

**URSULINE COLLEGE
STUDENT HANDBOOK
2018-19
July 5, 2018**

URSULINE COLLEGE

Accredited by:

**The Higher Learning Commission of the
North Central Association of Colleges and Schools**

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Cedar Road



CAMPUS SECURITY
440 449 4204

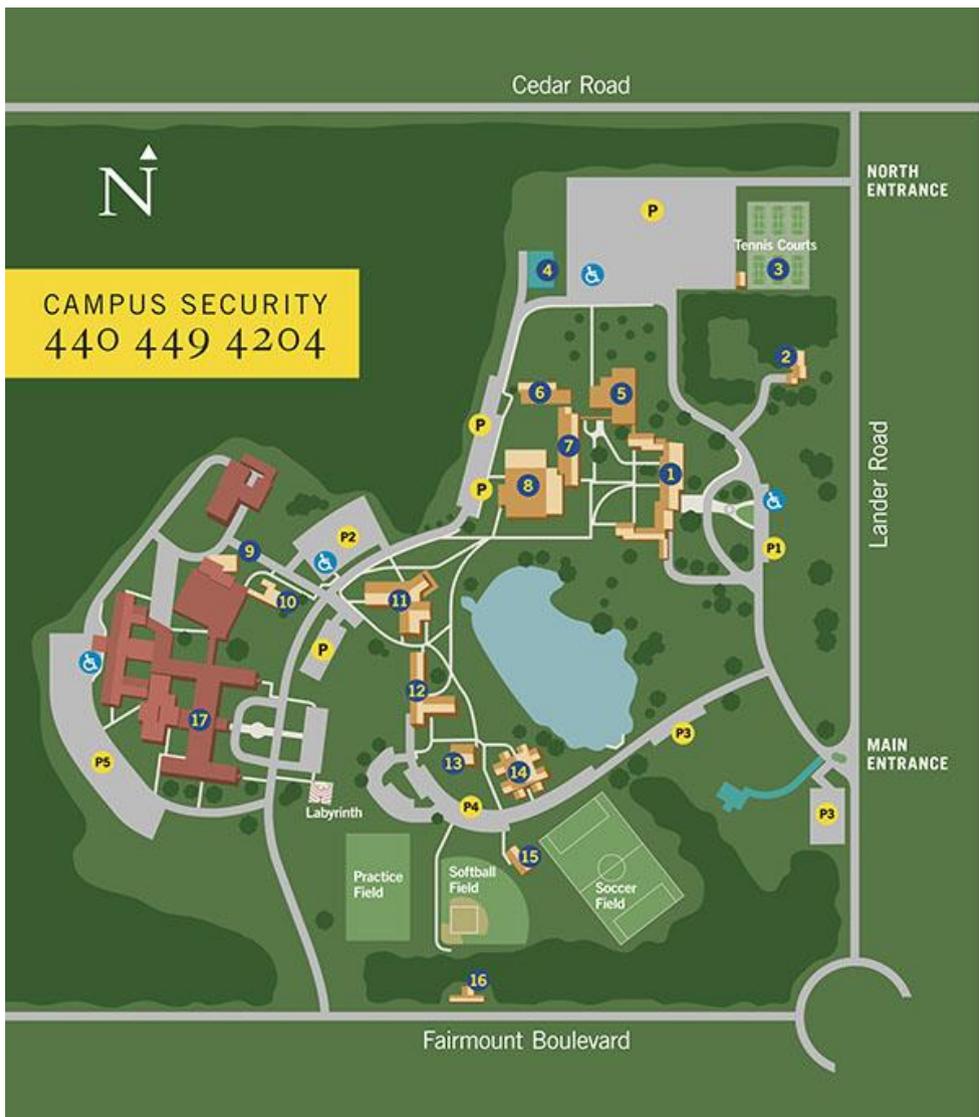
NORTH
ENTRANCE

Tennis Courts

Lander Road

MAIN
ENTRANCE

Fairmount Boulevard



BUILDINGS

1. Mullen Academic Center (Admission, Little Theatre and St. Angela Chapel)
2. St. Mark Center
3. Tennis Courts/Restrooms
4. Maintenance Garage
5. Besse Library
6. Parker Hannifin Center for Creative & Healing Arts & Sciences
7. Dauby Science Center
8. Stano Athletic Center
9. Fritzsche Center (Daley Hall)
10. Wasmer Gallery
11. Pilla Student Learning Center (Admission Visit Center)
12. Grace Residence Hall
13. Murphy Residence Hall
14. Smith Residence Hall
15. Athletic Pavilion/Restrooms
16. St. Ursula House
17. Ursuline Educational Center (Chapel of The Most Holy Trinity and Klyn Hall)

PARKING

- P. General Parking
- P1. Mullen Academic Center (Visitor)
- P2. Admission Visit Center
- P3. Athletic Fields
- P4. Residence Hall
- P5. Klyn Hall

Blue Security Phone Locations

Nine emergency telephones are located throughout the campus for your use. They can be used to contact security for any reason, such as in case of an emergency or to request an escort. The telephones are contained within a box and are labeled Security with a blue light illuminating the box. To use, just open the box and pick up the receiver. You will be connected to Security at extension 4204 (the telephone dials automatically when you pick up the receiver).

WELCOME FROM THE PRESIDENT

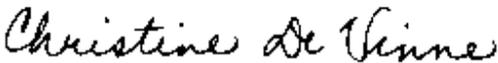
At Ursuline College we are proud of our rich heritage and long history; we are also proud of our outstanding faculty and staff. We are most proud of our students, who are the heart and soul of this academic community.

We welcome all students into our challenging and diverse learning environment, and we invite all to enjoy the opportunity to explore the remarkable worlds of knowledge and understanding. Together as a community, we grow and learn in a variety of academic disciplines, enhanced by a liberal arts core curriculum. We delve into a deeper understanding of ourselves as individuals and into the richness of other cultures in our world. We identify and clarify our values, and we work together to use those values to improve the society in which we live.

Since 1871, Ursuline College, in the Catholic tradition, has fostered an atmosphere in which learners can express their ideas and beliefs, be respected as individuals, and find meaning in life. Founded by the Ursuline Sisters, the College espouses the Gospel values of contemplation, justice, and compassion, aiming to educate women and men to be knowledgeable and competent and to live their lives in a reflective, responsible manner.

Welcome to Ursuline College. Your success is our primary objective. Allow us to share the excitement of learning with you.

Yours,

A handwritten signature in cursive script that reads "Christine De Vinne". The ink is dark and the handwriting is fluid and personal.

Christine De Vinne, OSU, Ph.D. '73
President

URSULINE SPONSORSHIP STATEMENT

Though Ursuline College is organized as a private corporation with its own independent Board of Trustees, the institution maintains close ties to its founding religious congregation, the Ursuline Sisters of Cleveland. This relationship is formally acknowledged through a sponsorship arrangement whereby the religious congregation engages in ongoing interactions with members of the College community. The following statement expresses the characteristics of this relationship.

The Ursuline Sisters of Cleveland, Ohio, are committed to the transformation of society by spreading the Gospel message of Jesus Christ. Acting as God's instruments we reconcile and empower others to be Good News for all God's people, giving special emphasis to families, women, the economically poor, and the powerless. We stand as a sign of hope and healing in our world.

True to St. Angela's charism to be open to the Spirit, dynamically adaptable to society's changing needs and sensitive to women's needs, we see our individual ministries as well as our service in sponsored institutions as characterized by the Gospel values of:

Contemplation:

- Grounding our ministry in prayer
- Fostering a contemplative stance toward life
- Faith-sharing of common vision

Justice:

- Ministering with and to the poor and powerless
- Initiating and/or influencing systemic change
- Collaborating with others in ministry
- Using resources responsibly

Compassion:

- Sharing our love of God through an openness to others and their needs
- Supporting others in developing a sense of self-worth
- Reverencing the dignity of each person
- Extending hospitality

HISTORY

The heritage of Ursuline College, a Catholic liberal arts institution, dates back to 1535 when Angela Merici founded a community of religious women unique for its integration of contemplation and service and for its flexible adaptation to the changing circumstances of time and place. Angela and her companions were known as Ursulines. Together they strove to revitalize a decadent society through an educational endeavor unheard of up to that time, the education of young girls. In 1850 the charism and mission of Saint Angela were brought to Cleveland by Ursulines from France. Remaining true to the vision of their foundress, the Ursuline Nuns in the person of Mother Mary of the Annunciation Beaumont in 1871 obtained a charter from the state to establish the first women's college in Ohio and to "confer all such degrees and honors as are conferred by colleges and universities in the United States." Begun as an undergraduate institution for young women, the college has maintained its emphasis on the baccalaureate degree but has more recently developed graduate programs. Today, supported by the commitment of the Ursuline Nuns of Cleveland, Ursuline College's primary thrust remains the education of women and men for roles of responsibility and leadership in society.

MISSION

Ursuline College offers holistic education that transforms students for service, leadership and professional excellence by providing undergraduate and graduate programs that foster lifelong learning and personal wisdom in an environment characterized by:

- Catholic and Ursuline heritage
- Women-centered learning
- Values-based curricula
- Inclusive, global perspective

VISION STATEMENT

A premier Catholic institution of higher learning that provides transformative experiences and inspires greatness in our graduates.

CORE VALUES

Student Focus

- Demonstrate that students are our priority
- Support student learning
- Measure our success by the success of each student
- Empower students to take responsibility for their own education and future

Spirituality

- Balance action with contemplation
- Develop awareness of spirituality, faith, and religion
- Increase awareness and clarity about personal and professional values
- Leave the world a better place

Respect

- Demonstrate dignity and respect for everyone
- Value, trust, and help each other
- Strive for justice and fairness in all relationships
- Recognize and acknowledge achievement on every level

Collaboration

- Involve others to multiply effectiveness
- Achieve goals through productive cooperation in the college and world community
- Appreciate synergy that comes with involvement from multiple perspectives
- Model collaboration in all of our activities and endeavors.

PHILOSOPHY OF URSULINE COLLEGE

Ursuline College helps students to achieve their educational and career goals by emphasizing the whole person and providing personalized attention within a liberal arts higher educational environment. While welcoming persons of all faiths, the College is Catholic in its origins, identity, and environment. Instruction and services are based on the dignity of the human person in accordance with the principles of Catholic social teaching.

In the liberal arts tradition, an Ursuline education emphasizes critical thinking; clear and graceful expression; free, mature judgment and choice; and commitment to continued learning. In addition, faithful to the contemplative heritage of the Ursuline congregation, we perceive contemplation and reflection as integral factors in our search for wisdom. Thus a distinctly Ursuline education emphasizes a strong foundation in the arts and sciences, fosters the student-professor dialectic with its corollary of shared responsibility, respects the learning needs of the individual student, and recognizes the interrelatedness of spiritual vitality and service to the larger community.

Acknowledging that the liberal arts are life arts, we help students search for wisdom within the context of theology and philosophy, the fine arts and humanities, and the natural and social sciences. Our career programs build upon this broad foundation to prepare students to serve the community and their professions with distinction and integrity.

The primary focus of the institution is on the academic preparation of students through an emphasis on excellence in teaching and on scholarship that supports teaching. The College seeks for its faculty women and men who are professionally competent, who are committed to developing a learning community, and who can contribute to its distinctively Ursuline character. As a corollary of our emphasis on shared responsibility, the College seeks to foster a climate of collegiality in which all members have opportunity to influence and to participate in decision-making.

Today we serve students who reflect a wide range of ages, of economic, social and academic backgrounds, and of religions. We make a special effort to assess and meet the needs of our diverse clientele by providing flexible scheduling and a variety of approaches to learning. Ursuline College also serves the local community by offering programs and facilities for social, cultural, and spiritual enrichment.

In all our services, we strive for the integration of the intellectual, aesthetic, social, psychological, physical and spiritual dimensions of life – the heart of any endeavor to initiate and sustain a search for wisdom. Our mission then is to further this life of wisdom in contemporary society and thus contribute to the building up in history of the Reign of God.

INSTITUTIONAL ACCREDITATION

Ursuline College is accredited by the Higher Learning Commission of the North Central Association (30 North LaSalle Street, Suite 2400; Chicago, Illinois 60602-2504; tel.: (800) 621-7440. www.ncahigherlearningcommission.org).

The Education Unit at Ursuline College is accredited by the National Council for Accreditation of Teacher Education (NCATE), www.ncate.org and the Council for the Accreditation of Educator Preparation (CAEP), www.caepnet.org. This accreditation covers initial teacher and advanced educator preparation programs.

OUTCOMES OF AN URSULINE EDUCATION

Learning Outcomes

1. Analyze and Synthesize by examining and distinguishing constituent elements and combining parts or elements into a whole.

2. **Communicate Effectively** by exchanging ideas, thoughts, opinions or feelings among multiple cultural groups, including one's own, using language, symbols, signs or gestures appropriate for everyday living.
3. **Demonstrate Intercultural Knowledge** by engaging in behavior that encourages effective relationships in both one-to-one and group situations while respecting intercultural and cultural differences.
4. **Make Decisions Based on Values** by discerning what the individual prizes as ethical, socially worthwhile, good, beautiful, and true.
5. **Cultivate Understanding of Human Expression** by integrating individual spiritual, cognitive, and affective responses to experience of the arts.
6. **Solve Problems** by finding solutions to complex questions or situations that present uncertainty or difficulty.
7. **Take Responsibility for Society** by accepting the obligation to act in response to unjust or oppressive social situations.

New Student Pledge

As a new student at Ursuline College, I understand the important role in the campus community I am accepting today.

I will do my best to treat every student and member of the college community with importance;
 I will do my best to become more reflective;
 I will do my best to respect, trust, and help others; and
 I will do my best to achieve goals through collaboration.

I will do my own academic work fairly and honestly. I will study what it means to plagiarize and will be diligent to avoid violation.

I will strive to take responsibility for society;
 Make decisions based on values;
 Cultivate understanding of human expression;
 Demonstrate intercultural knowledge;
 Communicate effectively;
 Analyze and synthesize; and
 Be a problem solver.

These are the outcomes of an Ursuline College education, which I readily and willingly undertake today.

URSULINE COLLEGE ALMA MATER

College days, happy days in the halls of Ursuline. Friendships rare, memories fair, cast their spell serene. Other days, other ways down the vista of the years but true to you we'll sing to you in gladness or in tears. Ursuline O honored name, Ursuline of gracious fame. Loyally we sing, we sing your praise. Ursuline your memory sweet, Ursuline we fondly greet and wish you length of days and wish you length of days.

Give good example-teaching more by what you do than what you say. (5th Counsel)

DIRECTORY OF THE ADMINISTRATION AND FACULTY

Contact information for the administrative staff and the faculty can be found on the Ursuline College website at: http://www.ursuline.edu/Campus_Resources/campus_directory.html

URSULINE COLLEGE ACCELERATED PROGRAM (UCAP)

Degrees and Certificates Offered and Academic Calendar:

See www.ursuline.edu/ucap.

ACADEMIC POLICIES AND PROCEDURES

Undergraduate Academic Policies and Procedures:

See <http://www.ursuline.edu/Documents/UndergraduateCatalog1719.pdf>.

Graduate Academic Policies and Procedures:

See <http://www.ursuline.edu/documents/GraduateCatalog1719.pdf>.

COLLEGE POLICIES

ACCEPTABLE USE OF INFORMATION SYSTEMS AT URSULINE COLLEGE

General Principles

Access to computer systems and networks owned or operated by Ursuline College impose certain responsibilities and obligations and is granted subject to college policies and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

Guidelines

In making acceptable use of resources you must:

- Use resources only for authorized purposes.
- Protect your *userid* and system from unauthorized use. You are responsible for all activities on your *userid* or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space,

printer paper, manuals, or other resources.

In making acceptable use of resources you must NOT:

- Use another person's system, *userid* and/or password with or without permission.
- Use another person's system, files, or data with or without permission.
- Use computer programs to decode passwords or access control information.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to college data.
- Use college systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
- Make or use illegal copies of copyrighted software, store such copies on college systems, or transmit them over college networks.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or *userid*.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use the college's systems or networks for personal gain; for example, by selling access to your *userid* or to college systems or networks, or by performing work for profit with college resources in a manner not authorized by the college.
- Post blogs that contain libelous information and are posted using College equipment (including the College network/internet) are a violation of this Acceptable Use Policy.
- Engage in any other activity that does not comply with the General Principle presented above.

Social Networking/Online Communities' Websites

For many, particularly students, the internet is a powerful means for developing and strengthening peer connections and expressing individual identities through online communities (Facebook, MySpace, and the like). While the College does not officially monitor these types of websites, there may be instances where a College official unintentionally encounters a website reflecting inappropriate conduct by a member of the Ursuline College community or inappropriate conduct captured on a website may be brought to the attention of College officials. Inappropriate conduct so discovered will be addressed through existing response mechanisms at the College, including, but not limited to, the Student Code of Conduct and the Computer Information Services Acceptable Use Policy.

File Sharing

The Recording Industry Association of America (RIAA) is going through with its promise to file lawsuits against possibly hundreds of peer-to-peer file sharers and sending subpoenas to dozens of Internet Service Providers – including colleges and universities – to get information about users suspected of illegally trading files. This “Acceptable Use Policy” prohibits the use of Ursuline College network and/or computers for illegal transmission of any material protected by copyright. This includes mp3 music files and other digital entertainment found on the Internet. It is illegal to transfer files and/or store them on disk on the Ursuline College network.

Enforcement

The college considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on college systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. Violators are subject to disciplinary action as prescribed in the Code of Conduct, the *Ursuline College Student Handbook/Planner*, and College Employee Handbook. Offenders also may be prosecuted under laws including (but not limited to) the Communications Act of 1934 (amended), the Family Educational Rights and Privacy Act of 1974, the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989,

Interstate Transportation of Stolen Property Act, and the Electronic Communications Privacy Act. Access to the text of these laws is available through the Besse Library Reference Department.

Information Disclaimer

Individuals using computer systems owned by Ursuline College do so subject to applicable laws and College policies. Ursuline College disclaims any responsibility and/or warranties for information; materials residing on non-college systems or materials do not necessarily reflect the attitudes, opinions, or values of Ursuline College, its faculty, staff, or students.

These guidelines should not be construed as a limit on any individual's right under the constitutions of the United States or the State of Ohio.

Please consult the Computer Services Department for additional information.

ACTIVITIES VAN

Purpose

The Ursuline College vans are to be used for the transportation of members of the Ursuline College community for athletic events and activities organized by recognized groups on campus. A minimum of five persons is needed for a group to reserve the vans for an outing. The van is not to be used for regular transportation for classroom activities (such as clinicals). It may be used for special academic and cultural events associated with a particular class or for athletic events.

Who May Use the Van

Recognized Ursuline College groups may use the vans for sponsored activities. Drivers of the van must be full or part time members of the faculty, administration or staff of Ursuline College who are 21 years old or older. All drivers must complete the certified driver training course offered by the College. All drivers of the van must have had their driver's licenses checked by Ursuline's insurance representative to ascertain their driving records. The driver of the van will be responsible for the van while it is checked out for usage. This responsibility means that in the event of an accident where the driver has been found at fault, the sponsoring organization will be responsible for the cost of the deductible. Depending on the circumstances, the driver may have her or his privilege to drive the van revoked. Fault will be determined in one of two ways. If the driver is cited by police in a police report of the accident as being at fault that estimation will be accepted by the Associate Dean for Student Affairs as final. If there is no police report or if the circumstances are unclear the Associate Dean for Student Affairs will conduct a judicial hearing to determine if the driver is at fault.

Requesting the Activities Van

The van is scheduled through the Department of Athletics. The van must be requested during regular business hours, 8:00 a.m. to 4:30 p.m. Monday through Friday. The person who will be driving the van must be listed on the permission to drive vehicle form.

The van will be scheduled on a first-come, first-serve basis. A maximum of three reservations may be scheduled at one time. Only three reservations will be taken per group per month. If an organization wishes to use the van more than three times a month it may do so depending on the van's availability. The only exception to this policy is on-going usage of the van by athletics. In case of conflicts, the Department of Athletics has priority.

A maximum of three reservations may be scheduled at one time. Only three reservations will be taken per group per month. If an organization wishes to use the van more than three times a month it may do so depending on the van's availability. The only exception to this policy is on-going usage of the van by athletics. In case of conflicts, the Department of Athletics has priority.

Cost

The van must be returned to campus by the agreed upon time and in good condition. An Ursuline College employee will check the van when it is returned for any internal or external misuse. The group using the van should not service it except in cases of long trips under the supervision of authorized College personnel. Penalties for misuse or failure to return the van on time may result in withdrawal of privileges and, if appropriate, restitution for the cost of cleanup or repair. The Associate Dean for Student Affairs will review the violation and determine the appropriate sanction in accord with the judicial process of Ursuline College.

Use of Alcoholic Beverages

Drugs, tobacco and alcohol in the van are prohibited.

Drinking of alcoholic beverages in the van is prohibited. All designated drivers are prohibited from consuming alcoholic beverages while in possession of the van. Violations of this policy will be handled by the Associate Dean for Student Affairs in accordance with the judicial process of Ursuline College.

ALCOHOL POLICY AND DRUG POLICY

Ursuline College exists in a state which regulates the consumption of alcoholic beverages. Under state law one must be 21 years of age in order to purchase or consume liquor, wine, wine coolers, liqueur, beer or other alcoholic beverages. State of Ohio law also prohibits the carrying of an open container of any alcoholic beverage on the street or in a motor vehicle. Criminal penalties range from fines to imprisonment depending on the nature and seriousness of the offense. Ursuline College policy will be in accord with state law and with local ordinances regarding the purchases and consumption of alcoholic beverages. The policy recognizes that alcohol abuse leads to a variety of physical and/or emotional problems. These effects may be significant or even fatal. As a college whose primary mission is the education of women, Ursuline College is also concerned that men and women understand that using alcohol while pregnant may cause damage to a fetus. The College also exists within the context of Christian concern for the physical, mental and spiritual welfare of all human beings and a value system which respects both the rights of the individual and the needs and rights of the community. The College seeks to provide an educational setting where all members of the College community learn the freedom of individual choice and the responsibility that such choice entails. Ursuline College policy regarding the use of alcohol will show concern for the physical and emotional health of individuals and for the social and educational environment of the community. The College expects responsible behavior from those who choose to drink alcohol and are of legal age to do so, and the College requires an environment free from coercion for those who choose not to drink.

Within this context, the following comprise the Ursuline College policy on the use of alcohol:

1. No persons under age shall consume, purchase, or be served any alcoholic beverage.
2. No alcoholic beverage is permitted in the student residence hall rooms.
3. Alcoholic beverages are prohibited in residence hall public areas and in the buildings of the College except with approval.
4. Registered parties and events on campus with alcohol will be permitted only with procedures established in accord with this policy.
5. College-sponsored events held off campus will be on a cash bar basis unless specifically approved by the Vice President for Student Affairs or the President.
6. The College will provide alcohol awareness education programming and counseling opportunities for those who seek and/or would benefit from such counseling.

Drug Policy

Ursuline College upholds the applicable drug laws that relate to controlled substances and prohibits the use, possession, sale, and distribution of illegal drugs by students, guests, faculty, and staff. Possession,

use, distribution, or sale of any controlled substance or illegal drug is subject to administrative action when engaged in on campus, at an off-campus educational site, or at College-sponsored activities.

Alcohol and Drug Policy with Regard to FERPA

The Family Educational Rights and Privacy Act (FERPA) permits institutions to directly contact parents or legal guardians of students under the age of 21 who are found responsible for violating institution policies on the use or possession of alcohol or controlled substances. After lengthy discussion and review, we concluded that College staff from the Associate Dean for Student Affairs Office will notify parents or guardians of a student when that student is found responsible for the use, sale, or possession of controlled substances (illegal drugs) within the community. We will also notify parents or guardians of a student when that student is found to have violated the Student Code of Conduct policies on the use and possession of alcohol when they are under the age of 21 and **one or more of the following occurs**:

1. When a student has been found to have violated the alcohol policy a second time;
2. When there is significant property damage;
3. When medical attention to any person, including the student, is required as a result of the student's alcohol-related behavior;
4. When the student demonstrates reckless disregard for his or her own personal safety or the safety of others; or
5. There is evidence that the student's alcohol-related behavior negatively impacted the learning environment.

Alcohol & Drug Education

Ursuline College distributes via the US Postal Service a back to school letter to all students that includes "Facts about Drug and Alcohol Abuse." The information in this brochure is taken from the Alcohol Policy, Drug Policy, and Alcohol and Drug Policy with Regard to FERPA as described above. As in the sections above, it details the College alcohol policy, drug policy, parental notification, and also includes services available on campus for assistance and a list of referral services available from agencies outside of campus.

The College participates annually in the National Alcohol Awareness Week and Great American Smoke-out programs. Alcohol and Drug education programming is part of Residence Life training and new student orientation. The offices of Residence Life, Wellness, Athletics, and Orientation coordinate two to three programs each semester for the campus. Presentations are made within the residence halls, student athletes and to all of campus (students/faculty/staff). The Wellness Office provides alcohol, tobacco and other drug programs for the College community upon request. All services and programs are provided at no charge. The College also has a student wellness group, SWAG (Student Wellness Action Group), that does drug and alcohol programs and displays for the College.

Registered Party Procedures

A. All campus Parties

An all campus party is defined as a party sponsored by an Ursuline College student organization and open to all Ursuline Students and their guests. Following the appropriate procedures, beer may be served at all campus parties to those persons of legal age who choose to partake.

All campus parties must be registered with the Director of Student Activities. They may be held on Friday from 4 p.m. - 1 a.m. or Saturdays from noon to 1 a.m. in either the Daley Dining Hall or the Grace Hall first floor lounge. Attendance at the party is limited to the capacity of the room as established by the fire marshal. Beer is the only alcoholic beverage that may be served and must be sold under an F class permit from the State of Ohio. The serving of beer must end one-half hour prior to the end of the party.

Parties must be registered and approved by the Office of Student Activities no later than two weeks prior to the scheduled event. Prior to the Director's approval the sponsoring organization must have

received clearance to use the desired room from the appropriate administrator, have received the approval to sponsor the party from the organization's adviser, and have requested an F class permit from the State of Ohio (the cost ranges from \$120-300 depending on what type of permit is being requested). There is also a \$20 filing fee. In addition to obtaining an F class permit, the terms of our insurance coverage require the submission of the appropriate permit to the Diocesan Insurance Service Corporation and the payment of a charge of \$100 per event. The permit will be requested by the Director of Student Activities. The College also requires that security be present at all-campus parties. Security will be arranged through the Director of Student Activities in conjunction with the Director of Security. All cost involved for the permits, insurance, and security will be paid by the sponsoring organization.

Registered party forms and forms requesting an F class permit are available from the Student Activities Office.

