

Center for Residence Life

# RESIDENCE HALL HANDBOOK



RULES ♦ REGULATIONS ♦ POLICIES ♦ STUDENT CONDUCT

---

# 2011-2012

---

[www.clarion.edu/reslife](http://www.clarion.edu/reslife)



## TABLE OF CONTENTS

<b>A Commitment to Civility</b> . . . . .	1
<b>Residence Hall Staff</b> . . . . .	2
<b>Interhall Council/Hall Council/NRHH</b> . . . . .	2
<b>Room and Hall Assignment Procedures</b> . . . . .	2
Housing . . . . .	3
Temporary Housing . . . . .	3
Break Housing . . . . .	3
Room Changes . . . . .	3
Room Consolidation Policy . . . . .	3
Contract Termination . . . . .	4
Housing Appeals . . . . .	4
Refund Policy . . . . .	4
<b>Residence Hall Facilities</b> . . . . .	4
Express Check-Out . . . . .	5
Residence Hall Opening and Closing . . . . .	5
Banners and Signs . . . . .	5
Guidelines for Decorating . . . . .	5
Hall Maintenance . . . . .	5
Residence Hall Furnishings . . . . .	6
Candles, Incense, Fireworks, Firearms, Flammables and Explosives . . . . .	6
Furniture Removal/Storage . . . . .	6
Damages . . . . .	6
Alcohol and Drugs . . . . .	6
24-hour Service Desk . . . . .	7
Laundry Facilities . . . . .	7
Computer Rooms . . . . .	7
Equipment . . . . .	7
Television/Internet/Phones . . . . .	7
Study Lounges . . . . .	7
Recreation Areas . . . . .	7
Vending Machines . . . . .	7
Bicycle Storage/Facilities . . . . .	7
Elevator Use . . . . .	7

<b>Student Responsibilities</b> . . . . .	8
Consideration of Others . . . . .	8
Noise Policy . . . . .	8
Restroom/Shower Facilities . . . . .	8
Smoking . . . . .	9
Fire Safety . . . . .	9
Fire Suppression Systems . . . . .	9
Misuse of Fire Alarm/Firefighting Equipment . . . . .	9
Fire Evacuation Procedures . . . . .	9
Prohibited Activities/Appliances . . . . .	9
Electrical Appliances . . . . .	10
Cooking and Food Storage . . . . .	10
University Visitation Policy Guidelines . . . . .	10
Guests . . . . .	11
Keys . . . . .	11
Card Access System . . . . .	11
Lock Out Policy/Procedure . . . . .	11
Right of Entry . . . . .	12
Use of Rooms for Commercial Purpose . . . . .	12
Fish Policy . . . . .	12
Additional Policies . . . . .	12
<b>Reserving Residence Hall Facilities</b> . . . . .	12
<b>Parking</b> . . . . .	12
<b>General Information</b> . . . . .	12
Telephone Service . . . . .	12
Technology Services . . . . .	12
Personal Property Loss . . . . .	13
Mailboxes . . . . .	13
Eagle Cards (ID Cards) . . . . .	13
Illness . . . . .	13
Needle/Syringe Disposal . . . . .	13
<b>Dining Hall</b> . . . . .	14
Dining Options . . . . .	14
Packed Lunches . . . . .	14
<b>APPENDICES:</b>	
<b>I Residence Hall &amp; Food Service Agreement</b> . . . . .	15
<b>II Safety Reminders</b> . . . . .	19
<b>III Frequently Asked Questions</b> . . . . .	21
<b>Campus Map</b> . . . . .	24

---

## IMPORTANT PHONE NUMBERS

Student & University Affairs, 222 Egbert . . . . .	2351
Center for Residence Life, 236 Egbert . . . . .	2352
24-hour Service Desk (all halls) . . . . .	1901

## STUDENT AFFAIRS OFFICES WILL ASSIST YOU IF:

You lose your meal ticket/student ID . . . . .	236 Egbert
You want student insurance . . . . .	Keeling Health Center
You want a resident assistant application . . . . .	236 Egbert
Your organization wants to sell goodies in the residence halls . . . . .	Center for Leadership and Involvement, 251 Gemmill
You want your mail forwarded to an address other than what is listed in the student directory . . . . .	24-hour Service Desk
You want to make a residence hall change (room changes within the hall are made by GAs) . . . . .	236 Egbert
You want information about the judicial program . . . . .	204 Egbert

## 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.

Dear Student:

Welcome to Clarion University of Pennsylvania and to our residence hall program. We, the Center for Residence Life 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 staff will assist you in making your college career meaningful and productive.

Best wishes for a successful year.

