



2009-2010 Student Handbook



Goals of Franciscan Higher Education at SFU

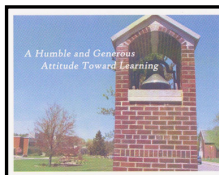
Saint Francis University, grateful for the Franciscan heritage of the institution and open to the living spirit of Saint Francis of Assisi, strives to incorporate these Franciscan values into the life and work of the community.

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A Humble and Generous Attitude Toward Learning.

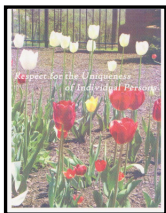
Aware that all talents of mind and heart are gifts of God, the source of all good, and realizing that knowledge is not a personal possession intended solely for self-advancement, as members of the Saint Francis community we strive to share our abilities and skills generously with others.

We seek not the power and prestige of knowledge, nor the desire to control or dominate, but to serve. We strive for excellence without arrogance, willingly sharing our knowledge and wisdom and humbly learning from one another. As a community of learners seeking the truth together, we encourage the free and open exchange of ideas and responsible action.



Reverence for all Life and for the Goodness of all Humanity. As children of God, we are brothers and sisters to each other, to all humanity, and to all God's creatures. Thus we strive to show reverence for all human life and for life in all its forms, to treat all people with dignity and respect and to work together for the common good. In a spirit of charity, we care for and support each other, helping to bind the wounds of those who suffer and bearing one another's burdens. We also care for the earth, which is our home, and work to protect and preserve it for future generations.

Respect for the Uniqueness of Individual Persons.



In imitation of Francis of Assisi, who was open to human personality in all its variety and who saw the image of God multiplied but never monotonous, we recognize that each individual person is a unique combination of God-given abilities, and we know that each person expresses the goodness of God in a particular way. Every member of the University community thus deserves to be treated respectfully, and each should treat others with respect. Students especially should be accorded as much personal attention as possible.

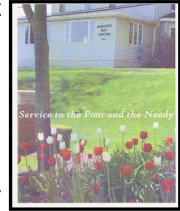
With education of the whole person as our goal, we endeavor to foster the intellectual, physical, social and spiritual growth of Saint Francis students and to prepare them not just for productive careers, but for fruitful lives.

A Global Vision. As citizens of the earth and as brothers and sisters in the global community, we embrace all classes of people and respect all cultures, all races and all religions. We strive to resolve conflict non-violently and to work for justice within our community, our society and our world. We work to build up

Goals of Franciscan Higher Education at SFU

God's people everywhere, to bring reconciliation and to act as instruments of peace in the communities we serve.

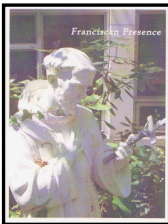
Service To The Poor and The Needy. In the spirit of Saint Francis, the *Poverello*, we strive to be compassionate to all and especially to the poor and disenfranchised. Recognizing our own dependence on God and on others, and trusting in His providence, we engage in active service to the poor and to those with special needs such as the elderly and youth, the ill and the imprisoned. With gratitude to those who share their means to help us accomplish our Franciscan mission, we seek also to exercise a wise and careful stewardship of the institution's resources. We commit ourselves to honesty and integrity in our work, accept personal responsibility for our actions and exercise high ethical standards in our personal and professional lives.



A Community of Faith and Prayer. The Saint Francis community, while respecting the religious beliefs and traditions of others, seeks to listen to the Word of God and to observe the Gospel of Jesus Christ. The University strives to promote the spiritual growth and development of its members and invites all to gather in prayer and worship and, when possible, to participate in the Eucharist and in the sacramental life of the Church. Following the example of Francis, the University is devoted to the Catholic Church and its leaders and strives to serve the educational and spiritual needs of the Church's clergy, religious and laity.

A Spirit of Simplicity and Joy. Imitating Francis, who called himself the herald of the Great King and the troubadour of God, the Saint Francis community celebrates life in simplicity and joy. With good humor and common sense, we share our stories and teach by good example. We also extend courtesy and hospitality to all guests and to all who wish to join this community.

Franciscan Presence. The University gratefully acknowledges the vision, sacrifice and zeal of our Franciscan founders and of the friars who have served the campus community loyally over the years. We strive to emulate the Franciscan values evident in their ministry. Franciscan presence also encompasses all men and women of good will who have been associated with the University and whose lives and work exemplify the ideals of Saint Francis. We encourage and promote these values for future generations, knowing that as long as the spirit of Francis of Assisi continues to animate this community of learners,



Saint Francis University will be graced with Franciscan presence.

Table of Contents

| | |
|---|---------------|
| Goals of Franciscan Higher Education at SFU | 2—3 |
| Academic Calendars (2009-2010 & 2010-2011) | 6 |
| Welcome from the President | 7 |
| | |
| Introduction to Saint Francis University | 8—12 |
| The Student Handbook; History of The University..... | 8 |
| Statement of Mission | 8-9 |
| Vision; Saint Francis of Assisi..... | 9 |
| Mission Effectiveness & Integration Division..... | 9-11 |
| The Division of Student Development..... | 11-12 |
| | |
| Experiencing Saint Francis University | 13— 24 |
| Student Organizations; The Student Government Association;..... | 13 |
| The Student Activities Organization | 13-14 |
| Recognized Clubs and Organizations | 14-15 |
| Establishing a New Organization; To Serve: Univ. Community Assistance | 15-16 |
| Leadership Development..... | 17-18 |
| Student Media | 18 |
| Commuter Life..... | 19-20 |
| First Year Enrichment Series | 20-21 |
| Greek Life..... | 21-22 |
| Intramural Sports | 22 |
| Intercollegiate Athletics | 22-23 |
| Study Abroad..... | 23 |
| Volunteerism and Service Learning | 24 |
| | |
| Embracing Campus Life | 25-38 |
| Life on Campus | 25 |
| The Halls | 25-26 |
| The Amenities | 26-27 |
| The Staff..... | 27-28 |
| Residence Hall Safety | 28-29 |
| Residence Responsibilities and Various Policies | 30-36 |
| Housing and Food Service Contract | 36-38 |
| | |
| Essential University and Academic Policies | 39-68 |
| Academic Attendance Policy; Class Attendance Regulations | 39 |
| Absence from Class | 39-40 |
| Student-Athlete Missed Class..... | 40 |
| Academic Honesty; Academic Dishonesty | 41 |
| Honesty Status; The Role of the Faculty | 42 |
| Appeals | 42-43 |
| Policy on Withdrawal from the University | 43 |
| Behavioral Expectations | 44-46 |
| Students Rights & the Judicial Process..... | 46-48 |
| Appeal Procedures | 48-49 |
| Greek Judicial Review Board..... | 50 |

Table of Contents

| | |
|--|---------------|
| Drug & Alcohol Policy..... | 50-51 |
| Emergency / Safety Statement & Procedures..... | 52-53 |
| Hospitalization & Notification of Parents..... | 53 |
| Inclement Weather Policy..... | 54-55 |
| General Student Life Policies & Procedures..... | 56-68 |
| Anti-Hazing Statement; Complicity / Culpability..... | 56 |
| Contracts..... | 56-57 |
| Crime Reporting;..... | 57 |
| E-Mail, Network& Internet Resources for Students, Acceptable Use of, and Facebook Statement..... | 57-60 |
| Enrolled Students Called to Active Duty..... | 61 |
| Family Educational Rights & Privacy Act (FERPA)..... | 62 |
| Fund-Raising, Sales and Solicitation Activities..... | 62-63 |
| Greek New Member Association..... | 63-64 |
| No Harassment Policy..... | 64-66 |
| Safety Regulations; Scheduling Facilities & Activities; Security Telephones..... | 67 |
| Student ID Cards..... | 67-68 |
| Traffic & Parking Procedures; Weapons Policy..... | 68 |
| Enriching On-Campus Services and Resources..... | 69-93 |
| Academic Center for Enrichment (ACE)..... | 69 |
| Academic Advising; Bookstore..... | 70 |
| Business Office..... | 71 |
| Campus Ministry..... | 71-73 |
| Career Services..... | 73-74 |
| Center for Student Life; Community Standards-Judicial Affairs..... | 75 |
| Counseling Center / Intercept Program..... | 76-77 |
| Dining Services..... | 77 |
| DiSepio Institute for Rural Health & Wellness..... | 78-80 |
| <i>Student Health Svcs; Ctr for Rehabilitation; Fitness Ctr; Human Performance Lab; Spiritual Wellness Ctr; Scharpf Family Foundation Confr Ctr.</i> | |
| Financial Aid..... | 80-84 |
| Information Technology (I.T.) Services..... | 84 |
| John F. Kennedy Student Center..... | 85-86 |
| Library, The Pasquerilla..... | 87-88 |
| Mail Services..... | 88 |
| Maurice Stokes Athletics Center..... | 89 |
| Multicultural Affairs..... | 89-90 |
| Outdoor Recreation..... | 90 |
| Registrar; Residence Life..... | 91 |
| Student Development..... | 92 |
| University Policy & Safety Department..... | 92-93 |
| Veterans Affairs; Writing Center..... | 93 |
| Enjoying the Local Area..... | 94—96 |
| Frequently Asked Questions (FAQ)..... | 97—101 |
| Alma Mater..... | 101 |

Academic Calendar

2009—2010 Academic Year

FALL SEMESTER 2009

| | |
|----------------------------------|----------------------|
| Freshman arrive | Wed Aug 19, 2009 |
| New Student Orientation | Wed-Sun Aug 19-23 |
| Upper class residents move-in | Sun Aug 23 |
| Classes begin, 8:00 a.m. | Mon Aug 24 |
| Last day for schedule change | Tue Sep 1 |
| Last day for P/F grading option | Tue Sep 1 |
| Labor Day (no class) | Mon Sep 7 |
| Franciscan Day of Reflection | TBA |
| Mid-semester grades due | + Fri Oct 9 |
| Mid-semester break | Sat - Mon Oct. 10-12 |
| Classes resume | Tue Oct 13 |
| Last day to w/draw from a course | Mon Nov 2 |
| Register for Spr Sem 2010 | Mon-Fri Nov. 9-13 |
| Thanksgiving break | Wed-Sun, Nov. 25-29 |
| Classes resume | Mon Nov 30 |
| Last day of classes | Fri Dec 4 |
| Final examinations | Mon - Sat Dec. 7-12 |
| Residence halls close | Sat Dec 12 noon |

+Dates for submitting grades to the Registrar's Office

SPRING SEMESTER 2010

| | |
|----------------------------------|-------------------------|
| Residents move-in | Sun Jan 10 |
| Classes begin, 8:00 a.m. | Mon Jan 11 |
| Last day for schedule change | Tue Jan 19 |
| Last day for P/F grading option | Tue Jan 19 |
| Mid-semester grades due | + Fri Feb 26 |
| Mid-semester break | Sat-Sun Feb 27-Mar 7 |
| Classes resume | Mon Mar 8 |
| Last day to w/draw from a course | Thur Mar 25 |
| Easter Break | Thur - Mon Apr 1-5 |
| Classes resume | Tue April 6 |
| Register for Fall Sem 2010 | Mon- Fri Apr 12-16 |
| Last day of classes | Wed Apr 28 |
| Final examinations | Thur - Wed Apr 29-May 5 |
| Residence halls close | Thur May 6 noon |
| Commencement | Sun May 9 |

**To ensure that each course meets the required number of times during spring semester 2010, classes that ordinarily meet on Thursdays will also meet on Tuesday, April 27.*

Classes that ordinarily meet on Fridays will also meet on Wednesday, April 28.

2010—2011 Academic Year

FALL SEMESTER 2010

| | |
|----------------------------------|---------------------|
| Freshman arrive | Wed Aug 18, 2010 |
| New Student Orientation | Wed-Sun Aug 18-22 |
| Upper class residents move-in | Sun Aug 22 |
| Classes begin, 8:00 a.m. | Mon Aug 23 |
| Last day for schedule change | Tue Aug 31 |
| Last day for P/F grading option | Tue Aug 31 |
| Labor Day (no class) | Mon Sep 6 |
| Franciscan Day of Reflection | TBA |
| Mid-semester grades due | + Fri Oct 8 |
| Mid-semester break | Sat - Mon Oct. 9-11 |
| Classes resume | Tue Oct 12 |
| Last day to w/draw from a course | Mon Nov 1 |
| Register for Spr Sem 2011 | Mon-Fri Nov. 8-12 |
| Thanksgiving break | Wed-Sun, Nov. 24-28 |
| Classes resume | Mon Nov 29 |
| Last day of classes | Fri Dec 3 |
| Final examinations | Mon - Sat Dec. 6-11 |
| Residence halls close | Sat Dec 11 noon |

+Dates for submitting grades to the Registrar's Office

**To ensure that each course meets the required number of times during fall semester 2010, classes that ordinarily meet on Mondays will also meet on Tuesday, Oct. 12.*

SPRING SEMESTER 2011

| | |
|----------------------------------|-------------------------|
| Residents move-in | Sun Jan 9 |
| Classes begin, 8:00 a.m. | Mon Jan 10 |
| Last day for schedule change | Tue Jan 18 |
| Last day for P/F grading option | Tue Jan 18 |
| Mid-semester grades due | + Fri Feb 25 |
| Mid-semester break | Sat-Sun Feb 26-Mar 6 |
| Classes resume | Mon Mar 7 |
| Last day to w/draw from a course | Thur Mar 24 |
| Register for Fall Sem 2011 | Mon- Fri Apr 11-15 |
| Easter Break | Thur - Mon Apr 21-25 |
| Classes resume | Tue April 26 |
| Last day of classes | Wed Apr 27 |
| Final examinations | Thur - Wed Apr 28-May 4 |
| Residence halls close | Wed May 4 noon |
| Commencement | Sun May 8 |

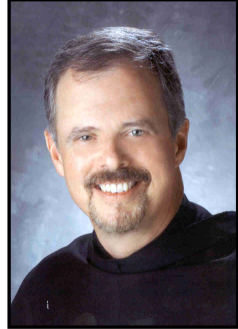
**To ensure that each course meets the required number of times during spring semester 2011, classes that ordinarily meet on Thursdays will also meet on Tuesday, April 26.*

Classes that ordinarily meet on Fridays will also meet on Wednesday, April 27.

