



CENTER FOR RESIDENCE LIFE SERVICES

RESIDENCE HALL HANDBOOK

2013-2014



RULES
REGULATIONS
POLICIES
STUDENT CONDUCT



WWW.CLARION.EDU/PLACESTOLIVE



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“We all have to
live together,
so we might as well
live together happily.”

Dalai Lama

Dear Student:

Welcome to Clarion University of Pennsylvania and to our residence life program.

The Center for Residence Life Services staff, believe that out-of-the-classroom learning experiences play a significant part of your college education. You will have plenty of opportunities to associate with students of different backgrounds, attitudes, and lifestyles. Hopefully you will use your time in the residence hall to participate in activities, to develop new friendships, and to grow as an individual.

Each student living in a residence hall will contribute to, and be affected by, the total environment of the building. The degree to which these corresponding influences are positive or negative will depend, to a large extent, on the willingness of each student to cooperate in and be responsible for this community living experience.

You, the student, are expected to regulate your own conduct and behavior in accordance with the standards of reasonable and responsible citizenship. It is your responsibility to familiarize yourself with the policies and procedures of the university.

This handbook has been developed to provide you with a general introduction to our residence halls and programs.

We hope that the time you spend in the residence halls is enjoyable and rewarding. The Center for Residence Life Services staff will assist you in making your college career meaningful and productive.

Best wishes for a successful year,

Clarion University
Center for Residence Life Services Staff



CLARION UNIVERSITY, A COMMITMENT TO CIVILITY:

Clarion University is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity.

By choosing to live in our community you understand that at Clarion University we aspire to:

- Embrace the concept of a civil community which abhors violence, theft, and exploitation of others;
- Pursue knowledge with personal integrity and academic honesty;
- Create a learning environment which avoids disruptive and deceitful behavior toward other members of the campus community;
- Create a culture of diversity which is respectful of the rights of others;
- The development of a caring community where compassion for others and freedom of thought and expression are valued;
- Honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

Clarion University is dedicated to creating a community of scholars which contributes to a civil campus environment.

RESIDENCE HALL STAFF

The professional staff and graduate assistants (GAs) are members of the Center for Residence Life Services staff who reside in and supervise the residence halls. They are responsible for the operation, programming and functioning of the halls.

GAs work in conjunction with professional staff to supervise community assistants (CAs). They may also advise hall government; develop, implement and evaluate hall programs; and act as administrators of the student conduct code when requested by the vice president for Student and University Affairs. Professional staff members and GAs counsel individual students and act as referral agents to other campus offices.

As university administrators, they are in a unique position to observe student progress.

Graduate assistants (GAs) are university staff members working in the residence halls. GAs are live-in staff members. They are given indirect supervisory authority and responsibility of hall operations. All GAs report to a professional staff member.

Community assistants (CAs) are student members of the Residence Life Services staff who live in the residence halls. CAs are responsible for building a community on the floor and in the building, and to serve as a resource and referral agent.

In seeking to create and maintain a positive community, the CA plans and implements wing activities and building-wide programs, supports rules and regulations, and assists with administrative responsibilities as directed by the GA or professional staff members.

The Center for Residence Life Services is committed to the educational mission of the university. The residence hall staff is here to be of assistance in making the residential experience a meaningful part of your college life.

INTERHALL COUNCIL/ HALL COUNCIL/NRHH

Interhall Council is the governing body of the residence halls. The student group, comprised of representatives from each of the Hall Councils and members of the residence halls, is a recognized university organization. Residence Life Services staff serve as advisors to the group. Interhall Council provides funds to the individual halls and establishes policies relative to residence hall life. It also plans and implements campus-wide activities and fundraisers.

Hall Councils within each residence hall implement Interhall policies and make policies specific to the hall. Hall Council is responsible for planning and developing many interesting hall activities such as dances, recreational events, ice cream socials, and the purchase of equipment for the hall. It is an opportunity to get involved and have some fun!

Both the Hall Councils and Interhall Council are integral parts of student government at Clarion.

The Golden Eagle Chapter of the National Residence Hall Honorary (NRHH) is an organization whose main purpose is to recognize student leaders that reside in Clarion University's six residence halls and Reinhard Villages. The organization also recognizes faculty and community members that have made a contribution to residence halls at Clarion.

HOUSING REQUIREMENT

Effective fall 2013, all incoming undergraduate students who meet the following criteria are required to live in university-affiliated housing (on-campus residence halls or Reinhard Villages) for their first **four** semesters of enrollment:

1. First-time-in-college students who are enrolled full time
2. Transfer students who have earned less than 24 credits at a previous institution (who are enrolled full time)

Exemptions:

1. First-time-in-college students or transfers who are living with a parent or guardian at their permanent address within a 30-mile radius of Clarion
2. Married students
3. Students over the age of 21
4. Part-time students
5. Single parents
6. Military veterans who have been honorably discharged

Requests will be reviewed by the appropriate personnel and a decision will be communicated in writing within 10 days of receipt. See www.clarion.edu/199678.pdf

NOTE: ALL DECISIONS ARE FINAL.

ROOM AND HALL ASSIGNMENT PROCEDURES

All housing applications are filed online. After you've completed the admission process with fees paid and forms returned, the Admissions Office will send you a packet containing information on how to complete your online housing application, select your room, sign your Residence Hall Agreement and pay the housing application fee.

Students can use the "Find a Roommate" feature to search for a roommate. You will have the best chance of having your choices honored by completing your housing application promptly.

YOU SEND:

A completed admission forms and all files to the Admissions Office with your admission deposit.

ADMISSIONS SENDS:

A packet with information and instructions to log onto www.clarion.edu/placestolife to complete your housing application, electronically sign your binding Residence Hall Agreement, and use a credit card to pay your housing application fee.

WE EMAIL:

Your room assignment and roommate's name, email and home phone number to your Eagle email account (mid July).

Residence Hall Agreements are binding for both the fall and spring academic semesters.

TERMINATION/CANCELLATION PROCESS/ FEES AND REFUNDS

Students may request to cancel the Housing Agreement/ License Agreement by completing an online cancellation request form. Cancellation fees may be assessed depending on the date of cancellation and the reason for the request. Cancellation requests may be reviewed by the Housing Appeals Board as deemed appropriate.

No cancellation fee is assessed for the following circumstances (if cancellation form and formal written documentation are provided prior to departure):

- Student is participating in an education program that requires out-of-town residency (30 miles) for part of the academic year (i.e. student teaching, study abroad, clinical rotation, and co-op/internship). This requires a one-semester premium lease. Please see a professional staff member for details.
- Student can provide proof of graduation. This requires a one-semester premium lease. Please see a professional staff member for details.
- Student must withdraw due to deployment for an armed service.

The following special circumstances might reduce the cancellation fee if formal documentation is provided:

- Student has a medical condition requiring special accommodations that cannot be met by university-affiliated housing.

- Student withdraws and is not registered at Clarion University.
- Student can document significant change in financial aid (such as a loss of scholarship, job, etc.). Students must notify housing as soon as they receive this information.
- Prior to December 15, 2012:
 - o Students canceling by December 15, 2012, will be allowed to cancel with no penalty; however, with loss of \$200 non-refundable housing application fee. If the fee has been waived at the time of application, a \$200 application fee may be assessed.
- December 16, 2012 to May 17, 2013:
 - o Students canceling with/without special circumstances, will be assessed a \$500 cancellation fee plus the loss of the \$200 non-refundable housing application fee. If the fee has been waived at the time of application, a \$200 application fee may be assessed.
- May 18, 2013 to July 31, 2013:
 - o Students canceling with/without special circumstances, a \$700.00 cancellation fee will be assessed to their account plus the loss of the \$200 non-refundable housing application fee. If the fee has been waived at the time of application, a \$200 application fee may be assessed.
- August 1, 2013 through the end of 2013 Drop/Add period:
 - o Students canceling or who do not cancel their application yet fail to move into their assigned space will be held responsible for 50% of the fall semester's housing fees plus the loss of the \$200 non-refundable housing application fee. If the fee has been waived at the time of application, a \$200 application fee may be assessed.
- Within the Fall 2013 Semester:
 - o Students granted release after Drop/Add for the fall semester for a special circumstance will be held accountable for the full fall semester housing fees plus the loss of the \$200 non-refundable housing application fee. If the fee has been waived at the time of application, a \$200 application fee may be assessed.
 - o Students granted release after Drop/Add for the fall semester not qualifying for special circumstances will be held responsible for the fall

semester housing fees and 50% of the spring housing fees plus the loss of the \$200 non-refundable housing application fee. If the fee has been waived at the time of application, a \$200 application fee may be assessed.

- Within the Spring 2014 Semester:
 - o Students who cancel spring housing before January 1, 2014 will be held accountable for 50% of the spring semester housing fees plus the loss of the \$200 non-refundable housing application fee.
 - o Students who cancel spring housing after January 1, 2014 will be held accountable for the full spring semester housing fees plus the loss of the \$200 non-refundable housing application fees.

REFUND POLICY

For refunds after opening, housing and meal plans will be prorated. Residence Life Services follows the university refund schedule which is available at www.clarion.edu/37772.

Room Change/Transfer Fee:

Students who request a room change or Reinhard Village transfer will be assessed \$150 transfer fee.

NOTE: FEES ARE ASSESSED BY DATE THE CONTRACT RELEASE FORM IS RECEIVED BY THE RESIDENCE LIFE SERVICES OFFICE, NOT THE SIGNATURE DATE ON THE FORM.

HOUSING

While the university is committed to housing as many students as possible, demand sometimes exceeds housing capacity. If this happens, students with junior and/or senior class status may not have access to the housing application. If vacancies develop, these students requesting to live in university-affiliated housing will be contacted to complete the housing application.

As of fall 2013, our housing requirement states students in their first **two years** at Clarion are required to live in university-affiliated housing.

