CSIS STUDENT HANDBOOK

Success at The Citadel is about building relationships!
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I. INTRODUCTION TO THE COLLEGE SUCCESS INSTITUTE

A. Overview and Mission

The Citadel Success Institute (CSI) is a summer transition program for incoming Citadel freshmen. Since its inception in 1997, the mission of CSI has been to help incoming students make a successful transition from their current school to The Citadel. CSI seeks to provide a quality, comprehensive transition program that addresses the needs of incoming students and prepares them for the Citadel’s unique college experience. To this end, CSI provides preparation, information, and learning opportunities in the areas of academics, physical fitness, and Citadel life.

B. Target Audience

CSI students represent a diverse group with varied reasons for attending the program. Any incoming Citadel student planning to matriculate in August may attend CSI. All students must be academically accepted and medically cleared by The Citadel to attend CSI.

C. Student Classification

CSI students are civilian, summer school students participating in a specialized training program with separate requirements and expectations that differ significantly from the requirements and expectations of The Citadel’s Corps of Cadets. CSI students are not considered “knobs” or “pre-knobs” while participating in CSI. As such, they will not be referred to in those terms. The fourth-class system will NOT be observed at any time during CSI.

D. Results

CSI has a positive effect on the first-year attrition rate. Students who participate in CSI complete their first year at The Citadel at a higher rate than their classmates who do not attend CSI. In addition, students who attend CSI often describe lower levels of anxiety associated with beginning their freshman year and a higher degree of confidence in their ability to successfully adjust to life at The Citadel. Forming relationships with fellow classmates and Citadel faculty/staff and learning the campus are often cited by former CSI students as additional benefits of attending the program.

II. CURRICULUM AND ACTIVITIES

A. Curriculum

The CSI curriculum is composed of four interconnected components: Academics, Physical Fitness, Citadel Life Orientation, and Special Programs. Each component provides CSI students with essential skills and information that will prepare them for knob year. The integrated curriculum provides learned skills in each area that can be applied across the domains in order to maximize learning opportunities.

B. Academics

- Students take three courses during CSI for a total of 4-credit hours.
  1) Academic “Core Course” (3-4-credit hours)
2) LDRS 101: Freshman Orientation (1-credit hour)
3) RPED 110: Required Physical Education (0 credit hours)

- Students can select a “Core Course” from the following list:
  1) ENGL 101/102 (Composition & Literature I & II)  3-credit hours/each
  2) HIST 103 (History of Western Civilization)  3-credit hours
  3) MATH 104 (Elementary Mathematical Modeling)  3-credit hours
  4) MATH 119 for STEM Majors Only (College Algebra & Trigonometry)  4-credit hours
  5) PSCI 102 (American National Government)  3-credit hours
  6) PSYC 201 (General Psychology)  3-credit hours
  7) BADM 201 (Macroeconomics)  3-credit hours
  8) COMM 205 (Public Speaking)  3-credit hours
  9) CRMJ 201 (Intro. to Criminal Justice)  3-credit hours

- These graded courses will appear on the student’s transcript.
- Although courses taken during CSI do not count toward the number of hours required for academic advancement during the upcoming school year, these hours do count in the total number of hours required for graduation and are included in the calculations of cumulative GPA.
- For a detailed description of the courses offered, please refer to the course descriptions on the Academics page on the CSI website, http://www.citadel.edu/root/csi-academics.

C. Physical Readiness
- All students MUST be medically cleared by June 29, 2018 to attend CSI. No Exceptions.
- Physical fitness is a very important aspect of life at The Citadel. Lack of preparation for long days of marching, running, and working out is one of the leading factors that cause freshmen to withdraw from The Citadel.
- The goal of the CSI physical readiness curriculum is to help students improve their level of physical fitness and to work toward meeting or exceeding the Citadel’s minimum standards for physical fitness (see below).
- To work toward these goals, students take a required physical education (RPED) course during CSI that meets four days per week for 1.5-2 hours and provides the opportunity for students to improve their physical fitness level and become better prepared for the Citadel’s rigorous physical requirements. Several hours of physical exercise outside of class are also required as part of the homework for this class.
- Students also track their physical fitness progress with a weekly Physical Fitness Test (PFT).

Please see the CPFT 2018 Score Chart below that explains Push-Ups, Crunches, as well as the 1.5-mile run for students in the following age groups:
• Push-Ups: Male and Female ages 17-21 and 22-26
• Crunches: Male and Female ages 17-20 and 21-25

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<tr>
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<th>Push-ups</th>
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D. Citadel

Life Orientation (CLO)
• CLO introduces students to college life at The Citadel.
• CLO takes place in a non-military atmosphere with an emphasis on reinforcement of knowledge and skills to help students adjust to life at The Citadel.
• CLO topics may include a campus tour, campus resources, Q&A sessions, introduction to knob knowledge, barracks life, military branches, and the Charleston community. Learning these skills and information during CSI helps reduce stress during the early weeks of the school year.

E. Special Programs
• The students will attend special-topic presentations from around campus that will introduce students to the Citadel culture, academic resources, and career planning and advising.
• All students attend all special presentations.

