WELCOME to NORMANDALE!

Student Life welcomes you to Normandale! Whether you are a student right out of high school, you are returning to the academic scene after a few years, or you are a high school student pursuing the post-secondary education option, our purpose is to make your time at Normandale an enriching experience. We believe that the core of learning happens both inside and outside the classroom.

OUR MISSION

Student Life enriches the educational mission and college experience through programs and services designed to promote holistic development, leadership, and civic engagement in our changing world.

For more information on Student Life at Normandale (including an updated list of clubs), please check out our web page on the college website at www.normandale.edu/campus-life.

Student Life Staff

Student Life
Justin Martin, Director of Student Life........................................ 952-358-8179
Aimee Bolton, Recreational Services Coordinator..............................952-358-9272
Chris Luhmann, Student Life Graduate Assistant

Kopp Student Center Operations Staff
Chris Mikkelsen, Director of Kopp Student Center..........................952-358-8121
Karen Pond, Kopp Student Center Operation Manager......................952-358-8840
Rachel Seleski-Johnson, Campus Event Coordinator.........................952-358-9001
Brady Johnson, College Event Coordinator.....................................952-358-8753
The Benefits of Campus Involvement

There are many benefits to getting involved on campus.

- Multiple studies show that students involved on campus perform better academically.
- You can get connected to the Normandale community and meet new friends!
- You will develop your own leadership skills and gain a deeper understanding of your leadership style.
- You might just discover a new passion or interest.
- Campus involvement is a great resume builder that many employers highly value.
- Students who are involved report a higher satisfaction level with their college experience.

How Do I Join a Club or Organization?

There are many ways to join a club or organization at Normandale. You can:

1. Come to the Fall or Spring Involvement Fair - Once a semester, we hold large events where you can meet members of each student club and organization.

   OR

2. Talk to current student members and learn more - Come to the Student Life offices or the Zone (K1425) and we can give you the contact information for the club leaders so you can reach out to them.

   OR

3. Attend a meeting or event - Each club has events and meetings throughout the year, so feel free to stop by and see the group in action!

   OR

4. Contact the advisor - You can get a list of current clubs and advisors in the Zone (K1425).

   OR

5. Stop by the Zone (Student Life area) - Our staff can help answer any questions you have.

If you don’t see a club that interests you, start one! All you need to do is get 10 people interested in starting a club together and then come to the Zone (K1425) to pick up a club application packet. Please let the Student Life staff know if you have any questions.
Clubs and Organizations at Normandale: What is the Difference?

Student Organizations

Student Organizations are defined as student groups who provide services and benefit to the entire student body. They receive office space, funding from student life activity fees, compensation for key leadership positions, and are advised by Student Life staff.

The recognized student organizations are:

**Student Senate**
Office: The Zone, Kopp Student Center
Phone: 952-358-8125 President: Gretchen Davisson
Advisor: Justin Martin (952-358-8179)

Student Senate is the official student government for Normandale. This representative body provides a student voice to campus administration and faculty, as well as the governance function for the students at Normandale. Senate representatives sit as student members on numerous college committees. Governed by a constitution and by-laws, members of the Senate provide important and insightful communication with various segments of the campus community. Check the meeting schedule in the Zone!

**Normandale Program Board (NPB)**
Office: The Zone, Kopp Student Center
Phone: 952-358-8658
Board President:
Advisor: Justin Martin (952-358-8179)

NPB is the official student programming board, composed of a group of students who plan, design, and produce a balanced program of events: live musical concerts, films, video, comedians, variety events, lecture speakers, an annual Spring Fling event and an annual dance. NPB is student-initiated and facilitated. Their programming is presented campus-wide for the entertainment and education of the campus community. Program Board is comprised of paid officer positions and volunteer crew members.

**Phi Theta Kappa**
Office: The Zone, Kopp Student Center
Phone: 952-358-8128
Chapter President: Alyssa Roberts
Advisor: Linda Tetzlaff (952-358-8747), Matt Dempsey (952-358-8469), and Justin Martin (952-358-8179)

Phi Theta Kappa, an international honor society, recognizes and encourages scholarship among students in community colleges. Alpha Kappa Alpha, Normandale’s chapter, provides a variety of programs for the student body. Among these are programs that focus on their yearly honors topic, improving academic skills, building community among our diverse campus population, and providing hands-on opportunities to serve the campus and community.
**Student Clubs**

Normandale Clubs are student groups which exist to provide members the opportunity to explore common interests. Clubs may provide support to its membership through meetings, programming and/or activities. Student Senate is responsible for the recognition of student clubs. The number of active clubs is based on the student interest expressed each year.

**Academic Program Specific Clubs (varies by semester)**

- **Anthropology and Archaeology Club** - Explores culture collectively through on-campus activities such as films, speakers and colloquia and through off-campus outings such as ethnic dinners and exhibitions.

- **Creative Writing Club** - Provides an opportunity for students to solicit creative writing from the Normandale student body, read student submissions, and evaluate them for inclusion in a literary journal of student writing.

- **Future Educators Association** - Promotes and sustains the quality of education to represent the common interest of members of the teaching profession.

- **Kappa Beta Delta** - An international honor society formed with the purpose of encouraging and recognizing scholarship and accomplishments among students of business, management and administration. Please note there are specific academic requirements for this organization.

- **Math Club** - Promotes understanding and appreciation of all forms and degrees of mathematics.

- **Nursing Club** - Provides a means of communicating the goals and ideals of nursing between nursing students.

- **Pottery Club** - Promotes the art of pottery in all forms.

- **Pre-Professional Club** - Encourages the sharing of information about health professions and careers and organizing events geared toward promoting success for these students.

- **STEM (Science, Technology, Engineering, Math)** - Provides Normandale students with opportunities to promote learning about Science, Technology, Engineering and Math and give back to the community.

**Culture Specific Clubs (varies by semester)**

- **American Sign Language Club** – Dedicated to people promoting and learning American Sign Language.

- **Black Student Alliance** - Designed to support Africans and African-Americans, as well as an educational supplement to classroom education.

- **French Club** – Provides cultural, educational, and interactive experiences with and about the French-speaking world.

- **L.U.N.A (Latinos United at Normandale Alliance)** – Promotes Latino culture and provides support to and for Latino students and those students who have interest in the Latino culture.

- **Muslim Student Association** - To unify Muslims to pray and implement the teachings of Islam.
Somali Student Association - Provides understanding of the language, religion and culture of Somali students.

General Interest Clubs (varies by semester)

Archery Club – Provides a learning community of students and faculty with programs and events to support the knowledge and practice of archery.

Hip Hop Club - Stimulates and maintains a group of students expressing common interests in Hip Hop and provides lessons, lectures, demonstrations, workshops, and discussion groups.

Campus Crusade for Christ- An inter-denominational Christian organization seeking to provide a spiritual environment for students.

Dance Club - A group dedicated to teaching and learning about the different styles of Dance.

Diversity Student Club - Exists to provide an environment conducive for discussion and to enlighten students about different cultures.

Gay Straight Student Alliance (GSSA) - Enriches the lives of gay, straight, bisexual and transgender students and the Normandale community by providing social and educational opportunities.

InterVarsity Christian Fellowship- Establishes and assists groups of Christian students/faculty, presents the call of God to world missions of the Church, and helps students and faculty discover God’s role for them.

Juggling Club - Dedicated to the art of juggling among fellow jugglers and beginners who wish to learn how to juggle.

Outdoors Club - Unites and educates Normandale students, faculty and alumni that have an interest in environmental activities and issues.

Soccer Club - Members promote and play the sport of soccer.

Student Wellness Committee – A group of students dedicated to informing and educating the Normandale student community about a variety of important wellness topics. They plan, coordinate, and implement different health and wellness-related events, speakers, and resources to engage students.

