This Welcome Packet Contains:
- Welcome letter
- Required Diving Paperwork Information
- UNCW Campus Map
- What to Bring
- Parent Information
- SCUBA information
- Rules and Regulations
- Copy of the MarineQuest Student Code of Conduct
Dear Parent/Guardian:

Welcome to UNCW MarineQuest, the summer academic enrichment program that encourages your child to explore, discover and value our coastal marine habitats. We are excited to have the opportunity to provide your child with unique and exciting experiences!

This packet includes information that we hope will answer any questions you may have about your child’s MarineQuest summer enrichment program.

As a reminder, if you registered your child the week before a program begins, it is your responsibility to let MarineQuest know of any behavioral or medical conditions which require advance notice or preparations NO LATER than the Thursday prior to the program start.

To view a sample of the activities for your child’s program, visit our website www.uncw.edu/marinequest and click on the summer academic enrichment programs link. The highlights and activities listed on the website are to serve as a general description of the program. You will be given a final detailed agenda for the week your child attends his or her program at orientation.

If you have further questions about student activities or if you have a registration question, please call our office, (910) 962-2640 to speak with a dedicated customer service specialist or send an e-mail to marinequest@uncw.edu.

All of us at MarineQuest look forward to meeting your student for a unique and enriching summer!

Sincerely,

Erin Moran
MarineQuest Summer Coordinator
NOTICE REGARDING REQUIRED DIVING PAPERWORK

***IMPORTANT***

Required Supplemental Forms for Participation in SCUBA Diving
There are additional supplemental forms required for participation in the scuba diving components of your program. Immediately following your child’s enrollment/registration you should go to http://www.aquaticsafaris.com/mqforms/ to obtain these forms along with detailed instructions on how to complete them.

These forms should be completed and returned immediately following enrollment into the program, but certainly no later than 3-weeks prior to your program’s start date. It is your responsibility to ensure that these forms are completed and returned prior to your child attending their MarineQuest program. Your child will not be permitted to participate in the scuba diving components of their program without the successful submission of these forms. In order to ensure that your child can participate, please communicate with Aquatic Safaris and be sure that forms are received in a complete, accurate, and legible fashion. If your program starts in less than a week, in addition to e-mailing electronic copies, we suggest bringing the originals with you to check-in.

Please note these forms are specific to the scuba diving instruction portions of the program and are handled directly through Aquatic Safaris; therefore you should contact them directly at mqinfo@aquaticsafaris.com if you have any questions specific to diving paperwork or certifications. Of course, if you have other program questions the MarineQuest staff are always happy to assist.

About Aquatic Safaris
MarineQuest is pleased to announce that we will continue to use Aquatic Safaris & Diver’s Emporium for all dive training, instruction and travel. Aquatic Safaris has over 20 years of experience in SCUBA charters and instruction and is an established dive company based out of Wilmington, NC. Aquatic Safaris operates two USCG certified custom dive boats and is a certified 5 star PADI dive center. For additional information about Aquatic Safaris please visit their website at www.aquaticsafaris.com.
WHAT TO BRING – RESIDENTIAL PROGRAMS

As scientists we travel light, therefore we require that all residential participants pack for one week regardless of program length. Extended and multi-week programs should also pack for a single week and expect to do laundry (time and facilities will be provided). Each student should arrive with no more than one suitcase and one small carry-on item. Campers must be prepared to carry their luggage without assistance as needed for check-out. We suggest using luggage with wheels and discourage the use of tote bags. MarineQuest provides linens to all residential participants for your convenience and to reduce the amount of luggage necessary for program participation.

Summer weather in Wilmington is typically hot (85°-100°) and humid. MarineQuest activities are planned with this in mind and err on the side of caution by scheduling some indoor programs and having alternative plans to accommodate for rain or extreme heat.

Residential Student Packing List:

- Weather appropriate clothing that can get wet, muddy, and/or ruined
- Bathing suit(s)
  - Girls should wear modest swim suits plus a t-shirt for sun protection
  - Boys should wear swim trunks plus a t-shirt for sun protection
- Waterproof sunscreen (SPF 15+)
- Water bottle (20 - 24oz or two smaller bottles)
- Hat with visor
- One “beach” towel for outdoor use (should be able to get dirty/muddy)
- Sweatshirt or light jacket/rain coat or poncho
- Water-proof bags for wet/dirty clothes
- Two pairs of closed-toed shoes (one for field and one for lab / classroom)
  - All terrain sandals
  - Water shoes
  - Old sneakers
  - Note that although the “croc” style clog with ankle strap is popular students have a difficult time keeping them on and it becomes a safety issue when we explore the marsh.
- Toiletry items including products to soothe sunburns or bug bites
- Five changes of field clothes
  - t-shirt
  - shorts
  - socks
  - underwear
- Five changes of everyday clothes
  - T-shirt
  - shorts and at least one pair of pants
  - socks
  - underwear
- One pair of every day summer shoes
- Pajamas worn in dorms must be modest and meet MarineQuest dress code policies. If student is prone to feeling cool at night they should pack warm sleeping pajamas as well.
- Necessary medications to be stored with MarineQuest staff (must be packed in compliance with MarineQuest regulations - see Participant Information and Medical Release for more information)
- Small travel size laundry detergent (extended and multi-week camps only)
Additional **Required Equipment** for Scuba Diving:

Every student participating in SCUBA diving will need to bring or purchase the following equipment:

- Mask (should be properly fitted prior to arrival to ensure good fit/seal)
- Fins (and dive booties if applicable to fin style)
- Snorkel
- Dive Light (**Oceans-17 only**)
- Duffle or Mesh Bag for all gear to be stored in
- Student’s current DAN insurance (or equivalent coverage) card
- Student’s open water scuba certification card (**Oceans-17, Sea Shots, and Underwater Ichthyologist only**)
- Waterproof watch (rated up to 30m.) Please note: this does not have to be a “high end” watch.