F. Academic Support Center
The Citadel Academic Support Center (ASC) provides support to Citadel students through the following programs:
• Academic Coaching Program
• Math Lab
• Services for Students with Disabilities**
• Subject-Area Tutoring Program
• Supplemental Instruction Program
• Writing Lab
The staff consists of professional tutors, graduate assistants, undergraduate students, and full-time personnel who provide tutoring as well as other assistance during CSI.

Students may set up an appointment by emailing the ASC at asccenter@citadel.edu, calling (843)-953-5305, or stopping by 117 Thompson Hall.

For further information about the ASC and its programs, please visit their website at www.citadel.edu/asc.

** Students with disabilities should make an appointment with Dr. Jane Warner to discuss services and appropriate accommodations. Students are encouraged to provide Dr. Warner with documentation of their disability upon admission to The Citadel. Dr. Warner’s contact information: (843) 953-6877 or jane.warner@citadel.edu.

G. Daily Schedule

- **Morning**
  All students will report for PT at 5:30 A.M. and will conclude PT at 6:45 A.M. Students will shower at 7:30 A.M. and must be dressed, groomed, and fully prepared to go to breakfast at 8:00 A.M. The academic day begins at 8:30 A.M. (8:15 A.M. for MATH 119). Students are in class from 8:15 A.M. to 12:30 P.M., with a mid-morning break for on-campus errands and snacks.

- **Afternoon**
  Lunch is from 12:00–1:00 P.M. The students’ afternoon schedule consists of approximately 30 minutes of free time followed by small-group discussions on numerous topics; for example, advising, choosing the correct major course of study, selecting the correct career, learning more about themselves, as well as reviewing the day’s work with supplemental instructors. CLO classes will also be in the afternoons.

- **Evening**
  Students eat supper at 5:30 P.M., after which students have approximately 1 hour for personal hygiene and free time. Evening Study Period takes place from 7:00 to 10:00 P.M., when all students must study, complete homework, and/or participate in tutoring or study groups. Bed checks take place at 10:00 P.M. After bed checks, students do not leave their rooms except in cases of illness or emergency. Between bed checks at 10:00 P.M. and lights out at 11:00 P.M., students may enjoy in-room free time, study time, or time to sleep.

- **Friday**
  The schedule differs slightly on Fridays. Students participate in a weekly Physical Fitness Test on Friday mornings before breakfast. The academic schedule remains the same until lunch. After lunch, students are given time to prepare for their weekly personal and room inspection, safety briefing, and knob knowledge test. After these activities, students have free time until movie night that begins at 5:30 P.M. at which time they eat pizza and other assorted foods for supper.
• **Weekend**

On Saturday, students eat breakfast at 8:00 A.M. and have free time until classes begin at 9:00 A.M. Students eat lunch from 12:00 P.M. – 12:30 P.M. and return to their rooms to prepare for weekend excursions, which include visiting historical attractions, community service, and exhilarating team activities. Students return to campus for supper and have free time until 10:00 P.M. bed checks.

On Sunday, students can pursue recreational activities at The Citadel and in the Charleston area. The Citadel has tennis courts, an outdoor running track and a gym, which have limited summer hours. Hampton Park has outdoor fields and jogging trails.

### III. POLICIES AND PROCEDURES

#### A. Attendance

Attendance is required at all classes, Citadel Life Orientation sessions, meals, study periods, meetings, weekend excursions, and special presentations unless otherwise specified. Students who are tardy or absent for any required event will lose points in accordance with the accountability system and may be subject to further disciplinary action.

#### B. Banking: South Carolina Federal Credit Union

- The on-campus banking option is South Carolina Federal.
- A 24-hour SC Federal ATM machine is located in Mark Clark Hall.
- A SC Federal branch is located downtown, approximately 10 minutes from campus; however, please keep in mind that students do not leave campus during the week, so access to the bank branch will be limited to Friday afternoons.

#### C. Communication

- **Mail**

  1) Each CSI student has a Citadel post office box, which serves as the student’s mailing address during CSI and thereafter.

  2) Students learn their mailbox assignment and receive their mailbox keys during the first week of CSI.

  3) Any student who loses his/her mailbox key will be charged $10 for a replacement key. Students are not able to access their mail without a mailbox key.

- **Telephones**

  We do not have landlines in the rooms; therefore, students use their cell phones for communication.

- **Cell Phones**

  1) Students can bring their cell phones to CSI; however, strict rules concerning the use of cell phones are enforced.
2) Students only use their phones during their designated “free-time” in the barracks.

3) CSI students can take their cell phones to class, but they must be on vibrate or silent and kept in their bags during class.

4) Violation of the Cell Phone Policy will result in one infraction and the student’s phone being taken by staff for a specified period of time.

- **Computer Access**
  1) The Citadel provides access to networked computers in numerous computer labs on campus, including several labs in the library and barracks. More information concerning computing at The Citadel can be found by clicking on the following link: [http://www.citadel.edu/computing/](http://www.citadel.edu/computing/).
  2) CSI students are encouraged to bring a personal computer/laptop to CSI for class work and personal use in their room. Neither the CSI program nor The Citadel are liable for loss of or damage to any student’s computer. Please review the Citadel’s recommendations concerning which computer to bring: [http://www.citadel.edu/root/computer-recommendations](http://www.citadel.edu/root/computer-recommendations)
  3) All students attend a briefing that introduces them to the computer environment at The Citadel.