Table Tennis Club – Dedicated to teaching people how to play and providing opportunities for players of all experience levels to enjoy and play table tennis.

Martial Arts and Self Defense Club - Teaches self-defense and helps to develop confidence, discipline, and self-control based on activities related to Tae Kwon Do (Eastern Martial Art).

Veterans and Friends- Provides an organized congregation for veterans and students that would like to assist veterans to adapt to college and support each other and support our troops in service.
Club Resources
The Zone

The Zone is the Student Life Center and club/organization space at Normandale Community College. The student organizations (Student Senate, Phi Theta Kappa, and Normandale Programming Board) each have office space here, in addition to storage spaces for all other clubs on campus. There are computers to use for club purposes, a meeting room for club meetings, and other club resources. It is a great place to stop by and ask questions about Student Life or how to get involved! We are located in the Kopp Student Center across from the Bookstore in K1425.

Kopp Student Center

The Kopp Student Center is an integral and vital part of the educational life of at Normandale by sharing goals of academic and personal development. The Kopp Student Center serves as a community center and forum for people who make up the college: students, faculty, staff, alumni and guests. The Kopp Student Center is an organization and a program designed to encourage students and other members of the college community to meet and share talents, interests and ideas in an active learning environment. In all of its process and in the management of its physical and human resources, the Kopp Student Center encourages interaction of diverse people, ideas and values.

All groups who use the Kopp Student Center facilities will be on a reservation basis. Reservations are made through the KSC Information Desk. Equipment and furnishings cannot be rearranged or removed without prior approval from KSC Operations.

Kopp Student Center Information Desk

Here is just a sampling of the many services provided to you through the Kopp Student Center Information Desk:

- Calculator Checkout
- Change
- Club & Organization Information
- Fax Service
- Billiards Checkout
- Health Insurance Information
- Lost and Found
- Maps
- Movie Passes - AMC & Mann
- Metro Transit Bus Passes
- Phone Books
- Poster Approval/Stamping
- Recreational Sports Schedules
- Refunds (vending and copy machines)
- Security/Escort Contact
- Staff/Faculty Office Listing/Phone Listing
- Stamps
- Student ID Cards

ATM

Located in the Kopp Student Center.

Food Services

98th Street Eatery - The main campus dining service, is located on the Kopp Student Center lower level and offers a wide selection of dining fare from Sabino’s Pizza and Subs – featuring wood-fired style pizza – to the Noodle House and World Tacos – both featuring selections that you help create. There are plenty of other choices to be found including deli and “grab and go” items, a salad bar, Alton’s Grill, fountain beverage service and assorted dessert selection.

The Overlook Café - Located on the mezzanine level of the Kopp Student Center, this venue features stunning views of the Japanese Garden and the adjacent wetland. Menu items include coffee creations, and variety of teas. In addition, this location offers upscale desserts, baked goods, grab and go salads, flatbread, subs and wraps.
Grab & Go - Located at the main College Service entrance, this option features a variety of premade salads, sandwiches, desserts, beverages and more.

Java Junction - A coffee/snack cart which is located on the second floor of the College Services Building

To Your Health - Located in the Activities Building and features pizza, Sabino’s subs and Grab &Go items.

Campus Catering – Lancer Catering has full services available for student, faculty and staff events. Call 952-358-8615 for information.

AV Equipment Rental

We have a wide variety of AV and other technology equipment that you can check out for student club and organization use. Contact the ITS Help Desk or ask your advisor to help you reserve these items for checkout if needed:

- Tape recorders
- Overhead projectors
- TV/VCRs
- Many other technology resources

Cabinets for Club Storage

All active clubs are able to get a drawer in the large cabinets in the Zone (K 1425) as space is available. Please ask at the Zone desk or the Director of Student Life for more information if you want to use one of the storage drawers.

Lost and Found

Lost and Found items are turned into the Kopp Central Information Desk. Items not claimed at the end of three months are brought to area shelters and thrift stores.

Refunds

Refunds for vending machines and Student Center copy machine are available at the Kopp Central Information Desk.

Ride Share

A bulletin board where students can post information about sharing a ride to school. Located in the Science building near the Kopp Student Center entrance

Student Housing

Normandale does not maintain any campus housing or endorse any specific available off-campus housing. Students must provide for their own housing accommodations. A "Housing Board" is located in the Kopp Student Center/Science foyer. Anyone may place an ad for roommates wanted or rooms available. There are forms available on the board or at Kopp Central Information Desk. You may also place an ad in the student newspaper.

Telephones

Outgoing calls should be made on the courtesy phones located near each college entrance. Office phones are for official college use only. Personal incoming calls for students should be restricted to emergency situations only.
**Vending**

The vending areas for beverages and food on campus are located in the Kopp Student Center, Kopp Student Center cafeteria, Activities Building (hallway), College Services Main Entrance and College Services/Library hallway, College Services 2nd level, Library lower level and the Fine Arts lower level. Refunds are available from the Kopp Student Center Information Desk.

**Printing and Copying**

There is a copy machine available for printing of club/organization materials in the Zone (K1425) free of charge. You can use this to print off anything that is club/organization-related, including posters and meeting agendas. For personal use, you will need to use the printers in the Computer Center.

**Computer Usage**

There are two computers for club/organization use in the Zone (K1425). Please use these for club/organization work only. In addition, you do need to follow Normandale’s computer and internet use policy, “Rules for Appropriate Use of Internet Resources.”

To help facilitate this process and make sure that the Zone computers are helping to develop our clubs and organizations, you will need specific access to use these computers. Please have your club/organization president submit the names and student ID numbers of your club members that need access to these computers to the Director of Student Life.

**Club Advertisement/Vendor Tables**

Clubs can use the tables in the Kopp Student Center to both advertise club activities and events, as well as to raise funds for their club or organization.

To reserve a table for advertising your club activities or events, simply contact the Campus Event Coordinator at 952-358-9001 and reserve a date to advertise in the designated tabling spots in the Kopp Student Center. If you have questions on the day of your tabling, please contact the Director of Student Life.

To reserve a table for a sponsored vendor to raise club funds, you will need to do the following:

1. Contact either the Director of Student Life or the Campus Event Coordinator to get approval for the organization.
   - No sponsorship by credit card companies, gambling organizations, or alcohol/controlled substances organizations will be allowed. All fundraised dollars will be deposited into the club/organization’s Student Life club account.
2. You need to submit a written agreement between your club/organization and the vendor for their tabling fees and payment to Student Life. If you have questions about doing this, please contact the Director of Student Life.
   - General guidelines
     i. $100 a day: Banks, Cell Phones, Large Companies
     ii. $75: Gyms, Medium Businesses
     iii. $50: Independent businesses (ie Mary Kay, etc.)
     iv. $25: Nonprofit organizations
3. Once your vendor is approved, please contact the Campus Event Coordinator at 952-358-9001 to arrange your reservation of a table in the approved spaces on campus. To limit tabling to a reasonable level, tabling is only allowed in the designated areas.

4. On the day that your sponsored vendor are tabling, you will need to collect any payment from the vendor (will need to be taken to Maryleen Harmon and be deposited) and help them get setup at the tabling location.

Vendors can only be on campus 5 days per semester. Clubs can schedule more than one vendor throughout the semester, but each vendor can only be on campus for 5 days total each semester. In addition, please do not reserve the tabling spaces for more than 10 days in one month. Many clubs and organizations need to use these spaces and Student Life is committed to an open and fair process for tabling in the Kopp Student Center.

**Off-Campus Fundraising Opportunities**

If you are interested in fundraising for your club/organization off-campus, please work with the Director of Student Life. With the Normandale Community College Foundation’s central role in fundraising for the college, it is necessary that you work with the Director of Student Life in addition to the Foundation to approve all off-campus fundraising opportunities.