TEMPORARY HOUSING

During the fall semester, a high demand for residence hall rooms may necessitate the establishment of temporary housing in some residence halls. Temporary assignments may include adding a third person to a double room, converting lounges or study rooms, or housing students in university guest facilities. As permanent spaces become vacant, usually within the first few weeks of the semester, students will be moved from temporary rooms to regular student rooms. Every effort is made to reassign students in the same hall.

BREAK HOUSING

Students currently living on campus who are required by the university to remain on campus will be provided break housing in predetermined spaces.

ROOM CHANGES

In-hall room changes must be authorized through the GA or professional staff member. Changes between halls must be cleared through the Residence Life Services office. Any unauthorized room or hall change shall be considered a violation of the housing agreement and may subject the resident to disciplinary action. Specific instructions will be given in August and January regarding room/hall changes for the beginning of each semester. A \$150 room change/transfer fee applies.

ROOM CONSOLIDATION POLICY

Students who find themselves in a double room without a roommate have the following options:

- A. Consolidate with a student in the same residence hall who is in a similar situation without a roommate.
- B. Request assignment by the GA or professional staff member to a double room with a roommate. Residence hall staff, upon request, will provide students with lists of individuals with whom the student may be consolidated.
- C. Retain the room as a single by paying the established single room rate. Students will be notified in writing during the beginning of the semester as to the dates by which a room may be paid for as a single.
- D. No singles allowed in the suites.

Students who lose roommates are required to consolidate or pay single room rate (singles are not available in the suites) or must be prepared to accept a roommate any time throughout the semester. That requires keeping belongings on one side of the room in preparation for a new roommate.

The Center for Residence Life Services Services has the option of assigning a student to a vacant space if there is a need. Double rooms cannot be retained as a single in the event other students are housed in overflow or temporary housing.

Consolidation is in effect at all times to enhance operational efficiencies. Students discouraging potential roommates in an attempt to keep their room as a single may face judicial action.

Other Aspects of Consolidation

- A. If two students are to consolidate, they may do so either in one of the rooms they already occupy or in any other vacant room.
- B. Students will not be asked to change halls in order to consolidate.
- C. When consolidation takes place between two individuals, the student with the lowest number of credits will be required to move with a student with greater credits unless the latter decides otherwise. If the number of credits is equal, the quality-point average (QPA) will be used to make the determination. If this is also equal, the date of completed applications will be used. For new or transfer students with less than 15 credits or less than one semester in an on-campus residence hall (if the credits are equal) or as new students (any credits), the date the Residence Hall Application was completed will be the determining factor.
EXCEPTION: STUDENTS WHO DO NOT ATTEND THEIR BUILDING CONSOLIDATION MEETING WILL BE PLACED WITH A ROOMMATE AND WILL BE REQUIRED TO MOVE.
- D. Following customary practice, room changes will be coordinated by the Center for Residence Life Services. Residence hall staff coordinate the consolidation process. It takes place within each residence hall under the professional staff member and GA's supervision. Students who fail to comply with the consolidation policy will be subject to disciplinary action. Consolidation is conducted at any point in the academic year.

CONTRACT TERMINATIONS

The university reserves the right to terminate occupancy, repossess or reassign rooms, and take such other steps as it may, from time to time, deem necessary and advisable for the proper conduct of its housing program.

Among those situations which should be considered cause of termination are listed below (termination/cancellation fees may apply):

- A. Failure to comply with the stated occupancy calendar.
- B. Failure to comply with the stated contract procedures.
- C. Damage and/or abuse of residence hall facilities or furnishings.
- D. Behavior which is disruptive.
- E. Failure to comply with stated check-in and check-out procedures.
- F. Disciplinary actions recommending contract termination or contract reassignment for student conduct violations.
- G. Failure to complete class registration procedures.

RESIDENCE HALL FACILITIES

Residence hall privileges are restricted to students residing in the halls. Students will therefore be held responsible for the general conditions (cleanliness, damage, etc.) of their living quarters. Restrooms, study rooms, lounges, and corridors in the non-public areas are part of the living quarters. All residents are collectively responsible for the general condition of these areas and will each be charged for excessive common area damages which cannot be attributed to one individual or group of individuals.

We anticipate students will find their rooms in satisfactory condition when they check in. However, if there is a problem, it should be reported immediately to the hall staff and also documented on the Room Inventory Form which students will be asked to complete during the first week of the semester. It is important that students review the Room Inventory Form carefully before signing, because students will be held responsible for any damages in their room which were not listed when they checked in.

During the checkout process that takes place when students vacate their rooms at the end of the contracted period, each room will be checked twice for damages. The preliminary checkout takes place during the last week of the semester and is conducted by a CA. The final damage check is carried out by the professional staff and occurs after the students have vacated the rooms and all belongings have been removed from beds, walls, etc.

EXPRESS CHECK-OUT

At the end of the semester, students who are checking out of their room and would prefer not to wait for a Center for Residence Life Services staff member to complete their Room Inventory Form, may select the Express Check-Out option. To take advantage of this process, a student must contact a staff member to obtain a form. Students must read the form, sign, and return it to the residence hall staff or the hall office.

NOTE: WHEN SELECTING THIS OPTION, STUDENTS WAIVE THE RIGHT TO APPEAL/DISPUTE ANY CHARGES WHICH MAY BE PLACED ON THEIR ACCOUNT DUE TO DAMAGES TO THE ROOM.

Residence hall staff will go through the room after the student's departure, with the Room Inventory Form (which was completed at check-in), and document any changes which are beyond 'normal' wear and tear.

RESIDENCE HALL OPENING AND CLOSING

Residence halls open the Friday prior to the first day of classes for freshmen and transfer students and open on Sunday for upperclassmen. Procedures for moving out of the residence halls for closings or breaks will be posted in each residence hall and emailed to each residence hall student.

Unless otherwise stated, the residence halls close at 10 p.m. on the last day of classes or examinations. Students who are not graduating should vacate their

residence hall room within 24 hours of their last exam, or the 10 p.m. deadline, whichever comes first.

BANNERS AND SIGNS

Hanging signs in the hall is a good way to advertise an event or show your school spirit.

Any student or student organization wishing to post signs or posters in the residence halls must deliver them to the Center for Residence Life Services for approval and distribution by the hall staff.

GUIDELINES FOR RESIDENCE HALL DECORATIONS

In order to conserve energy, and in the interest of safety and fire prevention, the following guidelines have been adopted regulating decorations for the residence hall rooms and corridors.

- A. In corridors, decorations and posters may be placed only on student room doors (where permissible, check with hall staff) or on university-installed bulletin boards. No items may be placed on or hung from the hallway or room ceilings and light fixtures, or any corridor areas except the student room doors and bulletin boards. Residents should exercise caution when hanging items on doors as they may be billed for damages to the door surface.
- B. No lights or other electrical apparatus may be used to decorate corridor areas, including student room doors.
- C. Decorations may not be strung from door to door.
- D. Items on student room doors or bulletin boards should not extend into the corridor.
- E. All materials used in areas where decorations are permitted should be noncombustible, such as foil-type papers. The use of crepe paper and the practice of completely covering student room doors with sheets of paper are prohibited. The university reserves the right to remove items which may be hazardous or inappropriate. Students who fail to remove hazardous or inappropriate items may be billed for removal.
- F. Students wishing to decorate windows or

mirrors should use only water-soluble paint. It is the responsibility of those who decorate the window or mirror to remove the paint. Cleaning charges may be applied.

- G. All holiday decorations outside of student rooms must be removed before the holiday break and are not to be left until students return for the spring semester.

Additional information regarding the residence halls is found in the *Undergraduate Catalog, Student Rights, Regulations, and Procedures Online* handbook (www.clarion.edu/studentrights.pdf), individual residence hall regulations, and the Residence Hall and Food Service Agreement (included in this document).

HALL MAINTENANCE

Repair, replacement, remodeling, or refurbishing of residence hall facilities is the responsibility of the residence hall management. Throughout the year, any damage or breakdown of equipment should be promptly reported to a CA, GA, or professional staff member. Students should not attempt to make repairs themselves. Periodically, maintenance personnel will be present in the building to repair and inspect residence hall facilities.

RESIDENCE HALL FURNISHINGS

Residence hall furnishings are marked for identification and placement, and the removal of these items from the areas in which they are placed, including removal from the building or removal to other areas of the building without authorization, is considered an act of theft. The presence of university property (such as unauthorized university furniture, cafeteria equipment, or items such as road signs or commercial signs) shall be considered evidence of theft and treated as such by the university administration unless rightful ownership can be proven. Room occupants may be assessed a fee for each item of furniture which must be removed from student rooms.

Many student room furnishings such as desks, dressers, and wardrobes are modular units and should not be dismantled and moved. These items are not constructed as freestanding, moveable furniture, and such use results in damage. Students will be charged a damage fee if room furniture is disassembled.

Students may want to add some personal touches such as plants, posters, and rugs to make their room a little more “homey.” Residents are asked not to use materials which may damage or remove painted surfaces within the room. Nails are not permitted.

CANDLES, INCENSE, FIREWORKS, FIREARMS, FLAMMABLES, AND EXPLOSIVES

Due to fire safety and personal safety, both the possession and the use of any items that might be classified under these headings are strictly forbidden in university residence halls.

See: APPENDIX II: PROCEDURE NO. 70.300; WEAPONS, FIREARMS AND DANGEROUS DEVICES POLICY.

FURNITURE REMOVAL/STORAGE

Every piece of furniture in your room at the time you move in must stay in your room for the duration of your residency. You may not remove, store, or trade CU furnishings. Furniture may not be taken from lounges or public areas and kept in student rooms.

The university does not provide storage facilities for personal belongings. The university assumes no responsibility for personal belongings left in the residence halls. All personal belongings not removed from student rooms at the end of the academic year will be disposed of by the university.

DAMAGES

Common Area:

When hallways, bathrooms, elevators, and other residence hall public areas receive undue abuse, we expect the assistance of residents in identifying the responsible individual(s).

When the individual cannot be identified, all residents in that area will be required to pay a share of repairing such damages.

