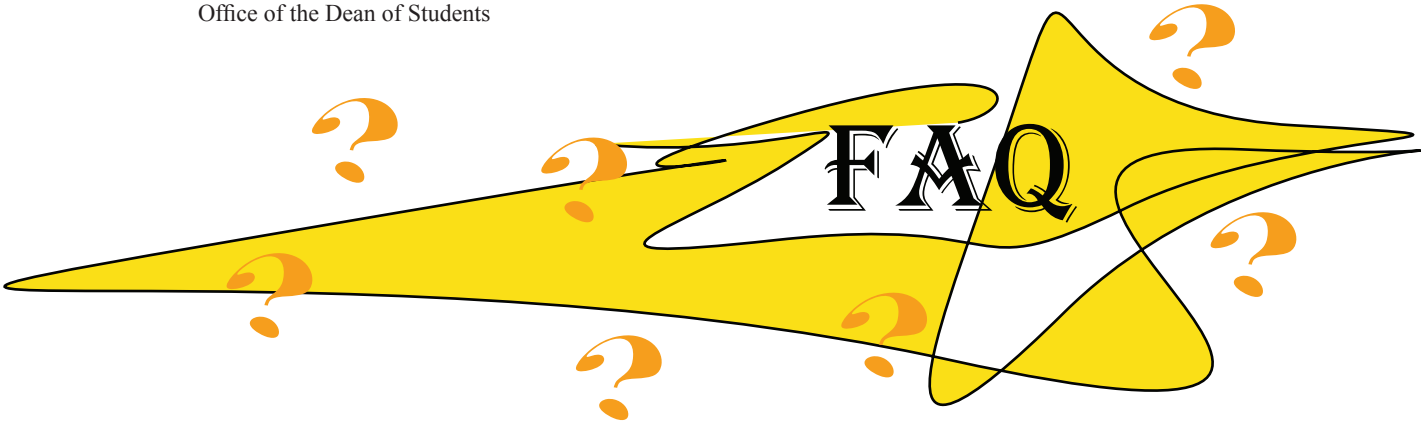
Randolph-Macon College

Ashland, Virginia

Office of the Dean of Students



Frequently Asked Questions

Q: If I am unsure of which student affairs office to contact, is there a general information line I can call?

A: Yes, the main number is 804-752-7266.

Q: What should I do if there is a medical emergency or any other type of emergency on campus?

A: Whenever there is any kind of emergency, if using a landline on-campus phone, dial 9-911. If using a phone that does not require 9 to obtain an outside line, dial 911 directly. Also, Campus Safety can be reached 24 hours a day at 804-752-4710 or "0" from an on-campus phone.

Q: Are there other times I should call Campus Safety?

A: Yes. Campus Safety is your contact for:

- Building Access
- Reporting Crimes or Disturbances
- Fire and Safety Issues
- Parking
- Campus Escorts
- Processing Student ID/Fobs

Q: I've witnessed a crime but I'm afraid to report it. Can I make a report without revealing my identity?

A: Yes. You may use the Silent Witness Program if you have information concerning a violation or crime, if you prefer to remain anonymous. You can make anonymous reports through the Silent Witness Program at www.rmc.edu. Click on "Current Students" - "Emergency Information" - "How to report a crime."

Q: What should I do if I have been sexually assaulted or threatened or hurt by anyone?

A: The members of the R-MC Counseling Services staff, Dr. Craig Anderson, Dr. Dusti Sisk-Fandrich, and Dr. Beth Schubert, are available to confidentially assist students in need and to direct students to the appropriate local resources as trained "responders." The identity of both the accuser and the accused, and information about any alleged assaults, will be kept confidential. This protection also applies to information shared with Student Health Services and the College Chaplain, Darrell Headrick.

IMPORTANT: All reported incidents of sexual exploitation/violence will be investigated by the Title IX Coordinator (Provost Franz), or his designee. Once an accuser reports an assault with identifying information about the accused, the College is required by law to initiate an investigation. All R-MC employees are required to report all known sexual exploitation/violence information to the Title IX Coordinator. There is also mandatory reporting of incidents involving underage students.