- **E-mail**
  1) Each CSI student is assigned a Citadel E-mail address, which they will use while attending The Citadel for four years.
  2) CSI students are required to check their Citadel E-mail account daily because email is the main source of information and announcements.
  3) E-mail is a successful way for family and friends to keep in touch with CSI students. Due to their busy schedules, phone calls are difficult for students, but they can respond to E-mails during their free time.

D. **Dating and Socializing**

- **The Citadel has a “No-Dating Policy”, which includes Citadel cadets as well as summer school students, CSI staff members, and/or any other Citadel students. Students cannot date or attempt to date students in the CSI summer program. Likewise, CSI students cannot date or attempt to date Citadel cadets.**
  1) **Students cannot have any unsupervised interaction among Citadel cadets and CSI students at any time during the CSI program.**
  2) When a CSI student and a Citadel cadet are related, CSI staff will handle this situation on a case-by-case basis. However, in general the “no interaction” policy is in effect on campus regardless of any pre-existing relationship between students.

- **Socialization within the CSI Program**
  1) We encourage CSI students to socialize and form friendships with their CSI classmates.
  2) All students need to remember that the primary goal of attending CSI is to
prepare for knob year academically, physically, as well as mentally. Personal relationships among students should promote this goal, rather than impede it.

E. Confidentiality

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), the CSI program provides for the confidentiality of student records information. In accordance with FERPA, information about individual CSI students will only be shared with those members of the Citadel community who are acting in the student’s educational interest. In order to release any information about a CSI student to an individual outside the Citadel community, the CSI program requires a signed confidentiality waiver indicating the specific individuals to whom information may be released. For more detailed information on the provisions of FERPA, please consult the Citadel’s website.

F. Purchasing Items on Campus

- If CSI students forget to bring an item or run out of something during the week, they may make purchases at the Cadet Store or Bookstore on campus.
- Access to the Cadet Store and Bookstore will be available during the students’ free time in the morning between classes, in the afternoon during their free time, and/or between classes.

G. Purchasing Items off Campus

- Trips to off-campus stores will be limited to the weekends, as CSI students may not leave campus during the week.
- A Wal-Mart and other shopping facilities are located approximately 20 minutes from campus. CSI staff members will gladly provide directions or help students arrange transportation to any local facilities.

H. Delivering Items to Students

- Family members or friends who need to drop an item off for their CSI student can contact the CSI Director or Assistant Director to make arrangements.
- No student is allowed to leave a mandatory activity to pick up a delivery.
- Deliveries can also be mailed to the student’s Citadel address.
- Items may not be delivered directly to the barracks. The Citadel is not responsible for missing items.

I. Housing Assignments

1) All CSI students will live in the barracks.

2) Each CSI student will be living with one roommate in a double room or two roommates in a triple room. The staff tries to match roommates by their major course of study.

3) Students will receive a room key upon arrival and must turn it in when checking out on the last day of CSI. If students lose their key, there will be a $100.00 fee to replace the key.
J. Housing Regulations and Supervision

1) CSI staff will live in rooms adjacent to CSI students and will provide supervision.

2) The barracks are under the authority of The Citadel Commandant’s Department. CSI students are subject to all the rules and regulations set forth by this department for individuals residing in the barracks.

K. Co-Ed Housing Policy

1) Gender segregation must be observed in the barracks. No student will share a room with an opposite gender student, and male and female restroom facilities will be separate and clearly marked.

2) Male and female students are allowed in each other’s barracks rooms, but the door must be open whenever students of the opposite gender are in a room together.

3) Opposite gender students and staff are required to knock and wait for an “all clear” signal before entering any barracks room.

L. Laundry

1) Access to laundry facilities is available during the week, but because of time constraints, students may find more time on the weekends for laundry. Students must bring enough clothing to last them at least one week.

2) Students should plan to do laundry on campus at the coin laundry machines and will need to bring laundry detergent and cash (or coins). If for some reason, students are unable to use the coin laundry on campus, there is a local laundromat available within walking distance of campus.

3) Students should be prepared to deal with a lot of sweaty/damp clothing that will result from the physical activity that occurs during CSI. Students are advised to bring plenty of extra clothing items (especially socks, underwear, t-shirts, etc.) in order to avoid re-wearing dirty clothes.

M. Available Medical Services

The services of the Citadel Infirmary and Counseling Center will be available to CSI students. The Citadel Infirmary will be open 24/7, but emergencies will be sent to Roper Hospital in Charleston unless otherwise requested. For further information, please see the following contact information:

- Infirmary 843-953-6847  http://www.citadel.edu/infirmary
- Counseling Center 843-953-6799  http://www.citadel.edu/counseling
- Roper Hospital 843-724-2000

N. Medication Policy

1) Students who take prescription medications are required to store their medication in its original container with the label intact.

2) Students who bring over-the-counter medications to CSI are also required to store the medication in its original container with the label intact.
3) All medications must be stored and locked in the student’s lockbox when they are not in use.

4) The students bear the responsibility of managing their own medications. Neither the Infirmary nor the CSI staff are responsible for administering daily medications.

5) Students who have medical conditions that may require emergency administration of medication (e.g., asthma, allergies to bee stings, etc.) must ensure that they have the appropriate medication in their possession and must provide all relevant emergency information on their Emergency Contact Card, which will be completed at orientation.