President 's Welcome

Dear Saint Francis Students:

A traveler came to a fork in the road. There was a sign directing the traveler to the right, to the left, and to the very center. The sign simply said: "Journey as you must, but first journey as you will." The lesson at the fork in the road is obvious, we can go anywhere but to get to where we're going takes intentionality and responsibility.



Welcome to Saint Francis University! This is the journey you have chosen and it will be an unforgettable journey, one that will allow you to grow and to discover your infinite potential. To help you along this road the University community has prepared this helpful guide, but it is only a guide. You will be the one to utilize all that is offered here. You will make this journey a meaningful adventure.

But there is one added dimension to this journey, you never go it alone. You have the presence of a dedicated and professional staff to assist you and an outstanding faculty to inspire you. Allow them to assist you in meeting the challenges of this journey and guiding you to its predicted outcome—your success at Saint Francis University. This is God's gift to you, the freedom to enter into the wonderful experience that is Saint Francis University. Use this gift well.

The policies, procedures, and regulations offered in the pages of this Handbook have been developed to further the communal journey that leads to success for you and for each and every member of our University family. I encourage you to be familiar with them and to make them a part of your journey to success. Together, and with God's grace, we can make our time together one that is blessed and meaningful.

Sincerely,

A handwritten signature in cursive script that reads "F. Gabriel". The ink is dark and the signature is fluid and legible.

(Rev.) Gabriel J. Zeis, T.O.R.

President

Introduction to Saint Francis University

The Student Handbook

The *Saint Francis University Student Handbook* provides information about many services that are available to students. Several policies, expectations for students, and the rights and responsibilities of students are outlined. An academic calendar and answers to some frequently asked questions are also included. The *Handbook* is a good resource, and Saint Francis University students should be familiar with its contents. The University has made a great effort to provide current and accurate information in the *Handbook*, but reserves the right to alter any policy, procedure, or service at any time.



History of the University

The seeds of what has become Saint Francis University were planted by six Franciscan friars from Ireland who founded a boys' academy in the mountain hamlet of Loretto, Pennsylvania, in 1847. Saint Francis University was soon given the power to grant degrees by the Commonwealth of Pennsylvania and became one of the first Catholic co-ed Universities in the nation.

An extensive building program, which began after World War II and continued through the 50's and 60's, resulted in most of the current 42-building campus. Twelve residence halls, a student center, classroom and administrative buildings, an athletic center, a dining hall, a library and a chapel are located on the 600-acre campus.

The Southern Alleghenies Museum of Art opened in the former gymnasium, Doyle Hall, in 1976 and now offers extensive artistic opportunities for students and area residents. Recently added buildings include the DeGol Field House and the DiSepio Institute for Rural Health and Wellness. The nearby Mount Assisi Estate and Gardens, Lake Saint Francis and Immergrun Golf Course further enhance the setting of Saint Francis University of Pennsylvania, making it an exceptional environment for living and learning.

Today, Saint Francis University of Pennsylvania is governed by a Board of Trustees comprised of both lay people and Franciscans. The President as chief executive officer of the University, receives input from faculty and students to provide members of the University community with the opportunity to participate in the University's development.

Introduction to Saint Francis University

Statement of Mission

A Mind for Excellence: Saint Francis University offers higher education in an environment guided by Catholic values and teachings, and inspired by the example of our patron, Saint Francis of Assisi. The oldest Franciscan institution of higher learning in the United States, Saint Francis University is an inclusive learning community that welcomes all people.

A Spirit for Peace and Justice: University programs and activities foster such Franciscan values as a humble and generous attitude toward learning, respect for diversity and the uniqueness of individual persons, understanding of ethical issues, and reverence for all life. With a spirit of simplicity and joy, we provide opportunities for the University community to think critically and analytically, communicate effectively, and integrate theory and practice.

A Heart for Service: Saint Francis University offers undergraduate programs in the liberal arts tradition, graduate and professional programs of study that emphasize personal and professional ethics, and continuing education opportunities for personal and career enhancement. We seek to inspire in all members of the University community a love of lifelong learning and a commitment to share their gifts and skills generously with others in a rapidly changing world.

Vision

Saint Francis University is a Catholic university of choice for undergraduate and graduate students, nationally recognized for its Franciscan mission and goals, its academic excellence and its vibrant student life co-curriculum. The



University places particular emphasis on developing individuals who will lead or serve with character and values in their chosen professions and communities.

Saint Francis of Assisi

Saint Francis of Assisi lived the life of Christ through a life of poverty and humility. Born wealthy, he loved pleasure and fine clothes as an Assisi youth. He rejected his wealth and status when he began to see emptiness in his way of life. He went on to live a life filled with compassion, care, service and prayer. He founded the Order of Friars Minor, which were orally approved by Pope Innocent III in 1209. He also founded the Second Order of the Poor Clares and the Tertiaries, the Third Order of Saint Francis.

Francis is well known for receiving the Stigmata, the wounds of Christ. He died in Assisi in October of 1226. We celebrate the feast day of Saint Francis of Assisi in October each year.

The community form of life of the Friars of the Tertiaries Regular was approved by Pope John XXII in 1324. Third Order Franciscans eventually founded what is today Saint Francis University.

Introduction to Saint Francis University

Mission Effectiveness and Integration Division

The Division of Mission Effectiveness and Integration is charged with promoting Catholic Christian values at Saint Francis University. Its purpose is to work with students, faculty, staff, and administration to have these values operative and strong in all areas of the University. This entails collaborating with the various Divisions and Departments of the Institution, both by offering programs to them and looking for ways to support their work with the above values.



In specific ways, the personnel of the Division offer programming in Franciscan history, spirituality, and values. While rooted in and faithful to the Catholic Church and her teaching and tradition, programs and services are offered to those from other Christian churches; in addition general ecumenical events are held, and inter-faith meetings and events are sponsored. The

Division provides teaching and collaboration regarding service work of the University, classifying and strengthening the Christian culture at Saint Francis, and leading and fostering the works of mercy and justice. It also works in a pastoral and discerning way with the Campus Ministry Department of the Student Development Division.

The Mission Division currently has two units which carry out specific works of the Division. The Dorothy Day Center, located near the main entrance to the University provides multiple services of mercy and generosity to people of all ages. Ecumenical and Inter-Faith Ministries leads the way in providing these services on campus, and in its outreach to local ecumenical associations.

Dorothy Day Center: Social Outreach and Volunteer Service

The Dorothy Day Center is the social outreach arm of Saint Francis University. The mission of the Center is two-fold. One goal is to educate the University's students in issues of social concern and justice and to involve them in volunteer service through an array of programs on campus and in the local communities. The second goal is to offer assistance to the economically, socially, and mentally needy of local communities and institutions.

There are volunteer services that reach out to small children such as the S.M.I.L.E. program, in which students and children interact in group related sports activities. Plus 1 is a one-on-one activity in which volunteers are paired up with a child for field trips, crafts, and group related activities. Adult based volunteer programs include the Adopt-a-Grandparent program in which volunteers visit the elderly at the John Paul II Manor (an assisted living home), and the V.I.T.A. program, which prepares and e-files simple tax returns for income eligible individuals.

Introduction to Saint Francis University

In these times of reduced budgets and contracting government funding, volunteerism is becoming increasingly important in assisting the poor and disenfranchised. Saint Francis University tries to help students take seriously their responsibility of service to society. The D.D.C. is but one major expression of Saint Francis University students' education and preparation for entrance into the world of Church and society.

The Department of Ecumenical and Interfaith Ministry

The Department of Ecumenical and Interfaith Ministry at SFU supports the institution's diversity initiative. With a 40% non-Catholic population on campus, the department strives to offer programming to meet the needs of all Christians, and those of non-Christians as well. With the increased emphasis on attracting international students, the department takes on additional significance. All eight goals of Franciscan Higher Education are incorporated into the mission of this department.

Departmental activities include regularly scheduled daily worship and prayer activities in the department's all Christian Agape Chapel, Other activities include Tuesday evening food and fellowship gathering. Retreats, workshops, conferences and other spiritual opportunities for students, staff, and faculty are offered throughout the year. Two Prayer Luncheons are offered each school year, plus a Week of Prayer for Christian Unity, and an Interfaith Awareness Week. A program for those grieving the loss of a loved one is offered as well. The Spiritual Center in the DeSepio Health and Wellness facility is part of the Ecumenical and Interfaith ministry and includes a meditation room as well as a Labyrinth, offering both active and passive methods of silence and solitude to all denominations and faiths. The annual Thanksgiving Service is sponsored by the department. The department offers pastoral ministry services to all students, staff, and faculty, as well as spiritual direction and guidance.

The Division of Student Development

The pursuit of knowledge is the most important reason for being in a University. University life offers the whole person—social, physical, recreational and spiritual— an opportunity to experience real interactions with other people from a variety of regions and backgrounds. The Division of Student Development addresses the



"whole" person. Under the direction of the Vice President for Student Development, the Division incorporates the offices of Athletics, Campus Ministry, Career Services, Counseling, Judicial Affairs, Multi-cultural Affairs, Residence Life, and Student Life/Greek Affairs.

Introduction to Saint Francis University

Mission. The Division of Student Development believes in holistic development of its students and its responsibility in providing opportunities for growth. As part of our Catholic, Franciscan heritage, we believe that positive, holistic development can be best achieved by embracing values which include a search for God, justice awareness, peace making, self respect and respect for others. It is within the value system that we integrate our educational, social and spiritual environments. Furthermore, we realize that values are learned through sharing and, therefore, emphasize the creation of community based on personal integrity and interpersonal involvement.

Knowing that the heart of any community is the individual, the Division of Student Development recognizes the uniqueness of each student and strives to provide individual attention. We embrace the diversity of our students and set a tone of acceptance and respect among all students. As an integral part of student learning, we strive to integrate the liberal arts education outside of the classroom by creating academic and social opportunities that challenge our students to grow intellectually, physically, socially, emotionally and spiritually. To achieve our mission, the Division of Student Development promotes cooperation and collaboration among all Saint Francis University constituents.



Experiencing Saint Francis University

Student Organizations/Leadership Opportunities/ Student Media

As part of our mission, Saint Francis University believes in the holistic development of our students. As members of our community, students are expected to take a proactive role in their own development seeking experiences and opportunities that will develop them socially, morally, and culturally. Ask any University graduate about their University memories, and chances are they will mention more than the challenging academic work. They will mention their friends, their activities and their involvement in clubs, organizations, sports, *etc.* Opportunities to develop some of these great memories abound at Saint Francis University. Involvement in the campus is more than fun. It is an opportunity for students to grow personally. Involvement enables students to learn and to refine leadership and social skills, as well as to become responsible community members.

The Student Government Association

The Student Government Association (SGA) is the primary representative body of the undergraduate population of the University. SGA is the official vehicle for student opinion voiced to and from the University community. SGA advocates a broad range of student needs and interests within the framework of the University's decision-making process. SGA promotes educational and social experiences available to the student body through the allocation of student activity funds to recognized clubs and organizations.

The Student Activities Organization

The Student Activities Organization (SAO) is a student-run organization funded by SGA that offers a wide range of programs for the enjoyment and education of the University community. Composed of an executive board and ten committees, SAO is responsible for sponsoring many of the social and educational extra-curricular activities and programs on campus. These include the following: on-campus concerts, comedy shows, movies, off-campus excursions to NYC, Baltimore Inner Harbor, white-water rafting in Ohio Pyle, Pittsburgh ballets, concerts at Bryce Jordan Center, weekly shopping trips to Altoona, Johnstown, or Ebensburg, and special events such as Family Weekend, Homecoming, Winter Weekend, and Spring Fest.

SAO, in conjunction with the Center for Student Life, publishes a calendar of events each semester. This calendar is distributed monthly in the fall and spring semesters and is the student guide to enhancing the University experience.

SAO owns and operates two vans which are available for rent by student organizations or clubs. They are also used to transport students to and from



Experiencing Saint Francis University

transportation centers during vacation breaks.