Room:

You are responsible for any damage that occurs in your room during your occupancy. If damages are accidental, you must still pay repair costs.

ALCOHOL POLICY

The possession, consumption, or serving of alcoholic beverages on the grounds of Clarion University is prohibited. Being present where alcohol is present or being served may be considered a violation of the university’s alcohol policy. Any use or possession of alcohol on campus, which violates university policy, will result in disciplinary and/or legal action.

Because CU is a state institution, we are required to follow all state and local laws regarding alcohol possession and consumption. Police may be called if alcohol is found in your residence hall room.

NOTE: THE CENTER FOR RESIDENCE LIFE SERVICES HAS ADOPTED A “NO EMPTIES” POLICY. THE PRESENCE OF EMPTY ALCOHOL CONTAINERS WILL RESULT IN DOCUMENTATION FOR VIOLATING THE UNIVERSITY ALCOHOL POLICY.

DRUGS

The use, possession, or sale of drug paraphernalia, narcotics, marijuana, or other legally controlled substances is strictly prohibited in the residence halls and on the CU campus.

The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported immediately to the staff, student health center, or hospital for evaluation.

24-HOUR SERVICE DESK

There is one 24-hour service desk on campus. It is located on the first floor of Givan Hall. The office is staffed with student clerks and full-time university personnel. During the year, students may check out items (which may include games, sporting equipment, various cleaning items, laptop computers, temporary room keys, and cooking utensils) by presenting their Eagle Card (student ID).

A full computer lab, including fee printing, is located at the service desk. Students will receive notification when there are packages to pick up at the service desk.

LAUNDRY FACILITIES

Washers and dryers operate by coin or Eagle Dollars and are located in every residence hall. If students lose money in a machine, they should report the problem to the 24-hour Service Desk. The university is not responsible for clothing damaged by, or removed from, washers and dryers.

COMPUTER LAB

A computer lab is available at the 24-hour Service Desk for residence hall students only. Residence hall students may access the computers by logging in with their student ID. Laptop computers with wireless Internet are available for residence hall student check-out at the 24-hour Service Desk with appropriate university ID.

EQUIPMENT

Equipment such as games, athletic equipment, billiards, Ping-Pong, Vacuums, and recreational equipment may be checked out by contacting the residence hall staff or the 24-hour Service Desk.

TELEVISIONS/INTERNET/PHONE

Students in all residence halls have cable television, high-speed Internet, and local phone service in their rooms.

STUDY LOUNGES/TV LOUNGES/ RECREATION AREAS

Every residence hall has areas designated for quiet study. Students are expected to conduct themselves in an appropriate manner in and around the study lounge.

In-hall recreation rooms are designed for use by building residents and their guests. Recreation rooms may offer a variety of entertainment features including televisions, game tables, and meeting space (offering may vary by hall), and can be reserved for private use by contacting the GA or professional staff member. Recreational areas are subject to all residence hall policies, (including, but not limited to, smoking, alcohol, and noise policies) and any additional posted regulations.

VENDING MACHINES

Coin-operated and Eagle Dollar-access vending machines are available in each residence hall and across campus. All vending machines are contracted by the university with local firms. If a machine is not functioning properly, or if students lose money in a machine, they should report it to the 24-hour Service Desk.

BICYCLE STORAGE/FACILITIES

Students are permitted and encouraged to bring bicycles to the university. For security reasons, bicycles are permitted to be stored in student rooms. The university is not responsible for theft or damage to any bicycle. Bicycles may not block exits such as windows or doorways and may not be hung from walls, ceilings, or furniture.

Bike racks are located at various points around the campus, including locations near or in the residence halls. Bicycles should be locked when not in use. Students should check with the hall staff or the 24-hour Service Desk if there are questions concerning bicycles. Interior bicycle storage is not provided.

ELEVATOR USE

Elevator occupancy cannot exceed the maximum allowed at any time. Elevators are located in Nair and Wilkinson Halls and Campus View and Valley View suites.

STUDENT RESPONSIBILITIES

Resident students are expected to comply with both Student Conduct Code (found in the *Student Rights, Regulations, and Procedures Online* handbook), and the Residence Hall policies (found in this *Residence Hall Online* handbook and the *Undergraduate Catalog*). In addition, residents are expected to respect one another, the residence hall staff, and the housekeeping and maintenance personnel. Use of profane or obscene language is not acceptable behavior and may result in disciplinary action.

Conduct which interferes with, interrupts, or inconveniences the normal and usual activities of others violates the Student Conduct Code. Residents should be aware of the possible effects of their behavior on others. Residents are also responsible for the behavior of their guests.

Students are accountable for conduct violations which occur in their rooms. They may be held accountable for conduct violations due to their presence in a situation where a violation occurs. They may also be held accountable for conduct violations if such accountability is reasonably concluded from the circumstances of the incident.

CONSIDERATION OF OTHERS

Living in close quarters with other students requires sensitivity as to how one's own behavior affects other people. Every resident has the right to a living environment which allows him or her to sleep and study within their room. With this right, all residents accept responsibility for monitoring their own behavior so it does not violate the rights of others.

OCCUPANCY

For safety reasons, no resident's room shall have more than eight people occupying it at one time. Residents who reside in rooms other than standard double or triple rooms must see their professional staff member or GA regarding occupancy of their particular room.

NOISE POLICY

Residents are expected to refrain from interfering with other residents' ability to sleep, read, and study. An atmosphere that supports sleep and studying takes precedence at all times in the residence halls. Students who are asked to lower their volume during quiet or courtesy hours by fellow students or staff are expected to do so.

Unreasonable noise consists of slamming of doors, running or shouting in the halls, carrying on conversations from windows, and excessive noise in rooms, halls, lounges, stairwells, or bathrooms. Sound speakers, unless for official hall-sponsored activities, are not to be played or placed out of windows.

Violations of any of these forms of noise may result in judicial action and/or removal of audio equipment from the residence hall, housing reassignment, or loss of on-campus housing privileges for the student.

- A. **Quiet hours** are specific times designated by the Center for Residence Life Services and individual halls when noise from stereos, televisions, conversations, and other activities must not be clearly heard in residence hallways, nearby rooms, or through open windows.
- B. **Quiet hours** are in effect for all residence halls, seven days a week. Quiet hours extend from 10 p.m. until 10 a.m., Sundays through Thursdays, and from Midnight until 10 a.m. on Fridays and Saturdays. "Courtesy Hours" are in effect at all other times (24 hours). Other excellent study places are residence hall study lounges, the library, Gemmell Student Complex, and some classrooms in certain academic buildings.
- C. **Courtesy hours** are always in effect, and residents should respect the rights and requests of their fellow students with regard to noise levels in the residence hall. Therefore, music or noise should not extend beyond three doors down the hallway during courtesy hours. Courtesy hours also apply to the immediate perimeter of each building (including courtyard areas).

- D. In order to maintain an appropriate environment within residence halls, shouting to or from windows, playing loud music which carries strongly into hallways or outside of windows is prohibited. Students wishing to plan an activity which may include high levels of noise (such as a hall barbecue or dance) must obtain permission from the residence hall staff of all nearby residence hall(s) at least one week prior to the event.
- E. All residence hall doors should be shut after midnight to help the community adhere to an atmosphere of quiet. Doors open after midnight will be shut by residence hall staff and/or security aides.
- F. **Twenty-four hour quiet hours** will be in effect near the end of each semester in order to facilitate studying for final exams. Additional information regarding quiet hours will be posted in individual halls late in the semester.

As with any of our policies, students are responsible for their guests' behavior and compliance with the noise policy. Students are also expected to respect the requests of others for quiet and share in the responsibility for developing and maintaining a positive atmosphere in their hall.

RESTROOM/SHOWER FACILITIES

Unless designated otherwise, all hall restroom facilities are intended for use by the sex designated on the restroom door. Members of one sex are not permitted to use the bathroom facilities of the opposite sex. Shower stalls are single occupancy only.

SMOKING IN AND AROUND THE RESIDENCE HALLS

All residence halls are smoke free. Students, staff, visitors, or guests may not smoke within a 25-foot perimeter of any residence hall.

FIRE SAFETY

Any student who willfully compromises the safety of fellow residents by tampering with fire safety equipment or sounding false alarms will be subject to criminal

prosecution and university disciplinary action. All students must evacuate the building when the alarm sounds. Failure to do so will subject the student to disciplinary action.

FIRE SUPPRESSION SYSTEMS (SPRINKLERS)

All residence halls have sprinkler systems. These systems are designed to operate when an area reaches extremely high temperatures. Tampering with any part of the suppression system is considered destruction of or misuse/abuse of university property and is a violation of Pennsylvania state law and additionally will be considered a violation of the code of conduct.

PERSONAL PROPERTY/LIABILITY/DAMAGE

The university assumes no responsibility for theft or damage to student's personal property. It is essential that students check their family insurance policies concerning the extent of coverage under their existing homeowner's insurance policy. Students are strongly encouraged to consider carrying some form of personal insurance if their policy does not cover them while they are away from home.

MISUSE OF FIRE ALARM AND FIRE FIGHTING EQUIPMENT

Placement of the fire hoses, extinguishers, alarms, sprinkler heads, and other firefighting apparatus is required by law. The presence and conditions of these items are periodically inspected by the Department of Labor and Industry. Any missing or non-working equipment results in a citation against the university. The university is required to conduct periodic fire drills in its residence halls.

It is expected students know the rationale for fire-fighting equipment (such as smoke detectors and pull stations) in the residence halls and understand their intended functions. Any student who violates campus safety regulations by setting fires, tampering with fire safety or suppression equipment, reporting false fire alarms, or otherwise threatening the safety of member(s) of the campus community, will be liable under both the university judicial system and Pennsylvania state law. The Department of Public Safety prosecutes for these violations.

According to Pennsylvania law, false alarms to agencies of public safety are misdemeanors of the first degree, punishable by imprisonment up to five years and/or a fine of up to \$10,000. The Center for Residence Life Services considers such actions a violation of the housing contract. University sanctions may include suspension or dismissal.