**Clarion University Center for Residence Life Staff**

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

## RESIDENCE HALL STAFF

Residence Life Coordinators (RLC) and Graduate Assistants (GA) are professional members of the Center for Residence Life staff who reside in and supervise the residence halls. The operation, programming, and functioning of the halls is the responsibility of the RLCs and GAs. GAs work in conjunction with RLCs to supervise resident assistants. They may also advise hall government; develop, implement, and evaluate hall programs; and act as administrators of the adjudication code when requested by the vice president for Student and University Affairs. The RLCs and GAs counsel individual students and act as a referral agent 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 an RLC.

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 RLCs. CAs serve as an integral role in the implementation of the exploration program for residents and all students.

The Center for Residence Life 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 university-recognized organization. Center for Residence Life 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 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 sports 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 five residence halls. The organization also recognizes faculty and community members that have made a contribution to residence halls at Clarion.

## HOUSING REQUIREMENT

Students who meet the following criteria would be required to live in university-affiliated housing:

1. First-time-in-college and transfer students with less than 24 earned credits who are enrolled full time.
2. Students who have successfully completed less than 30 credits at the completion of their first year of residence.
3. Students in university affiliated housing who are not in good academic standing after their first year of residence.

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 parent.
6. Students with at least two year's active duty in the armed services.

## ROOM AND HALL ASSIGNMENT PROCEDURES

Room assignments for continuing students are made according to a priority system based on the number of credits completed. Eligible students select rooms during the Spring Semester to secure housing for the following year. Incoming students are assigned according to priority based on the date of completion of the housing application process (which includes a signed contract and housing deposit). Residence Hall Agreements are binding for both the fall and spring academic semesters.

## HOUSING

While the university is committed to housing as many students as possible, demand sometimes exceeds housing capacity. If this happens, a policy is instituted whereby a certain number of upperclassmen students are randomly excluded from the room-selection process. Students who are randomly excluded from the room selection process have their names placed on waiting lists and are assigned to housing (based on the number of credits they have earned) as vacancies develop in the housing system.

## 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.

While all halls are smoke free, smoking preferences will be considered in the room-assignment process. A **self-identified** smoker will not be assigned a non-smoker.

## BREAK HOUSING

Students 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 RLC. 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.

## 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 RLC 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.

**The policy is in effect for the first six weeks of classes or until** all students are removed from overflow housing. Students who lose roommates after the designated period are not required to consolidate or pay single room rate; however, they may pay to keep the single room 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 has the option of assigning a student to 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.

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, a flip of a coin 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 received (stamped on the white residence hall application card) will be the determining factor.
- D. Following customary practice, room changes between halls will be coordinated by the Center for Residence Life. Residence hall staff coordinate the consolidation process. It takes place within each residence hall under the RLC and GA's supervision. Consolidation takes place as expeditiously as possible at the beginning of

each semester after eligible students have had the opportunity to pay for their room as a single. Students who fail to comply with the consolidation policy will be subject to disciplinary action. Consolidation is conducted through the first six weeks of the semester.

## 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:

- 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.

## HOUSING APPEALS

Housing agreements, once signed, are binding for the entire academic year, or the remainder thereof, if signed after the start of the current academic year. However, should a student wish to be considered for an agreement release, they must go to the Center for Residence Life office, 236 Egbert Hall, and request an Agreement Release Form, or access the form online through the Residence Life website.

Once the form has been obtained and reviewed, the student is responsible for filling it out with as much detail as possible and submitting it for review. Students are required to provide as much supporting documentation as possible when submitting their request. A student requesting a release must demonstrate what has changed since signing their agreement which now

makes it impossible for them to fulfill it (i.e. financial, medical, etc.). Once submitted, the request for release is reviewed by the director of the Center for Residence Life and a decision will be rendered. If released, a student will be notified and expected to vacate the residence hall within 48 hours. Refunds for housing will follow the university refund schedule. If denied, a student may file an appeal if new information is provided or available. Appeals are heard by a board of university staff and administrators who review the new information, ask questions of the student and then render a decision. Appeal boards are scheduled monthly as necessary.

## REFUND POLICY

The residence hall reservation fee is a non-refundable deposit which will be forfeited if the student withdraws from the university or fails to complete registration. An exception to this policy is made only in those cases in which students are placed on academic suspension and are therefore not eligible to attend the university. In such cases, the room reservation is canceled and the reservation fee refunded.

For refunds after opening, Residence Life Services follows the university refund schedule which is available at:

[www.clarion.edu/37772/#University Refund of Tuition & Fees for Class Withdrawal](http://www.clarion.edu/37772/#University%20Refund%20of%20Tuition%20&%20Fees%20for%20Class%20Withdrawal)

## 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 check-out takes place during the last week of the semester and is conducted by a resident assistant. 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 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. 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 vacations will be issued in each residence hall.

