

2015-2016 UNIVERSITY-AFFILIATED *housing* HANDBOOK



TRADITIONAL



SUITES



APARTMENTS

**CLARION
UNIVERSITY**

- Welcome
 - Welcome to Clarion University of Pennsylvania and to University Housing. Our staff understands the challenges that you are facing as you continue to pursue your academic goals and experience “out-of-the classroom” learning; as both are significant to your college education. You will have ample opportunities to associate with students of different backgrounds, attitudes, and lifestyles. We hope you will use your time in University Housing to participate in activities, develop new friendships, and grow as an individual. To make your life easier, our staff has committed itself to providing you with the highest level of comfort, cleanliness, and convenience possible.
 - Each student living in University Housing will contribute to, and be affected by, the total environment of the building and community. 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. We encourage you to make use of the numerous services available through University Housing and Clarion University and to participate in the variety of activities that the Community Assistant Staff will schedule during the year for your education and enjoyment.
 - As a member of the community, you 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 will assist you in obtaining necessary information concerning University Housing, amenities, and programs offered.
 - We are happy to have you with us, as we strive to make this time spent in University Housing enjoyable and rewarding.
- Contact Information
 - Emergency Contacts
 - Clarion University Police/ Public Safety 814-393-2111

- Keeling Health Center 814-393-2121
 - Fire Emergency 911
 - Medical Emergency 911
 - Police Emergency 911
 - University Contacts
 - Campus Bookstore 814-393-2696
 - Center for Leadership and Involvement 814-393-2311
 - Counseling Center 814-393-2255
 - Library Main Desk 814-393-2301
 - Reinhard Villages Office 814-226-4740
 - Residence Life Services 814-393-2352
 - Student Financial Services 814-393-2315
 - University Registrar 814-393-2229
- University Housing Staff
 - University Housing is committed to the educational mission of the university. The staff is here to be of assistance in making the residential experience a meaningful part of your college life.
 - The Center for Residence Life Services manages Campus View Suites, Givan Hall, Nair Hall, Valley View Suites, Wilkinson Hall, and the Suites on Main. The Center for Residence Life Services is located in Becht 218. The Reinhard Villages staff are supervised by EdR Management.
 - The professional staff, senior community assistants (SCAs), and community assistants (CAs) are members of University Housing Staff who reside in and supervise the residence halls, suites, and Reinhard Villages.
 - Professional staff are university staff members working in the residence halls. They are given direct supervisory authority and responsibility for hall operations and act as hearing officers of the student conduct code when requested by the vice president for Student and University Affairs.
 - Senior Community Assistants advise hall councils, supervise hall programming, and act as hearing officers of the student conduct code when requested by the vice president for Student and University Affairs.
 - Professional staff members and SCAs assist individual students and act as referral agents to other campus offices.

- Community Assistants (CAs) are student members of University Housing staff who live in the residence halls, suites, and Reinhard Villages. CAs are responsible for building a community on the floor and in the building, as well as being a resource and referral agent. In seeking to create and maintain a positive community, the CA plans and implements community activities and programs, supports rules and regulations, and assists with administrative responsibilities as directed by the SCA or professional staff member.
- Housing Requirement
 - All incoming undergraduate students who meet the following criteria are required to live in university housing (residence halls, suites, or Reinhard Villages) for their first **four** semesters of enrollment:
 - First-time-in-college students who are enrolled full time
 - Transfer students who have earned less than 24 credits at a previous institution (who are enrolled full time)
 - Exemptions
 - 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
 - Married students
 - Students over the age of 21
 - Part-time students
 - Single parents
 - Military veterans who have been honorably discharged
 - To apply for an exemption, you must go to <http://www.clarion.edu/student-life/living-at-clarion/campus-housing/Request-for-Exemption-Form.pdf>. Requests will be reviewed by the appropriate personnel and a decision will be communicated in writing within 10 days of receipt.
 - Note: All decisions are final
- Housing Assignment Procedures
 - All housing applications are filed online. After you've completed the admission process with fees paid and forms returned, the Admissions Office will send you a packet containing information on how to complete your online housing application, pay the housing application fee, sign your Housing Contract, and select your room.

- Students can use the “Find a Roommate” feature to search for a roommate. You will have the best chance of having your choices honored by completing your housing application promptly.
- After logging into www.clarion.edu/placestolive, you will complete the housing application, electronically sign your binding Housing Contract, and use a credit card to pay your non-refundable application fee. Upon completion, you will receive a confirmation email to your Eagle email account.
- University housing will email your room assignment and roommate’s name, email, and home phone number to your Eagle email account (mid-July).
- Housing Contracts are binding for both fall and spring academic semesters.
- Termination/Cancellation
 - Students may request to cancel the Housing Agreement/License Agreement by completing an online cancellation request form. Depending on the date cancellation request form was turned into the Office of Residence Life and the reason for the request, cancellation fees may be assessed. Cancellation requests may be reviewed by the Housing Appeals Board as deemed appropriate. Decisions of the Housing Appeals Board are final.
 - No cancellation fee is assessed for the following circumstances if cancellation form and formal written documentation are provided prior to departure:
 - Student is participating in an education program that requires out-of-town residency (30 miles) for part of the academic year (i.e. student teaching, study abroad, clinical rotation, and co-op/internship). This requires a one semester premium lease. Please see a professional staff member for details.
 - Student can provide proof of graduation. This requires a one semester premium lease. Please see a professional staff member for details.
 - Student must withdraw due to deployment for an armed service.
 - The following circumstances may reduce the cancellation fee if formal documentation is provided at the time of the cancellation request form being submitted:

- Student has a medical condition requiring special accommodations that cannot be met by university housing.
 - Please review the housing contract and contract release request form for specific dates and fees.
- Refund Policy
 - For refunds after opening, housing and meal plans may be prorated. Residence Life Services follows the university refund schedule which is available at <http://www.clarion.edu/tuition-and-financial-aid/billing-and-payments/refunds.html>.
 - Room Change/Transfer Fee:
 - Students who request a room change or Reinhard Village transfer will be assessed a \$150 transfer fee.
 - Note: Fees are assessed by date the transfer form is received by the Residence Life Services Office, not the signature date on the form.
- Housing
 - While the university is committed to housing as many students as possible, demand sometimes exceeds housing capacity. If this happens, students with junior and/or senior class status may not have access to the housing application. If vacancies develop, these students requesting to live in university housing will be contacted to complete the housing application.
 - The housing requirement states that students in their first **four semesters** at Clarion University are required to live in university housing. Please see Housing Requirement for more information.
- Temporary Housing
 - During the fall semester, a high demand for residence hall rooms may necessitate the establishment of temporary housing in some areas. 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 area.
- Break Housing
 - Students currently living on campus who are required by the university to remain on campus will be provided break housing in predetermined spaces.

- Reinhard Village residents will be permitted to remain in their current assignment during breaks, as students have access to their apartments during breaks throughout the academic year.
- Summer Housing
 - Summer housing is reserved for students returning to their same apartment at Reinhard Villages.
- Room Changes
 - In-hall room changes must be authorized by the SCA or professional staff member. Changes between halls must be cleared through the Center for Residence Life Services. Any unauthorized room or hall change shall be considered a violation of the housing agreement and may subject the resident to disciplinary action, eviction, and/or fees. Specific instructions will be given in August and January regarding room/hall changes for the beginning of each semester. A \$150 room change/transfer fee applies.
- Room Consolidation Policy
 - Students who find themselves in University Housing without a roommate will have the following options:
 - Consolidate with a student in the same building or unit type who is in a similar situation without a roommate.
 - Request assignment by the SCA or professional staff member to a room/suite/apartment with a student in the same situation. Staff, upon request, will provide students with lists of individuals with whom the student may be consolidated.
 - Students who lose roommates are required to consolidate and must be prepared to accept a roommate at any time throughout the semester (which requires keeping belongings on one side of the room in preparation for a new roommate).
 - The Center for Residence Life Services has the option of assigning a student to a vacant space if there is a need.
 - Consolidation is in effect at all times to enhance operational efficiencies. Students discouraging potential roommates in an attempt to keep their room as a single may face Student Conduct action.
 - Other Aspects of Consolidations
 - If students are to consolidate, they may do so in either one of the rooms/apartments they already occupy.