At registered parties the following procedures must be followed by the sponsoring organization:

1. The sponsoring organization is responsible for carding everyone who enters the party. Ursuline students must show a current Ursuline I.D. and/or valid driver's license and have that checked against a current student roster. Guests must show a valid driver's license (or birth certificate) and must sign a guest register. Those persons of age to drink will receive a wristband.
 2. Beer will be served only to those persons wearing wristbands. Giving your wristband to another or giving beer to an underage person is illegal and will result in immediate expulsion from the party of all involved in the incident and may result in further judicial action. It is also illegal to serve any person who is obviously intoxicated. Ursuline students are responsible for the conduct of their guests.
 3. Any person serving beer must be of legal drinking age.
 4. Food and sufficient non-alcoholic beverages must be available at the party, provided by the sponsoring organization.
 5. The sponsoring organization is responsible for cleanup and for any damages occurring at the party.
 6. The sponsoring organization shall be held responsible for abuse of these party procedures. In the event of a judicial hearing, the president of the organization shall represent the group.
- B. Other events on campus involving the consumption of alcohol may occur with the specific approval of the President of the College.

AFFIRMATIVE ACTION STATEMENT

In addition to ensuring Equal Opportunity for both employment and student admissions, Ursuline College is committed to Affirmative Action for protected groups if any are underrepresented in its student body or on its faculty and staff. This commitment to affirmative action includes a commitment to engage in specific recruiting efforts for students, faculty, and staff in any underrepresented area. It also includes a commitment to regularly monitor student's admissions and employee hiring, promotion, and pay in order to identify any underutilization and to ensure that the College's equal opportunity and affirmative action policies are being implemented.

AIDS POLICY

Philosophy

The Ursuline College response to AIDS is grounded in our ethical tradition and informed by prevailing medical insight and current law. Respect for all people dictates that we respond with care and compassion toward all HIV-positive individuals, whether they are students, staff, faculty, administrators, or clients

served by any of the above. At the same time we recognize our responsibility for the welfare of the entire college community.

The most recent medical knowledge available advises that the virus which causes AIDS or ARC cannot be spread through casual contact. Current Legal opinion based on this medical advice indicates that there is no justification for denying educational or employment opportunities to a person with AIDS or ARC who is otherwise qualified to fulfill academic requirements or job responsibilities.

General Policy

Ursuline College will not require testing or screening to identify HIV-positive individuals for purposes of admissions or employment.

Ursuline College will not discriminate against a student on the basis of AIDS or ARC in classrooms, residence halls, assignments, or other activities. Ursuline College will not discriminate in terms of employment on the basis of AIDS or ARC.

These rules will necessarily be revised as medical and legal developments take place. In addition, only the appropriate authority may make exceptions to these general policies when the health and safety of an individual or that of a segment of the College community warrants.

Education

As a Catholic institution of higher learning, Ursuline College is committed to providing ongoing moral, medical, and legal information about AIDS to the entire college community.

BONFIRE POLICY

Bonfires are not permitted on campus unless permission and proper permits are secured through the Office of Student Activities. Permits are limited annually and will only be issued for a student organization or College-sponsored event. Violations by student, or guests of student, will be handled according to procedures outlined in the Student Handbook/Planner. Unsanctioned bonfires/fires may result in local law enforcement authorities being involved.

BULLYING, INTIMIDATION & CYBER BULLYING POLICY

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. As such, it is the policy of Ursuline College ("Ursuline") that any form of intimidation, bullying or cyber bullying (herein referred to as "bullying") is expressly forbidden, whether in the classroom, residence halls, on school property, or during participation in school-sponsored events, organizations, programs, or training. This policy expressly forbids any form of bullying that occurs on the campus of Ursuline College or in association with Ursuline's programs, events, or training. Bullying activity that takes place off-campus and which is not affiliated with Ursuline College programs, events, or training will be referred to local law enforcement.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior should immediately report such conduct to the Associate Dean for Student Affairs. Complaints of bullying will be investigated promptly and in an impartial manner. Bullying against a person because of that person's Protected Status, including race, color, national origin, religion, age, ancestry, sex, pregnancy, gender identity or expression, sexual orientation, disability, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local laws should also be reported to the Director of Compliance, as provided at http://www.ursuline.edu/docs/student_life/Harassment%20and%20Discrimination%20Policy%20Students.pdf

Retaliation against any individual reporting bullying conduct will not be tolerated.

Definitions - Bullying is any intentional written, verbal, graphic, or physical act that an Ursuline student, employee, or College official exhibits toward a particular student, employee or College official or group of students, employees or College officials, more than once, and the behavior both:

- Causes mental or physical harm to the other student, employee or College official or group of students, employees or College officials; and
- Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, employee or College official, or group of students, employees or College officials.

An “intentional verbal, graphic, or physical act” includes any electronically transmitted act through the Internet, cell phone, personal digital assistance (PDA), wireless hand-held device, or social networking website or program.

Nothing in this policy requires the affected party to possess a characteristic that is a perceived basis for the bullying or any other distinguishing characteristic.

Prohibited Behaviors - Bullying includes but is not limited to: physical violence and/or attacks, threats, taunts and intimidation through words and/or gestures, extortion, damage or stealing of money and/or possessions, exclusion from the peer group, rumors, slurs, jokes, innuendos, demeaning comments, drawing cartoons, pranks, or any other written, oral, or physical actions.

Bullying also includes the use of information and communication technologies and other web-based/online sites, including but not limited to: posting slurs on websites where students congregate or on web logs (blogs), sending abusive or threatening instant messages, using camera phones to take embarrassing photographs of others and posting them online, using websites to circulate gossip and rumors to other students, or excluding others from an online group by falsely reporting them for inappropriate language to internet service providers. False reports or retaliation for bullying also constitutes violation of this policy.

Reporting & Documenting - Students, employees, or College officials may file formal, written complaints regarding suspected bullying with the Associate Dean for Student Affairs. An affected party may also file informal, verbal complaints regarding possible bullying with the Associate Dean for Student Affairs, who will promptly document the complaint in writing. Ursuline will do its best to maintain the confidentiality of students, employees or College officials wishing to file an anonymous complaint under this policy. However, the due process rights of the accused will often make it necessary to reveal the identity of the person filing the complaint before discipline can be issued against the accused.

Investigating - The Associate Dean for Student Affairs and other College delegates, as appropriate, are responsible for determining whether an alleged act constitutes a violation of this policy. When allegations are made against or by an Ursuline employee or College official, the College delegates will include the Director of Human Resources and the Vice President for Academic Affairs.

In so doing, the Associate Dean for Student Affairs (and College delegates, when appropriate) shall conduct a prompt, thorough, and complete investigation of each alleged incident.

The investigation will begin through an informal meeting between the Associate Dean for Student Affairs, College delegate(s), and the complainant. The purpose of the meeting will be to gather information from the complainant, regarding the conduct in question. The complainant will be asked to reduce their complaint to writing to assist in the investigation process. If the Vice President and College delegate(s) believe that there is sufficient basis for the complaint, the alleged perpetrator will be contacted and provided with a copy of the complaint and a summary of the allegations raised against him or her. The alleged perpetrator will be provided equal time to address the allegations and may offer any evidence or witnesses on his or her behalf.

The parties may agree to an informal mediation session in an effort to achieve resolution of the matter. Such mediation will be purely voluntary and will only be arranged with the express consent of both parties. Once the investigation has been completed, the Associate Dean for Student Affairs will provide written notice

to both parties regarding the outcome of the investigation. The written notice will include findings of fact, witness statements, a determination of whether acts of bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action. This report will comply with the College's obligations under FERPA.

Each party will have fourteen (14) consecutive days within which to file a written appeal of the decision with the Vice President of Academic Affairs.

Retaliation - Ursuline prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Associate Dean for Student Affairs after consideration of the nature, severity, and circumstances of the act.

Remedial Actions - Non-disciplinary and disciplinary interventions may be used to change the behavior of the offending individual and to remediate the impact on the victimized party. Verified acts of bullying shall result in an intervention by the Associate Dean for Student Affairs that is intended to ensure that the prohibition against bullying is enforced, with the goal that any such prohibited behavior will cease. In situations when an employee has engaged in verified acts of bullying, all interventions will also be determined by the Director of Human Resources and the Vice President of Academic Affairs.

When verified acts of bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, the offending individual may be counseled as to the definition of bullying, its prohibition, and the individual's duty to avoid any conduct that could be considered bullying. When acts of bullying are verified and a disciplinary response is warranted, the offending individual will be subject to the full range of disciplinary consequences outlined in the applicable Ursuline policies. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

Consequences for a student who commits an act of bullying shall be unique to the individual incident. Remedial actions include but are not limited to: admonishment, temporary or permanent removal from the residence halls, temporary or permanent loss of athletic privileges, counseling support services, diversity training, corrective instruction, behavioral assessment, and/or legal action.

Consequences for an employee or College official who commits an act of bullying shall be unique to the individual incident. Remedial actions include but are not limited to: discipline up to and including termination, counseling and support services, diversity training, corrective instruction, behavioral assessment, and/or legal action.

CHILDREN ON CAMPUS/CHILDREN IN LIBRARY

Consistent with Ohio law that young children should not be left unattended, children under the age of 14 are permitted on campus only with adult parental supervision. In general, the expectation is that children will not be taken into the classrooms. Children are not permitted to be babysat in the hallways.

CHILDREN IN THE LIBRARY - Consistent with Ohio Law that young children should not be left unattended, children under the age of 14 are permitted on campus only with adult parental supervision. Children must remain within their parent's sight while in the library. Children are expected to behave in such a way as not to interfere with the work of library patrons or staff in the library.

Per the Acceptable Use of Information Systems at Ursuline College, neither children nor anyone other than students themselves may use Ursuline's login computers. A guest computer is available for limited use.

CHILDREN FOUND ALONE IN LIBRARY. Security will ask parents to leave class to pick up unaccompanied children.

CIVIL RIGHTS/NONDISCRIMINATION POLICY

The College's Harassment and Discrimination Policy is located at:

http://www.ursuline.edu/docs/student_life/Harassment%20and%20Discrimination%20Policy%20Students.pdf.

CONFIDENTIALITY STATEMENT

Emotionally charged personal material is not appropriate for general classroom discussion. Students are not compelled to self-disclose emotionally charged personal information in written assignments or oral presentations required in Ursuline College courses.

DIRECTORY INFORMATION

At its discretion, Ursuline College releases directory information to the public upon request unless students have filed a form with the registrar indicating their intention to not release their directory information without their permission. This form must be completed within two weeks of the first day of classes for the fall semester. Requests for nondisclosure of directory information will be honored for one year only; therefore a new form must be filed annually in the registrar's office (Mullen Administration Building Room 205). Ursuline College has designated the following categories as directory information:

- Student name, address, telephone number, email and date of birth.
- Dates of attendance at Ursuline College, major field of study, participation in officially recognized activities, degrees, and awards received.
- The most recent previous educational agency or institution attended by the student.

NOTE: Parent name, address and telephone number are not considered directory information.

Legitimate Educational Interest at Ursuline College

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

EMERGENCIES (FOR CONTACT ON CAMPUS)

Every effort will be made to contact students who are on campus in case of an emergency. The receptionist receiving the call at the switchboard will notify the Associate Dean for Student Affairs or a Director in the Division. The Associate Dean for Student Affairs, or her designee, will look up the student's schedule and try to get a message to the student in class.

In addition, in case of an emergency, the College will make every effort to contact an appropriate staff person by phone. Students should note, however, that the College cannot guarantee the individual can be reached by phone at any time or that the phone will be free from technical problems. Neither the College nor the individual assumes any liability based on the carrying of a cell phone for emergency situations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annual Notification of Rights (Please refer to Alcohol Policy with regard to FERPA)

The Family Educational Rights and Privacy Act ("FERPA) affords students the following rights concerning their education records:

- 1. The right to inspect and review education records within 45 days of the day the College receives a request for access.**

Students should submit written requests that identify the records they wish to inspect to the registrar. The registrar will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the Ursuline College official to whom the request should be addressed.

2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Ursuline College to amend a record by writing the College official responsible for the record. Students should clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the College will notify students of the decision and advise them of their right to a hearing concerning the request for amendment. Additional information about hearing procedures will be provided to students upon notification of their hearing rights.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, unless FERPA authorizes disclosures without consent.

Please note: Among other exceptions, FERPA permits disclosure without consent to College officials with legitimate educational interests. Ursuline College officials are persons employed in an administrative, faculty, or support staff position (including security personnel and health staff); persons or companies with whom the College contracted; e.g., an attorney, auditor, or collection agent; persons serving on the Board of Trustees; or students serving on an official committee, such as the academic appeals or judicial boards, or assisting other college officials in doing their duties. College officials have legitimate educational interests if they need to review the education records to fulfill their professional duties.

In addition, upon request, Ursuline College discloses education records without consent to officials at other colleges or universities in which a student seeks to enroll.

4. Prior consent to disclosure of information from student educational records will not be required when notice is made to appropriate parties in connection with an emergency, where knowledge of the information is necessary to protect the health or safety of the student or other individuals.

We normally consider parents as "appropriate parties to notify in such emergencies". For example, if a student living in the residence halls were transported to the hospital in a life-threatening situation, every reasonable effort would be made by the Student Affairs staff to notify parents as soon as possible.

5. In virtually all cases, the College uses the student Social Security Number (SSN) as the student ID number. Federal regulations requiring our reporting the SSN for every student receiving any kind of federal financial aid or loan necessitate its continuing use for the time being.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ursuline College to comply with the requirements of FERPA, can be done by contacting the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-4605.

FIREARMS

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on these premises unless otherwise authorized by law. No person shall knowingly possess, have under the person's control, convey a deadly weapon or dangerous ordnance onto these premises pursuant to the Ohio revised code.

FUNDRAISING/FOOD SALE POLICY

Student Organizations can sponsor fundraisers to either support the operations of their organization, or to benefit a selected charitable organization. Both the Office of Student Activities and Campus Ministry need

to be notified during the planning of fundraisers to assist in avoiding duplicated or overlapping efforts. If funds are being raised through the sale of food items, the sale cannot occur at the time and location when the same items are being sold in Daley Dining Hall or the new Pilla dining facility when it opens.

To solicit donations from area businesses, Student Organizations need to seek approval from the Office of Institutional Advancement and notify the Office of Student Activities.

College departments or offices who are interested in doing a fundraiser should seek the approval of their area Dean or Vice President.

HARASSMENT AND DISCRIMINATION COMPLAINTS

THE COLLEGE'S POLICY ON HARASSMENT AND DISCRIMINATION, INCLUDING ITS PROCEDURES FOR FILING COMPLAINTS, ARE LOCATED AT
[HTTP://WWW.URSULINE.EDU/DOCS/STUDENT LIFE/HARASSMENT%20AND%20DISCRIMINATION%20POLICY%20STUDENTS.](http://www.ursuline.edu/docs/student_life/harassment%20and%20discrimination%20policy%20students.pdf)
PDF

HARASSMENT AND DISCRIMINATION POLICIES; SEXUAL MISCONDUCT POLICIES

The College's Harassment and Discrimination Policy, including its nondiscrimination policy and its procedures for filing complaints, are located at
http://www.ursuline.edu/docs/student_life/Harassment%20and%20Discrimination%20Policy%20Students.pdf

The College's Interim Policy on Sexual Misconduct, including its nondiscrimination policy and its procedures for filing complaints, are located at
http://www.ursuline.edu/docs/student_life/Interim%20Policy%20on%20Sexual%20Misconduct.pdf

HARM TO SELF OR OTHERS - (See Threats)

HOVER-BOARDS

Ursuline College prohibits the use and possession of hover-boards, self-propelled scooters, and similar devices throughout the campus. Such items are prohibited from campus grounds and all campus buildings, including use or storage within the residence halls. Should these devices be found in any area on campus, they will be confiscated by appropriate college officials. Anyone found in violation of this policy is subject to the college's judicial process and may be sanctioned and/or fined.

LAKE POLICY

Students are not permitted to take boats out on the lake, named Lake Elissa, nor are students

permitted to be in the lake for any reason (unless they are in an Ursuline class with a professor using the boat/lake for research). We are concerned about the safety and health of every student. Any student found swimming or boating in the lake will be subject to judicial action.

MISSING PERSONS RESPONSE PROTOCOL:

(HEA TITLE IV, SECTION 485 (J))

It shall be the policy of Ursuline College to thoroughly investigate reports or complaints of all persons missing from the Ursuline College community. To this end, it is our mission, upon receipt of a report or complaint, to obtain the basic facts as to who, what, when, where, and how regarding the circumstances of the missing person, a brief description of the victim, suspect, and any vehicles that were involved. The complaint would then be assigned to Campus Security or a Student Affairs administrator for immediate follow-up. Either Campus Security or the investigating administrator will contact the Pepper Pike Police so that they can conduct a search of police records regarding the complainant, victim, and suspect(s). Ursuline College Security will (dependent upon the circumstances) prepare a Safety and Security Notice regarding the incident to alert the community. Security staff will ensure that the notice is posted on campus. The Safety and Security Notice will be posted in residential communities, at the entrances of the main campus buildings, and in those places where students, faculty, and staff most frequent on the campus (i.e., cafeterias, bookstores, and student/staff lounges).

The following list identifies the Ursuline College personnel to whom a missing person's report can be made.

Vice President for Enrollment and Student Affairs	440.646.8320
Associate Dean	440.646.8336
Director of Residence Life	440.646.8334
Resident Assistant (On-duty 5 pm - 8:30 am)	440.221.2814 cell phone
Security	4204 or cell: 440.221.9025

During an investigation of a missing person, the College takes direction from local law enforcement. Law enforcement is responsible for verifying the accuracy of the report or complaint information, which includes the description of the victim and the circumstances at the time of disappearance.

The College gives students the option to provide confidential contact information for a person to be notified in the event the student is officially reported missing.

If Campus Security officials and/or local law enforcement determine that a student for whom a missing person's report has been filed has been missing for more than 24 hours, then within the next 24 hours the College will:

- Notify the individual identified by the student to be contacted in this circumstance;
- Notify a parent or guardian if the student is under 18 years of age; and
- Notify all other appropriate law enforcement officials in situations where the student is over 18 years of age and has not identified a person to be contacted.

“Suzanne’s Law,” which requires local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing, was signed into law by President George W. Bush in the spring of 2003 as part of the national “Amber Alert” bill. The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously, law enforcement officers were only required to report missing persons under the age of 18. This new law requires police to begin investigation immediately when college-age persons are reported missing. Upon closure of the investigation, all parties previously contacted will be advised of the status of the case. If an individual needs to report a person missing from the Ursuline College

campus, please contact Ursuline College Security at (440) 449-4204 or 4204 from a campus phone.

NURSING DEPARTMENT CANCELLATION POLICY OF CLINICAL EXPERIENCES AND COURSES FOR STUDENTS

In the event of an emergency, such as emergencies related to weather, snowstorms, power outages, gunmen, terrorists, etc., the Associate Dean of the Undergraduate BSN Program will communicate directly with level coordinators to determine whether or not to cancel clinical experiences for students. NOTE: We must follow Ursuline College guidance and instructions first and foremost, but many decisions have to be made very early in the day regarding clinical experiences for students. For early morning clinical, this activity will take place early, between 5:15 – 5:30 am. In the event of an emergency that affects evening clinical, the BSN program Associate Dean will contact level/course coordinators who have students in evening clinical and will discuss and make a decision about the situation early enough to affect evening clinical (approximately 2:00 pm). The Associate Dean of the MSN program will contact his/her faculty as per appropriate routine and as relevant to courses held mainly in the evenings. The contacts between Associate Dean and faculty are made for purposes of discussing the emergency situation, assessing the effect on clinical and course activities, and making decisions regarding cancellations and further notifications. NOTE, once again: We must follow Ursuline College guidance and instructions first and foremost.

In the event of a decision to cancel clinical student experiences, the level coordinators will notify course coordinators who will notify all clinical instructors affiliated with their courses. The clinical instructors will then notify students in their clinical rotations about the cancellation. The decision to cancel clinical experiences, in most situations, should be uniform across all clinical student groups, in other words, cancellation of clinical means cancellation across the board, despite geographic variations in weather, etc. However, first and foremost the concern for safety of the faculty and student may result in a faculty member choosing to cancel a clinical class day. This should be a rare occurrence, and be in consultation with their immediate supervisor. Cancellation of all clinical experiences in a consistent manner will help to decrease any perception of inequities on the part of students and will create unification in terms of clinical make-ups

PEPPER SPRAY:

When used in emergency/safety related situations, the spray could be an effective disability agent. Due to its ingredients, the spray is not to be used in a casual or playful manner. It is to be used only in threatening situations. Inappropriate use of pepper spray or similar agents may result in disciplinary action in accordance with college policies.

PET POLICY

Animals are permitted outside on campus grounds when leashed and attended to at all times. The only animals permitted inside campus buildings are Service Animals, Therapy Dogs, and Research/Teaching Animals. The detailed policy concerning animals on campus is available through the Human Resources Department.

PHOTO RELEASE

Ursuline College and its representatives on occasion take photographs and videotape for the College's use in print and electronic publications. This serves as public notice of the College's intent to do so and as release to the College of permission to use such images as it deems fit. If you should object to the use of your photograph or videotape, you have the right to withhold its release by contacting the Marketing Communications office at 440-646-8368.

POLITICAL- GUIDELINES FOR HOSTING POLITICAL CANDIDATES OR ELECTED OFFICIALS ON CAMPUS

1. The event should not serve as a political rally, but should be educational in nature.
2. Fundraising in any form or manner by any political candidate or elected official is strictly prohibited.
3. Distribution of bumper stickers, placards, buttons, or anything else that might be considered campaign materials is strictly prohibited. Also, campaign banners or signs that could be construed as supporting, endorsing, or opposing a political candidate or elected official is strictly prohibited.
4. At the start of the event, a representative of the College must specifically state that the appearance of any political candidate or elected official (or her/his aides) does not constitute an endorsement of the political candidate or elected official by the College and that the College neither supports nor opposes the political candidate or elected official.
5. Whoever introduces the political candidate or elected official must not comment on her/his qualifications or make any comments or references such as: "Representative XYZ has always done such a great job over the years."
6. Security will be permitted to take necessary action to enforce the parameters set forth in this document.
7. Political candidates or elected officials opposing the views or office of the political candidate or elected official that was invited to speak at the event shall be given an equal opportunity to speak, if requested.

PRINTING POLICY

Important Information about Computer Printing Allowance

Ursuline College provides 500 pages of free black and white printing to each student each semester (fall, spring and summer). Beyond that, the College may charge students 10 cents per page for black and white and 25 cents per page for color printing. Charges for each semester begin on January 1st, May 15th, and August 1st.

All student logins are connected to PCOUNTER, a system whereby the student will receive a popup each time they print. The popup will inform the student of his or her current printing balance compared to her quota. Amounts do not carry over. This is one of the "green" initiatives the college has implemented.

RECYCLING

Ursuline College provides a comprehensive recycling and waste collection program. The goal of the program is to capture the recyclable material around campus. Environmental stewardship and expense reduction are the major objectives of the program. In order for this program to be successful, **your participation is needed.**

There are over 200 recycling containers placed throughout the campus. The containers are placed in common areas, copy areas, classrooms, kitchen areas, residence halls, etc.

- Deposit your plastic/glass/metal recyclables in the designated containers. Look for the green containers. **Please do not place these items in office, classroom, or common area waste containers.** We need you to place these recyclables in the proper containers around campus.
- Deposit your paper recyclables in the designated containers. Look for the blue containers; the containers will identify what is considered recyclable. **Residence Halls have a paper recycling program with desk-side recycling containers available for each resident room.**
- **Deposit all waste in campus waste containers.** Waste will be collected by the housekeeping staff from all office, classroom, and common areas.

Cardboard will be collected by housekeeping and broken down for recycling. Continue to place cardboard boxes with your waste for pick-up.

SCHOOL CLOSING/INCLEMENT WEATHER

In the event of extreme weather conditions or other emergency situations, including power or water outages, the decision to cancel classes and/or close the college will be made by the President in consultation with the Vice President for Academic Affairs. Decisions to close the College will be made and communicated as follows:

ALL-DAY Closings: Including both **Day and Evening** sessions will usually be announced by **6:00 a.m.** **EVENING Closings:** Will usually be announced by **3:00 p.m.** **Sources for official announcements:** Phone - 440-449-4200; Internet - www.ursuline.edu; URSAlert, TV and Radio - Most Cleveland radio stations and all local TV stations.

SEXUAL MISCONDUCT

The College's Interim Policy on Sexual Misconduct is located at:

http://www.ursuline.edu/docs/student_life/Interim%20Policy%20on%20Sexual%20Misconduct.pdf

SKATEBOARDING AND ROLLERBLADING

Students may manually skateboard or skate/rollerblade on campus at their own risk. Students will be expected to use skateboards, skates, and rollerblades (referred to herein as "skating equipment") in a manner that is appropriate and considerate of others, as well as College property. Students who use skating equipment recklessly or without care of others or College property will be subject to discipline under the College's judicial system. The use of skating equipment is prohibited inside buildings, the Pilla patio, the prayer labyrinth and on stairs, steps, railing, benches, and entrances to buildings. Skateboards must be picked up and carried and skates and rollerblades must be removed before entering campus buildings, the Pilla patio, and the prayer labyrinth. Electronic and battery-operated skateboards, skates, and rollerblades are not permitted on campus. See Hover board Policy.

SMOKING

In compliance with the State of Ohio smoking ban set out in Chapter 3794 of the Ohio Revised Code, the college does not permit smoking (including e-cigarettes) in any of its buildings or structures, including residence halls and college vehicles. In addition, all outside walkways and grounds of college property are smoke-free (including e-cigarettes), except for specific college-designated smoking areas with the parking lots on campus. Smoking (including e-cigarettes) is not allowed at the entrance to buildings or in the quad. To help remind the Ursuline College community and our visitors, signs are posted in each parking lot near a main walkway which will specifically state "No Smoking Beyond this Point." Receptacles will be placed near each sign. Smokers: Please refrain from throwing butts on the ground or down the sewer grates. The grates on campus flow directly into our lake. Thank you for your cooperation.

SOLICITATION POLICY

Only organizations or vendors who have been invited by an Ursuline College department, office, or recognized student organization are permitted to solicit on campus. Organizational sponsorship should always be identified or advertised by a sign on/near the table.

SPEAKER/FORUM POLICY

Student Organizations are encouraged to sponsor speakers who contribute to the role of the College as a forum for intellectual discussion, debate, and/or artistic expression. Speakers may validly contribute to this forum regardless of whether their ideas or positions are accepted by a majority or a minority public opinion internal or external to the College community. The use of the forum, however, in no way implies College approval or endorsement of the views expressed by the speaker.

For any event in which ideas presented may conflict with Catholic doctrine or social teaching, the Director of Campus Ministry needs to be contacted to give final approval for the speaker, as well as give direction in the provision of the Catholic perspective to the forum.

Registered student organizations may invite speakers to address their own membership in a closed forum presentation or to address the College community in an open forum presentation. Individual students may not sponsor speakers, but instead need to collaborate with either a Student Organization or College department to arrange events.