Many of the items required for scuba diving can be found in your local area or through online venders. We encourage students to shop around and determine what meets their budget needs before making a purchase. Students who need to purchase equipment upon arrival will be taken to a local dive shop by a MarineQuest staff member. An intermediate level package (Mask, Fins, Snorkel) at our local shops will cost approximately $135-$150. If you plan to make this purchase while at MarineQuest, you must make the night director aware upon check-in. We suggest sending your child with a pre-loaded debit card for this purchase. Please use caution when ordering masks online. Masks are specially fit and come in many different sizes and shapes. If ordering online, be sure you have first tested the fit of the exact item in a store to ensure a good seal. An improperly fitted mask will make it nearly (or entirely) impossible to successfully scuba dive.

**Optional Items**

- Healthy snacks in sealed containers (We don’t want to attract ants in the dorm.)
  - ***Please try to avoid snacks that contain peanuts for the safety of any fellow student who may have severe allergies***
- Waterproof underwater camera (waterproof up to at least 60 feet; 90 feet for advanced programs)
- Rash guard top for water activities
- Bug spray
- Additional light blanket (one is provided for you)
- Wet Suit (wet suits will be provided for program use at no additional cost)
- Dive gloves
- Diving hood

**What NOT to bring:**

- Sheets, pillowcases, pillows, bath towels, washcloths – these items are provided by MarineQuest for your convenience
- Binoculars
- Inappropriate materials and/or anything in violation of MarineQuest policies and/or code of conduct
- Bulky comforters
- Dive knife (MarineQuest’s Code of Conduct does not allow students to be in possession of knives)
- Tanks, BCs, Gauges, Regulators, Weights (All non-snorkel diving equipment will be provided)
PARENT INFORMATION

Residential Participant Check-In/Orientation (Sunday 3 p.m.)
Beginning promptly at 3:00 p.m. staff will be stationed throughout the residence hall area to assist you with directions and move-in. Families are encouraged to arrive on time. Early arrivals cannot be accommodated (see airline info below). Check-in will not begin before 3:00 pm therefore MarineQuest staff and buildings will not be available until that time. Please leave all pets at home, as they are not permitted at any MarineQuest location or activity (including check-in). Summer weather is too hot to safely leave pets in your vehicle during check-in. A campus map is provided in this welcome packet denoting the check-in and orientation location. During check-in students will get their room assignments and sign for their keys. There will be a $30 charge for lost keys. During their stay at MarineQuest, participants’ room keys will be held by MarineQuest staff, and will only be temporarily signed out from staff to participants on an “as needed” basis (ex. student left something in their room and needs to retrieve it before leaving for the day). Students will be given a check-list to fill out while they inspect their rooms. On check-out morning, the room will be re-inspected. Students will be held financially responsible for any damages that they cause to their room or any other UNCW property. In order to accommodate requests for a particular friend as roommate, you must notify the registration office (910) 962-2640 prior to arriving to the program. We will hold the Parent Orientation immediately following student check-in – this may be as early as 3:45 p.m. but no later than 4:15 p.m. depending on the promptness of student arrival. Staff will be available during check-in to meet with parents privately to discuss any personal matters. You will be provided with your camp schedule and contact information at this time. If your child arrives by plane, please have them request these materials be sent to you.

Airline Information (go to http://www.uncw.edu/marinequest/MQairlines.html for additional information and policies)
For your convenience, MarineQuest staff can pick-up your child from the ILM airport on the first day of the program and drop them off on the final day of the program. There is no fee for this service on arrivals between 12:00 pm – 3:00 pm and departures between 11:30 am and 2:30 pm. If your arrival or departure flight times cannot be booked between the above listed time frames, please contact the MarineQuest coordinator at marinequest@uncw.edu before booking your flight to confirm that staff is available for airport pick-up or drop-off (additional fees may be required). ILM is served by US Airways and Delta. Check with the airlines for details/restrictions about unaccompanied minors. It is the camper/parents responsibility to set this up and follow through with all paperwork. If your child flies on a different airline their unaccompanied minor policy may be different (each airline has their own age requirements for unaccompanied minors). Generally, airlines require an additional fee as well as forms listing the exact information about the individual(s) meeting your child. Any student flying to and from a MarineQuest program must bring two forms of identification with them. These may include but are not limited to a copy of birth certificate and an official I.D. such as a passport. One must be a current photo ID. Contact the airlines for other approved forms of identification. Parents must handle all out-bound flight baggage fees with their selected airline prior to arrival at MarineQuest and/or send their child with all necessary baggage fee payments. MarineQuest is not responsible for baggage fee payments, nor can we hold any money you leave with your child for these fees. If you are concerned about leaving cash with your child we suggest a pre-loaded credit/debit card. All airline pick-ups must be made through the MarineQuest online airline request form no later than 7 days before the program start date. Please call the MarineQuest office with any questions (910) 962-2640.

