living in the University's residence hall is a privilege, not a right. The University, therefore, reserves the right for the Residence Hall Deans, an Officer of the Administration, or any other authorized person to enter a student's room to inspect or search personal property or verify residency, and to find out if health and safety conditions are being maintained. The student who accepts a room in the residence hall acknowledges the University's right of management.

Such inspection may be carried out in the presence of one or all occupants of the room. However, there may be times when the Dean may have occasion to enter a room without prior notice, or in the absence of the occupants. In this case, the Dean will be accompanied by a Resident Advisor or some other person in authority.

Personal Property

Students must make every effort to secure their property. The University cannot be held responsible for that which is lost or stolen, though it may assist in attempting to retrieve such items.

Campus Leave

Residence hall students who want campus leave must have authorization from the Deans and, in their absence, from a university administrator.

Since the whereabouts of students must be accounted for in case of any emergency or inquiries from parents or guardians, students who wish to leave campus are required to fill out a "Campus Leave Request" Form. **Students are expected to go to the place stated on the signed leave permit.**

Mandeville Day Pass

Freshmen and sophomores who wish to leave campus must obtain the written permission of the residence hall Dean. At the discretion of the Dean, juniors, seniors, and students over eighteen (18) years of age may obtain a valid day pass. Students must ensure that they sign out at the residence hall and sign in upon return. Any student who wishes to go beyond Mandeville must follow the regular campus leave procedure.

Evening Pass

Students wishing to leave campus after evening worship must follow the regular leave procedure. They are expected to return before curfew after signing out and in at the residence hall.

Overnight and Weekend Pass

Any campus leave which involves a night away from the residence hall is an overnight leave. Such leave may be granted at the discretion of the Dean. Leave requests must be presented at least 48 hours in advance. **Overnight leave must be accompanied by the written permission of the parents/guardian, and a written invitation from the host/hostess.** The letter should be mailed or faxed directly to the Dean, and is subject to verification.

Weekend leave will be permitted four times per semester (excluding public holidays). This leave may begin with the end of the last class of the week. Students are expected to return as specified in the leave application.

In the event of any emergency that would delay a student's return, the student is expected to notify/telephone the residence hall dean or his/her representative immediately.

NB. Students going on weekend leave are required to leave the campus before the beginning of Sabbath – that is, by 4:00 p.m. on Friday afternoon. They should not return during the period 4:00 p.m. on Friday and 7:00 p.m. on Saturday.

INTERNATIONAL STUDENTS

Students from different countries are enrolled on our campus. If you are a registered student, the Office of Student Services is responsible for helping you with your concerns.

International students are required to have:

1. A valid passport
2. An acceptance letter from Northern Caribbean University

3. A deposit equivalent to the cost of a return ticket, lodged with the Business Office.

Jamaica's Immigration Requirements for Foreign Students

1. A valid passport
2. Acceptance letter from the educational institution
3. Valid visa for non-Commonwealth nationals and nationals of Commonwealth countries on which a visa requirement has been imposed.

NB Upon arrival, a student is landed as a visitor and is thereafter required to visit the Immigration Head Office where his/her status is changed to that of a student.

Processing of application for Extension of Stay as a Student

1. Status letter from the educational institution addressed to the Chief Executive Officer
2. Completed Extension of Stay Form
3. A non-refundable processing fee of J\$10,000
4. A multiple entry visa is also granted to all nationals of non-commonwealth countries and nationals of commonwealth countries on which a visa requirement has been imposed. This allows departure and re-entry to the island during the period of validity of student status. Without this an entry visa would be required for re-entry once the student has departed.
5. Students from non-commonwealth countries (aliens) over the age of sixteen (16) are required to be registered. A certificate of Registration will be given. Two (2) passport sized photographs are needed for persons residing in Kingston and St. Andrew and three (3) for persons residing in all other parishes. The process attracts a fee of J\$ 2000.00.

Student status is granted for the duration of the programme of study or to the validity date of the individual's passport whichever comes first.

1. The Student Services Office takes responsibility for extensions if the above criteria are met.
2. At registration, all passports, return tickets and other travel documents must be surrendered to the Office of Student Services. This includes all students who reside overseas but travel on Jamaican passports.
3. A student who fails to comply with the above will not be allowed to complete registration. **Please note carefully the list of Northern Caribbean University INTERNATIONAL STUDENTS REGULATIONS included in your application package.**

CAMPUS MINISTRIES

The Office of Campus Ministries has been instrumental in fostering the spiritual growth and development of students at Northern Caribbean University. The Office develops and implements spiritual programmes both for in-reach purposes, i.e., for the University family, as well as for the community at large. The intent is to provide students with opportunities to grow socially as they grow spiritually. Thus, the motto of Campus Ministries is “*Reaching Up, Reaching In, Reaching Out.*” Listed below are some of the ministries operated by the Office:

1. *Reaching In While Reaching Up*

- Monday afternoon worship service – 2:00 – 3:00 p.m.
- Friday evening vesper service – at sunset
- Noon Power Hour prayer and testimony service Monday – Thursday at noon
- Campus Ministries Prayer Band – every Monday after Chapel
- Small group ministry and Mentoring programme
- Dormitory Prayer Cells
- Bible Study Class – Tuesdays at 2:00 p.m.
- Bible Correspondence Course
- Individual Counselling – when needed
- Meal assistance
- Clothing distribution.