FIRE EVACUATION PROCEDURES

As mandated by state law, Clarion University is required to conduct monthly fire drills in all residence halls. Because students will not know of the fire drills in advance, they will be expected to respond each time as though there were a real fire. Failure to leave the building during a fire drill may result in disciplinary action. During evacuation, students may not use the elevator. Instructions for evacuation will be discussed at your first floor meeting with your CA.

When the alarm sounds, students should check to see that their windows are closed and their drapes

are open. They should also dress appropriately and should carry a towel. Residents must close their doors upon leaving. Students should leave the residence hall through the nearest fire exit and exit at least 100 feet from the building. A signal will be given when students may re-enter the building.

During an alarm, particularly one which takes place during inclement weather, residents may go to an alternate facility until informed they may re-enter their residence hall. Designated residence hall staff will accompany residents to alternate facilities.

Alternate facilities:

Wilkinson to Nair
Nair to Wilkinson
Ballentine to Valley View
Givan to Campus View
Campus View to Givan
Valley View to Ballentine

PROHIBITED ACTIVITIES/APPLIANCES

The following are prohibited in and around university-supervised housing units; on the campus, or at any university-sanctioned event (without special permission).

NOTE: THE FOLLOWING IS NOT AN ALL-INCLUSIVE LIST:

- possession/consumption of alcoholic beverages;
- possession/consumption of illegal drugs and narcotics and paraphernalia associated with such items;
- candles, incense, or other articles employing an open flame (lit or unlit);
- possession of animals, reptiles, and birds;
- halogen lamps;
- sports in the hall;
- throwing of objects from or at windows;
- gambling;
- possession/use of firearms, BB, and paint and pellet guns, firecrackers, explosives, or chemicals or hazardous materials of any type (**SEE:** APPENDIX II: PROCEDURE NO. 70.300; WEAPONS, FIRE ARMS AND DANGEROUS DEVICES POLICY);
- unapproved radio and television masts and aerials, including the illegal wiring or tampering with cable television services;
- radio transmitters of any type;
- waterbeds;
- metal-tipped darts;
- propping doors/tampering with building safety;
- air conditioners/portable AC;
- George Foreman-type grill/toaster ovens;
- Non-grounded electrical connectors;
- Electric heaters;
- Candle warmers, tart burners;
- Empty alcohol containers;
- Items with open heating coils;
- electric skillets;
- toasters/toaster ovens;
- deep fat fryers, and
- extension cords.

ELECTRICAL APPLIANCES

All appliances must be UL-approved and surge protectors must be used.

The unsafe, improper, or careless use of any electrical appliance may result in its confiscation. Personal possession of cooking appliances other than those listed in "Cooking and Food Storage" below is not permitted. Residents should exert reasonable caution to make certain approved appliances are used on a non-flammable surface, and never on upholstery, bedding, or wood surfaces. Appliances should be attended while in use, and unplugged when not in use.

Residents may use extension cords on a temporary basis, provided the cord is not placed across aisles, wrapped around metal fixtures or furniture, run through doorways, or under carpets or bedding. Extension outlet bars equipped with circuit breakers are the recommended extension devices. Overloaded electrical outlets and any appliances with frayed cords are prohibited.

COOKING AND FOOD STORAGE

Student rooms and living areas do not have adequate disposal facilities, ventilation, and safety design for food preparation, and such activities are violations of health and safety regulations. Cooking of food is prohibited in student rooms and should be done in areas designated for cooking. Students may use coffee makers (equipped with an automatic electrical shut-off) or thermal/insulated carafes in their rooms.

The following are permitted in student rooms:

- hot air popcorn poppers,
- hot pots/coffee makers with automatic shutoff
- refrigerators (no larger than 4.0 cubic feet), and
- microwaves (700 watts or less)

Microfrige rentals are the only sanctioned legal microwave appliance allowed in Ballentine and Givan. One refrigerator unit and one regular microwave oven with a wattage setting of no more than 700 are permitted in both Nair and Wilkinson Halls. Coffee makers should have a disposable filter system, an automatic shut-off, and make no more than 12 cups of coffee at one time. Campus View and Valley View suites are allowed one

regular microwave per suite and one refrigerator per two residents.

Care should be taken in the storage of food so it does not create a health hazard. Residents who store food in their rooms must make certain food is kept in tightly closed containers. Items should not be stored outside windows.

UNIVERSITY VISITATION POLICY AND GUEST GUIDELINES

Visitation is the privilege of a resident student to entertain a guest, including a member of the opposite sex, in his or her room within the limits of these guidelines. Visitation privileges are permitted subject to the following conditions:

- A. The hall council, in conjunction with the staff of the hall, may institute a hall-wide election in the event there is sufficient student interest in limiting the maximum visitation hours for the residence hall.
- B. Residents of individual wings or floors have the option of restricting visitation hours for their wing or floor. An 80 percent majority, secret-ballot vote of the residents of the unit is required for this determination.
- C. The Center for Residence Life Services retains authority to review and evaluate a hall visitation program at any time and must be notified of proposed changes.

All residence halls have extended visitation of 24-hours per day/seven days a week. This allows students to entertain non-residents and visitors of the opposite sex at any time of the day as long as the conditions listed are followed:

- A. Students are permitted to entertain visitors only if there is agreement from their roommate(s).
- B. All visitors must be escorted to and from a student's room at all times. Any unescorted visitor found in the hall shall be presumed to be there improperly and be requested to leave. If the individual is a student of the university, he or she shall be subject to university discipline. If a non-student, the individual's failure to comply with such a request places

the individual in violation of the trespass law and subject to arrest.

NOTE: A VISITOR IS SOMEONE WHO DOES NOT LIVE IN A PARTICULAR HALL.

- C. Visitors and non-residents are not permitted to be left in the building/room.

Residence hall facilities are not intended for the provision of living accommodations for transients, non-students, or students who have not contracted for housing. Any non-resident found to be in a hall is considered to be in violation of trespass laws unless registered as a guest.

Guest registration may be accomplished by registering at or calling the 24-hour Service Desk. A guest may not be registered for more than three nights in any seven-day period without the approval of the professional staff member in charge of the hall. Residents may be documented if their guest(s) are found to have violated this policy. Regardless of the number of nights, all residents must have the roommate's permission before a guest can stay the night.

No student's bed should be utilized by a guest without the student's knowledge and consent. Meals may be purchased on an individual basis at dining facilities. Residents are held responsible for the actions of their guests and visitors while in the residence hall, on the campus, and at any university-sanctioned event.

KEYS

Students may be issued a room/mailbox key. The key is meant for personal use only. Students who lend or duplicate room keys are subject to disciplinary action. Loss of a key should be reported immediately to the hall staff. If a room/mailbox key is lost, the core of the locks for the door and mailbox will be changed at an approximate cost of \$50. These charges include replacement keys for the student, the roommate, and the area desk. The student who loses the key assumes responsibility for the charge.

Residents of Ballentine and Givan halls and Campus View and Valley View suites utilize their Eagle (ID) Card as their room key.

CARD ACCESS SYSTEM

Tampering with the card access system is considered destruction of or misuse/abuse of university property and will be considered a violation of the code of conduct. Tampering includes forcing or propping doors open; permitting other individuals to gain access illegally "tailgating;" and transferring student identification to another individual.

Your Eagle (ID) Card acts as your cardkey in buildings that utilize the card access system. Cost of a replacement Eagle Card is the responsibility of the student.

LOCK OUT POLICY/PROCEDURE

Students who are locked out of their room may contact a staff member to be admitted to their room. Each student is allowed one "free" lockout per semester. In the event a staff member is unavailable, it is the student's responsibility to contact the 24-hour service desk to temporarily sign out a key to their room. The student has 30 minutes to return the temporary key or risk a financial charge.

Givan, Ballentine, Campus View, and Valley View residents also have the ability to encode a temporary room card to access their room by using the kiosk in the Givan lobby. Once a temporary room card is issued, the student must re-encode their student ID card within three days or they will be locked out of the room. Students re-encode their ID card by going to 236 Egbert and turning in their temporary ID card. Failure to return temporary ID cards will result in a fee.

Whenever a student is locked out of his or her room, the procedure outlined below should be followed:

- A. Attempt to locate roommate.
- B. Check to see if a CA is available to let you in your room. The CA must verify you are the resident of the room. Note: Understand that this service is a privilege and not a right, therefore, please be considerate of hall staff when requesting this service.
- C. If no staff member is available, proceed to the 24-hour Service Desk where a staff member will record your name, room number, and Clarion ID number in the lockout log. A series of questions will be asked to determine if you are the resident of the room.

- D. Once a temporary key to your room is issued, you have 30 minutes to return the key to the area desk. Failure to return the key within the allotted period results in a lock change and assessment of charges to the individual who requested the key.

NOTE: EXCESSIVE LOCKOUTS MAY RESULT IN DISCIPLINARY ACTION AND POSSIBLE LOSS OF THE LOCKOUT SERVICE.

RIGHT OF ENTRY

The university unconditionally reserves the right to enter and/or inspect rooms.

SALES/SOLICITATION

Residents are not permitted to use their rooms or other facilities of the building for any commercial purpose. Solicitation by residents or outsiders is strictly forbidden.

PET POLICY

- Students may have fish. They must be kept in a fish bowl or aquarium with a maximum size of 10 gallons. One 10-gallon aquarium per person is allowed.
- Fish must be removed from the residence halls at the end of each semester, and during some breaks.

- The fish owner assumes all responsibilities and consequences resulting from improper care and for violation of fish ownership rules and regulations.

ADDITIONAL POLICIES

Additional policies regarding residence halls are found in the *Undergraduate Catalog*, individual hall regulations, posted signs, and periodic university mailings such as break or closing notices in residence halls.

Reserving Residence Hall Facilities

Lounges, meeting rooms, and other areas of the halls may be requested for use by recognized student organizations or groups of students. Such use, however, must be approved by the professional staff member or GA. Kitchen space is available in each hall. See hall staff for details.