Last Day Presentations
Parents, family and friends are invited to the lab/classroom for an end-of-the-week presentation by each group of students. Residential students will already be checked-out of the dorm and have all of their luggage/belongings with them at the presentation. If there are any key or damage issues, you will be informed before program dismissal. Students will be dismissed when the presentations are complete. Please consult your individual agenda (provided during your orientation) for presentation times and locations. Please follow all parking signage at your assigned presentation location. Please leave all pets at home, as they are not permitted at any MarineQuest location or activity (including check-out). Summer weather in Wilmington is too hot to safely leave pets in your vehicle during check-out. NOTE: Unless prior arrangements have been made with staff, children must be picked up on time at the end of the camp day. Any child who is not on time will be accompanied by their program instructor to the MarineQuest summer office located in the Isaac Bear facility. UNCW Youth Programs reserves the right to charge $15/hour for late pick-ups (minimum charge is for one hour regardless of tardiness).***
Communication with Program Staff
Instructors will not have summer program phones in place until June. During the first day of programs a list of contact phone numbers will be given to you during orientation. In the interim, program questions you have can be answered by a MarineQuest staff member in our main office at (910) 962-2640. For face-to-face communications with staff please be patient as they are responsible for as many as 20 students every day and must maintain supervision of student safety. Please give them a chance to check-in or check-out their students and alert other staff to take over supervision before they enter into a prolonged conversation with you. **NOTE: We expect any conversations that take place - by phone or in person - to be conducted in a civil manner by all parties involved.**

Accident/Incident Procedures
Staff members are instructed to make note of any incidents or accidents during each day of program. These reports will be shared with parents by telephone at the time of the incident. Do not be alarmed if a staff member calls to speak with you about an ‘incident’ – we just want to make sure we have good lines of communication with parents. If necessary, we will follow up with you when you pick your child up at the end of the day.

Emergency Weather Information  (go to www.uncw.edu/ba/safety/emergency_management.html)
In the event of severe weather such as a hurricane, students will be sent home with as much notice as possible. Any residential student who cannot be picked up will be provided emergency shelter with a host family. If the Program is cancelled prior to check-in a refund less a processing fee will be issued. If cancellation occurs after program has started, we will issue an appropriate refund (pro-rated) that takes into account the activities already completed. ***Please note under normal weather conditions we operate rain or shine. HOWEVER, some activities may be rescheduled or cancelled due to safety concerns.***

Participant Mail
If you write to your child on the first day of program, the chances are good that they will receive it before they leave. Please address your mail as follows:

Student’s Name  
Name of the specific program they are attending (ex. Dive Hawks)  
UNCW MarineQuest Summer Camps Box 5630  
601 South College Road  
Wilmington, NC  28403-5630

During the summer months, UNCW runs on special summer hours (7:30 a.m. – 5:00 p.m. Monday through Thursday, 7:30 a.m. – 11:30 a.m. Friday). Due to this change, packages will not be delivered on Friday or over the weekends. While tracking your package, it may say delivered even though it has not been received by your student. All packages arrive in the UNCW mail clearing house, and then must be delivered to students. Please allow 1-2 days for the package to be received before contacting MarineQuest staff. MarineQuest cannot facilitate mailing home participants’ personal items/luggage/baggage in any capacity. Do **not** send boxes to MarineQuest with the expectation that your child’s luggage/personal items can be mailed home.

Travel/Camp Insurance
We highly recommend that participants in MarineQuest programs purchase travel insurance to protect their investment. There are multiple different forms of travel/camp insurance. Many offer protection from the following:
- Program Cancellation/Interruption
- Medical Coverage
- Baggage/Personal Effects Loss

Please consult with your personal insurance advisor regarding what plan and option is best for you.
Meals
Residential campers are provided breakfast, lunch and dinner each day. Most meals are buffet style and served in the campus dining hall/cafeteria. Box or bag lunches are common during days spent in the field (you are given the option to select from options in the confirmation forms). For multi-week and weekend camps, some meals may be provided at local restaurants/eateries popular with UNCW students. If there are any food allergies or dietary needs that we should be aware of, please note that information on the health forms and call us as soon as possible. We will make every effort to accommodate each student’s needs. For campers with especially restrictive diets based on medical conditions or allergies parents may be asked to speak with the cafeteria manager for further information.

Residential students are encouraged to bring healthy snacks if they are ‘regular snackers.’ When packing snacks keep in mind that dorm space is limited and students will be expected to move their own luggage out of the dorms at the end of the week. Please avoid over packing snacks/drinks and send only the amount your child will eat in the time they will be at MarineQuest. Do not send crates/cases of water bottles, students should bring a personal water bottle which will be filled multiple times a day. We do not allow high-caffeine content drinks at the program. Due to the time spent outdoors in the heat and the level of activity students engage in MarineQuest programs are quite tiring and require students to get a good night’s sleep.