**Charity Fundraising**

If your club/organization is interested in raising funds for a non-profit organization or other cause, please work directly with the Student Life department. State regulations significantly limit any type of fundraising with state funds (including all Student Life allocations, budgets, etc.). Our staff will help you determine if your fundraising is allowed.

**Additional Fundraising Opportunities**

If you are considering a fundraiser, including raffles, silent auctions, or other similar activities, please contact the Director of Student Life and work with them to arrange the event. There are very strict guidelines around certain types of fundraising and the Student Life staff can help you navigate this process so that you can be successful.

**Volunteer Events**

If your club/organization wants to do a volunteer project, you will need to contact the Center for Experiential Education at servicelearning@normandale.edu, 952-358-8119, or in C1066. They will assist in finding service sites, tracking service hours, discussing the rules about drives (examples include clothing drives, food drives, etc.), and will provide waivers of liability.

**Mailroom Services**

Beyond pick-up and delivery, the Mailroom can help with other services that can help your campus club or organization. The staff can help with bulk mailing, on-campus distribution of information, or other correspondence to go out across campus. Please ask a Student Life staff member if you have questions.
Student Life Policies
Membership and Participation in Student Life Activities

Where student life activities (as defined in MnSCU Board Policy 2.8) are for and funded by students, membership and/or participation in student life activities are open only to currently enrolled Normandale students, staff and faculty.

All student organization/club members and student activity participants must complete a Student Life participation form. This form should be completed at the time of their involvement.

Student Leadership Position Requirements

Students seeking to hold specified leadership positions within student organizations and clubs must be in good academic and disciplinary standing at Normandale. These standards are not required for membership in a student club or organization.

Good academic and disciplinary standing at Normandale is:

- A cumulative and semester GPA of 2.0
- A cumulative and semester completion rate of 67%
- No probation, suspension, or other college disciplinary restrictions

In addition, students in the leadership positions listed below must also be enrolled in a minimum of six credits in the semester of their position.

Specified leadership positions are as follow:

- Student Senate President, Executive Cabinet and Senators
- President and Staff positions of Normandale Program Board
- President and executive positions of Phi Theta Kappa
- Editor and staff positions of the Lions’ Roar Newspaper
- SLBC Chair and student members
- Student appointments to institutional committees
- Club President or designated student leader

Student clubs and organizations may choose to implement higher eligibility standards than the minimum college standards.

Alcohol and Controlled Substances

Alcoholic beverages and other controlled substances (drugs, etc.) are not allowed in campus buildings, in parking lots, or on campus grounds at Normandale. Any exception to this must be approved by the College President. In addition, advertising and promotions by companies selling or promoting these items is not allowed. Students in violation of this policy will be referred to the student judicial process.

Student Life, in addition to designated faculty/staff advisors, may establish more stringent guidelines for alcohol at any Student Life activities. Students traveling on behalf of the college should obey the Drug and Alcohol Free Campus Policy when they are representing the college. Alcohol should not be consumed in rooms that are paid for using state funds.

Hazing
Normandale will not tolerate hazing toward any member of our community. Hazing is defined as an act which endangers the mental or physical health of safety of a person, subjects them to public humiliation or ridicule, or damages/destroys property for the purpose of admission, initiation, affiliation, or continued membership in a club or organization. Students who violate this policy will be subject to the student judicial process.

**Sexual Harassment and Sexual Violence**

Normandale will not tolerate sexual harassment or sexual violence towards its students, faculty, or staff. Sexual harassment includes any deliberate or unintentional unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to such conduct is made (either implicitly or explicitly) a condition of an individual’s academic status, when submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions, or when such conduct has the purpose or effort of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment.

If you want to report an incident of sexual harassment or sexual violence, please contact:

- Public Safety Department at 952-358-8280 or the local police at 911 (if on a campus phone, dial 9-911)
- Dianne Doering (Chief Human Resources Officer) at 952-358-8271 or in L2781
- Orinthia Montague (VP of Student Affairs) at 952-358-8283 or in C2106
- Erik Bentley (Director of Public Safety) at 952-358-8274 or in F1251

**Disability Services**

Normandale is committed to ensuring its programs, services, and activities are accessible to individuals with disabilities and through the provision of reasonable accommodations through the Office for Students with Disabilities (OSD). Students in need of accommodations should contact the OSD and make an appointment by calling 952-358-8625/952-358-8623, by emailing osd@normandale.edu, or by going to L2700/L2740. Additional information is available at www.normandale.edu/osd.

**Speakers**

The college realizes the importance of bringing students and community members from divergent viewpoints into dialogue through public discussions, seminars, conferences, and exhibitions. These events will not necessarily reflect the college’s position or agree with the majority opinion and they will not constitute an endorsement by the college of any kind.

We are an institution dedicated to the continuing development of an academic community opposed to the narrow indoctrination or proselytizing of any kind, a community where freedom of inquiry and expression enjoy the highest priority. Our campus policies regarding freedom of expression are present to assure the right of free expression and exchange of ideas, minimize conflict between that right and the right of others to use college facilities, and to minimize any interference with the college’s responsibilities as an educational institution.

Please note the following rules regarding speakers:
• The time, place, and manner of exercising of speech on campus is subject to regulations of campus administration.
• Orderly conduct and non-interference with college functions and activities is required.
• Any speakers must be sponsored by a faculty member, academic department, administrative office, or recognized student club or organization. Identification of those sponsors must be advertised at the event and in any marketing materials.
• If controversy is possible, the Director of Public Relations and Marketing, the Director of Safety and Security, and the Director of Student Life should be notified as soon as possible. This will ensure any protests or public inquiries happen safely and in appropriate ways.

In addition, Normandale administration may require any of the following:

• Any publicity for the event include a statement that reads “The presence of a guest speaker on the campus of Normandale Community College does not necessarily imply approval or endorsement by the College of the views expressed by the guest speaker or by anyone else at the event.” This statement may also need to be read at the beginning of the event.
• The meeting or event be chaired by a college-approved person.
• The speaker be subject to questions from the audience.

An invitation to a non-college speaker may only be rescinded by the Normandale Community College President or their designee after appropriate inquiry and it is determined that the proposed speech will present a clear and present danger to the orderly operation or peaceful conduct of campus activities, which may include a speaker’s advocacy of:

• Willful damage, destruction, or seizure of college buildings or property
• Disruption of, impairment of, or interference with college activities, classes, or other operations
• Physical harm, coercion, intimidation, or other invasion of the rights of Normandale students, faculty, staff, or guests
• Advocacy of violation of law
• Other disorder of a violent or seriously disruptive nature

Before scheduling a non-campus speaker, the sponsoring student club will need to meet with the Director of Student Life for their approval. If the request is denied, students may appeal to the Dean of Students in writing.

**Fireworks/Pyrotechnics/Explosives**

No fireworks, pyrotechnics, or explosives are allowed inside Normandale Community College buildings. Outdoor use of fireworks, pyrotechnics, or explosives on Normandale grounds must be approved prior to the event by the Director of Safety and Security, as well as the Director of Student Life. Please ask the Director of Student Life if you have any questions about this.

**Political Endorsements**

As an institution of public education, we adhere to no political affiliation and endorse no political party, either in reality or perception. We encourage the exchange of ideas and welcome the use of our facilities for such exchanges. We do not show preference for one group over another when granting permission for the use of college facilities.

**Medical Cannabis**

Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-
Free Schools and Communities Act, the Controlled Substances Act and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college.

Adopted Fall 2015

**Latex Awareness**

Many Normandale staff and students are allergic to latex products. To help keep our community healthy, please use only Mylar balloons on campus. If you have questions, please contact the Director of Student Life.

