



Student Services Information 2020-2021

This packet contains information that students are required to file with the Office of Student Life each year, as well as information that the College is required to distribute to its students.

On the following pages, you will find forms, policies, and waivers that relate to the following:

- Emergency Contact System (page 1)
- Missing Student Notification (page 1)
- Health Insurance (page 2)
- Vehicle Registration (page 3)
- Student Activities (pages 4 and 5)
- FERPA and Release of Information (page 6)

Here are things we suggest doing before you start your paperwork:

- Find your insurance card or other health insurance information.
- Write down the make, model, and license plate number of your vehicle if you plan to bring it to campus.
- If you're under 19, you'll also need to have a parent or guardian available to sign your health insurance and student activities waivers.

We've tried to anticipate your questions. Here are a few things that might be confusing:

- On the Emergency Contact Form, we've asked for your residence hall, room number, and cell phone number. If you haven't been assigned a room yet, you can leave those items blank.
- All students need to complete Part One of the Vehicle Information Form even if they will not be bringing a vehicle to campus.
- Students are only required to complete one Student Activities waiver. Complete the waiver on page 4 if you will be under 19 on August 1, 2020. Otherwise, complete the waiver on page 5.

All the forms can be completed from your computer and emailed back to us. It is not necessary to print the forms. After you've entered all of your information, save this document to your computer, then email it as an attachment to ctindale1@judson.edu. Please put your name in the subject line of the email.

Filling out and returning all of your forms as soon as possible will help ensure a smooth move-in experience for you this fall. If you have any questions, please feel free to contact a member of the Student Services staff at 334-683-5171.

**JUDSON COLLEGE EMERGENCY CONTACT FORM
AND MISSING STUDENT NOTIFICATION POLICY
2020-2021**

Emergency Notification System: In the event of an emergency that requires *immediate notification*, the College will be able to send one message to all students, faculty and staff for their safety. You may list up to 6 telephone numbers, 2 email addresses and one number for a text message that will allow every possible means of reaching you.

A Resident Student should include her residence hall room number, a cell phone number if applicable, a work telephone number if applicable, her Judson College email address and any other email address that is checked frequently. If you have a number that can receive a text message, please include that as well. We are not asking for a home number unless you do not have a cell phone.

A Commuter Student should include her home number, a cell phone number if applicable, a work number if applicable, her Judson email address, any other email address that is checked frequently, and a number that can receive a text message, if applicable.

Please update your information with the Office of Student Life as needed!

Student's Name: _____ Birthday (MM/DD/YY): _____

Home Address: _____
Street City State Zip

Commuter? _____ Resident student? _____ If resident, residence Hall, room number: _____

Cell Phone Number: _____ Text Message Number: _____

Judson Email Address: _____ Other Email Address: _____

Work Telephone: _____ Other Telephone: _____

Missing Student Notification Policy and Procedure: In compliance with the Missing Student Notification Policy and Procedures Requirement (Section 488 of the Higher Education Opportunity Act of 2008), Judson College establishes this policy and procedure as a framework aimed at locating and assisting students who are reported missing.

All Judson College students will be required to complete an Emergency Contact Form at the beginning of each school year. The form will include an individual to be contacted by the College not later than 24 hours after the time that the student is determined missing in accordance with this policy and procedures. Each student is required to register confidential contact information in the event that she is determined to be missing for a period of more than 24 hours. The Vice President of Student Life may excuse a student from this requirement for good cause shown.

All students are encouraged to inform their roommates and/or close friends of their plans to leave campus, including places to be visited, companion names, and estimated time of return. Students may also wish to notify a member of the Residence Life staff.

Judson College is **required** to notify a custodial parent or guardian of any student who is under 18 years of age, and not an emancipated individual, not later than 24 hours after the time that the student is determined to be missing in accordance with these procedures. Judson College is required, if a determination is made that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, to initiate the emergency contact procedures in accordance with the student's designation. Additionally, Judson College will notify the Marion Police Department (911 or 334-683-9071) not later than 24 hours after the time that a student is determined missing in accordance with these procedures.

As soon as a student is reported missing, all reasonable efforts will be made to locate the student and to determine her state of health and well-being. These efforts will be collaborative between the Vice President of Student Life, the Residence Life Staff, Campus Security, the missing student's family and friends, and other offices on campus as needed. By completing this form, you certify that all information is complete and correct.