Membership in each SAO committee is open; any student interested in getting involved is encouraged to participate. Interested students should stop by the SAO office in the JFK Student Center and get involved.

Recognized Clubs and Organizations

Saint Francis University recognizes and supports the need for learning outside of the traditional classroom setting. In order to encourage students to become involved in extra-curricular activities, Saint Francis University recognizes many clubs and organizations. All policies concerning recognized student organizations are overseen by the Center for Student Life.

Here is a comprehensive listing of the many opportunities for you to get involved. If a student wishes to become involved, but does not see a club or organization appropriate to an interest, the Center for Student Life provides information and support for beginning a new organization.

| | |
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| <p>Academic Clubs/Organizations: Biology Club Chemistry Club Criminal Justice Club Education Club French Club Investment Club Literary Guild Math, Engineering, & Computer Science Club Occupational Therapy Organization Philosophy Club Physical Therapy Organization Physician Assistant Student Society Pre Law Club Psychology Club Students In Free Enterprise [S.I.F.E.] Social Work Club Spanish Club Student Nurses Organization Students for Study Abroad</p> <p>Social Activism Organizations: B.R.I.D.G.E. Project Best Buddies College Republicans Colleges Against Cancer Current Affairs Club Environmental Awareness Society Habitat for Humanity Hugs for Honduras Make a Patient Smile Peace Group Rotaract Students for Life Students Working Against Tobacco [S.W.A.T.]</p> | <p>Greek Organizations: Alpha Phi Delta Fraternity Delta Phi Epsilon Sorority Gamma Sigma Sigma Service Sorority Omega Zeta Nu Sorority Phi Delta Kappa Sorority Phi Kappa Theta Fraternity Phi Lambda Psi Sorority Psi Upsilon Fraternity Tau Kappa Epsilon Fraternity</p> <p>National Honor Societies: Alpha Delta Mu: Social Work majors Alpha Kappa Delta: Sociology majors Beta Beta Beta: life sciences majors Delta Epsilon Sigma: Catholic- college students Gamma Sigma Alpha: Greek Academic Kappa Mu Epsilon: Mathematics majors Order of Omega: Greek Leadership Phi Alpha Theta: History majors Phi Sigma Iota: for majors of foreign languages, literatures, and cultures Pi Sigma Alpha: Political Science majors Pi Theta Epsilon: Occupational Therapy majors Sigma Beta Delta: Business majors Sigma Tau Delta: English majors Theta Alpha Kappa: Theology/Religious Studies majors Zeta Chi: Nursing majors</p> <p>Student Media Organizations: Bell Tower Yearbook RED Radio Troubadour (student newspaper)</p> |
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Experiencing Saint Francis University

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| <p>Artistic Clubs/Organizations: Musicians ' Circle Pep Band (see Athletics) SFU Singers STAR Productions Visual Arts Club</p> <p>Cultural Clubs/Organizations: International Student Union Multicultural Awareness Society</p> <p>Sports & Fitness Clubs: Club Baseball Dance Club Outdoors Club Paintball Club Scuba Club Ski/Snowboarding Club Ultimate Frisbee Team/ "Deep Friars "</p> | <p>Faith-Based Organizations: Campus Crusade for Christ Fellowship of Christian Athletes Peer Ministers</p> <p>Student Governing Organizations: Inter-Fraternity Council Inter-Sorority Council Student Athletes ' Advisory Committee Student Government Association</p> <p>Other Social Organizations: Commuter Connection Student Activities Organization</p> |
|--|--|

Establishing a New Organization

The Center for Student Life can assist any student in the development of a new student organization. Guidelines and suggestions for meeting the following requirements for establishing a new organization are available.

In order for an organization to be recognized by Saint Francis University and to receive funding through the Student Government Association, the following requirements must be met: 1) A prepared constitution which establishes and explains the club's purpose; 2) A statement from a member of the University's faculty of their willingness to serve as the club's advisor; 3) A list of planned activities; 4) A list of proposed members (a minimum of ten); 5) A list of full time, undergraduate student officers (president, vice president, secretary and treasurer); 6) Unrestricted membership.

To Serve: University/Community Assistance

Saint Francis University Ambassadors: Coordinated through the Office of Admissions, the Student Ambassador organization is involved in recruitment activities throughout the academic school year. The primary responsibilities of a Student Ambassador includes providing prospective students and their families with campus tours, representing the student body at special campus functions, serving on student panels, and hosting overnight visitors. The Student Ambassador Organization also provides current students with practical experiences that develop professional, interpersonal, and communication



2009 Relay for Life at SFU

Experiencing Saint Francis University

skills as well as helping create relationships with other members of the Saint Francis University Community. Contact or stop by the Admissions Office in Padua to find out more.

Orientation Leaders

Orientation Leaders are quite helpful in assisting new students in their transition and adjustment to life at Saint Francis. To learn more about Orientation Leaders, contact the Center for Student Life in JFK.

Resident Assistants

Resident Assistants are full-time students who work to support the University community in a variety of roles. Resident Assistants work as resource people, peer educators, administrators, and role models. Resident Assistants also assist students to better understand University policies and regulations. Each residence hall floor is staffed with at least one RA who has demonstrated a commitment to the University and the residence halls. The University has approximately one RA per 30 residents. A successful Resident Assistant achieves a proper balance of the many RA roles with an ultimate goal of aiding each resident in his/her growth as a person and a student. Find more information through the Office of Residence Life in Padua.

Campus Ministry Peer Ministers

Peer Ministers are full-time students who are proactive in witnessing Gospel values. In addition, they minister to their peers through a variety of social events, retreats, and liturgical offerings. Find out more information contact the Campus Ministry Center located on the ground floor of the Chapel.

Multicultural Affairs Peer Mentors:

Coordinated through the Office of Multicultural Affairs, the Multicultural Affairs Peer Mentoring program supports minority freshmen in the transition from high school to university life. The Peer Mentors assist the university campus environment by promoting cross cultural and intra cultural understanding on campus through retreats, seminars, and campus activities. Contact the Multicultural Affairs Office for more information.

Service Opportunities:

There are many opportunities to serve both on and off campus and even around the world. The Dorothy Day Center focuses on the needs with in the local community. In addition, students participate in mission trips to places like Haiti, Honduras, and other places both domestic and international. The Service Learning Office located in Scotus Hall can also assist you.



Day of Reflection 2006

Experiencing Saint Francis University

Leadership Development

Leadership is a journey and not a destination. The University offers many opportunities for students to form and develop their leadership skills. Get more information about Leadership Development at Saint Francis University at the Center for Student Life in JFK. www.francis.edu/FLASHLeadership.htm



Habitat for Humanity 2008

F.L.A.S.H. - Franciscan Leaders: Achieve,

Serve, & Honor: The leadership development initiative that serves as the official *umbrella* for all our leadership development programs is **F.L.A.S.H.**, or Franciscan Leaders: Achieve, Serve, & Honor. The F.L.A.S.H. curriculum provides fundamental competencies for our student-leaders through such areas such as *Franciscan Values, Leadership Theory, Diversity Awareness, and Community Development*. Through F.L.A.S.H., there are four primary components that students can choose to participate in. Those components are the, iLEAD (or the Institute for Leadership Education and Development), the Emerging Leaders program, and experience.

LEAD includes:

The Orientation Leaders Experience - students who are sophomores and above will have the opportunity to lead and serve their new Freshmen classmates as peer-mentors during the Freshmen/New Student Orientation program. Students interested in participating should stop by the Center for Student Life for an application.

The iLEAD Series - the hallmark of iLEAD, this monthly symposium will present topics from a wide assortment of leadership theories and practices. The lectures will be led by members of the Saint Francis University professional staff and administration, as well as some of our own very distinguished faculty. All students are welcome to attend.

S.A.I.L. (Students As Interactive Leaders) - is a hands-on, competitive, team-building experience offered during the Freshman/New students program. Participants will compete in a series of low-ropes challenges in order to develop tolerance, communication skills, and trust. Students may sign up for SAIL during the Summer Orientation & Academic Registration (SOAR) programs offered during the summer prior to your Freshman year.

Emerging Leaders program offers an intense four-year curriculum that provides participants with opportunities to collaborate with other university and community groups for leadership development and team-project management. The full Emerging Leaders program is set to officially start during the Fall 2009 semester. Participants will be selected through an application and interview process. Once the program is up and running, only 16 participants will be

Experiencing Saint Francis University

chosen from each undergraduate class.

Basic Training: as a baseline experiential-learning component, all new student-leaders will be required to undergo FLASH Basic Training to understand foundational perspectives of leading a club/organization at Saint Francis University. This 60-90 minute workshop will introduce up-and-coming student-leaders to the “basics”, such as: preparing a budget for the SGA, scheduling an event/activity, and other general points of knowledge to help ensure the success of their efforts within our campus-community. Basic Training will be offered by the Center for Student Life at the beginning of each academic semester.



Student Media

Saint Francis University students operate four media outlets on campus:

The Bell Tower staff works throughout the year to produce the yearbook, which is distributed in the fall. The editors welcome help and personal pictures taken around the campus by students.

RED Radio is a student-run internet broadcasting station. The station's URL is: <http://wred.francis.edu>.

SFU-TV Channel 27 is the on-campus television channel owned and operated by the student body. Cable channel 27 on-campus presents first-run movies through the Residence Life Cinema Series; the SFU information network; and MTV University Television, consisting of Headline News, music videos and sports.

Troubadour, the University newspaper, is published once every two weeks. New writers are always welcome, as are letters to the editor. The paper is distributed on racks throughout the campus.

Experiencing Saint Francis University

Commuter Life

Saint Francis University welcomes all part-time, commuter, and graduate students, and encourages their participation in all University events, activities, and programs.

Meals. Commuters and off-campus students are invited to eat lunch in Torvian Hall by purchasing a daily, monthly or semester meal plan from the Business Office in Scotus Hall. If students prefer to brown bag their meals, they are welcome to eat in Frankie's at the JFK Student Center or in Padua Hall, where refreshments are also available.

Lockers. Rental lockers are located on the first floor of Padua Hall. The cost of renting a locker is \$12.50 for first time users, which includes a refundable \$5.00 deposit for the lock and \$7.50 for each following semester. The lockers provide adequate storage space for books and outerwear. The University, however, is not liable for any loss, theft or damage to any belongings in the locker. Availability is prioritized to commuters, off-campus students, and then, resident students. Lockers will be distributed on a first-come, first-served basis. For more information, please contact the Office of Student Development at 232 Padua Hall or call x3002.

Lounges. The John F. Kennedy Student Center and a mini-lounge area between Padua and Sullivan Halls are the traditional places of respite for commuter students between classes and other break periods during the day.

Student Government Association Office. SGA serves as the official vehicle for student opinion voiced to and from the University community and protects the individual rights and freedoms of the students. Commuters are represented on the senate by the commuter representative, who is elected during the spring semester.

Emergencies at Home. If there is an emergency at home, family members should contact the Office of Student Development at (814) 472-3002 in order to get in touch with the student. Please provide family members with the phone number for this office. Also, the student can have this office call his/her home in case of an emergency at school. It is very important to complete all blanks during check-in so that emergency contact information and cell phone information is correct.

Commuter Tips. Take full advantage of the University experience by getting involved on campus:

- Participate in the Returning Student Group. *(For information on this group contact the Counseling Center at x3211.)*
- Participate in extra-curricular activities. *(There are over 50 recognized clubs, organizations, fraternities and sororities. A complete list is available*

Experiencing Saint Francis University

in the Center for Student Life in the upper level of the JFK Student Center.)

- Attend campus events. (*Check bulletin boards and the SAO Calendar of Events, read posters, flyers, and the University newspaper, Troubadour.*)
- Get involved with SAO (Student Activities Organization).
- Get to know other students in Torvian, Frankie 's, student lounges and recreation areas.
- Consider getting a meal plan.
- Take advantage of Stokes, with its indoor track, pool and racquetball courts, and join the DiSepio Institute Fitness Center to work out.
- Study at the Pasquerilla Library.
- Attend sporting events in Stokes.
- Rent a locker on campus.
- Contact other commuters to share rides, information and friendship.
- Attend the Student Involvement Fair to find out about all the clubs and organizations on campus and how to get involved.

First-Year Community Enrichment Series

The Community Enrichment Series (CES) provides an out-of-class experiences, including performances, guest lectures, ceremonies, and films that advance the goals of the General Education Program at Saint Francis University. They broaden students cultural perspectives, raise awareness of current and/or historical issues, and promote conversation about ideas and values.

All CES programs are open to all students; however, CES attendance is a required component of the first-year student experience at Saint Francis University. First-year students fulfill this requirement by registering for two semesters of the series, Core 103 in the fall semester and Core 104 in the spring semester. Students may not take both Core 103/104 in the same semester.



Hand Drumming at SFU

Students receive a passing grade for each section of Core 103/104 through documented attendance at six different events listed in the semesters on-line CES calendar, which can be found on the General Education web page of the SFU web site. Students must obtain an attendance slip before an event, attend the entire event, and hand in the slip to the person taking attendance at the end of the event. Students are not allowed to turn in attendance slips directly to the General Education Office.