Water
Students must bring a water bottle to program. Students will be encouraged to refill the bottles during outdoor activities. It is very important that everyone drink plenty of water and communicate any feelings of physical discomfort to their counselors to prevent heat-related ailments. Please note: If a camper refuses to hydrate when instructed to do so by a counselor, they may be excused from camp. Dehydration can quickly turn into an emergency situation.

Medications
MarineQuest is an academic program. If you child takes medication for school, we expect them to take it as prescribed while attending camp. Please note that if your child is sensitive to taking their medication, we will make every effort to administer the medication in private.

New Evening Activities
We at MarineQuest respect your status as a young adult. However, while at MarineQuest you are legally our responsibility. Your safety and learning success is our #1 priority; it is not our intent to make you feel like a child. The UNCW Risk Management Policy requires that you are supervised by university personnel at all times. New for Summer 2016 is a young adult evening plan, that has been designed to provide semi-independent activities for you including access to the UNCW Rec Center, lectures and other age appropriate activities.

UNCW Protection of Minors Policy
UNCW is committed to the safety of minors during their participation with MarineQuest. As such the University employs effective measures to safeguard any young people visiting or involved in activities on our campus. The University’s obligation to these minor visitors (including your child) must ensure our programs address the elements necessary to prevent or reduce the opportunities that can lead to an incidence of abuse. For more information including reporting mechanisms; complaint forms and reporting information; listing of the contacts to whom reports/complaints may be made; process for anonymous reporting; best practice resources and information for programs involving minors; and Title IX and Clery Act compliance information please visit www.uncw.edu/marinequest/minorspolicy.html.

UNCW MarineQuest works exclusively with minors and as such many of its rules, policies, and regulations are designed to promote the protection of these participants. Participants (especially teens) are encouraged to remember that UNCW MarineQuest takes this Minors Protection Policy very seriously, and that enforcement of these rules and policies are designed to keep them safe while in MarineQuest’s care. These policies are not designed to inhibit participant independence or treat them as immature, they are simply for their safety and protection as well as the University’s. This includes protecting our program participants from one another: therefore MarineQuesters are expected to respect the privacy of their fellow MarineQuest participants.
SCUBA DIVING INFORMATION

**Dive Hawks - Open Water Certification**
The Basic Open Water certification will consist of 3 academic training sessions, 2 confined (pool) dive sessions, 2 lake dives and 2 open ocean dives. Students will be provided with dive manuals, dive planners, log books and an open water certification card upon successful completion.  *Prerequisite reminder: ability to pass PADI swim test, including 10 minute float or tread in deep water and un-timed 200 meter/yard continuous surface swim, is mandatory for Open Water Certification.*

**Underwater Ichthyologist – Project AWARE Fish ID and Shark Conservation Specialty**
This Project AWARE Fish ID and Shark Conservation Specialty will consist of 4 academic training sessions (one refresher class and three specialty classes) and 6 open water dives (ocean and lake). Students will be provided with instruction manuals and a specialty certification card upon successful completion.

**Sea Shots – PADI Digital Underwater Photographer Distinctive Specialty**
The PADI Digital Underwater Photographer Distinctive Specialty will consist of 2 academic training sessions (one refresher class and one specialty class), 2 lake dives and 4 ocean water dives (weather permitting). Students will be provided with instruction manuals and a PADI specialty card upon completion.

Additional Recommended Items for Sea Shots (optional):
- Underwater camera – waterproof up to 80 ft
- External light source for taking pictures

**Oceans 17 – Advanced Open Water Certification**
The Advanced Open Water certification will begin with a refresher course (1 academic training session and one pool session) to ensure every diver’s appropriate level of training. The advanced certification involves 8 open water dives, (including lake diving, ocean diving, deep dives at ~85 feet, a navigation dive and a night dive). Students will be provided with dive manuals, crew pack, and a PADI certification card upon completion.

**MarineQuest Diving Conditional Policies**
MarineQuest takes pride in going the extra mile to provide the **safest** and best diving experience possible for our students. Students will receive an **unprecedented** 1:4 dive instructor/master to student diving ratio. MarineQuest has also upgraded many dive course sites from standard package locations to destinations that will provide the most enjoyable diving available. We have chosen dives sites for our programs that immerse our students in a “world-class collection of wrecks” according to SCUBA diving magazine. With regard to site locations and safe, enjoyable, diving the following policies apply:

**Weather Conditional Policy**
If the weather or ocean conditions on the day of a scheduled diving trip prevent us from having a safe and enjoyable experience the chosen day and/or dive site location may be changed. MarineQuest will work with our dive charter provider to relocate the dive to the best alternate option. In some cases this may mean that students will dive in a lake/quarry instead of the ocean. In other cases MarineQuest may need to change the diving trip to another day to try to achieve more desirable diving conditions. Only in the most rare and extreme circumstances will dives be completely canceled. We assure you that we will always strive to maintain our original diving plans, and if they must be changed due to weather, ocean conditions, or safety reasons we will always choose the highest quality alternate available at that time.
Seasickness Policy

All portions of this seasickness policy should be reviewed with your personal physician, and in no way should it be considered medical advice. MarineQuest wants to make sure you are safe and have fun on your dive adventure. Students and parents should realize that diving on the ocean may cause some people (even experienced boaters) to become sea sick. We suggest that if you believe it is possible your camper might experience seasickness you (the parent) authorize MarineQuest staff to administer seasickness medication the evening prior to the dive. If you choose to authorize this administration please send your child with the seasickness medication of your choosing (to be held by MarineQuest staff). Dramamine and Bonine are two medications that our staff have found personally helpful in the past.