- When consolidation takes place between two individuals, the student with the lowest number of credits will be required to move with a student with greater credits unless the latter decides otherwise. If the number of credits is equal, the quality-point average (QPA) will be used to make the determination. If this is also equal, the date of completed applications will be used. For new or transfer students with less than 15 credits or less than one semester in university housing (if credits are equal) or as new students (any credits), the date the Housing Application was completed will be the determining factor.
 - Exception: Students who do not attend their building consolidation meeting will be placed with a roommate and will be required to move.
- Following customary practice, room/apartment changes will be coordinated by the Center for Residence Life Services. Staff coordinate the consolidation process. It takes place within each residence hall, suite, and Reinhard Villages under the professional staff member and SCA's supervision. Students who fail to comply with the consolidation policy will be subject to disciplinary action. Consolidation can be conducted at any point in the academic year.
- Contract Terminations
 - The university reserves the right to terminate occupancy, repossess or reassign rooms, and take such other steps as it may, from time to time, deem necessary and advisable for the proper conduct of its housing program.
 - Some examples of situations which could be considered cause for termination are listed below (termination/cancellation fees may apply):
 - Failure to comply with the stated occupancy calendar.
 - Failure to comply with the stated contract procedures.
 - Damage and/or abuse of residence hall or apartment facilities or furnishings.
 - Behavior which is disruptive.
 - Failure to comply with stated check-in and check-out procedures.
 - Disciplinary actions, recommending contract termination or contract reassignment for student conduct violations.
 - Failure to complete class registration procedures.
 - Failure to keep your Clarion University Account in good standing.

- Residence Hall Facilities
 - Residence hall privileges are restricted to students residing in University Housing. 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 conditions of these areas and will each be charged for excessive common area damages which cannot be attributed to one individual or a 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 review during move in. 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 room at the end of the contracted period, each room will be checked twice for damages. The preliminary checkout takes place during the last week of the semester and is conducted by a CA. The final damage check is carried out by the professional staff and occurs after the students have vacated rooms and all belongings have been removed from bed, desk, dressers, walls, etc.
 - Express Check Out
 - At the end of the semester, students, who are checking out of their rooms and would prefer not to wait for a Residence Life staff member to complete their Room Inventory Form, may select the Express Check Out option. Students must read the form, sign, and return it with the room key (if applicable) to the residence hall staff or the hall office.
 - Note: When selecting this option, students waive the right to appeal/dispute any charges which may be placed on their account due to damages to the room.
 - Residence hall staff will go through the room after the student's departure, with the Room Inventory Form, and document any changes which are beyond 'normal' wear and tear.

- Residence Hall Opening and Closing
 - Residence halls open the Friday prior to the first day of classes for freshmen and transfer students and open on Sunday for upperclassmen. Procedures for moving out of the residence halls for closings or breaks will be posted in each residence hall and emailed to each residence hall student.
 - Unless otherwise stated, the residence halls close at 10 p.m. on the last day of classes or examinations. Students who are not graduating should vacate their residence hall room within 24 hours of their last exam, or the 10 p.m. deadline, whichever comes first.
- Keys
 - Students may be issued a room/mailbox key. The key is meant for personal use only. Students who lend or duplicate room keys are subject to disciplinary action. Loss of a key should be reported immediately to the hall staff. If a room/mailbox key is lost, the core of the locks for the door and mailbox will be changed at an approximate cost of \$50. These charges include replacement keys for the student, the roommate, and the service desk. The student who loses the key assumes responsibility for the charge.
 - Residents of Givan Hall, Campus View and Valley View Suites, and those living in the Suites on Main utilize their Eagle Card as their room key.
- Card Access System
 - Tampering with the card access system is considered destruction of or misuse/abuse of university property and will be considered a violation of the code of conduct. Tampering includes forcing or propping doors open, permitting other individuals to gain access illegally (“tailgating”), and transferring student identification to another individual.
 - Your Eagle 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 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, Campus View, Valley View, and the Suites on Main residents also have the ability to encode a temporary room card to access their room by using the kiosk in the Givan lobby. Once a temporary room card is issued, the student must re-encode their student ID card within three days or they will be locked out of the room. Students re-encode their ID card by going to 218 Becht and turning in their temporary ID card. Failure to return temporary ID cards will result in a fee.
- Whenever a student is locked out of his or her room, the procedure outlined below should be followed:
 - Attempt to locate a roommate.
 - Check to see if a CA is available to let you in your room. The CA must verify you are the resident of the room. Note: Understand that this service is a privilege and not a right, therefore, please be considerate of hall staff when requesting this service.
 - If no staff member is available, proceed to the Service Desk where a staff member will record your name, room number, and Clarion ID number in the lockout log. A series of questions will be asked to determine if you are the resident of the room.
 - Once a temporary key to your room is issued, you have 30 minutes to return the key to the service desk. Failure to return the key within the allotted period results in a lock change and assessment of charges to the individual who requested the key.
- Note: Excessive lockouts may result in disciplinary action and possible loss of the lockout service
- Pet Policy
 - Students may have fish. They must be kept in a fish bowl or aquarium with a maximum size of 10 gallons. One 10-gallon aquarium per person is allowed.
 - Fish must be removed from the residence halls at the end of each semester, and during some breaks.
 - The fish owner assumes all responsibilities and consequences resulting from improper care and for violation of fish ownership rules and regulations.

- Banners and Signs
 - Hanging signs in the halls is a good way to advertise an event or show your school spirit. Any student or student organization wishing to post signs or posters in the residence halls must deliver them to the Center for Residence Life Services for approval and distribution by the hall staff.
- Guidelines for Residence Hall Decorations
 - In order to conserve energy, and in the interest of safety and fire prevention, the following guidelines have been adopted regulating decorations for the residence hall rooms and corridors.
 - 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.
 - No lights or other electrical apparatus may be used to decorate corridor areas, including student room doors.
 - Decorations may not be strung from door to door.
 - Items on student room doors or bulletin boards should not extend into the corridor.
 - 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.
 - 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.

- All holiday decorations outside of student rooms must be removed before the holiday break and are not to be left until students return for the spring semester.
- Additional information regarding the residence halls is found in the:
 - 1) Undergraduate Catalog,
 - 2) Student Rights, Regulations, and Procedures Online handbook,
 - 3) Individual residence hall regulations, and
 - 4) The Residence Hall and Food Service Agreement (included in this document).
- Hall Maintenance
 - Repair, replacement, remodeling, or refurbishing of residence hall facilities is the responsibility of the residence hall management. Throughout the year, any damage or breakdown of equipment should be promptly reported to a CA, SCA, or professional staff member. Students should not attempt to make repairs themselves. Periodically, maintenance personnel will be present in the building to repair and inspect residence hall facilities.
- Residence Hall Furnishings
 - Residence hall furnishings are marked for identification and placement, and removal of these items from 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 or other stolen property (such as unauthorized university furniture, cafeteria equipment, or items such as road signs or commercial signs) shall be considered evidence of theft and treated as such by the university administration unless rightful ownership can be proven. Room occupants may be assessed a fee for each item of furniture which must be removed from student rooms.
 - Many student room furnishings such as desks, dressers, and wardrobes are modular units and should not be dismantled and moved. These items are not constructed as freestanding, moveable furniture, and such use results in damage. Students will be charged a damage fee if room furniture is disassembled.
 - Students may want to add some personal touches such as plants, posters, and rugs to make their room a little more 'homey.' Residents are asked not to use

materials which may damage or remove painted surfaces within the room. Nails are not permitted.

○ 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 must not remove, store, or trade CU furnishings. Furniture may not be taken from lounges or public areas and kept in student rooms.
- The university does not provide storage facilities for personal belongings left in the residence halls. All personal belongings not removed from student rooms at check-out 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.

○ Mail

- Each resident is assigned a mailbox. Mail is delivered daily by the United States Post Office with the exception of Saturdays, Sundays, and Federal Holidays. Office staff will attempt to deliver mail to the boxes before 6pm each day, but we cannot guarantee this. Notification of packages and special deliveries will be made known to the resident by a slip from the Service Desk into the resident's mailbox. When picking up packages, bring ID as packages will not be given to residents without proper ID. Mail and packages addressed to a non-resident will be returned to sender. It is the resident's responsibility to complete a mail forwarding card when moving to ensure proper delivery of mail. Management will assume no liability for misdelivered mail, delays in delivery, and/or failure of delivery.