The professional staffs of Counseling Services and Student Health Services, as well as the College Chaplain, are **exempt** from mandatory reporting. Accordingly, any victim of sexual assault may **confidentially consult** with the counselors of Counseling Services, the health care providers at Student Health Services, or the College Chaplain, about: the College's investigative process, the College's internal judicial procedures, referrals to the local police, local support resources, and medical services – without a mandatory report to the Coordinator. Someone accused of sexual assault is entitled to the same rights and protections from Counseling Services, Health Services, and the Chaplain's Office - and to the same resources.

Please contact Dr. Anderson, Dr. Schubert, or Dr. Sisk-Fandrich at 752-7270. If there is an afterhours emergency, please call Campus Safety at Ext. 4710 and ask to speak with Dr. Anderson, Dr. Schubert, or Dr. Sisk-Fandrich. Darrell Headrick, the Chaplain, can be contacted at 752-7374; he can also be reached after hours through Campus Safety. Students can also use the 24-hour hotline services of Hanover Safe Place by calling 752-2702.

The Macon-Peer Responders (MPR) are another resource, although they are **not exempt** from mandatory reporting. MPR's are fellow R-MC students who have been trained to do sexual assault prevention programs and to be allies to victims. For contact information, please call Wade Felty (752-3234) or Dr. Denise Bissler (752-7380), MPR Advisors.

Victims of sexual assault are also encouraged to seek immediate medical attention and to protect evidence, as well as plan for their personal safety. For judicial and legal action, report these incidents to campus authorities (Title IX Coordinator - Provost Franz 752-7268; R-MC Campus Safety 752-7200 or ext. 4710), and to the local authorities (Ashland Police 798-1227).

Q & A

We encourage anyone who has been assaulted, or was witness to an assault, to file a Sexual Misconduct and Sexual Assault Report Form (https://secure.rmc.edu/student_affairs/sexualassault/).

Q: What if I witness a possible violation, whom do I call?
A: All violations of the Code of Student Conduct can be reported through a Resident Assistant, Campus Safety, Judicial Affairs, or the Office of the Dean of Students.

Q: How can I obtain a copy of the College's emergency preparedness plan?
A: You may obtain a copy of the plan through the Office of Campus Safety or on the R-MC web site.

Q: Whom should I call if I'm having roommate problems?
A: If you are having relationship problems with your roommate, the first person you should turn to is your roommate. Communication and compromise are often the best solution to roommate problems. Typically, talking with your roommate will bring you the results you want. If this fails to work for you, your resident assistant has been trained to mediate conflict and will work with you. Your RA will consult with the residence life professional staff as he or she works with roommate issues.

If you are dealing with issues where someone is breaking the law or you are in fear for your safety, contact the residence life professional staff. If you have concerns about your RA or can't get the help you need, Christina Brown Cozart, Associate Director of Residence Life, can help you at ext. 4722, christinacozart@rmc.edu.

Q: What is the College meal plan policy?
A: All new incoming residential students must participate in the 19 meal plan. All residential students except those living in the senior townhouses or campus apartments must participate in a full (19, 14, 10 or Block 350) meal plan. Any student for whom a full plan is not required may participate in any student plan offered. For meal plan questions, please contact Carol Bailey at carolbailey@rmc.edu. Additionally, if you have food allergies, please contact the campus dining service provider, Chartwells, at ext. 7248 to assist you in your specific dining needs.

Q: Can students stay in the halls over breaks?
A: College residence halls are closed during all official breaks. Please go to our housing timeline at http://www.rmc.edu/Offices/residence-life/housinginfo/timeline.aspx to find the dates and times that residences close and reopen. Any special needs requests should be directed to Rodney Bardwell at ext. 4722.

Q: Where are the laundry facilities?
A: Freshman laundry facilities are located in Garland, Jones, Starr, and Andrews. Up-campus students will find laundry facilities behind Estes Dining Hall. Laundry services are not coin operated; instead, these services are built into the College fee structure.

Q & A

Q: Whom do I call for room repairs or if my computer crashes?