STALKING POLICY

The College's Sexual Misconduct Policy is located at www.ursuline.edu/sexualmisconductpolicy

STUDENT COMPLAINT POLICY

STUDENT COMPLAINTS ARE ALWAYS CONSIDERED SERIOUSLY AND ARE HANDLED IN EITHER THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS OR THE OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS. COMPLAINTS OF HARASSMENT OR DISCRIMINATION, BASED ON A PROTECTED CLASS (E.G., RACE, SEX, DISABILITY, OR OTHER PROTECTED CLASSES), SHOULD BE REPORTED TO THE DIRECTOR OF COMPLIANCE/TITLE IX COORDINATOR, IN ACCORDANCE WITH THE HARASSMENT AND DISCRIMINATION POLICY, WHICH IS LOCATED AT WWW.URSULINE.EDU/HARASSMENTDISCRIMINATION. COMPLAINTS BASED ON SEXUAL MISCONDUCT, (INCLUDING SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE, AND STALKING) SHOULD ALSO BE REPORTED TO THE DIRECTOR OF COMPLIANCE/TITLE IX COORDINATOR, IN ACCORDANCE WITH THE COLLEGE'S POLICY ON SEXUAL MISCONDUCT, WHICH IS LOCATED AT WWW.URSULINE.EDU/SEXUALMISCONDUCTPOLICY

STUDENT VOTER REGISTRATION

The 1998 Higher Education Act requires institutions give every student an opportunity to register and vote. Ursuline College provides mail-in voter registration forms for both federal and gubernatorial elections. Forms may be picked up at two places on campus: The Associate Dean for Student Affairs

office (Mullen 206) and the One Stop Student Services Center (Mullen 203).

Ursuline College has available to students, faculty, and staff hard copies of in-state voter registration forms. The College also does registration drives throughout the academic year. Forms may be obtained in the Student Services Center (One Stop) per HEA Title IV, Section 487 (a) (1) (A).

STUDENT WAIVERS

Students will be required to sign a waiver before they will be allowed to participate in physical activities or college related off-campus activities. Those who are under the age of 18 must have their parents or legal guardians' signature on the waiver form.

THREATS OR HARM TO SELF OR OTHERS

1. General Information.

Ursuline College is concerned about the well-being of all students. Any behavior, including non-privileged verbal statements, that tends to demonstrate an intent or desire of a student to inflict harm upon himself, herself, or another is considered a serious matter. Such behavior demonstrates that the student's well-being may be in jeopardy and interferes with the educational efforts of other students and with Ursuline College's mission to educate all students. (Note: See also Student Code of Conduct).

2. Policy Statement.

- (a) **Threat or harm to self.** Any student who (a) states an intent or desire to harm himself or herself, or (b) attempts to harm himself or herself, or (c) harms himself or herself, shall not live in college residential facilities or participate in college academic programs, athletics, and/or extra-curricular activities until cleared to do so by the Associate Dean for Student Affairs in accordance with the clearance procedure set forth below. This prohibition is not disciplinary in nature, and the fact that such a prohibition has been imposed will not be entered in the student's educational records. However, if the student engages in disruptive or threatening behavior (which may include, but is not limited to, the behavior that caused processing under this policy) or fails to comply with the terms of the clearance procedure, the student may be subject to disciplinary action in accordance with the Student Code of Conduct.
- (b) **Threat or harm to others.** Any student who (a) states an intent or desire to harm another, or (b) attempts to harm another, or (c) harms another, shall be subject to disciplinary action in accordance with the Student Code of Conduct, and may be subject to the clearance procedures set forth below in the sole discretion of the College administration.

3. Incident Reporting.

If a student, faculty or staff member observes a student (a) stating an intent or desire to harm himself, herself or another, or (b) attempting to harm himself, herself or another, or (c) in the process of harming himself, herself or another, the person observing such behavior should immediately report what was observed to the Associate Dean for Student Affairs (440-646-8320) or another College administrator.

If the person subject to harm or threats of harm is in need of medical attention or police assistance, 911 should be notified immediately, and then Campus Security (on-campus phone extension 4204).

Any College administrator that receives a report under this policy should immediately notify the Associate Dean for Student Affairs. If the person observing the behavior or statements is bound by professional rules concerning confidentiality (such as the college psychologist), the person should

contact the Associate Dean for Student Affairs as permitted by his or her professional code of ethics or conduct. The Vice President will consider whether it is appropriate to advise parents, the next of kin, law enforcement, and/or other medical professionals.

4. **Clearance Procedure.**

- (a) **Notice.** The Associate Dean for Student Affairs, or any Ursuline College official with responsibilities in Residence Life or academics, shall notify each student who has been observed (a) stating an intent or desire to harm himself or herself, (b) attempting to harm himself or herself, or (c) in the process of harming himself or herself that he/she will not be permitted to continue to live in the College's residential facilities or to participate in academic programs, athletics, and/or extra-curricular activities until such student receives approval from the Associate Dean for Student Affairs in accordance with this clearance procedure. Any student that violates the prohibition against living in the College's residential facilities or participating in academic programs, athletics, and/or extra-curricular activities after receiving proper notice shall be subject to disciplinary action in accordance with the Student Code of Conduct.
- (b) **Evaluation by a qualified mental health professional.** Before the Associate Dean for Student Affairs may clear a student to live in the College's residential facilities or participate in the College's academic programs, athletics, and/or extra-curricular activities, the student must have an assessment conducted by a qualified mental health professional not affiliated with Ursuline College. The mental health professional may be either a psychologist or a psychiatrist. The student may choose the mental health professional. If the mental health professional determines the student should be evaluated further by an additional mental health professional, the student must obtain such evaluation before the Associate Dean for Student Affairs and College counseling center staff may consider whether the student will be allowed to resume living in the College's residential facilities and participate in the College's academic programs, athletics, and/or extra-curricular activities. Cost, if any, for evaluation(s) and treatment will be the responsibility of the student.
- (c) **Communication of results of evaluation to the Associate Dean for Student Affairs.** The student must arrange for the mental health professional(s) who evaluated the student to contact the Associate Dean for Student Affairs. Because the student's contact with the professional(s) is confidential, the student will be requested to sign the appropriate release form permitting each mental health professional to disclose the evaluation to the Associate Dean for Student Affairs and the College counseling center staff.
- The mental health professional will be asked to provide his/her opinion about (1) the student's readiness to resume living in the College's residential facilities and participation in the College's academic programs, athletics, and/or extra-curricular activities; (2) recommendations about conditions the College should impose on the student's participation that are in the student's best interest; and (3) whether he or she determined the student should be evaluated further by an additional mental health professional. The opinions of the mental health professional may be communicated orally at first for expedience but must be followed in writing.
- (d) **Student interview with the Associate Dean for Student Affairs.** After the student has been evaluated by a mental health professional, the student must schedule an interview with the Associate Dean for Student Affairs and College counseling center staff. Interviews may be scheduled anytime between the hours of 8:30 a.m. and 5 p.m. Monday through Friday. The purpose of the interview is to determine if the student will be allowed to resume living in the College's residential facilities and participate in the College's academic programs, athletics, and/or extra-curricular activities. Because the student's contact with any mental health professional such as a psychologist or psychiatrist on staff at the College counseling center is confidential, the student will be requested to sign a release form permitting the mental health professional to disclose the results of the interview to the Associate Dean for Student Affairs.

- (e) Approval from the Associate Dean for Student Affairs. Based upon the interview with the student and the results of the evaluation by the mental health professional(s), the Associate Dean for Student Affairs, with advisement from the College counseling center staff, will make a decision about the student's fitness to resume living in the College's residential facilities and participating in the College's academic programs, athletics, and/or extra-curricular activities. If the Associate Dean for Student Affairs determines that the student is able to resume living in the College's residential facilities and participate in the College's academic programs, athletics, and/or extra-curricular activities, the student will be given a letter clearing him/her to return to the residential facilities and to participate in classes, athletics, and/or extra-curricular activities. The student must present the letter to the Residence Life staff or any faculty member or coach who requests the letter as proof that the clearance process has been completed. If it is determined that the student is not fit to return, the Associate Dean for Student Affairs will assist the student, upon the student's request, in making arrangements to meet the residential and academic needs of the student until approval is obtained. Costs, if any, for arrangements to meet the residential and academic needs of the student will be the responsibility of the student.
- (f) Unavailability of the Associate Dean for Student Affairs. In the event that the Associate Dean for Student Affairs is unavailable to perform any task pursuant to this policy, the Director of Residence Life shall act or if unavailable the Director of Counseling and Career Services shall act.

5. **False Reports.**

Any person who intentionally or recklessly makes a false report under this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct (applicable to all students), the Faculty Handbook (applicable to all faculty members), or the Employee Manual (applicable to all other College employees).

Live in harmony united in one heart and one will. (9th Counsel)

STUDENT CODE OF CONDUCT

Ursuline College expects its students to act in a mature, responsible and respectful manner. The College reserves the right to take appropriate steps to preserve the health, safety, and well-being of the College community by establishing and enforcing standards of conduct through administrative action.

A. OFFENSES SUBJECT TO THE CODE

The following forms of student misconduct are subject to administrative action when engaged in on campus, at an off-campus educational site, or at College-sponsored activities. Please note, students are responsible for and may be subject to discipline for the misconduct of their guests while on the College's campus, at an off-campus educational site, or at College-sponsored activities.

Disrespect to Oneself and Others

1. Possession, use, distribution, or sale of any controlled substance, illegal drug, or drug paraphernalia.
2. Any violation of the College Alcohol Policy (See Alcohol Policy and Drug Policy).
3. Possession, use, distribution, or sale of firearms, other dangerous weapons, or incendiary or explosive devices, including fireworks.
4. Engaging in illegal gambling.
5. Any threatening behavior. Threatening behavior includes harming, abusing, assaulting, threatening, endangering, intimidating, stalking, or harassing another person and extends to all oral or written statements, communications, conduct, gestures, expressions, or acts made in any medium (e.g., in person, via letter, telephone, text message, electronic mail, social media or any other method) that

causes a reasonable apprehension of physical or emotional harm to another person. (See Harassment and Discrimination Policy, Interim Policy on Sexual Misconduct, Civil Rights/Nondiscrimination Policy, and Policy on Threats or Harm to Self or Others).

6. Engaging in harassment based on a protected class (e.g., race, sex, disability, and other protected classes) as defined by the College's Harassment and Discrimination Policy.
7. Sexual misconduct, as defined by the College's Sexual Misconduct Policy.
8. Conduct which results in infringement of rights, hardship, or harm to any member of the Ursuline College community or endangers the health or safety of any person.
9. Participating in hazing or harassment, which includes actions or situations that do or could result in mental, emotional, or physical discomfort; embarrassment; ridicule; or endangerment whether or not done with intent or by consent. This misconduct includes, but is not limited to, discriminatory harassment based on a protected class (e.g., race, sex, disability, and other protected classes) as defined by the College's Harassment and Discrimination Policy.

Disrespect for Property

1. Engaging in arson or other irresponsible uses of fire.
2. Misuse of, or tampering or interfering with, fire or safety equipment at the College.
3. Misuse, damage, destruction, or theft of personal or real property.
4. Unauthorized use, entry, or attempted entry of College owned, contracted or managed facilities, property, or services.
5. Throwing food or engaging in other disruptive behavior in the Pilla Dining Room, atrium, food court or other food service locations.

Disrespect for Authority

1. Failure to comply with the directions of any College official made in accordance with any posted or published rule or regulation of Ursuline College. This includes refusing to show or surrender College identification and/or other forms of proper ID upon request by a College official acting in the performance of their duties. College officials include, but are not limited to, Campus Safety Services personnel, Residence Life staff, Food Service staff, and other students appointed by the College to act as College representatives.
2. Any act which obstructs or disrupts the orderly operation of the College, including, but not limited to, the living and/or learning environment on campus, teaching, research, academic appeals, disciplinary proceedings, or investigations and/or any other authorized activities or events when it has been determined by the College's Administration that the academic function of the College has been or may be disrupted. This includes any effort by conspiracy, omission or otherwise, to impede, hinder, or improperly influence any academic appeal or disciplinary proceeding.
3. No person or organization may interfere with, disrupt the normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of the College or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the right of persons may be proscribed or prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program. Students engaging in activities/behaviors deemed to be disruptive may be asked to leave the academic/social activity and be subject to disciplinary action.
4. Failure to cooperate or appear before any disciplinary body of the College or the Associate Dean for Student Affairs or his/her designee. This includes providing false or misleading

information and failing to comply with sanctions imposed by a disciplinary body in a timely manner.

5. Any act of dishonesty including, but not limited to, forgery, unauthorized alteration, destruction or misuse of college documents, records, identification cards or papers, cheating, fabrication, plagiarism, and facilitating or assisting others to commit acts of dishonesty and furnishing false information to a College office or official. This includes statements or information provided to Security, Admissions, the Associate Dean for Student Affairs and/or Residential Life Staff (See Academic Integrity Policy).
6. Violation of other posted or published regulations of Ursuline College, including but not limited to those regulations governing the residence halls, student organizations, the use of all College facilities and/or services, as well as the College's computer services and network.
7. Failure to follow the College's fire drills or other emergency procedures, including disregard for security precautions in the residence halls or other facilities on campus.
8. Misusing financial assistance (aid) through fraud and abuse.
9. Any violation of existing federal, state, or local laws.
10. Any violations mentioned in the New Student Pledge.

B. SANCTIONS

The administration shall determine in its sole discretion the appropriate sanctions for student misconduct. Possible sanctions for student misconduct include:

1. **Warning (oral or written)**
2. **Probation**
3. **Restitution**
4. **Project**
5. **Loss of Privilege**
6. **Suspension**
7. **Removal from Class or Activity** - The student may immediately be removed from any class or activity upon causing or threatening to cause emotional or physical harm to others and may be subject to the clearance procedures set forth in the Policy on Threats or Harm to Self or Others.
8. **Expulsion**
9. **Legal Action** - The College may contact the appropriate legal authorities and may pursue legal action (civil and/or criminal) against the student.

C. JUDICIAL PROCESS

1. The Associate Dean for Student Affairs is the chief administrator charged with enforcement of the student code of conduct. She or he delegates authority in the residence hall judicial board in accord with residence life policies; however, any member of the College community may bring a complaint against a student for violation of the code of conduct. The Associate Dean for Student Affairs or a delegate identified by the Associate Dean is charged to investigate the matter and take appropriate action.
2. An administrative hearing is required in all cases except those involving a warning (See B1). The purpose of the charge is to allow the student an opportunity to challenge or otherwise explain her/his behavior. This is not a legal hearing. The student will be notified of the charge against her/him and of the time and place of the administrative hearing. Failure to appear on the scheduled date and time will result in the judicial hearing being heard in the student's absence. Furthermore, the absence may be interpreted as an admission of responsibility for the

violation. Normally the hearing should occur within two weeks of the event in question.

3. A record of disciplinary action taken will be kept in the office of the Assistant Dean of Students. Access to the record is governed by the Family Educational Right and Privacy Act of 1974, state law, and college policy.
4. The Associate Dean for Student Affairs or a designee may invoke an immediate suspension whenever there is evidence that the student's presence on campus, at an off-campus educational site or at a college-sponsored activity presents a threat of harm to herself/himself or others, or a disruption of college activities. In case of immediate suspension, an administrative hearing will be convened as soon as possible after the suspension.

D. APPEAL

A student who is expelled or suspended for misconduct may appeal this decision to the Associate Dean for Student Affairs. In the case that the Associate Dean for Student Affairs conducted the initial hearing, appeals should be directed to the Vice President of Student Affairs. Any appeal must be made to the Associate Dean for Student Affairs in writing within two weeks (14 consecutive calendar days) of written notification of suspension or expulsion beginning on the day after the student is expelled/suspended and ending on the last day.

E. APPLICABILITY OF OTHER COLLEGE POLICIES

Please note that the violation of other Ursuline College policies may subject the student to further or different investigative processes, appeal procedures, or sanctions not listed in this Student Planner.

F. DIRECTOR OF COMPLIANCE/TITLE IX AND DISABILITY COORDINATOR

Ursuline College strives to provide an environment that is inclusive, nurturing and free of harassment, discrimination and bullying for all students, faculty and staff members. The College's Harassment and Discrimination Policy and its Interim Policy on Sexual Misconduct (including Sexual Assault, Domestic and Dating Violence, and Stalking) are accessible from the College's web site by clicking the Student Life tab. For more information or to report concerns, please contact Deborah L. Kamat, Director of Compliance/Title IX and Disability Coordinator (440-484-7027).

SAFETY AND SECURITY

Security information

REPORTING CRIMINAL ACTIONS AND OTHER EMERGENCIES

See http://www.ursuline.edu/Campus_Resources/Facilities/Security/.

Blue security phone locations

(LISTED ON BUILDING MAP)

STUDENT PARKING POLICIES

Register Your Vehicle

Anyone who is registered and attends any class (or classes) and is NOT a full-time employee of Ursuline College is required to secure a permit for their vehicle. Effective August 2008 Parking Permits are issued for a four-year period.

You can obtain the registration form and register your vehicle by completing the following steps:

1. Students who are new to Ursuline will have the opportunity during new student orientation to complete

the auto registration form and receive their parking permit.

2. For those registering late, please stop by the Student Service Center located in Mullen 203 to complete the auto registration form, which when completed can be exchanged for a parking permit.
3. Students are required to display the parking permit, preferably in the back glass on the passenger side of the vehicle.
4. Registration of vehicles should be done within the first week of classes.

Students who park their vehicle on campus yet fail to properly register their vehicle and display a permit are in violation of the parking policies and subject themselves to a \$10 parking violation fine. Students who change cars during a semester should register with the Student Service Center. If a commuter requires overnight parking or a residential student requires overnight parking for other than their registered vehicle, approval must be obtained from the Director of Security (extension 6119). Any vehicle left in excess of 48 hours without approval will be towed from campus.

Parking & Traffic Regulations

Depending on availability, all students are permitted to operate and park a licensed motor vehicle on Ursuline College property providing the following conditions are met:

1. The operator must have a valid driver's license.
2. The vehicle must display a valid, unexpired license plate from a state licensing authority.
3. The vehicle must be in reasonable operating condition and not be leaking any hazardous substance or pose an environmental threat.
4. All vehicles must be properly registered with the Ursuline College Student Service Center.
5. All Ursuline College parking and traffic regulations must be followed.

Motorcycles and Bicycles Motorcycles are considered vehicles and are required to be registered by following the procedure outlined above. Motorcycles may not be parked inside buildings, adjacent to building entrances, or in no parking areas. Bicycle registration is optional.

Lost or Stolen Permits A lost or stolen parking permit should be immediately reported to the Student Service Center. Anyone using a lost or stolen permit will be fined, lose their parking privileges, and be subject to judicial action.

Revocation of Permits The Director of Security reserves the right to revoke a permit and any associated privileges for persons who are determined to be chronic offenders of the parking regulations. If a student repeatedly violates the parking regulations, they may lose their parking privileges and be subject to judicial action.

Visitors Registered students are not eligible for visitor status. Visitor passes are available in the Student Service Center, at no charge, for bona fide visitors.

Students are not permitted to park in marked visitor, handicap (without State of Ohio permit), fire lanes, loading docks, or reserved spaces at any time.

Accident Liability

Accidents involving vehicles operated or parked on the Ursuline College campus should be reported to Security and the City of Pepper Pike Police. Ursuline College assumes no liability for the care and/or protection of any vehicle or its contents at any time it is parked or operated on campus.

Fines

Fines may be paid at the Student Service Center. After 72 hours, fines are automatically assessed to the student's account.

Parking and Traffic Offenses (Possible judicial processing, also - minimum fine \$10)

- Failing to register vehicle

- Falsifying application information
- Tampering with or forging a permit
- Reckless operation *
- Occupying a handicapped space without a state issued permit *
- Fire lane * (Marked by yellow lines or yellow stripes)
- Blocking access to fire equipment hookup *
- Failure to comply with request/directive of an Ursuline College official
- Parking in a parking lot entrance (restricting flow and visibility), creating a safety hazard
- Parking in a service area, reserved, or visitor space
- Parking in a crosswalk, walkway, or traffic lane within a parking lot
- Parking in an area blocked off for special events

(* also subject to citations issued by City of Pepper Pike Police)

Definition of Offenses

A listing and description of parking offenses can be found on the Ursuline College web site. From the home page, Current Students, Facilities & Security or from the following link:

<http://www.ursuline.edu/facilities/>

Parking Appeals

Questions or concerns regarding parking should be directed to the Director of Security (extension 6119). If the situation is not resolved to your satisfaction, there is an appeal process. An appeal of any violation must be submitted within 72 hours of the violation. Appeals should be processed through the Director of Security.

Build community wherever you go. (5th Counsel)

SERVICES

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES **(SEE URSA)**

ALUMNAE ASSOCIATION/OFFICE OF ALUMNAE RELATIONS

The Alumnae Association is operated out of the Alumnae Office located in Mullen 238. Membership in the Alumnae Association is automatic for all graduates. This organization is the link between alumnae, Ursuline College, and its students. The Alumnae Association organizes a series of events and programs throughout the year in order to connect with the graduates as well as current students. There are many FUN ways to get involved with the Alumnae Association, even if you are not yet a graduate. These opportunities are open to all students. If you are interested, please contact us at 440.646.8375 or www.ursuline.edu/alumnae.

ATHLETICS

THE SISTER DIANA STANO ATHLETIC CENTER IS THE HOME OF OUR URSULINE COLLEGE ARROWS. IT IS A NEWLY CONSTRUCTED BUILDING COMPLETED IN JULY, 2015. THE

WOMEN'S BASKETBALL AND VOLLEYBALL TEAMS WILL HOLD THEIR HOME CONTESTS IN THE JANE AND LEE SEIDMAN GYMNASIUM. THE WOMEN'S SOCCER, LACROSSE, AND SOFTBALL PROGRAMS WILL PLAY THEIR GAMES ON OUR OUTDOOR FIELDS. THE TENNIS TEAM WILL COMPETE ON OUR SIX ON-CAMPUS COURTS. THE CROSS COUNTRY, TRACK & FIELD, GOLF, SWIMMING AND BOWLING TEAMS WILL PRACTICE AND COMPETE IN VARIOUS OFF-SITE LOCATIONS.

THE COLLEGE CALENDAR AND ATHLETIC WEBSITE HAS UP TO DATE INFORMATION ON ALL GAME TIMES AND LOCATIONS FOR ALL ELEVEN ATHLETIC TEAMS. THE COACHES' OFFICES ARE LOCATED ON THE SECOND FLOOR OF THE ATHLETIC BUILDING IN THE ST. JOSEPH'S ATHLETIC OFFICE SUITE PORTION OF THE BUILDING AND THE ATHLETIC DIRECTOR'S OFFICE IS ROOM NUMBER 213. THE TRAINING ROOM IS ON THE FIRST FLOOR OF THE SR. DIANA STANO ATHLETIC CENTER. THE JOHN P. MURPHY FITNESS CENTER IS LOCATED ON THE FIRST FLOOR OF THE ATHLETIC CENTER AND IS OPEN TO ALL FACULTY, STAFF AND STUDENTS OF THE COLLEGE ONCE THEY HAVE SIGNED A WAIVER WITH THE ATHLETIC DEPARTMENT SECRETARY.

PLEASE FEEL FREE TO VISIT ANY MEMBER OF THE ATHLETIC DEPARTMENT AND TO ATTEND THE VARIOUS ATHLETIC EVENTS ON CAMPUS IN OUR NEW FACILITY! GO ARROWS!

ATM MACHINE

A non-branded ATM machine is located in the Pilla Atrium. A \$2.00 transaction fee will be charged.

BOOKSTORE

The Ursuline Bookstore, operated by the Follett Higher Education Group and located in the Pilla Center, carries textbooks, course supplies, Ursuline imprinted clothing and gift items, and convenience items. Standard operating hours during the academic year are:

Monday through Thursday	9:00 am - 6:00 pm
Friday	9:30 am - 3:00 pm
Saturday	10:00 am - 1:00 pm

Hours are adjusted over the summer and during breaks.

Faculty members are responsible for choosing textbooks, but prices of the books are determined by the publishers. Text material is arranged for self-service by department and course but the staff is available for assistance.

Books are returnable the 1st week of class ONLY with the original sales receipt. They must be in the same condition as originally purchased. If the shrink-wrap is broken or access codes opened, the text is not eligible for a refund. Refunds are payable in the same tender as was used at the time of purchase.

Books may also be purchased or rented (where applicable) online at www.ursuline.bkstr.com. Books ordered on the website can be shipped directly to your home or held at the store for future pick up.

Any refunds after the first week of class MUST be accompanied by receipt and written proof of drop or withdrawal.

Payment for purchases may be made through personal checks to Ursuline Bookstore and through Master Card, Visa, Discover or American Express. Students eligible for financial aid may use those funds at the bookstore by obtaining a book voucher from the Student Service Center before coming to the store to purchase books.

CAMPUS MINISTRY

The Office of Campus Ministry is located in Mullen 120 across from the first-floor vending machines. The Mullen St. Angela Chapel is located at the North end of the Mullen Commuter Lounge. Catholic Mass is celebrated every Tuesday at 4:00 p.m. Sunday Mass is celebrated in Grace Hall at 9:15 p.m.

Vision Statement

Campus Ministry at Ursuline College envisions all students developing in their spiritual growth through contemplation by encouraging their active participation and leadership in worship, community prayer, and retreats; and through action by providing them opportunities for participation and leadership in community building, community service, and service learning, thus preparing students to succeed in life. Campus Ministry expects to provide enough opportunities for contemplation and social action so that each student will participate in at least one Campus Ministry activity while attending Ursuline College.

Mission Statement

The Office of Campus Ministry invites students, faculty and staff of Ursuline College to participate in a community of faith held together by prayer, sacrament, scripture, celebration, hospitality, and service.

Inspired by the charisma of the Ursuline Sisters of Cleveland, the Office of Campus Ministry at Ursuline College seeks to serve the college community by providing opportunities for contemplation, justice, and compassion.

Contemplation

Reflecting traditions of Roman Catholic and Ursuline spirituality, the Office of Campus Ministry is dedicated to proclaiming and sharing the Word of God through liturgy, public prayer, moments of reflection, and retreats.

Justice

Reflecting vibrant and challenging Catholic Social Teaching, the Office of Campus Ministry is dedicated to providing programming and experiences that help inform the individual conscience for making decisions regarding public policy, distribution of wealth and resources, and the transformation of society.

Compassion

Reflecting the Corporal Works of Mercy and the preferential option for the poor, the Office of Campus Ministry is dedicated to providing opportunities for the college community to serve the poor, the disenfranchised, and the voiceless.

While Ursuline College is a Catholic College, Campus Ministry respects the religious traditions of others

and serves as a resource for all students. If you are in search of a non-Catholic worship community and need help finding one, please contact Campus Ministry at 440.646.8327.

CARPOOL INFORMATION/COMMUTER INFORMATION

Are you interested in carpooling to school? Are you just looking for a way to communicate with other commuters? Visit “My Ursuline” on the Ursuline Web Site and join the commuter student group.