Attendance at five or fewer CES events in a given semester will not only result in an F for either CORE 103 or 104, but these events will not be carried

Experiencing Saint Francis University

over to future semesters during which the student re-registers for either CES course.

Once students have completed their Community Enrichments Series requirement for a given semester, they and their advisors will receive a letter from the General Education Office indicating they have fulfilled their attendance requirement.

Greek Life

Saint Francis University officially recognizes four inter/national social fraternities, one international social sorority, one national service sorority, and three local social sororities. The Chapters that do operate residential houses can be found adjacent to



the campus. A staff member from the Center for Student Life can provide students with information on fraternities and sororities.

Fraternities.

The four international social fraternities contributing to the social/educational atmosphere at Saint Francis University are:

- Tau Kappa Epsilon, Delta Phi Chapter (Est. 1955, re-Est. 2005)
- Psi Upsilon, Sigma Phi Chapter (Est. 2005)
- Phi Kappa Theta, Pennsylvania Tau Chapter (Est. 1949, re-Est. 2007)
- Alpha Phi Delta, Beta Lambda Chapter (Est. 1949, re-Est. 2008)

Sororities.

The five international and local, social and service sororities contributing to the social/educational atmosphere at Saint Francis University are:

- Delta Phi Epsilon, Alpha Sigma Chapter (Est. 1991)
- Gamma Sigma Sigma, Gamma Phi Chapter (Est. 1972)
- Phi Delta Kappa (Local; Est. 1977)
- Omega Zeta Nu (Local Est. 2006)
- Phi Lambda Psi (Local; Est. 1978, re-Est. 2008)

Inter-Fraternity/Sorority Council (IFSC).

The Inter-Fraternity Sorority Council (IFSC) coordinates the activities of these groups and serves as the official liaison between the University administration and the Greek Life system. The IFSC is directly advised by the Assistant Director of Student Activities.

This organization discusses current issues of Greek life, conducts educational workshops for members and associate members, and plans and coordinates activities for the good of the University community.

Experiencing Saint Francis University

Order of Omega.

The Order of Omega is a national Leadership Honor Society for Greek leaders. The Sigma Kappa Chapter was reinstated at Saint Francis University in the Spring of 2000. The purpose of the Order of Omega is threefold: to recognize students who have attained a high standard of leadership in inter-Greek activities, to bring together the most representative fraternity and sorority members, and to bring together members of the faculty, alumni and student members of the University's fraternities and sororities on a basis of mutual interest, understanding, and helpfulness.

Greek Service Organizations.

The Greek service organization contributing to the service/social/educational atmosphere of Saint Francis University is Gamma Sigma Sigma, Gamma Phi Chapter (Est. 1972).

Intramural Sports

Intramural programs help students physically, socially, emotionally, morally, and intellectually by providing opportunities for participation in athletic activities. The program is especially rewarding for those not interested in varsity competition.

The intramural program endeavors to help students make wise use of their leisure time, to allow students to engage in activities with other students, to emphasize the value of group loyalty and the sacrifice of self-interest, and to help students understand and appreciate different sports.

Saint Francis intramurals include individual and dual sports, team sports, and co-recreational sports. Emphasis is placed on sports that students will be able to participate in when they leave the University.

Programs are conducted by an intramural director, coordinators, and supervisors. Intramurals are publicized in the *Troubadour*, on campus bulletin boards, through printed schedules provided annually, and through meetings of sports managers. The Maurice Stokes Athletics Center, Immergrun Golf Course, athletic fields, and outdoor courts are used for intramural activities.



Intercollegiate Athletics

Varsity intercollegiate athletics provide an opportunity for competitive athletic participation at the Division I Level. The University is a member of the National Collegiate Athletic Association and has conference affiliation with the

Experiencing Saint Francis University

Northeast Conference and the Eastern Intercollegiate Volleyball Association, and supports a comprehensive Division I program for men and women. The University sponsors the following sports:

MEN: Basketball, Cross Country, Football, Golf, Soccer, Tennis, Indoor and Outdoor Track and Volleyball

WOMEN: Basketball, Cross Country, Field Hockey, Golf, Lacrosse, Soccer, Softball, Swimming, Tennis, Indoor and Outdoor Track and Volleyball

Scholarships are available in all sports, cheerleading, and pep band.



Study Abroad

The **CENTER FOR INTERNATIONAL EDUCATION AND OUTREACH** is dedicated to fostering a culture of studying abroad at Saint Francis University. Our diverse international programs give students an exciting way of completing credits and/or offering service. Study abroad will introduce students to a new culture, and a new way of life. They will learn to recognize and appreciate how culture determines values and behaviors. Study abroad will help students develop skills and give them experiences a classroom setting will never provide. In addition to making friends around the world, study abroad will increase students' self confidence and will have a lasting impact on their world view. Students at Saint Francis University may participate in a Semester in France, Springtime in Italy, Spanish in Mexico program, Spring Break in London or Paris, Hugs for Honduras, and cooperative education programs in Ireland, Scotland, Australia and more.



Saint Francis University's site, nestled atop the mountain, in Ambialet, France.

If you are interested in studying abroad, please contact The **CENTER FOR INTERNATIONAL EDUCATION AND OUTREACH** at 814-472-3245, or stop by 215 Schwab Hall. Details on any of the programs listed here may be found at: www.francis.edu/StudyAbroad.htm.

Experiencing Saint Francis University

Volunteerism and Service Learning

In accordance with the Franciscan foundation of the University, students have the opportunity to participate in many social justice outreach and service programs primarily through the Dorothy Day Center for Justice and Peace. These opportunities include, among many others, visiting the elderly at Laurel Crest Manor and feeding the hungry.

The purpose of the Dorothy Day Center is to aid all those in need. Sometimes the needy are unemployed, hungry and cold. Sometimes the needy are elderly, young or mentally challenged. Sometimes the needy are students.

As a part of the Core Curriculum, all students will participate in a service program. This experience assures that all students are exposed to the rewards of service and are reminded of the needs and challenges of all persons. Any students who are interested in finding information on available service learning activities should contact the Director of Service Learning in the General Education Office.



Embracing Campus Life

Life On Campus

Life in a residence hall is an unforgettable experience. Other living arrangements do not quite compare. There are great opportunities to meet new people, study with classmates, relax with friends, and establish great friendships.

The advantages of living so close to the activities of the University are significant for resident students. Classes are just a short walk away. Quick access to the library, computer labs, faculty offices and ACE gives resident students an academic advantage. The recreational and social advantages are numerous. Sporting events, the Stokes Center, DiSepio Institute for Rural Health and Wellness, Immergrun Golf Course, Torvian Dining Hall and the John F. Kennedy Student Center with its movies, comedians, musicians, and other exciting events are all right next door.

Inside the halls, Saint Francis University staff strives to provide a special kind of atmosphere -an atmosphere that is fun, exciting, welcoming, educational, and conducive to study. A combination of a helpful staff and a safe, secure campus makes the residence halls a great place to spend your University years.



The Halls

On-campus residents have the option of ten residence halls, two independent living units, and four special interest houses. Traditional residence halls with double occupancy rooms, halls with single occupancy rooms, independent living units, a hall with private bathrooms, and special interest houses house the on-campus resident population.

Traditional Residence Halls. Amici Hall, Giles Hall, and Saint Louis Hall house men in double occupancy rooms. Saint Clare Hall, Saint Elizabeth Hall and Saint Joan of Arc Hall house women in double occupancy rooms. Saint Agnes, and Christian Halls house men and women on separate floors or wings. Ave Maria Hall houses men and women in single occupancy rooms on separate floors.

Independent Living Units. The House/Apartment/Townhouse Program (HAPT): Students living in these units will have the opportunity to experience independent living while being under the umbrella of University Housing. All units consist of one to four bedrooms, full bathrooms, and kitchen/living areas. Three apartments are located in Ave Maria Hall, while the remaining townhouses/houses and apartments are located within walking distance to campus

Embracing Campus Life

on Saint Joseph and Saint Mary Street in Loretto.

Special Interest Housing. *Saint Francis Hall* is a faith-based community that houses 60 residents. Located adjacent to the chapel, the hall houses male and female students on separate wings. The *Bach Family Honors House* is a residence for nine Honors students per year. Located adjacent to campus it includes a state-of-the-art conference room available for classes as well as a 24-hour study space for all Honors students. The *Leadership House* is a living-learning community with the goal of educating its members about leadership and community engagement. Located adjacent to campus, it houses five students and is a student-center program dedicated to learning and practicing servant-leadership. The *Multicultural Living Learning Center* is comprised of two houses and is located adjacent to campus. It is a diversity focused residential facility that in total houses eight students.

The Amenities

There is much more to a residence hall than just rooms with beds. Here is a summary of what else one should expect while living in one of the eight traditional residence halls.

Cable TV. Basic cable TV is provided in each room.

Food Service / Meal Plan. All on-campus residents not living in apartments must purchase a meal plan. There are currently four options: 19 meals, 14 meals, 10 meals or 5 meals (junior and seniors only) per week. To enter Torvian, residents must present their student ID cards.

Community Enrichment Series (CES). Many of the freshmen CES programs are held in the residence halls through the R.E.T.A.I.N.S. Program. Freshmen are able to meet some of their academic requirements by attending these programs. These CES programs include cultural events, educational seminars and programs addressing many of the issues facing University students.

Housekeeping. A housekeeper is assigned to each residence hall. The housekeeping staff is responsible for bathrooms and other public areas, but do not clean residents' rooms.

Internet Access. All residence halls are wireless. Each room has two ports for laptops to be connected should the wireless capability be compromised.

Linen / Laundry. Residents must provide their own bed linens. Laundry arrangements are the students' responsibility. Washers and dryers are located in each residence hall.

Programming. Life in the halls is enhanced with a number of social, recreational, and educational events. Residents, resident assistants and other University staff plan and organize these events. Some of this programming is meant to solidify the community atmosphere in the halls. Much of it is to augment the education of the Saint Francis student and to address many of the concerns our

Embracing Campus Life

students face as they make the transition to their roles as productive, responsible citizens.

Recreation / Equipment. Most halls have recreation equipment, which may include a pool table, a ping pong table, a VCR, a foose ball table, exercise equipment, *etc.* Residents should contact a resident assistant to find out how to access residence hall equipment. Each end of campus also has an outdoor sand volleyball court. The south campus has an outdoor basketball court.

Room Furnishings. Residents may add furniture, curtains, aquariums, plants and other items to personalize their living space. Most rooms have movable furniture and beds that can be debunked. Entertainment centers and different room arrangements allow each room to be unique.

Because the residence halls are used so much over the years, guidelines have been developed to limit long term wear. Students should remember the following when they personalize their rooms.

1. Dressers and desks may not be stacked or put into closets.
2. Stickers should not be put on doors.
3. Holes should not be made in doors, walls, or furniture.
4. No beds or furniture may be hung from the ceiling or other parts of the ceiling.
5. Beds in Saint Clare Hall may not be debunked.
6. Waterbeds are not allowed.
7. No Saint Francis University furniture may be removed from the room or placed in storage.

Telephone Service. A telephone is located in every residence hall room, apartment or suite. All rooms have local telephone services. Each resident has phone mail, which can be accessed from any phone, on or off campus. Residents may contact the I.T. Services at x3033 for long-distance and international calling services.

The Staff

Full time and undergraduate staff live and work in the residence halls. The residence life staff addresses many needs of the resident student, while encouraging a comfortable, safe and exciting environment.

Resident Assistants (RAs). Each floor is staffed with at least one RA. RAs serve many roles in service of the residents. They address problems in the hall, help direct students around campus, refer students to appropriate resources, and assist residents with personal and academic issues. RAs are responsible for maintaining an academic, yet social, atmosphere in the halls by providing hall social events and educational programming, enforcing policies and addressing security concerns. They can also answer questions or direct questions to the appropriate University personnel.

RAs are selected from the most respected upper class students on campus. These students have demonstrated an interest in, a respect for, and a willingness to work with students through their leadership and involvement on

Embracing Campus Life

campus. They participate in rigorous training to prepare them to address the wide range of issues and concerns of students.

Senior Staff. During the evening hours a member of the senior staff is always available to address crises and emergency situations on campus. On weekend evenings, students may notice senior staff members walking through the halls. Senior staff members include the Director of Residence Life, Assistant Director, the South Campus Area Coordinator, the North Campus Area Coordinator and Resident Directors.

All senior staff members are full-time professional staff members, select seniors, or graduate students who reside on campus. The Area Coordinators supervise the day-to-day operations of five halls, including room changes, maintenance reports, adjudication of policy violations, and programming and supervision of resident assistants. The Director and Assistant Director supervise all aspects of the ten residence halls, two independent living areas, and four special interest houses, including personnel, programming, policy formulation, budgeting, renovations and adjudication of policy violations. All senior staff members are available to address personal issues, academic concerns, and adjustment difficulties of students.