Reaching Out

- Touch of Faith – hospital visitation
- Loaves of Love – feeding the homeless on the streets of Mandeville
- Sunshine Band – orphanage ministry
- Prison Ministry
- Business Community Outreach – brief worship service with selected business or government offices in Mandeville
- Student Association of Literature Evangelists (S.A.L.E.) – spreading the gospel through literature distribution
- Student Missions – sending students on local and overseas missionary programmes
- Peer Partners Programme – NCU students ministering to students at selected high schools in Manchester.

2. Other Community outreach activities as the needs arise. Students or workers are invited to become a part of any of these ministries by registering with the Office of Campus Ministries located at the Gymnatorium.

WORSHIP AND SABBATH OBSERVANCE

An important objective of the University's administration is to provide opportunities to enable our students to develop a personal relationship with Jesus Christ. All students are therefore encouraged to participate in the religious life of the campus.

Daily Devotions

All residence hall students are required to attend daily worship services held in the campus residence halls. Morning worship in these halls begins at 6:30 and ends at 7:00 Monday to Thursday. Evening worship is held Sunday through Friday at the following times:

Sunday – 7:00 – 8:00

Monday, Tuesday and Thursday: 7:45 – 8:15

Tuesday Deans' Meeting: 8:15 – 8:45

Wednesday: 7:00 – 8:00 (prayer service)

Friday – sunset.

All weekday evening worship sessions must end by 8:45 p.m. Sunday, Wednesday and Friday evening worship sessions are held in the Main Chapel under the direction of the Church Pastor and/or the Campus Ministries. Students are expected to attend scheduled worship services and are allowed four (4) unexcused absences per month. An excuse for absence may be obtained from the Dean after due consideration. A fee of \$500.00 will be charged for any excess absences.

Sabbath Worship

Seventh-day Adventists believe that God made the Sabbath as a special day dedicated to rest and worship. According to the Scriptures, Sabbath begins at sunset Friday, and ends at sunset on Saturday. Consequently, all secular activities must be suspended on Sabbath. However, works of mercy or acts of benevolence are in accordance with the purpose of Sabbath keeping. Students are encouraged to make this day a special one by honouring it as God's Holy Day and to make every effort to be on time for all worship sessions.

To make this a special day, students are expected to:

1. Put away all academic and/or secular material and prepare themselves for communion with God.
2. Refrain from playing secular music; instead, use their equipment to bring blessings, not only to themselves but to others, by playing music that will lift another person's thoughts and mind to the Creator.
3. Ensure that clothes are ironed and all necessary hairdressing is done.

4. Attend all Sabbath services faithfully and punctually.
5. Wear proper attire in keeping with the sacredness of the Sabbath. Modesty should always characterize students' mode of dress.
6. Limit group activities to missionary projects, nature walks, study groups based on spiritual topics or such programmes as are approved by the University. Those activities that tend to violate the sacredness of the Sabbath should be avoided.
7. Residence Hall students must obtain permission from the Deans if arranging for off-campus activities.

N.B. Loitering on the campus during worship services is strictly prohibited. Students should always remember the sacredness of the Sabbath hours.

ASSEMBLIES

Two assembly sessions convene each week. The prayer and praise worship service convenes on Mondays from 2 - 3:10 p.m. The other general assembly session takes place on Thursday from 2 - 3:20 p.m. Attendance at these assembly programmes is required. Any unexcused absences will accrue a cost of \$500 each.

Excuses for absences must be turned in to the Office of Student Services within seven days after the absence has been incurred. All absences and/or payments must be cleared before final examinations.

CAMPUS CLUBS

The Office of Student Services considers student organizations/clubs as integral to helping students develop leadership and other skills necessary for adult and professional life. The clubs are expected to cater to the educational, cultural, social and spiritual development of students. All activities are expected to reflect the ethos of the Seventh-day Adventist Church in general, and Northern Caribbean University in particular. Organizations/clubs that violate the standards and policies of the University will have their operations suspended.

Purpose

The University encourages the growth and development of academic as well as other student organizations for the purpose of:

1. Serving the University community, thereby contributing to a fuller unfolding of the Adventist programme of education.

2. Enabling students to articulate views and/or express opinions.
3. Functioning as a channel for organizing student activities, thereby developing and strengthening student talent.
4. Enabling a welcome release of stress.
5. Fostering the development of creative leadership, as well as skills in organization and administration.

