

# Park University Residence Life Handbook

## *WELCOME HOME!*

*Welcome to Park University and Residence Life!*

*This academic year promises to be full of excitement. The primary goal of the Office of Residence Life is to provide each student with a safe learning environment where every resident will have many opportunities to grow as an individual and to develop skills not available in the classroom setting or in off-campus housing. I recommend taking a moment to look through the Park University Residential Experience outcomes in this handbook or on our website to see what you should expect from your residential experience.*

*Every student matters at Park University. I hope you will take the opportunity to get involved on your floor, in your hall, and in the campus community. The residence halls offer a unique aspect of the college experience that will help you achieve your educational goals. I hope that you will take pride in your residential community and participate in ensuring that your community is the best it can be!*

*The Residence Life staff is here to assist you with whatever you may need. Never forget that you are an important and valued member of both the residential population and the greater campus community. I give you my personal guarantee that you will not regret making the decision to live on campus.*

*I hope you have a rewarding year that will provide you with fond memories to cherish for the rest of your life.*

*Sincerely,*

*J.C. Stoner*

*Director of Residence Life*

*Park University*

# RESIDENCE LIFE MISSION

## OFFICE OF STUDENT LIFE MISSION STATEMENT

*The Office of Student Life supports and extends the mission of Park University by providing quality student service in creating an environment that promotes student success and personal growth.*

## RESIDENCE LIFE MISSION STATEMENT

*The mission of the Residence Life Office and staff is to set the example of a well-rounded student through committed mentorship and to create a balanced, comfortable, and safe living environment that enables students to support and complete Park University's mission and vision.*

## RESIDENCE LIFE BY THE NUMBERS

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## **The Park University Residence Life Experience**

In 2004, a team of student affairs professionals presented seven broad categories of learning outcomes in *Learning Reconsidered: A Campus-Wide Focus on the Student Experience* (NASPA/ACPA).

During the Residence Life staff training in Fall of 2007 all staff members including professional staff, graduate assistants, and undergraduate resident assistants discussed ways to enhance the learning opportunities in the Park University residence halls. By providing a learning environment in the residence halls students can expect to be engaged in the following learning outcomes in the seven categories established in *Learning Reconsidered*.

### **Park University Residence Life Learning Outcomes**

#### Cognitive Complexity: Students will learn to...

- understand there are consequences to their actions, both positive and negative
- express their ideas and values while respecting alternative ones
- think independently and make decisions for themselves

#### Knowledge Acquisition, Integration, and Application: Students will learn to...

- integrate the knowledge they gain in the classroom and from cocurricular activities into their residential community
- identify and make use of appropriate campus resources
- understand and follow policies and procedures
- recognize the importance of health and wellness with respect to leading a well balanced life

#### Humanitarianism: Students will learn to...

- respect, value, and appreciate diversity
- recognize their personal identity and how it relates to their community
- respectfully engage in discussions and process information surrounding sensitive topics
- recognize how previous experiences affect personal views and perspectives

#### Civic Engagement: Students will learn to...

- recognize their personal impact on both individual Park community members and the larger Park community as a whole
- recognize the importance of community standards
- formulate strategies for coexisting and interacting with others in a group setting
- connect to communities outside their residence hall

#### Interpersonal and Intrapersonal Competence: Students will learn to...

- effectively communicate thoughts and feelings
- recognize the source of conflict and effectively resolve conflict
- value collaboration and interdependence in group settings
- set boundaries and understand the importance of having boundaries in living environments
- navigate mature relationships

#### Practical Competence: Students will learn to...

- make healthy lifestyle choices
- manage priorities and balance commitments
- perform basic life skills (i.e. laundry, cleaning, etc.)
- understand the importance of safety and follow safety procedures

#### Persistence and Academic Achievement: Students will learn to...

- to set goals and discover ways to achieve them
- the importance of residential living in a liberal arts education
- to prioritize academics as the central goal of a liberal arts education
- to study effectively in a residential college environment

# ROOM ASSIGNMENT POLICIES

## 2011 – 2012 Room & Board Charges

### *Chesnut Hall*

Double Room: \$3,255/semester

Single Room: \$4,230/semester

### *Copley Quad*

Double Room: \$3,790/semester

## RESIDENCY REQUIREMENT

If you are a single student under the age of 21, you are required to live in a residence hall, unless:

- 1) You are living with your parent(s), legal guardian(s), or dependent children within 50 miles of Park University; or
- 2) You have more than 58 credit hours prior to the first semester of attendance.

**Students failing to fulfill the agreement requirements or those breaking the agreement will forfeit any refund and, in most instances, be held financially accountable for the full term of the agreement.**

A Required *Request to Live Off-Campus / Housing Exemption* Form must be completed in order to gain approval to live off campus. The form can be completed downloaded at [www.park.edu/housing](http://www.park.edu/housing).

## OCCUPANCY

Initial occupancy is required on the first day of classes. Rooms unclaimed at the beginning of a semester will be forfeited and reassigned unless the Residence Life Coordinator has received a request for late arrival in writing or by email.

The student agrees to retain occupancy in the residence hall for the entire academic year (Fall and Spring semesters). Students receiving written permission to withdraw from Park University will be entitled to a refund of room rental according to the policy stated in the most current Park University catalog.

## CONSOLIDATION\*

If you are paying for a double room, you are expected to have a roommate. Consolidation is the process of combining persons who are paying double rates into double rooms. This process is in fairness to the persons who are paying the extra amount for a single room. You will be sent a list of individuals who are in your same circumstances and you will have some choices:

- Talk with folks on the list to see if you want to move in with them, or ask them move in with you,
- Choose to do nothing and you will be placed with a roommate on the list or the next incoming resident,

Consolidation takes place in September, December, and January.

**\*If the halls open the semester "overcapacity" residents in over filled rooms will be relocated to the first available space.**

## TEMPORARY HOUSING

Based on the demand for on-campus housing, it is possible that you could begin the academic year in temporary housing. This means that there are more people in the room than originally assigned or that the space is not

typically utilized as a student room. You'll be transferred to your permanent assignment as space becomes available.

## **ROOM AND HALL CHANGES**

No room or hall changes may take place during the first two weeks of each semester; this is a room freeze period.

It may be a different experience for many students to have to share a room. The ability to be able to compromise is a skill that is needed in life; thus we help to teach it here in the halls. See Appendix A for more tips on roommate relations. Room change requests are typically denied, unless there is a drastic need for a change. **Room changes must be approved and a \$50 room change fee will be charged to the requesting students' account.**

Concerns regarding roommates should be first addressed with the roommate. Your Resident Assistant (RA) can assist in mediating your discussion. If the situation continues to be disruptive, a change may be addressed. Room changes cannot take place without the authorization of the Resident Director (RD) or Chief Housing Officer.

## **ROOM ASSIGNMENTS**

Park University reserves the right to make all room assignments and reassignments as considered necessary.