CARD SWIPE SYSTEM (CBORD)

Student, faculty, and staff ID cards have the ability to be used for purchases in Pilla Dining Hall and The Bookstore. Money may be placed on the card in the Student Service Center (Mullen 203). Cash, check, and credit card payments are accepted.

COMMENCEMENT

Ursuline College holds one commencement each year in May. It is for students who have completed their studies in September through December of the previous year and January through August of that year. All commencement information can be found on the Ursuline website at www.ursuline.edu/commencement.

COMPUTER CLASSROOMS AND LAB

Computer classrooms are located in the Mullen Building in Room MU140 and in the Pilla Center in Room PC105. PC226 is an unscheduled open lab. The College also maintains computers for various academic departments including Biology, Chemistry, Psychology, Art, Education, Nursing, and MIS. Many software packages are available, including Microsoft Office and many other discipline specific programs.

Every student that enters Ursuline College will apply for a login for the College data network. The account includes an email address @ursuline.edu, and a login for My Ursuline and all College-owned computers.

Computer classrooms and unscheduled lab are available during regular building opening hours across campus. When a class is not scheduled in the classrooms, students may work independently in the classrooms. At times when a class is scheduled, students may use the unscheduled lab. Each classroom will have a schedule posted of times when it is in use.

For Help Desk services for College-owned equipment, students may complete a web form at www.ursuline.edu.

For policies governing Acceptable Use of Information Systems at Ursuline College please see the College AUP (Acceptable Use Policy).

COUNSELING AND CAREER SERVICES

The mission of the Office of Counseling and Career Services is to educate Ursuline College’s diverse population, past and present, by providing the tools required to achieve personal and career success.

The Office of Counseling and Career Services exists to promote continuous holistic growth and learning based on the college core values as well as learning outcomes based on competencies expected of all Ursuline College graduates. We partner with students, administrators, faculty, staff, and the employment community to cultivate leaders; professional staff provides a variety of services to promote student development including career search strategies, resume preparation, access to employers, relevant programming as well as career and personal counseling. Students are strongly encouraged to obtain pre-

professional experiences through participation in internships, mentoring, service-learning, undergraduate research, and taking advantage of numerous campus opportunities to inform both their professional and personal leadership growth and development.

Services provided by the Office of Counseling and Career Services include:

- Career Assessments (Myers-Briggs Type Indicator and Strong Interest Inventory)
- Academic Internships
- Assistance in preparing professional resumes and cover letters
- On-campus access to employers
- Electronic access to jobs and internships
- Career Mentoring
- Career Fairs
- Interview coaching
- Job Search advice
- Career Counseling
- Personal Counseling (private and confidential)
- Wellness

Employers seek graduates who can:

- Communicate effectively (verbally and in writing)
- Possess a strong work ethic
- Work well as a member of a team

Ursuline College graduates are historically well-prepared for the next step toward career success, whether it is in choosing a graduate program or a professional position. Our graduating students are hired at rates consistently far higher than the national average. The Office of Counseling and Career Services is located in the Student Affairs Center, Mullen 130. Regular office hours are from 8:30-5:00 from August through May and 8:30-4:30 in June and July, however, after-hour appointments are available and can be scheduled by contacting (440) 646-8322.

As part of the College's philosophy of educating the whole person, it is important that members of the College community create a balance in all dimensions of life; physical, social, emotional, spiritual, intellectual and occupational. In addition to the Fitness Center located in the Sr. Diana Stano Athletic Building, the Office of Counseling and Career Services often sponsors programming aimed at addressing wellness issues and conducts the CORE Alcohol and Drug Survey every two years. Healthy eating options are available at the Pilla Dining Hall. Additionally, students may choose to be involved in a Wellness Action Group (SWAG), advised by Maureen Klein, Coordinator of Career Development. This opportunity for student leadership provides wellness programming and outreach to students throughout the academic year.

DISABILITY (SEE URSA)

FITNESS CENTER

The Fitness Center is located in the Sr. Diana Stano Athletic Building. The Policies for the Fitness Center are as follows:

Fitness Center guidelines and regulations:

- The facility is open **ONLY** to Ursuline College Students, Faculty & Staff. An access card must be presented to use the fitness center. The fitness center is staffed by work-study students throughout the academic year.
- A waiver must be signed prior to using the Fitness Center. The Athletic Department Secretary has the waivers and is located on the second floor of the Athletic Center. Once a waiver is signed a student's ID will be activated for access to the fitness center. Fitness Center hours are Monday through Friday 6:00am-10:00pm; Saturday and Sunday 9:00am-6:00pm. The fitness center is closed when the college is closed on college holidays, snow days or any other day the college is closed.
- Fitness Center hours are Monday through Friday 6:00am-10:00pm; Saturday and Sunday 9:00am-6:00pm. The fitness center is closed when the college is closed on college holidays, snow days or any other day the college is closed.
- Ursuline College and its employees are not responsible for any injuries that may occur while using this equipment. Ursuline College is not responsible for lost or stolen items. A lost & found is located at the lower level of the Athletic Center.
- If there is a problem of any kind with the equipment, please notify a Fitness Center worker, or Director of Athletics, or call (440) 646-8308.
- Please be observant and courteous when others are waiting to use the equipment. The center is available to the entire College community, but our students have priority for use. Please try to keep times on cardiovascular equipment to a limit of 30 minutes during peak times.
- Please exercise care when using the Fitness Center. Any person who chooses to enter into or use the Fitness Center does so at his or her own risk.
- Locker rooms are available for changing, showering and storing items while using the fitness center. The locker rooms are located on the first floor of the athletic center in the locker room hallway. They are labelled Men's locker room and Women's locker room. No locks may be left on the lockers in the locker rooms except for when using the fitness center.

Please help us to keep your fitness center a great place to work out by following the guidelines and regulations.

FOCUS (SEE URSA)

FOOD SERVICE

Pilla Dining Hall is operated by Metz Food Service and is open only when the College is in session for the regular academic year. Commuters, faculty, administrators, staff, friends, and family are welcome to purchase a meal (the prices are very reasonable!). Standard operating hours for food service during the academic year are as follows:

Pilla Dining Center (for 2013-14)

Monday - Friday

Breakfast:	7:30 a.m.- 10:00 a.m.	(Full Breakfast)
	10:00 a.m. - 11:00 a.m.	(Continental)
Lunch:	11:00 a.m. - 1:30 p.m.	(Full Lunch)
	1:30 p.m. - 4:30 p.m.	(Light Lunch)
Dinner:	4:30 p.m. - 6:00 p.m.	(Full Dinner)
	6:00 p.m. - 8:00 p.m.	(Light Dinner)
	4:00 p.m. – 7:00 p.m. (Friday)	(Full Dinner)

Saturday

Retail Items Available	9:00-11:00 a.m.
Brunch:	11:00 a.m. -1:00 p.m.
Dinner:	5:00 p.m. - 6:30 p.m.

Sunday

Brunch:	11:00 a.m. - 1:00 p.m.
Dinner:	5:00 p.m. - 6:30 p.m.

To-Go Container Policy: In order to help reduce consumer waste in the dining hall, Ursuline College and Metz Culinary Management will be charging \$.30 per “disposable to-go” container. As an alternative to the standard single-use disposable container they offer, at cost, an eco-friendly reusable “to-go” container. These durable containers can be brought to the café for any meal service when you are not able to eat-in. Reusable "to-go" containers cost \$4.45 for a 3-compartment clam shell and \$2.65 for a 12 oz. soup/cereal container; these are the only reusable containers approved for the dining hall.

HEALTH INSURANCE

Although we expect all students to have health insurance and insurance they can afford, we do not have an agreement with any agencies. An opportunity for affordable health insurance may be available through www.healthcare.gov.

LIBRARY - RALPH M. BESSE LIBRARY

Phone: 440-449-4202 See <http://www.ursuline.edu/library/>

LOCKER RENTAL

Lockers are available to students so that they may store their personal belongings. Lockers may be rented per semester or for the entire year (summer not included). Lockers are located on the lower level of the Mullen Building, near the Commuter Lounge. To obtain a locker you must complete a locker request form, available in the Student Service Center, Mullen 203. Once the request form has been submitted, a locker number will be assigned and the student will be notified within 3 business days via their Ursuline email account. Students must provide his/her own lock. At the conclusion of the rental period, locks and all locker contents must be removed by the end of finals week. Shortly afterward, locks will be cut off and all locker contents will be removed and discarded.

LOST AND FOUND

Lost and found articles can be located at Student Services (MU203), the front desk of the Athletic Center, the front desk of the Pilla Center, the desk of the Art Therapy secretary, the library circulation desk, and by contacting Security (440-449-4204). There is also an electronic lost and found file in the public folders.

OFFICE OF DIVERSITY

Office of Diversity - The Mission of the Office of Diversity is to heighten cultural, ethnic and social

justice awareness. In addition to supporting the College core values, the office strives to provide visionary leadership and foster intergroup relations, including, but not limited to, expanding the institutional commitment to equal opportunity for students, staff and faculty success. This primarily occurs through program initiatives that celebrate and respect the rich diversity already present within the Ursuline College campus community. The ultimate goal is to affirm the inherent dignity and value of every person; educate, collaborate and communicate with human resources and college leaders to maintain a positive work climate; and to help ensure a fair and equitable workplace. The Director of the Office of Diversity will work with the Director of Compliance, Vice President of Academic Affairs, Vice President of Student Affairs and Human Resources as needed to assure compliance with applicable federal, state and local laws as well as enforce college policy, processes and procedures that inform and implement the College Strategic Plan, specifically in areas that relate to diversity. Pursuant to the College's Harassment and Discrimination Policy, located at: http://www.ursuline.edu/docs/student_life/Harassment%20and%20Discrimination%20Policy%20Students.pdf, the College has designated the Director of Compliance to coordinate and oversee its civil rights compliance efforts and to investigate and resolve all complaints of harassment, discrimination, and retaliation brought under this policy.

THE URSULINE AIMS PEER MENTORS ACCLIMATE SELECTED NEW STUDENTS TO URSULINE COLLEGE WHILE ADVISING STUDENTS ON HOW TO BE SUCCESSFUL DURING THEIR ACADEMIC TENURE. FIRST-YEAR STUDENTS ARE PAIRED WITH A SOPHOMORE, JUNIOR OR SENIOR MENTOR WHO WILL PROVIDE ACADEMIC AND SOCIAL SUPPORT DURING THE FIRST YEAR. MENTORS WILL PROVIDE EARLY EXPOSURE TO COLLEGE RECOURSES AND OTHER RELEVANT INFORMATION. CONTACT THE OFFICE OF DIVERSITY AT 440.684.6085, OR VISIT MULLEN 155 FOR MORE INFORMATION, FOR INDIVIDUAL ASSISTANCE, OR TO PARTICIPATE IN THESE ACTIVITIES.

NURSING ROOM (FOR NURSING MOTHERS)

For any nursing mother in need, the College has provided a space on campus. It is BL 108 (in the library).

PARKING

Parking registration is mandatory. Parking permits are issued at the Student Service Center in Mullen 203. Be sure to have your vehicle's license number with you when you register. To create a welcoming environment for potential students and visitors, we ask that all current students, staff, and faculty not park in the parking area in front of the Mullen Administration Building. This area has been designated for visitor and handicapped parking. Violators will be ticketed. **(Please see Student Parking under Safety and Security for parking policies and violations.)**

STUDENT IDENTIFICATION CARDS

Each undergraduate and graduate student at Ursuline College is issued a Student Identification Card (Student ID card). The Student ID card serves as proof of status with Ursuline College and provides

access to many resources provided by and available through the College community such as food service, computer labs, use of the College library, Campus Center facilities, and other services on campus. All students must maintain and carry a current Student ID card for the entire period that they are affiliated with Ursuline College.

PROCEDURE

1. Obtaining the Student ID Card - Student ID cards are issued by the Student Service Center located in room 203 of the Mullen Building during regular office hours. The initial Student ID card is issued FREE of charge. Student ID cards are valid for a student's entire career at Ursuline College and are validated each year with a validation sticker available in the Student Service Center.

2. Replacement Cards - There is a \$10 fee payable at the time of re-issuance for replacement of a damaged, lost or stolen Student ID card. To request a replacement card, a student must present to the Student Service Center a government-issued picture ID or passport.

A \$10 fee is assessed and payable at the time of re-issuance for a request of a name change, resulting in the issuance of a replacement card. If it is determined that a name is incorrect due to the College's error, no charge will be assessed to the cardholder for a replacement when the older card is returned. To request a replacement card, a student must present to the Student Service Center the current Student ID card and a government-issued picture ID or passport.

3. Safeguards - The cardholder is responsible for the care and safekeeping of the Student ID card. The Student ID card should be protected and carried by the student at all times. Protecting the Student ID card reduces the risk of abuse related to privileges; funds associated with the Student ID card and extend the life of the Student ID card. Holes should not be punched in the Student ID card and the use of stickers, pins, or other items affixed to the Student ID card is prohibited. The magnetically encoded information on the Student ID card may be protected by keeping the card away from magnetic fields.

No one other than the student to whom the card is issued is to use the Student ID card. The Student ID card is the property of the Ursuline College and must be presented upon the request of an appropriate College

Any transfer, alteration, falsification, or forgery of a Student ID card constitutes a violation of College policy and may result in an appropriate disciplinary action to be determined by the Office of Student Affairs. In addition, fraudulent or illegal use of the Student Identification Card may result in criminal charges and/or civil proceedings.

4. Disclaimer - Ursuline College is not liable for financial or criminal repercussions associated with lost, stolen, damaged, or fraudulent use of the Student ID Card. Information contained on and in the Student ID card, including but not limited to the picture, will not be released to persons outside Ursuline College unless required by law, in response to a valid court order or subpoena, or upon the execution of a written release signed by the cardholder. The information contained on and in the card will only be used by Ursuline College for College business or for internal College purposes. Exceptions to this rule include use of the information contained on or in the card to assist in the personal protection of any person, or to comply with federal, state, or local laws.

STUDENT SERVICES CENTER

The Student Service Center is located in room 203 of the Mullen Building. The Student Service Center represents the Registrar, Bursar and Financial Aid Offices. They handle the general functions of

these three offices. This would include but not limited to registration, adding/dropping courses, transcript information, verification of enrollment, tuition payments, deferments, payment plans, tuition and fee questions, award packages, scholarships, loans, financial aid forms and questions, Student ID cards, book vouchers, locker rentals, parking permits, check cashing, Work Study and refund checks, etc.

The Student Service Center can be reached by phone at 440-646-8309 or in person during the following hours:

The Student Service Center can be reached by phone at 440-646-8309 or in person during the following hours:

Monday-Tuesday.....8:30 a.m.-6:00 p.m.
Wednesday-Friday8:30 a.m.-5:00 p.m.
Saturday-SundayCLOSED

Summer hours: (June 1 - July 31)

Monday-Tuesday.....8:30 a.m.-6:00 p.m.
Wednesday-Friday8:30 a.m.-4:30 p.m.
Saturday-SundayCLOSED

Account Payment

All student tuition, course fees, and room/board charges must be paid or arrangements made by the first day of the semester. Payments may be made by online, USMail or in person at the Student Service Center. Cash, Check, MasterCard, Visa, American Express, and Discover are acceptable payment methods. Credit card payments and electronic check transfer are available for online payments only. Cash, check and money orders can be accepted in Office or via US Mail. The College offers both a four and five month payment plan per semester. The cost to participate is \$25.00 per semester. The payment plan is only available for fall and spring semesters. Please contact the Business Office (440-646-8310) to apply or for further information.

If you are enrolled in a tuition reimbursement/assistance program through your place of employment, you may defer your tuition (up to the amount to be reimbursed by your employer) until thirty days after the last day of class for the current semester. A copy of your employer’s tuition reimbursement policy must be submitted along with the completed deferment form and a \$25.00 deferment fee. This information must be submitted each semester. Deferment forms are available in the Student Service Center.

Statements are mailed each month for all students with unpaid balances. **A one percent service charge is assessed on any unpaid balance once the semester begins. Students are restricted from registering for the next semester or participating in Commencement Ceremonies until all financial obligations are met.**

College Work Study checks can be picked up at the Student Service Center on the 15th of each month. If the student has a balance, College Work Study checks may be endorsed and applied to the student’s outstanding balance.

Check Cashing

Personal check cashing is available at the Student Service Center. There is a maximum personal check cashing of \$20.00 per week. Any checks returned for insufficient funds will result in the loss of check cashing privileges and a \$25.00 NSF fee will be assessed per occurrence.

STUDENT SUCCESS OFFICE (SEE URSA)

STUDENT VOTER REGISTRATION

The 1998 Higher Education Act requires institutions give every student an opportunity to register and vote. Ursuline College provides mail-in voter registration forms for both federal and gubernatorial elections. Forms may be picked up at two places on campus: The Associate Dean for Student Affairs office (Mullen 206) and the One Stop Student Services Center (Mullen 203).

Ursuline College has available to students, faculty, and staff hard copies of in-state voter registration forms. The College also does registration drives throughout the academic year. Forms may be obtained in the Student Services Center (One Stop) per HEA Title IV, Section 487 (a) (1) (A).

TUTORING ACADEMIC SUPPORT (SEE URSA)

URSA (Ursuline resources for success in academics) Student Success office

The URSA Student Success Office in Mullen 306 provides general support to students as well as refers them to other services the college offers. The office provides academic advising for students who are exploring majors or changing majors. The office coordinates the following programs: LEAD (Leading to Excellence in the Academic Domain) for students who are the first in their family to attend college, R.A.I.S.E. (Realistic, Attentive, Interested, Sincere, Effortful) for students on academic warning or probation, and Keys to Success for students admitted to the college conditionally. Other office services include early intervention, midterm warnings, prior learning assessment/alternative credit options, and Academic Orientation for all new and transfer students.

Accommodations for Students with Disabilities

Ursuline College strives to maintain an environment that is warm, nurturing, and inclusive of all people, including people with disabilities. Therefore, the College endeavors to provide reasonable and appropriate accommodations to qualified students with disabilities and does not discriminate against students based on disability. Students who need to request a reasonable accommodation, based on disability, should contact the College's disability specialist or the Director of Compliance/Disability Coordinator, who can advise them on the process for requesting an accommodation. Students who wish to file a complaint of disability discrimination should contact the Director of Compliance, in accordance with the Harassment and Discrimination Policy, located at

http://www.ursuline.edu/docs/student_life/Harassment%20and%20Discrimination%20Policy%20Students.pdf.

For student use, private study carrels, computers, and educational software such as Read and Write and Gold are available in addition to recorders, calculators, and other devices. Special assistance is also available in Career Counseling. If a faculty member or student wishes to appeal an academic probation, he or she must complete the Academic Accommodations Policy Board Form, available in the Office of Academic Affairs. The Policy Board will review the grievance in a timely manner. If the grievance is based on an allegation of disability discrimination, including failure to provide reasonable accommodations, the aggrieved individual may file a complaint with the Director of

Compliance/Disability Coordinator, in accordance with the Harassment and Discrimination Policy located at <http://www.ursuline.edu/harassmentdiscrimination>

FOCUS

Also offered is the FOCUS program, a fee-paid comprehensive program for students with disabilities and attention deficit disorder (ADD). The goals of the FOCUS program include providing a smooth transition to college life, helping students learn to apply the most appropriate learning strategies in college courses, and teaching students self-advocacy skills. For more information about any of these services, stop in Mullen 312 or call 440-449-2049. NOTE: The FOCUS program provides services that go above and beyond what is required by law for students with disabilities. Students with disabilities, who are entitled to reasonable accommodation, will be provided with reasonable accommodations without cost. The Academic Support and Disabilities Services staff provides and coordinates professional tutorial assistance in biology, chemistry, math, study skills, reading comprehension, writing and other areas. One-on-one tutoring and small group sessions are offered. Students may sign up for tutoring on the bulletin board outside the Academic Support Center (ASC), located in Mullen 312 or call for an appointment at 440-449-2049. Tutors and their contact information are provided in the URSA hall of Mullen. Tutoring is provided at no additional charge.

Tutoring Services

URSA provides tutorial assistance in a number of different subjects across the curriculum, free-of-charge. One-on-one tutoring sessions in subjects like writing, chemistry, biology, and mathematics, as well as small group review sessions, are offered by our student and professional tutors. For the most up-to-date information about tutor availability, please contact the Tutoring Coordinator at 440-646-8123. The Tutoring Coordinator will match students in need with available tutors; students are also welcome to get in touch directly with a specific tutor using the contact information provided on the Ursuline College website and on the bulletin boards outside of Mullen 312.

Writing Assistance

Consultation on writing projects for courses across the curriculum is available for all Ursuline College students through Ursuline Resources for Success in Academics (URSA). If you would like to arrange an appointment for writing tutoring, please contact the Tutoring Coordinator at 440-646-8123. Students can also walk in and sign up for an appointment using the sign-up sheet located inside the URSA office, Mullen 312.

URS ALERT

URS Alert is a mass notification system that enables College students, faculty and staff to receive alerts and updates as text messages on cell phones. Participation by the College community is voluntary. It is powered by Omnilert Network e2Campus.

URS Alert will be activated for the following situations:

- College Closings or Delays - due to weather, power failure, or any other emergency requiring that the campus be closed or its opening delayed.
- Campus Emergencies - such as fire, intruders, or any other campus-based emergency requiring notification to all members of the College Community and that may or may not include closing campus.
- Crime Alerts - such as thefts or assaults.
- Other Emergencies - judged by the administration to require immediate notification to the College Community.

No advertisement or non-emergency alerts will be sent to the registered phones. Your information is

not shared with or sold to third parties. Your cell phone number will not be used by College offices to contact you through this notification system.

You must sign up for the service in order to receive alerts.

(www.ursuline.edu/Campus_Resources/Facilities/ursalert.html) Since this is a voluntary service, you may choose to opt-in or opt-out of the service at any time. You are responsible for any text messaging charges from your wireless service provider.

WASMER GALLERY

The Florence O'Donnell Wasmer Gallery, named after a distinguished alumna and in keeping with the Mission Statement of Ursuline College, seeks to present fine art to the local and surrounding community with an emphasis on expanding awareness of the full range of the fine arts. Incorporating work from the history of art, contemporary work, architecture, furniture, theatrical arts, performance and installation art as well as the traditional drawing, painting and sculpture in its schedule, the Gallery encourages dialogue between artists, curators, students, and the general public through educational programs presented with the exhibitions. Additionally, the Gallery trains the senior art majors in installation design and presentation as preparation for the annual senior exhibit. The Gallery also presents, under the auspices of the Gallery Council, a yearly lecture series and events which further increase the educational aspects of the Gallery. Local, national, and international artists may present their work for consideration to the Gallery Director and the Gallery Council.

Wellness – SEE COUNSELING AND CAREER SERVICES

RESIDENCE LIFE HANDBOOK

WELCOME TO RESIDENCE LIFE AT URSULINE COLLEGE!

Being a part of a residence hall community gives you the opportunity to learn about living with those who are both different and similar to yourself. Learning to work with these differences and discovering these similarities are very important parts of your education at Ursuline.

MISSION STATEMENT

To create a living learning community that promotes the holistic development of students. The residence halls provide an environment for students to interact with diverse populations, engage in leadership opportunities, and explore their identity. Students are responsible for respecting each other, managing conflict, taking ownership of communal space, and working together to create social and educational experiences for all.

VISION STATEMENT

Consistent with student development philosophy and the outcomes of an Ursuline education, the vision of the Office of Residence Life is for every resident to gain real life relationship experience. This real life relationship experience will encourage skill development in collaboration, conflict management, and problem solving for students who are living and working with a diverse population.

COMMUNITY LIVING STANDARDS

- Residents have the right to study and sleep without interference, noise, or distractions.
- Residents have the right to personal privacy.

- Residents have the right to live in a clean environment.
- Residents have the right to have guests once roommates establish guest visitation guidelines within their shared room.
- Residents take responsibility for their guest’s behavior.
- Residents have the right to express concerns to the Residential Life staff.
- Residents have the right to address grievances/concerns with each other.
- Residents must respect their roommate and their belongings.
- Residents have the right to their own unique interests and values.
- Residents have the right to be free from intimidation and physical or emotional harm.
- Residents have the right to expect reasonable cooperation from both their roommate and members of the community

RESIDENCE LIFE STAFF

To further enrich the college experience, Ursuline College staffs its residence halls with trained undergraduate students; a full-time live-in professional staff member who, in addition to administering the halls and working to create a vibrant community, will assist with personal and academic issues. The staff knows the College community resources and is committed to helping each student benefit to the fullest extent from the college experience.

2015-2016 RESIDENCE LIFE STAFF

Amy Lechko, Associate Dean of Student Affairs (ADS).....	440-646-8336
Gina DeMart-Kraus, Director of Residence Life (DRL).....	440-684-8334

Assistant Hall Director:

Autumn Hepler	440-646-8337
Elizabeth Malloy	440-646-6082

Resident Assistants:

RA Office	440-684-6082
RA cell phone	440-221-2814
Alexis Gamble, Grace 229	440-646-8335
Gina Santora, Grace 243.....	440-646-8333
Paris Lee, Grace 329.....	440-646-8344
Anna Schumm, Grace 341	440-684-6091
Megan Kate Daniels, Murphy 207	440-646-8345
Lynsey Lambert, Murphy 307	440-646-8346
Elyse Pitkin, Smith 270	440-720-3832

RESIDENCE HALL POLICIES AND PROCEDURES

ADDRESSING POLICY INFRACTIONS

As a member of a living-learning community, our expectation is that all members of the community will use their voices to respectfully address each other regarding policy violations. However, after addressing the situation, if the infraction persists, you can chose to enlist the help of a Resident Assistant. Students can contact the Resident Assistant (RA) on duty by calling (440) 221-2814 between 5:00 p.m. - 8:30 a.m. Please do not text the RA cell phone and do not text an RA using her/his personal cell phone number. If you need to speak with someone between 8:30 a.m. - 5:00 p.m.

you can contact the DRL at 440-646-8334 or you may contact the DRL via email. We ask students to contact the duty RA using the RA cell phone number only. If you obtain the personal cell phone number of a resident assistant, please do not use that number to report policy violations. Inappropriate use of an RA's personal cell phone number could result in judicial action.

Students are expected to be aware of all Residence Hall policies and procedures and should be familiar with the Ursuline Student Code of Conduct. Ignorance of college policy is not an acceptable excuse for policy violations.

AIR CONDITIONERS

Students are not permitted to install any type of air conditioners in their rooms or living areas due to the design of our residence halls and to the potential damages of electrical overload that may result from their usage. Students may use window, box and pedestal fans to help circulate air. Ceiling fans are not permitted.