New Organizations/Clubs

The following criteria should be satisfied when forming a new organization:

1. Every new organization/club must be registered with the Office of Student Services.
2. Membership must be a minimum of fifteen (15) persons.
3. A letter requesting permission for the formation of the club should be written to the Office of Student Services.
4. A constitution for the prospective club must be submitted to the Department of Student Services
5. A list of prospective sponsors must be submitted to the Department of Student Services.

Individual students who violate the policies governing Campus organizations will be subject to disciplinary actions.

All organizations must be registered by the second week of each new academic year.

Academic Qualifications for Officers

A student holding an office in any organization must maintain a cumulative GPA of 2.5 or above and must have a good citizenship record.

Activity Request

When planning on-campus functions, all organizations, including USM, must submit an activity request with the sponsor's signature, to the Office of Student Services. Activity requests should be made one week prior to the scheduled functions. Sponsors are required to be at all club functions.

Field Trip/Retreats/Overseas Trips

Clubs or organizations planning trips should ensure that they are carefully planned..

Field trips/retreats must be taken on the dates for which they are calendared. Requests should be made at least two weeks in advance, at which time the objectives and purpose of the event must be stated. The names of students and sponsors, and the method of travel and any cost involved must be stated.

For weekend retreats, the following information must be submitted:

- A statement of the objectives to be achieved
- theme
- an outline of all activities for the weekend
- venue
- list of students (ratio of one worker/facilitator to fifteen (15) students)
- Accommodation details
- sponsors
- keynote speaker
- mode of transportation
- all costs involved.

If the above information is not forthcoming, the request will be denied.

All programmes must reflect the ethos of the University. Items must be carefully vetted by sponsors and workers who are assigned or are asked to serve clubs.

Overseas Trips

Request for an overseas trip must be made at least one semester before the event. This is to ensure that all the details are considered and fine-tuned. The ratio of teachers to students for trips is 1:15. This requirement will be rigidly enforced. Students going on overseas trips must have settled all outstanding fees at the Office of Student Finance.

Activities Involving Water

Written permission must be received by the Office of Student Services from parents/guardians for individuals who wish to participate in activities involving water (e.g beach trips). Failure to observe this directive will result in such requests being denied.

Expectations

It is expected that students who wish to participate in field trips or retreats will exhibit the type of behaviour, conduct and dress that will be allowed on such occasions. Students are expected to conform to the University's regulations concerning behaviour, music and dress.

Student Lounge

The Student Lounge provides opportunities for relaxation, socialization, and entertainment. The lounge is situated in the University's Gymnasium and offers a variety of games, cable television viewing, and gym facilities. Exercise activities are provided at the Fitness Centre.

Students should present ID when entering the Lounge. Recreation equipment must not be taken from the Lounge.

Music and Entertainment

The dangerous effect of music on the lives of young people cannot be overlooked. One writer had this to say about popular music:

"I feel alarmed as I witness everywhere the frivolity of young men and women who profess to believe the truth. God does not seem to be in their thoughts. Their minds are filled with nonsense, their consideration is only empty, vain talk. They have a keen ear for music and Satan knows what organs to excite, to animate, engross and charm the mind so that Christ is not desired. The spiritual longings of the soul for divine knowledge, for a growth in grace, are wanting." E.G. White, Adventist Home, p. 407.

As a Christian institution, Northern Caribbean University remains committed to the ideals and standards God has entrusted to us. Our love for God cannot allow us to participate in leisure activities that do not meet His approval. It is therefore imperative that all members of the campus family do the following:

1. Refrain from listening to, or possessing music that falls in the following categories: calypso, dance hall, disco, gospel rock, jazz, reggae, rhythm and blues and all other genres of music that have a negative influence.
2. Ensure that music which is permitted does not destroy the positive spiritual atmosphere of the rooms. Remember that the angels always walk the halls and visit the rooms, and what is played in your room should show cognizance of their presence.
3. Take special care that other forms of entertainment are conducive to the development and maintenance of a wholesome atmosphere that leads to spirituality and cultural growth.
4. Remember that each individual has a choice as to the type of music that he/she would like to hear; therefore, play music at moderate levels so that it does not disturb your neighbours.

Young people are to “resolutely discard all trashy reading – keep the mind free from everything that would lead it in a wrong direction.” E.G. White, *Messages to Young People*, pp. 271-272.

Refinement

Lyceums

These are activities that are designed to engender culture and refinement in our students. Therefore, twice per semester, activities including musical recitals, verse, prose and drama will be presented. Dress is semi-formal to formal. Every student is expected to share in these experiences. Valid identification allows students entry to these activities.

Banquets

An annual banquet takes place in the second semester. This activity is a special feature in the University’s calendar and the intent is to engender culture, refinement and social decorum. Dress for banquets is expected to be in accordance with the University’s guidelines.

WORK STUDY AND SERVICE LEARNING

Work Study and Service Learning programmes are designed to enable students to appreciate labour, acquire requisite skills, and to have an appreciation for voluntarism.