# YOUR ROOM

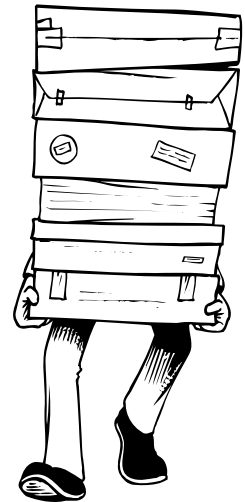
## ROOM INVENTORY

Whenever you move into a room, you will be given a room inventory form. Carefully survey your room and complete or add to the check-in side of the form. Both you and your RA will need to sign the form. When you move out of the room, you and your RA will complete the checkout side of the form. The Resident Director uses this form to determine any damages to the room and assess appropriate charges. It is important to be as complete and accurate as possible because you will be billed for all damages not listed on the room inventory card. Refer to page 7 for a list of common charges assessed by the Residence Life Staff.

## CHECKING IN

We've made check-in quick and easy---here are the steps it will take:

- Find the check-in table on the main floor when you arrive
- Pick up your packet which includes
  - Room inventory
  - TV channel guide
  - Room keys
  - Handbook
- Look over your room inventory and sign it
  - If there is a problem with your room immediately report it to an RA.
- Return your room inventory to your RA
- Start moving in!!



**If you have failed to file all of your housing forms with the Residence Life Office you will not be able to check in.** The office should have on file your Housing Deposit, Information Form, Room Agreement, and Health History before you arrive. Any missing forms will be available at check-in and must be completed before you receive your keys.

## KEYS

Each resident is issued a room key during check in. In the Copley Quad, your Park ID card acts as your building and room key. To open a door, you must hold your card close to the box next to the door. Carry your keys with you at all times. To enter all residence halls you must have your Park ID to unlock the front doors.

### Lost key/ID Cards

**Copley Quad:** You must get a new ID card and inform the front desk of Copley Quad or the Office of Residence Life to have it activated. If you find your previous ID card, it will not work and cannot be activated in addition to your new card.

**Chesnut/Dearing/Herr House:** If your keys are lost, you have to request a lock change at your hall office. Lock change charges will be placed on your student account. The cost of a lock change is \$25. If you lose your ID card the cost for a replacement is \$10. When you move out of the hall your keys must be returned. If you do not return your key, you will be assessed a fee of \$25 per key. Residents are not permitted to give their keys out to other individuals.

For everyone's safety, turn in found keys to your RA or to the front desk.

### Locked out?

Any resident who locks themselves out of their room should notify their RA immediately. If the RA on the floor is not available, then the RA on duty should be called. **After the first two weeks of the fall semester there will be a \$5.00 fine for lockouts payable upon entry to your room.** If you are locked out during the day, outside of RA duty hours, you may have to contact a RD to unlock your door.

### Lost Keys

If you have lost your keys, you need to inform the RD immediately so your locks can be changed. Don't put yourself, your roommate, or your suitemate at risk.



## MAINTENANCE REQUESTS

If something in your room or a public area in the residence hall is in need of attention or repair, inform the front desk or your RA at an appropriate time so a maintenance request can be completed. Maintenance requests are addressed on a priority basis. If an unreasonable amount of time has passed with no attention to the problem, please alert your RD.

If the work is to be done in your room, you have the option of asking to be present when the maintenance personnel enter your room. You also have the option of giving permission for them to complete the work when they are able. If you want to request that they make an appointment with you, please let the DA or RA know your extension and times you will be available so they can be listed on the request.

Work orders can be submitted online by completing the form located at [www.park.edu/copleyquad/workorder.html](http://www.park.edu/copleyquad/workorder.html).

Your door will be locked upon completion of the work, whether they found it to be locked or unlocked when they entered.

Work is typically done after 10am.

**In cases of a maintenance emergency, work will be done to minimize damage and entry into rooms will be done as needed to attend to the emergency. See Room Entry policy.**

## NETWORK CONNECTIONS

If you want to be connected, it is your responsibility to have your computer prepared. Depending on the hall you are living in, you will have access to Ethernet and/or wireless internet. Chesnut, Dearing, and Herr House will have one or two RJ-45 data ports. In order to connect your computer to the Ethernet you will need:

- *an operating system that supports networking*
- *current virus scan software installed and activated on your computer*
- *a 10Base-T network card installed*
- *a category five network cable of sufficient length to reach from your computer to the outlet (You may want to wait to purchase the cable until you know where you are going to place the computer in the room).*

In the Copley Quad, you will only have access to wireless internet. In order to connect to the wireless internet you will need a wireless internet card. It is advised that you have your computer wireless ready because of possible limited Ethernet ports in your room.

If you have any questions about getting connected, please contact Information Technology Services at (816) 741-2000 ext. 6345.

Please see the Acceptable Computer Use policy for more information.

## PERSONALIZING YOUR ROOM

We want your room to be your (and your roommate's) home away from home. We encourage you to personalize your space.

Many students have lived in your room before you arrived, and there will be many move living there after you leave. Therefore, we've developed some guidelines for you to use in personalizing your room:

- Please feel free to rearrange the furniture, as you like, although you are not allowed to remove any furniture from the room.
- Feel free to add to your room- TV, appliances, chairs, pillows, and lamps. However do not take lounge furniture to decorate your room. Lofts need to follow the loft guidelines. If you are living in the Copley Quad, it is encouraged to discuss with your roommates what you want to do with your community living room. One couch will be provided, but you may bring more to personalize the space more.
- Decorating your walls- please use only materials that will not damage the walls. Do not use tacks, nails, tapes (duct tape), contact paper, and wallpaper. You will be billed for any damages. Various products have been developed that will not leave any damages behind for hanging things on the walls including 3M adhesive tape that can be easily removed.
- All decorations visible to the public must be in alignment with the University values and mission. Beer signs, drug signs, and signs that create an uncomfortable living environment for the community are not acceptable in windows or on the outside of room doors.
- Shower curtains will be provided in the Copley Quad.
- Refrigerators and microwaves are not allowed in the Copley Quad since one of each will be provided.
- Community hallway and door decorations are not allowed unless approved by the Office of Residence Life. Residents found in violation of this policy will have the decorations removed and billed accordingly.

## APPLIANCES

There is no more crucial issue to the basic survival of students than fire safety. The following items are not permitted:

- Hot plates or an item that uses a heating/immersion coil
- Hazardous chemicals
- Toaster ovens
- Non-UL listed items
- Explosives & fireworks
- Candles & incense
- Halogen lamps
- Space heaters

**Copley Quad restriction:** personal refrigerators and microwaves are not allowed in the Copley Quad since one is provided.

**Dearing restrictions:** Due to power restrictions in Dearing Hall residents will be limited in the number of appliances and electronic components they may use in their rooms. Residents are limited to one per room of the following:

- Stereo
- Television
- Refrigerator
- DVD/VCR player

Residents are limited to one per resident of the following:

- Desk lamps
- Computers

Items not permitted for Dearing residents:

- Microwaves
- Hair dryers are only allowed in the bathroom

A community microwave is available for all residents to use in the main lounge and a hair dryer may be used in the bathroom/shower room.