ALCOHOL USE

Please refer to the Alcohol and Drug Policy found in the College Policies section of the handbook. It is most important for resident students to know:

- Ursuline College is a dry campus.
- No person under age shall consume, purchase, or be served any alcoholic beverages.
- No alcoholic beverage is permitted in any of the residence halls. The Family Educational Rights and Privacy Act (FERPA) permits institutions to directly contact parents or legal guardians of students under the age of 21 who are found responsible for violating Ursuline College policy around the use or possession of alcohol or controlled substances.
- Any empty bottles or alcohol-related paraphernalia found in residence hall rooms by a member of the residential life staff will be confiscated and taken to the office of the DRL.
- Alcohol, empty alcohol bottles, and/or alcohol-related paraphernalia that are in plain view, e.g. shot glasses, beer caps, empty alcohol containers, etc., will enable Residence Life Staff members to search appropriate areas of the residence hall room. Appropriate areas include the fridge(s), cabinet(s), drawer(s), closet(s), or any other location that may reasonably hold suspected illegal materials.
- The student, if present, will be asked to open drawers, luggage, closets, etc. If the student chooses not to assist in this manner, authorized College representatives will carry out the search. Students will be given a receipt for all belongings removed. These belongings will be returned after disposition of the case by College judicial action or civil authorities, when it is lawful to do so.
- In all cases where the student is not present, rooms will be entered by at least two Residence Life staff persons.
- Any unconsumed alcohol found in a student's room/suite will be confiscated and the responsible student(s) will be asked to pour out the alcohol in the DRL's office. If the alcohol is found when the occupant(s) of the room are not present; such as during break room inspection, the alcohol may be disposed of by the Residence Life Team without the responsible student(s) present.
- Any student deemed to be associated with a violation of the Alcohol Use policy will be asked to meet with the Director of Residence Life to discuss the potential alcohol infraction.

BABYSITTING

Babysitting is not permitted in residence halls. Any guest under the age of 18 is not permitted overnight.

BATHROOMS

Bathrooms within residence halls are mostly communal. In order to respect students' privacy, only one individual per shower stall is permitted. Individuals are prohibited from entering bathrooms designated for members of the opposite sex (with the exception of facilities or residence hall staff for emergency and maintenance purposes). Personal items are not to be left within the bathroom areas. Students are expected to maintain a reasonable level of cleanliness in the community bathrooms and are asked to throw trash away in the appropriate receptacles, dispose of feminine hygiene products properly and to wipe down shower stalls and remove any hair/debris after each shower. Failure to remove your belongings may result in them being confiscated or thrown away. Bathroom sinks should not be used to wash dishes, bowls, and silverware nor to dispose of food waste. Additionally, students are asked not to dye hair in the shower or tub stalls or the bathroom sinks.

BED BUG POLICY

The Residence Life staff and Facilities Management is committed to an effective and efficient response to students who suspect they may have bed bugs. Ursuline College utilizes an investigation and, most often, heat treatment method for bed bugs. The investigation step of the process will dictate the removal method that is used. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

1. Do not panic. **Notify** the Director of Residence Life, or Resident Assistant **immediately**. Also notify Maintenance immediately through the work order system.
 - a. It is imperative to notify a member of the Residence Life Team, even on the weekend, during break or on a holiday.
2. Do not attempt to control the assumed bed bugs on your own. Do not use sprays or pesticides.
 - a. Facilities hires a licensed pest exterminator to inspect and confirm suspected cases of bed bug infestation. Residence Life and Facilities works with the licensed exterminator to develop an effective pest control plan.
3. Do not relocate yourself to another room or area within the residence halls or off-campus.
4. Facilities Management will contact the College's exterminator to perform a thorough inspection of the area in question.
 - a. Students may not, at any time, deny the College's exterminator or Facilities Management staff access to their living space.

Exterminator Findings

- If the exterminator finds that there are no bedbugs present then no further action will be taken. The student will be asked to continue monitoring the living space, and to notify a member of the Residence Life Team and to submit a work order **immediately** if there are further concerns.
- If the exterminator concludes that there is an issue related to bed bugs, Residence Life, and/or Maintenance will provide the affected student(s) with next-step instructions in order to prepare the area for treatment.
- The Department of Residence Life, and/or the College, will not cover the cost of anything a student wishes to dry clean or have laundered by an outside vendor.
- Ursuline College is not responsible for personal property that may be damaged due to bed bugs or the treatment of bed bugs.
- Only the College's exterminator can confirm or deny the presence of bed bugs.

Bed bugs can be a serious community issue. Students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within, or around, their living space. Failure to comply in a timely manner (within 24 hours) with directives issued by members of

Residence Life, Maintenance or the licensed exterminator, could result in action through the college judicial system and/or a fine being issued.

BICYCLES

Non-motorized bicycles may be stored within the bike room on the first floor of Grace Hall. Bicycles may not be kept within stairwells or hallways since they obstruct emergency exit ways. Bicycles may also be stored within student rooms if they do not block emergency exits of the room.

BREAK CLOSINGS

Leaving during breaks

The residence halls close for fall, Thanksgiving, spring, Easter and summer breaks. Students are required to leave the halls by noon of the first day of the designated college break period. Any student failing to leave by this designated time will be fined \$50.00. Students may obtain permission from the DRL to stay later on closing day. Only timely requests may be honored without incurring the \$50.00 penalty. In order to obtain permission to stay later, or to request to stay for some or all of the break period, students must contact the DRL in a reasonable amount of time; no later than 48 hours prior to hall closing. Students making requests less than 48 hours before break closing may be denied their request and/or issued a fine.

- **The residence halls close completely during Winter Break.**

Leaving during finals

It is recommended that students move out of the residence halls twenty-four hours after their last final exam. Residence Life reserves the right to ask individuals to leave the halls prior to hall closing if past judicial infractions, current pending judicial infractions, current pending legalities, or disruptive behavior is negatively impacting the community and prohibiting other community members from preparing for their final exams. Please refer to the Finals Week Conduct section.

Required Pre-Break/Break Closing Procedures

All residence hall occupants are required to complete all of the following Break Closing Procedures before leaving campus:

1. Unplug all appliances. Personal refrigerators only need to be unplugged for fall, winter and spring breaks. Kitchen refrigerators in Smith should remain plugged in for all College Breaks.
2. Empty all trash.
3. Close window completely.
4. Raise blinds, except any room on the first floor of the building.

Failure to complete any of the five procedures listed above will result in a warning for the first violation and a fine of \$10.00/resident for any subsequent violation.

Room Inspections

- Ursuline College Residence Hall staff members conduct a visual safety and security inspection inside all student rooms after the halls have officially closed for break. The inspection will consider whether all five of the procedures listed above have been accomplished and will look for conditions that may pose a health or safety hazard. Rooms will be entered by at least two Residence Life staff persons.
- During the visual inspection, the Residence Life staff is instructed not to open drawers or closets or search through personal belongings and will observe only those things which are in plain sight in the room.
- No alcoholic beverages are permitted in the student residence hall rooms. Prohibited use or possession of alcohol will result in its confiscation and disposal. Specifically, any unconsumed alcohol found in a student's room will be confiscated.
- Any illegal or prohibited items found during the visual inspection will be confiscated in accordance

with College policy and the residents of the room may be subject to judicial action. In addition, both roommates will be fined \$25.00 for any illegal items found during room inspections. Illegal items can include, but is not limited to candles, lava lamps, alcohol, alcohol paraphernalia, any appliance with an open heating element, or College property. The student(s) who occupy the residence hall room/suite may be asked to meet with the DRL to discuss the violation.

- Suspicion of illegal materials based on items that are in plain view, e.g. shot glasses, beer caps, empty alcohol containers, etc., will enable Residence Life Staff members to search appropriate areas of the residence hall room. Appropriate areas include the fridge(s), cabinet(s), drawer(s), closet(s), or any other location that may reasonably hold suspected illegal materials.
- Students will be given a receipt for all belongings removed. These belongings may be returned after disposition of the case by College judicial action or civil authorities, when it is lawful to do so.
- If the student(s), if present during break room inspection, the student will be asked to open drawers, luggage, closets, etc. If the student chooses not to assist in this manner, authorized College representatives will carry out the search. Students will be given a receipt for all belongings removed. These belongings will be returned after disposition of the case by College judicial action or civil authorities, when it is lawful to do so.
- Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized (or at the end of the summer term if confiscated during the summer) will be disposed of without notification.

Staying on campus during breaks

Ursuline College maintains various housing for breaks. Prior to each break, residents will be notified of the available housing and the proper procedure to obtain break housing. Break housing will be available for summer and holidays such as Easter and Thanksgiving. Break housing is not available over the Christmas/Winter Break. General student conduct and judicial records will be taken into consideration when determining if a student will be permitted to stay on campus over a break. Students who request break accommodations or exceptions less than 48 hours in advance of the break closing may be denied their request.

Student Athletes approved to stay during break

Resident Student Athletes may stay in the residence halls during break periods as requested per the team coach. Break fees are not assessed to student athletes required to be in the halls during break for team obligations. If a resident student athlete wishes to stay in the halls during a break, with the exception of Winter Break, outside of their athletic obligation, the student may be billed the break fee. Contact the Director of Residence Life for additional information.

- As a student athlete, it is a privilege, not a guarantee, to stay in the residence halls during any break period. Resident student athletes granted this privilege are expected to adhere to all college and residence life policies during the break period. Break housing privileges may be limited or revoked based on judicial records, policy infractions and incomplete sanctions, and/or at the discretion of the Director of Residence Life.

Students who live Outside of Ohio or Outside of the Country

Contact the DRL to discuss any potential challenges in regard to finding appropriate housing over breaks. Students who live out of state may be accommodated. Athletes who request to stay during break, outside of days required by their coach, must submit a request to the DRL. Approval will be granted on a case by case basis. Judicial records and incomplete sanctions, or other issues of concern, could impact approval/denial of break housing requests.

Students must contact the DRL and indicate the exact dates in which they will remain on campus and must receive a response from the DRL that their break housing request has been approved. Failure to request break housing within the designated timeframe could prevent students from having access to the halls during that time and/or could incur additional break-related fees. The cost for break housing is \$10/night.

Please note that there is no Food Service available over breaks. Students may use the kitchen areas in their respective hall to prepare meals. During breaks, there may be limited Residence Life staff available. Residents may leave their car in the parking lot over most breaks with the permission of the DRL. However, all cars must be removed from the College parking areas over Winter Break. Any cars left in the lot will be ticketed and towed at the owner's expense. In addition, the student may be fined.

End of year closing

- Students who fail to formally check-out with a member of the Residence Life Team and have their room inspected will be fined \$50.00. Additional fees can be assessed. This includes, but is not limited to any keys not returned, excessive damage, trash left in rooms and/or the need for additional housekeeping services.
- Residence Life is not responsible for personal items left in residence halls. Residence Life is not responsible for packaging and/or mailing personal items left by residents. Items left in residence hall rooms will be discarded without notification at the end of the summer term.
- Mail will not be forwarded home during summer break. Before you leave school for summer vacation, or if permanently moving out, you must fill out a change of address form with the United States Postal Service.

BUILDING SECURITY

All residence hall doors are locked for your security. Therefore, propping exit doors or fire exits is not permitted. Residents must not allow strangers to enter the residence halls and all guests must be escorted at all times. **Those residents failing to escort guests or those who prop doors are subject to disciplinary action.** If you are expecting a guest on campus, campus courtesy phones are located within the front entrances of each residence hall. Guests may call the student's room only using the campus phone if the student has an active phone line in her room. Residents are strongly encouraged to wait for their guests within the lobby area. For the safety of your residence hall and its residents, the following safety guidelines should be followed:

- Un-prop any door that you find propped.
- Report any unescorted nonresident to any member of the residence life staff.
- As you leave the residence hall, make sure the door is closed and locked.
- Report any door that does not lock to any member of the residence life staff.

CANDLES/INCENSE/POTPOURRI BURNERS

The use of candles, incense, or potpourri burners are a fire hazard; therefore, possession and use are prohibited in the residence halls.

Any illegal items found in students' rooms during room inspections will result in both roommates being fined \$25.00. Illegal items include, but are not limited to candles, lava lamps, alcohol, alcohol paraphernalia, any appliance with an open heating element, or College property. Students could also be asked to meet with the DRL to discuss the violation.

CHECK-IN REQUIREMENTS, CHECK-OUT REQUIREMENTS AND ROOM CONDITION FORM

Check-In: Each resident must fill out a Room Condition Form within 24 hours of occupying a room. This form, when countersigned by a member of the Residence Life Staff, is the basis for assessment of any damage or loss attributable to the residents at the termination of the occupancy period. It is to your benefit to detail anything that is less than perfect within your room (e.g., nail holes, scratches, tape marks). **Failure**

to complete the form will result in the student assuming responsibility for all damages in the room.

Check-Out: The occupancy period ends for all students 24 hours after their last exam. Under special circumstances, and only by permission of the Director of Residence Life, graduating seniors may stay within the residence halls until 24 hours after graduation. Upon check out, the residents must remove all refuse and discarded material and leave the room as clean as at the time of check in. Ursuline College is not responsible for items left in rooms/suites. The College is not responsible for storing items left behind and items left will be discarded. Just prior to leaving, the resident must complete and sign the Room Condition Form, which will once again be countersigned by a Residence Life Staff member. **You will be held responsible for any and all damages (including plastic hooks, nails, contact paper left behind) that were not listed on the beginning Room Condition Form, but found in the room at closing. Charges for additional required cleaning, removal of personal property or for any loss or damage caused by the residents will be placed on the student's bill. Appeals for these charges should be directed in writing to the Director of Residence Life.**

CLEAN UP OF CERTAIN BODY FLUIDS

It is required for residents to clean up their own body fluids (vomit and urine). Emphasis should be placed on thorough cleaning and use of a disinfectant (i.e. Lysol). The infectious nature of specific urine and vomit body fluids is questionable. Clean up by the person causing the release supposes that they are already impacted by the released fluid.

If the person releasing the body fluid is incapable of cleaning up, then the following procedures are recommended:

- Housekeeping staff can be made available to assist with clean-up. Call the Director of Residence Life at (440) 646-8334 or the Executive Secretary for the Vice President of Student Affairs at (440) 646-8320. From 7:00 a.m. to 3:00 p.m. contact the housekeeping staff in the residence hall.
- Security can also be contacted at (440) 449-4204 or (440) 221-9025.

Residents will be charged for clean-up done by Housekeeping or Security.

Please note: At this time, human blood spills should only be addressed by specially trained personnel.

CLEANING SUPPLIES

Mops and brooms are available for use by the residents in all three halls. Residents in Smith Hall are responsible for the cleaning and upkeep of their suite. Housekeeping will not enter an occupied suite for regular cleaning and trash removal. Smith residents are expected to remove their own trash and take to designated trash rooms on each floor. Toilet paper is left outside each occupied suite on a weekly schedule, however, if occupants need additional toilet paper, or need shower spray, residents can submit a request through the college work order system.

COMMERCIAL ACTIVITIES

Only organizations or vendors who have been invited by an Ursuline College department, office, or recognized student organization, or who have rented College facilities, are permitted to solicit on campus. Vendors are not permitted to sell their products in the residence halls without permission of the Director of Residence Life. A student should notify hall staff immediately if approached by an unauthorized vendor.

COMPUTER LABS

Computers are available for student use in all three residence halls. These computers can be accessed 24 hours a day. If there is no paper for the printer, notify the Resident Assistant on duty by calling

the RA cell phone: (440) 221-2814. If the printer is out of ink/toner, please submit a request to the Help Desk by emailing helpdesk@ursuline.edu and notify the RA on duty. Out of respect for the RA's, please do not ask for these supplies between the hours of midnight and 9:00 a.m.

COMPUTER: WIRELESS CONNECTION IN THE RESIDENCE HALLS

Wireless access points are located in every other resident room in Grace and Murphy halls and every other suite in Smith Hall. Students can connect to WIFI using "UCGuest".

It is not recommended that students plug in a wireless access point/router. For computer, internet and technology assistance, students can contact the Help Desk. A request can be made to the Helpdesk by sending an email to helpdesk@ursuline.edu.

COOKING APPLIANCES

Cooking in the residence halls is limited to the kitchen areas in Grace, Murphy and Smith Hall. For health and safety reasons, cooking in the rooms is prohibited. Students are not permitted to bring their own microwave. There are microwaves in each community kitchen in all three residence halls and all Smith suites are provided with a microwave oven. Microwave ovens may only be used in the designated kitchen areas. **All unauthorized cooking appliances will be confiscated.** Arrangements will be made to return the appliances when the student is making a trip home. Do not leave a microwave unattended and when cooking in the kitchen, please remember to clean up after yourself.

Students may use the refrigerator within the kitchen areas under the following conditions: all food within the refrigerator must be clearly marked with the name of the student, room number and date in which the food was purchased. Any food not properly labeled may be thrown away. The refrigerator will be cleaned regularly each semester and all food left for long periods of time, or that which is past expiration date, will be discarded.

COOPERATIVE BEHAVIOR

Students, guests of students, and other members of the College community must comply with all College policies and procedures and the directions of College officials acting in the performance of their duties. Failure to do so may result in judicial action within the College Judicial System. Students will be held accountable for the action of their guests. Guests who refuse to comply with hall policies could lose visitation privileges in the residence halls.

CORRIDORS AND STAIRWELLS

Corridors and stairwells are emergency exits and must be kept free of clutter and obstructions. Shoes, athletic bags, books, bicycles and other furnishings are never permitted to be stored in corridors or stairwells. Items left in these areas will be confiscated by hall staff. Large items may be subject to a maintenance removal charge. Recovery of confiscated items may occur by scheduling a meeting with the DRL.

DECORATIONS AND MODIFICATIONS

Students may not make any permanent structural changes in their rooms. Paper or other flammable materials are not permitted in the room and should not cover ceiling tiles. This includes wallpapering, contact paper and paneling. Due to the damage that is done to walls and woodwork, tacks, nails, screws and adhesives (including, but not limited to DUCT tape, two-sided tape and scotch tape) are not to be used on residence structures, around door frames, on walls or ceilings. Signs and decals should not be affixed to

College property. Rooms may be decorated using 3m-type adhesives and hooks, twine and fishing line. Poster putty can be used, but residents will be held accountable for any damage to paint or woodwork caused by these items. Please check with a member of the residence life staff if you have any questions.

ELECTRICAL APPLIANCES

The electrical wiring of the college residences is designed to allow for the safe use of 'ordinary electrical appliances' (hair dryers, televisions, etc.) in the student rooms. Overuse of any electrical system can create problems.

Please review the following guidelines:

- The College requests students use UL approved appliances with a maximum draw of 15 amps (approximately 1700 watts) per appliance. In addition, we request that roommates communicate with each other regarding electrical items for the room. The Department of Residence Life encourages students to have only one mini refrigerator in each room.
- Due to the surge factor of air conditioners, we cannot permit air conditioners for any reason.
- For the safety of all residents, electrical cooking appliances, space heaters, and irons are not permitted in student rooms. If you have an appliance you are unsure about, please have it approved by the DRL before bringing it to campus.
- The College requires the use of surge protectors which have built in circuit breakers (as opposed to extension cords) for electrical convenience; this allows the student to plug several items in at once.
- Extension cords and multi-outlet extenders are not permitted.
- Refrigerators should be plugged directly into the wall outlets.
- Halogen lamps and Lava lamps are not permitted.
- Please check appliances for frayed or damaged cords before bringing them to the College. **Students can be held accountable for fires caused by their negligence.**

The College is not liable for any losses that occur to student rooms. (See the Insurance of Personal Property and the Liability for Loss sections of this handbook.) In addition, any unauthorized appliance will be confiscated until it can be removed from campus, and the student may be subject to fines and/or judicial actions.

ENTRY AND /OR SEARCH OF STUDENT ROOMS

Occasionally, it is necessary for College staff members to enter student rooms to fulfill maintenance and repair requests or to hold inspections to insure the observance of basic safety and health standards. **While fulfilling their administrative responsibility to enforce College regulations, members of the Residence Life Staff may enter student rooms at any time.** However, College officials will observe the following procedures whenever it is necessary to enter a student room:

Maintenance and Housekeeping Personnel

Maintenance and Housekeeping will enter a student's room to make requested repairs if the student has previously given the Maintenance/Housekeeping permission to enter. Students grant permission to enter when they inform their Resident Assistant, DRL or Maintenance/Housekeeping of a maintenance request and through completing a work order.

Residence Life Staff and Security

Members of the Residence Life Staff and/or security may enter student rooms at any time in order to fulfill their administrative duty to enforce college regulations, rules and policies and to ensure safety. In case of emergency, fighting, screaming, etc., staff members and/or Security may use a master key to enter the room. As a matter of courtesy, staff members shall knock on the door twice, announce who

they are and ask to enter the room. If there is no response or a delay in opening the door, the staff member and/or Security may use the master key to enter the room. A written notice will be left for the occupant(s) if entry is necessary while no one is in the room.

EXTERNAL DOOR PROPPING

Propping of exterior doors in the residence halls is prohibited. Students found propping exterior doors are jeopardizing the safety of other students in their residential community and will be found in violation of the code of conduct and held to judicial sanctions.

FINALS WEEK CONDUCT

Those Students who violate College Policies during finals week may face immediate disciplinary action, up to and including an immediate temporary removal from the residence hall. In the case of an immediate temporary removal, an expedited hearing will be held before the DRL and/or the Associate Dean of Students within forty-eight (48) hours of the temporary removal. Prior to the hearing, the Contract will remain in full force and effect. After the hearing, the DRL and/or the Associate Dean of Students may determine whether the Student's Contract will be terminated. If the Contract is terminated, the Student may file an appeal to the Associate Dean of Students or the Vice President of Academic Affairs, in accordance with the procedures outlined in the College Policies.

Examples of disruptive behavior that may cause immediate temporary removal include, but are not limited to: physical abuse, fighting, malicious destruction of property, uncontrolled horseplay, water fights, sports in the hallways, pranks, other rough play, etc. In addition, any activity or conduct that could endanger a Student's own health and safety and/or that of other Students and guests will be subject to severe disciplinary action that could include immediate temporary removal from the residence hall.

FIRE SAFETY EQUIPMENT AND PROCEDURES

Residence Hall fires are extremely dangerous and it is essential that the fire safety equipment be in good condition. Therefore, it is a serious offense to tamper with fire safety equipment such as fire extinguishers, pull stations, fire alarms, and smoke detectors. It is also a very serious offense to set fire to anything in the residence halls. A fine could be issued to anyone who tampers with fire safety equipment. Any person involved in the misuse of fire equipment may be subject to prosecution and/or College disciplinary action which could include removal from the residence halls.

- Fire drills will be conducted at least monthly in accordance with state and federal law. Residents and their guests must evacuate the building each time a fire alarm sounds. Failure to evacuate the building will result in judicial action and include a \$75.00 fine.
- Residents are not permitted to leave belongings in the hallway or stairwells because this creates an obstacle to allowing easy access to and exit from the building. Open flames (including candles, incense and potpourri burners) are not permitted anywhere in the residence halls.
- The fire alarm system in Grace Hall is very sensitive. It is advised that students open a window and their room door when using blow dryers, flat irons or any other styling devices that generate heat. Please do not leave these items unattended or they will be confiscated. Any student who is responsible for triggering the fire alarm more than 2 times could be fined by the Pepper Pike Fire Department and/or Ursuline College and be subject to disciplinary action.

Ursuline College maintains a daily fire log on the college website (under Facilities and Security/Security Resources) in accordance with the HEA Title IV, Part G, Section 485 (i). Facilities and Security makes an annual report to the campus community on these fires.

FOOD SERVICE

All resident students must have a meal plan. Meals are served in the Pilla Dining Center unless otherwise noted. Residents will be required to present their student ID for all meals.

Board Plan Meal Service Hours:

Monday - Friday

Breakfast:	7:30 a.m. - 10:00 a.m.	(Full Breakfast)
	10:00 a.m. - 11:00 a.m.	(Continental)
Lunch:	11:00 a.m. - 1:30 p.m.	(Full Lunch)
	1:30 p.m. - 4:30 p.m.	(Light Lunch)
Dinner:	4:30 p.m. - 6:00 p.m.	(Full Dinner)
	(*Dinner is only available until 7:00pm on Fridays)	
	6:00-p.m. - 8:00p.m.	(Light Dinner)

Saturday-Sunday

Brunch only:	11:00 a.m. - 1:00pm
Dinner:	5:00 p.m. - 6:30 p.m.

*On designated holidays when resident students are not required to leave the halls but the college is closed, i.e. Labor Day, dining services will follow the weekend schedule. Brunch between 11:00am-1:00pm and dinner from 5:00-6:30pm.

GUESTS (A.K.A “VISITORS”): SEE ALSO VISITATION AND OVERNIGHT GUEST POLICY.

The presence of the guest/visitor must not create an inconvenience for roommates, hall mates, or otherwise interfere with residence hall life. Reasonable privacy takes precedence over the privilege of entertaining a guest/visitor. All guests/visitors are expected to observe all College rules and regulations. **Students must escort their guest(s)/visitor(s) at all times and students are responsible for the behavior and for any damage done by their guests/visitors.** This means all guests/visitors of an Ursuline College resident must be escorted by the resident from the time of entry to the time of exit; this includes being escorted to bathrooms, lounges, and all other areas of the residence hall.

VISITOR GUIDELINES

A “visitor” is defined herein as any individual (who is not an assigned resident of one of the three residence halls: Grace, Murphy or Smith) who is visiting a residential student during the visitation hours outlined below.

Visitation Hours

Sunday through Thursday: 10:00 a.m. - *Midnight

**All visitors not intending to stay overnight must be escorted out of the building by midnight.*

(SEE ALSO “Visitation and Overnight Guest Policy”)

Friday and Saturday: 10:00 a.m. - *2:00 a.m. (the following day)

**All visitors not intending to stay overnight must be escorted out of the building by 2 a.m.*

(SEE ALSO “Visitation and Overnight Guest Policy”)

Minor Guests

Students who are hosting guests under the age of 12 must take extra care in supervision of their guests. **Guests under the age of 18 are not permitted overnight.** Minors must not be allowed to run in the hallways and should be attended at all times. If the hosting of minor guests disturbs other members of the hall or one's roommate, the issue will be addressed with the resident.

Bad Weather Accommodations for Ursuline College Commuters

Commuters who need to stay on campus because of bad weather or car trouble should call a member of the Residence Life Staff for information regarding available accommodations. Prior to 5:00 p.m. a student can call the DRL at (440) 646-8334. After 5:00 p.m., call the RA cell phone at (440) 221-2814.

Admissions Overnight Guests

Several times a semester the Admissions Office of Ursuline College hosts an overnight program for prospective students. We encourage you to make the students feel at home. Admissions Overnight Guests are not permitted to have any visitors during their stay on campus.

HARASSMENT

The College's Harassment and Discrimination Policy is located at http://www.ursuline.edu/docs/student_life/Harassment%20and%20Discrimination%20Policy%20Students.pdf.

INSURANCE OF PERSONAL PROPERTY

The college is not liable for loss or damage to personal property due to such things as insufficient or excessive heat, fire, water, the elements, or actions of third persons. Residents should carry their own insurance protection against loss or damage. In some cases, the homeowner or tenant insurance carried by one's parents may provide coverage. Residents are strongly encouraged to check this prior to moving on campus.