O. Storage Facility and Policies

1) The Citadel has an on-campus storage facility that CSI students may use at no charge to store belongings between the end of CSI and Matriculation Day.

2) Each student may store up to two (2) standard boxes, one (1) footlocker, and one suitcase. Standard size boxes are 24”x17”x22” and are available for purchase in the Cadet Store.

3) Bicycles, refrigerators, and surfboards cannot be stored. Fans, stereos, computers, and laundry bags can only be stored if they are packed inside a standard box.

4) All boxes must be taped shut, and suitcases and footlockers must be closed and secured. All stored items must be clearly labeled with the student’s name.

5) Please note that all stored items must be dropped off and picked up Monday–Thursday between 8:00 A.M- 6:00 P.M.

6) CSI staff will not be responsible for storing boxes for CSI students, and students may not leave any items in the barracks after check-out.

P. Transportation

- Motor Vehicles

1) CSI students are allowed to drive vehicles to campus during CSI if it is their only mode of transportation, but they must surrender their keys until dismissal at the program’s end. Those students will be required to register the vehicle with Public Safety and pay the parking fee. Cars may not be moved until check out.

- Public Transportation

1) The Charleston Area Regional Transportation Authority (CARTA) provides bus service throughout the greater Charleston area. There is a CARTA bus stop directly outside The Citadel’s main gate. For more information, please go to http://www.ridecarta.com, or call 843-724-7420.

2) Several taxi companies serve the Charleston area, and our staff can provide contact information for these companies upon request.
Q. Valuables

1) Although honor is sacred to cadets, CSI students are cautioned there may be people in the barracks during the summer who do not hold honor and integrity in the same esteem. CSI students are encouraged to practice common sense with regard to protecting their property and should lock their door when they are in class or away from their room.

2) We strongly recommend that students not bring unnecessary valuables with them to CSI. Neither The Citadel nor CSI are liable for any lost, stolen, or damaged property. Students who do bring any valuable items are strongly encouraged to secure them within the lock box The Citadel provides, using the combination lock they are required to bring. As an additional safety measure, we suggest that students use bank cards or checks instead of cash whenever practical.

R. Visitation

1) Per The Citadel’s Summer School Regulations, “The barracks are off-limits except to boarding students and to those who are authorized by the Commandant of Cadets or other proper authority.” Valid Citadel identification will be required to enter the barracks.

2) Family and friends of Citadel students are welcome to visit campus during the weekend, but will not be allowed into the barracks.

3) The only exceptions to this policy are the first and last days of CSI. Family and friends of CSI students will be allowed to enter the barracks to help the students move in and out.

IV. RULES AND REGULATIONS

A. Purpose of the Accountability System

- The purpose of the Accountability System is to provide a consistent and quantifiable method for managing the behavior of CSI students and to help transition students into The Citadel’s system of rules and consequences.

- Under this system, each student’s actions will result in his/her earning an infraction, which is recorded. When a student reaches 5 infractions, he/she will be asked to leave the program with no refund.

1. Accountability at The Citadel

a) The accountability system is a separate entity from the Citadel’s system of merits and demerits. Rewards and/or consequences earned under the CSI accountability system do not carry over into the school year.

b) However, the accountability system does not supersede the Citadel’s authority, and students who commit infractions of Citadel summer school or barracks rules may be held accountable by the Commandant’s Department during the summer or during the school year.
2. **Exceptions to the Accountability System**

Although most student behaviors will be governed by the accountability system, some violations will supersede this system. Any student who commits any of the following violations will be considered for immediate expulsion with no refund of any fees:

a) Possession and/or consumption of alcohol on-campus
b) Possession and/or use of any illegal substances (i.e., drugs) or paraphernalia on-campus
c) Intoxication or being under the influence of any illegal substance on-campus
d) Absent without leave (AWOL) at any time during the week without permission
e) A threat to harm any student, staff member, or other individual; and/or possession of or use of any weapon or item that may reasonably be construed as a weapon
f) An attempt to haze or otherwise implement any vestiges of a fourth-class system within the CSI program
g) Intentional or excessive damage to Citadel property, or the property of other CSI students or staff members
h) Theft or unauthorized “borrowing” of Citadel property or the property of other CSI students or staff members

3. **Behaviors Governed by the Accountability System**

Full details on the accountability system will be provided to all CSI students on the first day. Students will be briefed on the system and will have the opportunity to ask questions. The following are some of the behaviors that will be subject to the rules of the system:

- Dress and appearance
- Respect and etiquette
- Inspections
- CSI rules and regulations
- Citadel summer school and barracks rules and regulations

4. **Privileges and Consequences**

a) Specific information on the possible privileges and consequences to be earned during CSI will be provided to all CSI students on the first day during orientation.

b) **Please note: Physical exercise is NOT an approved consequence within the accountability system and will NOT be used as a punishment.**

c) Consequences will be administered only during a student’s free time, **not** during study time, classes, or other mandatory activities. Most consequences will be served on Sunday afternoons, between 4:00pm-6:00pm. Students who have earned excessive consequences may be required to serve some of their time during free time on weekdays.
Students who repeatedly break rules will be required to meet with the CSI Director, CSI Assistant Director, and/or the Associate Provost of the college to assess their suitability to continue attending CSI. In general, “excessive” will be defined as a student who has broken the rules more than 5 times.