## ROOM ENTRY

Park University officials (Residence Hall staff or other officers) reserve the right to enter student rooms at any time for the purposes of maintenance, health inspections, investigation of disturbances, or upon the reasonable suspicion of violation of Park policies. Notice will be given prior to entering residence hall rooms for routine matters and every effort will be made to have the occupant(s) present. **Only in cases of emergency, suspicion of violation infraction, and/or perceived situations where the health or safety and general well-being of persons are at risk shall an entry be made without prior notice.**

**Maintenance Entry:** Students have the ability to request that maintenance personnel make an appointment with them to complete work in their room. Staff will indicate "appointment" and write the occupant's extension number on the work order. Students may also allow maintenance personnel to enter their rooms to complete work without the occupant present. In this case, staff will write "permission" on the work order. All maintenance requests are filled on a priority basis. Typically work is completed between 10am and 3pm.

**Housekeeping / Custodial Entry:** In Chesnut and the Copley Quad, the housekeeping staff will enter each room at designated and posted times to clean the suite bathrooms and check for maintenance issues. This service should not be considered to be the *only* cleaning done to the bathroom and residents should keep their bathrooms clean and sanitary.

**Pest Control Entry:** Occasionally, Terminex will enter each room at designated and posted times to perform routine, preventative, and "green" pest control to keep bugs from sharing your room. If Terminex notices an issue in your room that may promote pest and bug infestation, you will be notified and asked to correct the problem. If

additional professional pest control is needed, you will be billed for the costs. It is the best interest of all residents to keep their living area clean and sanitary to eliminate such problems.

## **LOCK OUTS**

Residence hall staff will only open a student room for the occupant of the room. Residents may contact the duty RA or the Copley Quad front desk to ask for assistance when locked out of their room. **After the first 2 weeks of the semester there will be a \$5.00 lockout fine charged to the students' account for each lockout, which must be paid within seven days.**

## **SEARCH**

Park University personnel may conduct visual searches of the room with or without student's permission if there is reasonable belief that items exist that violate residence hall policies or the Park Student Conduct Code.

Complete searches of a student's room and belongings may be conducted only with specified probable cause and authorization from the Director of Student Life, Director of Public Safety, Vice-President for Student Services, their representative, or a higher official.

## **SEIZURE**

Student's personal items may be seized if they are thought to be items that could reasonably be used to harm oneself or others, if they are the items listed on the search form, or if they are items that violate the Park University Student Conduct Code or any of the Park University Campus Housing policies.

## **HEALTH & SAFETY INSPECTIONS**

**Chesnut and Copley Quad:** It is your responsibility to keep your bathroom clean. Housing staff will conduct health & safety inspections in October before Fall break, before Thanksgiving Break, before Winter Break, and before Spring Break.

You will be notified at least one week in advance prior to inspections. During this time, staff will look to make sure that the bathroom is clean (a gray film on the shower floor is NOT clean), that your sink is clean, trash is emptied, and that there are no safety hazards. You will be notified if you do not pass inspection. If you do not pass, you will have one week to address the concern. If you fail again, you will be charged \$25.00 for not addressing the situation.

**Herr House and Dearing:** It is your responsibility to keep your rooms clean. Custodial staff is responsible for cleaning the public areas such as the bathrooms however YOU are responsible for picking up after yourself. You will be notified if you do not pass inspection. If you do not pass, you will have one week to address the concern. If you fail again, you will be charged \$25.00 for remedying the situation.

## **RENTER'S INSURANCE**

Neither Park University nor the Office of Student Life carries an insurance policy that will cover loss due to theft, vandalism, fire, flood or other disasters. It is recommended that a renter's policy be carried. Information regarding renters insurance can be found in your check in information or at the Residence Life Offices.

## **WINDOWS AND SCREENS**

Window screens are not to be removed for any reason. Any resident removing their window screen will be subject to judicial sanctioning and fines. If your window screen is damaged in a storm, you are expected to report it immediately to be fixed in a timely manner. Failure to report a damaged screen promptly will result in possible judicial sanctioning and fines.

# YOUR RESIDENCE HALL

## RESIDENCE LIFE STAFF

**Desk Assistants (DAs)** are a great source of information. You can check out games and supplies from the desk. They also check in your guests during visitation hours. Desk staff serves as the Residence Life Office's main contact when the hall office is closed. The front desk will dispatch the duty RA if you need assistance. Upon entering your hall you will be asked to present your ID. When you move into the hall there will be a hall specific sticker placed on your ID to designate which hall you live in. You are expected to come down to the front desk to check in your guest and to bring them back down to the lobby to check them out.

**Resident Assistants (RAs)** are students who have been hired based on their level of maturity, social skills, enthusiasm, and desire to serve the campus community. They are trained to help students deal with problems, lead floor and building activities, plan education, social, and cultural programs, help members of the community stay within the community standards, and perform a variety of administrative tasks. RAs maintain an open-door atmosphere and encourage residents to drop by to talk. Your RA will probably be one of the first people you will meet. Your RA will welcome you to your new home. They are a great source of information about the campus. Drop by and say hi, they are here for you. There is a RA on call every night for your assistance.

**Resident Directors (RDs)** manage and provide leadership to a hall or halls. They assist and supervise the RA staff. Your RD is there to help you with academic, social, and personal concerns. They may also serve as hearing officers for conduct violations. Each RD will have their office hours posted on their office door so you can make sure to be able to find them if you have a question.

**Director of Residence Life** manages the Residence Life Program. It is the responsibility of the Director to provide opportunities for co-curricular programming and to manage the residential facilities. The Director also serves as the chief judicial officer for conduct violations that occur in the residence halls or main dining hall.



## KITCHEN

The kitchen is available for your use. You are responsible for keeping the appliances clean (inside and out) as well as cleaning your own dishes. Failure to clean the kitchen after use may result in judicial sanctions and loss of kitchen privileges.

## LAUNDRY ROOMS

Facilities are located on the 4th and 6th floors in Chesnut; on the main level at Herr House and Dearing; and, the main floor of the Copley Quad. The machines cost \$1.25 to wash and \$1.00 to dry (subject to change). In the Copley Quad, you can use your ID card with a declining balance to pay for laundry machines. Please be respectful and remove items promptly after the cycle is finished. The machines are leased; we do not have control over the cost of the machines.

If money is lost in a machine vending refund slips are available in the hall office. Please notify a RA immediately to post "Out of Order" sign. Your RD will process your refund.

## LOUNGES

**Chesnut:** The main lounge on the second floor and the lounge on the sixth floor are available 24 hours a day. Residents should be aware of the surrounding community when utilizing these spaces. The second floor lounge is open for escorted visitors 24-hours a day.