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.

### BANNERS AND SIGNS

Hanging signs in the hall is a good way to advertise an event or show your school spirit. But, before displaying a sign in a common area, check with your CA to get it approved and find out where it may be hung.

### 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.

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

- 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 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 *Student Rights, Regulations, and Procedures Online* handbook ([www.clarion.edu/studentrights.pdf](http://www.clarion.edu/studentrights.pdf)), *Undergraduate Catalog*, 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 an CA, GA, or

RLC. 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 construct lofts in their rooms from plans available from the Center for Residence Life or from a kit which meets the specifications ([www.clarion.edu/reslife](http://www.clarion.edu/reslife)). Guidelines and specifications for lofts and loft kits are available from the Center for Residence Life. Lofts must be built during the first two weeks of each semester. All lofts, once approved by university staff, will receive an approval notice.

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.

## 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. Because of the limited amount of space in the residence halls, the university cannot store student belongings.

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 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 or student health center for evaluation.

## 24-HOUR SERVICE DESK

There is one 24-hour service desks 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 microwave oven is also located at the service desk for student use. A full computer lab, including fee printing, is located 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 washers and dryers.

## COMPUTER ROOMS

Computer labs are available at the 24-hour Service Desk for resident 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 student checkout 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

Every residence hall has at least one TV lounge for residents. Most hall councils have adopted guidelines for making program selection decisions, and these are to be followed in the event of a conflict of preference. Students in all residence halls have cable television, high-speed Internet, and local phone service in their rooms.

## STUDY LOUNGES

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.

## RECREATION AREAS

In-hall recreation rooms are designed for the use of 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 RLC. 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. The university does not provide bike storage in each hall. Students should check with the hall staff or the 24-hour Service Desk if there are questions concerning bicycles.

## 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 charges.

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 the room. With this right, a resident acquires responsibility for monitoring their own behavior so it does not violate the rights of others.

## 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.

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 RLC or GA regarding occupancy of their particular room. 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 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. 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).
- B. 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 the nearby residence hall(s) at least one week prior to the event.
- C. 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 Security Aides.
- D. Twenty-four hour quiet hours will be in effect near the end of each semester in order to facilitate studying for final examinations. 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 buildings. 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

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 will be considered a violation of the code of conduct.

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

The 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 considers such misuses a violation of the housing contract. University sanctions often include suspension or dismissal.

## FIRE EVACUATION PROCEDURES

As mandated by state law, Clarion University of Pennsylvania 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. Floor exit diagrams are posted in the hallways of each floor/building.

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 Givan  
Givan to Ballentine  
Campus View to Valley View suites  
Valley View to Campus View suites

## 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 pet 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;
- 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; and
- air conditioners/portable AC
- George Foreman-type grill/toaster ovens
- Non-grounded electrical connectors.
- Electric heaters
- Candle warmers, tart burners
- Empty alcohol containers

## ELECTRICAL APPLIANCES

All appliances must be UL approved and surge protectors must be used. Hot air poppers, hotpots/coffee pots with automatic shut off, refrigerators four cubic feet/four amps, and microwaves eight amps or less are all approved devices.

Items with open heating coils, electric skillets, toasters, toaster ovens, deep fat fryers, George Foreman type grills, halogen lamps, and extension cords are all prohibited.

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, refrigerators (no larger than 4.0 cubic feet), and coffee makers. Microfrige rentals are the only sanctioned legal microwave appliance allowed in Ballentine and Givan. One refrigerator unit and one regular micro-wave 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, as this can be both unsightly and potentially dangerous because of the possibility of injury from falling objects.

## UNIVERSITY VISITATION POLICY 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. The university reserves the right to designate certain halls or hall areas as extended visitation or regular visitation areas. Any student contracting for space in university-supervised residence halls may request assignment to a hall or area where such a designation has been made.

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 retains authority to review and evaluate a hall visitation program at any time and must be notified of proposed changes.

Regular visitation hours in the residence halls must be within the following limits: **11 a.m. to midnight, Monday through Thursday; and 11 a.m. Friday to midnight Sunday.** On long holiday weekends such as the Labor Day weekend, weekend hours are expanded to cover the extended holiday period. Givan Hall has regular visitation on second and third floors. Ballentine has regular visitation on second floor.

Extended visitation is available throughout Campus View and Valley View suites, Nair Hall, and Wilkinson Hall. Ballentine has extended visitation on the first and third floors. Givan has extended visitation on the first floor. 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 or on a particular floor.