**Violations of Student Life Policies**

Violations of any Student Life or Normandale Community College policies may result in referral to the campus judicial process for action.
Planning Your Event
**Student Life Programming**

When thinking about hosting a program at Normandale, clubs and organizations need to ensure that their event does not restrict the rights of other members of the college community, that the event is consistent with the college’s mission and goals, and that all campus policies and procedures are followed.

Before your club or organization plans an event, you should discuss the event idea and plan with a member of the Student Life staff or with your club advisor. You will need to do this before you reserve a space on campus or in the Kopp Student Center for your event.

**Reserving a Room for a Meeting or Event**

Each club and organization can make reservations in the Kopp Student Center to hold meetings, host events, or for any other Student Life-related purpose. Please make your reservations as soon as possible so that you can reserve the spaces you want before they fill for the year. Please note that unless given other permission, clubs and organizations can only reserve rooms for a total of 4 hours per week outside of special events.

To reserve a room in the Kopp Student Center, contact:

- Rachel Seleski-Johnson at Rachel.seleski-johnson@normandale.edu or 952-358-9001

To reserve a room outside the Kopp Student Center, contact:

- Gloria Radtke at Gloria.radtke@normandale.edu or 952-358-8151

Your club/organization will want to work with either Rachel or Gloria to arrange any necessary details for the space. Please refer to the Program Planning Packet (available in the Zone or in this handbook) for additional details.

**Requesting Student Life Funds for Events**

A club can request up to $500 for a club activity or event. These requests require an application so that your club can be considered for funding (LEAD funds). The LEAD funds application is available in the Zone (K1425). Once the application is complete and turned into Student Life, the LEAD Funds Committee (chaired by the Student Senate Treasurer) meets weekly and will approve or deny the request. This process must be done before an event happens, so please plan ahead and submit the request as early as possible. If your club has any additional questions about this process, please ask the Student Senate Treasurer or the Student Life staff.

**Food Service**

Lancer Hospitality is the college’s food service provider. Lancer is available to provide food for student events, club activities, or any other food needs on campus. Unless otherwise approved by Lancer Hospitality’s Food Services Director, you must use Lancer for any event or activity food on campus.

If you want to order food for a campus event/activity, please contact the Lancer Catering Manager or stop in the Food Service Catering Office. They can provide you with a full catering menu. Lancer Catering will also work with you to accommodate other foods as well and will do their best to meet your event needs.

If you are approved by Lancer to have an exception to Lancer preparing the food for an event, you need to follow all applicable health code rules for the handling and storage of food.
Student Life funds can only be used to purchase food for up to two internal club/organization meetings per semester.

**Showing Videos/Films for Events**

Copyright laws strictly control the usage of any films without permission from the owner. Because of this, we purchase the rights to show videos and films on campus through agencies that are allowed to sell these viewing rights.

If you want to show a film on campus, please work directly with the Director of Student Life to arrange for the film to be shown.

**Campus Security**

Campus Security is on campus to help serve you and keep you safe. If your event happens after normal campus hours or if your advisor is unable to attend, you will need to arrange for Campus Security to be present at your event.

If you hold an event after hours or where the club/organization advisor cannot be present, the club/organization sponsoring the event will be responsible for the cost of providing Campus Security officers.

**Special Permits**

If you are planning to have outdoor music, tents, dunk tanks, or an event at a park, please contact Student Life so that we can help you to contact the City of Bloomington to get a permit.
Student Life
Program Planning Packet
When your group is planning an event, this packet needs to be turned into Justin Martin. Questions? Contact Justin Martin at 952-358-8179 Stop in the Student Life area (K1425, The Zone)

Program Planning Tips

✓ It is in your best interest to be attentive to any potential programming problems. Some DETAILS TO KEEP IN MIND:
  - Budget
  - Crowd Control
  - Performer Needs
  - Timing of Event
  - Technical details such as sound and lighting

✓ If problems arise during your event, contact your advisor or Student Life. Any problems should be noted on a program evaluation form.

✓ AT LEAST TWO WEEKS BEFORE YOUR EVENT
  - Confirm facility reservations and set-up.
  - Keep in mind your facility’s maximum capacity and devise a plan to handle a capacity, or over capacity, crowd.
  - Confirm catering arrangements.
  - Confirm payment of entertainment and their arrival time, performance time, sound checks, etc.
  - Confirm security arrangements.
  - Contact your advisor and request their presence if necessary.
  - Meet with the scheduling office and set-up crew.
  - Publicize your event.

✓ AT AN EVENT
  - Either you (or a designated organization member) should serve as the main contact person for the event.
  - The contact person must not be under the influence of alcohol or any other drug.
  - Arrive early to check the set-up, refreshments, equipment, performer(s), etc. are correctly arranged, and to be available if any questions arise.
  - Introduce yourself to the Building Manager, food service representative (if applicable), the entertainer/performer and others if appropriate.
  - If problems arise, contact your advisor. If appropriate, you may also want to contact Student Life.
□ Make sure payment arrangements are carried out. Any disagreements regarding money or services should be brought to the attention of your organization and/or advisor as soon as possible.
□ By agreeing to take on the responsibility for planning an event, you are responsible for ensuring that the above items are followed.

Club/Organization Pre-Event Program Plan

Sponsoring Student Group(s): ________________________________

Individual(s) responsible for coordinating event:

________________________________________________________________________
Name Phone Email
________________________________________________________________________
Name Phone Email
________________________________________________________________________
Name Phone Email

Name of the Event: ________________________________

Date(s) of Event: ________________________________

Location: ___________________ Start Time: _____ End Time: ______

This event is free (circle one)? Yes or No (If no, cost is: $_______)

This event is open to the public (circle one)? Yes or No

If no, the event is open to: __________________________

Does this event promote diversity (circle one)? Yes or No

Is the event a service opportunity (circle one)? Yes or No

If Yes, please complete the Service Learning Planning & Registration Form and return to the Center for Experiential Education.

Does this event involve an off-campus entity (circle one)? Yes or No

If yes, who: _____________________________________________

Phone/email: ____________________________________________
Address: ___________________________________________________

*Please complete, print and return this form to The Zone Desk (K1425). We will contact you if needed to clarify any details or discuss any concerns.

**Event Planning Checklist**

___ Advisor/Student Life Staff notified and, if after regular business hours, will attend event.

Advisor/Student Life Staff Signature: __________________________ Date____________

(must be dated one week prior to event)

___ Budget available to pay for event confirmed with advisor.

___ Room reservation made with the scheduling office - two weeks in advance

1. Kopp Student Center Reservations (Online, Kopp Student Center)
2. Classrooms and Meeting Rooms: (Online)

___ Contracts completed with Accounting (Maryleen Harmon x8231 C2095)

___ If using an off-campus entity, have all details been confirmed?

___ Security notified and/or hired as necessary (x8274 F1250)

___ ITS reservations made for equip. (contact Director of Student Life or Advisor to make these reservations)

___ Scheduled food catering with Lancer (Catering Mgr. 952-358-8614)

___ Contacted building services for room set up (x8110, http://normandale.myworksite.com)

___ Posters/flyers stamped at the Kopp Central Desk before posting

___ Marketing/Communications notified of event

** I understand and have completed all necessary steps above, as indicated by the check marks.

(Club or Organization President)

Signature __________________________ Date: ______________

Please return this packet to the Student Life staff one week prior to your event. If you are applying for LEAD funds, please turn this packet in with your LEAD fund request.

Questions? Contact Justin Martin at 952-358-8179 or justin.martin@normandale.edu.
How to Advertise
Your Club or Events
**Campus Posting Boards**

Clubs and organizations have the opportunity to post paper posters for events and meetings across campus in designated locations. Posting fliers and posters is a great opportunity to let the campus community know what your club/organization is doing and what kind of events you are organizing.