**Dearing:** The main lounge is available 24-hours a day. Residents should be aware of the surrounding residential communities and the departmental offices when utilizing this space.

**Herr House:** The main lounge area on the first floor of Herr House is available for recreational use after 5:00 PM Monday through Friday and all-day Saturday and Sunday. Residents may still use the main lounges as long as they are quiet and respectful of the needs of the offices. The main lounge can be closed to general traffic due to meetings and other events that may be utilizing the space.

**Copley Quad:** The main lounge area on the first floor is available for all Copley Quad residents at any time. After midnight, please be respectful of the surrounding community and keep the noise level down. If at anytime, another resident asks you turn the TV volume down or to quiet down a little bit, you must oblige the requestor.

All lounges may be reserved for programs, meetings, and events. To reserve a lounge go to the Student Life Office or check availability online at [www.park.edu/calendars](http://www.park.edu/calendars).

## STORAGE

The residence halls do not provide storage for personal property.

## TRASH

Each resident is responsible for carrying out their own trash to the dumpster in Chesnut and Dearing or the floor trash rooms in the Coley Quad. Please do not use the lobby or bathroom trashcans to dispose of trash from your room. Do not leave trash in the hallway or in the restrooms. This will result in a minimum \$15 disposal and/or cleaning fee.

## VENDING REFUNDS

You may request a refund for money lost in the snack and soda machines at the Cashier's window in Mackay Hall, lower level. Please notify a staff member if there is a continual problem.

## **PARKING**

All residential students must register their vehicles with Public Safety. To register your vehicle and obtain a parking sticker please stop by the Public Safety Office located on the first floor of the Thompson Student Center. Non-registered vehicles are subject to a fine and/or tow. There are designated lots residential students.

Effective September 1<sup>st</sup>, all residential students will be required to have a residential parking sticker on their vehicle. Parking for residential students will be limited to the Chesnut, Dearing, and Shepherd Parking Lots. Residential vehicles parked elsewhere on campus will be subject to ticketing and towing. Likewise, any non-residential vehicles parked in the residential lots are also subject to ticketing and towing.

# SAFETY, SECURITY, & EMERGENCY PROCEDURES

Review the emergency information on the back of your room door.

## Residence Hall: Fire Evacuation & Tornado Warning Procedures

### FIRE EVACUATION

If you see a fire or smell smoke, pull the fire alarm station handle.

**Whenever you hear the building fire alarm you must leave the building!**

**As you leave the room, follow these procedures:**

1. Close all windows if possible.
2. Wear appropriate clothing as weather indicates.
3. Take a towel to cover your mouth in case of smoke.
4. Close your door behind you.
5. Exit as quickly as possible using the closest stairwell.
6. Alert a staff member where you saw the fire.

Remember that in the event of a fire, your worst enemies are smoke, heat and gases. They are capable of killing in a very short time. If you are caught in smoke, use your towel to make breathing less difficult, get down on the floor and crawl out. Before opening any door in your evacuation route, smell for smoke and check the door to see if it is hot. If so, stay in your room and call Public Safety (0).

### IF YOU DO GET TRAPPED

1. Remain calm and think before you act.
2. If there is smoke, crawl away from it; hold your breath and close your eyes whenever possible.
3. Put closed doors between you and smoke.
4. Slightly open your window.
5. Signal from the window. If there is a phone, call Public Safety- 0. Tell them where you are, even if the fire department is on the scene.
6. Be calm. Rescue may be moments away.

**NOTE: Evacuation drills occur periodically throughout the semester to ensure the proper function of the alarm system and the performance of the staff. Every fire alarm should be treated as a legitimate threat and each resident should evacuate the building. Any resident who refuses to evacuate during a fire drill will be subject to the following:**

- 1<sup>st</sup> offense: \$25.00 fine**
- 2<sup>nd</sup> offense: \$50.00 fine**
- 3<sup>rd</sup> offense: \$150.00 fine**

**Disregarding fire alarms not only endangers your life, but also the lives of staff and rescue workers.**

**EVACUATION ROUTES FOR CHESNUT ARE AS FOLLOWS:**

MAIN STAIRWELL

Exit out the front door

FIRE EXIT SIDE STAIRWELLS

Exit to the outside using either of these stairwells

**EVACUATION ROUTES FOR COPLEY QUAD ARE AS FOLLOWS:**

MAIN STAIRWELL

Exit out the front door

FIRE EXIT OUSTSIDE STAIRWELLS

Exit to the outside using either of these stairwells

**EVACUATION ROUTES FOR DEARING ARE AS FOLLOWS:**

MAIN STAIRWELL

Exit out the front door

FIRE EXIT SIDE STAIRWELL

Exit to the outside using either of these stairwells

**EVACUATION ROUTES FOR HERR HOUSE ARE AS FOLLOWS:**

MAIN STAIRWELL

Exit out the front door or alley door

FIRE EXIT SIDE STAIRWELLS

Exit to the outside using the window exits in the lounges and bathrooms.

**In case of a Tornado Warning Siren**

If you hear the city sirens sound, indicating a tornado has been spotted in the area,

**MOVE IMMEDIATELY** to the drop zone in your building.

**DO NOT WAIT** for staff to tell you to go downstairs. Once in the drop zone, stay calm and wait for instructions. You can leave the drop zone once the siren has ended. Report any injury or damage to the residence hall staff immediately.

**CHESNUT HALL DROP ZONE**

**First floor hallway**

**DEARING HALL DROP ZONE**

**Basement**

**HERR HOUSE DROP ZONE**

**Basement Hallway**

**COPLEY QUAD DROP ZONE**

**Basement**

**MEDICAL EMERGENCIES**

In the event of a medical emergency, notify a RA immediately, or call the Chesnut front desk X 6862 or dial 0 to reach Public Safety. If you need to go to the emergency room, please notify staff. A staff member goes to the emergency room with you.

In the event that a resident is transported to the Emergency Room for any reason, the parents of that student may be notified.

**PUBLIC SAFETY**

The Department of Public Safety is a 24 hour, 7 day a week department. It is located on the first floor of the Thompson Building, near the Pirate Grounds coffee shop.

The functions of this Department are many and varied. The six major functions of the Department include security, fire safety, hazardous materials, general safety, emergency medical response, and emergency management.

## About the Park University Campus

Park University is a well-maintained campus and is relatively safe. While crime is inevitable it can be avoided and if safety precautions are taken and crimes reported. You play an important role in helping keep the campus safe and secure. The Officers of the Department of Public Safety can not be everywhere, so they rely on you to report any suspicious activity on campus. This can range from a suspicious package left in a common area to a fellow student who is having a difficult time and may need some assistance.

### How you can help:

*Moving In:* Moving into the residence hall can be a tiring, yet exciting, process. Always make sure you know who is helping you. Keep your room and car locked each time you go in and out.

*Securing Your Door:* Always lock your door. Even if you plan on stepping to a buddy's room down the hall, LOCK the door. Don't give intruders and thieves opportunity- crimes can take place in seconds.

