

Spelman College

GUIDE TO STUDENT CONSUMER INFORMATION 2014-2015

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, this guide is available to prospective students and all enrolled students to inform them of the availability of specific types of consumer information. This *Guide* contains a brief description of important information about Spelman College, financial assistance, graduation rates, campus security, student rights and responsibilities, study abroad, voter registration, and the Family Educational Rights and Privacy Act (FERPA). Specific information about programs and services is available from the colleges and College departments. Printed copies of the information may be requested from the specific College department. This *Guide* is available online through the Office of Financial Aid at www.spelman.edu/admissions/financial-aid/overview or by requesting a paper copy from the address at the bottom of this document.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They include the right to: 1) inspect and review these records; 2) request an amendment to the records; 3) consent to or restrict disclosures of personally identifiable information in the records; and 4) file a complaint with the U.S. Department of Education concerning the College's alleged failure to comply with FERPA. Copies of the complete policies and procedures for reviewing educational records and requesting an amendment of the records may be obtained from the Office of the Registrar, Packard Hall, and Atlanta, GA 30314. Spelman College FERPA Policy Statement is available on the Office of Registrar website at www.spelman.edu/admissions/registrar/ferpa.

VOTER REGISTRATION

Applications for voter registration for Georgia residents are available online at http://sos.ga.gov/index.php/Elections/register_to_vote or by dialing (404) 656-2871. Detailed voter information is also located at the Secretary of State website www.sos.georgia.gov/elections. Nonresident students may find voter information about their specific states through the U.S. Election Assistance Commission at www.eac.gov.

FINANCIAL AID

Descriptions of available federal, state, institutional, and private sources of student assistance, application procedures, eligibility criteria, recipient selection criteria and criteria to determine award amounts, methods of disbursement, terms and conditions of Federal Work-Study or loans, Federal Direct Student Loan entrance and exit counseling, sample loan repayment schedule, employment opportunities, student rights and responsibilities, and satisfactory academic progress standards are available at the Office of Financial Aid, 350 Spelman Lane, SW., Atlanta, GA 30314; phone (404) 270-5222; or at www.spelman.edu/admissions/financial-aid/overview.

A breakdown of the estimated cost of attendance used to determine student eligibility for federal student assistance is available on the Office Financial Aid website, <http://www.spelman.edu/admissions/financial-aid/basic-fees>. The Bursar's Office provides more information on methods of payments at <http://www.spelman.edu/admissions/financial-aid/payment-methods>.

Specific information about financial aid disbursements to student accounts, payment deadlines, balance information, e-billing, deposits, and payment plans can be viewed at www.spelman.edu/about-us/administration/business-and-financial-affairs/payment-center. In addition, enrollment requirements for regular and study abroad students, and types of financial aid, awarding procedures, financial aid forms, student employment and additional important financial aid information can be obtained from the Office of Financial Aid at Spelman College, Packard Hall, Room 100, (404) 270-5222, or at <http://www.spelman.edu/admissions/financial-aid/overview>.

Information regarding sample loan repayment schedules and the necessity of repaying loans is located within the Entrance Counseling session at <https://studentloans.gov/myDirectLoan/index.action>.

FINANCIAL AID DISBURSEMENT POLICIES AND PROCEDURES

Financial aid will be disbursed to the student's account at end of the "Registration" period. Excess financial aid (loans, grants, including Federal Pell Grant, and scholarships) will be disbursed within 14 days after the student's account balance is at 0. For more information, please call (404)270-5161 or (404) 270-5163.

NET PRICE CALCULATOR

Information of the College Net Price Calculator is located at <http://www.spelman.edu/admissions/financial-aid/financial-aid-forms>. The information contains the College Cost Estimator. This feature provides an estimate of typical expenses and financial aid to attend Spelman College. The estimates may be used to help students determine "net cost"—likely out-of-pocket expenses to attend Spelman College. For more details contact the Office of Financial Aid, 350 Spelman Lane, SW, Atlanta, GA 30314; phone (404) 270-5222; or <https://spelman.studentaidcalculator.com/welcome.aspx>.

TEXTBOOK INFORMATION

Students may link to the Spelman College Bookstore web site, <http://www.spelmanshop.com> to view required and recommended textbooks and supplemental materials for each course. Students may also go directly to Spelman's bookstore website http://www.bkstr.com/spelmanstore/home/en?cm_mmc=Redirect-_-VanityURL-_-spelmanshop.com-_-10355 to create required materials list for courses. This list can be used to purchase new and used textbooks for classes. For additional information contact Spelman College Bookstore, 350 Spelman Lane, SW, Atlanta, GA 30314; phone (404) 270-5151).

REFUND POLICIES

Tuition and Fee Refund Policy: Students who formally withdraw from the College receive a pro rata refund during the first 60% of the semester. Students who withdraw from the College when the calculated percentage of remaining days is 40% or less are not entitled to a refund of any portion of institutional charges.

Housing and Meal Plan Refund Policies: Refunds for Housing and Meal Plan charges are determined by the applicable College office and transmitted to the Student Account System via the Banner system.