A: If your room needs a repair, the fastest way to get help is to go online to the physical plant web site and submit a work request to the physical plant department. If you are having problems with submitting a work order, contact your RA or the Physical Plant at ext. 7244 for assistance. If your computer crashes or you have repair questions, call the ITS help-line at ext. 8500.

Q: How do I find out about clubs and organizations on campus?

A: Students who are interested in learning more about clubs and organizations should attend the annual Activities Carnival. OrgSync and the Activities Carnival are great ways for students to find out about the wide variety of activities and events available. Students can also contact the Office of Student Life at studentlife@rmc.edu for further information.

Q: How do I learn about programs relating to diversity and inclusion on campus?

A: Randolph-Macon values a diverse student population and wants to provide services and support as appropriate. The Office of Student Life sponsors a number of programs and organizations, including the Black Cultural Society and Safe Zone. Contact the Office of Student Life at ext. 7318 or studentlife@rmc.edu for more information.

Q: How do I find out about on-campus programs that are related to developing my leadership skills?

A: Randolph-Macon seeks to help students realize their potential as leaders, professionals, and lifelong learners. The Office of Student Life coordinates various leadership programs and events that are designed to assist students in developing their skills. These include the Student Leadership Conference, Leadership Recognition Week, and a four-year Student Life Leadership Program. For more information, contact the Office of Student Life at ext. 7318 or studentlife@rmc.edu.

Q: How do I learn about on-campus programs and support for sexuality issues and GLBTQ issues?

A: Randolph-Macon has several resources related to these topics. Students who are looking for support for GLBTQ issues can contact a member of the Safe Zone allies network, through the Office of Student Life, ext. 7318, or through Darrell Headrick, R-MC Chaplain, at ext. 7374. In addition, students can also join an on-campus student network called Gender and Sexual Minorities Organization (GSMO). To learn more information about GSMO, contact Darrell Headrick, R-MC Chaplain, at ext. 7374. Also, R-MC does a myriad of educational programming on campus through the Office of Student Life. For more information, contact the Office of Student Life at ext. 7318 or studentlife@rmc.edu.

Q: Where do I turn if I think I need personal counseling or some kind of extra help?

A: Contact Counseling Services at ext. 7270 between 8:30 a.m. and 5:00 p.m. Monday through Friday. Counseling Services can provide consultation or individual and group counseling on a wide range of issues, such as depression, eating disorders, stress, time management, dealing with peer pressure, and alcohol and drug abuse. For after-hour emergencies, call Campus Safety at ext. 4710 and say that you have an emergency and need to speak with a counselor. Counseling Services is located in the Pannill House.

Q: I'm afraid that others will know I am seeking personal counseling. How confidential is it?

A: Students frequently worry about this. Counseling Services staff are ethically bound to keep all information confidential. Counseling is a practical way to deal with life's stressors and problems. Plus, at R-MC, counseling is free, so take advantage of it!

Q: If I request a personal counseling appointment, how long will I have to wait?

A: Students are usually seen within 48 hours. Counseling Services is open Monday through Friday from 8:30 a.m. to 5:00 p.m., and a counselor is available for after-hour emergencies.

Q: What if I suspect a friend, classmate, or someone I know has a drinking or substance abuse problem, an eating disorder, or trouble coping? Should I call someone and will my identity be kept secret?

A: Yes, do talk with someone to get support for your friend. There are a number of places you can turn for help. You may contact an RA or the residence life professional staff, Christina Brown Cozart or Rodney Bardwell, ext. 4722, christinacozart@rmc.edu, rbardwell@rmc.edu. You also may consult with a member of the Counseling Services staff, who can assist you in deciding how to respond to your friend. Your identity will remain confidential. Call ext. 7270 for an appointment for a consultation.

Q: What type of support is available to students who are in recovery or who want to cut down on substance abuse?

A: Many options are available, including:

- Individual and group counseling
- Alcohol and Drug Education Classes
- AA meeting (3 blocks from campus)
- Substance Free Residential Living

Contact the Coordinator of Alcohol and Other Drug Prevention, at ext. 7270, for more information.