*Securing Valuables:* Make sure you place items of value (cash, jewelry, and checkbooks) out of sight and in a safe place only known by you. Do not disclose information on the items of value to others.

*Keys:* Don't loan your keys to others. While duplicating your keys is illegal and very difficult to do, it is not impossible. Report all lost/-stolen keys to your Resident Assistant to your RD immediately. If you are missing your keys but are not sure they're lost, report it nonetheless. Necessary precautions can be taken.

*Suspicious Persons:* If you see or encounter a suspicious person report them to a Resident Assistant or to the Dept. of Public Safety. Avoid confronting a suspicious person. Don't give them any information about yourself or anyone else.

*Suspicious Event/Condition:* If you notice something odd or unusual please report it to your RA or to the Department of Public Safety immediately. You just may be witnessing a crime and with your help it maybe stopped or solved. If you wish you may anonymously report a crime or information regarding a possible crime through our silent witness form that can be accessed through our web site at [www.park.edu/safety](http://www.park.edu/safety). Your identity/name would not be required and no one would be able to track your identity.

*Obscene/ Threatening Phone Calls/Letters:* Record times and dates of such events. Report the first incident and subsequent incidents immediately to your RA, RD or to the Department of Public Safety. Such incidents can be criminal offenses. Most calls to rooms can be tracked.

*Stolen Property:* Please report stolen and missing property immediately to your RA, RD or to the Department of Public Safety. The sooner a theft is reported the better the chances of recovery. You may also register your property with the Department of Safety so that if it were stolen we would have a record of your property serial number/ make and so forth that your property can be tracked easier. The registration form can be found on our website at [www.park.edu/safety](http://www.park.edu/safety).

*Vehicles:* Always keep your vehicles locked and windows rolled up. Avoid keeping items of value in plain sight. Report any break in, accidents, and vandalism to your car immediately. Also all vehicles on campus must be registered with the Park University Department of Public Safety. Cars not registered will be ticketed. You can register your car online at [www.park.edu/safety](http://www.park.edu/safety) or you can pick up a form at the communications center located in the Millsap Foyer.

*Campus at Night:* Avoid walking alone at night especially in low-lit areas. If you are uncomfortable walking alone, you may contact the Dispatch/ Switchboard Operator at ext. 0 and ask for a Public Safety Officer to escort you.

**Always stay alert. Know your surroundings. Don't be afraid to ask for help. Trust your instinct.**

### Our Goal for You

The Department of Public Safety wants your stay at Park University to be a safe and comfortable one. Please report crimes and suspicious activity as soon as possible. If you are uncomfortable dealing with an Officer on duty

you may ask the Dispatcher to contact another officer to assist you. In cases of emergency the Dispatcher will contact a member of the Department of Public Safety Command Staff. Call or drop by the office if you have any questions or concerns.

Stay Safe.

## **Park University Department of Public Safety**

Location: Thompson Center, near the Galley  
Emergencies/Officer Dispatch ext. 6444

Campus Box 60      [www.park.edu/safety](http://www.park.edu/safety)

# HALL CLOSINGS

## BREAK PERIODS

### *Fall, Thanksgiving, Spring, and Easter Breaks*

The residence halls remain open and meals are served. There is no extra charge for these periods, but you do need to sign up in order for dining services to be prepared for you. Before Fall, Thanksgiving and Spring Break the Housing staff will enter your room to conduct a health and safety inspection.



### **Winter Break**

The residence halls will remain open for the break, however this break is not part of the academic year agreement. Residents wishing to stay will need to pay an additional amount per night for their room. The board plan is not in session during this break. There is limited service in the halls. This means that the Offices are closed when the campus is closed. Any violations of the residence hall policies during the break period will result in immediate dismissal from break housing. Information and associated costs for staying during break will be made available prior to the break period. If you have any questions about staying during break you should ask a member of the residence life staff.

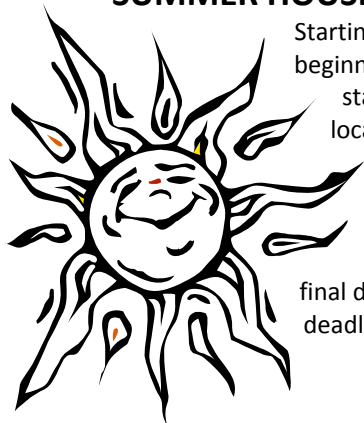


Sign ups for break periods will be available the final week of classes for Fall 1 and Spring 1 (8 week) terms and through the Wednesday of Finals Week at the end of the fall semester. Payment arrangements for Winter Break housing must be made prior to 4 pm on the final day of classes. Your break stay will not be approved if you fail to sign up by the deadline.

## ROOM SIGN UP

In March you will be able to sign up for a room for the following academic year. Residents are able to request to return to their same room or to choose any other hall or room available. Your housing deposit will remain on account with us from year to year. See “Hall Closing” AND “Applying for Housing” for more information.

## SUMMER HOUSING



Starting in April, you will be able to sign up for summer housing. We are open for residents beginning the day the halls close for the academic year through the day the halls open for the start of the next academic year. You will be required to move to summer housing locations. Any violations of the residence hall policies during the break period will result in immediate dismissal from break housing. Information and associated costs for staying during break will be made available prior to the break period. If you have any questions about staying during break you should ask a member of the residence life staff. Payment arrangements for summer housing must be made prior to 4 pm on the final day of classes. Your break stay will not be approved if you fail to sign up by the deadline.

It is your responsibility to know the hall opening and closing dates and times for each break period. Information will be provided to you two weeks before each closing period. Failure to leave by the designated time will lead to a late checkout fee.

## CHECKING OUT

When the halls close for the fall, winter, and spring recesses, residents are required to:

- 1) Unplug all electrical appliances (refrigerators only during the winter break)
- 2) Close and lock all windows
- 3) Turn off all the lights

- 4) Remove all food except unopened boxes and cans. Dispose of all trash.
- 5) Clean your room (Chesnut and Copley residents- include bathrooms)
- 6) Lock your door(s)
- 7) Sign up for a check out time with your RA.
- 8) Residents must vacate the building within 24 hours after their last final.

### **Housing Deposit Return\***

If you are not returning to the halls for the next semester or academic year, you will be able to complete the request for the return of your housing deposit with your RA at check out. The deposit will be returned after all charges have been assessed to your account. If you have a remaining balance on your tuition bill, your housing deposit will be credited to your account. Requests for the return of a housing deposit must be made within 30 days of checking out of the residence halls.

**\*Residents checking out permanently will forfeit their deposits if:**

- They are checking out due to disciplinary sanctions.
- Fail to complete the check out process.
- Exit the halls in the middle of an academic year while still a Park University student.
- Fail to request their deposit back within 30 days of moving out of the halls.