Duty Coverage. Resident assistants are on duty on a rotating basis from 7:00 p.m. - 7:00 a.m. every day in each hall. In the event of an emergency, they can be reached in their rooms or at another location in the hall as specified on their door. At least one senior staff member is on call every day and may be contacted by any RA. If there is a serious problem and an RA is unavailable, the University Police Department should be contacted.

Residence Hall Safety

Every resident student should be aware of safety issues while living in the halls. Saint Francis University is a safe campus, and being aware of safety issues further protects the student from crime.

Card Readers. Each residence hall is locked 24 hours a day. To gain entry, students must swipe their student ID cards in the card readers located near certain doors of their residence hall.

Escort Service. The University Police and Safety Department provides an escort service between campus buildings and to and from the edge of campus. Check with University Police for details.

Door Locks. Each residence hall room has a door lock. Little theft is reported in the halls, but when it is reported, there is usually an unlocked door involved. It is important that residents remember to lock their doors when they leave their rooms.

Fire Safety and Equipment. Resident students are expected to be familiar with and to strictly observe all fire regulations posted in rooms and in each corridor. RAs review specific procedures at the first floor meeting.

Embracing Campus Life

Each residence hall is equipped with smoke detectors and pull systems (which are serviced and inspected regularly by University Police, as required by law). Whenever either system is activated, an alarm will sound in the building and at the Department of University Police and Safety. Fire extinguishers are located on each floor.

False alarms or the improper use of firefighting equipment is a breach of safety regulations. **Students found tampering with the fire system, including extinguishers, may face severe penalties up to and including, but not limited to, a \$500.00 fine and suspension from the University.**

Fire Drills and Evacuation. Periodic fire drills will be conducted. In accordance with Pennsylvania state law, all must participate completely during any emergency drill. The following evacuation procedures must be followed at Saint Francis University.

Students must evacuate the building when an alarm sounds. Before leaving, students should do the following:

1. If in a room, feel the closed door. If it feels hot, the hallway may be filled with deadly gases. Do not open the door, but go to the window and wait for rescue. If the door is cool, close the windows before slowly opening the door.
2. Do not stop to dress, but take a pair of shoes and an overcoat or blanket. Upon leaving the room, leave the lights on and the door closed. Take the room key. Knock on the students' doors on each side of the hall and be sure others are aware of the fire before evacuating.
3. If it is not possible to leave the room:
 - a) Open the windows if there is smoke in the room; if there is not smoke, leave the window closed to prevent outside smoke from being drawn into the room.
 - b) Seal cracks around the door with towels (damp, if possible).
 - c) If trapped, attract attention by hanging an object from the window--the brighter the color, the better--and wait by the window for help. If outside smoke is drawn in, close the windows, leaving the object hanging. Don't panic. Help will come quickly.
4. If smoke is severe, place a wet cloth over the mouth and nose. Remember, there is usually less smoke near the floor.
5. When evacuating:
 - a) Walk at a brisk pace, do not run.
 - b) Follow the posted corridor instructions for the proper exit route and assembly point.
 - c) Move in single file along the wall toward the exit.
 - d) Use only marked exits. Remain silent so that you can hear instructions.
 - e) If the exit lights are out, do not panic. Proceed cautiously to find the nearest exit. Count the number of doors. If the exit is blocked, backtrack and locate an alternate exit route or if necessary return to room.
6. Remain outside until instructed to return to the building by a University official. In the event that re-entry to the hall is not possible, everyone will be instructed to go to another assembly point for further information.

Embracing Campus Life

Resident Responsibilities and Various Policies

The residence halls at Saint Francis University accommodate from 42 to 164 students. As in any community, certain standards must be maintained. The residence halls must serve as a home, a place to have fun, a place to learn and a place to study. Each resident must live up to several responsibilities and be aware of policies for living in a residence hall. This section briefly describes policies that are particular to resident students.

Alcohol. Regardless of age, students are not permitted to possess or consume any alcoholic beverage in any public place, on the outdoor campus or in residence halls. Students found where alcohol is present or being consumed will be considered in violation of the alcohol policy. An exception is made in Pineview Terrace Townhouses and East Gate Apartments, where small quantities of wine and beer are allowed in rooms of students who are 21 years of age. Public intoxication is a violation of the alcohol policy anywhere on campus regardless of where the alcohol was consumed. In addition, students are not permitted to have empty alcohol containers in their rooms even as decorations.

Breaks, Closing, and Opening. The residence halls are closed during Thanksgiving break, Christmas break, Winter/Spring break and Easter break. When the halls are closed, students must vacate their rooms. Details of closing times are posted in the halls prior to these breaks. There is no procedure for arriving early or departing late.

Candles / Open Flames / Incense. Candles, incense and any other open flames are prohibited in the residence halls for fire safety purposes.

Checking In and Checking Out. All residents sign a room condition report when they move into a room. It is the responsibility of the resident to assess the accuracy of this form. Residents will be billed for any damages found in the room that are not listed on the room condition report. All residents must make arrangements with a resident assistant to formally check-out of their room.

Common / Public Area Damages. Residents of a wing, floor, or building share jointly in the financial responsibility for damages in their respective public area. Twice each semester, Physical Plant and Residence Life personnel inventory all public areas for needed repairs and determine any charges necessary to be billed to residents.

In addition to recovering some of the costs of repairs, this method of billing residents of a particular living unit is meant to discourage vandalism and encourage respect for the facilities. It also requires residents of units with high vandalism to pay more toward repairs than students in areas with low vandalism. The residents have agreed to this method of damage assessment in their Housing and Food Service Contract.

Consolidation. The University reserves the right to assign students to partial vacancies and to administratively reassign students to different locations. Be-

Embracing Campus Life

cause the University believes the experience of having a roommate is a valuable learning experience, an effort will be made to assure all first-year students have roommates. Because the University believes that upper-class students willing to pay for the privilege of having a private room should have priority over those students not willing to pay for the privilege, an effort will be made to assure those upper-class students willing to pay will have a private room. To assure these two things, the Office of Residence Life will consolidate students in partial vacancies according to an established procedure.

Electrical Appliances. The only cooking appliances permitted in resident rooms are hot pots with self-contained heating units, popcorn poppers, and small microwaves rated at 1000 watts or less. All must be UL approved. Other heating and cooking appliances are prohibited. Other cooking appliances may be used only in apartments and the kitchenettes in Saint Clare, Saint Elizabeth, Saint Joan, Saint Louis, Saint Francis, and Ave Maria Halls.

Refrigerators are permitted in all buildings. All refrigerators must be portable with a capacity no larger than three cubic feet and must not be self-defrosting.

Lamps that use halogen light bulbs are not allowed in any of the residence halls. They are a fire hazard because of their high temperature.

Electrical Equipment. Residents may bring any of the following into their rooms for operation: television, DVD player, stereo equipment, computer, home video games, and other electrical equipment.

Floor and Hall Meetings. From time to time the in-hall staff may announce a hall or floor meeting. All residents are required to attend these meetings. If unable to attend, residents should contact their RA prior to the meeting to make arrangements to receive any important information. Students are expected to know, and will be responsible for knowing, all information shared or discussed at these floor meetings.

Hall and Common Area Inspections. Daily inspections will be performed to ensure that no items are in the hall, stairwells, or next to a means of egress or exit that will prohibit the safe evacuation of the building. All items that are discovered to be a hazard will be removed and given to Residence Life. State law requires all Fire Doors remain closed. The propping open of a Fire Door will be treated as tampering with fire safety equipment.

Housing Requirement. All full-time undergraduate students are required to live in residence halls. Exceptions to this policy are granted only in the following circumstances: student commutes from the home of parents or legal guardian and as long as the home is in a 40 mile radius of the campus; student is married; student is a senior or will be 21 years of age by the first day of September for the academic year in which permission to reside off campus is requested. The student's contract is for two semesters once signed. Canceling a contract is not possible except under the following circumstances:

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CONTRACT BREAKAGE AT THE END OF FALL SEMESTER TO COMMUTE.

Requests to break the housing contract in order to commute from the parent 's or guardian 's home must be made in writing and received in the Office of Residence Life by the last day of fall classes. The cancellation will be approved with a penalty of 10% of one semester 's room and board or apartment/townhouse rate.

CONTRACT BREAKAGE DURING THE SUMMER TO LIVE OFF CAMPUS.

Once a contract is signed in the spring for the following fall, it is considered binding. Students who wish to live off-campus and meet those requirements may request a cancellation if it is made in writing and received in the Office of Residence Life by June 30. The cancellation will result in a penalty of 10% of the year 's room and board or apartment/townhouse rate.

CONTRACT BREAKAGE DURING THE SUMMER TO COMMUTE.

Those needing to commute from their parent 's or legal guardian 's home may do so without penalty if a written request is received in the Office of Residence Life by July 31, at which time all Financial Aid packets should be received. From August 1 through check-in, requests received in writing in the Office of Residence Life will be accepted with a 10% penalty of the year 's room and board or apartment/townhouse rate.

Note. *Please see Housing and Food Service Contract at the end of this section.*

Special Note: No contracts will be cancelled after the first day of classes each semester. No penalty will be assessed for those who withdraw, are dismissed, graduate, or those who notify in advance of a marriage or internship.

Fraternities and sororities offer additional affiliated housing choices for their members; however, students are ineligible for certain types of campus-based financial aid when residing in Greek Housing or private, off-campus housing. The Office of Financial Aid at x3010 can provide more information.

Holiday Decorations. Students often choose to decorate their rooms for holiday seasons. Any lights or electrical decorations must be UL approved, and live trees are not permitted inside lounges or student rooms.

Inspections During Breaks. When the halls close for breaks, a University staff member checks every room to be sure all break procedures are followed. Examples of these procedures are unplugging certain electrically powered items, turning off lights and locking windows. Any policy violations will be reported.

Living Options. Housing is guaranteed for four years in one of ten residence halls on campus as well as two independent living areas, and four special interest houses. Saint Joan, Saint Clare, and Saint Elizabeth Halls are female occupied, while Amici, Giles and Saint Louis Halls are male occupied. Ave Maria, Christian, Saint Agnes, and Saint Francis Halls as well as the Multi-cultural Living Learning Center house men and women.

The Leadership and the Bach Family Honor 's Houses house single sex

Embracing Campus Life

students on a yearly rotating basis (for 2009-2010 both will house women). Ave Maria Hall Apartments, Pineview Terrace Townhouses, and East Gate Apartments house seniors and students at least 21 years of age. While most rooms are double occupancy, a limited number of suites, privates and apartments are available for upperclassmen.



The University provides a special addendum to the standard agreement for intensive study floors. Residents on intensive study floors determine the exact parameters of these floors within guidelines established by the Office of Residence Life. Smoking is prohibited inside all residence halls, apartments, and townhouses.

Lock-Outs. The University Police and Safety Department will check out temporary keys to students who have locked themselves out of their room. Residents should contact a resident assistant if they are locked out between the hours of 7:00 p.m. and 7:00 a.m. **Under no circumstances will access be allowed to other students' rooms.** Students should be aware that resident assistants do not carry master keys and that University Police Officers have many other responsibilities. Therefore, a significant wait may occur.

Locks. For safety purposes, secondary locks and latches are not to be installed in any residents' room.

Lost Keys. Should a room key be lost, a temporary replacement will be issued for 48 hours. If the key is not returned within 48 hours, the lock will be changed. When a lock is changed the resident who lost the key will be charged.

Maintenance. To report any non-emergency repairs or maintenance needs, Residents are encouraged to call the Residence Life Maintenance Request Line x4099. Residents should be prepared to give the location, the building and a description of the problem when calling this line. Any emergencies should be immediately reported to a resident assistant or to the University Police Department. Examples of emergency repairs include water leaks, lack of heat, burned out overhead lights in student rooms and exterior door problems.

Pets. The only pets allowed in resident rooms are small and harmless fish. All pets must be kept in an aquarium, and approved by both roommates. The Office of Residence Life reserves the right to require the immediate removal of any pet for any reason.

Postings. Student organizations or University departments may have signs posted in the residence halls by bringing the signs to Residence Life. Please submit 37 copies. Any advertisements by outside agencies must be approved

Embracing Campus Life

through the Office of Student Activities. Postings delivered to the Office of Residence Life will be posted by the resident assistant staff within five days. No items may be attached to glass surfaces. Any signs attached to glass will be promptly removed. Any items deemed unsuitable for display in a residence hall will be removed.

Prohibited Items. The following items are not allowed in the residence halls: firearms, knives, pets not listed on the allowed pets list, explosives, fireworks, waterbeds, gasoline powered engines, electrical appliances not in compliance with the electrical appliance policy, including air conditioners, and any items prohibited by University policy. The creation and/or use of any item that may cause harm to others or create damage is also prohibited.

Property Insurance. Only property owned by Saint Francis University is covered by institutional insurance; therefore, the belongings which you bring **are not covered**. You should check with your family's homeowners insurance to see if your things are covered. We will also send you a brochure from the National Student Services, Inc. which describes their insurance program. You can also visit them at www.nssinc.com for additional information as well as the opportunity to sign up on-line.