B. General Rules of Conduct

1. Purpose of Rules and Regulations

The purpose of holding CSI students to such detailed and stringent rules of conduct stems directly from the program’s mission statement. Since CSI’s purpose is to prepare students for a successful transition to The Citadel’s unique environment, the program must include experiences that bridge the gap between home life and Citadel life. The Fourth-Class System is a demanding and difficult experience, which requires strict obedience to rules that may, at times, seem arbitrary. To prepare students for that experience, CSI provides a strict set of guidelines to help students adjust to following specific rules, living within a highly structured environment, and paying attention to details. The CSI experience does not attempt to re-create the knob year experience; rather, CSI aims to create a stepping stone between being a high school student and a Citadel cadet.

2. A Note about the Guidelines

The following guidelines are intended to provide incoming CSI students with a general idea of the behavioral expectations during CSI. This document is not an exhaustive list of all the standards that CSI students must adhere to. Additional instructions will be provided to all students throughout CSI. Students are expected to follow all guidelines provided, regardless of the format in which they are presented. Once an expectation has been provided, students will be held accountable for following it; ignorance of announced rules will not be accepted as an excuse for noncompliance.

3. Summer School and Barracks Rules

Students are:

a) Expected to follow all rules and regulations of The Citadel, the Summer School, and the barracks, in addition to the rules and regulations of the CSI program.

b) Provided with a copy of the Summer School and Barracks Rules and Regulations within 24 hours of arriving at CSI and will be briefed on these expectations by a representative of the Commandant’s department.

c) Reminded that they are expected to follow all federal, state, and local laws, and may be immediately dismissed from the CSI program with no refund of fees if they violate any laws.

4. Honor System

Students are:
a) Expected to abide by the informal Honor System adopted by CSI, expected to adhere to all standards of conduct at all times during CSI, and expected to hold both themselves and their fellow CSI students accountable for their behavior.

b) Expected to take personal responsibility for their actions and the actions of their fellow CSI students. Students may be held accountable for not reporting any violations that they become aware of.

c) Reminded that they have chosen to join an organization (the Corps of Cadets) that highly esteems honor and integrity. As they prepare to enter The Citadel, CSI students should always consider whether their actions are consistent with those ideals.

5. Academics and Activities

Students are:

1. Expected to participate fully in all classes and activities. This includes being prepared, turning in assignments when they are due, and participating in discussions and demonstrations.

2. Expected to demonstrate the highest degree of academic integrity. There will be zero tolerance for behaviors such as cheating, lying, or plagiarism.

3. Expected to work independently on all academic assignments unless otherwise specified. Failure to adhere to these standards will result in a grade of “zero” on any relevant assignments and further consequences as determined through the accountability system.

4. Required to attend and participate in all classes and activities. In general, students may not take leave during the week; however, they may take leave in the event of an emergency. Students or their family members must contact the CSI Director or Assistant Director to make arrangements for leave.

6. Evening Activities and Free Time

Students are:

1. Expected to sign in and sign out of the barracks for ESP according to the announced procedure. All students will be required to indicate their on-campus destination (e.g., library, computer lab) and will be held accountable for being at their stated location.

2. Expected to abide by the CSI “curfew” of 10:00 P.M. on Sunday through Thursday nights. All CSI students must be in their rooms no later than 10:00 P.M. and are expected to remain there until 6:00 A.M. the next morning, except in the case of an emergency, illness or injury. Bed checks are conducted at 10:00 P.M., and students who are not present will have broken a rule of conduct, which will be recorded on their conduct record.

3. Given approximately two hours of free time in the evenings. From 6:00 P.M. – 7:00 P.M., students have unrestricted free time, provided that they remain on campus. After lights out, from 10:00 – 11:00 P.M., students must remain in their barracks rooms but are not required to be studying. Phone calls, non-academic computer use, or other in-room activities are authorized during this time.
7. Respect and Etiquette

Students are:

1. Expected to interact with all CSI and Citadel staff members in a respectful and courteous manner at all times.
2. Expected to address all staff members by title and last name unless otherwise specified and to, respectfully, address all staff members as “sir” or “ma’am”.
3. Expected to follow conventional etiquette rules in all situations while attending CSI. These rules include, but are not limited to:
   1) Proper dress, posture, and personal hygiene
   2) Meal-time manners, “pleases and thank yous,” and polite conversation
   3) Respect for property and clean living habits
   4) Good sportsmanship
   5) Respect for diversity
   6) General courtesy and appropriate adult behavior

8. Weekends

Students are:

1. Expected to sign in and sign out according to the announced procedure on the weekends.
2. Expected to sign out before they leave, with their destination and a contact phone number.
3. Expected to sign in upon arriving back on campus. The CSI staff will notify the emergency contact of any student who leaves campus without signing out. All students must sign in to the barracks no later than 6:00 P.M. on Sundays.
4. Expected to behave in a manner that appropriately represents The Citadel and the CSI program at all times, including while off-campus on the weekend. Inappropriate off-campus behavior (depending on its severity) may be grounds for consequences within the accountability system or dismissal from CSI.
5. Expected to abide by all dress code and personal appearance standards while on campus on the weekends. Upon leaving campus, students may change clothes and/or add accessories if they wish, but must change back and remove accessories before returning to campus. Students are encouraged to remember that they are representing The Citadel even when they are off campus on the weekend and should dress accordingly.