# STANDARDS FOR COMMUNITY LIVING

## PARK UNIVERSITY RESIDENCE LIFE JUDICIAL SYSTEM PHILOSOPHY

The Park University Residence Life judicial system is governed by three principles:

- COMMUNITY
- FAIRNESS
- RESPONSIBILITY

### HONESTY EXPECTATION

It is important that all students understand their rights and responsibilities throughout the judicial process. The judicial system protects the rights of students' accused of misconduct and safeguards their constitutional rights to fairness and due process. Just as the Institution respects your rights as a student, you must accept responsibility to be truthful throughout the judicial process.

It is sometimes tempting to distort, omit, or otherwise change the truth in order to escape consequences when faced with a judicial hearing. However, we want you to understand the expectation for honesty, and inform you that there are consequences for lying. Students will be disciplined for dishonesty.

### JUDICIAL DEFINITIONS

#### INFORMATION REPORT

This form provides information about the accused party, and summarizes the complainant's perspective of the incident.

#### REQUEST FOR A MEETING LETTER

This letter is created by the hearing officer and sent to the party notifying the party that a complaint has been filed against the individual. The timeframe for the meeting is usually within 2 business days, for major cases, it may be immediate. This letter also states if the individual wishes to not, that a decision will be made on the case using the information available.

#### SANCTION LETTER

A letter that states the results of the hearing and if found responsible, states the details of the sanction.

#### PETITION FOR APPEAL

The party can write a letter of appeal to the appeal officer within 48 hours of their receipt of the decision. If an RLC heard the initial hearing, the next officer is the Assistant Director. If the Assistant Director heard the hearing, the next officer is the Dean of Student Life and the final appeal is the Vice-President for Enrollment Management and Student Services. If the Vice-President heard the hearing, then a Campus Judicial Board will review the appeal.

There are three reasons a student can appeal a decision, they are:

- Procedural due process was not followed,
- The hearing officer and /or board were biased, and
- New evidence was obtained.

### POSSIBLE SANCTIONS (not inclusive or exhaustive)

**WARNING:** A written notice to the student that the student is violating or has violated institutional regulations.

**PROBATION:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be

violating any institutional regulation(s) during the probationary period.

**LOSS OF PRIVILEGES:** Denial of specified privileges for a designated period of time.

1. **Ban from Entry:** Prohibited presence in specific buildings or groups of buildings on campus (including residence halls) for a definite period of time.
2. **Prohibition against Personal Contact:** Prohibited contact with or presence near a specific person for a definite period of time.
3. **Prohibition against Privilege:** Prohibited ability to have guests for a definite period of time.

**FINES:** Fines may be imposed.

**HOLDS:** If a student fails to complete a sanction, a hold will be placed on the student's account until the sanction is satisfactorily completed.

**RESTITUTION:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

**DISCRETIONARY SANCTIONS:** Work assignments, service to the Institution or other related discretionary assignments

**RESIDENCE HALL SUSPENSION:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

**RESIDENCE HALL EXPULSION:** Permanent separation of the student from the residence halls.

## **MAXIMUM SANCTIONS**

**The following actions may lead to a maximum sanction of residence hall suspension or eviction:**

- Misconduct that caused physical harm to others including sexual harassment or assault.
- Misconduct that jeopardized the safety/well-being of others, including tampering with fire equipment, arson, bomb threats, etc.
- Misconduct that caused an adverse impact to the residential or Institution community.
- Misconduct that caused serious damage to Institution property or the property of others including theft
- Misconduct that violates conditions of probation or indicates repeated violations.
- Misconduct that harmed others because of their particular race, religion, gender, or sexual orientation.
- Possession or use of firearms. Including facsimiles that have the capabilities to discharge pellets and /or darts, ammunition, explosives, or dangerous chemicals, or use of knives or any other object as weapons.
- Misconduct that is a violation of the Institution drug policy. The manufacture, use, possession, or distribution of alcohol and/or illegal or illicit drugs are forbidden on the campus, in campus facilities, and at college sponsored events. Violations of this policy could lead to dismissal from the residence halls or the college without refund of fees. Confirmed illegal drug use and/or the manufacture, possession, or distribution of illegal or illicit drugs will result in immediate dismissal.
- All repeat violations

**If a maximum sanction is assessed, the Dean of Student Life will also review the case.**

## APPEALS

A decision reached by a judicial board or judicial officer may be appealed within 48 business hours of the decision. The accused student and/or the complainant may appeal on the following grounds:

- Procedural due process was not followed
- Hearing officer and/or board was biased
- New evidence

Appeals must be in writing and must specifically address one or more of the above grounds.



# PARK UNIVERSITY

## STUDENT CONDUCT CODE

### Student Rights

Park University affirms the right of each student to freedom of expression, especially speech, press, and religion. Students have the right to gather peacefully and to present the Administration with grievances. Discipline cases shall allow students procedural due process as provided in the Student Conduct Code.

A suspicion of wrongdoing, based on probable cause, must exist before a student shall be subject to disciplinary review. Throughout the judicial procedures, staff will ensure that students receive adequate due process and make sure that their rights are protected. If a student is found to have violated the Student Conduct Code, sanctions will be reasonable and in relation to the offense. All persons are equal and shall not be discriminated against on the basis of sex, physical limitations, race, color, creed, religion, or sexual orientation/preference. Off-campus activities of students shall not be restricted, except when students are participating in activities that are official Park University events. It is the policy of Park University to ensure these rights, consistent with ethical principles and current Park University policies.

### Student Responsibilities

It is the responsibility of members of the Park University community to maintain an atmosphere in which the violation of rights is not likely to occur and in which the exercise of such rights is assured. When one chooses a college, he/she makes a commitment to its philosophy of education and its policies and guidelines. While students may not agree with some rules established by Park University, it is expected that they will comply with them in a manner conducive to Park University's standards and in keeping with the discipline of the academic community. Expectations for conduct are established to assist Park University in maintaining the Mission, Vision, and Values of the institution, which are described in this document.

### Student Conduct Code

The Student Conduct Code was created to ensure that all students, staff, and faculty at Park University could exist in a safe and productive environment, with an opportunity to achieve academic excellence. The following codes have been adopted as a structure by which Park University will function. The major emphasis in any disciplinary action is the education and development of the student for responsible citizenship and the protection of the rights of other students to participate fully in the educational process.

The student conduct standards apply to behavior on Park University property and at all Park University sponsored activities held off-campus. Park has the right to subject off-campus students to the Student Conduct Code.

Regulations apply to both individual students and student organizations. Any student violating Park University policy (s) will be referred to the Dean of Student Life, who will determine if the matter should be adjudicated by the Judicial Board of the University, the Dean of Student Life, or Campus Center Director. Violations of either civil law or Park University regulations which are subject to disciplinary action include, but are not limited to, the following:

- A. Dishonesty or knowingly providing false or misleading information to Park University or to persons of authority who are in the process of discharging their responsibilities.
- B. Forgery, alteration, falsification, or misuse of Park University documents, records, identification, facilities, electronic information, or virtual space.
- C. Obstruction or disruption of teaching, classes, research, administration, disciplinary procedure, club event, or other Park University activities on University premises or sponsored by Park University. Failure to comply with directions of Park University officials acting in the performance of their duties. Abuse of any person on Park University-owned property or Park-supervised activities, whether physical, emotional or verbal. Conduct which injures, threatens, endangers or otherwise adversely affects the physical or emotional health, safety or well being of any person. Disorderly conduct, harassing, lewd, indecent, or obscene conduct or expression or sexual misconduct on Park University –owned, controlled, or rented property or at Park University-sponsored or supervised functions. A complete copy of the Harassment Free Policy is available in this document.