- 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.
- 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 housing.
 - See: Appendix II: Procedure No. 70.300; Weapons, Firearms, and Dangerous Devices Policy
- 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 Clarion University is a state institution, we are required to follow all state and local laws regarding alcohol possession and consumption. Police may be called if alcohol is found in your residence hall room.
 - Note: The Center for Residence Life Services has adopted a "no empties" policy. The presence of empty alcohol containers will result in documentation for violating the university alcohol policy.
- Drugs
 - The use, possession, or sale of drug paraphernalia, narcotics, marijuana, or other legally controlled substances is strictly prohibited in the university housing and on the CU campus.
 - The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported immediately to the staff, student health center, or hospital for evaluation.
- Right of Entry
 - The university unconditionally reserves the right to enter and/or inspect rooms.

- Service Desk
 - There is one service desk on campus. It is located on the first floor of Givan Hall. The office is staffed with student clerks. During the year, students may check out items (which may include games, sporting equipment, various cleaning items, temporary room keys, and cooking utensils) by presenting their Eagle Card (student ID). Hours are posted at the service desk.
 - A full computer lab, including fee printing, is located at the service desk.
 - Students will receive notifications in their mailboxes when there are packages to pick up at the service desk.
- Laundry Facilities
 - Washers and dryers operate by coin or Eagle Dollars and are located in every residence facility. If students lose money in a machine, they should report the problem to their hall office during evening staff duty hours. The university is not responsible for clothing damaged by, or removed from, washers and dryers.
- Computer Lab
 - A computer lab is available at the Service Desk for residence hall students only. Residence hall students may access the computers by logging in with their Eagle Card.
- 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 Service Desk.
- Cable/Internet/Routers
 - Students in all residence halls have cable television and high-speed internet in their rooms. Students are permitted to have routers in their rooms, once routers are taken to ResNet for setup.
- Study Lounges/TV Lounges/Recreation Areas
 - Every residence hall has areas designated for quiet study. Students are expected to conduct themselves in an appropriate manner in and around the study lounges.
 - In-hall recreation rooms are designed for use by building residents and their guests. Recreation rooms may offer a variety of entertainment features including televisions, game tables, and meeting space (offerings may vary by

hall), and can be reserved for private use by contacting the SCA or professional staff member. Recreational areas are subject to all residence hall policies, (including, but not limited to, smoking, alcohol, and noise policies) and any additional posted regulations.

- Vending Machines
 - Coin-operated and Eagle Dollar-access vending machines are available in each residence hall and across campus. All vending machines are contracted by the university with local firms. If a machine is not functioning properly, or if students lose money in a machine, they should report it to their hall office during evening staff duty hours.
- Bicycle Storage/Facilities
 - Students are permitted and encouraged to bring non-motorized bicycles to the university. The university is not responsible for theft or damage to any bicycle. Bicycles may not block exits such as windows or doorways and may not be hung from walls, ceilings, or furniture.
 - Bike racks are located at various points around the campus, including locations near or in the residence halls. Bicycles should be locked when not in use. Students should check with the hall staff or the 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, Campus View and Valley View Suites, and the Suites on Main.
- Additional Policies
 - Additional policies regarding residence halls are found in the Undergraduate Catalog, individual hall regulations, posted signs, and periodic university mailings such as break or closing notices in residence halls.
 - Reserving Residence Hall Facilities
 - Lounges, meeting rooms, and other areas of the halls may be requested for use by recognized student organizations or groups of students. Such use, however, must be approved by the professional staff member or SCA. Kitchen space is available in each hall. See hall staff for details.

- Parking
 - Parking regulations are available from the Department of Public Safety. Automobiles parked in campus lots must be registered with Public Safety. Visitors may obtain temporary parking permits by registering their cars at the Public Safety Office located in Thorn I. Illegally parked student automobiles may be ticketed, booted/immobilized, or towed.
 - Note: Spaces reserved for professional staff members are enforceable 24-hours a day, seven days a week.
- Reinhard Villages Facilities
 - Reinhard Villages' privileges are restricted to students residing in the apartments. Students will therefore be held responsible for the general conditions (cleanliness, damage, etc.) of their living quarters. All residents are collectively responsible for the general conditions of their apartments and will each be charged for excessive common area damages which cannot be attributed to one individual or a 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 Reinhard Villages' staff and also documented on the Move-In Envelope which students will be asked to complete within 24 hours of move in. It is important that students complete the Move-In Envelope carefully before signing, because students will be held responsible for any damages in their room which were not listed when they checked in.
 - Prior to check out at the end of the year, a letter will be distributed to notify students of the steps involved in checking out, including having your room inspected and keys turned in. It is required that each resident schedule a check out appointment with the Reinhard Villages Office. Failure to schedule a check out appointment with the RV Office could result in an improper check out, with fees beginning at \$150.
 - Expedited Check Out
 - At the end of the semester, students who are checking out of their rooms and would prefer not to wait for a Reinhard Villages staff member to complete their Check Out, may select the Expedited Check Out option. Students must read the form, sign, and return it to the Reinhard Villages staff. This option is completed by scheduling a day for an Expedited Check Out, removing all belongings from the apartment, completing paperwork at the Reinhard Villages Office, and returning all keys.

- Note: When selecting this option, students waive the right to appeal/dispute any charges which may be placed on their account due to damages to the room
- Reinhard Villages' staff will go through the apartment after the student's departure, with the Move-In Envelope, and document any changes which are beyond 'normal' wear and tear.
- Reinhard Villages Opening and Closing
 - Reinhard Villages 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 Reinhard Villages for closing will be emailed to each student.
 - Residents of Reinhard Villages are permitted to remain on property through the duration of university breaks. Residents have continuous access with keys to their apartment and community center.
- Amenities
 - Community Center
 - The Miller Community Center hosts most events and activities provided by Reinhard. All rules governing common area amenities will be enforced by management and are subject to periodic review and revision. The facilities available at the property are for the exclusive use of Reinhard residents. The maintenance and care of these facilities are every resident's responsibility; therefore, abuses may result in facilities closing. Please report all repair needs or problems to the Reinhard Villages Office.
 - Recreation Areas
 - Recreation Areas are located across Reinhard Villages' property. These areas include the sand volleyball court, pool area, basketball courts, and horseshoe pit. All rules will be enforced by Reinhard Villages' management and are subject to periodic review and revision. These facilities are for the exclusive use of Reinhard Villages' residents and their guests. A resident must accompany all guests (3 guests per resident). The resident must carry their 'Reinhard Pool and Recreation Pass' when using Reinhard facilities.
 - Reinhard Villages recreation areas, as well as lounges, classroom, and conference room, are available to residents and student organizations

at their request. Residents must contact the RV Office to complete a Room Reservation Request at least two weeks prior to the event. RV management will review the request and contact the resident with any questions and/or approval/denial of the event.

- Vending Machines
 - A beverage machine is located in the Miller Community Center near the restrooms. Please report any losses to the RV Office, so the appropriate vending company may provide refunds. Please promptly report any malfunctioning machines to the RV Office.
- Reinhard Villages Office
 - The RV Office, which is located in the Miller Community Center, is open from 9:00 a.m. to 5:00 p.m. for the assistance of maintenance problems, package pick up, and assistance with special problems. Residents may be asked to schedule an appointment for certain concerns or issues. Office hours are subject to change. Residents may obtain sports equipment for recreational use at the RV Office with the presentation of student ID.
- Lounge Furniture
 - For your comfort while studying or watching TV, Reinhard Villages has provided furniture in the Miller Community Center. This furniture is meant to stay in the designated areas, so that all residents can enjoy its use. Please do not take the public area furniture into your apartment. There will be a \$50 moving charge for each piece of Miller Community Center furniture removed from the facilities. All missing furniture should be reported immediately to RV personnel to assist in recovering the missing property, thus protecting your privilege for the use of these areas.
- Fitness Center
 - The fitness center is located in the community center. No food is allowed in the fitness center. Please limit drinking to water only while in the fitness center. Proper athletic attire is required. Shirts and shoes must be worn at all times. Please report maintenance problems to community personnel immediately. Do not repair equipment yourself.

Use equipment in the manner which it was intended. Use of the fitness center is at your own risk. Anyone beginning an exercise program should consult a physician first.