## GUESTS

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 consecutive nights without approval of the RLC. Residents may be documented if their guests are found to have stayed in the hall longer than three days.

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

Each student is 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; 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 and they will have to go to 236 Egbert to have their student ID reset to their room. The temporary card can be turned into the 24-hour service desk where it will be collected and placed back inside the kiosk.

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 the 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 determine you are a 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.

Please 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.

## USE OF ROOMS FOR COMMERCIAL PURPOSE

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.

## FISH POLICY

- Fish 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.
- 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 RLC 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 the 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," or towed.

Please note: Spaces reserved for RLCs 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.

### 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 Clarion University's network and the Internet,
- cable television offers 100 channels,
- a student help desk located on campus to assist students with telephone, computer, and television questions, and
- on-campus computer repairs and enhancements at discounted rates.

Tampering with the 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.

#### PERSONAL PROPERTY LOSS

Students are advised to carry personal property insurance because the university cannot be held responsible for the loss or damage of personal property. It is strongly encouraged that students lock their room at all times. If a theft does occur contact Public Safety at 2111 and they will assist.

#### MAILBOXES

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

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

Students' first class mail will be forwarded to them ONLY 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. Students are expected and required to check their mailboxes 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, 236 Egbert.

Student identification cards are used to access meal plans and library books and gain entrance to residence halls, campus activities, and the recreation center. Eagle Cards can also purchase goods and materials with Eagle Dollars.

Funds are deposited into an account and can be "spent" using your Eagle Card. A minimum original deposit of \$25 allows students to use their Eagle Dollars at:

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

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>

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 should be reported immediately to the Center for Residence Life 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 the Public Safety at ext. 2111. **Needles shall not be disposed of in the residence hall garbage.**

## DINING HALL

All students residing in residence halls are required to have one of four meal plans:

- 19 meals per week (Chandler Dining Room only)
- 175 meal block plan with \$150 flex (all dining locations)
- 19 meals with \$150 flex (all dining locations)
- 14 meals with \$150 flex (all dining locations)

Standard meal plans are limited to Chandler Dining Room at Eagle Commons only, while flex meal plans are interchangeable between Gemmell Food Court, Carlson Library Ritazza, Gemmell Grounds, and Starbucks.

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.

Students with flex plans should note that unused flex dollars are not refundable. Flex dollars can be carried from Fall Semester to Spring Semester if the student chooses a flex plan for the spring semester. However, flex dollars must be used by the end of the academic year or be forfeited. Students have the opportunity to change meal plan options from semester to semester. Information is sent before the close of each semester.

Additional information concerning meal plans is available in the Center for Residence Life, 236 Egbert Hall. Unlimited portions of most food items are available at Chandler Dining Room, 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.

## CHANDLER DINING ROOM HOURS

Breakfast	7 a.m. to 10 a.m. Monday through Friday.
Lunch	10:30 a.m. to 2:30 p.m. Monday through Friday.
Dinner	4 p.m. to 7 p.m. Sunday through Thursday; 4 p.m. to 6:30 p.m. Friday and Saturday.
Brunch	10:30 a.m. to 1:30 p.m. Saturday and Sunday.

## GEMMELL FOOD COURT

During the academic year, **Gemmell Food Court** is open 11 a.m. to 9 p.m., Monday-Thursday, 11 a.m. to 2 p.m. Friday, closed Saturday, and 4 p.m. to 9 p.m. Sunday. Deliveries will be made from 5 p.m. to 11 p.m., seven days a week. The cash equivalent portion of students meal plans can be used only during the following meal zones:

### Monday-Thursday

Gemmell Food Court 11 a.m.-9 p.m.  
(Mondo Subs, Baja Flats, Big Smash Burgers, Mamma Leone's Pizza)

Stacker's Deli 8 a.m.-7 p.m.

Gemmell Grounds (Gemmell) 8 a.m.-10 p.m.

### Friday

Gemmell Grounds and Stacker's Deli 8 a.m.-8 p.m.

Gemmell Food Court 11 a.m.-2 p.m.

### Saturday

Gemmell Grounds and Stacker's Deli Noon-8 p.m.

Gemmell Food Court Closed

### Sunday

Gemmell Grounds Noon-4 p.m.

Stacker's Deli Noon-4 p.m.

Gemmell Food Court 4 p.m.-9 p.m.