Quiet Hours. Each hall has set hours during which noise must be kept to a minimum. The hours from 8:00 p.m. to 11:00 p.m. Sunday through Thursday are designated as study hours. During study hours, it is expected that the halls are quiet enough to accommodate studying. From 11:00 p.m. to 8:00 a.m. everyday are quiet hours. During quiet hours, noise is to be kept at an absolute minimum. During finals week, all halls have 24 hour quiet study hours. Resident assistants can give students guidance and guidelines for the quiet hours policy.

Refunds. Refunds of any monies lost in vending machines in a residence hall may be requested at the Office of Residence Life, 227 Padua Hall.

Room Changes. Residents are allowed to request room changes after the second week of class for a two-week period. Residents wishing to change rooms must contact their resident assistant. Residents are not allowed to move without written approval by the Office of Residence Life. It is the responsibility of the resident to find roommates, available spaces, and/or residents willing to trade places. Residence Life staff can assist the student in this process.

Room Entry. The University reserves the right to enter any resident's room or apartment for administrative, safety and regulatory purposes. A room may only be entered with a resident's consent, except under the following circumstances:

1. Members of the University staff may enter a student's room for administrative purposes such as safety inspections and maintenance needs.
2. Members of Student Development staff may enter a student's room without obtaining prior consent to conduct a search when there is clear evidence or

Embracing Campus Life

strong suspicion of an emergency that warrants immediate entry.

3..Members of Student Development staff may enter a student ' s room without obtaining prior consent to address policy violations and/or to restore order.

Room / Roommate Assignments. Rooms and roommates are assigned to freshmen during the summer months. Upperclassmen have the opportunity to select their room and roommate for the following academic year in the spring.

Room Search. The University reserves the right to search a room upon suspicion of policy violations. The Vice President of Student Development or his/her designee will be contacted for authorization.

Routine Room Inspection. Each semester a member of the Residence Life Staff and a member of the Safety Department will conduct fire safety inspections of each room. The room will be checked for violations of rules and regulations outlined in this Handbook under fire prevention and safety. The team will specifically check for the following prohibited items: open flames, candles, incense, prohibited lamps, prohibited open coil cooking appliances, overloaded outlets and extension cords, space heaters, excessive storage, and sprinklers. A copy of the inspection report will be left in the room.

Smoking. Pennsylvania Clean Indoor Act prohibits smoking in any Saint Francis owned property.

Solicitation in the Residence Halls. All solicitation in the residence halls of Saint Francis University must be approved by the Associate Dean of Student Life. Any solicitors under the age of 18 must be accompanied by an adult.

Storage. Many of the halls have rooms available for storage of student possessions. If any student wishes to leave items in storage, the items must be boxed and clearly labeled with the owner's name. Students are allowed to place items in storage at the beginning and end of the year. No one is allowed to move anyone's possessions from storage without the owner's permission. Anything placed in storage is placed at the student's risk. The University will not be liable for any damage or theft. Students ' personal furniture will not be stored. It is not recommended that anything of value be placed in storage. to move anyone ' s possessions from storage without the owner ' s permission. Anything placed in storage is placed at the student ' s risk. The University will not be liable for any damage or theft. Students ' personal furniture will not be stored. It is not recommended that anything of value be placed in storage.

Summer Housing. Mandatory on-campus housing policies for students are suspended during the summer sessions. See Financial Aid for details. Students enrolled for classes are free to select housing on campus or in the local community. Students deciding to live on campus will be assigned a room on the first day of registration.

Visitation. Members of the opposite sex may visit in residence hall rooms and public areas from 10:00 a.m. to 12:00 midnight on weekdays. Visitation

Embracing Campus Life

hours are extended until 2:00 a.m. on Saturday and Sunday mornings.

Weapons / Explosives. Only guns or bows and arrows for hunting are permitted on campus. However, these must be registered and stored at the Office of University Police and Safety in Raymond Hall. Weapons may never be taken into residence halls or stored in vehicles. All other weapons (including BB guns, paintball guns, pellet guns, martial arts equipment, *etc.*), firearms, knives, firecrackers, and explosives are prohibited in all areas of the halls and campus.

SAINT FRANCIS UNIVERSITY
Loretto, Pennsylvania
HOUSING AND FOOD SERVICE CONTRACT—2009-2010

READ CAREFULLY- You are bound by these policies and procedures. This contract is between the individual name on the reverse side and Saint Francis University. A 10% fee assessed for canceled contracts. (See Student Handbook for detailed policies and procedures.)

RESIDENT STUDENTS EXPECTATIONS

Resident students are offered the unique opportunity of living in an environment which supports their academic achievement and personal growth. The facilities and qualified staff provide the means to accomplish this growth.

Expectations of resident students lie in accordance to the general expectations of all students. Controlled, mature and considerate behavior is critical to the success of a resident student and is expected at all times. This includes maintaining a clean, undamaged environment that does not block any means of egress, developing relationships with other residents that result in positive contributions to personal growth as well as community development, and respecting the policies and procedures outlined in the housing and food service contract and the student handbook. At all times, residents need to recognize that living on campus is a privilege.

POLICIES

1. It is the policy of Saint Francis University to offer full, equal and nondiscriminatory assistance to all students without regard to their race, color, religion or nationality, in both the placement in University housing and in the furnishings of facilities and services in connection with that housing.
2. All full time undergraduate students are required to live in University residence halls unless they commute from the home of their parents or legal guardian, if they reside within a 40 mile radius. Exceptions are granted to students who are married, and/or who are at least 21 years of age by September 1st of the academic year for which they are requesting permission to reside off campus.
3. The University reserves the right to make emergency changes in its calendar.
4. The housing and food services provided by this contract are applicable only for students to which they are assigned and may not be sold, lent, or sublet.
5. All students living in University residence halls are required to purchase a meal plan. Exceptions are given for those in University apartments.
6. Student must reside at home or on campus in order to receive Saint Francis University aid such as scholarships, scholastic performance awards or grant in aid.
7. Any student dropping below 12 credits must meet with the Director of Residence Life in consultation with the Vice President of Student Development to determine continued residency on campus. Reducing credits below 12 credits does not automatically release a student from their housing contract obligation.

WITHDRAWAL FROM SAINT FRANCIS UNIVERSITY

1. Students intending to withdraw from the University, either during the semester or at the end of a semester, must complete the appropriate forms with the Director of Advising and Retention. Failure to complete the appropriate forms constitutes an unofficial withdrawal in which no refunds will be made.
2. In the event of complete withdrawal from the University after the scheduled opening of classes, no part of the student's payment representing deposits for room and board will be made. Upon the recommendation of the Vice President of Student Development and Vice President for Finance, in the event of serious illness, an exception may be made, and proportionate share of room and board payments will be refunded. In the event of dismissal, suspension or unofficial withdrawal, no refund payments will be made.

ROOM AND BOARD CHARGES AND DEPOSITS

A one-time \$100.00 room and key deposit must be paid by new residents by August 1st or by January 1st for the students who initially enter at mid-year. The \$100.00 deposit will be refunded within ninety days after graduation,

Embracing Campus Life

official withdrawal, official off-campus residence, approved for college-affiliated housing, or any other exception officially approved by the Vice President of Student Development. Any damage charges for the year-to-date will be deducted from the deposit and the balance refunded. Resident students are required to make payment of room and board prior to each semester and according to the dates established by the Business Office.

OCCUPANCY

The room assigned by the contract will not be available for occupancy prior to 9:00 a.m., August 19th for freshmen and 9:00 a.m., August 23rd for upperclassmen. All rooms must be vacated and left in good order by May 6th at 12:00 noon by upperclassmen and May 9th at 6:00 p.m. by seniors.

Residents who withdraw from the University must vacate the residence hall within 24 hours of the date of withdrawal and must complete all check-out procedures with the Director of Residence Life.

Residence halls and food facilities will be closed during vacation periods, including Thanksgiving (6:00 p.m., November 24th to 12:00 noon, November 29th); Christmas (12:00 noon, December 12th to 12:00 noon, January 10th); Winter Break (6:00 p.m. February 26th to 12:00 noon, March 7th); Easter (6:00 p.m., March 31st to 12:00 noon, April 5th). Extensions during Thanksgiving, Winter Break and Easter to students who are experiencing difficulty in obtaining accommodations are made not to extend past 10:00 a.m. the following day.

ROOM ASSIGNMENTS

The Office of Residence Life is responsible for making assignments in residence halls and determining the occupancy of any room. Attempts will be made to honor roommate requests, providing both students have notified the Office of Residence Life of the same prior to assignment periods. Such requests will be honored on a space available basis. Students who have not expressed a roommate preference will be randomly assigned. The University will not discriminate on the basis of race, color, religion or nationality in the assignment of roommates.

Room changes will not be accommodated until the 2nd week of classes. Until that time, all students must remain in their official assignments. If a student changes assignments without written approval, he/she will be in violation of his/her contract and will be subject to a \$25 fine.

The University reserves the right to consolidate a student in a partial vacancy to another partial vacancy. Consolidation will occur after the opening of each semester through the open room change period. **The University also reserves the right to administratively re-assign students to another room, wing or building as necessary.**

In order to accommodate all students applying for space, it may be necessary to assign students to temporary accommodations. Withdrawals and cancellations will permit these students to be transferred to permanent rooms. When vacancies in permanent rooms occur, temporary spaces must be vacated upon request of the housing staff.

DAMAGED OR MISSING PROPERTY

Residents will be held responsible for the condition and cleanliness of their room and its furnishings and for any loss or damage other than normal wear that may occur during their occupancy. All furnishings are to remain in the room. At no time is room furniture to be stored elsewhere. Structural changes of furniture or nailing, screwing or pasting into the walls, woodwork and/or ceilings of the room is not allowed. Occupants of a room, floor or hall will be held jointly responsible for losses or damages to room, floor, hall and lounges respectively. Charges will be assessed and billed after the end of each semester.

The University is not responsible for loss or damage to personal property of the occupant. Each individual is urged to take home valuable possessions during vacations and to carry personal property insurance.

FACILITIES

Each student is provided with a single bed, desk, desk chair, and dresser. Window treatment is provided for each room.

Students are responsible for the cleaning of their own rooms and are expected to keep them in clean, reasonable order.

The University will provide regular housekeeping services to common areas and maintain services for all areas of the residence halls. Students have the responsibility to help in maintaining the cleanliness of the halls including lounges, bathrooms and hallways. All damages and malfunctions are to be reported to the resident assistant or on the maintenance repair line x4099.

Failure to return a student room key will result in a charge of \$41.20.

ENTRY INTO ROOM

The University reserves the right for authorized representatives to enter the premises for repair or maintenance, health or safety reasons and to determine occupancy and vacancies. Designated officials may enter a room to restore order or to confront policy violations. The Vice President of Student Development or designee may authorize room searches upon suspicion of policy violations.

RESIDENCE HALL REGULATIONS

The use of residence halls is conditioned on compliance with University regulations as stated in the Student Handbook, this contract, the University catalog and other university publications or any modifications of these and is limited to residents and their guests.

Visitors of resident students must be at least 18 years of age, have a valid photo ID and be escorted by the resident student at all times. Visitors are welcome during visitation hours as long as they do not infringe upon

Embracing Campus Life

roommates ' and other residents ' rights. Residents are responsible for informing guests of all policies and for the conduct of their guests at all times. The privilege of being a guest or having guests may be terminated should violations occur.

Residents will set up their university voice mail with a mature and respectable greeting and will follow all policies outlined for campus computer usage as defined by IT Services in the Student Handbook "Guidelines for the Acceptable use of Network and Internet Resources".

Residents and their guests must participate in fire drills. The use of fire equipment except in case of fire is illegal.

The following shall not be permitted in residence hall room: Alcohol or drug paraphernalia decorative or otherwise, empty alcohol containers, neon bar lights, alcoholic beverages, illegal drugs, incense, halogen lamps, toaster ovens, space heaters, air conditioners, open coiled appliances, pets, weapons, explosives, internal combustion engines, harmful chemicals, and candles.

It is the responsibility of residents to keep reasonable conditions for studying. Excessive noise is a violation of the right to study and will be referred to the Director of Residence Life for appropriate disciplinary action.

Saint Francis University is NOT responsible for the physical safety of the residents, and the student releases the University from any liability therefore, unless the injury arises solely from the gross negligence of the University.

Residents are responsible for not blocking any means of egress, including exterior doors, lounge doors and common suit doors.

Residents and their guests must participate in fire drills. All residents are required to exit all buildings in a prompt and orderly fashion upon the sounding of a fire alarm. Any student found in violation of campus fire code that includes but is not limited to, disabling of fire safety devices, covering smoke detectors or falsely activating a fire alarm will face judicial sanctions.

SANCTIONS

Saint Francis University reserves the right to initiate disciplinary actions on any student who is found in violation of this contract. Noncompliance with

the following regulations may result in dismissal from University housing and/or the institution at large:

- Possession or use of alcoholic beverages
- Possession or use of explosives, firecrackers, firearms, swords or any weapon, item or substance which may endanger the welfare of the individuals or the University community.
- Tampering with or misuse of fire-fighting and safety equipment.
- Failure to respond properly to fire and safety regulations, drills or evacuation procedures.
- Compromising in any way the safety and security of any University operated housing.
- Behavior that demonstrates disregard for University operated housing.
- Possession of illegal drugs, drug paraphernalia, decorative or otherwise.
- Any other violations of this contract.