9. Miscellaneous

Students are:

1. Expected to follow the guidelines in this packet.
2. Expected to practice being conscientious pedestrians while traveling on campus. To this end, students must move quickly and efficiently from one location to the next and must walk on the sidewalks and crosswalks, not in the street or gutter, in a
manner consistent with traffic laws. In addition, students will not cut across the parade ground in order to avoid tracking grass, dirt, and mud into campus buildings.

3. Expected to meet the following minimum standards for personal and room inspections and be prepared for unannounced inspections at any time by consistently meeting these criteria.
   - Appropriate personal hygiene and cleanliness, including daily shower, clean clothing, neat hair, and clean-shaven.
   - Adherence to dress code standards.
   - Appropriate room cleanliness and organization, including swept floor, dusted surfaces, clean sink and mirror, made bed, empty trash, clothes put away, personal effects neatly and appropriately stored or displayed, nametag on door, and clean hallway outside room.

10. The Fourth-Class System Is Not Observed During CSI
   1. The Fourth-Class System (FCS) is not observed during CSI.
   2. All activities related to the FCS will be analogous in nature, in other words, CSI students will engage in activities that are similar to, but not exactly the same as, the ones required under the FCS.
   3. CSI students are expressly forbidden to independently implement any elements of the FCS during CSI. In particular, this means that CSI students are forbidden to: brace, square corners, walk in the gutter, or wear a uniform. CSI students participating in or attempting to make other students participate in any of these activities will lose points in accordance with the accountability system and may be subject to further disciplinary action.
   4. Furthermore, hazing is not part of either the FCS or the CSI program. Hazing will not be tolerated in any form or from any source (staff, students, or anyone else). Students with any knowledge of hazing incidents are required to report the information to the CSI Director and/or Coordinator immediately.

C. Dress and Appearance

The purpose of the CSI dress code is to help students transition from the more liberal dress codes generally observed in high school to the strict requirements of the Citadel’s uniform. The CSI dress code requires students to meet specific standards of appearance without requiring specific articles of clothing. It also helps students make the transition to noticing the small details of their appearance, which will be a necessary skill during the school year. Students whose clothing does not conform to the dress code standards will lose points in accordance with the Accountability System and will be required to change clothing as appropriate to become compliant with the dress code.

1. **Uniforms**: Students do **not** wear uniforms during CSI.
2. Hair

- All students must maintain a neat hairstyle during CSI. Students will not be required to cut long hair but must keep their hair clean, brushed/combed, and off their collar.
- Students with long hair must pull it up when outside of their rooms.
- No extreme hair styles or colors will be allowed in order to prevent distractions from the learning process.
- No facial hair is allowed.

3. General Clothing Guidelines

- Students are strongly advised to wear conservative clothing that does not draw undue attention.
- The hot and humid Charleston climate makes it important to dress comfortably and avoid heavy or restrictive clothing. Keep in mind, the average daily high in July is around 90°F.
- Students may wear pants, jeans, shorts, skirts, or dresses when not participating in CSI activities. All shorts and skirts must meet the “fingertip rule” and be conservative in cut and style. (Please see the CSI website for an example of a typical outfit.)
- The CSI staff reserves the right to determine whether a student’s clothing is offensive or presents a distraction. If the staff deems the item inappropriate, the student will be required to change.

4. Socks and Shoes

- Closed-toe shoes must be worn at all times when outside the barracks room. (‘Crocs’ or similar styles with holes in the toes do not count as closed-toe shoes.)
- Sandals and flip-flops are only allowed as shower shoes or inside the barracks room.
- Shoes with laces must be tied at all times.
- Socks must be worn at all times and must be visible.
- White socks are required for all athletic activities and RPED classes.
- Ankle socks are authorized, but socks that are intended to rest higher on the leg may not be worn pushed down.
- Running or other athletic shoes must be worn for all athletic activities and RPED classes.

5. Undergarments

- Underwear is required at all times.
- Underwear may not be visible outside the clothing, either through the fabric or above the waistband.
• For females, a bra is required at all times. A sports bra is highly recommended for all physical activity.

• Bras may not be visible outside the clothing, either through the fabric or at the neckline or shoulders, and should be neutral or black in color.

6. Jewelry
• The only authorized jewelry is a watch.
• Students may not wear any other jewelry, including earrings or other body-piercings, while on campus.
• Exceptions to this policy may be granted on a case-by-case basis for students requesting to wear jewelry for religious purposes, provided that the item is worn underneath the clothing. Students seeking an exception on these grounds need to speak with the CSI Assistant Director before wearing the jewelry in question.

7. Swim Attire
• Female students are required to bring a conservative one-piece swimsuit. Bikinis are not allowed.
• Male students are required to bring a pair of conservative swim trunks.

8. Other
• Students must fasten all clothing in the manner in which the garment was intended to be worn. For example, students must button all buttons on shorts to include buttons on the pockets.
• Shirts must be tucked in at all times when outside the barracks room.
• Students must wear a belt with all pants/shorts/skirts that have belt loops.
• All clothing must be clean, unwrinkled, and in good repair. Students cannot wear clothing with holes, frayed hems, or other significant distractions. If you are bringing clothing that wrinkles easily, you will want to bring an iron and small ironing board.
• Students cannot wear Athletic clothing to academic classes.
• Students cannot wear hats or sunglasses to class.