**Hershey Creation Station** Monday-Thursday 4 p.m.-9 p.m.

**Carlson Library Ritazza** Sunday 5 p.m.-9 p.m.  
Monday-Thursday 8 a.m.-9 p.m.  
Friday 8 a.m.-2 p.m.  
Saturday Closed

**Starbucks** Monday-Friday 7 a.m.-9 p.m.  
Saturday-Sunday 9 a.m.-6 p.m.

## 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.

## APPENDIX I

### TEXT OF RESIDENCE HALL AND FOOD SERVICE AGREEMENT

#### **Agreement Terms**

Before a student can occupy residence hall accommodations the housing agreement must be signed and class registration finalized. Exceptions will be made only in those cases in which a contracted student intends to finalize class registration during the registration period prior to the first day of classes. In such instances, the student will be permitted to check into the hall one day prior to the registration period. When a student who signed the agreement completes registration he or she is obligated for the full amount of the agreement unless he or she receives a student teaching assignment. No reservation fee will be refunded. The agreement is binding in university facilities.

#### **Period of Agreements**

Residence Hall Agreements are in effect for two academic semesters beginning with the Fall Semester and ending at the end of the Spring Semester. Students whose enrollment begins with the Spring Semester may sign a housing agreement for the Spring Semester only.

#### **General Statement**

It is the desire of Clarion University to have students representing all creeds and races living in the university residence halls. In order to achieve this and at the same time comply with the Pennsylvania Fair Education Practices Act, housing assignments are made without regard to race, religion, color, ancestry, or national origin. Within each residence hall there is a cross section of students representing most aspects of a highly diverse student body. In this community, students are given the opportunity to live and work with all types of people. Students are also encouraged to select their own roommates. New students, however, do not usually have an opportunity to meet many of their future classmates; therefore, the university makes an effort to assist such students in obtaining suitable roommates.

### CALENDAR FOR OCCUPANCY AND DINING HALL SERVICE

Occupancy and dining hall service will be in accordance with the following schedule.

#### **Fall Semester 2011**

Registration for day and evening classes—Monday, Aug. 29  
Classes begin 8 a.m.—Monday, Aug. 29  
Labor Day Holiday—Monday, Sept. 5  
Mid-semester break begins 10 p.m.—Thursday, Oct. 6  
Mid-semester break ends 8 a.m.—Monday, Oct. 10  
Thanksgiving holiday begins 10 p.m.—Tuesday, Nov. 22  
Friday classes meet in place of Tuesday classes—Tuesday, Nov. 22  
Thanksgiving holiday ends 8 a.m.—Monday, Nov. 28  
Classes end 10 p.m.—Friday, Dec. 9  
Final examination period begins—Monday, Dec. 12  
Final examination period ends 10 p.m.—Friday, Dec. 16  
Semester ends 10 p.m.—Friday, Dec. 16  
Winter Commencement—Saturday, Dec. 17  
Semester grades due from faculty 12 p.m.—Thursday, Dec. 22

#### **Winter Intersession**

Classes begin—Monday, Dec. 19  
Final Exams—Monday, Jan. 11  
Semester grades due from faculty 12 p.m.—Friday, Jan. 14

#### **Spring Semester 2012**

Registration for day and evening classes—Tuesday, Jan. 23  
Classes begin 8 a.m.—Tuesday, Jan. 23  
Winter holiday begins 10 p.m.—Friday, March 9  
Winter holiday ends 8 a.m.—Monday, March 19  
Classes end 10 p.m.—Friday, May 4  
Final examination period begins 8 a.m.—Monday, May 7  
Final examination period ends 10 p.m.—Friday, May 11  
Semester ends 10 p.m.—Friday, May 11  
Spring Commencement—Saturday, May 12  
Semester grades due from faculty 12 p.m.—Thursday, May 17

#### **Summer Sessions 2012**

Session I: Pre-session	May 14 – June 1
Session II: Regular session	June 4 – July 6
Session III: Regular session	July 9 – August 9

## FEES AND PAYMENTS

A \$125 room reservation fee must accompany the housing agreement. This fee is non-refundable, and is applied to the Spring Semester housing charge. 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 RLC 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 Office of Student Accounts. 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, moves within the hall may be made by the RLC or GA (except during consolidation and single room sign-up).

## 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

The university shall not be responsible for the loss or damage of any resident's property from any cause whatsoever. The individual student is advised to carry personal property insurance. Students are expected to treat university property with care. Residence students will be charged for damages or service costs to university property which are caused by their actions. Students will be billed for damages and missing furniture and equipment based on current labor and material costs. If specific damages are not reported by residents of a student room, charges to the room will be divided and assessed equally between the residents. Damages or thefts to these areas of a floor or wing that cannot be attributed to a particular individual will be charged to all residents on a given floor or wing. 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/affectation, 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).