- Apartment Features
 - Keys and Locks
 - Each resident is issued an apartment access card, an individual bedroom key, and a mailbox key. In the event that you are locked out of your apartment, you may call the RV Office at (814) 226-4740 or after hours call (814) 316-1726.
 - Upon presentation of your ID and verification of residency, RV staff will unlock your door. There is a \$15 charge per lockout. RV will issue a new key or access card for lost or stolen keys. There is a \$25 charge for each key replacement. Failure to turn in your keys when you check out will result in replacement charges for each item. Please see the RV Office for details.
- Guidelines for Decorations of Apartments
 - We realize the importance of personalizing your bedroom and apartment. In order to comply with local fire codes, certain policies apply towards the condition of your bedroom and apartment. We strongly encourage all residents to obtain Renters Insurance.
 - All bedrooms and apartments are to remain as furnished, with beds on their frames and furniture on the floor. For safety reasons, no cinder blocks or other furniture heightening devices are permitted. Furniture may be rearranged in your apartment, provided it is returned to its original position prior to check out.
 - No bunk beds, lofts, or waterbeds are permitted. No additional furniture may be brought in to the apartment.
 - No construction, wall partitions, painting, or any similar structures are permitted.
 - Dartboards are not permitted since they cause excessive damage to walls and doors.
 - Any alterations or modifications that pose a threat to safety, health, physical room damage, comfort of others, etc. are not permitted.

- NO ITEMS ARE PERMITTED ON THE CEILINGS. This includes, but is not limited to, nails, hooks, screws, stickers, bottle caps, thumb tacks, tape, and poster putty.
 - No additions to the original surface are permitted on the doors, windows, blinds, or furniture.
 - All decorations must be temporary, so as to not permanently deface or damage your room furnishings.
 - Nothing is allowed to be posted on the exterior of the entrance door.
 - Please do not put tape of any kind on the carpet. Do NOT iron on the floor or place clothes irons, flatirons, etc. on the floor.
 - No decorations are permitted on or around the windows, or hanging in any way that they are visible from the outside of the building.
 - Curtains may be hung using tension and/or spring rods on the windows provided that a white background faces the outside of the building.
 - Only 3 guests per resident should be in your apartment at all times.
 - Fish is the only type of pet you may keep. The tank cannot be larger than 10 gallons. DO NOT EMPTY FISH TANK DEBRIS IN YOUR GARBAGE DISPOSAL OR OUTSIDE YOUR APARTMENT.
- 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 housing.
 - See: Appendix II: Procedure No. 70.300; Weapons, Firearms, and Dangerous Devices Policy
 - Alcohol
 - Reinhard Villages residents who are 21 years old and above can have alcohol in their apartments, with the following stipulations:
 - If resident shares the apartment with anyone under 21, alcohol must be contained in resident's bedroom and locked up.
 - If all residents are 21 years of age and above in the apartment, alcohol is permitted in the common areas of the apartment.

- Drugs
 - The use, possession, or sale of drug paraphernalia, narcotics, marijuana, or other legally controlled substances is strictly prohibited in university housing and on the CU campus.
 - The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported immediately to the staff, student health center, or hospital for evaluation.
- Apartment Amenities
 - RV Apartments consist of a living area, kitchen, washer and dryer, furniture, individual bedrooms, and bathrooms.
 - Please be aware that if your toilet begins to overflow for any reason, you can stop the water flow by turning off the valve located at the bottom left of the toilet. Toilets are not designed for the disposal of feminine hygiene products or similar products. Residents will be responsible for any toilet damages/overflows that are the result of improperly disposed articles.
- Damages
 - Residents are responsible for the condition of their apartment and bedroom furnishings and will be billed for all repair and/or replacement costs. Any and all repairs needed within the apartments and other areas must be performed by authorized Reinhard Villages' Maintenance. Residents will be charged for the repair of any damages for which they or their guests are responsible.
- Inspections
 - Room inspections will occur for preventative maintenance and condition assessment. Residents will be notified in advance of these inspections, but they typically will occur during the months of January, March, July, and October. Please note, RV personnel have the right to enter any apartment for any reason they deem necessary and at any time.
- Maintenance
 - All maintenance concerns in your room, your apartment, or elsewhere on the property should be reported to the RV Office immediately. Please provide us with all the information pertaining to your maintenance request, in order to enable us to more efficiently respond to your problem. Upon completion of the request, maintenance staff will undertake corrective measures as quickly as

possible. You may submit a maintenance request online from the Residence Life webpage on Clarion's website, <http://www.clarion.edu/student-life/living-at-clarion/campus-housing/>.

- Cable/Internet
 - Students in Reinhard Villages have cable television and high-speed internet in their apartments. Internet hookups are in the bedrooms of the apartment. Residents have cable access in each bedroom and living area.
- Resident Services
 - Mail
 - Each resident is assigned a mailbox and key. Mail is delivered daily by the United States Post Office with the exception of Sundays and Federal Holidays. Office staff will attempt to deliver mail to the boxes before 8 pm each day, but we cannot guarantee this. Notification of packages and special deliveries will be made known to the resident by a text message or a slip from the RV Office into the resident's mailbox. When picking up packages, bring ID as packages will not be given to residents without proper ID. Mail and packages addressed to a non-resident will be returned to sender. It is the resident's responsibility to complete a mail forwarding card when moving to ensure proper delivery of mail. Management will assume no liability for misdelivered mail, delays in delivery, and/or failure of delivery.
 - Housekeeping
 - Reinhard Villages provides janitorial service for the Miller Community Center, Recreation Areas, building breezeways, and grounds. Residents are responsible for the cleaning and upkeep of their apartment and the area outside their apartment.
 - For your convenience, there are dumpster locations at each village for your trash disposal. Please use another dumpster on property if the one nearest you is full. Do not place trash next to a dumpster. If trash is found in inappropriate locations, residents can be charged trash removal fees.

- Reinhard Villages provides recycling containers next to the dumpsters. It is everyone's responsibility to keep the community clean and free of trash and cigarette butts.
- Parking
 - Parking at Reinhard Villages is limited to residents and guests with permits. Residents wishing to obtain a parking permit must present a valid Driver's License and vehicle registration for the vehicle to the RV Office. RV parking permits are free to residents, but are not the same as campus parking permits. The deadline for displaying permits is the first day of classes each semester. It is your responsibility to have the parking permits displayed on time. Any vehicle parked illegally and any non-permit vehicles parked inside the property will be towed or booted without warning. Please see the RV Office for fines and charges. Guest permits are available at the RV Office.
 - Keep your car locked and your valuables out of sight. RV is not responsible for any damage or loss to your motor vehicle or its contents.
- Interhall Council/Hall Councils/NRHH
 - Interhall Council is the governing body of the residence halls and Reinhard Villages. The student group, comprised of representatives from each of the Hall Councils and members of university housing, is a recognized university organization. Residence Life Services staff serve as advisors to the group. Interhall Council provides funds to the individual staffs and establishes policies relative to residence hall life. It also plans and implements campus-wide activities and fundraisers.
 - Hall Councils within each residence hall implement Interhall policies and make policies specific to the hall. Hall Council is responsible for planning and developing many interesting hall activities such as dances, recreational events, ice cream socials, and the purchase of equipment for the hall. It is an opportunity to get involved and have some fun!
 - Both 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 residence halls, suites, and Reinhard Villages. The organization also recognizes faculty and community members that have made a contribution to residence halls at Clarion.

- Student Responsibilities
 - Residents are expected to comply with both the Student Code of Conduct (found in the Student Rights, Regulations, and Procedures online handbook) and the University Housing Policies (found in this University Housing online handbook and the Undergraduate Catalog). In addition, residents are expected to respect one another, the residence life staff, and the housekeeping/maintenance personnel.
 - 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 also may be held accountable for conduct violations if such accountability is reasonably concluded from the circumstances of the incident.
 - Consideration of Others
 - Living in close quarters with other students requires sensitivity as to how one's own behavior affects other people. Every resident has the right to a living environment which allows him or her to sleep and study within their room or apartment. With this right, all residents accept responsibility for monitoring their own behavior, so it does not violate the rights of others.
 - Students will be required to complete Roommate/Apartment Agreements at the start of the year and if there is a change in roommate(s).
 - Tips for Living with Roommates
 - Treat your roommates as equals.
 - Respect your roommates' right to privacy.
 - Keep borrowing to an absolute minimum.
 - Avoid trying to correct your roommates or "reform."
 - Work out mutually agreeable division of chores.
 - Make a sincere effort to be friendly.
 - Accept routine inconvenience without complaint.