Parking

Parking regulations are available from the Department of Public Safety. Automobiles parked in campus lots must be registered with Public Safety. Visitors may obtain temporary parking permits by registering their cars at the Public Safety Office located in Thorn I. Illegally parked student automobiles may be ticketed, booted/immobilized, or towed.

NOTE: SPACES RESERVED FOR PROFESSIONAL STAFF MEMBERS ARE ENFORCEABLE 24-HOURS A DAY, SEVEN DAYS A WEEK.

General Information

TELEPHONE SERVICE

The university provides an outlet for telephone hook-up and working line service in each student room. Payment of charges for installation, line service, and local telephone service is covered by the university. The university also provides unlimited campus and local telephone service to each room. Students must provide their own telephone. University addresses and phone numbers may be found in the *Campus Directory*, published and distributed in each hall, or in the online directory.

RESIDENCE HALL TECHNOLOGY SERVICES

Clarion provides a comprehensive set of technology-based services. These services primarily involve television, computer, and telephone offerings. Available services for students include:

- high-speed Internet access to the university's network and the Internet,
- cable television offers more than 100 channels (including HBO and HD channels), and

- a student help desk located on campus to assist students with telephone, computer, and television questions.

Tampering with residence hall technology equipment is considered destruction of, or misuse/abuse of, university property and will be considered a violation of the code of conduct. Tampering includes the defacing or destruction of the modular wall unit that contains the room's telecommunications connection outlet.

NOTE: STUDENTS ARE SUBJECT TO THE UNIVERSITY COMPUTER USE POLICY. FOR QUESTIONS, CONTACT RESNET AT EXT. 2452.

MAILBOXES

Mailboxes are located in every residence hall. To ensure prompt delivery, the following address form is recommended:

Student name
 Name of hall and room number
 Clarion University of Pennsylvania
 840 Wood Street
 Clarion, PA 16214-1232

Only students' first-class mail will be forwarded to them in the summer. However, if their summer address is different from their home address, students must submit a "change of address" form to the Registrar's Office, 122 Carrier.

NOTE: STUDENTS ARE EXPECTED AND REQUIRED TO CHECK THEIR MAILBOXES, AS WELL AS THEIR UNIVERSITY EMAIL ACCOUNTS, AS THE UNIVERSITY SENDS OFFICIAL NOTICES THROUGH THIS SYSTEM.

EAGLE CARDS

Each student is provided with a college identification card known as an Eagle Card. Students should carry their card with them at all times and must present the ID upon request of university officials. Failure to do so may result in disciplinary action. Replacement cards are available in the Center for Residence Life Services, 236 Egbert.

The Eagle Card is used to gain entrance to residence halls, the student recreation center, and campus activities. It is also used for meals and as a library card.

An added feature of the ID card is the Eagle Dollars program. Students can make a variety of purchases on campus, and in the local community, by using their Eagle Card as a debit card.

For an minimum original deposit of \$25, students can open an account from which they can use their Eagle Dollars at

- the university book store,
- vending machines,
- washers and dryers,
- all food service locations,
- printing, and
- PAGES

Additional deposits can be made (\$25 minimum) at 236 Egbert by cash, check, or credit card, or by going online at <https://clarionu.managemyid.com>

Additionally, cash deposits from \$1 to \$20 can be added at the value port on the first floor of the Gemmell Rotunda.

Because student Eagle Cards serve a variety of purposes, it is essential they are kept in a safe, secure place. Loss of an Eagle Card card should be reported immediately to the Center for Residence Life Services at 814-393-2352.

ILLNESS

Students who become ill at any time or suffer any injury, should notify their CA or other staff members. The Keeling Health Center's hours of operation are posted at the health center. Emergency after-hour care is available at the Clarion Hospital. Contact your hall staff for assistance. Sick trays are available for students who are ill. Students should contact the dining hall for more information.

NEEDLE/SYRINGE DISPOSAL

Students who require use of hypodermic syringes must dispose of them in a container designed for that purpose. Containers may be obtained by contacting Keeling Health Services at ext. 2121, or Public Safety at ext. 2111.

NOTE: NEEDLES ARE NOT TO BE DISPOSED OF IN THE RESIDENCE HALL GARBAGE.

DINING OPTIONS

All students residing in any of the six on-campus residence halls are required to have one of four meal plans:

- The Ultimate—
19 meals per week with \$200 Flex
- The Fab 14—
14 meals with \$200 flex
- Unlimited Supreme with \$200 flex
- Unlimited Value with \$200 flex

Students must present their Eagle Card to the checker at each meal for admission to the dining or snack areas depending upon their meal plan. Fees are subject to change without notice. Students are not permitted to lend their Eagle Card to other students or visitors.

Meal plans carry over from fall to spring semesters unless the ID Office is notified of the changes in writing. There is no refund for unused flex dollars. Unused flex dollars will carry over from fall to spring semester; however, flex dollars do not carry over to the next academic year.

NOTE: MEAL PLANS CAN NOT BE DOWNGRADED AFTER THE DROP/ADD PERIOD EACH SEMESTER.

Students have the opportunity to change meal plan options between the fall and spring semester. Information is sent before the close of the fall semester. Additional information concerning meal plans is available in the Center for Residence Life Services, 236 Egbert Hall.

Unlimited portions of most food items are available at Eagle Commons, and you may return to the serving line for seconds. Following the meal, trays and eating utensils should be returned to the dish room, and no china, glassware, tableware, or food should be removed from the dining hall. Students found in violation of the policy are subject to university disciplinary sanctions.

EAGLE COMMONS DINING HOURS

Breakfast	7 a.m. to 10:30 a.m. Monday through Friday.
Lunch	10:30 a.m. to 3 p.m. Monday through Friday.
Dinner	3 p.m. to 8 p.m. Sunday through Thursday; 3 p.m. to 6 p.m. Friday and Saturday.
Brunch	10:30 a.m. to 3 p.m. Saturday and Sunday.

GEMMELL FOOD COURT

During the academic year, Gemmell Food Court is open Sunday through Friday. Orders for delivery will be taken from 5 p.m. to 10:45 p.m., Monday-Friday. The cash equivalent portion of students meal plans can be used only during the following meal zones:

Monday-Thursday	11 a.m.-9 p.m.
Friday	11 a.m.-3 p.m.
Saturday	Closed
Sunday	4 p.m.-9 p.m.

CARLSON CAFE

Monday-Thursday	8:30 a.m.-9 p.m.
Friday	8:30 a.m.-2 p.m.

STARBUCKS

Monday-Thursday	7:30 a.m.-9 p.m.
Friday	7 a.m.-7 p.m.
Saturday-Sunday	8 a.m.-7 p.m.

DENNY'S ALL-NIGHTER

TBA

PACKED LUNCHES

Packed lunches are available to students for field trips, student teaching or internships, or any university-related function that requires them to be off-campus.

Arrangements for packed lunches can be made in the manager's office of Eagle Commons or Gemmell Food Court.

CALENDAR FOR OCCUPANCY AND DINING HALL SERVICE

Occupancy and dining hall service will be in accordance with the university academic calendar. It can be accessed at www.clarion.edu/4930.

FEES AND PAYMENTS

A \$200 housing application fee must be submitted online with the housing agreement during the housing application process. This fee is non-refundable. The housing agreement is binding for both the fall and spring academic semesters. Food and housing are billed to student accounts. Students can contact the Student Accounts Office for a payment schedule. Fees are subject to change without prior notice.

WITHDRAWAL FROM THE RESIDENCE HALLS

Rooms must be vacated the manner in which they were found not more than 24 hours after a student withdraws from the university or after his or her last scheduled examination, unless the student has received written approval from the professional staff member of their hall to remain longer.

Students must officially withdraw through the Office of the Registrar and, if refunds are due, they will be processed by the Center for Residence Life Services. When withdrawal occurs, the student is responsible for returning keys and other loaned property to the hall office, and must have a hall staff member make an end-of-occupancy room inspection.

A minimum charge of \$50 will be assessed for the replacement of lost hall keys. An improper checkout fee is \$25. Other assessments are made for missing or damaged furnishings, unclean rooms, and failure to check out of the residence hall properly.

ASSIGNMENTS

After rooms have been assigned, all changes are to be made in the Center for Residence Life Services office (except during consolidation and single room sign-up). A \$150 fee applies.

CARE OF RESIDENCE HALL FACILITIES

Residence hall privileges are restricted to students residing in each hall; therefore, residents will be held responsible for the general conditions (cleanliness, damages, etc.) of their living quarters. Misuses of university property and poor personal hygienic conditions which are dangerous to the well-being of roommates and other students will be dealt with promptly by hall staff and may be grounds for contract termination.

THEFT OR DAMAGES

When a specific individual is known to have caused damages, charges will be levied exclusively to the responsible person or group of persons. University property which is damaged may result in the student being charged with institutional vandalism under the crime codes of the Commonwealth of Pennsylvania in addition to being charged according to university judicial procedures. Vandalism carries a possible jail term and/or fine.

It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, gender identity, veteran status or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal opportunity inquiries to: Assistant to the President for Social Equity, 207 Carrier Administration Building, Clarion, PA 16214-1232, 814-393-2109, and direct inquiries regarding services or facilities accessibility to 504/ADA Coordinator (Assistant Director for Social Equity), 207 Carrier Administration Building, Clarion, PA 16214-1232, 814-393-2109; (or to the Director of the Office for Civil Rights, Department of Education, 330 Independence Avenue, SW, Washington, DC 20201).

APPENDIX I

FALL 2013-SPRING2014 on-campus HOUSING agreement

In order to complete the on-campus housing reservation process for the 2013-2014 school year, you must answer the application questions; "Accept" the Residence Hall Agreement below; and pay your \$200 housing application fee. The application fee can be paid on-line with a credit card. You are responsible for complying with all provisions of the residence hall agreement and therefore we encourage you to thoroughly read the entire agreement prior to accepting it.