The benefits of these programmes are immeasurable, such as:

1. To help students appreciate work.
2. To enable the development of a positive work attitude by students.
3. To provide hands-on experience.
4. To sharpen focus on vocational skills.
5. To provide students with the satisfaction of earning part of their academic expenses.
6. To provide students with the opportunity to acquire more than one skill, thus making them flexible and marketable.
7. To help students secure the opportunity to access assistance and scholarships.
8. To create a reference point for students’ job experience.
9. To assist students with the development of time management skills.

Why not join the student workforce while studying at Northern Caribbean University?

STUDENTS' RIGHTS

Students' Rights and Freedoms

Northern Caribbean University students are citizens, as well as members of the academic community. As citizens, they enjoy the same freedom of religion, speech, and appeal which others enjoy. As members of the NCU community, students are subject to special obligations and must remember that in this academic community, integrity, and the exercise of appropriate restraint and respect for the opinions and feelings of others are crucial. Behaviour that does not reflect the ethos of the University could reflect negatively on students.

Students' Right to Enquire

A student who wishes to explore matters regarding University policies and procedures that affect personal life, or concerns of general interest, may address such to the appropriate administrator or committee.

If the student is unsuccessful in discussing the matter with the appropriate authority, a formal letter may be submitted to the Vice-President for Student Services who has the option of:

1. Contacting the appropriate administrator or faculty member to make an appointment for the student to discuss the matter personally.
2. Arranging with the student for a personal hearing of the issues.
3. Referring the matter to the Arbitration Panel or the Administrative Council for appropriate action.

Students' Right of Appeal

When the student takes issue with an administrative decision, policy or regulation, there are appropriate ways to address such matters.

Actions are considered inappropriate when they promote sabotage, strikes, or undermine administrative policies.

Actions are considered appropriate when the representatives of the student body present recommendations with adequate documentation to the Vice-President for Student Services and Records. The Vice-President will discuss the matter with the United Student Movement and will then:

- a. Attempt to work with the Arbitration Panel towards a satisfactory solution of the problem.
- b. Refer the matter and/or recommendations to the Administrative Council for resolution in the best way possible. The decision taken should be accepted as final.

Channels of Appeal

Students should observe the following channels of appeal:

If a student believes that his/her academic or personal rights have been violated, or if he/she has suffered unfair treatment at work, the student should speak personally with the relevant faculty or staff member. If unresolved, the matter may be pursued with the department chairperson or the Dean of the College or School.

Any complaint regarding treatment at work should be handled through the normal channels, beginning with the direct supervisor through to the Vice-President for the relevant sector.

If the matter remains unresolved, an appeal can be made to the Office of Student Services. In all cases, the student may appeal to the Cabinet after all other channels have been explored without reaching a satisfactory solution.

CODE OF CONDUCT

The codes of conduct, policies and regulations recorded in this handbook are applicable to all students, both on and off campus.

In general, off-campus students should not be on campus after 10:30 p.m. or stay in the residence halls overnight, except with the permission of the residence hall dean.

All off-campus students are expected to maintain the high moral standards of the institution. Those who do otherwise will be subject to appropriate disciplinary action.

Dating

Dating is encouraged. It is hoped that students will make long-lasting, healthy associations while on campus. These friendships should be enjoyed to the fullest; nevertheless, they should be maintained within the parameters of acceptable Christian behaviour. Sustained contact and public display of affection is therefore not encouraged.

Dress and Personal Grooming

Students of Northern Caribbean University are expected to exhibit Christian taste and maturity in their choice of apparel.

Women

- Dresses and blouses must have sleeves that cover the underarm.
- Blouses must be long enough to cover midriff, and thick and high enough to maintain privacy of person, and to cover the cleavage.
- Mini-skirts are not allowed. Skirts should be long enough to cover the thighs when sitting. There should be no revelation as a result of tight apparel, high splits or clinging fabrics.
- Loose-fitting slacks and jeans pants are appropriate in the classrooms but NOT at church services.
- Tank and tube tops are inappropriate, unless worn under a jacket or dress.
- **Make-up and nail polish, if worn, should be natural looking and inconspicuous.**
- **Colourful cosmetics, and bright and outlandish hair dyes and hairstyles are strictly prohibited. The dance-hall culture and appearance are unacceptable. Neat and conservative hairstyles are appropriate.**
- Bracelets, necklaces, chains, earrings, nose rings, toe rings, anklets and any other ornamental jewellery are unacceptable. Ladies with engagement rings are asked to register them at the Office of Student Services. Wedding bands are acceptable.

Men

- Shirts should have regular sleeves that cover the underarm.
- Inner shirts should be neatly tucked inside trousers.
- Shorts and short pants are inappropriate.
- Hats and caps are not permitted in buildings. Bandanas, head ties, tams and any other head covering are prohibited at all times.
- Conservative, low-cut hair styles are appropriate.
- Bracelets, necklaces, chains, earrings, and ornamental jewelry are unacceptable. Wedding bands are acceptable.