To post a poster on campus bulletin boards, make sure it meets the following campus guidelines before bringing it to the Kopp Information Desk for approval and to get stamped.

- The posters can be 11”x17” or smaller.
- It has the following information somewhere on the poster:
  - Club/Organization’s name
  - Name and short description of the event
  - Time, date, and place of event
  - Admission charge (if needed)
- If the event is paid for with Student Life Budget Committee funds, it needs to have a statement on it stating “Funded by SLBC Student Activity Fee.”
- All posters need to have an accessibility and accommodations statement which reads: “Normandale Community College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer and educator. Accommodations and alternate formats of this document are available to individuals with disabilities by calling 952-358-8625 or emailing osd@normandale.edu.”

Bring up to 16 posters to the Kopp Information Desk outside the Zone (K1425) for approval by the Kopp Information Desk staff and they will time-stamp the posters so that your club members can hang them up on the “Campus Posting” boards located across campus. You will be approved to hang up posters for a maximum of 14 days before an event.

You may only post on boards that are clearly marked “Campus Posting.” If posters are posted on glass, doors, painted areas, or any other areas not designated for posting, they will be removed. Make sure to attach posters to the boards only with push pins, as other items can become a hazard for other students.

After your event is complete, the student club/organization is responsible for taking down any event posters within 24 hours.

**Table Tents**

There are table tent spaces in the Kopp Student Center to advertise your events up to 14 days before the event. Please check with the Kopp Information Desk staff to see if the table tents are available to use. Once the space is reserved with the Kopp Information Desk staff, you can take 50 4”x6” informational leaflets/flyers to the Kopp Information Desk and the staff will approve your leaflets/flyers and put them in the table tents for you.

**Large Poster Boards**

Clubs and organizations can advertise for events on the larger poster boards in the Kopp Center for up to 14 days before the event. Go to the Kopp Information Desk to ask about availability to post on the large poster boards.

Once you have reserved the boards, please ask a Student Life staff member for help with printing off large posters from the large poster printer. Your poster will need to be formatted to print in 22”x 28” formatting.

**Websites**
A webpage or other internet-based advertisement for your club/organization can be a great way to spread the word and get people interested in what your group is working on!

All active clubs and organizations at Normandale Community College can have a website as long as they follow these guidelines to assure responsible upkeep and maintenance.

- The page needs to help promote a positive image of Normandale Community College and our community. Any inappropriate material will need to be removed immediately.
- Do not use any watermark, image, or other logo that represents Normandale Community College.
- The club/organization is responsible for updating the page, making sure it complies with state and federal laws, and avoiding copyright violations.
- In regards to copyright law, make sure that the club has permission to use any information, graphics, or pictures on the site to avoid any copyright issues. This includes posting pictures of club/organization members without their permission.
- On the webpage, it is required to have the following information:
  - Name and email address of the owner
  - Date of the last update
  - A disclaimer that states “The views and opinions expressed in this page are strictly those of the author and not necessarily those of Normandale Community College.”

Please contact any of the Student Life staff if you have questions in setting up a web page or other web-based presence for your club/organization.

**Club Bulletin Boards**

In the Science hallway located between the Kopp Student Center and the Fine Arts building, several clubs and organizations have bulletin boards dedicated to advertising their club information.

These bulletin boards are assigned to campus clubs and organizations based on when they have submitted their club registration packet to the Director of Student Life. The boards are assigned on a first-come, first-served basis and are only available until the boards are full. Each group will be assigned half of a bulletin board.

Make sure to keep the following in mind when using these bulletin boards:

- Boards should be kept up-to-date and your club should use the entire space.
- Please make sure to have your club meeting time, club name, and contact information on the board.
- Feel free to get large sheets of paper for the board backing in the Zone in K1425.

**Campus Television Screens**

All across campus, there are several monitors that display internal messages and communications for students. If you would like to advertise an event or meeting notice, please give the information to your advisor with a start and end date you want the information to be displayed. Once your advisor has approved these advertisements, they will submit them to the ITS Department.
Student Reimbursement and Sample Club Budget
# Club Purchase Reimbursement

To be reimbursed from your club account, please complete the Check Request Form. The advisor, student life coordinator, and club president must sign the form and original receipts must be attached.

Enter the name of the individual to be reimbursed in the “To” section. Enter the tech ID number in the “Vendor #” section if this payment is for a Normandale student reimbursement. Please enter the Cost Center number for the student club account. Please enter the amount of the reimbursement in “amount” section. The business office will assign the “object code.” Please remember to attach all original receipts to this request. Please send your request and receipts to Accounts Payable in the Business Office.

Payments will be mailed to the address on file with your tech ID number. Payments will be issued promptly provided all information is completed appropriately. If incomplete forms are received, they will be returned to either the Club Advisor or the Director of Student Life. Please allow 20 days for your reimbursement.

<table>
<thead>
<tr>
<th>CHECK</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CASH</th>
<th>Business Office Use Only</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>To:</th>
<th>Check #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vendor #:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>For:</th>
<th>Trans #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cost Center</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Object Code:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Club President Signature</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Club Advisor Signature</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean of Students or Designee</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

**NOTE:** Please attach receipts. If you received cash and have unspent cash, please return to the Normandale Business Office within 3 business days.

You can pick up these forms in the Zone in K1425.
As you are setting up your club budget if you have been allocated funds by the Student Life Budget Committee or through the LEAD funds process, you will want to create a budget to help track your expenses as a club or organization. This is one model for creating a club/organization budget:

**Student Life Club Budget**

<table>
<thead>
<tr>
<th>Purchased Item</th>
<th>Vendor</th>
<th>Cost</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Camping Fees</td>
<td>State of Minnesota</td>
<td>$54.23</td>
<td>8/30/2015</td>
</tr>
<tr>
<td>Balloons and Supplies</td>
<td>Party City</td>
<td>$26.95</td>
<td>9/4/2015</td>
</tr>
<tr>
<td>Pizza for Club Meeting</td>
<td>Lancer</td>
<td>$63.25</td>
<td>10/8/2015</td>
</tr>
<tr>
<td>Spring Festival Food</td>
<td>Lancer</td>
<td>$402.69</td>
<td>4/12/2016</td>
</tr>
<tr>
<td>Conference Registration</td>
<td>MSFPC</td>
<td>$703.65</td>
<td>4/12/2016</td>
</tr>
<tr>
<td>Ice Cream Social Supplies</td>
<td>Target</td>
<td>$56.95</td>
<td>5/18/2016</td>
</tr>
<tr>
<td>Buttons</td>
<td>Button Supply Shop</td>
<td>$84.21</td>
<td>5/20/2016</td>
</tr>
</tbody>
</table>

Total Spent $1,391.93

Total Remaining $608.07

Total Budget is $2000
Additional Student Involvement Opportunities
The Lions’ Roar (Student Newspaper)

Advisor: Greg Lyons - 952-358-8650

“The Lions’ Roar” is the student-run newspaper at Normandale and provides a communication channel for the student body. It is published eight times throughout the academic year. Students with no previous newspaper experience, as well as students interested in journalism, are eligible to be on staff.

Community college publications are unique because first and second year students can assume editorial positions normally given to third or fourth year students at four-year colleges. The experience early in their education gives students practical experience and a firsthand look at the profession so they can make career choices based on their experience.

Fine Arts Gallery

Activity Director: Molly Skjei - 952-358-8706

The Fine Arts Gallery provides the campus community the best in local, regional and national exhibits.