- D. Theft, misuse, or damage to Park University or personal property by a member of the Park University community or campus visitor; misuse or abuse of fire safety equipment, such as false alarms, smoke detectors, or fire extinguishers; possession of stolen property.
- E. Possession or use of firearms. Including facsimiles which have the capabilities to discharge pellets and/or darts, ammunition, explosives, or dangerous chemicals, or use or threatened use of knives or any other object as weapons, unauthorized use of or possession of fireworks on Park University-owned, controlled or rented property or at Park University-sponsored or supervised activities. Confirmed violation will result in immediate dismissal from Park University.
- F. Possession, consumption, or being under the influence of or impaired by alcoholic beverages in Park University facilities, on the campus, or at any Park University function planned for or by students. Unacceptable campus behavior subsequent to off-campus consumption of alcohol is interpreted by Park University as evidence of being under the influence of or impaired by alcohol. Such behavior, when brought to the attention of the university, will be subject to disciplinary action. See the Drug and Alcohol Policy for further information.
- G. Use, manufacture, possession, or distribution of drug paraphernalia, narcotic, and illegal and/or illicit drugs, except as expressly permitted by law. Violation will initiate disciplinary action. Those individuals selling or dispensing illicit drugs or narcotics will be dismissed from Park University and reported to civil authorities. See the Drug and Alcohol Policy for further information.
- H. Smoking or other use of tobacco. (Tobacco use is only permitted out of doors.)

## Sanctions

Park University maintains standards of behavior in hopes of encouraging students to be respectful of self, other people, and property; standards are based on the mission, vision, and core values of Park University. Due process will be assured through adjudication procedures, but if students are found to have violated the Student Conduct Code, one or more of the following sanctions may be imposed. In addition, it may become necessary to inform the civil authorities when local, state and/or federal laws have been violated. Failing to abide by the terms of any disciplinary sanction imposed in accordance with the Student Conduct Code will result in additional sanctions and possible dismissal from the institution.

**Warning:** Notification, in writing that a student has failed to meet the Student Conduct Code. This is to forewarn an individual that a more serious penalty will result if other misconduct occurs.

**Fines and Restitution:** Students may be issued a fine that covers the cost of an article unlawfully removed from Park University, and/or be subject to full restitution to cover the repair or replacement of any damaged or stolen property belonging either to Park University or to an individual.

**Community Service:** Community Service work in a specific administrative area may be assigned as a punitive or remedial action for violation of Park policies.

**Disciplinary Probation:** This probation recognizes a serious offense, with specific expectations of behavior required of the student for a specified period of time. Confirmed violation of Disciplinary Probation will result in immediate referral to the University's Judicial Board.

**Temporary Suspension:** When the Dean of Student Life or appropriate Campus Center Director finds and believes from available information that the presence of a student at any Park campus would seriously disrupt Park University or constitute a danger to the health, safety, or welfare of Park University or members of the Park University community, the student(s) may be temporarily suspended until a disciplinary hearing is convened.

**Suspension:** This sanction is one of involuntary separation of the student from Park University for a definite period of time after which the student is eligible to return.

**Dismissal:** This sanction is the most severe penalty that may be administered by Park University. Park University severs its association with the student. This separation is permanent in that it does not project a definite time of eligibility to return. Any student who has been dismissed from Park University for disciplinary reasons may be readmitted only by the authority of the Park University Provost and Senior Vice President for Academic Affairs upon the recommendation of the Vice President for Student Services.

**Parental Notification:** Park has as its option the sending of notification to parent(s) or guardian(s) of students involved in disciplinary action(s). Such reports will be sent to parent(s) of dependent students only in compliance with the Family Educational Rights and Privacy Act of 1974.

At all times, Park University reserves the right to require (at cost to the student) counseling or rehabilitation services in conjunction with or in lieu of any disciplinary sanctions heretofore mentioned.

## Student Life Judicial System

Any student violating Park University policy will be referred to the appropriate campus authorities.

### Residential Violations

In the case of alleged violation(s) of Residence Life policies and/or the Student Conduct Code by residential students, the Residence Life Coordinator is the initial hearing officer. The residence halls and the Thompson Student Center fall under both the Student Conduct Code and Residence Life policies.

If a student receives a maximum residence hall sanction (suspension or eviction) from the housing hearing, the case will be forwarded to the Dean of Student Life for review.

The initial hearing officer has the prerogative to refer the judicial hearing of an alleged violation to the Assistant Director of Student Life and/or Dean of Student Life. **Any appeal of a decision must be submitted in writing by the student, within 5 business days - following the appeals process described.**

### Non-Residential Area Violations

Alleged violations of a non-residential nature will be referred to the Dean of Student Life for adjudication. Any appeal of the decision of the Dean of Student Life must be submitted to the Judicial Board within **five (5) business days - following the appeals process described.**

### Judicial Board

This board, consisting of three students, three faculty/staff and one administrator, adjudicates on violations brought directly to the Board, and on appeals of the student to the decision of the Dean of Student Life. The Judicial Board recommends a decision to the Vice President for Student Services, who makes the final decision. Any appeal of the student to the decision/recommendation of this Board and the Vice President for Student Services must be submitted, in writing, within five (5) business days to the Provost and Senior Vice President. \* The Judicial Board procedures, rules and regulations are available from the Office of Student Life.

**NOTE:** \*In cases where the Provost and Senior Vice President is directly involved in the review of (a) disciplinary case(s) prior to the completion of the appeal process, the President will be the final hearing authority for student appeals.

### Appeals

All students have the right to an appeal. Any appeal must be submitted in writing within five (5) business days to the appropriate official(s) and/or board. Appeals must follow the line of command. The appellate officer and/or board have the authority to accept or reject the appeal. Failure to follow prescribed procedures could result in denial of an appeal.

The letter of appeal must contain documented information based on one or more of the following:

- (1) Procedural due process was not followed,
- (2) The hearing officer and/or board was biased,
- (3) New evidence has been obtained.

### DISCIPLINARY APPEALS: Housing

1. Dean of Student Life
2. Vice President for Student Services

### DISCIPLINARY APPEALS: Non-Residential

1. Decisions of the Dean of Student Life can be appealed to the University Judicial Board
2. Recommendations of the University Judicial Board (which are also reviewed and confirmed by the Vice President for Student Services) may be appealed to the Provost and Senior Vice President.