Financial Aid and the Refund Policy: Students who receive financial aid, complete registration, and subsequently reduce his/her enrollment status or withdraw are subject to the federal and state refunds and repayments regulations. The Office of Student Accounts determines if students who completely withdraw during a term have earned the money disbursed or owe a repayment. For additional information contact Student Accounts, Office of the Bursar, phone (404) 270-5161 or (404) 270-5163.

COLLEGE WITHDRAWAL POLICY

The official College policy on withdrawal from courses is contained in the Office of Registrar or online at <http://www.spelman.edu/admissions/registrar>. Students should contact their academic advisor with questions about the academic impact of their withdrawal. Recipients of veterans' education benefits must contact the Office of the Registrar, Spelman College, 350 Spelman Lane, SW., Atlanta, GA 30314; or (404) 270-5237 or (404) 270-5230. Recipients of federal and/or state of Georgia financial aid should contact the Office of Financial Aid, 350 Spelman Lane, Spelman College, and Atlanta, GA 30314; phone (404) 270-5222.

STUDENT LOAN DEFERMENTS FOR PERFORMED SERVICES

Borrowers in the Federal Loan programs may be eligible for deferred payment provisions for service in the Peace Corps, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. Information is available through the Office of Financial Aid, phone (404) 270-5222; or at <http://www.spelman.edu/academics/college-bulletin/college-bulletin-2006---2010/financial-aid-and-scholarships>.

INFORMATION ABOUT THE INSTITUTION

Descriptions of academic programs, degree offerings, instructional facilities, labs and instructional personnel are online at www.spelman.edu. Spelman College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and we are proud members of the Atlanta University Center Consortium. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Spelman college. All other queries about programs, services, or admissions should be directed to Spelman College at (404) 681-3643. For more information about Spelman's accreditation, go to, <http://www.spelman.edu/about-us>. Information regarding plans to improve academic programs at the Spelman is available at <http://www.spelman.edu/about-us/administration/institutional-advancement>.

Information regarding requirements for admission to an academic program, the transfer student application process and the criteria the College uses regarding transfer credits earned at another institution is available in the Office of Admissions, Packard Hall, 350 Spelman Lane, Atlanta, Georgia, 30314; (404) 270-5193; or at <http://www.spelman.edu/admissions>.

GRADUATION RATES

Retention and graduation rates for Spelman first-time full-time freshman cohorts are published in the enrollment section of the Spelman College *Fact Book* and are available from the Office of Institutional Research Assessment and Planning, Rockefeller Hall, 350 Spelman Lane, Atlanta, GA, 30314, phone (404) 270-5675.

SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES

The Disability Services coordinates and provides various academic and support services to students with disabilities as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Information is available at the Disability Services, 350 Spelman Lane, Atlanta, GA 30314; phone (404) 270-5288; (404) 270-5289; or at www.spelman.edu/student-life/health-and-wellness/disability-services/disability-services-overview.

STUDY ABROAD

Students regularly enrolled in a College degree program who enroll in a Spelman Study Abroad program or a non-Spelman study abroad program (and have completed the College's "Study Abroad Credit Approval Form") may receive financial aid if they are otherwise eligible. Contact the following offices for more information about eligible study abroad programs: Office of Study Abroad, 350 Spelman Lane, Atlanta, GA 30314; phone (404) 270-5538; www.spelman.edu/academics/study-abroad. For financial aid information contact the Office of Financial Aid, 350 Spelman Lane, Atlanta, GA 30314; phone (404) 270-5222 or at <http://www.spelman.edu/admissions/financial-aid/contact-us>.

RETENTION RATES

Retention rates of degree-seeking first-time full-time undergraduate students are located in the *Spelman College Fact Book* published by the Office of Institutional Research Assessment and Planning, Rockefeller Hall, 350 Spelman Lane, Atlanta, GA, 30314, phone (404) 270-5675. <http://www.spelman.edu/academics/office-of-the-provost/institutional-research-assessment-and-planning/fact-books>.

GRADUATION RATES

The information on Graduation rates of degree-seeking first-time full-time undergraduate students are located in the *Spelman College Fact Book* published by the Office of Institutional Research Assessment and Planning, Rockefeller Hall, 350 Spelman Lane, Atlanta, GA, 30314, phone (404) 270-5675. www.spelman.edu/academics/spelman-mile/spelman-ranks-high-for-graduation-rates.

PLACEMENT INFORMATION

Information on placement of and types of employment obtained by graduates of Spelman college's degree programs is located in the Spelman College *Fact Book* at <http://www.spelman.edu/about-us/student-achievement>. This also includes information about the top ten graduate and professional schools the graduating class plans to attend. For information contact the Office of Institutional Research Assessment and Planning, Rockefeller Hall, 350 Spelman Lane, Atlanta, GA, 30314, phone (404) 270-5675.