**Center for Residence Life  
Housing Agreement**

Last Name	First Name	M.I.	Clarion ID
-----------	------------	------	------------

**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.
- Once assigned, you may not downgrade your housing assignment unless you have found another student, not currently living at Reinhard Villages or in the suites, of the same gender, who wishes to take your space. However, you can upgrade your assignment at any time, space permitting.
- 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 University Council 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 recontracting for housing as determined by the director of Residence Life Services (or designee) and/or the foundation (or designee). You may have your agreement canceled before it takes effect if your judicial and/or criminal record so warrants.

**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 full-time 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.

**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.

**IV. 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 last day of the agreement period, whichever is earlier. Room and board are only provided when the university is in session.

**V. ASSIGNMENT OF SPACE.** The agreement is for a residence hall space, not a specific room or bed. You are required to pay the published rate for the space that is assigned. The university and/or the foundation (or designee) reserves the right to make changes in assignments when it deems it necessary. Requests for re-assignment will be considered once the school year has begun and whenever space is available and with approval of the appropriate Residence Life Services staff. The university and/or the

*continued on back*

**Please read and initial the following statements:**

- \_\_\_\_\_ The agreement is binding for the **entire academic year** (or if entered into after the start of the Fall Semester, for the remainder of the academic year).
- \_\_\_\_\_ I will assume the financial obligation and abide by the other terms in the agreement.
- \_\_\_\_\_ The deposit of \$125 is **not refundable** if my agreement is canceled, released, or terminated **for any reason** prior to the end of the academic year, including, but not limited to, cancellation before enrollment.
- \_\_\_\_\_ The university has the right to reassign rooms and/or roommate, if deemed necessary and in the best interest of the residential community or the university, and that I am responsible for the charges for the space where I am assigned.
- \_\_\_\_\_ I will not be able to check in without verification that I have received the meningitis vaccination or have signed the declination form.
- \_\_\_\_\_ I have read both the front and back of this Housing Agreement and intend to be legally bound by its terms and conditions.
- \_\_\_\_\_ I understand the suites are owned by Clarion University Foundation, Inc. and operated by Residence Life Services.
- \_\_\_\_\_ I acknowledge and agree that this Housing Agreement is binding upon my heirs, executors, administrators, successors and assigns.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian\* \_\_\_\_\_ Date \_\_\_\_\_

Signature of Residence Life Services Staff \_\_\_\_\_ Date \_\_\_\_\_

\*If student is under 18 years of age.

**A copy of this agreement will be returned to you.**

foundation (or designee) reserves the right to require you to move to different accommodations : a) to make the most effective use of its facilities (including consolidations of vacancies); b) when the appropriate Residence Life Services officials deem it advisable for the welfare and benefit of you or other students; or c) when repairs and maintenance are required to correct a condition dangerous to the health and/or safety of the resident or residents of the building. The university and/or the foundation and/or the foundation is committed to a stated policy of nondiscrimination. The university provides room and board accommodations without regard to race, religion, creed, sexual orientation, sex, age, level of ability, or national origin. If you have a disability and require special accommodations, please contact Residence Life Services about your needs.

- VI. TEMPORARY HOUSING.** If you cannot immediately be assigned to a permanent space, a temporary assignment may be offered within the residential facilities. If you accept a temporary assignment, you must accept the permanent assignment designated by Residence Life Services when it becomes available.
- VII. RATES AND PAYMENTS.** Housing and board fees are approved by the University Council of Trustees and the foundation each spring. Actual charges are available about April 1 each year. You must submit the housing deposit with this signed agreement. Payment of the housing deposit and balance due must be in accordance with deadlines established by the Residence Life Services department and Student Accounts office (see Section VIII). The housing rate for a temporary assignment is equal to the rate for double occupancy in the assigned building.
- VIII. INDEBTEDNESS.** Failure to satisfy the financial obligations acquired under this agreement by typical deadlines, may result in any of the following: removal from housing, agreement cancellation, denial of your ability to re-sign an agreement, denial of meals, denial of issuance/transfer of grade transcripts and/or enrollment, and/or denial of services at the university's discretion. In accordance with any policies the university might adopt, the university will charge late fees and interest on delinquent accounts. Collection costs incurred in collecting delinquent accounts will be charged to the debtor.
- IX. 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 \$125 housing deposit paid by the posted deadline.
- X. HOUSING DEPOSIT.** You must submit a \$125 housing deposit as an indication of your commitment to reside on campus. **The housing deposit is non-refundable if the agreement is canceled, released, or terminated for any reason.** The housing deposit will be credited to your Spring Semester housing fees.
- XI. MEAL PLANS.** Students living on campus are required to select one of the on campus meal plans available. If one is not selected by the student, the student will be assigned to the standard meal plan. Campus dining services will try to accommodate special diet needs, where practical.
- XII. CANCELLATION/TERMINATION AND REFUNDS.** Agreements are binding for the entire academic year once signed. Releases are granted for the circumstances listed below:
- Graduation from Clarion
  - Withdrawal from Clarion
  - Any authorized university special program that makes it mandatory for you to be away from the campus (e.g. student teaching, study abroad, internship, practicum).
  - Ineligibility to continue enrollment due to failure to meet academic requirements.