TERMS OF CONTRACT

Unless specified, and approved in writing, this housing and food contract is for TWO SEMESTERS, fall 2009 and spring 2010. In addition the University reserves the right to revoke residency privilege if, in the judgment of the Vice President for Student Development or designee, a resident ' s conduct is found to be detrimental to the welfare of the university community. The University reserves the right to amend the conditions of this contract.

I HAVE READ THIS CONTRACT AND AGREE TO ABIDE BY ITS TERMS BY AFFIXING MY SIGNATURE BELOW.

| <i>Printed Name</i> | <i>Date</i> | <i>Signature</i> |
|---------------------|-------------|------------------|
|---------------------|-------------|------------------|

| ROOM RATES | | | MEAL PLANS | | |
|---------------------------|----------|------|-----------------------------------|----------|----------------------|
| | Semester | Year | | Semester | Year |
| ___ Triple Room | 1966 | 3932 | ___ 19 meal + \$100 Bonus Money | 2168 | 4336 |
| ___ Double Room | 2190 | 4380 | ___ 14 meal + \$125 Bonus Money | 2110 | 4220 |
| ___ Christian Triple | 2174 | 4348 | ___ 10 meal + \$150 Bonus Money | 2025 | 4050 |
| ___ Christian Double | 2464 | 4928 | ___ 5 meal + \$500 Bonus Money | 1683 | 3366 |
| Additional Charges | | | <i>(juniors and seniors only)</i> | | |
| ___ Private Room | 605 | 1210 | | | |
| ___ Suite | 550 | 1100 | Assignment _____ | | |
| ___ Ave Suite | 820 | 1640 | <i>(Building)</i> | | <i>(Room Number)</i> |

Essential University and Academic Policies

Academic Regulations

Academic Attendance Policy

Saint Francis University is committed to helping all students achieve their goals when they enroll in higher education. To ensure that the desired learning outcomes are achieved in their academic programs and to promote individual behavior patterns that are congruent with success in school and in life, the University has developed a policy regarding class attendance and participation.



Class Attendance Regulations

As part of their academic obligation, students are expected to attend all classes for which they are registered. Instructors have no obligation to provide make-up opportunities for an absence unless, in their judgment, the reason for the absence warrants such consideration.

Every instructor maintains a record of attendance and determines how absences will affect a student's grade, as explained in the course syllabus. If students are absent excessively from classes, the course instructor will report those absences to the Vice President for Student Development who in turn will contact the student's advisor. Once reported, effort will be made to intervene with the student to accommodate any reasons the student might not be attending classes. The student's parents may be contacted after the Vice President for Student Development and the student's advisor has a conversation. The University attempts to maintain a safe, positive, and nurturing atmosphere to help every individual student succeed. If, after intervention, the student continues a pattern of chronic absenteeism, then he or she shall be subjected to immediate dismissal from the University.

Students reporting late for class may be denied admission by the instructor and reported as absent.

After the final class enrollment lists have been processed, students may attend any class for which they are not registered if the instructor gives permission and if the course does not conflict with the student's regular schedule of courses.

Approved by Faculty Senate 5/05/08

Absence from Class

If a student becomes ill and must be absent from class, he/she should notify the instructor directly. If the instructor is unreachable, students may call Office of Student Development at x3002.

Essential University and Academic Policies

Whether or not their absence will be excused is determined by the faculty member. For consideration of excused absence, students need to present appropriate verification.

Prolonged absence from class as a result of illness, recuperation or family emergencies can eventually create academic problems for any student.

Student-Athlete Missed Class Due to Athletics Participation



Purpose and Expectations

The Saint Francis University Student-Athlete Missed Class Policy establishes guidelines to deal with class attendance and class absence associated with student-athletes' participation in intercollegiate athletics. In concert with the guidelines below, the following expectations exist:

1. Faculty members will not penalize a student-athlete for missing a class due to a conflict with a regularly scheduled athletic contest or any related travel.
2. Student-athletes will not miss any classes beyond those required by athletic contests or related travel and will be subject to class attendance policies set by the professor for non-athletic related absences.
3. Student-athletes will turn in all assignments on time and make advance arrangements for any tests that are missed.
4. Student-athletes and faculty members will adhere to the same standards of academic performance as for students who are not athletes.

Student-athletes who experience a lack of reasonable accommodation by a faculty member in the implementation of this policy should immediately follow this appeal process: 1) faculty member, 2) department chairperson, 3) Faculty Athletics Representative (FAR) and 4) Provost, who shall serve as the final arbiter.

This policy also encompasses athletics support personnel (e.g., student athletic trainers, team managers, cheerleaders, and pep band).

Practice

1. Student-athletes shall not miss any regularly scheduled class for any practice activity. Deviations related to practice activities immediately prior to departure for away, overnight competitions may be approved by the FAR. Such requests must be submitted to the FAR at least two weeks prior to the desired practice session. Last minute requests will only be considered in cases where a competition has been rescheduled due to inclement weather or there are other unforeseen circumstances.
2. Faculty who schedule exams outside of regular class times should allow student-athletes alternative times to take such exams.

Competition

1. For HOME events or competition, student-athletes shall not miss any classes prior to TWO hours before game time.
2. For AWAY events or competition, with same-day travel, student-athletes shall not miss any class prior to 30 minutes before the scheduled time of departure.
3. For AWAY events or competition, with overnight travel, teams shall not depart more than 30 hours prior to the time of competition. Any requests for exceptions to this policy due to especially long trips or other special circumstances must be submitted to the FAR at least two weeks prior to the desired overnight travel. Last minute requests will only be considered in cases where there are unforeseen circumstances.
4. The Director of Athletics shall present a schedule of competition for each team, including a listing of destination, time and date of competition, travel time, and time of departure to the FAR and the Academic Integrity Committee of the Athletics Advisory Board for their review (and approval) to ensure that missed class-time is minimized. Similar information will be provided by student-athletes to all their professors at the beginning of each semester or season. Reminder notification will be provided to professors prior to each competition requiring a class to be missed.

Study Day and Final Exams

No competition shall be scheduled during study days or during any day on which final exams are scheduled without prior approval of the Director of Athletics, and FAR. Exceptions to the final exam policy may be due to Northeast Conference, EIVA, or NCAA championship competition scheduling. If such exceptions present themselves, the Director of Athletics and the FAR will jointly work toward arranging for exams to be taken at alternative times or other means of equitable resolution.

Essential University and Academic Policies

Academic Honesty. Academic honesty is an essential part of the Saint Francis University experience. Dishonesty in any aspect of the life of the University is viewed as being incompatible with its moral tradition. Accordingly, Saint Francis University has prepared a policy on academic honesty which will guide students in dealing with such issues in the process of learning.

Academic Dishonesty. All Saint Francis University students will be expected to understand the examples of academic dishonesty given below and the associated implications. It will be the responsibility of the Provost to ensure that all Saint Francis University students become familiar with those potential violations of academic integrity.

There are various practices that are seen as violations of academic honesty. Some examples of these are listed below:

1. Submitting another student's paper or project as one's own.
2. Submitting the same assignment to fulfill requirements in two courses without the expressed permission of both instructors.
3. Cheating during an examination, either by copying from another student, or by letting another student copy from one's own work, or by using any other illegitimate source of information.
4. Coaching another student in the preparation of an assignment, including editing papers, projects, computer programs, etc., where expressly prohibited by the instructor.
5. Impairing library resources so as to deprive others of their use, such as removing them from the library without checking them out, tearing out pages, hiding books, etc., with the intent of thereby gaining an academic advantage.
6. Inserting into a paper phrasings or paragraphs from journals or books without structuring them to demonstrate one's own synthesis of ideas, and without fully crediting the original source.
7. Obtaining general background for an assignment from a book, article or other source that is not acknowledged.
8. Using a specific idea, detail or illustration drawn from a particular source without attribution.
9. Paraphrasing without attribution.
10. Taking an exam in one section of a course and then discussing the nature and content of that exam with students who have yet to take the exam in another section of the course.
11. Submitting contrived or altered data, quotations or documents with an intent to mislead or deliberately misattributing material to a source other than that from which the student obtained it.
12. Falsifying, tampering with, or misrepresenting one's own transcript or other academic record, or that of another student, or any materials relevant to a student's academic performance.
13. Knowingly making false statements or presenting false evidence at any time throughout the academic honesty process. In cases where the student has been accused of other unacceptable practices, knowingly making false statements or presenting false evidence will be treated as an additional offense for purposes of determining the proper penalty category.

Essential University and Academic Policies

Honesty Status. When a student is accused of dishonesty, it will be the responsibility of the Provost to determine whether the student is a multiple offender. If this is the case, the student will move through a different appeal process than will first-time offenders. (See "Appeals: Multiple Offenses" below.)

The Role of the Faculty. The faculty of Saint Francis University is obliged to play a major role in the implementation of an effective academic honesty policy. Accordingly, when a member of the faculty becomes aware of an incident of academic dishonesty, that faculty member must confront the alleged offender and impose a penalty if the situation warrants.



Members of the faculty have several initial penalty options for academic misconduct.

These include:

- Assignment of a failure for the course
- Suspension from the class for one class period
- Lowering of a letter grade by one or more letters
- A failure on the specific assignment.

The accusing professor must then write an incident report outlining the offense and the nature of the penalty levied. This report will be sent to the Office of the Registrar, where it will be filed for a period of five years from the date of the incident and then destroyed.

Appeals: First Offense. Saint Francis University believes in fairness for all students and faculty. It provides due process for any of its students who have been accused of a breach of academic honesty. Thus, a student who does not agree with the penalty imposed by the faculty member may appeal directly to the Academic Court.

If a student rejects the decision of the Academic Court, he/she may elect to appeal to the Provost. This officer of the institution will be the court of last resort at Saint Francis University.

A record of each student's appeal process will be documented by the Provost and placed on file in the Registrar's Office.

Appeals: Multiple Offenses. In all cases where a student has been accused of violation of academic trust, the Provost will certify the honesty status of the student. This means that the Provost will examine the files held by the Registrar and indicate whether the student has previously broken the academic honesty policy.

Essential University and Academic Policies

A multiple offender, before actual dismissal, must appear before the Academic Court. Unless the student in question can present a compelling case, he/she will be dismissed from Saint Francis University immediately. The student may apply for readmission after one year.

If the student rejects the action taken by the Academic Court, he/she will have the right of appeal to the Provost. This officer may reduce the student's sentence or uphold the penalty imposed by the Academic Court. The Provost may not add to the sentence.

Records. All records pertaining to each case of academic dishonesty will be filed in the Office of the Registrar. These records will include:

- The written record of the professor regarding the initial penalty.
- The written record of the student's appeal to the Academic Court and the decision reached by that Court.
- A review of the case by the Provost.

The records of each academic dishonesty case will be destroyed five years after the occurrence of the incident.

NOTE: *This is an abbreviated version of the Saint Francis University Academic Honesty Policy. A copy of the full policy including sections pertaining to the Academic Court and the Bylaws of the Academic Court may be obtained from the Provost, Scotus Hall, Room 317, x3004.*

Policy on Withdrawal from the University

If a student decides to withdraw from the University, he/she is required to meet with the Director of Advising & Retention to obtain an official withdrawal form which is to be completed and filed as directed. The withdrawal process includes the clearing of all financial obligations, and an exit interview. Once this process has been completed, the form will be sent to the Registrar's Office to release transcripts.

Students terminating studies without complying with this procedure will have the designation "Unofficial Withdrawal" placed on their permanent record. A student who withdraws from the University is subject to all regulations concerning withdrawal from a course.

Essential University and Academic Policies

Behavioral Expectations

As a member of the Saint Francis University community, you have been invited to enjoy the benefits of an active and engaged learning environment. As a member, you have a right to learn and a responsibility to participate in the learning process of this unique community.



Students at Saint Francis University are expected to conduct themselves according to Judeo-Christian values that reflect their commitment to the University community and to develop the personal character and social attributes that reflect maturity. The values of a Franciscan education are reflected in the established Franciscan Goals for Higher Education. These goals reflect the values of the intellectual ministry of Saint Francis University. All members of the Saint Francis University community have an obligation to share in the intellectual, social and spiritual development of students.

Students at Saint Francis University are expected to actively participate in the endeavors of the University community to reach beyond themselves in the care and concern for others through education and service. Students are expected to design, to implement, and to participate in educational opportunities both inside and outside of the classroom. It is to be clearly understood that the educational process at the University is not limited to or confined by classroom activity, as the out of the classroom experience is designed to enhance the University life. As a student, you are expected to clearly understand that while enrolled at Saint Francis University, you bear its name. As such your behavior must reflect the values of the institution..

If an individual is unable to function within the University community, demonstrates behavior which is deemed to be physically or emotionally harmful to others or oneself, violates standards of conduct, interferes with the academic progress of other students, and/or is otherwise disruptive to the University community, the University reserves the right to respond accordingly. These actions may include, but are not limited to, any of the following disciplinary actions: suspension or separation from the University; contact of student's parent or guardian; counseling; or psychiatric referral off campus.