The College and University Student Vaccination Act states all students living in university owned residence halls must receive the meningitis vaccine or sign a waiver indicating that they decline the vaccination prior to moving in to the residence hall. The University encourages students to receive the vaccination before coming to campus, and bring the appropriate vaccination documentation with them, if it has not already been submitted to Keeling Health Center. The vaccine will be available in limited quantities at the University Health Center, for a fee, for students unable to obtain the vaccine from their medical provider. Please contact the Health Center at 814-393-2121 if you require further information.

Please note that once the application is "accepted", you are financially obligated for the entire 2013-2014 academic year as long as you are enrolled. If you are no longer interested in living on campus, you may log out at any time. However, please keep in mind that the University has a housing requirement which stipulates that all freshmen or transfer students who live more than 30 miles from campus and have not yet earned at least 24 credits are required to live in university affiliated housing. If you have additional questions regarding the housing requirement, please contact an Admissions Counselor.

Carefully read the terms and conditions of the Residence Hall Agreement prior to accepting it. Please note that the residence halls are closed over all University breaks. Students are not permitted to remain in the halls over any breaks or vacations except when required to be here for University related activities. If you have any questions, please contact us by email at reslife@clarion.edu or by phone at 814-393-2352.

TERMS AND CONDITIONS

I. INTRODUCTION:

All residence hall students must comply with the terms and conditions noted within the Housing Agreement, all current rules, regulations, procedures and responsibilities stipulated within the Clarion University Undergraduate Catalog, schedule of classes, Residence Hall Handbook, Student Rights and Regulations Online Handbook, and any other relevant university documents. The suites at Clarion University are owned by Clarion University Foundation, Inc. and operated by Clarion University Residence Life Services. All on-campus residence hall facilities are provided as a service to students and are unique to the university community. Therefore, the relationship between you and the university should not be construed to constitute a landlord/tenant relationship.

II. GENERAL CONDITIONS:

The Housing Agreement (hereinafter referred to as the "agreement") is between Clarion University (hereinafter referred to as the "university") or Clarion University Foundation, Inc. (hereinafter referred to as the "foundation") if you are assigned to the residence hall suites and you (and your parent/guardian if you are under 18 years of age) when your signature(s) appears on this agreement. The agreement is non-transferable. Failure to comply with the terms of the agreement may result in cancellation of the agreement and/or judicial action at the discretion of the director of Residence Life Services (or designee) and/or the foundation (or designee). During the terms of the agreement, the university, by action of the Board of Governor's or Board of Trustees or the foundation, reserves the right to alter any rates for housing or food services. Rates are not guaranteed from one year to the next. Your eligibility to live in a residence hall from year to year is not guaranteed. A record (judicial, criminal or psychological) or an outstanding bill may preclude you from contracting or re-contracting for housing as determined by the director of Residence Life Services (or designee) and/or the foundation (or designee). You may have your agreement cancelled before it takes effect if your judicial and/or criminal record so warrants. Once assigned, you may not downgrade your housing assignment unless you have found another student, not currently living at Reinhard Villages or the suites, of the same gender, who wishes to take your space. However, you can upgrade your assignment at any time, space permitting.

III. ELIGIBILITY:

To be eligible for residence you must be admitted and enrolled as a full-time undergraduate, graduate or special non-degree student at the university and have paid required university fees. However, dropping below the university fulltime course load of 12 credits per semester (nine credits for graduate students) during any contract period does not automatically release you from the financial responsibility for your agreement during that period. In addition, you must fulfill mandatory immunization requirements, as outlined by the Keeling Health Center, to live in the residence halls.

IV. REQUIRED MENINGITIS VACCINE FOR STUDENTS:

Pennsylvania state law requires that students who reside in university housing must be vaccinated against meningitis. You may elect to waive this requirement if: (1) the university provides you (or your parent/guardian if under 18 years of age) detailed information on the risks associated with meningitis and the availability and effectiveness of any vaccine; and (2) you sign a waiver stating that you have received and reviewed information provided and have chosen that you will not receive the meningitis vaccine as well as a place to waive the requirement. The form must be returned to the Keeling Health Center by August 1 in order for you to be able to check in and receive your room key at the beginning of the semester.

V. AGREEMENT PERIOD:

The agreement is for the entire academic year, or if entered into after the beginning of the academic year, for the remainder of the academic year. The period of occupancy begins upon issuance of a key and will end within twenty-four (24) hours of the agreement release unless specific hours are announced in advance with/by the Residence Life Services department. You are permitted to remain in your residence hall room no more than twenty-four (24) hours after you cease attending classes, complete finals or until 10 p.m. on the + accounts. Collection costs incurred in collecting delinquent accounts will be charged to the debtor.

X. ACCEPTANCE OF THIS CONTRACT:

The agreement is effective upon execution by the Residence Life Services, provided that Residence Life Services has received the agreement, signed by you (and your parent or guardian if you are under 18 years of age), without any change to the terms of the agreement, with the \$200 application fee paid by the posted deadline.

XI. HOUSING APPLICATION FEE:

You must submit a \$200 housing application fee as an indication of your commitment to reside on campus. The housing application fee is non-refundable if the agreement is cancelled, released, or terminated for any reason.

XII. MEAL PLANS:

Students living on campus are required to select one of the on campus meal plans available. Students will be assigned the 14-meal plan with \$200 flex if they do not choose a plan. Campus dining services will try to accommodate special diet needs, where practical.

XIII. CONTRACT RELEASE REQUEST:

In order to request a release from the agreement you must submit a completed Housing Contract Release Request (available at www.clarion.edu/287648.pdf or in our office). Release from the agreement for any reason during the agreement period will result in forfeiture of the \$200 application fee. You may incur other charges dependent on the date of release. If the housing bill is paid and you are later released from your agreement, a prorated refund will be processed if applicable (see "University Refund" schedule). If the agreement release is approved, your check-out and removal of personal items must be completed within twenty-four (24) hours of the agreement release. If you are not granted a release from the agreement, you remain financially responsible under the terms of this agreement until the end of the agreement period.

XIV. ALTERATION OF THE CONTRACT:

In the event that you (with permission from Residence Life Services) change rooms or meal plans resulting in alteration of room and board rates, the appropriate refund or billing will be made to your student account.

XV. GENERAL PROCEDURES AND POLICIES:

You will not perform your own repairs in rooms or on furnishings and equipment, nor alter furnishings or equipment from its intended use. Charges for repairs, if appropriate, are determined by Residence Life Services and/or the Facilities Department. You are expected to maintain your room in an orderly, safe, and sanitary condition at all times.

University personnel provide housekeeping services only in common areas, such as stairwells, TV/study lounges, hallways, laundry rooms and community bathrooms.

Charges for damages in a room and charges for loss or damage to furnishings or equipment in a room will be assessed to the student(s) assigned to that room. Damages/charges for public/common areas will be split among all residents of the floor or building unless the responsible individuals are identified.

Occupancy is defined as a signed agreement, and/or issuance of a key to you for a specified room and does not require actual physical presence by you or your belongings.

Failure to check out properly (over any breaks, after release or upon completion of your contract) will result in a \$25 improper check-out fee.

Authorized university officials and/or the foundation (or designee) reserve the right to enter/inspect your room

a) at initial occupancy and prior to departure;

b) to make repairs at any time during the school year;

c) when there are reasonable grounds to believe a condition exists which constitutes a danger to the health, safety, and security of the occupants of a room or residence hall in which unauthorized equipment is present in a room, or where unauthorized person(s) are living in the room;

d) to make routine inspections for maintenance, health and safety, and to perform required services as announced by Residence Life Services; or

e) when there is reason to believe a specific violation of university or Residence Life Services policy is taking place. Authorized university officials and/or the foundation (or designee) reserve the right to conduct an administrative search of your space in the case of a health emergency, or when there is reason to believe that a specific violation of Residence Life Services or university policies is taking place that has the potential to have serious impact on your health and/or safety and/or the university community.

XVI. LIABILITY:

Neither Clarion University nor the Clarion University Foundation, Inc. shall assume responsibility for accident, personal injury, or illness sustained by you, guests, or visitors, nor for the damage, theft or loss of personal property. You release Clarion University and the Clarion University Foundation, Inc., its officers, agents, and employees from any liability on account of any accident, injury, illness, property damage, theft or loss. Neither Clarion University nor the Clarion University Foundation, Inc. is responsible for loss or damage to property in your room/suite FOR ANY REASON and you are encouraged to contact an insurance carrier to ensure proper protection against harm or loss.

APPENDIX II

Procedure No. 70.300

WEAPONS, FIREARMS AND DANGEROUS DEVICES POLICY

Date Issued: 07/09/01
Date Effective: 03/19/01
Issued By: Public Safety

Purpose:

To define university policy regarding the possession of weapons, firearms and dangerous devices on campus.

Policy:

Clarion University of Pennsylvania is an institution of Higher Education. As an academic environment there is no legitimate purpose to possess or control weapons, firearms or dangerous devices on University property. Weapons, firearms and dangerous devices are instruments capable of causing harm and injury to the campus population.

Accordingly, it shall be prohibited for anyone to possess or control weapons, firearms or dangerous devices at Clarion University of Pennsylvania, except as provided for in the following paragraph. Prohibition of such devices and instruments on University property is an attempt to reduce the possibility of injury to the campus population.

Exceptions to this policy include the following:

- Small canisters of pepper spray such as those sometimes carried on key chains for personal protection.
- Pocketknives and other similar devices
- Tools carried by maintenance employees in furtherance of their assigned job responsibilities.
- Weapons carried by Law Enforcement officers in the performance of their duties.

Other exceptions to this policy may be granted in appropriate circumstances by the Director of Public Safety.

A facility to temporarily store weapons is located at the Public Safety Building, Thorn 1. Failure to comply with the Weapons, Firearms and Dangerous Devices Policy, will result in campus administrative or judicial actions by the Department of Public Safety.

This policy complies with Clarion University of Pennsylvania President's authority under Act 188 to adopt policies governing the use of institutional facilities and property, and to do and perform those things necessary and required for the orderly operation of the institution.