Q & A

Q: What happens when a student violates the Code of Student Conduct?
A: The student meets with the judicial officer, and they review the procedures outlined in the student handbook, *Fishtales*, for the investigation and adjudication of the alleged policy violation. Some cases proceed to a judicial hearing; others are resolved informally.

Q: Can a student accept responsibility for a violation and avoid a hearing?
A: Yes. A student or group may acknowledge responsibility to the judicial officer in some instances, and in others, a hearing may be involved.

Q: When should I start seeking career counseling?
A: It's never too early to start thinking about life after graduation. The Center for Personal and Career Development begins working with students in their freshman year and offers programs and individual counseling to help them set and achieve goals. Students who come to college with well-developed career paths can also use these resources to refine their plans. Please call ext. 3103 to make an appointment with a career counselor.

Q: What type of career development is offered?
A: The following are just a few of the services offered:

- Assessment tools
- Individual career counseling
- Help with resumes and cover letters
- Interviewing, etiquette dinners, appropriate attire
- Resources on job opportunities and graduate schools
- Workshops and presentations
- Bassett Internship Program
- On-Campus Career Fairs

Please call The Center for Personal and Career Development at ext. 3103 to make an appointment with one of our staff.

Q: Do I have to pay fees to participate in intramural programs at the Brock Center?
A: No, the intramural program, which includes about 14 different athletic activities each year, is free.

Q: I'm interested in staying fit. Does R-MC offer programs that will help me do this?
A: Yes, the Brock Rocks program is available to students at no cost. The program changes each semester and is advertised by e-mail.

Q: What services does Student Health provide?
A: Student Health Services is located in the Brock Center and is staffed by a licensed

medical provider (Physician Assistant and/or M.D.) and a medical assistant Monday-Friday from 8:30 a.m. to 4:00 p.m. R-MC's health providers:

- Treat students on an appointment basis.
- Provide ambulatory acute medical services, including sports and trauma related care, wound management, and routine illnesses.
- Manage health care needs for those with chronic health issues such as allergies, asthma, and diabetes.
- Provide gynecological counseling and treatment, including routine pap smears utilizing the latest sure prep technology, contraceptive counseling and management, and management of common infections.
- Provide a limited list of oral, topical, and injectable (intravenous and intramuscular) medications that can be prescribed when deemed medically appropriate.

Q: What if I become sick when Student Health Services is closed?

A: If a student has an urgent medical problem that cannot wait until on-campus clinic hours, he or she may receive medical treatment at one of several facilities within reasonable proximity of campus. These include Regional Memorial Medical Center, Emergency Department (ph. 764-6300), Patient First (Woodman Road until 10:00 p.m., ph. 264-7808), and St. Mary's Emergency Department (ph. 281-8184). If a student does not have an urgent problem but needs advice, he or she may call 752-3041 and leave a message. The call will be returned when the clinic reopens.

For emergencies, please dial 911 or Campus Safety at 804-752-4710 to request rescue squad assistance. R-MC has a 24/7 student emergency medical squad that responds in concert with Hanover Fire and EMS to emergencies.

Q: How do I find out about area religious services? What services does the College offer?

A: The Chaplain coordinates various campus ministries, including Catholic, Episcopal-Lutheran, Greek, Hillel Jewish, InterVarsity, Ujima Gospel Choir, United Methodist, and Young Life. For more information, contact Darrell Headrick, ext. 7374, dheadric@rmc.edu. Local church, synagogue, and other information is available at www.rmc.edu. Click on "Current Students," then "Religious Life." A comprehensive Religious Organization Roster is available in the Student Handbook *Fishtales* at www.rmc.edu/current-students/handbook/handbook.pdf.

Q: How can I get involved with volunteer activities on campus?

A: The Office of Student Life offers the program S.E.R.V.E (Students Engaged in Responsible Volunteer Experiences). Please contact Jayme Watkins, ext. 3207, jaymewatkins@rmc.edu, for more information. The Office of the Chaplain also coordinates service learning and volunteer activities. For further details, contact Darrell Headrick, ext. 7374, dheadric@rmc.edu.

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