### ADMINISTRATIVE APPEALS:

#### Financial Aid

1. Financial Aid Appeals Committee
2. Director of Admissions and Student Financial Services

**Housing**

1. Dean of Student Life
2. Vice President for Student Services

**Student Employment**

1. Coordinator/Student Employment
2. Financial Aid Appeals Committee
3. Director of Admissions and Student Financial Services

**Finances/Accounting**

1. Controller
2. Vice President for Finance and Administration

**Grades: Parkville Campus**

1. Faculty
2. Department Chair
3. Associate Dean/Dean

**Admissions (Parkville 16-week Campus)**

1. Admissions Advisory Committee
2. Associate Vice President for Academic Affairs

**Parking**

1. Director of Public Safety
2. Traffic and Parking Committee
3. Vice President for Finance and Administration

**This Handbook contains the Park University Student Conduct Code, pages 28-32. Other policies regarding campus conduct can be found in the Student Handbook, located on-line at: <http://www.park.edu/StudentLife/handbook.asp>**

# LEADERSHIP OPPORTUNITIES

## RESIDENCE HALL COUNCIL

The Residence Hall Council (RHC) is the governing body of the residence halls. It was established to empower students living in the residence halls, through representation, to take responsibility for reviewing and initiating alternatives in residence hall regulations and policies; to promote social, recreational, educational, and cultural activities; and to provide hall improvements when necessary.

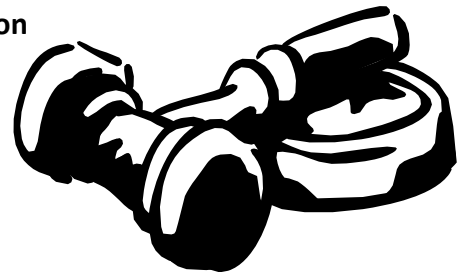
Each residential living community (floor or wing) has two floor representatives that voice the ideas and concerns of the floor to the entire RHC. Floor reps are responsible for:

- Active committee participation;
- Relaying information back to and from their floor; and,
- Supporting Residence Life activities.

RHC typically meets every other Sunday evening (subject to change) beginning in August. Biweekly meetings will be a town hall format where all residents can come to raise an issue or concern with the entire council. Once an issue has been raised it will be open for discussion and if necessary will be addressed by the Residence Life Coordinator at the meeting or will be brought to the coordinator by the board. Your floor rep is your voice for the town hall meeting, but everyone is invited to attend!!

Becoming a floor rep is a great way to get involved. You will learn valuable leadership skills and interact with some great people on a more direct basis.

**Contact a member of the RHC, your RA, or RD for information on how you can become a part of the Residence Hall Council.**



## RESIDENT ASSISTANT SELECTION

If you think you might be interested in becoming a RA for the next academic year, the selection process begins in January or February. In order to gain some leadership experience, it is suggested that individuals interested in becoming a RA become involved in floor and hall activities.

Your RA is your most valuable resource in learning about the RA position.

Compensation for the RA position includes:

1. Full room and board
2. RA salary for the year
3. Opportunities for leadership development and skill building!

# DINING SERVICES AND SODEXHO

This year there will be many more options available through the residential meal plans. Meal Dollars can be used at the Pirate Grounds Coffee Shop located on the first floor of the Thompson Commons, the two Smart Markets located in the Academic Underground and the main lobby of the Copley Quad, the cafeteria.

The various meal plans are as follows:

- 19 Meal Plan – 19 meals per week in the cafeteria;
- 14 Meal Plan – 14 meals per week in the cafeteria and \$80 Meal Dollars per semester; and,
- 10 Meal Plan – 10 meals per week in the cafeteria and \$125 Meal Dollars per semester.

Dining Services Locations:

**Cafe** - All you can eat - meal plan, meal dollars, declining balance, cash, credit card

Breakfast 7am - 10am Mon - Fri

Lunch 11:30am - 1:30pm Mon - Sun

Dinner 4:30pm - 7pm Mon - Thurs

Dinner 4:30pm - 6pm Fri - Sun

**Smart Market Underground** - Meal Dollars, declining balance, cash, credit card

10am - 2pm Mon - Fri

5pm - 7pm Mon - Thurs

*Opening Monday 8/18*

**Smart Market Copley Quad** - Meal dollars only

7:00am – 9:00am Mon – Thurs

7:00pm – 10:00pm Mon – Thurs

*Opening Thursday 8/14*

**Pirate Grounds** - Meal Dollars, declining balance, cash, credit card

7am - 4pm Mon - Thurs

7am - 2pm Fri

Smart Markets will have sandwiches, salads, fruit, pudding parfaits, yogurt parfaits, microwavable meals, snacks, sushi

Pirate Grounds will have similar - but organic as well as gourmet pastries and no sushi.

# ROOMMATE RELATIONS

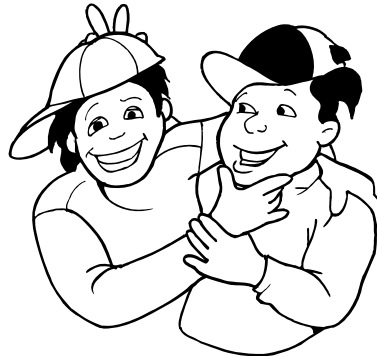
The beginning of school is exciting. There are new things to do, new people to meet- and also someone you need to learn to live with.

Little things your roommate does may start to get on your nerves, and may eventually grow into aggravations. What started as two nice people who had high hopes for a good year together may lead to distress and fighting without really knowing what caused it all to start with.

The purpose of this section is to provide you with assistance in building a good roommate relationship. No one can do it for you, but it's also impossible to accomplish alone. You and your roommate need to work at it together.

## **“How to build the roommate relationship”**

Although you may have dealt with a roommate before, every person and situation is different. It takes time and communication to make it work. Your RA will be working with you to do a roommate contract.



## **ROOMMATE BILL OF RIGHTS**

The following Roommate Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate.

- 1) The RIGHT to read and study free from undue interference is one's room. Unreasonable noise and other distractions inhibit this RIGHT.
- 2) The RIGHT to sleep without undue disturbance by noise, guests of roommate, etc.
- 3) The RIGHT to expect that a roommate will respect one's personal belongings.
- 4) The RIGHT to a clean environment in which to live.
- 5) The RIGHT to free access to one's room and facilities without pressure from the roommate.
- 6) The RIGHT to privacy.
- 7) The RIGHT to host guests (with agreement from your roommate) with the understanding that guests are to respect the rights of the host's roommate and other hall residents.
- 8) The RIGHT to be free from fear of intimidation, physical, and emotional harm.
- 9) The RIGHT to expect reasonable cooperation and the use of "room-shared" appliances and a commitment to honor agreed-upon payment procedures.
- 10) The RIGHT to address grievance. The RA is available for assistance.

# **Park University Residence Life**

# **Building a better community through service.**



**PARK**  
UNIVERSITY SM