Students must wear shoes to ensure their safety and for appropriateness. Footwear commonly considered as beachwear is prohibited except for residence halls

Men and women will avoid clothing that is tight-fitting or too revealing. Students will wear clothing appropriate for their varied activities. Cut-offs, bicycle shorts and Capri pants are appropriate only for athletic activities. Sabbath dress for church and for the cafeteria will be semi-formal. **Student wearing clothing that exposes cleavage, or midriff or that is too short, may not be allowed on the Campus.**

National Costumes

National costumes may be worn at specific functions such as: Heritage Week, International Diversity Weekend, as well as national independence days, and any other specially designated occasions.

NB Ornamental jewelry is prohibited for all students regardless of level or category

The Christian professional understands that clothes “make” or “unmake” the person and should always ask:

- Is this appropriate?
- Does it fit properly?
- Is it comfortable?
- Is it right for my profession?
- Is it MODEST?

Faculty/Staff Responsibility

Faculty members are authorized to deny class admission to any student who might be inappropriately dressed as defined by this handbook. This authorization holds true for any registered persons using the Library, Student Lounge, Food Services, Health Services and all work departments.

POLICIES RELATED TO ETHICAL AND CHRISTIAN CONDUCT

Homosexuality

The University is governed by the Seventh-day Adventist policy on homosexuality and lesbianism. The Church loves and values the homosexual as a person but forbids the homosexual act. Severe sanctions will be applied by the institution if individuals are found indulging in this act or if individuals are reported to be propositioning any member of the school family on or off campus. (See Terminal Offence No. 5)

HIV/AIDS

The University will relate to the individual with HIV/AIDS as per the government’s guidelines. It is to be understood that an applicant to the University cannot be refused acceptance because he/she is affected by HIV/AIDS. Discrimination against the victim is considered illegal. If, however, an individual with the disease is found to be irresponsible in conduct and behaviour, he/she will be terminated with immediate effect.

Pregnancies

A marriage certificate must be submitted to the office of Student Services by any student who gets pregnant while attending the University. Simply wearing a wedding ring is not acceptable.

Marriage

The University expects that wholesome relationships will be formed by students on or off the Campus. Students are requested to apprise the Office of Student Services of needs about any plans for marriage. When married, the marriage certificate should be taken to the Office of Student Services as well as the University Records Office so that the necessary name change can be made.

APPROPRIATE DRESS



APPROPRIATE DRESS



Use of Drugs

Illegal Drugs such as Marijuana, cocaine, crack and heroin, are prohibited on this campus. Persons found indulging in the use of any of the above on this campus will be reported to the police and their tenure will be terminated with immediate effect. The use of tobacco (cigarettes) and alcohol is also prohibited. **This is a drug-free Campus.**

SEXUAL HARASSMENT

Enshrined within our Mission Statement and philosophy is respect for individuals as created beings whose minds and bodies ultimately belong to God. Consequently, Northern Caribbean University strives to provide an environment wherein all students, faculty and staff are able to learn, study and work, free from sexual harassment.

Definitions

Sexual harassment is unwanted sexual attention, implied or expressed, of a persistent or abusive nature, made by a person who knows or ought reasonably to know, that such attention is unwanted.

OR

Implied or expressed threat of reprisal in the form of actual reprisal or the denial of an opportunity with reference to matters such as:

- grades or promotion
- loss of employment
- financial rewards or other benefits for refusal to comply with a sexually oriented request.

OR

Sexually oriented remarks and behaviour which may reasonably be perceived to create a negative psychological and emotional environment for work or study.

OR

Any conduct that creates a sexually hostile, intimidating or offensive work environment, or unreasonably interferes with an employee's or student's work performance.

Sexual harassment can include behaviour such as:

- unnecessary touching or petting
- suggestive remarks and other verbal abuse
- leering at a person
- compromising invitations

- demands for sexual favours
- graphic representation, graffiti and/or oppressive remarks about sexuality

In other words, sexual harassment can be either psychological or physical, or it can be a combination of both elements.

Obligations with Respect to Sexual Harassment Incidents

- 1.0 Every person in the University community has a right to seek redress for perceived sexual harassment and is encouraged to do so.
- 1.1 All workers or students of Northern Caribbean University who observe or are involved in incidents of sexual harassment are under obligation to report such incidents within forty-eight (48) hours to **any** of the following:
 - The VP for Student Services/Human Resource director – Sexual Harassment Compliance Officer (SHCO).
 - Supervisor
 - Departmental Chair
 - Residence Hall Dean
 - Vice-Presidents
 - Administrator
 - USM President, mentors, counsellors
- 1.2 **Any employee or student who is aware of acts of sexual harassment in areas controlled by the University and who fails to report such sexual harassment incidents(s) shall be liable to disciplinary action by the University.**
- 1.3 It shall be the University’s obligation to promptly investigate and, where necessary, take corrective action regarding complaints of sexual harassment.
- 1.4 Northern Caribbean University employees and students shall, within twenty-four (24) hours, personally report all sexual harassment incidents involving minors to the Children’s Services Department and to the Sexual Harassment Compliance Officer.