Person to Notify: _____ Relationship: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____ Email Address: _____

Home Address if different from above: _____
Street City State Zip

Alternate Person to Notify: _____ Relationship: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____ Email Address: _____

Home Address if different from above: _____
Street City State Zip

Judson College Health Insurance Waiver Form 2020-2021

All students must have proof of health insurance before checking into their room and/or attending classes. Students who do not have health insurance will be required to purchase a health insurance plan. Student-athletes must have insurance that covers intercollegiate athletics.

Student's Name: _____

Name of Insured: _____

Relationship to Student: _____

Insurance Company Name: _____

Policy Number: _____ Group Number: _____

Address of Company: _____

Date of Expiration: _____

Policyholder Information:

Birth date: _____

Employer (Group Name): _____

Address: _____

Phone Number: _____

Policy Code: _____

I have major medical insurance coverage through my own or my family's membership in the group or private policy listed above. I fully understand that I am legally responsible for any medical expenses incurred during my enrollment at the College. I also understand that should I lose my health insurance protection, I will immediately make arrangements to enroll in another major medical insurance plan and will notify the Office of Student Life of the change of coverage.

Student's signature

Date

Parent or guardian's signature (if student is under 19)

Date

Judson College Vehicle Registration Form

FOR OFFICE USE ONLY
Decal assigned:

Part One: Student/Employee Information

Please fill out Part 1 of this form even if you will not have a vehicle on campus.

Name: _____

Campus mailbox number: _____

Do you have a vehicle that will be on campus? Yes No

Do you live on campus? If so, please list your residence hall and room number.

Part Two: Vehicle Information

Please fill out Part 2 of this form only if you will have a vehicle on campus.

Make: _____

Model: _____

Year: _____

License plate number: _____

License plate state: _____

Circle the color that best describes your vehicle:

White

Gray/silver

Blue

Black

Gold/yellow

Green

Brown/beige

Red/orange

Purple

Campus Vehicle Policies

1. All vehicles must be registered through the Office of Student Life and issued parking decals.
2. **Parking decals should be placed on the driver's side of the rear windshield.**
3. Vehicles are the responsibility of the individual. The college is not liable for accidents or violations that involve the driver or the vehicle.
4. Vehicles should only be parked in marked parking spaces. Certain spaces are marked "reserved" and are not allowed for student parking.
5. Drivers on campus should observe the posted speed limits and be aware of speed bumps.
6. Vehicles should not be parked on grass or in places for emergency or service vehicles.
7. Vehicles should park within the lines for designated spaces and not block other vehicles.
8. **Fines are issued for violations of campus policy. The first offense is \$10.00; the second offense is \$15.00; the third offense is \$25.00; and on the fourth offense, the student's right to maintain and operate a vehicle on campus is in jeopardy.**
9. Unsafe or reckless operation of vehicles or behavior involving vehicles that represents a danger to the driver or to others will be considered grounds for more serious consequences.
10. All students are expected to comply with all local and state statutes for vehicle operation.
11. The college reserves the right to deny any person the privilege of having or operating a vehicle on campus.
12. For safety, students should not leave valuables visible in vehicles, and should always lock them.

My signature confirms that I have read and agree to comply with campus vehicle policies.

Signature: _____

Date: _____

**Judson College Student Activities
2020-2021**

**Assumption of the Risk, Release, Indemnity and Hold Harmless Agreement
for students who are not 19 years old or older as of August 1, 2020**

READ CAREFULLY BEFORE SIGNING

IN CONSIDERATION of my child's participation in Student Activities at Judson College (including, but not limited to, Marion Matters, Hockey Day, Parents' Day, intramural sports and many other student activities), in the 2020-2021 session, I as parent and/or legal guardian of the minor child, (collectively, the "Releasers"), for said minor, myself, my spouse, legal representatives, executors, administrators, heirs and assigns, hereby **assume the risk** of injury, **release, waive and discharge** Judson College, its trustees, officers, employees and agents (the "Releasee(s)"), from all liability from any and all claims, demands, damages, rights of action, present or future, on account of injury to person or property, even injury resulting in death, whether caused by the negligence of Releasee(s) or otherwise, arising out of or in connection with my child's participation in Judson College Student Activities.