- Keep your promises and commitments without exceptions.
- Respect efforts of others to study.
- Prepare and live with a realistic budget.
- If you have a disagreement with a roommate, discuss it as soon as possible.
- Have a discussion and agree to boundaries about various relevant items.
- Occupancy
 - For safety reasons, no resident's housing shall have more than eight occupants at any given time. Any questions should be directed to the professional staff member or SCA regarding occupancy of their particular situation.
- Noise Policy
 - Residents are expected to refrain from interfering with other residents' ability to sleep, read, and study. An atmosphere that supports studying and sleep takes precedence at all times in university housing. Students who are asked to lower their volume during quiet or courtesy hours by fellow students or staff are expected to do so.
 - Unreasonable noise consists of slamming of doors, running or shouting in the halls/breezeways, carrying on conversations from windows, musical instruments, and excessive noise in rooms, halls, lounges, stairwells, bathrooms, apartments, breezeways, or parking lots. Sound speakers, unless for official residence life 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, fines, removal of audio equipment from the residence, housing reassignment, and/or loss of university housing privileges for the student.
 - **Quiet hours** are specific times designated by Residence Life Services when noise from stereos, televisions, conversations, and other activities must not be clearly heard in residence hallways, nearby rooms, breezeways, stairwells, or through open windows.
 - **Quiet hours** are in effect for all university housing, seven days a week. Quiet hours extend from 10 p.m. until 10 a.m., Sunday 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 university housing lounges, the library,

Gemmell Student Complex, and some classrooms in certain academic buildings.

- **Courtesy hours** are always in effect, and residents should respect the rights and requests of their fellow students with regard to noise levels in university housing. Therefore, music or noise should not extend beyond three doors down the hallway during courtesy hours in the residence halls and to another level of the building in Reinhard Villages. Courtesy hours also apply to the immediate perimeter of each building (including courtyard areas and parking lots).
- In order to maintain an appropriate environment within university housing, 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 life staff of all nearby housing at least one week prior to the event.
- All residence hall doors and apartment 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 life staff and/or security aides.
- **24-hour quiet hours** will be in effect near the end of each semester in order to facilitate studying for final exams. Additional information regarding 24-hour 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 community.
- Smoking In and Around University Housing
 - All university housing buildings are smoke free. Students, staff, visitors, or guests may not smoke within a 25-foot perimeter of any residence life building.
 - Use of electronic cigarettes, etc. are prohibited for use in the halls, suites, and apartments.
- 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, university disciplinary action, fines, and/or eviction. All students must evacuate the building when the alarm sounds. Failure to do so will subject the student to disciplinary action.
- Fire Suppression Systems (Sprinklers)
 - All university housing buildings have sprinkler systems. These systems are designed to operate when an area reaches extremely high temperatures. Tampering with any part of the suppression system is considered destruction of or misuse/abuse of university property and is a violation of Pennsylvania state law and additionally will be considered a violation of the code of conduct.
- Personal Property/Liability/Damage
 - The university assumes no responsibility for theft or damage to students' personal property. Students are strongly encouraged to secure renter's insurance for their belongings.
- Misuse of Fire Alarm and Fire Fighting Equipment
 - Placement of 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 firefighting equipment (such as smoke detectors and pull stations) in university housing and understand their intended functions. Any student who violates campus safety regulations by setting fires, tampering with fire safety or suppression equipment, reporting false fire alarms, or otherwise threatening the safety of member(s) of the campus community, will be liable under both the university judicial system and Pennsylvania state law. The Department of Public Safety prosecutes for these violations.
 - According to Pennsylvania law, false alarms to agencies of public safety are misdemeanors of the first degree, punishable by imprisonment up to five years and/or a fine of up to \$10,000. The Center for Residence Life Services and EdR

Management consider such actions a violation of the housing contract. University sanctions may include suspension, expulsion, and/or fines.

- Fire Evacuation Procedures
 - As mandated by state law, Clarion University is required to conduct monthly fire drills in all on-campus housing. 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 elevators. Instructions for evacuation will be discussed at your first community meeting with your CA.
 - When the alarm sounds, students should check see that their windows are closed and their drapes are open. They should also dress appropriately and should carry a towel. Residents must close and lock 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 provided to alert students when they 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 life staff will accompany residents to alternate facilities.
 - Alternate facilities:
 - Wilkinson to Nair
 - Nair to Wilkinson
 - Givan to Valley View
 - Campus View to Valley View
 - Valley View to Campus View
 - Suites on Main North to Nair (Fall) and Suites on Main South (Spring)
 - Suites on Main South to Suites on Main North
- Tornado Warning
 - Students should know the difference between a tornado watch and a tornado warning. A tornado watch simply means that conditions are favorable for the

formation of a tornado. A tornado warning is issued when a tornado has been sighted or indicated on radar.

- In the situation that a tornado warning is in effect, students should open their room window approximately $\frac{1}{2}$ inch. This relieves internal pressure and will lessen the possibility of injury should a tornado strike. Students are then advised to go to the bathroom or to the basement if their hall has one with a portable, battery operated radio. Once the tornado warning has been lifted, the immediate danger is over and students can resume normal activity.
- Winter Storm
 - Students should be prepared for winter storms beginning in October. Several items a student should have available are a battery operated radio with spare batteries, fully charged cellular phone, flashlights with spare batteries, snow and ice removal equipment, and a fully stocked first aid kit.
- Prohibited Activities/Appliances
 - The following are prohibited in and around university housing units; on campus, Reinhard Villages or at any university-sanctioned event (without special permission).
 - Note: the following is not an all-inclusive list:
 - Possession/consumption of alcoholic beverages (except where permitted at Reinhard Villages)
 - Possession/consumption of illegal drugs and narcotics and paraphernalia associated with such items
 - Candles, incense, or other articles employing an open flame (lit or unlit)
 - Possession of animals, reptiles, and birds (unless special dispensation has been authorized through Disability Services)
 - Halogen lamps
 - Sports in the hall
 - Throwing objects from or at windows
 - Gambling
 - Possession of firearms, BB, and paint and pellet guns, firecrackers, explosives, or chemicals/hazardous materials of any type (See: Appendix II: Procedure No. 70.300; Weapons, fire arms, and dangerous devices policy)
 - Unapproved radio and television masts and aerials; including the illegal wiring or tampering with cable television services

- Radio transmitters of any type
- Waterbeds
- Metal-tipped darts
- Propping doors/tampering with building safety
- Air conditioners/portable AC (unless approved by the Director of Auxiliary Operations)
- George Foreman-type grill
- Non-grounded electrical connectors
- Electric heaters
- Candle warmers, tart burners
- Empty alcohol containers
- Items with open heating coils
- Electric skillets
- Toasters/toaster ovens
- Deep fat fryers
- Extension cords
- Hookahs
- Live decorations such as trees/wreaths
- Electrical Appliances
 - All appliances must be UL-approved and surge protectors must be used
 - The unsafe, improper, or careless use of any electrical appliance may result in its confiscation. Personal possession of cooking appliances other than those listed in “Cooking and Food Storage” below is not permitted. Residents should exert reasonable caution to make certain approved appliances are used on a non-flammable surface, and never on upholstery, bedding, or wood surfaces. Appliances should be attended while in use, and unplugged when not in use.
 - Residents may use extension cords on a temporary basis, provided the cord is not placed across aisles, wrapped around metal fixtures or furniture, run through doorways, or under carpets or bedding. Extension outlet bars equipped with circuit breakers are the recommended extension devices. Overloaded electrical outlets and any appliances with frayed cords are prohibited.
- Cooking and Food Storage

- Student rooms and living areas in on-campus housing 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 coffeemakers (equipped with an automatic electrical shut-off) or thermal/insulated carafes in their rooms.
- The following are permitted in student rooms
 - Hot air popcorn poppers
 - Hot pots/coffee makers with automatic shutoff
 - Refrigerators (no larger than 4.0 cubic feet)
 - Microwaves (700 watts or less)
- Microfridge rentals are the only sanctioned legal microwave appliance allowed in Givan. One refrigerator unit and one regular microwave 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. All suites are allowed one regular microwave per suite and one refrigerator per two residents.
- Care should be taken in the storage of food so it does not create a health hazard. Residents who store food in their rooms must make certain food is kept in tightly closed containers. Items should not be stored outside windows.
- University Visitation Policy and Guest Guidelines
 - Visitation is the privilege of a resident to entertain a guest, including a member of the opposite sex, in his or her room within the limits of these guidelines. Visitation privileges are permitted subject to the following conditions:
 - 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 building
 - Residents of individual wings or floors have the option of restricting visitation hours for their wing or floor. An 80% majority, secret-ballot vote of the residents of the unit is required for this determination
 - The Center for Residence Life Services and EdR Management retain authority to review and evaluate a hall/village visitation program at any time and must be notified of proposed changes.