Principles/Procedures Governing Sexual Harassment Investigations

- 2.0 Complaints shall not be pursued when more than three years have elapsed following the alleged incident.
- 2.1 The investigation of sexual harassment complaints shall begin immediately by the Sexual Harassment Compliance Officer upon receipt of an allegation, and the process shall be handled expeditiously with the aim of having a judgment within ten (10) working days.

- 2.2 At all times throughout the procedures outlined in this policy, confidentiality shall be maintained, as far as is possible. The number of persons who need to know of the complaint shall be limited, usually only to the Compliance Officer, at first. Where the Sexual Harassment Committee becomes involved in a particular case, it shall complete that particular assignment without a change in its membership. The said committee should consist of a maximum of three (3) persons, inclusive of either the Sexual Harassment Committee Officer or his/her designee.
- 2.3 False accusations, whether malicious or otherwise motivated, have serious and far-reaching consequences and are subject to appropriate disciplinary action.
- 2.4 Documentation shall be made at all steps, from the initiation of the complaint to its resolution. The detailed documents shall remain in the Compliance Officer's file at all times. Where guilt has been established, a notation shall also be placed in the guilty person's official file, noting as well the disciplinary action administered and the written response, if any, by the said person.
- 2.5 Findings, decisions, and actions with respect to sexual harassment complaints shall in the end be communicated in writing to both the complainant and the accused. If either party feels the report is not complete or unfairly represented, he/she may file a written statement of dissatisfaction, and this letter shall become a part of the official file with the Compliance Officer and the Committee.
- 2.6 This statement of dissatisfaction may serve as a letter of appeal and will thereby invoke the appeal process. A copy of the appeal letter should be forwarded to the President or his designee within 48 hours, and a judgement made within ten (10) working days.

Handling of Sexual Harassment Complaints

Any worker or student who wishes to seek redress with respect to sexual harassment may either file an official grievance report, or seek to resolve the problem by requesting either an informal or formal investigation, with the aid of the Sexual Harassment Compliance Officer. Those persons not wishing to follow the grievance procedure shall seek redress by the following process which is aimed at ensuring fairness and due process to all involved.

Initial Filing of Sexual Harassment Complaint

- 3.0 The complainant may report the perceived sexual harassment incident(s) to any of the following individuals with whom he/she feels comfortable.
- Sexual Harassment Compliance Officer
 - Supervisor
 - Departmental chairperson
 - Residence Hall Dean
 - Vice-Presidents
 - Administrators
 - USM President
 - Counsellor/ mentor.

The initial complaint must be followed by a written statement.

- 3.1 The receiver of the complaint, if not the Sexual Harassment Compliance Officer, shall forward the complaint to the said officer.
- 3.2 The SHCO shall obtain from the complainant, or shall, in consultation with the complainant and the witness, write a thorough case history of the complaint to date. The complainant shall sign the statement to attest that it is an accurate record of the complaint.
- 3.3 Subsequently, the SHCO shall follow one of the following procedures to resolve the sexual harassment problem.

Informal Procedure

- 4.0 Depending on the seriousness of the allegations, the SHCO may recommend an informal procedure in settling the case, once both parties agree. If the informal procedure satisfies both the complainant and the accused, the SHCO shall prepare a statement of findings and actions, and obtain the signatures of the persons attesting to the satisfactory resolution of the case.
- 4.1 The SHCO shall, where guilt has been established, inform the supervisor of the accused, in brief, of the incident.
- 4.2 In situations where the informal procedure is not appropriate or has not proved to be satisfactory, the said SHCO and the committee shall discuss a rationale and strategy for the formal procedure.

Formal Procedure

- 5.0 The SHCO in consultation with the committee shall conduct an immediate and thorough investigation of the complaint. This can include interviews with the accused, classmates, or co-workers, as deemed necessary.
- 5.1 When the investigation is concluded, the Sexual Harassment Committee shall weigh the evidence and determine if sexual harassment has occurred.
- 5.2 The SHCO shall prepare a statement of findings leading to the said committee's decision, and shall send copies of this statement to the complainant and the accused.
- 5.3 If the said committee decides that no sexual harassment has occurred, the case shall be dropped and the files sealed and kept in the office of SHCO.
- 5.4 If the said committee decides that sexual harassment has occurred, the SHCO shall make a full and confidential report with recommendations to the President and the appropriate Vice-President for determination of action. Such action may range from a warning, to relocation, suspension, and/or termination/dismissal.
- 5.5 If the committee decides that no sexual harassment was established and there is evidence of malicious intent of the accused, appropriate disciplinary action shall be recommended by the committee.
- 5.5 If either the complainant or the accused feels that the statement of findings is not accurate or complete, or that the said committee's decision is not fair, he/she can respond in writing, and the response shall become part of the case file. If the formal procedure satisfies both parties, the SHCO shall prepare a statement and obtain the signatures of the complainant and the accused, testifying that the case has been satisfactorily concluded.