Parents and students should be aware that diving charters are booked in advance and accommodate our entire group, not single individuals. As such, short of a medical emergency dive charters will not return to land for seasickness. Seasickness is something that is often easily avoided, but without proper preparation can result in an uncomfortable experience for those who encounter it. If you are concerned, you and your child should discuss ways to help prevent seasickness (for example: proper hydration, good/bad foods, medication, etc.) with your physician.

Water Policy

Hydration is a top safety priority for all diving programs, and as such students are required to be aware of, monitor, and maintain their hydration levels at all times during diving activities. **Please note: If a camper refuses to hydrate when instructed to do so by a counselor, they may be excused from camp. Dehydration can quickly turn into an emergency situation.** Each boat is equipped with large coolers stocked with ice and water. Students are welcome to put personal items in these coolers. MarineQuest will provide lunches and a single beverage as well as a water cooler for all students. All students are expected to, and responsible for, bringing water-filled personal water bottles on board each time they board the diving boat, as proper hydration is key for a safe and healthy diving experience. Each boat is equipped with a marine head (bathroom).
Transportation
Parents/guardians are responsible for providing or arranging student transportation to the UNCW campus to begin the Program, and from the UNCW campus at the end of the Program. Parents may arrange carpools if they wish to do so, without the Program’s involvement, but must provide in writing at least 48 hours prior to pick-up the name of the person who has permission to pick up their child. **Students are not allowed to bring a car to camp.**

If a student must return home because of dismissal, illness, or family emergency, parents are responsible for arranging and paying the costs of the student’s travel home. If a student must return home because of dismissal, illness, or family emergency, but the parents cannot travel to the campus, the student will be sent home by the most reasonable means necessary, at the parent’s expense. If the student is underage according to an airline, it is the parent’s responsibility to arrange for them to travel as an unaccompanied minor.

With respect to general risks, students should be cautioned (i) not to go out alone or with strangers and (ii) to always keep possession of their identification and valuables (or keep them safely locked up). **Unchaperoned students are not allowed off campus. No Youth Programs participant will be allowed to go anywhere unsupervised/unchaperoned.**

While in the Program (absent an emergency), students may not take public transportation or taxis unless they are accompanied by a chaperone. By enrolling students in the Program, parents expressly permit their student to travel in vehicles provided for that purpose. During the Program, students are not permitted to ride in cars operated by persons other than adults connected with the Program, with the following two exceptions (after signing out and later back in with a program representative):

- During visits by a parent or guardian, a student may ride in the vehicle operated by that adult.
- With written permission from a parent or guardian, students will be allowed to ride to religious services of their choice in vehicles operated by representatives of the church, synagogue or temple. These arrangements must be requested in writing prior to camp start and approved by MarineQuest Director.

Roommate Policy
If a residential student has a roommate in mind before arriving to the program, but did not make this request during their registration, then call our Registration Specialist at (910) 962-2640 to make this request at least five days prior to the program start date. **Both students must indicate their willingness to be housed with each other.** If no roommate preference is specified, then roommates will be assigned based upon gender, proximity in age and program participation and these assignments will not be changed unless students become dissatisfied with their appointed roommate. **If a student becomes dissatisfied with their roommate, they are required to make the Youth Programs Director, the MarineQuest Summer Coordinator or the Night Coordinator aware as soon as possible to accommodate a change in housing.**
**Packing/Luggage Policy**

As scientists we travel light, therefore we require that all residential participants pack for one week regardless of program length. Extended and multi-week programs should also pack for a single week and expect to do laundry (time and facilities will be provided). Each camper should arrive with no more than one suitcase and one small carry-on item. Campers must be prepared to carry their luggage without assistance as needed for check-out. We suggest using luggage with wheels and discourage the use of tote bags. MarineQuest now provides linens to all residential participants for your convenience and to reduce the amount of luggage necessary for program participation. Linens provided include sheets, pillow with pillowcase, light blanket, 2 bath towels, and 2 washcloths. Participants should also keep in mind that many activities require that clothing will not stay clean. Although we do not try to get dirty, it happens therefore participants should only pack clothes that can get dirty and/or ruined. Please use the “What to Bring/Wear” page of your welcome packet as a reference of what to pack for your stay with MarineQuest. When packing snacks please pack in moderation, also we ask that you not send beverages crates/cases.