Recreational Activities

Coordinator: Aimee Bolton - 952-358-9272, aimee.bolton@normandale.edu

Recreational Activities provides a variety of leisure activities for both students and staff members at Normandale. The programming assures that every student has the opportunity to participate, regardless of athletic ability. Recreational Sports are offered as either league play (formal, competitive activity), individual activities (one-on-one competition), or informal/self-directed activities (unstructured or self-paced.) Recreational Sports opportunities include basketball, billiards, badminton, football, golf, ice hockey, soccer, softball, tennis, volleyball, dodgeball, and open gym activities. Group Fitness classes are also offered including restorative yoga, vinyasa yoga, boot camp, basic strength, total body conditioning, circuit, and core. All recreational activities programs are free of charge or offered at discounted rates to students. Please register online at: http://www.normandale.edu/campus-life/recreation-and-fitness/intramural-sports

Indoor Facilities are located on the first floor of the Activities Building. They comprise a gymnasium (basketball courts/sport court), fitness center (cardio and strength equipment), group fitness studio, and locker rooms.

Sports Equipment: Equipment may be checked out for day use, free of charge, with proper identification from the Activities Desk.

Outdoor Equipment Rental: Tents, backpacks, volleyball sets, and snowshoes may be rented, for minimal cost, for weekend and outdoor fun from the Activities Desk.

Outdoor Recreation: A variety of outdoor activities and trips are offered throughout the year. These include whitewater rafting, archery, climbing activities, hiking, canoeing, and cross-country skiing.

Student Wellness Committee

Coordinator: Aimee Bolton - 952-358-9272, aimee.bolton@normandale.edu
A group of students dedicated to informing the Normandale student community about a variety of important student wellness topics. They plan, coordinate, and implement different wellness related events, speakers, and resources to engage Normandale students in their personal health and well-being. Topics include: nutrition, fitness, alcohol, tobacco use, stress, heart health, IDS, safe spring break, environment, and cancer awareness.

**Leadership through Service**

Coordinators: Wanda Kanwischer and Paige Wheeler - 952-358-8119

LTS is a program that helps students serve the community and develop their leadership skills. To qualify, students must be a first generation college student (parents did not graduate from college) or work study eligible. Students accepted into the program complete 300 hours of direct service. LTS provides financial awards of $1,000 given upon completion of hours. Students involved in LTS benefit by developing their workforce skills and connections with the community. Applications are accepted in April and November.

**Diversity Center**

The Diversity Center promotes diversity and encourages cultural understanding through educational programming. The Center is also an open and welcoming space for students to gather and connect to one another. The Diversity Center programing fosters understanding and appreciation for cultures, traditions, histories, and the diversity reflected in the surrounding community. The Diversity Center is located in C1101.

**Center for Experiential Education**

CEE Coordinator: Paige Wheeler - 952-358-9074

Director of the Center for Experiential Education: Wanda Kanwischer - 952-358-8123

Experiential Education builds knowledge, develops skills and clarifies values by engaging learners in direct experience, community engagement and focused reflection including Service-Learning, Volunteering, Leadership through Service, Internships, America Reads and Counts tutoring program and the Campus Cupboard.

Service-Learning: Service-Learning integrates classroom theory with meaningful community service projects in an effort to enhance curriculum and promote civic responsibility. Normandale faculty and students agree that involvement in service strengthens the learning process. Look at the notes in the course listing online to see if a course has a service-learning opportunity.

Internships: Internships offer career exploration and training in a supervised work setting and combines theory with field experience. For each registered credit, students spend approximately 2.5 hours each week on the job. For more information, consult the website at www.normandale.edu/cee and click on Internships.

Volunteering: Students not enrolled in a service-learning course can still benefit from experiential education by getting involved in their community through volunteering. Resources and assistance in how to get started can be obtained at the Center for Experiential Education.

**Serve on a College Committee**

Each year, several college-wide committees meet regularly to help further the mission and goals of Normandale Community College. This provides a great opportunity for students to serve on these committees and impact the
direction and vision for the college. If you are interested in this exciting opportunity to help create change, please contact the Director of Student Life. The Student Senate is responsible for appointing all student members of campus committees.
Student Life

Travel
TRAVEL and STUDENT LIFE ACTIVITIES

For the purpose of this policy, student life activities are those as defined by Minnesota Statute 136F.01, subdivision 5, and as embodied within the MnSCU Student Life policy (2.8 Student Life). These include, but are not limited to, student organizations, student clubs, activities, recreational sports, service-learning activities, student life funded programs, and other student-life sponsored activities. To fulfill Board policy with regard to approval and administration of travel management for student life activities. For the purpose of this policy, student life activities are those as defined by Minnesota Statute 136F.01, subdivision 5 and as embodied within the MnSCU Student Life policy 2.8.

For purposes of this policy, unless otherwise specified, the term “traveler” shall refer to all students authorized for travel. All travelers are subject to the Normandale Code of Conduct.

LOCAL TRAVEL

Same procedures apply as with state/regional travel. All students representing Normandale at meetings, conferences, and all off campus travel are subject to the Normandale Code of Conduct including all alcohol/drug policies. The use of Student Life funds for overnight accommodations in the metro area within 50 miles is not allowed.

STATE/REGIONAL TRAVEL

Only currently enrolled Normandale students may participate. A Normandale staff/faculty member may be required to accompany the group, as determined by Student Life. All participants must have participation forms on-file in Student Life prior to the trip.

A meeting prior to departure with all participants is recommended where particulars of the trip, behavioral expectations, and consequences of inappropriate behavior is discussed. Emergency contact information should also be collected and maintained by the designated group leader per the Travel Emergency Form. This information must also be filed with the Director of Student Life.

Student clubs are eligible to request partial funding for such travel through LEAD funds. SLBC funded organizations may use non-personnel funds to cover in-state/regional attendance at conferences, meetings, etc. The use of Student Life funds for overnight accommodations in the metro area is discouraged. Meal cost is the responsibility of each participant.

The use of a rental vehicle is recommended. NOTE: There may be an additional cost to renting a vehicle from Normandale’s motor pool fleet. All students representing Normandale at meetings, conferences and all off campus travel are subject to the Normandale Code of Conduct including all alcohol/drug policies.

NATIONAL TRAVEL

Attendance at national conferences/conventions can be educational, entertaining, and rewarding. In planning such travel, there are certain considerations that must be addressed.

Normandale Clubs and Non-SLBC Funded Honor Societies

Only currently enrolled Normandale students may participate. A Normandale staff/faculty member may be required to accompany the group as determined by Student Life. All participants must have participation forms on-file in Student Life prior to the trip.

Student clubs must cover all travel costs associated with national travel including transportation and hotel. LEAD funds may only be used to cover registration costs for a maximum of 4 national delegates (delegates must have been active
members for at least one semester). Student Clubs may use generated revenue to cover other expenses related to national travel. Meal cost is the responsibility of each participant.

Prior to departure, a meeting with all participants is recommended where particulars of the trip, behavioral expectations, and consequences of inappropriate behavior is discussed. Emergency contact information should also be collected and maintained by the designated group leader. Each person must sign the Travel Emergency Form. This information must also be copied and filed with the Director of Student Life.

If traveling by vehicle, personal vehicles are not recommended. Meal Cost is the responsibility of each participant. All students representing Normandale at meetings, conferences, and all off campus travel are subject to the Normandale Code of Conduct including all alcohol/drug policies.

If the conference registration is funded by LEAD Funds, the student delegates must make a presentation, open and promoted to their campus group, about their out-of-state trip within one month of their return. The Director of Student Life must be notified of the time, day and location one week prior to the event.

All students representing Normandale at meetings, conferences, and all off campus travel are subject to the Normandale Code of Conduct including all alcohol/drug policies.