Closure of Sexual Harassment

When the case has been brought to a close through either the formal or informal procedure, and a decision has been rendered and responses, if any, filed, the SHCO shall make a confidential report to the President. A copy of the report and the President's action shall be kept sealed in the SHCO's file.

When guilt has been established, and discipline meted out, a brief statement to that effect shall also be filed in the individual's personal file. All records relevant to the case shall also be kept as part of the sealed files of the SHCO for five years.

Access to the sealed file shall be governed by the rules and policies relating to employee and student files.

DISCIPLINARY PROCEDURES

Sanctions

An individual or group found guilty of misconduct shall be subject to the following appropriate sanctions. A sanction may be imposed alone or in conjunction with others.

1. *Warning* – A written or oral notice to the student that continuation or repetition of specific conduct may cause further and more severe disciplinary action.
2. *Censure* – Written reprimand, coupled, where appropriate, with a warning that further instances of such misconduct will result in more severe disciplinary action.
3. *Restitution* – An order that the student make a compensatory payment to an appropriate party for damages or loss. In the case of property damage, restitution shall be limited to the actual cost of repair or replacement.
4. *Work Reparation* – An order offered to the student as an appropriate alternative to other specified sanctions.
5. *Educational Alternatives* – An order or option that the student issues an apology, or carries out research, or participates in counselling, or attends a workshop/seminar, or performs any other reasonable assignment intended to achieve an educative or rehabilitative effect.
6. *Fine* – An order that the student pays the University a designated sum of money.
7. *Restriction of Privileges* – Denial, withdrawal, or limitation of one or more privileges made available by the University to students, such as access to and use of specific facilities, and/or participation in an activity for a designated period of time.
8. *Voluntary Withdrawal* – An option offered to the student to voluntarily withdraw from the University or from class, upon the condition that readmission not be sought within two calendar years. Readmission of the student must be approved by the Vice-President for Student Services.
9. *Citizenship Probation* – Placement of the student in probationary status for a designated period of time. Certain restrictions shall accompany probation, including:
 - A. Ineligibility for the school year to hold or run for public office.
 - B. Ineligibility to appear as a participant in any public performance, or to participate in any intramural events, athletic, musical, or other.
 - C. Ineligibility for late leave, or weekend leaves; the student must not be absent from the campus without approval by the Dean of men or women.

10. *Disciplinary Suspension* – Suspension of the student from the University for a designated period, **not to exceed two years**. During the period of suspension, the individual is banned from the campus with a no-trespass directive, and from participating in any activity or function of the University.
11. *Expulsion* – Students who engage in felony or any of the terminal offences listed on pgs. 57-58 are eligible for this sanction. Any request for admission must be made in writing through the Office of Student Services who must clear the student for readmission.

Procedural Standards

- A. Any academic or administrative official, faculty/staff or student may file a report against a student for misconduct or violation of the Student Code of Ethics.
- B. When a violation is observed, and anyone present is presumed to be knowingly involved in the alleged violation, charges can be filed against each person considered to be party to the violation.
- C. After preliminary charges have been filed, the Vice-President for Student Services, or anyone designated, investigates the matter to determine if there is sufficient evidence to bring formal charges and makes the decision by applying University policy. The matter will then be passed to the mediation panel for further consultation and a reasonable resolution.
- D. All formal charges shall be presented to the accused student in the form of a written incident report. A time shall be set for the hearing, which shall not be fewer than **two** or **more than ten** school days after written notification of charge has been recorded.
- E. The Arbitration Panel shall hear only those cases assigned by any member of the workforce or referred by the Vice-President for Student Services or his/her designee.
- F. A file shall be maintained by the Arbitration Panel recording the final disposition in each case in which a verdict of guilt is found. This file shall be inspected only by members of the panel in connection with a subsequent case involving the same defendant.
- G. The accused student shall have the opportunity to speak to any and all complaints and to present witnesses on his/her behalf. In addition, the student will have a faculty/mentor accompany him/her to the hearing.

- H. During the interim period of the school year between regular academic semesters, all disciplinary sanctions rest with the Vice-President for Student Services and Records in consultation with the Citizenship Committee.
- I. Failure to comply with sanctions within the specified time shall result in additional sanctions being levied.

Standards of Conduct

Each student at Northern Caribbean University is required to act in harmony with the guidelines as stipulated in the *Student Guide* and not to affect adversely the educational process and mission of the University, or the rights of members of the University community. Violations of the general standards of behaviour in the *Student Guide* shall be termed misconduct.