**Dress Code / Policy**

In an attempt to create a safe, productive, and positive environment we require that all clothing be modest and appropriate for a young up-and-coming scientist. A student’s appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the MarineQuest experience or constitute a threat to the health or safety of the participant or others. All clothing items worn must be modest (including swimsuits and pajamas). In general we suggest that if you are not sure if a clothing item would be considered modest by the MarineQuest staff then you should leave it at home. If there is a question of whether or not an item shall be considered modest the final discretion is held by the MarineQuest director (This discretion is absolute and is not subject to appeal or challenge). The MarineQuest director may make reasonable accommodations to this Policy based on a student’s religious beliefs or medical condition(s). Therefore, the following rules shall be followed:

- Undergarments must be completely covered at all times;
- Net shirts, bare midriffs, or other revealing attire are not acceptable;
- Short dresses, short skirts, or short shorts will not be allowed;
- Pants or shorts must be worn at the waistline. No underwear shall be revealed;
- Swimsuits must be modest;
  - Ladies: tops and bottoms must be full coverage (tankinis are typically the only acceptable form of “two-piece” swimsuits; no bikinis, beach volleyball bottoms, etc). Board-shorts and/or rash guards are encouraged to be worn over swimsuits for ladies with trouble finding a swimsuit that keeps them modestly covered;
  - Gentlemen: swim trunks and/or board shorts please. No speedos or jammers.
- Sunglasses are not to be worn in the building except for medical and/or safety reasons;
- Close-toed shoes must be worn during all field-based activities (unless otherwise instructed by MarineQuest staff);
- No clothing or accessories with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed.

When, in the judgment of the MarineQuest director and/or MarineQuest staff, a participant’s appearance violates the intent of this Policy, the participant will be required to make necessary modifications. If they refuse, they risk dismissal from the activity or camp. Violations of the dress code policy will result in disciplinary action as outlined in the MarineQuest student code of conduct and/or MarineQuest Zero Tolerance Policy.

**Visits from Family Members**

Once a student has arrived and registered, it is important that parents, legal guardians and other family members or friend of family follow these guidelines (please note: we strongly discourage the interruption of camp by visits):

- Program staff must be notified in writing (email) in advance (48 hrs) of any visits by family.
- Students leaving a residence hall or the campus with parents or other family members must follow normal sign-out procedures and must meet curfews. Photo ID must be presented.
- In the unlikely event that a student decides to withdraw from the Program, the parents must contact the Program to make the necessary arrangements before they travel to campus to pick up the student.
Inter-visitation and Dating
Students are not allowed to visit in the rooms of the opposite sex, whether on-campus or off-campus. Students will not open dorm windows to communicate with students of opposite sex. During the Program, students will not be allowed to receive visits from or otherwise fraternize with friends who are not Program participants. This prohibition includes but is not limited to friends from home, high school students in other programs on campus, and college students enrolled in courses at UNCW. At absolutely no time will any family member be allowed to stay in the dorm with campers (with the exception of related program participants simultaneously attending MarineQuest as registered campers).

Illness
The UNCW MarineQuest program is not equipped with an infirmary that can house ill students for extended periods of time. If a student becomes ill while attending the program, a staff member will assist the student in notifying parents of his or her condition and the student will be given a 1 day release from normal program participation. During this time they will be allowed to stay in the commuter office or if necessary, the dormitory, with supervision. If the student is unable to participate in their normal program activities after their 1 day recovery period, then the student’s parents or legal guardians will be required to arrange for the student’s return home before the end of that business day. In the instance where a student must leave the MarineQuest program due to illness, he or she will be allowed to return when cleared by a medical professional, but no sooner than 24 hours from the time of their original dismissal.

If requested by the student, parents or legal guardians (or if deemed necessary by the Program Director) MarineQuest will transport ill students to Medac Health Services where they can be seen by a medical professional. However, all expenses for medical care are the responsibility of the student and/or their parents or legal guardians.

Due to the close proximity of living for residential students, any student diagnosed with a contagious illness is required to return home by the end of that business day until cleared by a medical professional. Any roommates of these students will be asked to move to a new room in order to maintain a healthy environment.

If requested by the student’s parent or legal guardian, or if a situation arises where a student is unable to return home within the required time (end of business day 5 p.m. EST), MarineQuest staff can provide personal supervision for the ill student. The fee for this personal supervision will be at a rate of $15 per hour. Students will not be allowed to rejoin the program until cleared by a medical professional.

Injuries
Any injury must be reported immediately by the student to a coordinator, instructor, or staff member so that they may take appropriate action, contact parents, obtain necessary medical care, and grant a student’s release from classes or activities if necessary. If a medical professional determines that a student must be held out of an activity, the student shall follow that directive. In the event of an injury, staff will assist students in notifying parents. Assistance in obtaining any needed emergency health services will be provided to students. However, all expenses for medical care are the responsibility of the student. Students must comply with the medical advice given by the medical professional. Failure to do so may result in their dismissal from the Program. If a student becomes injured while attending the program, they will be given a 1 day release from normal program participation (if needed). If the student is unable to participate in their normal program activities after their 1 day recovery period, then the student’s parent or legal guardian will be required to arrange for the student’s return home before the end of that business day.