- All residence halls have extended visitation of 24 hours per day/seven days a week. This allows students to entertain non-residents and visitors of the opposite sex at any time of the day as long as the conditions listed below are followed:
 - Students are permitted to entertain visitors only if there is agreement from their roommate(s).
 - 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 Student Conduct action. 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/apartment.
 - Visitors and non-residents are not permitted to be left in the building/room unattended.
- Residence hall facilities and apartments 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 the housing is considered to be in violation of trespass laws unless registered as a guest.
- Guest registration on campus may be accomplished by registering at or calling the Service Desk. A guest may not be registered or on property, on campus or at Reinhard Villages, for more than three nights in any seven day period without the approval of the professional staff member in charge. Residents may be documented if their guest(s) are found to have violated this policy. Regardless of the number of nights, all residents must have the roommate's permission before a guest can stay the night.
- No student's bed should be utilized by a guest without the student's knowledge and consent. Meals may only 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, at Reinhard Villages, and at any university-sanctioned event.

- Sales/Solicitation
 - Residents are not permitted to use their rooms or other facilities of the building for any commercial purpose. Solicitation by residents or outsiders is strictly forbidden.
 - Exception: Students participating in a university-approved fundraiser are permitted to advertise for that cause.
- General Information
 - Residence Hall Technology Services
 - Clarion provides a comprehensive set of technology based services. These services primarily involve cable and computer offerings. Available services for students include:
 - High-speed internet access to the university's network and the internet.
 - Cable television offers more than 100 channels (including HBO and HD channels)
 - A student help desk located on campus to assist students with computer and television questions
 - Tampering with residence hall technology equipment is considered destruction of or misuse/abuse of university property and will be considered a violation of the code of conduct. Tampering includes defacing or destruction of the modular wall unit that contains the room's telecommunications connection outlet.
 - Note: Students are subject to the university computer use policy. For questions, contact ResNet at ext. 2452. This includes, but is not limited to, illegal downloading or file sharing of copy-righted materials.
 - Mailboxes
 - Mailboxes are located in residence halls, at the Service Desk, and at the Reinhard Villages Community Center. To ensure prompt delivery, the following address form is recommended:
 - On Campus:
 - Student Name
 - Name of Hall and Room Number
 - Clarion University of Pennsylvania
 - 840 Wood Street
 - Clarion, PA 16214-1232

- Reinhard Villages
 - Student Name
 - Apartment Number and Road Name
 - Clarion, PA 16214
- Only on campus students' first class mail will be forwarded to them in the summer. However, if their summer address is different from their home address, students must submit a "change of address" form to the Registrar's Office, 122 Carrier. Reinhard Villages' students, please review mail under Reinhard Villages Facilities.
- Note: Students are expected and required to check their mailboxes, as well as their university email accounts, as the university sends official notices through this system.
- Eagle Cards
 - Each student is provided with a college identification card known as an Eagle Card. Students should carry their card with them at all times and must present the ID upon request to university officials. Failure to do so may result in disciplinary action. Replacement cards are available in the Center for Residence Life Services, 218 Becht.
 - The Eagle Card is used to gain entrance to residence halls, the student recreation center, and campus activities. It is also used for meals and as a library card.
 - An added feature of the Eagle card is the Eagle Dollars Program. Students can make a variety of purchases on campus, and in the local community, by using their Eagle Card as a debit card.
 - For a minimum original deposit of \$25, students can open an account from which they can use their Eagle Dollars at:
 - The university book store
 - Vending machines
 - Washers and dryers
 - All food service locations
 - Printing
 - PAGES
 - Various establishments around Clarion (Sheetz, CVS, etc.)

- Additional deposits can be made (\$25 minimum) at 218 Becht by cash, check, or credit card, or by going online at <https://get.cbord.com/clarion/full/prelogin.php>
- Additionally, cash deposits from \$1 to \$20 can be added at the value port on the first floor of the Gemmell Rotunda.
- Because 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 Services at (814) 393-2352.
- Illness
 - Students who become ill at any time or suffer an 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 residence life staff for assistance. Sick trays are available for students who are ill. Students should contact the dining hall for more information at 814-393-2407.
- Needle/Syringe Disposal
 - Students who require use of hypodermic syringes must dispose of them in a container designed for that purpose. Containers may be obtained by contacting Keeling Health Services at ext. 2121 or Public Safety at ext. 2111.
 - Note: Needles are not to be disposed in university housing garbage.
- Dining Hall Options
 - All students residing in any of the six on-campus residence halls are required to have one of four meal plans:
 - The Ultimate—19 meals per week with \$250 flex
 - The Fab 14—14 meals per week with \$250 flex
 - Unlimited Supreme with \$250 flex
 - Unlimited Value with \$250 flex
 - Reinhard Villages students have the option of the four on-campus options as well as:
 - The Tantalizing 10—10 meals per week with \$250 flex
 - The Favorite 5—5 meals per week with \$250 flex
 - Famous Flex—\$250 flex plan
 - Students must present their Eagle Card to the checker at each meal for admission to the dining or snack areas depending upon their meal plan. Fees are subject to change

without notice. Students are not permitted to lend their Eagle Card to other students or visitors.

- Meal plans carry over from fall to spring semesters unless the ID Office is notified of changes in writing. There is no refund for unused flex dollars. Unused flex dollars will carry over from fall to spring semester; however, flex dollars do not carry over to the next academic year.
- Note: Meal plans cannot be downgraded after the drop/add period each semester
- Students have the opportunity to change meal plan options between the fall and spring semester. Information is sent before the close of the fall semester. Additional information concerning meal plans is available in the Center for Residence Life Services, 218 Becht, or online at <http://www.dineoncampus.com/Clarion/>.
- Unlimited portions of most food items are available at Eagle Commons, and you may return to the serving line for seconds. Following the meal, trays and eating utensils should be returned to the dish room, and no china, glassware, tableware, or food should be removed from the dining hall. Students found in violation of the policy are subject to university disciplinary sanctions.
- Eagle Commons Dining Hours
 - Breakfast
 - 7 a.m. to 10:30 a.m. Monday through Friday
 - Lunch
 - 10:30 a.m. to 3 p.m. Monday through Friday
 - Dinner
 - 3 p.m. to 8 p.m. Sunday through Thursday
 - 3 p.m. to 6 p.m. Friday and Saturday
 - Brunch
 - 10:30 a.m. to 3 p.m. Saturday and Sunday
- Gemmell Food Court
 - During the academic year, Gemmell Food Court is open Sunday through Friday. The cash equivalent portion of student meal plans can be used only during the following meal zones
 - Monday-Thursday 11 a.m. to 9 p.m.
 - Friday 11 a.m. to 3 p.m.; Late Night Window: 4 p.m. to 9 p.m.
 - Saturday Closed

- Sunday 4 p.m. to 9 p.m.
- Carlson Cafe
 - Monday through Thursday 8:30 a.m. to 9 p.m.
 - Friday 8:30 a.m. to 2 p.m.
- Starbucks
 - Monday through Thursday 7:30 a.m. to 9 p.m.
 - Friday 7:30 a.m. to 7 p.m.
 - Saturday and Sunday 8 a.m. to 7 p.m.
- Denny's All-Nighter
 - TBA
- Packed Lunches
 - Packed lunches are available to students for field trips, student teaching, or internships, or any university-related function that requires them to be off campus. Arrangements for packed lunches can be made in the manager's office of Eagle Commons or Gemmell Food Court.
- Calendar for Occupancy and Dining Hall Service
 - Occupancy and dining hall service will be in accordance with the university academic calendar. It can be accessed at <http://www.clarion.edu/academics/academic-calendar.html>.
- Fees and Payments
 - Food and housing are billed to student accounts. Students can contact the Student Accounts Office for a payment schedule. Fees are subject to change without prior notice.
- Withdrawal from University Housing
 - Rooms must be vacated the manner in which they were found not more than 24 hours after a student withdraws from the university or after his or her last scheduled examination, unless the student has received written approval from the professional staff member to remain longer.
 - Students must officially withdraw through the Office of the Registrar and if refunds are due, they will be processed by the Center for Residence Life Services. When withdrawal occurs, the student is responsible for returning keys and other loaned property to the hall office, and must have a residence life staff member make an end-of-occupancy room inspection.