When the governing policies outlined in the *Student Guide* are breached, the student places him/herself under consideration for disciplinary action. The particular instance involved and the conduct records already established will be considered, as well as the student's influence on the campus community, then appropriate disciplinary sanctions will be determined.

The following types of misconduct are specifically prohibited, and individuals or groups found guilty of any such misconduct shall be subject to disciplinary sanctions.

1. Disorderly conduct - conduct which breaches the peace: fighting or engaging in violent behaviour, making unreasonable noise, obstructing vehicular or pedestrian traffic, or disturbing normal University operations.
2. Willful and obvious disrespect and/or failure to comply with a directive of an official of the University, or a duly authorized agent, with the intent to create public disorder, and/or inciting other students to disregard University policies and regulations.
3. Obstruction or disruption of teaching, research, administrative or disciplinary procedures, or other University services.
4. Spreading atheistic ideas or acts intended to undermine the religious ideals of the University.
5. Taking of Property. Theft, embezzlement, misappropriation, or the unauthorized temporary taking of property of another, including the property of the University.
6. Permitting to enter or accommodating a person of the opposite sex in one's dormitory living quarters without permission or approval from the residence hall Dean or his/her designee.

7. Harassment – subjecting a person to physical contact or directing language which is abusive or obscene toward a person with the intent to harass, annoy or alarm.
8. Homosexual and lesbian propositioning or practices.
9. Hazing. Participation in any form of hazing. Hazing is defined as any action taken, requirement or coercive expectation imposed, or situation created by a student organization, its members, or persons associated with it, with respect to prospective, trial, or new membership, which is hazardous, insulting, humiliating, or abusive, and which could reasonably be expected to produce mental, physical, or emotional discomfort, embarrassment, pain or injury.
10. Unlawful conduct. Conduct in violation of local law, criminal charges, whether resulting in conviction or not.
11. Academic dishonesty in any form.
12. Fire mischief, including tampering with fire safety equipment, such as fire extinguishers, smoke detectors, fire exit doors, and fire alarms.
13. Questionable amusements. Gambling in any form, attendance at dances, or night clubs.

Terminal Offences

Students who engage in felony or any of the offences or violations listed below, both on or off campus, may find their status terminated immediately.

1. The possession and/or use of knives and guns or any other weapon capable of inflicting bodily injury upon other persons.
2. Physical abuse, assault, battery or threat to any person.
3. Involvement in or assisting others in any form of dishonesty, including stealing, cheating, lying, forging, alteration or misuse of University documents, records or identification cards, furnishing false information to the institution or to any of its officers, as well as failure to comply with the directives of the University's officials in the performance of their duties.
4. Possession or use of any drug or drug-related paraphernalia, excepting that which is administered by permission of a current, bona fide licensed physician.
5. Any violation of the biblical teaching on sexual morality, including all deviant sexual practices, as well as clandestine meetings with members of the opposite sex or same sex.

6. Homosexual or lesbian propositioning and practices.
7. Pregnancy outside of marriage whether a male or female student is involved.
8. Individuals who are HIV positive and who are irresponsible in their behaviour, thus threatening the health and well-being of others.
9. Gambling in any form as well as the possession and use of gambling devices.
10. Willful damage or destruction of institution or community property.
11. Involvement in spreading ideas or acts intended to undermine the religious ideals of the institution, including those principles that govern Sabbath observance.
12. Patronizing night clubs, dance halls, cinemas, gambling places, as well as any other place of questionable amusement.
13. Disorderly, indecent, lewd, obscene, immoral conduct, distribution of lewd pictures and the use of profanity.
14. Absence from the residence hall without proper authorization.
15. Persistent refusal to follow the University's standard of dress, including the wearing of jewelry and makeup.
16. Being consistently negligent in attendance at religious services, residence hall worship, assembly exercises, as well as any duly required University gatherings.
17. Being negligent in attendance at classes, as well as making no significant effort to meet scholastic requirements.
18. Misuse of University network or computing devices, e.g. visiting pornographic sites, computer fraud, creating false identity, invasion of privacy or any other related violations.
19. When expelled, an appeal may be considered after **two calendar years**.

THE ALMA MATER

To the blessed hill you brought us
Where we've had our hopes and dreams fulfilled.
Oh the glorious things you taught us
'Midst the pine trees and the wind
We will rise and call you blessed
As we strive to serve mankind.
And we'll praise our God each moment
For the love in you we find.
And we'll praise our God each moment
For the love in you we find.

Chorus

Oh dear beacon on the hill
A bastion so true
We pledge our love and loyalty
In gratitude to you.
March onward ever upward,
Alma Mater NCU.

This handbook is prepared and published by the Office of Student Services, Northern Caribbean University, Mandeville, Jamaica. Every effort has been made to ensure accuracy in its content. The University Administration reserves the right to institute and give public notice of any change it deems necessary during the period for which this handbook is in effect.

NOTES