V. BEFORE YOU ARRIVE
A. What to Bring
1. Clothing
• Civilian Clothing Items – see “Dress and Appearance” section for details on acceptable clothing
  • Khaki shorts for each day of organized activities. All shorts and skirts must meet the “fingertip rule” and be conservative in cut and style.
  • Shirts, shorts, pants for free time
  • Undergarments
  • Pajamas
- Closed-toe shoes and **white ANKLE socks with no markings**
- Shower shoes (black)
- Belt
- Watch
- Rain jacket or poncho (optional, but HIGHLY recommended, please note that Charleston gets an average of about 6.5” of rain each June and about 7” each July!)
- If you plan to bring your black low-quarters to break them in during CSI, you must also bring black, calf-length socks to wear with them (optional)

b) **Clothing for Physical Fitness Training**
- 2 sets of Citadel PTs will be issued to each student.
- 7 (or more) pairs of white cotton athletic *(ANKLE)* socks with no markings for wear during RPED and other physical activities
- 2 pairs of running shoes (please ensure these shoes are designed for physical activity, not just fashion)
- Bathing suit- solid black or navy blue (female: conservative one piece) **MUST BRING! Students will take Cadet Swim Test!**

c) **Linens**
- White cotton towels and washcloths
- 1 standard-size pillow with white pillow case
- 2 white *non-fitted* twin-size sheets
- 1-2 twin-sized, blanket or thin bedspread
- Plastic mattress pad (optional **BUT RECOMMENDED**!)

2. **Room Items**
- Alarm clock
- Combination lock (a lockbox is provided to each student)
- Laundry detergent
- Several gallon-size plastic baggies (to serve as an ice-pack in case of injury)
- Air Freshener (optional)
- Paper Towels
- Clorox wipes
- Oscillating or other small fan (optional; no floor fans on a stand; Padgett-Thomas Barracks is air-conditioned)
- Cell phone (optional; see cell phone guidelines under “Policies and Procedures”)

3. **Personal Items**
- Toiletries (please note: male students must bring a razor and shaving cream, as being clean-shaven daily is a dress code requirement)
- Insect repellant
- Sunscreen
- Reusable water bottle or camel back—both can be purchased at the cadet store on campus
- Spending money
• Shoe shining gear, including black polish, edge dressing and shoe shining rag
• Small first aid kit or items for treating minor injuries and ailments
• Shower caddy for toiletries (optional)
• Laundry basket or bag

4. Academic Items

• Form of payment for textbooks (to be purchased upon arrival or the first Monday of CSI at Citadel Bookstore)
• Lined notebook paper
• Colored folders with pockets for notebook paper
• Pencils and pens
• Highlighters
• 3x5 index cards
• 3-ring hole puncher
• Stapler
• Laptop computer (If students have laptops, they are encouraged to bring them for CSI, but they are not mandatory.)

B. What NOT to Bring

• Posters, or other wall hangings or decorations
• Thick blankets
• Food items that are perishable, unpackaged, or unsealable (open items must be sealed in plastic baggies or other sealed storage containers)
• Television
• Refrigerator, or any other kitchen appliances (except coffee pot)
• Electronic games
• Extension cords or multi-plug outlets without surge protector
• Large radios/stereos (headset radios/stereos that do not disturb others are acceptable)
• Small beverage cooler the size of a six-pack of coke or other soft drink
• Any clothing or jewelry not allowed under the dress code
• Alcohol, tobacco products, illegal substances, or paraphernalia

Students who bring any items on the Unacceptable Items List will have these items stored until the student checks out of the barracks at the end of CSI.

C. Mailing Belongings to The Citadel

• Students traveling by plane, train, or bus may ship some of their belongings to The Citadel before CSI begins to avoid excess baggage charges. Please click the following link to the Warehouse regulations for specifics, http://www.citadel.edu/root/procurement-cadets/luggage-storage
• Mail belongings to the following address: Central Supply, The Citadel, 171 Moultrie St., Charleston SC 29409.
• Label each item clearly with “CSI” as well as the student’s full name.
• Students will not be able to access their stored items immediately, so make sure that necessities for the first 24 hours at CSI (e.g., change of clothing, toiletries, linens, etc.) are sent with the student, not in the mailed boxes.

D. General Information about Textbooks
• All CSI students will be given the opportunity to purchase and/or rent their textbooks at The Citadel Bookstore upon arrival and on the first day of CSI.
• Please ensure that the student brings a form of payment for the purchase. The Citadel Bookstore accepts cash, check, Visa, American Express, Discover and MasterCard.