JOINT RESPONSIBILITY

Individuals who are present in their own or any other residence hall room or area where College policies are being violated are subject to the same disciplinary action as the host of that room.

KEYS/ID CARD

Room Keys

Each resident will be issued a room key. Under no circumstances is this key to be duplicated or lent out. If a resident loses a room key or fails to return her/his key at checkout, a fine of \$100.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.

Mailbox Keys

Each resident in Grace and Murphy Hall will be assigned a mailbox and issued a mailbox key. This key should not be duplicated. If a resident loses a mailbox key, or fails to return her/his key at check out, a fine of \$25.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.

- The Mailboxes in Smith are opened using a combination lock; no key is needed. Mailbox instructions and combinations will be distributed to Smith residents.

ID Card

Each resident will be issued a student ID card which will also serve to gain access into the residence hall

building. Residents who live in Smith Hall only have access to Smith and Grace Halls. Grace and Murphy Hall residents have access to both Grace and Murphy Hall. Under no circumstances should a resident student lend or give her/his student ID to anyone else. Students must replace lost or damaged ID cards by going to the Student Service Center located in Mullen, room 203, during regular operating hours. There is a fee for a replacement ID.

- Students must replace lost or damaged ID cards by going to Student Services/One Stop, located in Mullen, room 203. Student Services is typically open Monday – Friday, 8:30am – 5pm. There is a nominal fee to receive a replacement ID.
- If it is the weekend or holiday and a resident student loses or damages her/his ID, or if the ID malfunctions, contact the RA on Duty (440-221-2814) to receive a temporary access card. Students are expected to get a replacement ID and return the temporary access card within in 48 – 72 hours. A \$20 fee will be assessed for non-returned temporary access cards.

Please note that a fine applies for each key that is lost. Therefore, it is in your best interest to watch over your keys carefully.

LAKE ELISSA

Students are not permitted to take boats out on the lake, nor are students permitted to be in the lake for any reason (unless they are in an Ursuline class with a professor using the boat/lake for research). We are concerned about the safety and health of every student. Any student found swimming or boating in the lake will be subject to judicial action.

LAUNDRY

Each residence hall has a laundry facility with coin-operated washers and dryers. The cost is \$1.25 for washers and \$1.00 for dryers in all three residence halls. If you lose money in any of the laundry machines, please notify the DRL for reimbursement. For problems with the laundry machines, please contact the RA on duty or the DRL and a service request will be submitted to the laundry company.

LIABILITY FOR LOSS OF PERSONAL PROPERTY

Ursuline College assumes no responsibility for the theft, destruction or loss of money, valuables or other personal property belonging to or in the custody of the student for any cause whatsoever, whether such losses occur in student rooms, storage rooms, and public areas or elsewhere in the hall. The student is advised to keep her/his room locked and to carry personal insurance. Immediately report all losses to the DRL and Security so that a record can be kept on file.

LOCK-OUT SERVICE

Residential students are responsible for carrying their keys and access card at all times.

- If a student needs access to a residence hall room during a break the staff is not required to provide access. If a staff member is available to provide this service there will be a \$5.00 charge.
- A Resident Assistant is not required to provide lockout assistance if it will make them late for work or class.
- Please do not contact Resident Assistants on their personal cell phones to request lockout assistance.
- Any student requiring lockout assistance occurring between the hours of Midnight and 9:00 a.m. will be charged \$5.00

If you are locked out of your room, please utilize the contact information below:

Monday-Friday from 9:00 a.m.-500 p.m. You will be charged \$1.00 (\$5.00 between the hours of midnight-9:00 a.m.)

1. First try contacting a resident assistant
2. If no one is available, contact the DRL at 440-646-8334
3. If the DRL isn't available contact security at 440-449-4204

Monday-Friday from 5:00 p.m.-9:00 a.m. You will be charged \$1.00 (\$5.00 between the hours of midnight-9:00 a.m.)

Please contact the RA cell phone at 440-221-2814

Friday from 5:00 p.m.- Monday at 9:00 a.m. You will be charged \$1.00 (\$5.00 between the hours of midnight-9:00 a.m.) Please contact the RA cell phone at 440-221-2814

Students who have not paid: Any student who does not pay for a lock-out service will be billed \$5.00 at the end of the semester.

LOFTS

Ursuline College does not allow students to bring or construct their own lofts in their residence hall rooms.

LOSS OF STUDENT ID/MEAL CARD

Ursuline College utilizes the One Card System. A student's ID is coded with the correct meal plan information and used to swipe for meals and aux points. No meals can be served without a student ID.

If you lose a meal card, you should go directly to the Student Service Center (One-Stop) and report the card lost. You will receive a new ID at the cost of \$10; the new card will be activated immediately. Students arriving at the dining facility without a student ID/meal card will be directed to Student Service Center to get a new card. If the Student Service Center is not open, Food Service may take the student's name and serve the student. Food Service will report the card lost and it will be IMMEDIATELY deactivated. Following the meal, the student will be unable to eat at the dining facility until their card is replaced.

If you are unable to attend a meal due to illness or classes, arrangements for To-Go meals can be made. You **MUST** make **prior** arrangements with the Food Service Director to obtain a To-Go meal on an on-going basis.

LOUNGES

The residence hall lounges are provided only for the use of residents and their guests. Occasionally, small meetings may be held in the lounges if a resident of the hall is present at the meeting and is responsible for the arrangements. Reservations to use the lounges should be made in advance with the DRL. Recognized student organizations can reserve the lounge facilities for meetings in Grace Hall through the DRL.

It is the responsibility of the residents to clean the lounges after use. Personal belongings should not be left in the lounge areas for more than 24 hours. Failure to remove personal belongings may result in them being confiscated or discarded. All College and applicable local, state and federal rules and regulations apply to the use of lounges and other residence hall areas.

MAIL SERVICES

U.S. and campus mail is delivered Monday through Friday to the residence halls from the College mailroom. If you receive a package that is too large to be placed in your residence hall mailbox, the Mullen mailroom attendant will email the student. Assigned Ursuline College email addresses are used for notification that a package has arrived for the student. All packages will be delivered to and picked up from the Mullen mailroom. There are US mail drop off points in Grace and Mullen Halls. Campus Mail does not require postage. Be sure to write "Campus Mail" below the name of the addressee.

Your address at Ursuline College should be as follows:

Your Name
Room Number or Suite Number-Residence Hall
2550 Lander Road
Pepper Pike, Ohio 44124

Ursuline College is not responsible for forwarding mail. Mail will not be forwarded to another address by the Department of Residence Life. Residents are responsible for making the necessary forwarding or changes for a new address before leaving for summer break, or if permanently moving out. Should extenuating circumstances warrant a need for the Department of Residence Life to forward mail or ship belongings, the student will be responsible for all applicable charges.

MAINTENANCE AND HOUSEKEEPING

Any damage to or malfunctioning of the residence hall equipment or room facilities should be reported to the maintenance office by submitting a work order through the work order system available on the Ursuline College Intranet. If any emergency repair is needed, immediately notify a member of the Residence Life Staff. Any additional housekeeping that is required beyond contracted services could result in a fee being passed along to the individual or floor responsible for the excessive clean up.

MISSING PERSON RESPONSE PROTOCOL

Please refer to College Policies section of the handbook.

We strongly suggest that students residing in the Residence Halls inform their RA /roommate/friend when they plan to be away for an evening or weekend. It is vitally important for your own safety and security that someone know where you are going and when you expect to be back. Likewise, we would request that if you notice that a student is missing from the hall, you report it to your RA immediately. You are an important part of our community and in these days and times we need to be cautious and vigilant.

MUSICAL INSTRUMENTS

The formal lounge of Grace Hall contains a piano. Residents may use this and may also use other musical instruments in this lounge provided they do not disturb other residents.

NOISE AND QUIET HOURS

With so many people living in close proximity, and out of respect for students' differing time schedules and sleep/study needs, the volume of stereos, TV's, electronic equipment, voices, and other activity must be kept to a minimum in consideration of others. Sound equipment is not permitted to be played out the window. If a community member can hear noise two doors down from your room, it is too loud. It is strongly suggested that if more than three students are in a student room and are told by a community member that they are too loud that the group of students be willing to move to a first floor lounge.

Quiet hours are established to provide periods of uninterrupted study and sleep. They are in effect

daily from 11:00 pm to 11:00 am. Courtesy hours are in effect at all times; if someone requests the level of noise be lowered, it is expected that the request will be honored. The request should be made and received in a respectful manner.

After three noise warnings have been issued:

1. A \$10.00 fine will be issued for each subsequent violation.
2. Student could lose lounge privileges on any floor where student rooms are located.
3. If a student's electronic equipment is consistently disturbing the community, the student may be asked to not utilize the equipment in the hall.

Finals Week: 23 Hour Quiet Hours start the Saturday before finals week at midnight and end the day the halls close. Any student violating this policy will be charged \$10.00. No warnings are given. "A 'relief hour' will be established by the Residence Life staff and this time will be posted. It is expected students will still treat this 'relief hour' as a courtesy hour and respect those around them continuing to study and prepare for final exams."

NONDISCRIMINATION POLICY

The College's statement of non-discrimination is located

at: http://www.ursuline.edu/docs/student_life/Harassment%20and%20Discrimination%20Policy%20Students.pdf. The College's Title IX policy on non-discrimination is located in its Interim Policy on Sexual Misconduct at:

http://www.ursuline.edu/docs/student_life/Interim%20Policy%20on%20Sexual%20Misconduct.pdf

PETS/FISH

Student rooms are poor environments for a pet. Because of public health regulations, pets (other than fish) are not permitted in the residence halls under any circumstances including a brief visit. A fine of \$25.00 per day, per pet, is assessed to any resident who possess a pet. Residents may also be fined if an exterminator is needed to remove fleas.

FISH: The only pets permitted in the residence halls are non-carnivorous fish in a properly maintained fish bowl (2.5 gallons or less, no motor, no filter). Fish bowls are limited to one per room (with the agreement of the roommate) in Murphy and Grace Halls. In Smith Hall residents are permitted to have fish bowls up to the amount of occupants in the suite. The only animals allowed in the bowl are fish (no frogs, turtles, snakes, lizards, crickets, grasshoppers, etc.). Fish must be removed from residence halls during all breaks (if neither of the occupants has registered to stay for break).

PREGNANCY

Any resident who becomes pregnant while living in the residence halls should promptly inform the DRL. Pregnant residents who are under the care of a physician and who are not classified as high risk will be permitted to continue living in the residence halls until two (2) weeks before the anticipated delivery date. Pregnant residents that are deemed high risk will not be permitted to remain in the residence halls. Please be aware that minor children are not permitted to reside in the residence halls.

PUBLIC AREA DAMAGES

Ursuline College believes the students of each hall make up different communities. To a great extent, each community has responsibility for what transpires in that community. As such, all damage charges for

common living areas not able to be assessed to those individuals responsible are divided among the residents of the area where the damage occurred. Students will be notified of these common area damages and will be billed accordingly.

PUBLIC AREA FURNITURE

Moving furniture from a public area deprives others of its use. Furniture and accessories may not be moved from the public areas to student rooms in residence halls. A \$25.00 fine or judicial action may occur if lounge furniture is found in student rooms.

PUBLIC AREA TELEVISION USE

Guidelines for television use:

- All residents are welcome to use any lounge in any residence hall.
- At the beginning of each academic year the residents of each building will determine the policy for reserving the televisions located in the lounges.
- At the beginning of each academic year the residents of each building will determine an acceptable volume level for the televisions.
- Please do not tamper with or remove cords.
- Please do not remove any DVD players from public lounges without asking a member of the residence life staff for permission.
- Please leave remotes in the lounges and do not remove the batteries. If remotes and/or batteries are consistently removed from the lounges they will not be replaced.

PUBLIC RESTROOMS

Public restrooms are available on the first floor of all three residence halls.

REASONABLE HOUSING ACCOMMODATIONS DUE TO DISABILITY

Ursuline College strives to maintain an environment that is warm, nurturing, and inclusive of all people, including people with disabilities. Therefore, the College endeavors to provide reasonable and appropriate accommodations to qualified students with disabilities and does not discriminate against students based on disability. Students who need to request a reasonable accommodation, based on disability, including an accommodation in the area of housing, should contact the College's disability specialist or the Director of Compliance/Disability Coordinator, who can advise them on the process for requesting an accommodation. Students who wish to file a complaint of disability discrimination should contact the Director of Compliance, in accordance with the Harassment and Discrimination Policy, located at

http://www.ursuline.edu/docs/student_life/Harassment%20and%20Discrimination%20Policy%20Students.pdf

The College to evaluate how we can best meet your needs, we require specific information from both you and your health care provider. Please contact the Academic Support and Disabilities Services Department to obtain a Request for Housing Accommodations Form and Authorization to Receive Health Care Information. The authorization form gives the approved administrator permission to

Speak with your health care provider if there are questions relating to his/her recommendation for accommodation(s). Your health care provider must complete the Request for Housing Accommodations Form, sign it, and return the completed packet to the disability specialist or the Director of Compliance/Disability Coordinator. To receive special housing consideration for medical conditions, which do not qualify for reasonable accommodation, this form must be completed, but accommodations are not guaranteed. Those granted accommodations will be required to re-submit a Request for Housing Accommodations Form each year.

RESIDENCE HALL COUNCIL

All residents are members of Residence Hall Council (RHC). RHC is the residence hall programming and policy board which serves to assist the Residence Life staff in building community among the residents. The RHC president will be elected by the residents each year.

RESIDENCE LIFE STAFF

Associate Dean of Students (ADS)

One of the roles of Associate Dean of Students is to maintain a positive living-learning environment within the residence hall. This is accomplished through developing and fostering programs, establishing and enforcing College policies and procedures, and overseeing aspects of residence hall life.

Director of Residence Life (DRL)

The Associate Director is a full time professional staff member who lives in Grace Hall and whose office is located on the first floor of Grace Hall. The DRL supervises the resident assistant staff; supports students' academic/personal needs; conducts judicial meetings; serves as liaison with housekeeping/maintenance; and coordinates hall openings/closings.

Resident Assistant (RA)

The function of the Resident Assistant is to act as a peer counselor and to ensure the overall safety of the residents. Each RA is responsible for either a full or half floor within a residence hall. Her primary responsibility is to build community among her residents by planning programs, building relationships, and enforcing policy. These individuals also have a specific "duty night" in which they oversee the halls. RAs are selected through an interview process each spring. If you are interested in being an RA, please speak with an RA or with the Director of Residence Life for further information.

RESIDENCY REQUIREMENTS

The following is the list of requirements one must meet to be eligible to live within the residence halls:

1. Registered for the current semester as a full-time student. To be considered a full-time student one must carry at least 12 undergraduate credit hours or 9 graduate credit hours.
2. Undergraduate students must be 17-23 years of age at the time of entry to be eligible to live in undergraduate housing.
3. Any undergraduate, full-time student over age 23 may only live in Smith Hall.
4. Graduate and second degree students can live in Smith Hall if space permits. There is not an age limit for graduate and second degree students.
5. No disciplinary sanction which specifically prohibits living in the residence halls.
6. Good financial standing with the College.
7. \$100 initial deposit to reserve a space, payable to the Ursuline College.
8. Residence Hall Contract and Emergency card must be signed prior to moving in the residence hall. Student will be held to the terms of the contract for the entire academic year and will be expected to

abide by these terms.

9. Meningitis and hepatitis disclosure form signed prior to moving into the residence halls.

Exceptions to the above requirements may be made by the Director of Residence Life.

Ursuline College does not provide married and/or family housing or housing for underage children.

Murphy and Grace Halls are designated for undergraduate housing. Smith Hall is for upperclassmen and graduate students.

RESPONSIBILITY FOR DAMAGE OR LOSS

The student agrees to be liable for damage or other loss incurred to the building, room, furniture, fixtures and equipment. Damage within a room is the responsibility of the students assigned to that room. It is for this reason that residents should thoroughly complete the Room Condition Form when checking in. Damages that occur to public areas (e.g., restrooms, lounges, kitchen, etc.) that are not attributable to a specific individual or group shall be equally shared by the residents of the living area where these damages occur. The student agrees to pay such damages to Ursuline College.

ROOM CHANGES

During the first two weeks of classes, room changes may be made in cases involving medical reasons (with a doctor's excuse) or to relieve overflow housing areas. An example of a medical reason would be a student requiring crutches being moved to Grace in order to have access to the elevator. Such requests that violate Ursuline College's nondiscrimination policy (See Nondiscrimination Policy section of this handbook) will not be honored. **Students are not permitted to change rooms without the permission of the DRL (this will result in a \$50.00 fine).** A student may be required to change rooms if approved by the DRL. Reasons for such changes may include an alleged infraction of College policy or the incompatibility or unavailability of roommates. Note that since a balance of floor populations and RAs needs to be maintained, some change requests may not be honored.

Procedures for Dealing with Roommate or Floor Conflict

There may be times when you may need to confront your roommate or another resident on your floor regarding certain behaviors (for example, noise). In order to promote a responsible community environment, students must follow the procedures listed below when faced with a conflict or problem:

- 1. You must address the problem with the student(s) responsible for the behavior.** For example, a resident down the hall is playing her stereo loudly. You should politely ask her to lower her stereo before contacting your RA. If it is a roommate conflict, then you should discuss concerns with your roommate prior to calling your RA.
- 2. Contact your RA or the RA on duty.** Let the RA know that there is a problem. The RA will ask if you have confronted the student(s) yourself. If you have not, the RA will assist you in identifying how to address your concerns with the student. If you have addressed the student and the behavior persists, then the RA will become involved. The RA may decide to speak with the student(s), give a verbal warning, or generate an incident report on the situation. For roommate conflicts, the RA will meet with both residents to discuss the problem and offer peer mediation as an option.
- 3. In a roommate conflict situation, if both parties agree to Peer Mediation, the RA will notify the DRL who will coordinate the Peer Mediation meeting.** The purpose of Peer Mediation is for the students involved to share their concerns with a non-biased party (peer mediators) in a safe environment. The goal of the meeting is to identify solutions to improve the living situation or determine if the problem merits the separation of the roommates. If it is decided that it would be

best for the roommates to separate (depending on availability of open space), other roommate options will be presented at the meeting. The residents involved will decide who will reside in the room and who will move. The residents are then responsible for setting up a time with the floor RA to check out of their current room and check into their new living area.

ROOM CONSOLIDATION POLICY

If you are paying for a double room and there is a vacancy in your room at the end of fall semester:

1. The DRL will provide you a list of students who are also living in a double alone. It is up to the involved students to find a roommate, and to determine who will move and who will remain in her current room. OR
2. You will have the option of buying out your room as a single (**if space allows**). OR
3. You will be placed with a new or transfer student, or a current student needing a space for spring semester may be placed with you.
4. If you do not buy out your room as a single, and you are not assigned a new roommate at the beginning of spring semester, we reserve the right to place a roommate at any time during spring semester. ***You will also be required to find a roommate for the following semester or you will be charged the rate for a single room.***
5. **If you were never assigned a roommate fall semester** and live in a double room you will be required to identify a roommate for spring semester, or buy out your room as a single if space allows, or you will be charged the cost of a single room.

ROOM DAMAGES

Residents will be held responsible for any and all damages to the room and initiated from the room (such as items dropped or thrown out windows). Charges for residence hall damages or losses will be based on full repair or replacement cost to the College. If you have any questions concerning residence hall damages or charges, please talk to the DRL.

ROOM CARE

Residents are responsible for room cleaning, regular waste removal and maintaining satisfactory sanitation and life safety standards determined by the Office of Residence Life in conjunction with the College.

ROOM CONDITION

The following policies apply to all Ursuline College residence hall rooms:

- No alterations may be made to electrical fixtures or wiring.
- Built-in furniture may not be removed or altered.
- Any drapes (or other hanging fabric) or carpet that is installed in a residence hall room must be certified as fire retardant.
- Carpet must not be glued or taped to the floor. Area rugs are recommended rather than wall-to-wall carpeting.
- Any materials installed on walls or ceilings must be nonflammable.
- Tacks, screws and nails should not be used on the walls or ceilings.
- All tapes and adhesives must be fully removable from the wall/ceilings. Duct tape should not be

used.

- Stickers and decals must be fully removable from walls, ceilings and windows.
- Screens must be kept in the windows at all times.
- Students are responsible for all College furniture that is in their room on opening day.
- Students will be fined for any furniture removed or exchanged from their room.

Any College furniture must stay in student's designated rooms. Students will be billed for any furniture that cannot be accounted for at the end of the year. All furniture, decorations (borders, posters, stickers, tape adhesive, etc.) and other materials that were not accounted for on the Room Condition Form must be removed. Residents will be billed for their removal.

Students will be billed to cover the costs of repair for damages to the room, College furniture, and/or College furnishings.

All residents of a particular room are responsible for damages within their room.

ROOM LOTTERY

To secure a room for the following academic year, current residents must attend Room Lottery held each Spring Semester. At this time, every resident must sign-up for her/his current room, sign up for another room in either residence hall, or withdraw from the residence hall. Room sign up times will be posted by the Residence Life Staff and will usually occur near the end of the Spring Semester.

There are specific procedures for room sign-ups which have been designed to make the process as fair as possible. Therefore, please note the following conditions of room sign-ups:

- All new students who wish to live within the residence halls must pay a \$100 deposit (cash or check) in order to be placed in a room. Returning students who wish to hold a room need to attend room lottery and complete the Residence Life Survey.
- Students who wish to hold their current rooms need to contact the DRL by the designated date and attend room lottery to complete the required paperwork.
- Students must be present at room sign-ups to reserve a new room.
- Individuals currently living within a particular room have "rights" or can "squat" that room and can remain in their room provided they complete the necessary paperwork.
- Order of room selection will be based on seniority. Seniority is determined by the number of semesters one has resided within the residence hall. Priority of room selection for students sharing the same semester seniority will be determined by a raffle.
- Students interested in living in Smith Hall must be a junior, senior, or graduate student. A minimum of three students is needed to secure space in a suite. Space is granted based on the number of semesters one has resided within the residence halls. Space will also be granted to a sophomore sibling who is the same sex and related by marriage and will be staying in the halls the entire academic year.
- Certain large rooms (Grace #208, #227, #245, #308, #327) are considered to be mandatory double occupancy rooms. Therefore, no one can have those rooms as a "single" even if that person is currently living within that room.

SAFETY AND SECURITY

Personal safety and security at Ursuline College is the responsibility of both the community and the individual. Residence Life, with the assistance of College Security, maintains facilities and sponsors programs that reflect this concern and educate residents about safety. To promote a secure and safe

atmosphere, each residence hall is locked 24 hours a day.

Residents should consider the following suggestions to help ensure personal safety:

- Lock your room whenever you leave it, even for a few minutes.
- All outside doors must be closed and locked at all times.
- Students are not to admit strangers or lend keys or access cards to individuals who are not residents. Strangers in the building should be reported immediately to any member of the residence life staff or security.
- The discharging, carrying, or possession of firearms, including air guns or any other weapon, with which injury, death or destruction may be inflicted, is prohibited.
- No objects of any sort may be hung or thrown from the windows of residence halls.
- Do not make any unauthorized changes in door lock cylinders.
- Do not duplicate or lend your room key or access card. If you lose your room key, the lock cylinder will have to be replaced and a new key issued, at a cost to you. Unauthorized duplication or creation of residence hall keys will result in disciplinary action.
- Do not leave any personal property of value (i.e. Wallet, purse, watch, iPod, laptop, cellular phone) unattended and visible.
- Do not walk alone on campus at night. Whenever possible, use a well-lighted path.
- Guests of residential students must be escorted in the residence halls at all times.
- Report suspicious behavior or individuals to the Security Office immediately (440-449-4204).

Ursuline College is a small and caring community where we encourage everyone to watch out for each other. Students' safety and security are a top priority and, while we recognize that many of you are legally an adult that does not mean we stop being concerned about your safety and well-being!

To that end, we strongly suggest that students residing in the residence halls inform their RA /roommate/friend when they plan to be away for an evening or weekend. It is vitally important for your own safety and security that someone know where you are going and when you expect to be back. Likewise, we would request that if you notice that a student is missing from the hall, you report it to your RA immediately. You are an important part of our community and in these days and times we need to be cautious and vigilant. Remember, St. Angela counsels us to "Build community wherever you go."

SMOKING

Students and guests are not permitted to smoke in residence hall rooms or outside residence hall buildings. The designated smoking area near the residence halls is the grassy area in the middle of the resident parking lot. Any individual found smoking in an unauthorized area will be subject to judicial action and/or a fine. This smoking ban includes e-cigarettes.

SOCIAL NETWORKING/ONLINE COMMUNITIES & WEBSITES

For many, particularly students, the internet is a powerful means for developing and strengthening peer connections and expressing individual identities through online communities (Facebook, Instagram, Snapchat, and the like). While the College does not officially monitor these types of sites, there may be instances where a College official unintentionally encounters information, or information found on social media is brought to the attention of College officials, that reflects inappropriate conduct by a member of the Ursuline College community. Inappropriate conduct so discovered will be addressed per protocol outlined in the Student Handbook and Residence Life Handbook, including, but not limited to, the Student Code of Conduct and the Residence Hall Judicial System.

SOLICITATION AND SELLING

Vendors are not permitted to sell their products within the residence halls without permission from the DRL. A student should notify a member of the Residence Life Team if approached by an unauthorized vendor.

TELEPHONE SERVICE

Student Room Phones

Local telephone service is available for resident rooms without charge. Residents are required to supply their own phone. Students are encouraged to seek alternative means, such as a long distance calling card, Skype, etc. in order to make long distance calls from the landline in their resident hall room. Ursuline College does not specifically endorse any product, service or package and encourages students to make a knowledgeable decision based on individual needs and means. Please contact the Director of Residence Life for further information.

TELEVISION

Basic Cable TV access is available in each residence hall room and in the living room only in each suite in Smith Hall. Students should provide their own cable TV cord. Suggested length is at least 25'. All lounge areas in all three residence halls also have basic cable access.

TERMINATION OF HOUSING CONTRACT BY THE COLLEGE

Termination by the College: The College reserves the right to terminate this Contract and take possession of any room, at any time, for violation of any provision of the Contract or College Policies. Upon termination of this Contract, the Student must immediately vacate the residence hall in accordance with the terms specified by the College. Students will continue to be responsible for all Contract fees, including all applicable charges that are due under the Contract, for the remainder of the academic semester.

Prior to terminating a Contract and pursuant to Ohio Revised Code Section 5321.031 and the Residence Hall Judicial System Disciplinary Process, the College will provide the Student with written notice (letter or e-mail) of the purported violation(s). An administrative hearing will then be held by the Director of Residence Life and/or the Vice President of Student Affairs within forty-eight (48) hours of the written notice. At this hearing, the Student will be given an opportunity to challenge or otherwise explain the conduct in question. If the hearing determines that the Student's Contract will be terminated, the Student must immediately vacate the residence hall in accordance with the terms specified by the College. An appeal may be taken of this decision to either the Vice President of Student Affairs or the Vice President of Academic Affairs. The appeal must be made in writing within 14 consecutive calendar days of the written notification.

