

# Campus Environment

## A. Libraries

[Columbus State University Libraries](#) support the university's curricular, research, cultural, and community service objectives by providing resources, instruction, and other services that promote and enrich intellectual and personal growth and scholarship. Columbus State maintains two libraries: the Simon Schwob Memorial Library on the main campus and the Music Library at CSU's downtown campus in the RiverCenter for the Performing Arts. Located in the center of the CSU main campus, the Simon Schwob Memorial Library serves as the primary information resource for the university with a book collection of over 400,000 volumes and access to electronic journal articles via GALILEO, Georgia's collection of electronic databases. Special areas within the Simon Schwob Memorial Library include Government Documents, the Archives (local history materials), and the Information Commons (a well-staffed library-operated computer lab in the Reference Department). The Music Library, located in a 4000 square-foot space on the RiverCenter's first floor, is intended for the use of CSU students and faculty engaged in music-related research and contains an extensive collection of LPs, CDs, videos, DVDs, and books about music.

CSU faculty, students, and staff can access the libraries' collections through [GIL-Find](#), CSU Libraries' online catalog, which contains entries for all materials housed in the CSU libraries, including books, journals, government documents and AV materials, as well as entries for around 10,000 historic titles included in the Library of American Civilization microfiche collection and about 35,000 titles for electronic books available through eBooks on EBSCOHost, a GALILEO resource. Circulating books at CSU Libraries are normally checked out to faculty for three months. CSU faculty can access journal articles via [GALILEO](#) (GeorgiA Library LEarning Online). GALILEO is an initiative of the University System of Georgia that provides access to over 150 databases, which, in turn, index thousands of periodicals, including scholarly journals.

To access GALILEO from off campus, faculty can access GALILEO off-campus by logging into [MyCSU](#), selecting the Faculty/Staff tab, and clicking the GALILEO link under "Library Resources." They may also use a password, which they can obtain by going to the [Gil-find page](#) and clicking on "Get GALILEO password."

CSU faculty also have access to a number of additional electronic resources not provided by GALILEO, including Grove Online Music, Music Index Online, OVID, and JSTOR. Finally, CSU faculty and students have access to books and other materials through Interlibrary Loan and through [GIL Express](#), which provides access to the holdings of all 34 institutions in the University System of Georgia through one online union catalog.

Each CSU library faculty has been assigned as liaison to a college or to multiple academic departments. A liaison librarian can:

- provide classes with generalized or course-specific instruction in the use of the libraries' resources (emphasizing electronic resources)
- instruct faculty on the various resources that will assist with their research and the preparation of student assignments
- create bibliographies and/or course-specific lists of resources
- create web guides to the research tools for specific disciplines
- order library materials requested by faculty that relate to specific disciplines
- answer questions about the library

The list of [current liaison assignments](#) tells faculty which librarian has been assigned to their academic unit.

## B. University Information and Technology Services (UITS)

[University Information and Technology Services](#) (UITS) maintains CSU's information technology networks, hardware, software, telephones, and classroom technology. Its main goal is to provide technological services for faculty, students, and staff for use in accomplishing the mission of the university.

## Computer Assistance

Faculty may request assistance with computers via the eQuest system, which is accessible through CougarNet under the faculty tab. Once an eQuest is submitted, UITS technicians will respond based on the scope and priority of the problem.

## 24-hour Computer Labs

Each campus offers two 24-hour computer labs. Each lab contains a Help Desk that answers faculty and student questions about computer-related issues. CSU users needing assistance may also phone the Help Desk at [706-507-8100](tel:706-507-8100).

## Multi-media Classrooms

The campus offers several multi-media classrooms. Each contains modern lighting, sound, and projection. Interactive whiteboards, document cameras, and student response systems are also available.

## Specialized Computer Classrooms

Several specialized computer classrooms on campus contain up-to-date PCs and MACs.

## Atomic Learning

For assistance with software, UITS subscribes to Atomic Learning, which consists of online tutorials for software applications. Over 120 popular titles, including assistive learning technologies, are included. Access to Atomic Learning is available under the My Tech tab in CougarNet.