- For on-campus, 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.
- For Reinhard Villages, a minimum charge of \$25 per key will be assessed for the replacement of lost keys. An improper check out fee beginning at \$150 will be assessed if the student does not complete the proper steps when leaving.

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.”

Equal Opportunity

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

APPENDIX I

ON CAMPUS HOUSING AGREEMENT

(In order to complete the student housing reservation process for the 2015-2016 school year, you must answer the application questions; "Accept" the Student Housing Contract below (the "Housing Contract"); complete and electronically sign the Housing Contract; and pay a non-refundable \$200 application fee. The application fee can be paid on-line with a credit card or by e-check. You are responsible for complying with all provisions of the Housing Contract and therefore we encourage you to thoroughly read the entire agreement prior to accepting and electronically signing it.

PLEASE NOTE: Once you have accepted the Housing Contract terms, completed and electronically signed the Housing Contract and paid the \$200 non-refundable application fee, you are financially obligated for the entire 2015-2016 academic year. If at some point during the academic year, you are no longer enrolled, you will be responsible for paying the applicable cancellation fees.

You may log out of this application at any time prior to final completion.

The Suites at Clarion University and Reinhard Villages are student housing facilities owned by the Clarion University Foundation, Inc. (the "Foundation"). The Suites at Clarion University are on the University campus and are managed by the University for the Foundation. Reinhard Villages is off campus and is managed by an independent third party, but the University provides certain services to the Foundation in administering Housing Contracts for this facility. The University owns and manages Givan, Nair and Wilkinson Halls. If you select the Suites at Clarion University or Reinhard Villages, your Housing Contract is with the Foundation. If you chose Givan, Nair, or Wilkinson Halls your Housing Contract is with the University. Because the University manages the Suites at Clarion for the Foundation your direct contact regarding the Housing Contract will be with the University. For purposes of billing and room assignments at Reinhard Villages your direct contact will be with the University.

The University requires all first-time-in-college students and/or transfer students (who have earned less than 24 credits at a previous institution), who are enrolled full time, and who live more than 30 miles from campus to live in University owned or Foundation owned housing for the first four (4) semesters of their schooling. If you have additional questions regarding the housing requirement, please contact the Center for Residence Life Services.

Carefully read the terms and conditions of the Housing Contract (the 'Contract') prior to accepting it.

TERMS AND CONDITIONS

I. INTRODUCTION:

The Foundation and the University provide housing as a service to students and all housing is considered to be part of the University community. The behavior and academic expectations of the University community must be met to remain in student housing. Therefore, In addition to the obligations set forth in this Housing Contract, to remain in student housing, students must comply with the obligations set forth in the Clarion University Undergraduate Catalog, Residence Hall Handbook, Student Rights and Regulations Online Handbook and any other relevant University documents.

II. GENERAL CONDITONS:

The Housing Contract is between the University and you (or your parent/guardian if you are under the age of 18 years of age) if you chose Givan, Nair, or Wilkinson Halls and between you and the Foundation if you chose The Suites or Reinhard Villages. The relationship between you and the Foundation or you and the University is not and should not be construed to constitute a landlord/tenant relationship. Once assigned, you may not downgrade your housing assignment. However, you can upgrade your assignment at any time, space permitting. The University and the Foundation are committed to their respective policies of nondiscrimination. The University and the Foundation both provide room and board accommodations without regard to race, religion, creed, sexual orientation, sex age, or national origin. Both the University and the Foundation will comply with their respective obligations under the Americans with Disability Act. If you have a disability and require special accommodations, please contact the Center for Residence Life Services about your needs.

III. ELIGIBILITY:

To be eligible for student housing you must (a) be admitted and enrolled as a full-time undergraduate, graduate or special non-degree student at the University and have paid required University fees. (Dropping below the University fulltime course load of 12 credits per semester (nine credits for graduate students) during any Contract period does not automatically release you from the financial responsibility for your Contract during that period) and (b) Fulfill mandatory immunization requirements, as outlined by the Keeling Health Center and as described in section IV below.

Your eligibility to live in student housing is not guaranteed. A criminal record, conduct code violation or other health, safety or welfare issue or an outstanding bill may preclude you from contracting or re-contracting for housing as determined by the director of the Center for Residence Life Services (or designee) and/or the foundation (or designee). The Foundation and the University each reserves the right to cancel a Housing Contract for such reasons.

IV. REQUIRED MENINGITIS VACCINE FOR STUDENTS:

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

V. CONTRACT PERIOD:

The Housing Contract 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 twenty-four (24) hours after you cease attending classes, complete finals or until 10 p.m. on the last day of the Contract period announced by the University through the Center for Residence Life Services, whichever is earlier. All on campus housing is closed over all University breaks. Students are not permitted to remain in the on campus student housing over any breaks or vacations except when required to be on campus for University-related activities. If you have any questions, please contact the Center for Residence Life Services by email at reslife@clarion.edu or by phone at 814-393-2352. Students residing at Reinhard Villages may remain in their housing when the University is not in session.

VI. ASSIGNMENT OF SPACE:

The Housing Contract is for a residence hall/suite/apartment space, not a specific room or bed. You are required to pay the published rate for the academic year that the space is assigned. The Foundation and the University reserve the right to make changes in assignments when either deems it necessary. Requests for re-assignment will be considered once the academic year has begun and whenever space is available and with approval of the appropriate Center for Residence Life Services staff. The University and the Foundation 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 University or Foundation officials deem it advisable for the welfare of residents
- 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.

VII. TEMPORARY HOUSING:

If you cannot immediately be accommodated in a permanent space, a temporary assignment may be offered within Student Housing facility or space. If you accept a temporary assignment, you must accept the permanent assignment designated by the Center for Residence Life Services or Foundation when it becomes available.

VIII. RATES AND PAYMENTS:

Fees for University owned student housing are approved annually by the University Council of Trustees. The Foundation approves fees for its student housing annually. Contract payment deadlines are established by the Center for Residence Life Services and Student Financial Services. The housing rate for a temporary assignment is equal to the rate for double occupancy in the assigned building.

IX. INDEBTEDNESS:

Failure to satisfy the financial obligations acquired under this Housing Contract may result in any of the following: removal from housing, Contract cancellation, denial of your ability to enter into a Contract for following academic years, denial of meals, and 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 or Foundation might adopt, the University or Foundation will charge late fees and interest on delinquent accounts. Collection costs incurred in collecting delinquent accounts will be charged to the debtor.

X. ACCEPTANCE OF THIS CONTRACT:

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

XI. HOUSING APPLICATION FEE:

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

XII. MEAL PLANS:

Students living in student housing 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 14 meals a week plan. Reinhard Villages' students are not required to have a meal plan.

XIII. CONTRACT RELEASE REQUEST:

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

XIV. ALTERATION OF THE CONTRACT:

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

XV. GENERAL PROCEDURES AND POLICIES:

You will not perform your own repairs in rooms or on furnishings and equipment, nor alter furnishings or equipment from its intended use. You are expected to maintain your room in an orderly, safe, and sanitary condition at all times. Housekeeping services are provided 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/suite/apartment. 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 Contract, 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 or Foundation personnel 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.
- d) to make routine inspections for maintenance, health and safety, and to perform required services; or
- e) when there is reason to believe a specific violation of university or the Center for Residence Life Services policy is taking place.

Unless exigent or emergency circumstances preclude the ability to provide prior notice of entry, you will be provided notice of any such entry.

XVI. LIABILITY:

Neither the University nor the University Foundation 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. You are encouraged to contact an insurance carrier to ensure proper protection against harm or loss.

APPENDIX II

Procedure No. 70.300**Weapons, Firearms, and Dangerous Devices Policy**

Date Issued: 07/09/01

Date Effective: 03/19/01

Issued by: Public Safety

Purpose:

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

Policy:

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

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

Exceptions to this policy include the following:

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

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

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

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

Appendix III

**Clarion University of Pennsylvania
Policy on Missing Students****PURPOSE:**

In accordance with the Higher Education Opportunity Act of 2008, this policy will establish a protocol for the Clarion University community regarding the reporting, investigation, and notification when a student residing in University housing is believed missing.