I agree to **indemnify and hold harmless** Releasee(s) from any and all loss, liability, damage or costs they may incur due to my child's participation in Judson College Student Activities whether caused by the negligence of Releasee(s) or otherwise.

I hereby **assume full responsibility** for the risks, foreseen or unforeseen of bodily injury, death or property damage due to the negligence of Releasee(s) or otherwise while my child is participating in Judson College Student Activities.

I further state that I and my child are physically fit and of sound mind; that I understand the terms stated herein; that I have signed this document as my own free will and act; and that I have fully informed myself of the contents of this release by reading it and **consulting the advisors of my choice** before I signed it.

This Agreement shall be governed by, construed and enforced in accordance with, and subject to, the laws of the State of Alabama.

Student's Name

Student's Signature

Date

Parent or Guardian's Name

Parent or Guardian's Signature

Date

**Judson College Student Activities Release
2020-2021**

**Assumption of the Risk, Release, Indemnity and Hold Harmless Agreement
for students who are 19 years old or older as of August 1, 2020**

READ CAREFULLY BEFORE SIGNING

In consideration of my participation in Student Activities at Judson College (including, but not limited to, Marion Matters, Hockey Day, Parents' Day, intramural sports, and many other student activities), in the 2020-2021 session, I, being 19 years old or older, hereby **assume the risk** of injury, **release, waive and discharge** Judson College, its trustees, officers, employees and agents (the "Releasee(s)"), from all liability from any and all claims, demands, damages, rights of action, present or future, on account of injury to person or property, even injury resulting in death, whether caused by the negligence of Releasee(s) or otherwise, arising out of or in connection with my participation in the aforementioned activity.

I further agree to **indemnify and hold harmless** Releasee(s) from any and all loss, liability, damage or costs they may incur due to my participation in Student Activities at Judson College in the 2019-2020 session whether caused by the negligence of Releasee(s) or otherwise.

I hereby **assume full responsibility** for the risks, foreseen or unforeseen of bodily injury, death or property damage due to the negligence of Releasee(s) or otherwise while participating in Student Activities at Judson College.

I further state that I am 19 years old or older, that I am physically fit and of sound mind; that I **understand the terms stated herein**; that I have signed this document as **my own free will and act**; and that **I fully informed myself of the contents** of this document by reading it and **consulting the advisors of my choice** before I signed it.

This Agreement shall be governed by, construed and enforced in accordance with, and subject to, the laws of the State of Alabama.

Student's Name

Student's Signature

Date



RELEASE OF INFORMATION FORM

Judson College complies with all provisions of the Family Educational Rights & Privacy Act of 1974 dealing with the release of educational records. Except as otherwise provided by law, no information, except directory information, contained in any student's records is released to persons outside the college or unauthorized persons on the campus without the written consent of the student. It is the responsibility of the student to provide the Office of the Registrar and other College offices, as appropriate, with the necessary specific authorization and consent.

The four offices that receive the most requests for student information are the Academic Affairs Office, the Business Office, the Financial Aid Office, and the Office of Student Life. In an attempt to handle requests for grades, account balances and/or financial aid information, etc., we are requesting that the student complete this form. This release will allow these offices to discuss this information with any designated person(s) without a delay.

The College considers every traditionally-aged student as a dependent of her parents or guardians, as defined in Section 152 of the Internal Revenue Code, until the student specifically informs the College that she is not a dependent.

- Please check here if you are **NOT** claimed by a parent or guardian as a dependent for federal income tax purposes, and you do not consent to the disclosure of any personally identifiable information from my education records to your parents or guardians.
- Please check here if you do not consent to the release of your information to any party.
- Please check here if you wish to give permission for the indicated offices to release any information regarding your status to the individuals listed below.

NAME	RELATIONSHIP TO STUDENT	ACADEMIC AFFAIRS		BUSINESS OFFICE		FINANCIAL AID		STUDENT LIFE/ ATHLETICS	
		YES	NO	YES	NO	YES	NO	YES	NO
1.		YES	NO	YES	NO	YES	NO	YES	NO
2.		YES	NO	YES	NO	YES	NO	YES	NO
3.		YES	NO	YES	NO	YES	NO	YES	NO

Signature

Date

Printed Name

Please note that your signature on this form is not mandatory for admission, financial aid, athletics, or any other purpose. You may give permission in writing for release of this information at any time, or you may change your mind in writing at any time in the Registrar's Office.