## Online Courses Technologies

UITS maintains several useful applications for online learning support. These include:

- Wimba – virtual, interactive online environment with real-time audio, video and Chat
- Desire2Learn – web-based course management system for sharing class materials, having class discussions, taking tests, and more
- Tegrity – lecture capture system for anytime, anywhere learning

## Campus-Wide WiFi Access

Both campuses support WiFi access in most buildings, dormitories, busses, and outdoor spaces. CSU users may access the university's WiFi by logging into CougarWave Open using their Novell username and password credentials.

## C. Smoke-Free/Drug-Free Campus and Policy on Alcohol

Columbus State University is a [tobacco-free and smoke-free](#) campus. CSU's [Smoke-Free/Drug-Free Campus Compliance and Enforcement statement](#) provides relevant details on the university's policy.

CSU's [Policy on Alcohol](#) details the institution's rules and restrictions on the possession and consumption of alcohol by faculty, students, and staff on university property and/or at university-sponsored events, as well as all other university policies concerning events in which alcohol may or may not be served.

## D. Accommodations for Persons with Disabilities

The [Office of Center for Accommodation and Access](#) coordinates the compliance of Columbus State University with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, not merely to achieve legality, but to foster academic potential through individualized plans tailored to the particular needs of students with disabilities.

Students with documented physical, psychological, or cognitive disabilities should contact the Office of Center for Accommodation and Access as early as possible to begin the [process](#) of garnering the appropriate accommodations. It takes approximately five days to process a new student, which includes not only review of disability documentation, but also attending an intake meeting with a disability professional. Scheduling the intake appointment with the Office of Center for Accommodation and Access is the responsibility of the student.

The Office of Center for Accommodation and Access coordinates services and equipment for students who have identified themselves as having a documented disability. Accommodations for qualified students include, but are not limited to:

- explanatory letters to instructors
- adaptive technology
- accommodations assessment
- test accommodations (extended time, isolated testing on tests)
- priority registration
- books in alternate format
- Braille services
- sign language interpreters

While accommodations provide equal access for the student with a disability, they must also be reasonable. Accommodations should not lower standards or compromise an essential component of, or fundamentally alter, a course or program.

## E. Safety and University Police

Headquarters for [University Police](#) is located next to the Elizabeth Bradley Turner Center, on the corner of College Drive and East Lindsey Drive. Several officers also work from a police station on the CSU RiverPark campus in downtown Columbus.

Patrol officers regularly lock, unlock, and check all university buildings and other property. CSU police also patrol CSU apartment complexes, working closely with resident assistants who are on duty from 7 p.m. to 11 p.m. on weekdays and 7 p.m. to 1 a.m. on weekends. Officers patrol in marked vehicles, on bicycle, and on foot.

Police also work with CSU Plant Operations to ensure campus safety by submitting work orders for lights, locks, windows, doors, and other safety needs. Faculty and staff are encouraged to report safety-related issues to Plant Operations through eQuest in CougarNet under the Faculty tab.

In order to ensure timely warning to the university community, faculty, staff and students are strongly encouraged to report unsafe, suspicious or criminal activity immediately to University Police at [706-568-2022](tel:706-568-2022). This information can be reported either by phone or in person at the department's offices. Security issues and emergencies should be reported to allow police to coordinate the proper response. Emergency (blue light) phones are located strategically around campus and in parking lots as an additional means of communication. These emergency phones ring directly into CSU Police office and can be used for emergencies as well as requests for services provided by the department.

All students, faculty, and staff at Columbus State University have a CougarAccess card, which they may use for a variety of purposes on a daily basis, including access to the Recreation Center and other building and access to all CSU sporting events. Faculty may obtain a CougarAccess ID at the CSU Police Department, Mon-Wed 10am-4pm and Thurs from 10am -7pm.

Parking is no longer managed or controlled by the University Police. For policies relating to parking, parking permits and visitor parking you are referred to the [University Parking Services](#).

## F. Facilities

Columbus State University maintains two campuses: the [Main Campus](#), where the university's administration and three of its four colleges are located; and the [RiverPark Campus](#) in downtown Columbus, which is home to the College of the Arts. CSU maintains [student housing](#) at each location and offers a [shuttle service](#) between the two campuses. The buses travel at half-hour intervals during weekdays from 6:30 a.m. through 10:00 p.m.

### Main Campus

Located at 4225 University Avenue, Main Campus is home to most of the university's academic buildings and all of its athletics facilities. Also located on the site are the Schuster Student Success Center, the Center for Commerce and Technology, the Schwob Memorial Library, the Elizabeth Bradley Turner Center, the [Cunningham Center for Leadership Development](#), the [Student Recreation Center](#), and Plant Operations.