APPENDIX III

SAFETY REMINDERS

Adapted from guidelines by the Pennsylvania Crime Prevention Practitioners Association

At home, your family takes responsibility for the safety of its members, its dwelling, and its property. At CU, you are living in a much larger “family” whose members are also responsible for their own and each other’s safety. In the larger university family, each member must take extra care to ensure the safety of everyone.

No member of the university community should feel afraid, but all members should exercise extra ordinary prudence. The Public Safety Department has been established to protect you and everyone at CU, but many safety factors are under your control. Here are some reminders of common-sense precautions you can take. Your home is as safe as you make it. So is your university.

IN OFFICES, CLASSROOMS, LIBRARIES, OR LABORATORIES

- Always keep personal belongings in view. Keep petty cash and other valued items in a locked drawer. Keep your purse with you or in a locked cabinet or drawer. Never leave it in, on top of, or underneath a desk.
- Never prop doors open, especially fire doors, even for a short time.
- Avoid working or studying alone in a building at night.
- Report anyone who behaves suspiciously to Public Safety. Remember his or her appearance and relay the information to the dispatcher. Advise Public Safety of any hazards or security problems.

ON THE STREET

- Stay in well-lit areas. Walk at the mid-point between curbs and buildings. Stay away from alleys, entries, and bushes.
- Walk with someone whenever possible. Participate in the buddy system. Use the Escort Service if you must travel after dark. It’s worth the wait.
- If you are followed, act suspicious. Keep looking behind you and you may discourage the follower.

- If someone is following you on foot, cross the street, change directions, or vary your pace.
- If you are followed by someone in a car, turn around and walk in the opposite direction. If the follower persists, record the car’s license number and call the police.

ON CAMPUS

- Keep doors locked, even if you are away for only a few minutes. Don’t leave notes on your door saying that you are out. Lock your door before you go to sleep. An unlocked door, night or day, can be an invitation to trouble.
- Always keep your keys in your possession. Never place them under mats, over doors, or in any other obvious “hiding place.”
- Remember that most losses occur during the day.
- Close and lock all windows when you leave your room, especially if you are on the first floor or off of a fire escape.
- Keep an accurate inventory of your possessions. Engraving tools are available through Public Safety.
- If you should return to your residence and suspect that it has been illegally entered, do not enter. Call Public Safety at ext. 2111.
- In the event of an emergency, call 911.
- If you see a suspicious person in a hallway or lounge, or if someone knocks on your door to solicit, call Public Safety.
- Never confront a stranger. In all activities, use common sense and be conscious of your surroundings.
- In a residence hall, screams could sound like horseplay. In an emergency, be specific. Shout, “Help,” “Police,” or “Fire.”
- Know your neighbors.
- Don’t ignore hazardous situations and don’t create them for others.

IN CASE OF FIRE

- When the fire alarm rings, all occupants must evacuate the building immediately using the nearest exit. Reentry into the building may be authorized only by Public Safety officers or members of the Fire Department.

WALKING, JOGGING, AND BIKING SAFETY

Rules for Safe Walking

- Always use sidewalks when provided. If no sidewalk exists, always walk facing opposing vehicular traffic as far as possible from the edge of roadway.
- Always cross a roadway at an intersection or a well-defined crosswalk, and look both ways before crossing.
- Always carry identification with you.
- At night, do not walk alone unless absolutely necessary; walk in well-lighted areas; and wear light colored or reflective clothing.

Rules for Safe Running

- Run on sidewalks, to the right of walkers. If sidewalks are not available, run on the shoulder of the road, facing traffic.
- Be alert for cars at sharp curves and on crests of hills where you cannot see oncoming traffic.
- Run in parks, on the track, or on grass whenever possible.
- Never run alone, but do not run in large groups.
- Communicate to your partner about oncoming traffic.
- Wear or carry white, bright, or glow-in-the-dark clothes, if you must run at night.
- Be extra careful in inclement weather.
- Observe crosswalks, traffic lights, stop signs, etc. Run in place if necessary.
- When making turns, look behind you and back over to traffic facing running side as soon as possible.
- Do not intimidate or provoke automobile drivers.

- In general, do the things a walker would do:
 - a. Cross at crosswalks; look both ways before crossing.
 - b. Cross only on proper traffic signal.
 - c. Watch for turning cars.
 - d. Never go into the roadway from between parked cars.

Rules for Safe Bicycle Riding

- Keep to the right side of the roadway and ride in single file.
- Pass other cyclists with caution.
- Obey all traffic lights.
- Use hand signals.
- Ride cautiously through parking areas, driveways, and congested intersections.
- For night riding, equip your bike with front/rear lights, use reflectors, and wear light colored or reflective clothing.
- Give pedestrians and motor vehicles the right of way and use a warning device.
- Use caution when passing parked vehicles because doors can be opened without warning.
- Watch out for potholes, rocks, broken glass, and other road hazards.
- Always lock your bicycle properly when not in use. Use a high security lock.
 - a. Secure at least the back wheel and frame tube to something immovable.
 - b. Always lock your bicycle in a well-lit area.
 - c. Register your bike with the Public Safety or Clarion Area Police.

REMEMBER...

These rules are not only for your safety, they are the law. The Pennsylvania vehicle code requires joggers, cyclists, and pedestrians to obey the traffic laws. The police can issue you a citation for failing to follow these rules.

APPENDIX IV

FREQUENTLY ASKED QUESTIONS

What can I bring to make life more comfortable?

We provide a bed, closet, dresser, desk, desk chair, bookshelf, and study lamp for each student, along with a window shade, and curtain rod for each room. Please visit www.clarion.edu/placestolive to get an additional list of items which our office suggests for students to bring to campus. If you bring a stereo, please bring headphones. We encourage roommates to contact each other to discuss what each will bring to campus.

What shouldn't I bring?

Large appliances such as refrigerators (over four cubic feet), microwaves (over 700 watts), cooking appliances (except those with automatic shutoff – i.e. hot pots/coffee-makers), ceiling fans, air conditioners, and weight equipment. If you're not sure about what to bring – and what not to bring – call Residence Life Services staff, at 814-393-2352 or visit www.clarion.edu/412133.pdf.

What defines a guest/visitor?

A guest is anyone who does not live in that particular residence hall.

What's visitation?

Visitation is the period of time when a guest is permitted in the residence hall and/or room. All residence halls offer 24-hours a day/seven days a week visitation. Students can have guests in their room only if there is no objection from their roommate(s). Any guest of a hall resident can only enter or leave the residence hall by the main lobby doors and must be escorted by their host/hostess. Guests can stay no more than three days in a seven-day period.

Does the university insure my belongings?

Clarion University does not insure your personal belongings and does not assume liability for theft or damages. A parent's homeowner's insurance policy may provide insurance coverage.

Can I make a room/hall change?

Yes. The information will be made available to all students during floor meetings. Occasionally, room/building changes are permitted later in the semester. Fees apply.

What's the security like on campus?

University police (Public Safety) work round-the-clock on campus and can be reached 24-hours-a-day at 814-393-2111. Residence hall staff members are trained to deal with emergency situations. There are fire alarm systems, smoke detectors and sprinklers in all halls. We also have an electronic card access system in each hall. The system requires every student who wishes to enter the building to use his/her ID

card. The electromagnetic locks are activated 24-hours a day. Community assistants are on duty in each residence hall nightly, along with students who work at the 24-Hour Service Desk throughout the weekdays and weekends.

Can I stay on campus during vacation and breaks?

Generally, no; but we understand that there are exceptions. Students interested in break accommodations should contact the Center for Residence Life Services before the vacation or break is to begin. There is a daily charge. See important vacation dates under residence hall opening and closing dates.

What are my residence hall choices?

We have single-sex residence halls – (female) Givan Hall and (male) Ballentine Hall, Co-educational residence halls, single rooms (limited quantity), double rooms, suites, and apartments at Reinhard Villages.

What's a common area?

A common area is any area in a residence hall which is not being used for living quarters, offices, etc. These include hallways, bathrooms, lobbies, lounges, stairwells, laundry rooms, TV lounges, etc.

Can I have a car on campus?

Yes. There are various parking lots on campus for residents, labeled "Student Parking," and all student vehicles parked on campus must show a "Student Parking Permit." Permits are available at Public Safety at an annual cost.

When can I check in?

The Center for Residence Life Services traditionally sends a letter or email to students in July with the date that a residence hall student may check into his/her hall/room. See important opening dates. First-year students check in the Friday before classes begin. Upperclassmen move in the Sunday before classes begin.

What if I lose my room key?

You can get a temporary key by contacting the 24-hour Area Desk. Students should report this to their Community Assistant right away. Residents will be billed in the event of door lock changes.

Can I get a refrigerator in my room?

A refrigerator company delivers rented refrigerators to campus prior to the first week of school. The company rents 2-4 cubic foot refrigerators, or combination microwave and refrigerator. Rental information is mailed to students during the summer.

How about a fish tank?

Yes. The volume limit is one 10-gallon tank per person. The tank may only contain fish!

Can I get a phone? Are there any restrictions?

You must bring a phone! A phone line is available in all university residence hall rooms and comes with unlimited basic/local calling. One active phone line is available for each room. We encourage residents to provide an answering machine (or use the university voicemail system).

What's the rule on firearms and weapons?

Objects with potential to cause bodily harm to residents are not allowed in the residence halls – or anywhere on campus. Such objects include fireworks, explosives, handguns, BB guns, shotguns, stun guns, knives, bows and arrows, various martial arts weapons, etc. Storage of handguns, BB guns, shotguns, stun guns, knives, bows and arrows, various martial arts weapons is made available through the Public Safety Office.

What happens if I lose my Eagle card?

The Eagle card serves as a student's identification, meal card, and access key to the residence halls (through the residence hall security access system). The ID card will need to be presented to check out library materials, attend athletic events and student activities, printing and for Eagle Dollars usage.