**Due to the fact that MarineQuest plans, schedules, and commits to paying for food, housing, transportation, and recreational activities before the program begins, we cannot provide refunds for students who are dismissed during the program due to illness or injury.**

Attendance
Persons unwilling or unable (due to preexisting injury or chronic illness) to fully commit themselves to daily participation, or who are unwilling to conform to reasonable and accepted standards of discipline are advised not to enroll in the Program. Students (especially teens) who object to regulations that they find to be restrictive and not age appropriate (in their opinion) are also encouraged not to enroll in our programs.
Residential Comments and Concerns
In our continuing effort to provide the best residential experience possible, a comment box will be provided in the residential housing area for students to make comments and concerns known to the staff. These may be either anonymous or a name can be provided for further reference. Concerns will remain confidential. This forum can be utilized for students who have concerns, but are hesitant to speak with one of the directors (ex. roommate issues, homesickness, observance of any inappropriate behavior etc.). The comment box will be checked daily and any requested follow-up will be conducted that day.

Property
All personal items brought to the Program are brought at the students’ risk. MarineQuest cannot be held responsible for loss, damage, and/or destruction of items brought to the Program by any participant. Students are expected to use good judgment, respect, and consideration for others and their property while participating in the Program. Students are expected to use all equipment (including that belonging to support vendors) in the proper manner it is intended for, following their instructor’s directions. Littering, vandalism, graffiti or misuse of grounds or property are grounds for summary dismissal from the Program. A damage assessment of the condition of each student’s room and the common areas will be made during the students’ arrival and the day preceding their departure. Monetary assessments for damages may be made to an individual, or to individuals or to the group.

Tampering with fire equipment or causing damage to university property may result in summary dismissal. UNCW will determine, to the extent possible, any damage by performing an inspection of the buildings, facilities and properties at the conclusion of the Program. Any damages determined to have been occasioned by the student’s use will be charged to the student and/or their parents or guardians, who must pay the charge within thirty (30) days.

Photography Policy
MarineQuest does not have a full-time photographer on staff; therefore we cannot guarantee that your child’s participation in camp will be photographed. As such, participants who would like to have pictures of their child at camp are encouraged to bring their own single use waterproof camera. However, use of a camera by a camper will not be allowed to delay or otherwise interfere with the camp progress/schedule. Saltwater and electronics do not go well together therefore we discourage the use of electronic digital cameras; however they are permitted at the Program but at the user’s own risk. Please note some water "proof" cameras have depth maximums therefore be careful to choose one that best fits your program needs. Cell phones may not be used to take photographs or videos at any time during the Program. All personal items (including cameras) brought to the Program are brought at the students’ risk. MarineQuest cannot be held responsible for loss, damage, and/or destruction of items brought to the Program by any participant. Students/Parents/Guardians are reminded that not all campers have signed media releases, therefore if a participant innocently takes a photo of another camper and then places it on their social media site, they could risk legal action by that camper’s parents/legal guardians.

Cell Phone Policy
Residential students are permitted to bring cell phones to MarineQuest, however they must leave cell phones in their dorm room at all times. Students may not use cell phones during the program day or other organized activities. The campers’ focus should be on their MarineQuest experience while they are at the program. We encourage campers to develop friendships (non-romantic) while at camp. We encourage parents to allow their campers to be independent and not request that they call home every day. Of course, we understand some campers may be homesick and a daily phone call home may be necessary. Cell phones may only be used after the program day is over and only during specified times. Campers may bring headphones to listen to music on their phone during specified times. Cell phones may not be used after lights-out. **Campers caught using cell phones during sleep hours risk dismissal from camp.** Cell phones may not be used to take photographs or videos at any time during the program. Cell phones used in any inappropriate manner and/or violation(s) of the MarineQuest Cell Phone Policy may result in the confiscation of the phone and/or students risks dismissal from program without refund.
**Other Electronic Devices**

MarineQuest cannot be held responsible for theft, damage, or destruction of personal property; therefore with the exception of cameras and cell phones, MarineQuest strongly discourages participants from bringing electronic devices. Some devices are strictly prohibited which include: tablets, laptops, iPads, and DVD players (electronic “books” are permitted). Campers found watching inappropriate programs on any devices risk dismissal from camp. This includes sharing any movies with a rating higher than PG with younger campers.

**Dismissal / Zero Tolerance Policy**

To ensure the safety of all participants of the Program, UNCW reserves the right to discipline, up to and including dismissal of any student whose attitude, class attendance, work habits, relations with fellow students, faculty, staff, or general conduct is judged by the UNCW staff to be unsatisfactory or unacceptable. *This discretion is absolute and is not subject to appeal or challenge.* Under the MarineQuest “Zero Tolerance” policy, the Program reserves the right to summarily dismiss and expel any student for the following violations:

- any violation of rules, regulations or policies governing the Program.
- any violation of local, state or federal laws.
- any harassing, threatening or intimidating behavior.
- any physical, verbal or substance abuse
- any behavior that causes emotional/psychological abuse
- any possession of firearms or other weapons.
- any use, possession, or sale of tobacco, drugs, inappropriate visual materials, or alcohol while attending the Program.
- any conduct judged by the directors and staff of the Program or UNCW to be inappropriate, immature/attention seeking/harmful to oneself or others, dishonest, disruptive, disrespectful or otherwise unacceptable.

All violations covered by North Carolina law, including but not limited to certain infractions involving alcohol, tobacco and illegal drugs, hazing and sexual assault may be reported to local law authorities.