**Applying for Release from the Agreement.** In order to request a release from the agreement, for reasons other than those listed above, you must submit a completed Housing Agreement Release Request (available online or in our office). Release from the agreement for any reason during the agreement period

will result in forfeiture of the \$125 housing deposit. 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 "Refunds" below). 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.**

**Refunds After Opening.** Refunds after opening: Residence Life Services follows the university refund schedule which is available at [www.clarion.edu/37772/#UniversityRefundofTuition&FeesforClassWithdrawal](http://www.clarion.edu/37772/#UniversityRefundofTuition&FeesforClassWithdrawal)

**XIII. 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.

**XIV. 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.

**XV. LIABILITY.** Neither Clarion University or 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 such harm or loss.**

## APPENDIX II

### 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 the Public Safety.

Never confront or ignore a stranger.

In a residence hall, screams could sound like horseplay. In an emergency, be specific. Shout, “Help,” “Police,” or “Fire.”

In all activities, use common sense and be conscious of your surroundings.

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 III

### 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, curtain rod, and telephone for each room. Please visit [www.clarion.edu/reslife](http://www.clarion.edu/reslife) 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.

#### ***What defines a guest/visitor?***

A guest is anyone who does not live on that floor section and/or in that particular room and/or residence hall.

#### ***What's visitation?***

Visitation is the period of time when a guest is permitted in the residence hall and/or room. Visitation periods are 11 a.m. to midnight Monday through Thursday, and 11a.m. Friday to midnight Sunday. Guests may also visit in the main lobby of the residence halls from 11 a.m. to midnight, Monday through Thursday, and at all times on the weekends. 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. Visitors/guests of the same sex who want to sleep over may do so on Friday and Saturday nights, but only with the permission of the roommate(s). Special permission must be obtained from the Residence Life Coordinator or Graduate Manager for younger siblings to visit overnight. Nair and Wilkinson halls, and Campus View and Valley View suites have 24-hour visitation.

#### **Ballentine Hall Visitation Designation by Floor:**

First Floor: 24-Hour Visitation (throughout the week/weekend)

Second Floor: 24-Hour Visitation

Third Floor: Regular Visitation

(throughout the week/weekend)

#### **Givan Hall Visitation Designation by Floor:**

First Floor: 24-Hour Visitation

Second Floor: Regular, 11 a.m.-midnight, Monday through

Thursday, 11 a.m. Friday to midnight Sunday

Third Floor: Regular, 11 a.m.-midnight, Monday through

Thursday, 11 a.m. Friday to midnight Sunday

#### ***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?***

You can request a room/building change during the first three weeks of the semester. The information will be made available to all students during floor meetings. Occasionally, room/building changes are permitted later in the semester.

#### ***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 and smoke detectors 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. Resident Assistants are on duty in each residence hall nightly, along with students who sit at the 24-Hour Service Desk throughout the weekdays and weekends.

#### ***Can I stay in my room 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, triple rooms, suites (limited quantity), and apartments off campus.

#### ***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 a minimal cost.

***When can I check in?***

The Center for Residence Life traditionally sends a letter to students in July with the date that a residence hall student may check into his/her hall/room. See important opening dates.

***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. After three days, if the original key is not found, the door lock will be automatically changed and the resident will be billed a standard fee for the lock change.

***When will I get my room assignment?***

New freshmen/transfers will receive their housing assignments in late July. If you have not received any assignment, please call the Center for Residence Life at 814-393-2352.

***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 contain fish only!

***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 each occupant 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 ID card?***

The ID 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 needs to be presented to check out library materials and to receive discounts on athletic and student activities.

Students who lose their ID card must go to the Center for Residence Life, 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.

***What's a loft?***

A loft is a wooden structure that elevates a mattress. These structures must meet or exceed minimum standards for safety and will be inspected for such. Criteria and procedures for structures are defined in the Room Personalization Form. See [www.clarion.edu/reslife](http://www.clarion.edu/reslife) for instructions.

***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 14 for plans.

***Can I cook in my room?***

Yes. Cooking in residence hall rooms is permitted 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 or Wilkinson. 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 certain 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 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.