Students who lose their ID card must go to the Center for Residence Life Services, in 236 Egbert Hall, to replace the ID card. A replacement fee must be paid to receive a new ID. Call 814-393-2352 for more information.

Do I clean the room?

Yes. While housekeepers attend to the public areas and bathrooms (except in Campus View and Valley View suites where students are required to clean their own bathrooms), students are expected to clean their own rooms.

Do I have to have a contract for a meal plan?

Yes. All residence hall students are required to purchase a full meal plan. See page 19 for plans.

Can I cook in my room?

Yes. Cooking in residence hall rooms is permitted only with appliances that have automatic shut-off. Hot pots, coffee makers, and microwave ovens that draw 700 watts of power or less are allowed in Nair, Wilkinson, Campus View, and Valley View Suites. No open-coil or open-flame appliances are permitted.

Where are the good places to study?

Quiet hours are in effect for all residence halls, seven days a week. Quiet hours extend from 10 p.m. until 10 a.m., Sundays through Thursdays, and from Midnight until 10 a.m. on Fridays and Saturdays. "Courtesy Hours" are in effect at all other times (24 hours). Other excellent study places are residence hall study lounges, the library, the Gemmell Student Complex, and some classrooms in academic buildings.

What size bed sheets do I need?

All halls use standard-sized twin sheets.

Who is responsible for the Residence Halls?

The Center for Residence Life Services employs a number of professionals, some who live and work right in the residence halls and others who are responsible for maintenance, custodial, and administrative needs of the office.

The Center for Residence Life Services is led by a director and associate director. In addition, the office employs several support staff members and a large number of student assistants who work to make the residence halls a comfortable place to live and learn.

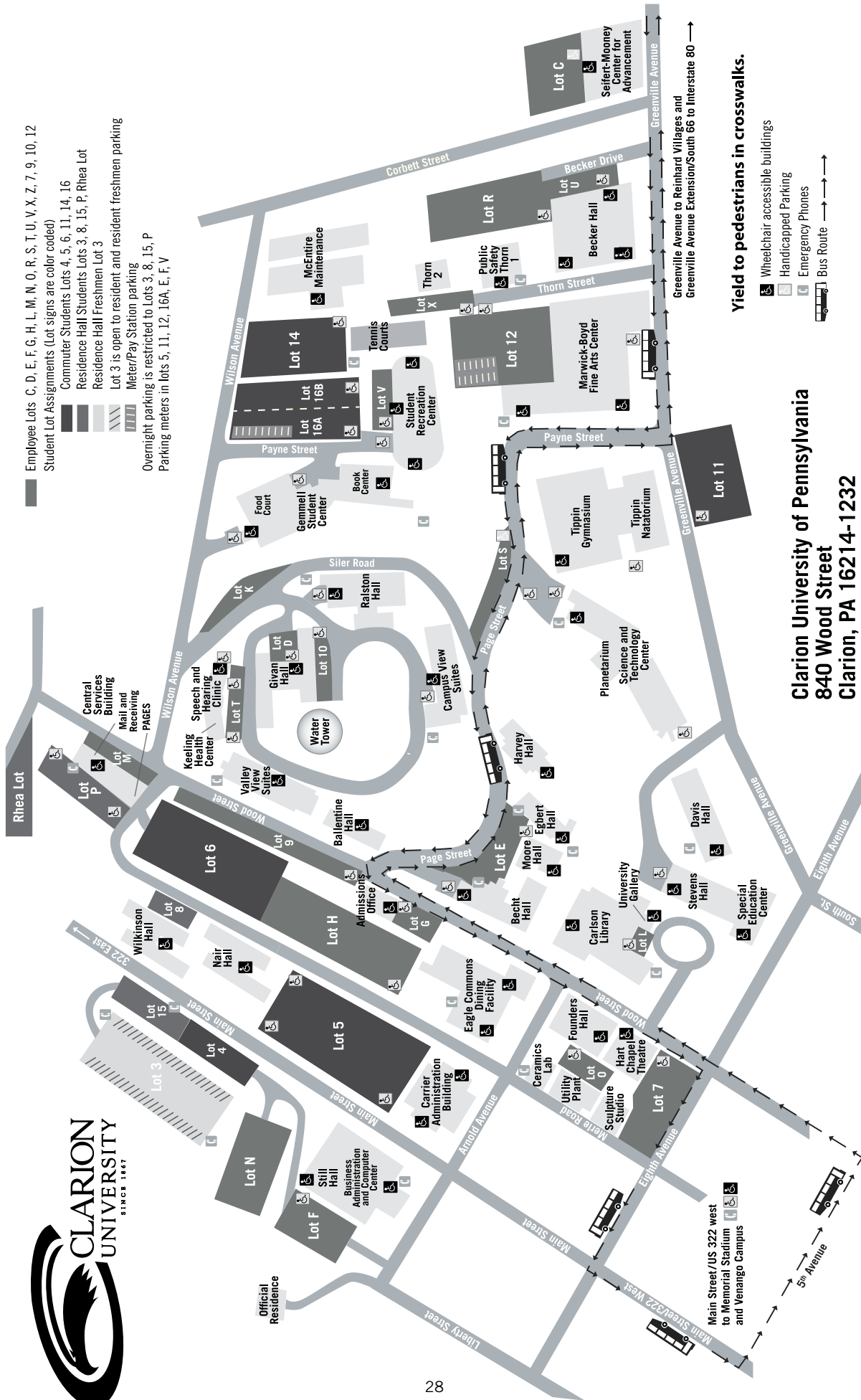
A professional staff member and Graduate Assistant (GA) staff supervise six residence halls. Professional staff have master's degrees in student personnel or a related field. They are live-in staff who directly supervise the GAs and CAs on campus.

GAs are graduate students with at least an earned bachelor's degree. They indirectly supervise student staff (Community Assistants), coordinate educational programs, support policies and rules, and are available if students want to talk about residence hall, university, or personal concerns.

**A full list of
Frequently Asked Questions
is available at
www.clarion.edu/12959.**



- Employee Lots C, D, E, F, G, H, L, M, N, O, R, S, T, U, V, X, Z, 7, 9, 10, 12
- Student Lot Assignments (Lot signs are color coded)
- Commuter Students Lots 4, 5, 6, 11, 14, 16
- Residence Hall Students Lots 3, 8, 15, P, Rhea Lot
- Residence Hall Freshmen Lot 3
- Lot 3 is open to resident and resident freshmen parking
- Meter/Pay Station parking
- Overnight parking is restricted to Lots 3, 8, 15, P
- Parking meters in lots 5, 11, 12, 16A, E, F, V



- Yield to pedestrians in crosswalks.**
- Wheelchair accessible buildings
 - Handicapped Parking
 - Emergency Phones
 - Bus Route

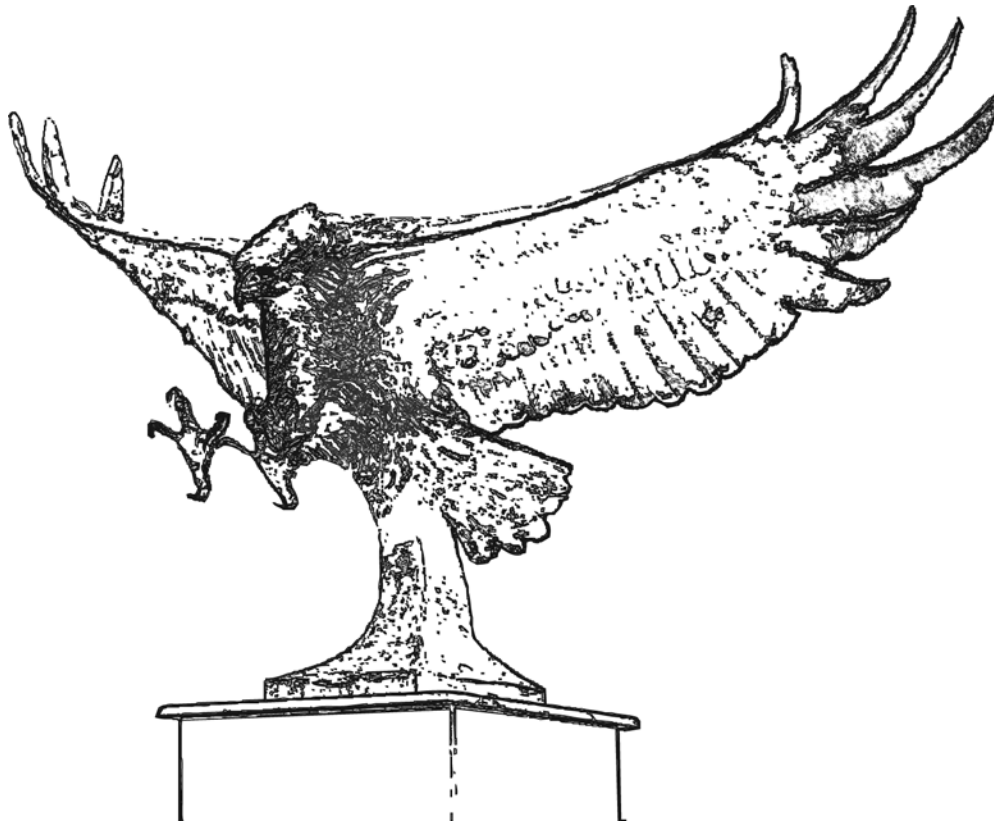
Clarion University of Pennsylvania
840 Wood Street
Clarion, PA 16214-1232

Main Street/US 322 west to Memorial Stadium and Venango Campus

Residence Life Mission Statement:

“To collaborate with students, faculty and staff in providing services that support students’ academic, social and personal development by fostering diverse, engaging and responsible communities.”

Updated January 2011



It is the policy of Clarion University of Pennsylvania that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, gender identity, national origin, disability, age, sexual orientation/affection, veteran status or other classifications that are protected under local, state, and federal laws. Direct equal opportunity inquiries to Assistant to the President for Social Equity, Clarion University of Pennsylvania, 207 Carrier Administration Building, Clarion, PA 16214-1232, 814-393-2109.