**Organizations & SLBC Funded Student Life Programs**

Only currently enrolled Normandale students may participate in any travel. A Normandale staff/faculty member may be required to accompany the group as determined by Student Life. **All participants must have participation forms on-file in Student Life prior to the trip.**

SLBC (Student Life Budget Committee) funds may be used to cover national registration, hotel and travel costs for a maximum of 4 delegates (delegates must have been active members for at least one semester). Organizations and SLBC funded activities may engage in national travel only as is approved within their SLBC funding and/or with the consent of the Dean of Students. Meal Cost is the responsibility of each participant.

Prior to departure, a meeting with all participants is recommended where particulars of the trip, behavioral expectations, and consequences of inappropriate behavior are discussed. Emergency contact information should also be collected and maintained by the designated group leader per the Travel Emergency Form. This information must also be copied and filed with the Director of Student Life.

If traveling by vehicle, personal vehicles are not recommended. All students representing Normandale at meetings, conferences, and all off campus travel are subject to the Normandale Code of Conduct including all alcohol/drug policies.

The student delegates must make a presentation, open and promoted to their campus group and the campus student body as a whole, about their out-of-state trip within one month of their return. The Director of Student Life must be notified of the time, day and location at least one week prior to the event.

**International Travel**

The only organized international travel involving Normandale students must be within College-sponsored, academic-based programs approved by the International Educational Committee. Student Life activities may not plan or sponsor independent international travel trips. Exceptions to this policy may include the Canadian Provinces of Manitoba and Ontario and will be determined by the Dean of Students.
Sample Behavior Agreement (return to Director of Student Life)

AGREEMENT between __your first and last name__ and Normandale Community College

I, ____________________________, as a member of the Normandale ________________, promise to comply with the Constitution, By-Laws, and Code of Conduct of Normandale, and Normandale Community College while traveling and participating in all functions as an official representative of Normandale Community College. I believe participation in __ ________________ are an outstanding professional development opportunity and carries with it significant responsibilities.

Therefore, by signing my initials in front of each point, I:

____ Agree to attend all general sessions and all educational sessions. Will take part in the activities in the evening.

____ Agree to take notes at meetings and present an oral report to the Senate and/or executive board to assist in the planning and implementation of next year’s programs and educate members who were not able to attend the conference.

____ Agree to adhere to the Normandale Community College policy and Minnesota State Law regarding the use of alcohol or other controlled substances.

____ Understand ______________ policy regarding co-ed rooming and agree to abide by these by sleeping only in my assigned room with assigned roommate(s).

____ Understand that this conference is an opportunity to work as a team and will choose an attitude that does not hinder the Senate’s experience.

____ Understand that when meetings are not in session, I continue to represent the College and that I accept responsibility for my own actions during non-meeting times. I will act accordingly and respect to my fellow members and all local, state, and federal laws. This includes being in our rooms at a reasonable hour at night and that I will respect the agreed time with my roommates for “lights out.”

____ Agree to follow the Normandale Community College policy and Minnesota State Law regarding sexual harassment and the use of alcohol or other controlled substances. Any violation of the above policies or law will result in immediate removal from the convention and appropriate legal action. Also, there will be Code of Conduct violation sanctions.

I further promise to fulfill all duties and responsibilities of the office/position I currently or intend to hold. I understand that if I do not fully meet the responsibilities listed above, I will reimburse Normandale Community College for part or all of the expense of the trip. I also understand the college may place a hold on my transcript until paid, as well as take legal action if necessary to collect this money. Any violation of the above policies or law will result in immediate removal from the convention and appropriate legal action in addition to the following club and organization issued repercussions. Appeals to any penalty may be made directly to the Dean of Students.

I hereby accept and understand this agreement in its entirety and promise to adhere to its contents.

__________________________________      ___________________     ___________________
Signature                        Normandale ID#                Date

________________________________ Parent or Guardian if under 18
Student Life Travel Form

Name:__________________________________________________
Address:________________________________________________
....................................................................................
Phone #:________________________________________________
Group Traveling:__________________________________________
In Case of Emergency, Contact:________________________________
At the Following Number:____________________________________
Health Insurance Company Name:______________________________
Policy Number:____________________________________________
............................................................................................

TRAVEL CHECK OFF LIST
(Filled Out By Each Trip Coordinator/Advisor)

Group:__________________________________________________
Advisor:_____________________________ Ph. #________________
Student Coordinator:___________________ Ph. #________________
Travel Location:___________________________________________
Travel Dates:_____________________________________________
Lodging Contact Ph. #_______________________________________
Transportation Reserved:____________________________________
Drivers meet Normandale & State Requirements for Group Travel:_____
Drivers Insurance covers Group Travel:__________________________
All Students are currently Enrolled Students at Normandale:_________
All Students have Participation Forms on file with Student Life:_____  
All Students have attended Information Session about Trip:___________
All Students returned Medical, Insurance, Emergency Contact Info.:_____
Presentation will be made after trip if required, when / where:_________

**Return a copy to Student Life for each Normandale student on the trip prior to your departure**
Student Code of Conduct
Preamble

As part of our educational mission, Normandale Community College established the Code of Conduct and student rights and responsibilities system. The Code and Student Rights and Responsibilities Board serve as the guide and system to develop students' understanding of their rights, responsibilities and expectations as members of the Normandale community.

The Student Rights and Responsibilities Board seeks to educate students about their community responsibilities, consequences for their decisions and civility through shared values of academic integrity, respect and fairness. Normandale Community College is committed to the establishment of a learning environment which is reflected in this Code of Conduct.

Article I: Definitions

1. **College** means Normandale Community College.
2. **Administrator** means that person designated by the college president to be responsible for the administration of the student Code of Conduct by serving as the Hearing Officer.
3. **Alleged student violator** means any student accused of violating the Code.
4. **Cheating** includes but is not limited to -
   a. Use of any unauthorized assistance in taking quizzes, tests or examinations
   b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments
   c. The acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff
   d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
5. **College official** includes any person employed by the College performing assigned administrative or professional responsibilities.
6. **College premises** include all land, buildings, facilities and other property in the possession of or owned, used or controlled by the College, including adjacent streets and sidewalks. The Code applies at all locations rented by the College, including facilities as part of the Education for Global Learning program.
7. **Complainant** means any person who submits a complaint alleging that a student violated the Code. A student who believes that s/he has been a victim of another student's misconduct will have the same rights under this Code as are provided to the Complainant, even if another member of the College community submitted the complaint itself.
8. **Expulsion** means permanent denial of the privilege of enrollment at the College. Students expelled are not permitted to be on College premises at any time without written approval by the Administrator or designee.
9. **Faculty member** means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
10. **Hazing** means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or destroys or removes public or private property for the purpose of initiation,
admission into, affiliation with, or as a condition for continued membership in a student group, organization or sports team.

11. Hearing Officer means the person dedicated to preside over procedural matters under review by the Student Rights and Responsibilities Board.

12. May is used in the permissive sense.

13. Member of the College community includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Dean of Students or designee.

14. Organization means any number of persons who have complied with the formal requirements for College registration as a Student Senate recognized club or Student Life funded group.

15. Plagiarism includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

16. Policy means the written regulations of the College and Minnesota State Colleges and Universities (MnSCU) as found in, but not limited to -
   a. The student Code of Conduct
   b. The College and MnSCU web pages
   c. Board Policy and System procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus
   d. Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources
   e. College catalog.

1. Preponderance of evidence means a standard of responsibility that more likely than not the Code has been violated.

2. Shall is used in the imperative sense.

3. Student includes all persons who -
   a. Are enrolled in one or more courses, either credit or non-credit, through the College
   b. Withdraw, transfer or graduate, after an alleged violation of the student Conduct Code
   c. Are not officially enrolled for a particular term but who have a continuing relationship with the College
   d. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

4. Student Rights and Responsibilities Board (SRRB) means any person or persons authorized by the Dean of Students and appointed by the Normandale Student Senate to determine whether a student has violated the Code and to recommend sanctions that may be imposed or to consider an appeal as to whether a student has violated the Code or the sanctions imposed by the Hearing Officer.