SCOPE:

The application of this policy is directed primarily to students living in University housing defined as traditional residence halls, suite style residence halls, and Reinhard Villages. All members of the University community share responsibility for reporting to designated university officials when they believe that a student is missing.

OBJECTIVE:

To clearly define a protocol for reporting missing residential students.

DEFINITIONS:

- Residential Student: A student who resides in University housing, has signed a housing contract, and is currently enrolled at Clarion University.
- Missing - A residential student is presumed missing if a university official is notified that he or she has been unreachable by personal contact, telephone, e-mail, or other form of communication for 24 hour or more.
- Concerned party: A concerned party is defined as all Clarion University faculty, staff members, clerical personnel, administrators, and students. Friends of a student or family member who has regular contact with our missing student may also report a student missing as a concerned party.

POLICY:

As required by the Higher Education Opportunity Act, and consistent with Clarion University's commitment to student safety, this policy establishes notification procedures in the event that a residential student is defined as missing.

Specific requirements are outlined as follows:

- Residential students will be informed at the beginning of each academic semester via e-mail that she or he has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. This person will be contacted by Student Affairs/Clarion University Police no later than 24 hours after the time student is determined to be missing. Residential students are responsible for ensuring that the contact information is kept current and accurate.
- Residential students under the age of 18 and not emancipated will be informed that Student Affairs/Clarion University Police is required to also notify a custodial parent or guardian within 24 hours after the time student is determined to be missing.
- Only designated University Officials appointed by the Vice President for Student Affairs and law enforcement officers in furtherance of a missing person investigation may have access to the confidential contact person's information.
- Clarion University Police will notify the appropriate law enforcement agencies within 24 hours upon determination that a student is missing, even if the student did not register a contact person.

- If circumstances warrant, these policy and procedures may be implemented in less than 24 hours.

RESPONSIBILITIES:

Clarion University Police will be responsibility for the following:

- Providing notification of this policy in their annual campus report(s).
- Serving as the site for residential students who wish to register a confidential contact person.
- Maintaining the registry of the confidential contact people.
- Initiating the emergency contact procedures, which include notifying the designated confidential contact persons, custodial parents, legal guardians, university officials, and other law enforcement agencies as appropriate.
- Coordinating any campus-based investigation and coordinate a search into a missing residential student, the search may include the assistance of Student Affairs personnel.

Clarion University Community Members are responsible for the following:

- Reporting any missing residential student to the Clarion University Police or Residence Life Services/Reinhard Villages staff.
- Residence Life Services or Reinhard Villages' staff members are required to notify Clarion University Police if they are informed that a student is missing.

PROCEDURES:

Clarion University Police in cooperation with Student Affairs staff members will implement the following investigative procedures when a missing student report is received from a concerned party.

- Attempt to call the alleged missing person using the phone numbers supplied to the University.
- Talk with Residence Life Services or Reinhard Villages staff members to determine if the person has been seen.
- Have Residence Life Services or Reinhard Villages' staff members check the assigned room and also have them talk with neighbors, friends, and roommates. Staff members should be Professional staff members or higher.
- Check the card access system log to determine when the person last entered their housing facility as well as check to see when their meal plan was last used, if purchases were made at a vending machine, or if their card was used at a copy machine on campus.
- Contact Computing Services staff to check the person's email account to determine the last time it was used.
- Contact the person's faculty members to determine class attendance.
- Consult with the Counseling Services staff and Keeling Health Center staff.
- If necessary, have the Residence Life Service or Reinhard Villages staff key into the room for health and safety purposes (Professional staff members).
- If the missing student is determined to be under the age 18, Student and University Affairs/Clarion University Police will contact the student's parent(s) or legal guardian within 24 hours in addition to any additional missing persons contact listed with the institution.
- If the missing student registered a confidential contact person that person will be contacted by Student Affairs/Clarion University Police within 24 hours.

APPENDIX IV

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 extraordinary prudence. The Public Safety Department has been established to protect you and everyone at CU, but many safety factors are under your control. Here are some reminders of common-sense precautions you can take. Your home is as safe as you make it. So is your university.

IN OFFICES, CLASSROOMS, LIBRARIES, OR LABORATORIES

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

ON THE STREET

- Stay in well-lit areas. Walk at the mid-point between curbs and buildings. Stay away from alleys, entries, and bushes.
- Walk with someone whenever possible. Participate in the buddy system. Use the Escort Service if you must travel after dark. It’s worth the wait.
- If you are followed, act suspicious. Keep looking behind you and you may discourage the follower.
- If someone is following you on foot, cross the street, change directions, or vary your pace.
- If you are followed by someone in a car, turn around and walk in the opposite direction. If the follower persists, record the car’s license number and call the police.

ON CAMPUS

- Keep doors locked, even if you are away for only a few minutes. Don’t leave notes on your door saying that you are out. Lock your door before you go to sleep. An unlocked door, night or day, can be an invitation to trouble.
- Always keep your keys in your possession. Never place them under mats, over doors, or in any other obvious “hiding place.”
- Remember that most losses occur during the day.

- Close and lock all windows when you leave your room, especially if you are on the first floor or off of a fire escape.
- Keep an accurate inventory of your possessions. Engraving tools are available through Public Safety.
- If you should return to your residence and suspect that it has been illegally entered, do not enter. Call Public Safety at ext. 2111.
- In the event of an emergency, call 911.
- If you see a suspicious person in a hallway or lounge, or if someone knocks on your door to solicit, call Public Safety.
- Never confront a stranger. In all activities use common sense and be conscious of your surroundings.
- In a residence hall, screams could sound like horseplay. In an emergency, be specific. Shout, "Help," "Police," or "Fire."
- Know your neighbors.
- Don't ignore hazardous situations and don't create them for others.

IN CASE OF FIRE

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

WALKING, JOGGING, AND BIKING SAFETY

Rules for Safe Walking

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

Rules for Safe Bicycle Riding

- Keep on 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 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 V

FREQUENTLY ASKED QUESTIONS

What can I bring to make life more comfortable?

On campus housing provides a bed, closet, dresser, desk, desk chair, bookshelf, and study lamp for each student, along with a window shade, and curtain rod for each room. Reinhard Villages provides a bed, closet, dresser, desk, desk chair, living room furniture, and kitchen furniture. Please visit <http://clarion.edu/student-life/living-at-clarion/applying-for-housing/frequently-asked-questions/Housing-to-Bring-not-to-Bring.pdf> 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/ coffeemakers), ceiling fans, air conditioners, and weight equipment. If you're not sure about what to bring – and what not to bring – call Residence Life Services staff, at 814-393-2352 or visit <http://clarion.edu/student-life/living-at-clarion/applying-for-housing/frequently-asked-questions/Housing-to-Bring-not-to-Bring.pdf>.

What defines a guest/visitor?

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

What's visitation?

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

Does the university insure my belongings?

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

Can I make a room/hall change?

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

What's the security like on campus?

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

Can I stay on campus during vacation and breaks?

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

What are my residence hall choices?

We have Co-educational residence halls, single rooms (limited quantity), double rooms, suites, and apartments at Reinhard Villages.

What's a common area?

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

Can I have a car on campus?

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

When can I check in?

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

What if I lose my room key?

On campus residents can get a temporary key by contacting the Service Desk. Students should report this to their Community Assistant right away. Residents will be billed in the event of door lock changes.

Can I get a refrigerator in my room?

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

How about a fish tank?

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

What's the rule on firearms and weapons?

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

What happens if I lose my Eagle card?

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

Students who lose their Eagle card must go to the Center for Residence Life Services, in 218 Becht Hall, to replace the Eagle card. A replacement fee must be paid to receive a new ID. Call 814-393-2352 for more information.

Do I clean the room?

Yes. While housekeepers attend to the public areas on campus, students are expected to clean their own rooms and bathrooms. Reinhard students are required to clean their apartments and bedrooms.

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

All students on campus are required to purchase a full meal plan. Reinhard Villages' residents are not required to purchase a plan, but may elect to.

Can I cook in my room?

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

Where are the good places to study?

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

What size bed sheets do I need?

All halls use standard-size twin sheets. Reinhard apartments use full-size sheets.

Who is responsible for the Residence Halls?

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

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

A full list of Frequently Asked Questions is available at

<http://clarion.edu/student-life/living-at-clarion/applying-for-housing/frequently-asked-questions/>