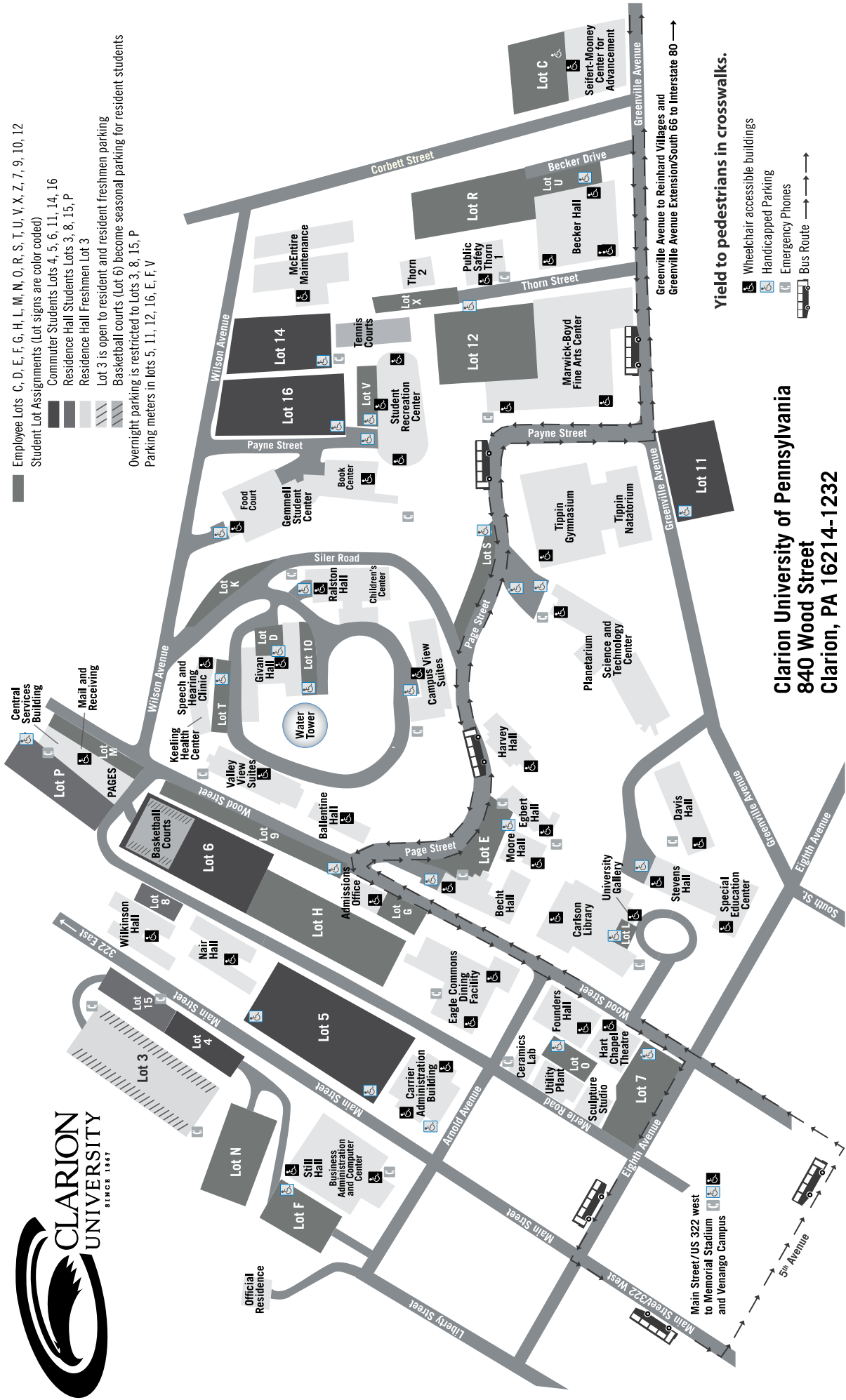
The Center for Residence Life is led by a director. In addition, the offices employ several support staff members and a large number of student assistants who work to make the residence halls a comfortable place to live and learn.

A Residence Life Coordinator (RLC) and Graduate Assistant (GA) staff each of the six residence halls.

RLCs are professional staff with a master's degree in student personnel or a related field. They are live-in staff who directly supervise the GAs and CAs in an area of campus.

GAs are graduate students with at least an earned bachelor's degree. They are directly responsible for the day-to-day operation of their residence hall. 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.

- 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
- Residence Hall Freshmen Lot 3
- Lot 3 is open to resident and resident freshmen parking
- Basketball courts (Lot 6) become seasonal parking for resident students
- Overnight parking is restricted to Lots 3, 8, 15, P
- Parking meters in lots 5, 11, 12, 16, E, F, V



## 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, 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.