These procedures will be used in all cases except where the Student's presence in the residence hall poses an immediate threat to persons or property, as determined by appropriate College personnel. In this case, the Student may be temporarily removed from the residence hall, pending an expedited hearing on the matter. This action is temporary in nature and the Student's Contract will remain in full force and effect, pending the outcome of the hearing.

Reasonable written notice will be provided within forty-eight (48) hours before a hearing is held on any matter. All Contract terminations initiated by the College will be subject to approval by the Vice President of Student Affairs and/or the Vice President of Academic Affairs.

This Contract is automatically canceled if the Student's enrollment is officially terminated through withdraw or dismissal from Ursuline College. No refund will be made to any Student who is dismissed from the College for any reason, or who is removed from the Residence Hall for violation(s) of College Policy.

Termination by the Student: Student may be released from the Contract under the following circumstances:

- A. Completion of degree requirements at mid-year.
- B. Withdrawal from the College.
- C. Due to extenuating circumstances as granted by the Director of Residence Life and/or The Associate Dean of Students. A Request for Housing Release Form must be completed and returned to the Director of Residence Life.

VACCINATIONS - MENINGITIS AND HEPATITIS

The Department of Residence Life at Ursuline College does not require that students receive vaccinations to live in the residence halls however; as of July 1, 2005, the State of Ohio began requiring all students living in college residence halls to disclose the status of their meningitis and hepatitis vaccines. Residents will, therefore, be required to sign a vaccination disclosure form before being permitted to move into College residence hall facilities. This form is available online at www.ursuline.edu/Student_Life/Residence_Life/immunization.cfm or a hard copy may be obtained from the Director of Residence Life.

VACUUM

Residence Life has one vacuum which resident students may check out. Please contact the Resident Assistant on duty between the hours of 5pm – 10pm to sign out the vacuum. The R.A. on duty will ask that you leave your I.D. while you have the vacuum and it is expected that you will return the vacuum within a timely fashion (within 15-20 minutes). You can contact the R.A. on duty by calling the R.A. Office, (440) 684-6082, calling the R.A. cell phone, (440) 221-2814, or stopping by the office located on the first floor of Grace Hall.

VENDING MACHINES

Soft drink and snack vending machines are located on the first floor of Grace Hall. There is a snack vending machine only on the first floors of Murphy and Smith Halls. Please report any problems with the soft drink or snack machines to a member of the Residence Life Team. For refunds, please go to the Student Service Center located in Mullen, room 203.

VISITATION AND OVERNIGHT GUEST POLICY

Ursuline College residents must treat their roommate(s) and/or floor mates with respect and adhere to the following Visitation and Overnight Guest Policy ("Policy"). Anyone violating this Policy is subject to disciplinary action, including temporary or permanent removal from the residence halls. Please note that this Policy also applies to all family members of a residential student visiting or staying overnight in the residence halls.

GENERAL GUIDELINES

Per the Ursuline core value of "Respect for the Individual," residents shall take full responsibility for the actions/inactions of their visitors and overnight guests and must ensure that their visitors/overnight guests do not impose any undue burden or disruption to other visitors/overnight

guests or individuals residing or working in the residence halls. All residents must reach a mutual understanding or common agreement with their roommates/suitemates prior to hosting a visitor or overnight guest.

Reasonable privacy takes precedence over the privilege of entertaining a visitor or overnight guest. If a roommate/suitemate is experiencing discomfort with a visitor or overnight guest in her/his room/suite, the concerned resident should first communicate this to her/his roommate/suitemate. If the situation persists, a Resident Assistant (RA) should be contacted for assistance. If a resolution cannot be reached between the parties involved, the Director of Residence Life should be notified immediately.

All visitors and overnight guests of an Ursuline College resident must be escorted by the resident throughout the residence hall from the time of entry to the time of exit; this includes being escorted to bathrooms, lounges, and all other areas of the residence hall.

VISITOR GUIDELINES

A “visitor” is defined herein as any individual (who is not an assigned resident of one of the three residence halls: Grace, Murphy or Smith) who is visiting a residential student during the visitation hours outlined below.

Visitation Hours

Sunday through Thursday: 10:00 a.m. - *Midnight

**All visitors not intending to stay overnight must be escorted out of the building by midnight.*

Friday and Saturday: 10:00 a.m. - *2:00 a.m. (the following day)

** All visitors not intending to stay overnight must be escorted out of the building by 2 a.m.*

OVERNIGHT GUEST GUIDELINES

An “overnight guest” is defined herein as any individual (who is not an assigned resident of one of the three residence halls: Grace, Murphy or Smith) remaining in the residence halls during Overnight Guest Hours, which include all hours that fall outside of the normal Visitation Hours outlined above.

Overnight guests of the **same-sex** are permitted any day of the week. Overnight guests of the **opposite-sex** are permitted on Friday and Saturday nights **ONLY**, and are not permitted Sunday through Thursday. Overnight guests of either sex are not permitted during orientation week, final exam weeks, break periods, or any other days/dates or timeframes that the College may otherwise designate, in its sole discretion.

Residents may have an overnight guest for no more than two (2) consecutive nights, and as long as it does not constitute a regular pattern (i.e., a person staying every Thursday or every weekend). No more than one overnight guest is permitted at any time, per resident. All overnight guests must be between 18-23 years of age (including family members).

Overnight Guest Sign-In

Ursuline College requires residents to sign-in all overnight guests, both male and female. The purpose of overnight guest sign-in is to provide accountability and an added layer of safety and security to our residential community. Overnight guest sign-in is also critical in case of an emergency.

- Only the resident hosting and responsible for the overnight guest(s) may sign-in the person(s) staying overnight. Signing-in an overnight guest for another resident is prohibited and a violation of this Policy.
- All overnight guests must be signed-in prior to midnight Sunday through Thursday and prior to 2 a.m. on Friday and Saturday nights. Failure to sign-in an overnight guest in a timely fashion may result in the overnight guest being refused access to the residence halls or being asked to leave the residence halls.
- All overnight guests in the residence halls are required to have a valid photo ID with them at all times.
- Residents are not to give or loan their room/suite key or Ursuline ID to overnight guest(s).
- Residents are not to leave their overnight guest(s) unattended in the residence halls, including in common areas, bathrooms, bedrooms, or at programming events.
- No residential student will be allowed to sign-in an overnight guest who is under the influence of alcohol or drugs. Additionally, overnight guests are not permitted to bring alcohol into the residence halls, regardless of their age.

Residents will sign-in overnight guests via email at UC_residentassistant@ursuline.edu. Residents should submit one sign-in email for each separate overnight guest; do not use one email to register multiple overnight guests.

Email registration/sign-in must include the following:

1. **Subject line:** “Overnight Guest Sign-In G. Guest for R. Resident” (i.e. use guest’s first initial and last name and resident’s first initial and last name).
2. In the **body of the email** include:
 - a. Resident’s name, contact phone number, hall, and room number.
 - b. Overnight guest’s full name, contact phone number, address, and car information (make, model, color, and license plate number) – if applicable.
 - c. The specific date(s) the overnight guest will be spending the night, and the estimated arrival and departure times.

**Failure to sign an overnight guest in or out of the building will be considered a violation of this Policy, and all violators will be subjected to disciplinary action.*

BATHROOM USE GUIDELINES

It is the resident host’s responsibility to escort their visitors and overnight guests to the appropriate designated bathrooms. Males visiting the residence halls during the above-outlined Visitation Hours must use the first floor designated male restroom in Grace or Murphy Halls.

The following community bathroom-use guidelines shall apply during the **Overnight Guest Hours on Friday and Saturday nights only**, when opposite sex guests are permitted to stay overnight in the residence halls:

- One bathroom in Grace Hall and one bathroom in Murphy Hall will be designated as the **“Overnight Guest Bathroom.”**

- A flip sign will be posted on the door of each “Overnight Guest Bathroom” to indicate whether the bathroom is currently in use by a male or female. Residents must flip the bathroom signage accordingly (in use by Male Guest OR in use by Female Guest).
- Prior to sending their overnight guests into the “Overnight Guest Bathroom,” residents are to knock on the bathroom door to ensure that it is not in use by someone of the opposite-sex.
- Residents must wait for their overnight guest(s) and remain in eyesight of the bathroom door to ensure the escort policy is followed and to inform others that the bathroom is in use.

WASTE DISPOSAL

Residents are responsible for the disposal of room waste into appropriate waste containers in the residence hall. Waste containers are not to be stored in the hallways and corridors. Please empty all trash containers before long weekends or breaks.

WATER BEDS

Because of the added stress the bed’s weight creates, and the potential for water damage, the use of waterbeds in the residence halls is prohibited.

WEAPONS AND FIREARMS

For everyone’s safety, the possession, sale, and/or use of any type of gun, firearm, fireworks and other explosives and weapons is not permitted in the residence halls. This includes hunting equipment, martial arts weapons, switchblades, etc.

WINDOW DECORATING

Student organizations may request permission to paint the lounge windows to advertise events. The student organization is responsible for cleaning the windows after their event in a timely manner. Failure to clean the windows will result in a fine for the members of the organization. Contact the Director of Residence Life for more information.

RESIDENCE HALL JUDICIAL SYSTEM

Ursuline College expects its students to act in a mature, responsible, and respectful manner. The College reserves the right to take appropriate steps to preserve the health, safety, and well-being of the College community by establishing and enforcing standards of conduct through administrative action.

Resident students accused of violation of College policy are subject to the Ursuline College Residence Hall Judicial System. Students accused of violating Federal or State or Local Laws may also be referred for criminal prosecution and could lose their on campus housing privileges.

DISCIPLINARY PROCESS

Any member of the Residence Hall community may notify the Office of Residence Life of violations of the Student Code of Conduct outlined in the Ursuline College Student Handbook or the Residence Hall Handbook portion of the Student Handbook. The matter will normally be evaluated by the DRL, who will act as the Judicial Hearing Officer, to determine if judicial action at the residence hall level is appropriate. The confidentiality rights of students will be respected. On a case by case basis,

information may be shared with appropriate College officials.

Administrative Hearing

If a student violates college and/or residence hall policy the following will occur:

1. The student will be notified by the DRL via letter and/or email that they have been cited for violating College standards of conduct and will be asked to schedule an appointment within 48 hours or as requested. A student's failure to schedule an appointment will result in a \$25.00 fine and the student being held responsible for that policy violation (unless circumstances warrant an administrative hearing with the Hearing Officer or involve charges of sexual harassment or sexual assault).
2. The DRL will conduct a preliminary interview with the student during which charges will be discussed.
3. The student will be asked if she/he takes responsibility for the violation(s) of College policy with which he/she is charged. If the student admits responsibility, an appropriate sanction will be issued by the DRL. *Students who do not complete the sanction by the agreed upon date will be issued a \$25.00 fine.*
4. If there is not enough time to complete a sanction (e.g. final exam week) the student can be fined for the violation.
5. A student having subsequent violations will be required to complete a more time intensive sanction and could encounter possible suspension or expulsion from the halls based on the severity of the policy infraction.
6. The student(s) will be informed of the right to appeal this decision. Such an appeal must be made in writing within five days of receipt of the written decision and must specify the grounds for the appeal. All appeals should be directed to the Associate Dean of Students.
7. If the student does not admit responsibility, the case will be forwarded and heard by a Peer Judicial Board, **except in circumstances that warrant an administrative hearing or in cases involving sexual harassment or sexual assault.** (Please refer to policy in the Ursuline College Student Handbook).
8. When there is not enough time to convene the Peer Judicial Board (e.g. final exam week), a request for a hearing will be handled as an administrative hearing by the Director of Residence Life or Associate Dean of Students.

HEARING OFFICER

The Director of Residence Life serves as Hearing Officer and administrator of the Residence Hall judicial system. The Hearing Officer will conduct administrative hearings in cases outlined in this policy.

Other Functions of the Hearing Officer

1. Working with Peer Judicial Board to draft a schedule of penalties, or ranges of penalties, for common rule infractions. These shall provide a basis for the setting of penalties by both the Hearing Officer and Judicial Panel.
2. Reviewing and deciding on requests for administrative hearings.
3. Formulating proposals for any revision of the Residence Hall judicial system.
4. Training of Peer Review Board before hearings.

PEER JUDICIAL BOARD

The Board is comprised of a maximum of nine residence hall students and is charged with conducting

student hearings as necessary. A minimum of five student Board members will constitute a panel for any given hearing. The Board elects its own Chair. Failure to comply with the direction or sanctions of the Peer Judicial Board or other College officials may result in more severe disciplinary action including but not limited to suspension. The Peer Judicial Board utilizes the College and Housing Policies outlined in the Ursuline College Student Handbook and The Residence Life Handbook.

In cases heard by the Peer Judicial Board, the following procedures apply:

1. The accused student will be notified in writing of the date, time, and location of the hearing. The hearing will be scheduled within a seven day period after notification (unless there is a scheduled college break that would not allow the board to meet within the seven day period).
2. For each judicial hearing, a judicial panel will be established to include the following members:
 - a. Nine students (5 of which will constitute a panel for any given hearing) to be selected via a lottery system for each judicial case. Service on the Peer Judicial Board is expected when selected for duty. Resident Assistants and any students involved in the judicial case will be removed from the lottery process on a case-by-case basis.
 - b. The DRL is an ex-officio nonvoting member of panel.

PEER JUDICIAL BOARD HEARING

The procedure for the hearing of a case will be as follows:

1. The accused student will be notified in writing of the date, time, and location of the hearing.
2. Hearings are closed and confidential.
3. A confidential tape recording is made of the hearing.
4. An accused student may review any information that may be introduced 48 hours prior to the hearing. Any information that is submitted in less than 48 hours will be reviewed by a judicial officer to determine validity. If information is approved, the accused student will be given the evidence to review prior to the start of the hearing.
5. Each student appearing at the hearing may have a member of the Ursuline College community of choice present. The role of this person is to advise the student. The adviser may neither address the board nor participate in proceedings.
6. The accused student may bring witnesses who have personally observed and can provide relevant information pertaining to the case. The witnesses will be called one at a time to share their information, but cannot ask questions of Peer Review Board panel members.
7. The accused student or a person involved with the documentation of the Judicial Referral may request that an individual member of the Panel be excused because of a personal relationship or for other valid reasons. The Director of Residence Life will make this determination.
8. Names and charges are read aloud by the hearing officer.
9. The accused enters a plea of responsible or not responsible.
10. The hearing officer presents the case against the accused student and presents any witnesses for the case.
11. The accused student may hear and question all witnesses. Questions must be directed to the Panel.
12. The student who has been accused offers a statement in defense and presents any witnesses for their case.
13. Panel members may put out questions to the accused, to the person who wrote the Judicial Referral, and to any witnesses for information and clarification.
14. Final statements are taken from the accused and people involved with the documentation of the Judicial Referral.

15. The Panel withdraws for a closed discussion and vote; they may return to the hearing to raise further questions as needed. The accused will be given opportunity for rebuttal. If necessary, the Panel may adjourn the hearing for continuation at a later date.
16. The hearing officer announces the Panel's ruling. The accused will also receive a written notification of the Panel's ruling. Disciplinary sanctions will be disclosed to any person or persons who have been victimized by a student or students found responsible for an offense and to the appropriate College personnel, in accordance with applicable Federal, State or Local laws.
17. The hearing officer will inform the student of the right to appeal a decision.
18. An appeal must be made in writing within 5 days of receipt of the written decision and must specify the grounds for appeal. An appeal must be directed to the Associate Dean of Students for confirmation, amendment, or further action.

If the penalties are not completed appropriately, the Hearing Officer may contact the student for an explanation and/or further action may be taken.

JUDICIAL SANCTIONS

Ursuline College believes that discipline provides an opportunity for the student to learn. Sanctions are generally set in the interest of protecting the community and with an educational emphasis so the student can learn more about how their behavior impacted themselves and/or the community. Whenever feasible, sanctions will be given for a particular offense as established by previous decisions in similar cases. A student with prior judicial sanctions may incur a more severe sanction. Sanctions may include fines, restitution, educational assignments, counseling, service projects or other instruction deemed to be in the best developmental interest of the student. Some of the more formal sanctions imposed as a result of the hearing may include, but are not limited to, the following:

1. **Warning (oral or written).** The student will be cautioned that any subsequent misconduct during a specified period of time will result in further disciplinary action. Written warnings are kept on file in the Office of Residence Life.
2. **Probation.** The student will be notified in writing that any subsequent misconduct during a specified period will result in suspension or expulsion.
3. **Restitution.** The student will be required to compensate the College or other persons for damages incurred as a result of misconduct. Compensation may be required in the form of payment or services.
4. **Project.** The student may be required to complete a work, educational, or service project as a result of administrative action.
5. **Restricted Access.** Restrictions from entering certain designated areas for a specified period of time.
6. **Room Transfer.** Transfer of a resident student(s) to another room, floor, or building.
7. **Loss of Privilege.** The removal of a privilege, use of a service or participation in a program, event, or activity for a specific period of time. The loss of privilege may prohibit a student from participating in residence hall activities. This means that information or results from a disciplinary hearing may be shared with a coach, the Athletic Director, or an advisor to determine if loss of privilege is an appropriate sanction. This sanction may be imposed separately or in addition to any other sanction(s). This may also include loss of guest privileges in the residence halls.
8. **No Contact Orders.** These are designed so that students involved in a campus conduct process do not have any communication with each other to help minimize further altercations between those involved. Students who have no contact orders are not to contact each other using ANY means. This includes, but is not limited to: comments, words or gestures in person, through postal

mail, email, social networking sites, or by having others (friends, acquaintances, family members etc.) act on his/her behalf. *Information borrowed from Wright State Judicial Handbook with permission.*

9. **Suspension.** The student will be dismissed temporarily from Ursuline College for a specified period of time. Suspension may be limited to temporary dismissal from residence halls when indicated.
10. **Expulsion.** The student will be dismissed permanently from Ursuline College. Expulsion may be limited to dismissal from the residence halls when warranted.
11. **Immediate Suspension.** The Associate Dean of Students, the DRL, or a designee may invoke an immediate suspension whenever there is information provided that the student's presence on campus, at an off-campus educational site or at a college-sponsored activity presents harm to herself/himself or others, or a disruption of College activities.

The Peer Judicial Board may also recommend suspension or expulsion as a sanction to the Director of Residence Life, who has authority to impose these sanctions. A student who receives one of these sanctions from the Director of Residence Life may appeal the decision to the Associate Dean of Students, in accordance with procedures outlined in the Ursuline College Student Handbook.

RESIDENCE HALL FEES & FINES

Residence Hall fees and/or fines can be paid in cash or by check, payable to Ursuline College and submitted to the Director of Residence Life or Associate Dean of Students. The student also has the option of having the fee/fine placed on the student's bill.

ACCESS

1. **Room Keys:** If a resident loses a room key, or fails to return her/his key at checkout, a fine of \$100.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.
2. **Mailbox Keys:** If a resident loses a room key, or fails to return her/his key at check out, a fine of \$25.00 will be assessed to the student. Monies paid for lost keys will not be refunded if keys are subsequently found.
3. **Access Card:** If a resident loses this card a fine of \$20.00 will be assessed.
4. **Lock-Out Service:** Students will be charged \$1.00 (\$5.00 will be charged for any lock-out between midnight-9:00 a.m.). An unpaid lock-out fee will result in a \$5.00 fine at the end of each semester.

BREAK

1. **Break Housing:** The cost for break housing is \$10/night. Contact the Director of Residence Life for additional information.
2. **Failing to leave on time during break closings:** This will result in a fine of \$50.00
3. **Break closing procedures:** Failure to complete any of the procedures required for break closing will result in a fine of \$10.00 for a second violation and any subsequent violations.
4. **End of year closing:** Students who fail to formally check-out with a resident assistant to turn in their keys, mailbox key, access card and have their room inspected will be fined \$50.00

CARTS

1. There will be a \$10.00 fine for any Carts left in a student room
2. There will be a \$10.00 fine for carts left in the parking lot and not returned to the inside of the residence hall.

ILLEGAL ITEMS

Any illegal items (*example: candle, microwave, space heater*) found in a room will result in a fine of

\$25.00. Fine is subject to change based on the amount of illegal items found in the room

ILLEGAL PARKING

Students who park in the Faculty/Staff spaces in the Grace Hall parking lot will be fined \$25.00 and could be towed.

IMPROPER ROOM MOVE

Any resident who changes rooms without the permission of the Director of Residence Life will be charged a fine of \$50.00.

JUDICIAL

1. *Finals Week: 23 Hour Quiet Hours* start the Saturday before finals week at midnight and end the day the halls close. Any student violating this policy will be charged a \$10.00 fine. No warnings are given. A “relief hour” will be established each day during this period of time.
2. *Failure to attend judicial meeting:* Students who fail to respond to the request of the Director of Residence Life or to the Acting Assistant Vice President for Student Affairs to schedule a meeting to discuss a judicial infraction will be charged \$25.00
3. *Failure to complete a judicial sanction:* The student will be fined \$25.00.
4. *Failure to leave residence hall during a fire alarm:* Student will be fined \$75.00.
5. *Tampering with fire safety equipment:* Student will be fined \$75.00.
6. *Multiple noise warnings:* After a student has received three noise warnings a \$10.00 fine will be issued for every subsequent noise violation.

URSULINE COLLEGE CHARGES FOR RESIDENCE DAMAGE

To avoid being charged for damages made to a room prior to arrival, complete the Room Condition Form thoroughly. Any damages not reported on the Room Condition Form will be billed to the resident(s) of the room. Any damages done to public areas that are unable to be assessed to the responsible individual(s) will be charged to all residents of the area. Students are also responsible for the damages caused by their guests.

This is only a list of charges for **common damages** and repairs. Charges listed are subject to change without notice. Students are responsible for all damages regardless of whether it is listed in this section or not (e.g. damaged lounge furniture).

1. Abandoned refrigerator	100.00
2. Broken desk light fixture	50.00
3. Broken entry door glass (side windows)	50.00 & up
4. Broken hall telephone	55.00
5. Broken or missing ceiling light fixture	35.00
6. Broken or missing emergency lights	125.00
7. Broken or missing exit lights	100.00
8. Broken room window	100.00 & up
9. Carpet tape remaining on floor	25.00
10. Carving in any wood	5.00 & up
11. Computer Mouse	20.00 & up
12. Damage to floor tile	25.00/tile
13. Damaged lounge window screen	75.00 & up

14. Decals/hooks left in room	10.00 & up/ea
15. Failure to remove paint from window	50.00 each
16. Hall telephone wiring repair	90.00
17. Handrail repair (stairwells)	25.00
18. Hole in carpet	5.00 & up
19. Holes in ceiling tiles	10.00/hole
20. Lost room key	100.00
21. Lost mailbox key	25.00
22. Lounge furniture moved into room	25.00/each
23. Missing bed or parts	100.00 & up
24. Missing bulletin board (room)	25.00
25. Missing or damaged mattress	100.00
26. Missing room screen	40.00 & up
27. Nail holes in wall or wood	5.00 & up
28. Network cable	20.00 & up
29. New door (hollow core)	100.00
30. New door (solid core)	160.00
31. Missing telephone cord	10.00
32. Missing or broken telephone receiver	20.00
33. Reattach electrical fixtures	25.00
34. Reattach paper holder	15.00
35. Removal of any large items left behind	50.00 & up/ea
36. Repaint one wall	35.00
37. Repaint room	130.00
38. Repair blinds (lounge windows)	80.00 & up
39. Repair blinds (room)	40.00 & up
40. Repair broken room chair	30.00 & up
41. Repair door lock	30.00
42. Repair window parts (frame, etc.)	25.00
43. Replace blinds (room)	80.00 & up
44. Replace broken or missing ceiling light fixture	35.00
45. Replace corridor bulletin board	100.00
46. Replace door lock	150.00
47. Replace missing fire extinguisher	75.00
48. Replace room chair (old style)	95.00 & up
49. Replace room thermostat	80.00 & up
50. Required skilled labor	15.00/hour
51. Ruined finish on room or corridor door	35.00/side
52. Smoke detector: missing or tampered with	225.00
53. Tack or pin holes in wall or wood	1.00 & up

54. Tampering with fire extinguisher	75.00
55. Tape or adhesive damage	5.00 & up
56. Torn room screen	25.00 & up
57. Writing on walls, door, desk, etc.	10.00/mark

STUDENT ACTIVITIES

Ursuline College recognizes the vital contribution that student organizations make to the quality of life on campus. Recognizing that students are free to organize and join associations to promote their common interests, Ursuline College herein has defined the policy and procedural steps for the voluntary registration of such organizations.

Registration is not to be interpreted as an endorsement or approval of the purpose and/or activities of any organization by Ursuline College. The registration procedure ensures that all registered organizations within Ursuline College can, on an equitable basis, obtain services and benefits which are associated with formal registration.

DEFINITIONS

A student organization has been defined as a group of Ursuline College students (associate or honorary members could include faculty, staff, administrators, trustees and alumnae/i) who unite to promote their common interests. Such groups are not officially registered student organizations until they comply with the provisions of this document and are judged by the Committee on Student Organizations (hereafter referred to as COSO) to be compatible with the mission of Ursuline College.

RESPONSIBILITIES

As a registered organization at Ursuline College, organizations assume the following responsibilities:

- To increase the cultural and/or social life of the Ursuline College community.
- To sponsor and supervise all of their programs.
- To assure that facilities are used for the purpose which they were scheduled.
- To assure that all promotion and advertising of events involving the use of College facilities shall identify the individual and/or group sponsor of the event.
- To take reasonable steps to ensure that all activities of the organization comply with local, state and national laws as well as Ursuline College policies and regulations.
- To clearly advertise any affiliation with an outside organization or agency during recruitment and/or any public campus event.
- To seek the approval of the Office of Student Activities in order to solicit students for money, goods or services.
- To appropriately manage their money. All monies need to be kept in a College account. Organizations may not establish an external bank account.
- To reimburse Ursuline College for damage to College property or facilities, including such items as cleanup costs, damaged property, or other contingencies related to the utilization of the facility.

Membership must be open to and limited to all students at Ursuline College, although organizations may add requirements for membership. Example: A singing group may audition its members to ensure good voices.

All officers of all student organizations must be in good standing (not on academic or disciplinary probation) at the time of their election or appointment and throughout the term of office. Officers are

required to be enrolled for at least 6 credit hours each semester during their term of office. Students who are not in good standing may be removed from office by COSO.

Associate or honorary memberships may be extended to alumnae/i, administrators, trustees, faculty, or staff members of the College; however, these members are not eligible for voting rights or leadership roles in the organization. This is to ensure that student organizations are being directed by students. Exceptions to this rule must be approved by COSO prior to registration being granted.