### River Park Campus

Located at 900 Broadway Avenue but spanning a number of city blocks, RiverPark Campus consists of about 12 academic and administrative buildings, among them the Corn Center for Visual Arts, the Coca-Cola Space Science Center, the Saunders Center for Music Studies (which includes the Music Library), and Carpenters Hall.

## G. Campus Services

### Mail and Post Office

United States mail is delivered to a central point on the campus, then distributed by campus messenger to the various buildings that house faculty offices and mailboxes. The Campus Post Office is located on the northeast corner of University Hall, and it can be accessed through its own exterior door.

### Telephone

Campus telephones are maintained by UITs. All telephone related-problems and work requests should be submitted via eQuest found under the Faculty Tab in CougarNet. Emergencies, such as the disruption of service, should be reported to the UITs Help Desk at [706-507-8199](tel:706-507-8199).

### Food

Columbus State Dining Services is operated by Aramark, which has its offices in the Davidson Student Center. Aramark operates seven locations on campus:

- Cougar Café (Davidson)
- Cougar's Food Court (Davidson)
- Einstein Bros. Bagels (Schwob Memorial Library)
- Provisions On Demand (Schuster)
- Rankin Den and Dining

Aramark offers four meal plans for faculty:

- Faculty 30: 30 meals per semester. Available to faculty and staff. This plan does not expire: \$150/semester
- Faculty 10 Plus: 10 meals per semester with \$55 meal plan dollars to expire at end of each semester. This plan does not expire: \$110/semester
- Faculty 20: 20 meals per semester. Available for faculty and staff. This plan does not expire: \$105/semester
- Faculty 10: 10 meals per semester. This plan does not expire: \$55/semester

Aramark also provides [catering services](#) to CSU, which includes both food and drink.

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## Bookstore

The Columbus State University Bookstore is run by Follett and sells textbooks, supplies, and CSU apparel.

## Textbook Adoptions

Faculty should direct any questions or concerns about textbook adoptions to Noreen Kolwicz, Textbook Manager, at [706-507-8791](tel:706-507-8791) or [0560txt@follett.com](mailto:0560txt@follett.com)

The deadlines for textbook orders are:

- Fall Semester – April 15
- Spring Semester – October 15
- Summer Semester – March 15

Follett, CSU's campus bookstore provider, currently uses a textbook adoption system integrated with faculty members' D2L accounts: [Follett Faculty Discover](#).

## Printing Services

Printing Services (also called the Cougar Copy Center) is located in the Davidson Student Center next to the Bookstore and provides basic copying services, book-binding, lamination, faxing, producing business cards, event signage, and full color magazines. Printing Services can also outsource any special or unusual printing jobs.

## Purchasing

Faculty should contact their respective departmental administrative assistants/secretaries and/or department chairperson about purchasing procedures. All academic purchase requests must be approved by the dean and provost's office.

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# Smoke-Free/Drug-Free Campus Compliance and Enforcement

All CSU supervisors must inform subordinate staff members of CSU's smoke-free/drug-free campus policy and inform them that failure to comply can be grounds for disciplinary action, up to and including dismissal. Employee infractions should be reported to the employee's supervisor or department head (or Human Resources if unknown). Supervisors will utilize progressive discipline, beginning with a reminder of the policy and an offer of assistance with smoking cessation. Supervisors will also tailor reaction to reports of employee violations to the credibility of the report.

The monitoring and enforcement of the smoke free policy is the responsibility of all CSU faculty, staff, and students. Each member should consistently and politely bring any infraction of this policy to the attention of the person or persons observed violating the policy.

Visitors, vendors, or contractors, and others not specifically employed by CSU should be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting CSU police. In circumstances where departmental leadership is unable to remedy the situation, then CSU police will be contacted for assistance.

CSU will inform and remind faculty, staff, students, visitors, vendors and contractors of this policy by posting signage in strategically located areas. Faculty and staff will also be informed and reminded of this policy as part of pre-employment processes, new employee orientation and other general employee communications.

Visitors who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action up to and including the legal termination of a contract.

CSU will make every effort to make available [referral options and support](#) to faculty, staff, students, and others who choose to pursue cessation programs.