E. Arrival Information: When you arrive
• All CSI students must check in with CSI staff members upon arrival.
• Check-in is from 8:00 A.M. – 11:00 A.M. on Thursday, 5 July.
• Report to the Holliday Alumni Center (HAC) for check-in, and then, proceed to the Barracks.
• All students must check in no later than 11:00 A.M., and lunch will be served at noon in the mess hall. Students who are traveling by plane, train, or bus should leave ample time for transportation from the airport, train station, or bus station to The Citadel and to account for possible delays. Late arrival will be handled on a case-by-case basis.
• It is strongly recommended that students plan to arrive no later than 11:00 A.M. in order to allow time to unload their belongings and get ready for orientation.
• The CSI staff will be available to assist students with moving in to the barracks.
• Please note that students who are not at least 18-years-old on the date they report to CSI must:
  (1) Have a parent or legal guardian present at check-in to sign legal waivers and documentation or
  (2) Have a parent or legal guardian complete and sign the required documentation on the Preparing for CSI webpage prior to arriving at CSI. Students should bring signed documents for minors with them and submit documents at check-in.
• Parking
  o You may stop on the right side of the barracks only to unload your belongings from your vehicle. As soon as you have unloaded your belongings, your vehicle must be moved. There is parking in the Infirmary lot behind the barracks.
  o Family members may park in any campus visitor spaces, but not in front of the barracks.
  o Please keep in mind that there will be several students and their families arriving in a short span of time, in addition to the regular traffic of
summer school students and barracks staff. Your patience on check-in day is greatly appreciated!

**Don’t forget…**

- Please bring this information packet, to include the signed Student Behavior Contract located on page 25, with you when you arrive for CSI. Students will be required to have their copy of the information packet and rules and regulations during CSI.

- All students who will be under age 18 on the day of arrival must bring a parent or legal guardian to sign release forms and other paperwork, or have it completed prior to arrival and submitted at check-in or before.

H. Check-Out Information

Students should anticipate a 12:30 P.M. dismissal on the last day of CSI, Saturday, 28 July. Some students may finish their exam earlier than 12:30 P.M.; however, classes are scheduled until 12:00 P.M., and lunch is provided.

I. Local Accommodations

If you require lodging while dropping off or picking up your student from CSI, Charleston has many excellent hotels, motels, and inns. Please note that most downtown hotels will not make a reservation for anyone under the age of 18 unless accompanied by an adult. The following are several of the hotels that are near the Citadel campus.

- Charleston Marriott
  170 Lockwood Blvd., Charleston SC 29403
  843-723-3000

- Comfort Inn Charleston
  144 Bee St., Charleston SC 29401
  843-577-2224 or 877-424-6423
  http://www.comfortinncharleston.com/
  * Discounted rates for Citadel families

- Courtyard by Marriott Charleston Downtown/Riverview
  35 Lockwood Dr., Charleston SC 29401
  843-722-7229

- Holiday Inn Charleston Riverview
  301 Savannah Hwy., Charleston SC 29407
  843-556-7100 or 800-315-2621

For more hotel options and other visitor information, please see The Citadel’s “Visit the Citadel” website at http://www.citadel.edu/root/visit-the-citadel.
VI. CONTACT INFORMATION FOR CSI

A. COL Chris Fudge  
   Assistant Provost for Academic Affairs  
   Director, The Citadel Success Institute  
   Room 369 Bond Hall  
   Office: 843-953-5705  
   FAX: 843-953-5896  
   fudgel@citadel.edu

B. Mrs. Melinda Norris  
   Assistant Director, The Citadel Success Institute  
   Room 369 Bond Hall  
   Office: 843-953-6773  
   mnorris2@citadel.edu

Website: http://www.citadel.edu/root/csi

Address: COL Chris Fudge  
          Citadel Success Institute  
          369 Bond Hall  
          The Citadel  
          171 Moultrie St.  
          Charleston, SC 29409
The Citadel 2018 CSI Student Behavior Contract

On Thursday, July 5, 2018, you, ________________________, will begin following this contract to help ensure that all students are successful in the CSI Program. Your signature indicates agreement with and an understanding about what is acceptable as well as unacceptable behavior. If you choose to ignore more than three of the following behavior expectations during the 3.5 weeks of CSI, you will be asked to meet with the CSI Director as well as the Assistant Director and may be asked to leave the Program forfeiting any refund.

**BEHAVIOR EXPECTATIONS—Students will:**
1. NOT lie, cheat or steal, nor tolerate those who do.
2. TREAT all staff, faculty and fellow students with respect.
3. NOT use cell phones in the classroom, mess hall, or outside any buildings.
4. NOT curse, name call, or use any derogatory names or comments.
5. NOT possess or consume any alcohol on or off campus while participating in the CSI Program. ANY violation of this rule will result in immediate dismissal from the CSI Program with no refund.
6. NOT smoke or chew tobacco on campus.
7. NOT fraternize/flirt/date, or act in an inappropriate manner with CSI staff or other CSI participants.
8. NOT have guests in the barracks at any time.
9. NOT use social media irresponsibly.
10. NOT participate in hazing, and if this behavior is observed, the student MUST report the behavior ASAP!

**AGREEMENT:**

I will be expected to follow all school rules and behavior expectations while participating in the Citadel CSI Program. If three rules are broken, I must meet with the Director and the Assistant Director to determine if my actions will result in my expulsion from the CSI Program with no refund. If dismissed, a parent or guardian must pick me up as soon as possible.

By signing this contract, all parties agree to the behavior expectations listed above in this document and agree to follow all rules accordingly.

_____________________________________  __________________________________
Student                                                     Date       Director/Assistant Director       Date

_____________________________________
Parent/Guardian                                          Date