5. Summary Suspension means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College community.

6. Suspension means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions may be specified.

Article II: Proscribed Conduct
A. Jurisdiction of the student Code of Conduct.

The College Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus in the following circumstances:

1. Hazing is involved.
2. The violation is committed while participating in a College sanctioned or sponsored activity;
3. The victim is a member of the College community;
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research or service functions of the College. The administrator shall decide whether the Code shall be applied to conduct occurring off campus, on a case by case basis, at his/her sole discretion.

Allegations of discrimination, harassment and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/ Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts.

B. Conduct—Rules and Regulations.

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this Code may be subject to the discipline actions outlined in Article III:

1. Acts of dishonesty, including but not limited to the following: a.) cheating, plagiarism or other forms of academic dishonesty; b.) furnishing false information to any College official, faculty member or office; c.) forgery, alteration or misuse of any College document, record or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation (which threatens or endangers the health or safety of a person), harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
5. Hazing. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys or other access modes to any College premises or unauthorized entry to or use of College premises.
8. Violation of any College or Board policy, rule or regulation published in hard copy or available electronically on the College or MnSCU website.
9. Violation of any federal, state or local law.
10. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by College or MnSCU regulations), or public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

13. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

15. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room or restroom.


17. Abuse of the student conduct system, including but not limited to:
   a. Failure to obey the notice from the Student Rights and Responsibilities Board or College official to appear for a meeting or hearing as part of the Student Conduct System;
   b. Falsification, distortion, or misrepresentation of information before the Student Rights and Responsibilities Board;
   c. Disruption or interference with the orderly conduct of Student Rights and Responsibilities Board proceedings;
   d. Institution of a student Conduct Code proceeding in bad faith;
   e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system;
   f. Attempting to influence the impartiality of a member of a Student Rights and Responsibilities Board prior to, and/or during the course of, the Student Rights and Responsibilities Board proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a member of a Student Rights and Responsibilities Board prior to, during, and/or after a student Conduct Code proceeding;
   h. Failure to comply with the sanction(s) imposed under the Code;
   i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and this Code (that is, if both possible violations result from the same factual
situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Administrator. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal complaints arising out of the same facts giving rise to violation of College rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

Article III: Student Conduct Code Procedures

A. Investigation and Informal Process

1. Any member of the College community may file a written complaint alleging that a student or a student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the Minnesota Data Practices Act. Following the filing of a complaint against a student or student organization, the Administrator shall conduct an investigation of the allegations.

2. If the complaint seems unwarranted, the Administrator may discontinue proceedings.

3. If there is sufficient evidence to support the complaint, the Administrator shall offer the alleged student violator an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the information available to support the complaint and provided with a copy of the Code of Conduct. During the meetings the Administrator shall review the complaint and the information with the student and allow the student to present an explanation against the complaint.

4. Within a reasonable time period following the meeting, the Administrator shall inform the alleged student violator in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing.

5. A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine (9) days may agree to accept the sanction or may request a formal hearing. The formal hearing should be held within a reasonable time. Other sanctions shall be accepted or may be appealed in accordance with the college's appeal procedures.

6. If the alleged student violator fails to appear for the informal hearing, the administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.

7. A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the College community.

8. Appeals of any sanction to the SRRB may result in the imposition of new sanctions in accordance with the Student Code of Conduct.

B. Formal Hearing

1. The College president or designee determines the composition of the Student Rights and Responsibilities Board (SRRB.) Students serving on the SRRB shall be appointed by the Student Senate. The SRRB hearings shall be conducted by a student panel according to the following guidelines:
   a. SRRB hearings normally shall be conducted in private.
b. Students or organizations referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student or organization's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.

c. Within a reasonable time prior to the hearing, the student must be informed in writing of: a) the complaint; b) the information to be presented against him/her; c) a list of witnesses; and d) the nature of their testimony.

d. In hearings involving more than one alleged student violator or organization, the administrator, in his or her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.

e. The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present at their own expense. The advocate may provide advice to the student but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.

f. A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.

g. The hearing may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the complainant, alleged student violator and/or other witness during the hearing by providing for the presence of law enforcement and/or security, separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the administrator to be appropriate.

C. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Code of Conduct:
   a. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
   b. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The college may impose specific written conditions for the probation.
   c. **Loss of Privileges** - Denial of specified privileges for a designated period of time.
   d. **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
   e. **Discretionary Sanctions** - Work assignments, essays, service to the college or other related discretionary assignments.
   f. **Suspension** - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
   g. **Expulsion** - Permanent denial of the privilege of enrollment at the college.
   h. **Revocation of Admission and/or Degree** - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
i. **Withholding Degree** - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Conduct, including the completion of all sanctions imposed, if any

More than one of the sanctions listed above may be imposed for any single violation.

2. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above;
   b. Loss of selected rights and privileges for a specified period of time;
   c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

**D. Summary Suspension**

In certain circumstances, the Administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the Administrator, the alleged student violator's presence on the College campus would constitute a threat to the safety and well-being of members of the campus community.

To the greatest extent possible before implementing the summary suspension, the alleged student violator shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days.

During the summary suspension, the student may not enter the campus without obtaining prior permission from the Administrator.

**E. Appeals**

1. A decision reached by the Student Rights and Responsibilities Board or a sanction imposed by the Administrator may be appealed by the alleged student violator(s) or complainant(s) to the Vice President of Student Affairs or other designated administrator within five (5) school or business days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the administrator or his or her designee.

2. Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
   a. To determine whether the informal or formal hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present information that the Code was violated, and giving the alleged student violator a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
b. To determine whether the decision reached regarding the alleged student violator was based on substantial information—that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code which the student was found to have committed.

d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original informal or formal hearing.

3. If an appeal is not upheld by the Vice President of Student Affairs or other administrator for this purpose, the Vice President of Student Affairs may take any appropriate action. If an appeal is upheld, the matter shall be considered final and binding upon all involved, except in cases involving sanctions of suspension for ten (10) days or longer, in which case students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Article IV: Academic Dishonesty

A. Academic Misconduct Policy:

The academic reputation of Normandale Community College is held in esteem based upon the rigor and quality of the academic work completed by students at our institution. Faculty, staff and students play an important role in promoting and preserving academic integrity on campus. Faculty and staff should educate students and discourage acts of plagiarism and other academic misconduct.

Article V: Interpretation & Revision

A. Any question of interpretation or application of the Code shall be referred to the Dean of Students or his or her designee for final determination.

B. The Code shall be reviewed every five (5) years under the direction of the Dean of Students.
Student Activism and Speakers
STUDENT ACTIVISM

Policy Statement

Students have the right to freedom of speech, peaceable assembly, petition and association that is accorded to all persons by the Constitution. They may support causes by lawful means that do not disrupt the operations of the College or the operations of organizations authorized to use College facilities.

Student Activism may occur in designated Normandale Community College areas by currently enrolled students. Non-Normandale person(s) must be sponsored by an active/recognized Normandale student group.

In order to better assist students with their activities, Student Life encourages students to complete the following information and return to the Student Life Director in a timely manner:

Name of Organization/Student Group: ______________________________________

Contact Person: ____________________________ Phone: ________________

Email Address: __________________________________________________

Event Date: ______________________ Event Start/End Times: ________________

Indicate Area Where Activism will occur (required):

Indicate the Type of Activism Planned: (Speaker, Demonstration, etc…)

Any damage or litter resulting in any way from the planned activism will be billed to the organization/person responsible for the event. Violation of this policy may be subject to appropriate College sanctions and/or legal action by Normandale Community College. Refer to the student guide for additional information

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