Illegal drugs of any type are not allowed on any campus areas or during campus-sponsored events.

## **Policy on Alcohol**

### **Students**

#### **Legal Age**

The legal age for possession and consumption of alcoholic beverages in accordance with Georgia law is 21 years old. Subsequently, it shall be a violation of this Policy for any member of the University community who is under the legal drinking age to possess or consume alcohol, or for a member of the University community who is of legal age to provide alcohol to another member of the University community who is under 21.

#### **Residence Halls**

Columbus State University abides by Georgia law concerning the sale, possession, consumption, brewing, and/or use of alcohol. As Courtyard I and Broadway Crossing are primarily reserved for traditional-aged freshmen (18-19), these units and surrounding areas are alcohol-free, which extends to and includes any guest who visits these areas. Use of alcohol containers for decorative purposes is strictly prohibited, as empty bottles may be considered evidence of consumption.

In Columbus Hall, Courtyard II, Maryland Circle and Rankin student housing units, alcoholic beverages may only be consumed by members of legal drinking age in the privacy of their apartment. No alcohol is permitted in common areas, which include kitchens and refrigerators. Residence Life staff and the CSU University police reserve the right to require verification of the ages of any guest. The host resident (s) will be held accountable for the action of their guest(s). Such items as kegs, "drinking fountains", or other community containers are not allowed at any time, in individuals' apartments, common areas, and in or around housing facilities and buildings. Those of legal age who choose to drink are encouraged to do so safely, responsibly and in moderation.

It is imperative that residents understand their individual rights and responsibilities if they choose to consume alcohol or host gatherings that involve the consumption of alcohol on the grounds of University housing. If a resident is found acting in a hostile or threatening manner, University police will be called. It is also the responsibility of all residents to understand the alcohol policy of Columbus State University as it applies to the entire campus. The alcohol policy may be found at [http://sa.columbusstate.edu/pol\\_handbook.php](http://sa.columbusstate.edu/pol_handbook.php).

#### **On Campus**

The University does not condone or sanction the use, distribution, sale, brewing, consumption or possession of alcohol at any campus event sponsored by individual students or recognized student groups, clubs, or organizations unless approved in writing ahead of time by the President, Provost, VP Business and Finance, or VP Student Affairs.

#### **Student Travel**

This policy applies to students who travel on university-official business. Students who travel in an official capacity are expected to abide by the rules set forth in this policy, with the exception of students participating in a Study Abroad program. Participants in Study Abroad programs are bound by the legal drinking age of the respective countries in which they are traveling, but in all other respects this policy applies. Cases of excessive drinking, as determined by the Faculty Site Director who facilitates the Study Abroad program, may result in an automatic first offense warning. Further, sanctions while students are traveling abroad may be determined by the Center for International Education and/ or the Dean of Student Affairs.

#### **Violations**

Violations of the alcohol policy or rules set by University housing are governed by the Columbus State University Student Handbook and the Residence Life Handbook. Any violation of this policy shall be subject to disciplinary actions as set forth in the Columbus State University Handbook (section D, article 1: Non-academic Misconduct: Alcoholic Beverages) and the Columbus State University Residence Life Handbook.

## Faculty and Staff

CSU recognizes that from time to time faculty and staff may wish to hold events on campus that include the distribution and consumption of alcoholic beverages and that may include students.

Such events are allowable under CSU's policy on alcohol provided that event organizers adhere to the following rules:

1. the event organizer notify CSU Logistics at least a week in advance;
2. a faculty or staff member must assume direct responsibility for ensuring compliance with CSU's Alcohol Policy. This person must be present throughout the entire event and must serve as the contact between the staff of the event facility and the event caterer;
3. the event is approved by the Vice President or Dean of the sponsoring department;
4. for an event co-sponsored by a CSU department and a non-CSU entity, all co-sponsors are jointly and individually responsible for ensuring compliance with CSU's Alcohol Policy;
5. CSU's official caterer, Aramark Corporation, be hired to obtain and serve the alcohol and to cater any food to be offered;
6. in the event that the alcoholic beverages are donated, Aramark must be hired to serve those beverages. Donated alcohol may only be donated by an alcohol beverage distributor. All other alcohol must be purchased and served by Aramark.
  - a. By City ordinance, donated alcohol may be donated only to qualified non-profit organizations.
  - b. There may be City and State laws and regulations concerning donated alcohol.
  - c. It is each event organizer's responsibility to check with the City and State well in advance to comply with any and all City and State laws and regulations.
  - d. Non-alcoholic beverages will be available continuously for the duration of the event; and
  - e. CSU reserves the right to restrict or deny the use of any of its buildings or outdoor spaces to faculty and staff wishing to hold an event based upon the group's desire to serve alcoholic beverages at the event and whether the event would include under-age attendees.
    1. No events may be held in CSU Student Housing with the exception of the first floor of the Rankin Building and The Yancey Building (One Arsenal) in space approved by CSU.