REGISTRATION REQUIREMENTS

(Registration forms are available in the Office of Student Activities)

To be registered, organizations:

1. Must have at least 5 registered Ursuline College students.
2. Must not duplicate the services of other student organizations already registered with the College.
3. Must prepare a constitution.
4. Must complete the Application for Registration including the organization's name and purpose.
5. Must designate the Official Representative on the Application for Registration. This person is usually the president, chairperson, coordinator, or leader of the organization. This person must have completed at least 6 credit hours at Ursuline College. The Official Representative is the primary contact with the College and will be listed as the organization contact in all publications. The Official Representative must be a full-time registered student at Ursuline College. If the Official Representative changes, it is the group's responsibility to inform the Office of Student Activities and to file a Change of Representative form.
6. Must have a mission consistent with the College's. Petitioning organizations must articulate their purpose and must indicate their plans for community service. One project minimum per academic year is a required component of all organizations.
7. Must clearly define membership requirements.
8. Must complete the Registration Form. By signing the form the organization agrees to:
 - Abide by all College policies, particularly those listed in the Student Handbook/Planner.
 - Permit the Office of Student Activities to verify that the members are eligible to participate in student organizations at Ursuline College.
9. Must complete the Handbook Update Sheet. This sheet will be used for inclusion in the Student Handbook/Planner listing of Registered Student Organizations.
10. Must find an advisor. An advisor must be a full-time faculty member or administrator who agrees to sponsor registration with the College. Have the advisor fill in the related information and sign on the data sheet, Handbook Sheet, and Application for Registration. By signing forms the advisor:
 - Attests that a minimum of 5 students are genuinely interested in forming the organization.
 - Agrees to have the student organization abide by College policies.
 - Agrees to provide continuity for the organization through active participation from year to year.
 - Agrees to act as signatory for any College funds allocated to the organization, following College purchasing and expenditure policies.
11. Must submit all necessary forms to the Office of Student Activities.
 - Must submit student organization registration renewal documents each fall semester.
 - Must submit an updated Student Organization Roster at the beginning of each semester of the academic year.

REGISTRATION BENEFITS

The following benefits are currently available to those student organizations officially registered with COSO:

- Eligibility for funding from the Office of Student Activities
- Use of designated College meeting areas
- Use of College Print Shop services
- Use of College Media Center's equipment and set-up
- Use of Maintenance and Security for event arrangements
- Participation in the Student Activity Fair/Quad Bash
- Eligibility for inclusion in student publications
- Expertise of a faculty/administrator Advisor
- Use of Office of Student Activities as a resource
- Eligibility for inclusion of organizational events in the Student Handbook/Planner
- Listing in the College Student Handbook/Planner
- Ability to host approved events and activities including, but not limited to, fundraisers and donation collection drives
- Listing on the Student Organization page of the Ursuline College website.

GENERAL POLICIES

When planning programs, events, fundraisers, or collections, student organizations need to contact the Director of Student Activities to make necessary arrangements for support and assistance. This should be done in as timely a manner as possible to avoid duplication of efforts among organizations. Organizations designed for a temporary purpose may be refused registration based upon their nature.

Religious organizations requesting registration must be submitted to Ursuline College's Campus Ministry for review and opinion prior to review by COSO.

Organizations that wish to apply for allocations must submit funding requests to the Office of Student Activities

Registered student organizations will be reviewed at least every three years to ensure compliance of their activities with their constitution and the consistency of their constitution with the mission and goals of Ursuline College and its Catholic, Ursuline character. The purpose of the review is to make sure the original intent of the student organization has not been altered.

Groups must submit a list of current officers every year to confirm that they are active, have student leadership, and are abiding by current policies and procedures.

COSO will be composed of the Director of Student Activities, Director of Campus Ministry, and Director of Residence Life. The functions of COSO are to study and to recommend policies about student organizational life; to determine criteria for the establishment of student organizations; to hear petitions for College registration of new student organizations; to evaluate the achievement of student organizations; and to act as the sanctioning body in the event that a student organization violates the rules and responsibilities listed in the Student Handbook/Planner.

Registered student organizations must follow policies outlined in the Student Organization Resource Manual provided to each organization president and advisor and located on the Student Activities website.

COSO reserves the right to revoke the organizational status of any student group found in violation of said rules. The process of appeal will be to the Associate Dean for Student Affairs. Finally, the

Committee is expected to do such other things as may be required for the proper functioning of student organizations.

STATEMENT OF NON-DISCRIMINATION

NON-DISCRIMINATION POLICY

The College's statement of non-discrimination is located at:

http://www.ursuline.edu/docs/student_life/Harassment%20and%20Discrimination%20Policy%20Students.pdf. The College's Title IX policy on non-discrimination

is located in its Interim Policy on Sexual Misconduct at:

http://www.ursuline.edu/docs/student_life/Interim%20Policy%20on%20Sexual%20Misconduct.pdf

STUDENT BULLETIN BOARD POSTING POLICY (UPDATED 9/11/2015)

- Postings by students (whether related to Student Organization sponsored postings, other activities, or personal postings) must be approved and stamped by the Office of Student Activities located in Mullen 130.
- Postings may only be placed in designated areas. There are 17 locations available for general postings. Student Bulletin Boards can be identified by Student Bulletin Board Posting Policy located in the bottom right hand corner of the bulletin board. A Community Board is available in Pilla located near the North West entrance (entrance facing Daley Hall) to learn about activities, opportunities, items or housing for sale or rent. Items on the Community Board must have a stamp approval by the Office of Student Activities prior to posting. One flyer per event may be advertised. Advertisement must contain information that will be appropriate to the Ursuline College Community. Flyers or poster depicting explicit language, graphics, exploitation of men, women, children etc. will not be approved for posting.
- Postings may be displayed for a maximum of three weeks unless special circumstances warrant otherwise and permission is granted by Student Activities. The expiration date may either be stamped onto the fliers by Student Activities prior to photocopying or it must be clearly marked on all fliers in the lower right hand corner prior to stamping.
- One posting per event on each bulletin board is permitted. Size must not exceed 8.5 inches by 11 inches. Exceptions may be granted by Student Activities upon request.
- Postings indicating classroom assignments/changes and media/computer placements are only permitted on the small strips immediately adjacent to classrooms. Other existing strips may be used for general postings.
- Posting is not permitted on woodwork, doors, windows, walls, or bulletin board frames.
- Posting of notices on any trees, buildings, utility poles, or campus sidewalks is not permitted. Sidewalk chalk is permitted on sidewalks only.
- Posters, promotional materials, or decorations may not be suspended from any light fixture.
- Promotional materials cannot be suspended across the corridors of buildings, on the outside of buildings, or between structures without special permission from the Facilities Department.
- Courtesy and respect for freedom of expression by others dictate that postings are not to be marked on, destroyed, or removed. Anyone discovered defacing postings will be subject to disciplinary action.
- Only pushpins are permitted for posting. Taped or stapled items will be removed.

- Postings must clearly indicate the sponsoring organization and include a contact person or office and phone number.
- All postings must be removed by the sponsoring organization within 3 days after the event. Any posting that does not have the required expiration date and approval will be removed.
- One banner per event is permitted to be hung from the railings in Pilla Atrium with the use of string, not any adhesive material. Banner supplies are located in the Resource Closet across from the Student Affairs Center. Postings of a personal nature (selling something, personal business ad, etc.) are only permitted on the Community Board located in Pilla and must be approved and stamped by Student Activities.
- Signs advertising an event where alcohol will be present must not use alcohol as the focus of the flyer.
- Posting policies for the Residence Hall are the responsibility of the Office of Residence Life.
 - Ursuline College Departments do not require approval from the Office of Student Activities, but must follow all of the other posting guidelines outlined above. Departments are responsible for their own posting and removal. Assistance can be provided by the Office of Student Activities at least 3 days' notice prior to posting.

Bulletin Boards

Pilla

1st Floor

1. 8x4 The Community Board located in northwest entrance
2. 4x4 across from the Community board
3. On the kiosk near the Reception Desk (when available)

2nd Floor

4. 4x4 outside the elevator
5. 4x4 west entrance on the left wall in the hallway

Dauby

Lower Level

6. 6x4 at the south end between the stairwell entrance and the storage room

1st Floor

7. 4x4 at the north entrance, through the doorway by the glass case
8. 6x4 across from Dauby 101 Lecture Hall

2nd Floor

9. 6x4 near room 207

Mullen

1st Floor

- 10. 8x4 on wall across from Campus Ministry
- 11. 6x4 on the blue wall in the hallway by Little Theater
- 12. 4x4 Across from the elevator

2nd Floor

- 13. 6x4 across from the lounge area by 213 and 214

3rd floor

- 14. 4x4 between the elevator and the stairwell
- 15. 6x4 across from the lounge area by 313 and 314
- 16. Across from MU317

Fritzsche

- 17. 6x4 on the landing of the stairs leading up to Daley- right wall

SOLICITATION POLICY

Only organizations or vendors who have been invited by an Ursuline College department, office, or recognized student organization are permitted to solicit on campus. Organizational sponsorship should always be identified/advertised by a sign on or near the table.

STUDENT ORGANIZATIONS

The following student organizations are registered for the 2017-18 academic year.

Some organizations will choose officers in the fall. Advisors have been listed so that you may contact them if you are interested in getting involved in the activity; however, the organizations will be actively recruiting members and posting their meeting times around campus.

College Committees

Students serve on many committees established at the College. One such committee is the College Council. The College Council is a quadripartite board composed of an equal number of elected administrators, faculty, staff and students and chaired by the Associate Dean for Student Affairs. College Council serves as a consultative group to the President and is available for review and consideration of proposals affecting the College community. Students also serve on the Academic Appeals Board and the Food Service Committee, among others.

Allies / Advisor: Joann Piotrkowski (x8327)

The purpose of Allies is to provide all Ursuline College students, whether they are gay, straight, bisexual, or transgendered with political, self, and community awareness of current GLBT issues.

Anime Club/ Advisor: Sr. Rosaria Perna (x-6093)

Anime Club's purpose is to bring together people with an interest in anime and Japanese culture in a fun and inclusive environment

Commuter Student Organization: CSO / Advisor: Joann Piotrkowski (x8327)

The purpose of CSO is to provide commuter students with the opportunity to 1) get to know other students; 2) get involved in on-campus and off-campus activities; 3) voice their opinions and recommendations about matters of commuting to campus; 4) help others in need through community service. CSO also hosts monthly commuter luncheons.

Dancing Arrows / Advisor: Emily Smith (x6107)

Dancing Arrows is a voluntary organization open to any interested Ursuline student. The purpose of this organization is to create opportunity for members to become involved through teamwork and collaboration at campus events. The Dancing Arrows practice weekly and perform at specific events.

Diversity Board / Advisors: Dr. Kristie Williams (x6085) and Iesha Myhand (x6012)

The Diversity Board strives to encourage the campus community to (1) recognize, accept, and affirm differences and similarities among people and (2) challenge oppression and structural as well as procedural inequities that exist in society through educational programming, fundraising, and community service

Drama Workshop / Advisor: Jenny Dunegan

The Drama Workshop is responsible for bringing all aspects of theatre to Ursuline College through trips, workshops, and retreats. The Drama Club puts on a play every spring for the entire campus in the Mullen Little Theatre.

Fashion Focus / Advisor: Jennifer Knaus (x6027)

Membership is open to all students who have an interest in fashion and the fashion world. Members hosted a variety of speakers from industry and participate in a number of field experiences in retailing. Each year the group creates special projects to participate in and thus, increase their experience in the world of fashion for their resumes.

Inscape / Advisor: Sr. Cynthia Glavac (x8152)

Ursuline's fine arts annual is published every spring. Students, faculty, and staff are encouraged to contribute fiction, poetry, plays, autobiographical sketches, essays, reviews, photography, and artwork by Dec. 1 of every academic year. *INSCAPE* has earned a First Place with Special Merit Award from the American Scholastic Press Association (ASPA) for 14 of the last 15 years. *Inscape* has earned the Most Outstanding College Literary Arts Magazine Award four times as well.

Programming Board: PB Advisors: Director of Student Activities, Tiffany Wallace (x8325) and Student Activities Assistance, Toni Samuels (x6122)

The purpose of the Programming Board is to promote unity among U.C. students and create an exciting campus environment by providing all-inclusive entertaining activities For Students. By Students.

Public Relations Student Society of America: PRSSA / Advisor: Laura Hammel (x8145)

The purpose of the Public Relations Student Society of America (PRSSA) is to cultivate a favorable and mutually advantageous relationship between students and professional public relations practitioners. The student society aims to foster the following: an understanding of current theories and procedures of the profession, appreciation of the highest ethical ideals and principles, awareness of an appropriate professional attitude and appreciation of Associate Membership in PRSSA and eventually accredited membership.

Residence Hall Council: RHC / Advisor: Gina DeMart-Kraus (x8334)

All residents are members of Residence Hall Council. The purpose of Residence Hall Council is (1) to build community among the residents living in all College residence halls, (2) to build unity among the sub communities that develop among students, (3) and to encourage residents to take responsibility for their College experience and personal success at Ursuline College.

Sister Dorothy Kazel Club for Systematic Change / Advisor Sr. Diane Therese Pinchot (x6092)

The Sr. Dorothy Kazel Club honors the ministry and memory of Ursuline Sr. Dorothy Kazel, who lost her life in 1980 during her work in Central America. The mission of the organization bearing her name is to work toward systemic change by taking action on relevant issues affecting those most often marginalized in society. It strives to make a difference through works of prayer and advocacy; particularly through active mediation, strategic communication and political dialogue.

Social Work Organization: SWO / Advisor: Sharon Wilson (x8374)

This organization would like to engage social work majors (and other interested students) in the following: 1) organized community service projects; 2) social gatherings to build

relationships; 3) informational seminars related to the social work profession and 4) College wide community projects or information sharing programs.

Student Arts Organization for Peace and Justice / Advisor: Sr. Diane Therese Pinchot (x6092)

The Student Arts Organization acts regarding matters that revolve around the College Mission Statement. It responds to justice issues and to those who are voiceless and need the arts to give voice. It acts according to the needs of the people in the group and to the needs of the society and community around us.

Students for the Ethical Treatment of Animals: SETA / Advisor: George Matejka (x8393)

Students for the Ethical Treatment of Animals seeks to advocate for the ethical treatment of animals. This group is open to all Ursuline College students, faculty, and staff interested in promoting the goals of the organization.

Student Government Association: SGA / Advisors: Tiffany Wallace (x8325) and Student Activities Assistant, Toni Samuels (x6122)

All students are members of SGA. SGA officers and At-Large Senators are elected each Spring. Freshman Class At-Large Senators are elected each Fall. Student Organization Senate and General Student Body meetings are held monthly. The purpose of the Student Government Association is (1) to promote an atmosphere in which each student can most readily achieve her/his own highest level of spiritual, intellectual, and social performance; (2) to foster among students an intelligent understanding of their duties and obligations, rights, and privileges as members of the student community; (3) to develop initiative and responsibility and independence; (4) to provide an opportunity for students to voice their opinions and suggestions in matters of general college life; (5) and to promote intercollegiate collaboration.

Student Historic Preservation Association: SHPA / Advisor: Bari Stith

The purpose of Student Historic Preservation Association is provide prospective preservationists an understanding of the profession; to provide for a united student voice in matters affecting their profession; to influence the conditions under which prospective preservationists are prepared; to advance the interests and welfare of students preparing for a career in historic preservation; and to stimulate the highest ideal of professional ethics, standards, and attitudes.

Student Nurses of Ursuline College: SNUC / Advisors: Leah Grill (x8171) and Katherine Sewell (x8165)

The purpose of SNUC is to aid in the development of the individual student and urge students of nursing as future health professionals to be aware of and contribute to improving the health care of all people. SNUC is a unified organization of nurses on the forefront of community change. The organization is comprised of intelligent, compassionate, and action-oriented students who are committed to promoting SNUC's

mission. Each student will receive challenging learning experiences and enjoyable relationships founded upon our shared values.

US2 / Advisors: Dr. Lita Yu (x6121) and Dr. Mark Kyle (x3838)

The Students of Science (SOS) organization provides for the particular needs of students seeking careers in the science and health care fields. The group provides a forum for obtaining information regarding admissions to professional and graduate schools as well as opportunities to explore other careers in science and medicine. There are opportunities to participate in field trips, fundraisers, and speakers that come and talk on topics related to the science and health care communities of today. This group seeks to help students move from undergraduate studies to higher educational goals and professional careers.

U-Earth Ursuline Endless Art Healing / Advisor: Jennifer Schwartz Wright (x7030)

Ursuline Endless Art Healing (U-Earth) is an organization designed to inform, educate, and attract people to the field of Art Therapy, help the community and give them an outlet through art expression. Membership is open to active Ursuline College students and Alumni.

Up 'Til Dawn / Advisor: Joann Piotrkowski (x8327)

Up 'Til Dawn is a student led, student run fundraising program. Under the leadership of a campus executive board, student teams participate in a variety of fundraising activities while also learning more about St. Jude patients and the mission of the hospital. Membership is open to all Ursuline College students.

Ursuline College Women's Circle/ Amy Lechko (x8336)

Ursuline College Women's Circle provide resources and support to empower women to make healthy and positive choices for themselves. Women's Circle provides opportunities for women to meet those who enjoy discussing issues related to feminism, gender roles, empowerment, and equality through special speakers, films and monthly meetings. Women's Circle also provides community service opportunities connected with helping young women develop positive self-esteem and confidence. This student organization helps to educate, inspire, and enlighten women who attend about feminist issues such as under representation in the United States Government, discrimination in the workforce, how women are portrayed in the media, and lack of opportunities for women in other countries.

You have more need to serve others, than they have to be served. (1st Counsel)

STUDENT GOVERNMENT ASSOCIATION

All students are members of SGA. SGA officers and At-Large Senators are elected each Spring. Freshman Class At-Large Senators are elected each Fall. Student Organization Senate and General Student Body meetings are held monthly. The purpose of the Student Government Association is (1) to promote an atmosphere in which each student can most readily achieve her/his own highest level of spiritual, intellectual, and social performance; (2) to foster among students an intelligent understanding of their duties and obligations, rights and privileges as members of the

student community; (3) to develop initiative and responsibility and independence; (4) to provide an opportunity for students to voice their opinions and suggestions in matters of general college life; and (5) to promote intercollegiate collaboration.

The current Student Government Association Constitution may be found on the Ursuline College website at:

http://www.ursuline.edu/Student_Life/Student_Activities/student_government.htm

URSULINE ACCELERATED PROGRAM (UCAP) POLICIES

UCAP Attendance Policy

UCAP is committed to a style of learning that is facilitative and participatory. Meaningful interaction of student with student and student with facilitator is the heart of the program. Due to the accelerated nature of the program, the minimum of 20 contact hours is required for accreditation purposes. The commitment to this educational model shapes the UCAP attendance policy. Attendance of all class meetings is mandatory. Should an emergency situation arise which requires an absence from all or even part of a class, the student must contact the facilitator at the earliest possible time. Leaving a message with another individual or on answering machines does not fulfill this obligation. Absences will have a negative effect on students' grades. Absences due to emergency situations will be dealt with on a case by case basis by the facilitator.

If a student has one (1) absence (regardless of the circumstances), one or more of the following action(s) may be taken by the facilitator (at his or her discretion):

- A. The facilitator can require a student to drop the course based on the subject matter or amount of missed course material. The student must withdraw from the course before week #4 (for a 5-week class), before week #6 (for an 8-week course) or before week #7 (for a 10-week class) or the student will receive the grade earned for the class. (*See UCAP refund schedule for reimbursement level.*)
- B. The student shall be required to complete make up work that must be equivalent to the four or two hours of missed class time.
- C. The student's final course grade may be lowered up to one full letter grade. **In addition, if a student misses two (2) classes - the instructor must notify the UCAP office immediately and the student will be dropped from the class. If a student misses two classes and it is beyond the withdrawal deadline, the student will receive an "F" for the course.**

UCAP Tardiness Policy

Due to the importance of timeliness in both the academic and workplace settings, being tardy will have a negative impact on class performance. If a student is tardy to class, one (1) or all of the following actions may be taken (regardless of circumstances) by the facilitator (at his or her discretion):

- A) The student's attendance and/or participation points may be lowered.
- B) Homework may not be accepted by the facilitator.
- C) Test/Quiz time may not be made up.
- D) Make-up work for class time missed may be required.

Generally, tardiness beyond 30 minutes will be considered an absence and the UCAP attendance policy will apply (see above).

UCAP Incomplete Policy

Incomplete grades are granted at the discretion of each facilitator and are normally given only in extenuating and serious circumstances, such as severe illness. In addition, incompletes should only be granted to students who have already completed the majority of work in the course, with the exception of a final project or exam. The deadline for completing coursework is three weeks after the last day that the course ends. It is the student's responsibility to contact the facilitator who will determine the work to be completed and the three week deadline date. If the student fails to complete the assigned requirements by the three week deadline, the "I" Incomplete will automatically turn into an "F" grade the day after the three week deadline.

UCAP Course Cancellation & Drops

If a class is cancelled, a UCAP representative will contact the student prior to the start of class. An academic advisor will help the student choose an alternative course or will receive a full refund for the cancelled class. If a student wishes to drop a course, she/he should contact the UCAP office as soon as possible. Students must withdraw from a class prior to the 4th class session. If a student is receiving financial aid, she/he will need to notify the Financial Aid Office at 440-646-8329; dropping a class may affect the financial aid award.

UCAP Refund Schedule

Refund Schedule for 5 or 10 Week Courses

5-week classes

Calendar days elapsed since the start of the term

7 days	100%
14 days	50%
21 days	0%
28 days	0%

8-week classes

Calendar days elapsed since the start of the term

7 days	100%
14 days	60%
21 days	40%
28 days	0%

10-week classes

Calendar days elapsed since the start of the term

7 days	100%
14 days	60%
21 days	40%
28 days	0%

UCAP Course Withdrawal Policy

Course withdrawal deadline for 5-week class - must withdraw BEFORE week #4; course withdrawal deadline for 8-week class - must withdraw BEFORE week #6; course withdrawal deadline for 10-week class - must withdraw BEFORE week #7 or the student will receive the grade earned for the class.

UCAP Concurrent Course Enrollment

Due to the accelerated nature of the Ursuline College Accelerated Program (UCAP), students are strongly advised to take one course every 5- or 10-week session. If a student wants to double-up or take classes concurrently, two classes per 5 or 10-week session, she/he must maintain a grade point average of 3.5 and have permission from his/her academic advisor.

UCAP Prerequisite Policy

Many courses offered by Ursuline College Accelerated Program (UCAP) require the completion of prerequisite courses taken at Ursuline College, or the equivalent taken at another accredited institution. The UCAP Course Schedule lists prerequisites after each course title when applicable. A prerequisite is a requirement that must be completed prior to the registration of a course. For instance, BU 230 (Organizational Behavior) must be taken before BU 330 (Human Resource Management). BU 230, in this case, is the prerequisite for BU 330. The student is responsible for meeting prerequisite(s) wherever listed. Until a prerequisite equivalent is established, the student will be unable to register for the class. All course registrations are checked for appropriate prerequisites and must be approved by a UCAP Academic Advisor. If the appropriate prerequisites are not met, the student may not register for the course. In addition, if a student has an "I" (incomplete grade) pending or has failed the prerequisite course, the student cannot proceed to take the next course until a "D" grade or above has been achieved. In the event of a course scheduling conflict which would prevent a student from graduation, the student can petition the Director of Faculty and Curriculum for a prerequisite waiver. A prerequisite waiver would allow the student to take courses out of sequence, but the student would still be required to take all of the courses listed on his/her degree plan required for graduation. The student who petitions for a prerequisite waiver must be able to provide documented experience in the course subject matter in which she/he is petitioning.

Academic Integrity - Plagiarism and Cheating

Ursuline College expects that all course work will be fairly and honestly completed by the student. Plagiarism consists of any intentional or known representation that the work, or opinions of another, are those of the student. Most often plagiarism takes the form of failure to properly acknowledge sources when using exact wording, or paraphrased material or factual information that is not a matter of common knowledge. Plagiarism may also take the form of partial or wholesale use of another's paper, project or presentation.

Cheating consists of the use of or attempt to use unauthorized material or information or another student's answers during a quiz or exam. The determination of whether or not plagiarism or cheating has occurred rests with the instructor. At her/his discretion, the instructor may assess one of the following penalties:

1. Failure in the course.
2. 0% on the test, paper or project which is the subject of plagiarism or cheating.
3. Required retest, redraft or additional paper or project. Credit to be determined by the instructor. The instructor will notify both his/her Dean and the student of the situation and will document the event by filling out a Student Offense form found in the Office of the Vice President of Academic Affairs.

Ursuline College reserves the right to assess additional penalties, over and above any assessed by the instructor, up to and including dismissal from the College, of any student who has been found guilty of cheating and/or plagiarism on more than one occasion.

Students who have been charged with plagiarism or cheating may seek redress according to the academic appeals procedures stated in the *Ursuline College Student Handbook/Planner*.

UCAP Extension of Ursuline College Academic Integrity Policy

In addition to the Academic Integrity (plagiarism and cheating) policies listed in the Ursuline College Undergraduate catalog, students are not permitted to use an instructor's manual or

instructor's materials without express permission of the facilitator/faculty member. Doing so will be considered a breach of academic integrity. Please refer to the Ursuline College Undergraduate catalog for Academic Integrity Policy.

UCAP Statement of Understanding

At the start of each 5, 8 or 10-week class, the UCAP student is asked to complete a "Statement of Understanding." This form verifies that the student has read the course module and syllabus. In addition, the statement confirms the student's understanding of the purpose of the course, the contents of the syllabus, module, course assignments, and course expectations.

Department Phone Numbers
Ursuline College's area code is 440

Academic Affairs	646-8107
Academic Support Service/URSA	449-2049
Admission Office	646-8362
Alumnae Relations	646-8370
Associate Dean, Student Affairs	646-8320
Athletic Department	646-8308
Bookstore	449-5368
Breen School of Nursing	646-8166
Business Office	646-8312
Campus Ministry	646-8327
College Reception Switchboard	449-4200
Counseling and Career Center	646-8322
Development Office	684-6022
Diversity Office	684-6085
Enrollment Management Office	646-8108
Graduate Office - Admissions	646-8146
Learning Disability Specialist (TTY line)	449-2034
Library (Ralph M. Besse)	449-4202
Media Center	646-8182
Psychologist	646-8323
Registrar's Office	646-8131
Residence Life Office	646-8334
Safety / Security	449-4204
School of Arts & Sciences	646-8111

School of Graduate Studies & Professional Studies	646-8120
Student Affairs	646-8320
Student Services	646-8309
Title IX/Compliance and Disability Coordinator*	484-7027
UCAP	684-6130
Ursuline Studies	
Writing Lab / Math Tutor	646-8110

***DIRECTOR OF COMPLIANCE/TITLE IX AND DISABILITY COORDINATOR**

Ursuline College strives to provide an environment that is inclusive, nurturing and free of harassment, discrimination and bullying for all students, faculty and staff members. The College's Harassment and Discrimination Policy and its Interim Policy on Sexual Misconduct (including Sexual Assault, Domestic and Dating Violence, and Stalking) are accessible from the College's web site by clicking the Student Life tab. For more information or to report concerns, please contact Deborah L. Kamat, Director of Compliance/Title IX and Disability Coordinator (440-484-7027).