The following activities are of particular concern: Program participants involved in such activities will be subject to summary dismissal from the Program and removal from the residence halls:

- a. Actions which are directly detrimental to the physical safety or health of other guests;
- b. Use or possession of fireworks, explosives, flammable materials, firearms, weapons or other objects which are potentially harmful to the physical welfare of other participants;
- c. Removing, damaging, or in any way tampering with fire safety equipment or triggering false fire alarms;
- d. Misusing or vandalizing elevators, elevator equipment or elevator locks;
- e. Deliberate or malicious vandalism or theft of university furnishings and/or equipment; and
- f. Throwing objects out of/at windows or off balconies.

The following infractions will result in disciplinary action and may result in dismissal from the Program: violation of policies on visitation, dating, or visitors; use of a vehicle in violation of rules; riding with an unauthorized driver; threatening or otherwise disruptive behavior; misuse of facilities, unethical use of the Internet or equipment; cutting classes, non-participation in activities.

Students may be disciplined or dismissed for any single violation or for repeated violations of any nature.

UNCW requires that the parents or legal guardians of any discharged student or any student who voluntarily decides to leave the Program to arrange for the student’s return home within 24 hours of the dismissal and that the parents or guardians bear full financial responsibility for the discharged student’s transportation from UNCW campus and/or Wilmington. It is the university’s practice to summon police authorities to manage situations involving illegal activity on or off UNCW premises by any individual. *All fees and payments paid on behalf of any discharged student or student who decides to voluntarily leave will not be refunded.*
UNCW MARINEQUEST STUDENT CODE OF CONDUCT

To ensure that everyone has a positive experience while participating in a camp or program located at facilities of the University of North Carolina Wilmington (“UNCW”), students attending the Program are expected to behave in a disciplined, responsible and respectful manner when on or off the UNCW campus. Failure to follow these rules and regulations will subject the students to immediate disciplinary action as described more fully below.

As a condition of the student’s participation, both parents/guardians and students must agree that neither UNCW nor the instructors, staff members, resident assistants and desk staff are guarantors of the safety of the students, particularly for the students’ unsupervised time and instances where the students fail to follow applicable rules and regulations.

Students will:
- respect Program staff requests and follow all of their directions with a positive attitude;
- respect all safety guidelines required by Program staff including prescribed locations and boundaries;
- respect all curfew, wake-up and lights-out policies (residential students);
- respect all program changes made based on weather or safety related considerations;
- wear appropriate clothing and closed-toes shoes during all field activities;
- respect the differences in other people, make an effort to include everyone;
- pick-up after themselves (at all locations) and throw all trash away;
- respect other people’s personal property and privacy;
- treat all animals (invertebrate and vertebrate) and their environments with respect;
- respect all UNCW property including equipment, boats, buildings and the campus;
- be respectful of UNCW students and staff when in university buildings;
- let their Program counselor know if they are not having a good time;
- immediately bring disagreements to the attention of Program staff;
- behave in an age-appropriate manner.
- dress in a manner consistent with the MarineQuest dress code.

Students will not:
- fight, tease or bully other students using any part of their body, gestures or words;
- behave in a manner that may hurt another student or staff member’s feelings;
- put themselves, other students or Program staff at risk;
- go anywhere without the permission and accompaniment of counselors;
- go into water above knee-level unless given permission while in a lifeguard’s presence;
- use derogatory terms or offensive language at any time;
- bring inappropriate items to program (weapons, drugs, cigarettes, R-rated materials, binoculars, etc.);
- enter the sleeping quarters or shower areas of the opposite sex (residential students);
- alter, damage, destroy, and/or deface the MarineQuest brand and/or logo (including, but not limited to, tee-shirts, posters, and signs);
- open windows or prop open locked doors in any buildings but particularly in the dormitory;
- bring any type of electronic equipment that is prohibited, which include: tablets, laptops, iPads, and DVD players. More details can be found in the Welcome Packet once you are accepted;
- use cell phones for any purpose that in any way violates the cell phone policy terms and conditions. Students may not use cell phones during the program day or other organized activities, they may not be used as cameras. More detail can be found in Welcome Packet once you are accepted.

Parents will:
- provide all necessary camper information (related to differences in behavioral, physical, learning abilities) to ensure that their child has a safe and positive program experience and informs the MarineQuest staff of the best way to interact with/manage their child;
- review the Student Code of Conduct with their child prior to arrival at the Program.

Parents will not:
- interact with Program staff in a threatening/abusive manner at any time (in person or on the phone) or their child will be dismissed from the Program without tuition/fee refund;
- interact with campers or their parents in a threatening/abusive manner at any time (in person or on the phone) or their child will be dismissed from the Program without tuition/fee refund.

I understand and acknowledge that if I chose not to follow the Student Code of Conduct that on my:
First offense - I will be given a verbal warning explaining the expected behavior;
Second offense - I will be removed from the activity and my parent(s) will be called to discuss my behavior.
Third offense - my parent(s) will be called notifying them of my dismissal from program.

Furthermore, I understand that MarineQuest has a zero tolerance policy for some actions. In these cases students will be immediately dismissed and will not receive a program refund.