## Non-CSU Events

CSU allows the general public to hold events in CSU buildings and on CSU grounds, which from time to time include the distribution and consumption of alcoholic beverages and may include students and other under-age attendees.

Such events are subject to the following CSU policies:

1. The event organizer must seek permission from CSU Logistics at least two weeks in advance to receive permission for any CSU space utilization with the exceptions of the Cunningham and Elizabeth Turner Bradley buildings which manage their own reservations;
2. The event sponsor must hire CSU's official caterer, Aramark Corporation, to acquire and serve the alcoholic beverages as well as all non-alcoholic beverages and food.

3. In the event that the alcoholic beverages are donated, Aramark must be hired to serve those beverages. Donated alcohol may only be donated by an alcohol beverage distributor. All other alcohol must be purchased and served by Aramark.
  - a. By City ordinance, donated alcohol may be donated only to qualified non-profit organizations.
  - b. There may be City and State laws and regulations concerning donated alcohol.
  - c. It is each event organizer's responsibility to check with the City and State well in advance to comply with any and all City and State laws and regulations.
  - d. CSU reserves the right to require the event organizer to hire campus security.
  - e. Students and other under-age persons may attend, but may not be served alcoholic beverages.
  - f. A cash bar and/or admittance fee is permitted.
  - g. All events where alcohol is served must have sufficient quantities of non-alcoholic beverages and food offerings (heavy appetizers or a meal) for the duration of the event.
  - h. CSU reserves the right to restrict or deny the use of any of its buildings or outdoor spaces to non-CSU groups based upon a group's desire to serve alcoholic beverages at the event especially if the event would include under-age attendees.
    1. No events may be held in CSU Student Housing with the exception of the first floor of the Rankin Building and The Yancey Building (One Arsenal) in space approved by CSU. As above, both must be approved by CSU Logistics.

## Parking

All motorized vehicles (including motorcycles) that park on campus or at other CSU facilities are required to have a parking permit. The annual cost of the parking permits will be \$45 for students, \$90 for faculty/staff, and \$180 for reserved parking decals. Parking permits are payable by check, credit card, money order or payroll deduction.

Faculty, staff, and students are responsible for their vehicles (including parking citations) while the vehicles are located on university property. The following rules, regulations, and guidelines govern parking at CSU:

- Handicapped parking permits are issued by the state and must be displayed per state statute.
- All parking spaces on campus are designated faculty, staff, student, handicapped or visitor.
- Faculty and staff are prohibited from parking in the student parking garage on the main campus.
- Vehicles not parked in appropriate spaces are subject to tickets and/or towing.
- Parking is also prohibited on university roads, drives, driveways, walkways and seeded areas.
- The speed limit on all roadways and in all parking lots at CSU is 15 mph.
- Vehicles parked illegally are subject to be immobilized or towed at driver-owner expense.

This information is designed to be only an overview. For specifics related to parking and parking policy you are referred to the [Parking Services](#) web site or you may contact them by:

phone: [706-507-8203](tel:706-507-8203)

or

email: [parking@columbusstate.edu](mailto:parking@columbusstate.edu)

Parking lots are identified by color. These are:

- white spaces: student-visitor
- blue spaces: handicapped
- yellow spaces: no parking
- green spaces: faculty-staff

Bicycles are not allowed in buildings and must be chained to a bike rack and not chained to stairs or handrails on campus.

Non-motorized vehicles (skateboards, etc.), excluding bicycles, are:

- Allowed only in parking lots away from parked vehicles.
- Only to be operated during daylight hours.
- Only to be operated on campus by CSU faculty, staff, or students.
- Prohibited on university streets, sidewalks, buildings and lawn areas.

Games such as roller hockey are not allowed in campus parking lots.