COPYRIGHT INFRINGEMENT

The Office of Institutional Research oversees the policies and sanctions related to copyright infringement and liabilities students may face for unauthorized distribution of copyrighted materials. The Information Security Officer is the designated agent to receive notifications of alleged copyright infringement at Spelman college. For information contact the Office of Institutional Research, 350 Spelman Lane, Atlanta, GA, 30314; phone (404) 270-5675.

MIT-Media Information Technology

To report any information on breaches or other security incidents at Spelman College contact the Media Information Technology Department (MIT) Help Desk at (404) 270-5400; or at <http://www.spelman.edu/about-us/administration/media-and-information-technology>. Under the Digital Millennium Copyright Act (DMCA), the College reserves the right to terminate computing services of users who repeatedly infringe upon the rights of copyright owners. To access the policies, a copy of the DMCA, FAQs, and the student guide to downloading music and movies at the College contact the MIT Help Desk at (404) 270-5400. Information about copyright infringement is available through the Office of Media Information Technology, Spelman College 350 Spelman Lane, Atlanta, and GA 30314; phone (404) 270-5400 at <http://www.spelman.edu/about-us/administration/media-and-information-technology>

VACCINATIONS

Immunization requirements for students entering the College are listed on the College Health Service website at <https://www.spelman.edu/student-life/health-and-wellness/health-services>. A copy of the mandatory Certificate of Immunization and Tuberculosis (TB) Screening Form may be printed from this site. It must be completed, signed by the student's physician or healthcare provider and returned to the Student Health Center before registering for classes. More information is available at the web site listed above or by contacting The Student Health Service Center, 350 Spelman Lane, Atlanta, GA 30314; phone (404) 270-5250.

INSTITUTIONAL DRUG AND ALCOHOL POLICY

The College of Georgia Policy on Alcohol and Other Drugs is located in the Office of Human Resources. The College's student conduct regulations prohibit the unlawful possession, use, or distribution of alcohol and other drugs by students and student organizations. Other alcohol-related misconduct is also prohibited. The College also does not tolerate employee misconduct related to alcohol or other drug abuse. Sanctions are detailed for students and staff who violate this policy. Office of Human Resources, 350 Spelman Lane, Atlanta, GA 30314; Phone (404) 270-5193.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Effective communication is one of the major challenges in emergency management. The College has a comprehensive emergency notification system including outdoor sirens, radio alerts, the "SpelmanAlert" emergency notification system, telephone trees, crawler messages on TVs subscribed to College Cablevision, loud speakers on Spelman police vehicles, and campus-wide email system. Details about these methods of communication are available through the Office of Public Safety, 350 Spelman Lane, Atlanta, GA 30314; or at http://www.spelman.edu/docs/public-safety/emergency_procedures.pdf?sfvrsn=2.

CAMPUS SAFETY AND CRIME

The primary concern of the College Police Department is the safety and security of all members of the campus community. In compliance with Federal law, the Police Department makes available campus safety and crime statistics, an updated crime statistics and fire log on its website, <http://princess.spelman.edu/crimealert.nsf/bydate>. Policies regarding the handling of any residential student who is believed to be missing can be found at <http://www.spelman.edu/student-life/public-safety/public-safety-department>. Other important information is available for current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus, policies concerning security of and access to campus facilities, programs offered to inform students and employees about crime prevention, the reporting of crimes, sexual assault, and other matters. The website contains complete on-campus crime statistics as well as crimes reported by the Spelman's Public Safety Department of off-campus locations occupied or used primarily by students, and provides the number of reports of alcohol, drug and weapons violations referred to the Spelman Student Judiciary during the most recent calendar years covered in the annual report. For more information or to request a printed copy (404) 270-5330, or <http://www.spelman.edu/student-life/health-and-wellness/sexual-assault/overview> or contact the contact Public Safety Police Department, 350 Spelman Lane, Atlanta, GA 30314.

SCHOLARSHIP SCAMS

The Federal Trade Commission (FTC) web site contains important information for students and parents about scholarship scams. The FTC cautions the use of scholarship service agencies that say:

- “The scholarship is guaranteed or your money back.”
- “You can’t get this information anywhere else.”
- “I just need your credit card or bank account number to hold this scholarship.”
- “We’ll do all the work.”
- “The scholarship will cost some money.”
- “You’ve been selected by a ‘national foundation’ to receive a scholarship” or “You’re a finalist” in a contest you never entered.

If you believe you have been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1(877) 382-4357 or see www.ftc.gov/bcp/edu/microsites/scholarship/index.shtml.

Spelman College *GUIDE TO STUDENT CONSUMER INFORMATION* is produced by the **Office of Financial Aid**.

350 Spelman Lane, SW, Box 771, Packard Hall, Atlanta, GA 30314-4399
Phone: (404) 270-5222; Fax: (404) 270-5220

Contact Persons: Lenora Jackson, Director, or Stella Beckham, Administrative Assistant, Office of Financial Aid

Availability: Monday – Friday from 9:00 AM to 5:00 PM Email: lenoraj@spelman.edu or sbeckham@spelman.edu

Website: www.spelman.edu/admissions/financial-aid/overview