Essential University and Academic Policies

Discipline Policy Statement / Statement of Conduct

Rights and freedoms imply duties and responsibilities, and all of these require orderly procedures for implementation. Saint Francis University does not permit the following behaviors, some of which have already been explained in greater detail earlier in this section of the Student Handbook. Students are expected to abide by all regulations described in other University publications including but not limited to the *Housing and Food Service Contract*, the *Saint Francis University Undergraduate and Graduate Catalog*, *The Saint Francis University Web site* and *Your Car on Campus*. In order to fulfill its functions as an educational institution, and to protect the rights of all members of the University community, Saint Francis University has the right to protect and the duty to maintain order within the University and to exclude persons who disrupt the educational process. In a community of learning, individual or group conduct that is unlawful, that disrupts or interferes with the educational process, that causes destruction of property, or that otherwise infringes on the rights of other members of the University community or of the University itself, cannot and will not be tolerated. Prohibited conduct at University sponsored events, or elsewhere, for which students or their guests are subject to legal or disciplinary action, includes, without limitation, the following kinds of willful acts:

NOTE: The following list of prohibited conduct is not intended to be all-inclusive.

Behavior Related to Alcohol and Other Drugs

- Use, distribution, sale or possession of alcohol
- Impairment or public intoxication
- Use, distribution, sale or possession of illegal drugs
- Possession of drug paraphernalia
- Possession of empty alcohol containers of any kind
- Complicity/Culpability: Association with a violation of University policy either by presence when the violation is committed or non-reporting of the act. Students who anticipate or observe a violation of University policy are expected to, at the minimum, remove themselves from participation and are strongly encouraged to report the violation.

Behavior Related to Health and Safety

- Use, possession or unauthorized storage of firearms/weapons
- Tampering with fire system equipment or failing to respond to fire related safety
- Intentionally or recklessly initiating a false fire alarm
- Possession or use of fireworks of any kind
- Smoking in classrooms, corridors of classroom buildings, corridors of residence halls or residence hall lounges.
- Propping open doors to residence halls at any time

Behavior Related to Members of the University Community

- Excessively noisy or disruptive behavior
- Lewd, indecent or obscene behavior

Essential University and Academic Policies

- Harassment or intimidation of any person
- Abusive behavior or physical violence against any person
- Hazing
- Sexual assault
- Harassment

Behavior Related to Off-Campus Actions

- Actions which endanger the welfare of the University and/or members of the University community
- Actions which damage the reputation of the University.

Behavior Related to Operation of the University or the University Judicial System

- Impairment or prevention of any mission, process or function of the University
- Unauthorized presence in University facilities, including but not limited to violations of the visitation policy
- Failure to comply with legitimate requests of University personnel acting in the performance of their duties
- Displaying abusive conduct toward University personnel
- Falsification of University documents/records, including application materials, transcripts, items of identification, etc.
- Failure to carry one's University identification card
- Intentionally furnishing false or misleading information to University personnel
- Knowingly violating the terms of a disciplinary sanction imposed by authorized University personnel
- Complicity/Culpability: Association with a violation of University policy either by presence when the violation is committed or non-reporting of the act. Students who anticipate or observe a violation of University policy are expected to, at the minimum, remove themselves from participation and are strongly encouraged to report the violation.

Behavior Related to Property

- Intentionally or recklessly destroying, damaging or misusing the property of others, including property of the University
- Theft or unauthorized possession of any property owned by the University or by members of the University community
- Theft of services on University premises.

Student Rights and the Judicial Process

The mission of Saint Francis University requires an atmosphere that fosters intellectual and personal growth for all members of the University community. Students are responsible for maintaining standards of conduct that contribute to the maintenance of a positive living and learning environment. As an institution of higher learning, Saint Francis University expects members of the student body to conduct themselves in a responsible and productive manner consistent with the statement of conduct and general regulations of this University. It is our expectation that the campus should be a safe, supportive environment in which all students' actions are such that no harm is done to themselves or their fellow students. To maintain such an environment, each member of the Saint Francis University community must accept responsibility for personal actions and adhere to and respect the student behavioral expectations and statement of conduct of the University, as well as the laws of the larger society. When students fail to accept these responsibilities and are involved in behavior that is

Essential University and Academic Policies

considered to be inconsistent with that expected of Saint Francis University students, the University will confront such behavior, and students will be subject to the disciplinary procedures described below.

Judicial Hearing Process

Incidents involving students who are accused of violating University policies or regulations will be referred to the Director of Residence Life or the Associate Dean of Students. Those incidents that warrant action will be reviewed by the Associate Dean for Students, the Director of Residence Life, or their designee. The hearing officer will determine if the situation warrants an incident review or a formal hearing. The designated hearing officer cannot conduct a formal hearing for a case for which he/she submitted the incident report or of which he/she served as a witness in the report.

Incident Review

The Incident Review is an informal, non-adversarial meeting between the student and a Judicial Affairs staff member or designee. The purpose of the Incident Review is to examine the complaint, listen to the student, discuss the circumstances regarding the incident and hear student concerns.

1. The designated hearing officer will schedule an appointment with the student as soon as possible.
2. The student and the hearing officer will review the incident to determine student's role and responsibility in the incident.
3. The hearing officer will review with the student possible violations and development outcomes.
4. The hearing officer will review with the student the appropriate sanctioning protocols, including sanctioning standards, and review of student's judicial history.
5. The Hearing officer will review the facts and render a decision in writing.

Formal Hearing

When a hearing officer determines a formal hearing is needed, he/she will schedule a hearing as soon as possible and follow these guidelines.

1. Applicable Rules

- a. Students may not bring legal counsel
- b. The hearing is not open to the public
- c. The accused student shall have the opportunity to bring witnesses supporting his/her position
- d. Students are not required to make self-incriminating statements

2. Procedures

- a. Statement of Violations: The hearing officer presents a statement of the violation to the accused student.
- b. Statement of Responsibility: The accused student makes a statement of his/her responsibility in the incident.
- c. Presentation of Facts: The hearing officer presents evidence that points to the student's involvement with the offense or that differs from evidence presented by the student.
- d. Student Statement on Facts: The accused student presents evidence to support his/her

Essential University and Academic Policies

position. All witnesses for the accused are heard at this time.

- e. Decision: The hearing officer will inform the accused within a reasonable amount of time of the verdict and sanction rendered assuming there are no extenuating circumstances or new evidence or additional investigation required.

Appeal Procedures

A request for an appeal must be made in writing within **3** working days of receipt of the decision. **A student should specify the type of appeal requested.**

An Appeal may be requested:

- **To review the merits of the incident, in light of new facts not present during the Incident Review/Hearing.**
- **To review the sanction assigned to the incident**

The appropriate appeal's officer has the right to review the request for an appeal and decide if the new facts merit an appeal. The decision of the appeal's officer on granting an appeal is final. In most instances, adjudications determined by an Area Coordinator will be appealed to the Assistant Director or Director of Residence Life; adjudications determined by the Assistant Director or Director of Residence Life will be appealed to the Associate Dean of Students; adjudications determined by the Associate Dean for Students will be appealed to the Vice President for Student Development; adjudications determined by the Vice President will be appealed to the Provost. Students can only appeal a judicial hearing or incident review. Results of an appeal hearing cannot be appealed.

Appeal Hearing Process

If the appeal is accepted for review, the appeal's officer handling the appeal will request the student set an appointment within two days of receipt of appeal hearing approval. The student and the complainant, if any, have the right to:

1. Be present at the hearing. However, if either or both fail to appear at the hearing, the hearing may be held in either or both of their absences.
2. Present evidence by witness or by affidavit or deposition if a witness is unable to attend the hearing. It is the responsibility of the accused student and the complainant to notify their witnesses of the date, time and place of the hearing. If witnesses fail to appear, the hearing shall be held in their absence.
3. Bring an advisor to the hearing. The advisor may not participate in examination of witnesses or present material/information unless asked to do so by the hearing officer. This advisor may not be an attorney or paralegal.

Sanctions

Corrective action at Saint Francis University is intended to permit the student the opportunity to reverse unacceptable behavior. Unacceptable behavior of a severe or extreme nature may, however, result in sanctions at the highest levels, including suspension or expulsion.

Violations of any of the rules, policies or procedures listed throughout the *Saint Francis University Student Handbook*, the Housing and Food Service Contract and other official University publications may result in disciplinary sanctions up to and including expulsion from the University. Sanctions may depend upon severity of the violation, previous judicial history and applicable state and/or civil penalties.

Essential University and Academic Policies

Sanctions:

1. **Warning** - Student receives official notice that behavior is inappropriate and needs to change.
2. **Reprimand** - Student receives official notice that behavior will not be tolerated and must cease. May include additional actions.
3. **Social Probation** - Student is placed on probation for a given period of time. In addition, one or more additional actions are included which require student response. Failure to fulfill those requirements will result in being placed on disciplinary probation. Any violation while on social probation will result in at least an extension of social probation. In most cases the student will be placed on disciplinary probation.
4. **Disciplinary Probation** - Student is placed on probation and continues in a provisional status for a designated period of time. Disciplinary probation is a provisional continuance of a student's status at Saint Francis University. Students on disciplinary probation are not considered to be in good standing with the University, can not run for, or hold office in, a recognized club or organization, pledge a fraternity or sorority, or participate in intercollegiate sports. In some cases, students on disciplinary probation may be ineligible for various types of University based financial aid. Any additional violations of University policy during the period of probation can result in dismissal from Saint Francis University.
5. **Interim Suspension** - Student is suspended for an interim period pending judicial proceedings or medical evaluation. This is effective without prior notice whenever there is evidence that the student's presence on campus poses a substantial threat to the student or others. The student will be given the opportunity to return to campus as soon as possible for the purpose of a hearing.
6. **Suspension** - Student is suspended from the institution for a period not less than the remainder of the current semester. The student is not permitted on the premises during that period. After the suspension period the student can apply for readmission if the conditions of the suspension are met.
7. **Expulsion** - Student is expelled permanently from the institution and restricted from the premises.
8. **Community Standards** - This action can be paired with one or more of the above mentioned sanctions. These sanctions are designed to support a student's reflection on the community that was also affected by their violation of the student behavioral expectations.
 - **Educational Tasks** - Student will be assigned to design or assist with a program, write a paper, or complete any other educational task which relates to the violation.
 - **Community Task** - Student will be required to complete a given number of hours of supervised work within the University community.
 - **Referral** - Student will be required to complete assessment and other activities through the SFU Counseling Center, Intercept Program or outside agency
 - **Restitution** - Student will make payment for damages that occurred due to the violation.
 - **Loss of Privilege** - Student loses a privilege related to the violation (i.e. visitation, housing or car on campus).
 - **Fine** - Student is charged a monetary amount for the violation.

Essential University and Academic Policies

Greek Judicial Review Board

The Saint Francis University Greek Judicial Review Board is a peer review entity designed to maintain a level of acceptable behavior within the social Greek community. The review board is empowered by the Vice President for Student Development and advised by the Center for Student Life. The primary judicial responsibility of the board is social Greek organizations. The judicial process follows a system of due process and protects the basic rights of students while exhibiting fairness. Active members of any recognized social Greek letter organization are eligible to apply. Inquiries for more information about the Greek Judicial Review Board may be addressed to the Center for Student Life, John F. Kennedy Center, Room 102.

Drug & Alcohol Policy

Alcohol Policy

The University policy on alcohol supports the contention that use and abuse of alcohol is one of the most serious issues facing university students nationwide. Education, prevention and intervention services are offered through the Intercept Program to all members of the campus community. Students, who violate campus policy, will be required to complete mandatory ATOD (Alcohol, Tobacco and Other Drug) education. Consumption of any alcoholic beverages is prohibited for all students regardless of age in all public places, on the outdoor campus or in residence halls. Students found where alcohol is present or being consumed will be in violation of the alcohol policy. An exception is made in Pineview Terrace Townhouses, and East Gate Apartments. The sale or furnishing of alcoholic beverages of any kind to a minor (person under twenty-one years of age), aside from being a violation of state law, is also considered a more serious violation of the University alcohol policy.

Private Conduct

It is not possible for the University to consider itself responsible for the private action of individuals. Nonetheless, the University expects all members of its community to conduct themselves in an appropriate manner and encourages the adoption of a mature attitude toward the use of alcohol-one that is consistent with an atmosphere of civility and respect for one another. Drunkenness and public intoxication are unacceptable. The consumption of alcohol does not constitute a mitigating circumstance when it contributes to the violation of University regulations. Each person must assume full personal responsibility for himself or herself, and for strict compliance with the law and University policy and regulations. Ignorance of University rules and regulations or of the law of the Commonwealth of Pennsylvania will not exonerate any individual. The University calls attention to the laws of the Commonwealth of Pennsylvania which provide that:

Essential University and Academic Policies

1. It is illegal for any person under twenty-one years of age (minor) to possess alcoholic beverages or to attempt to purchase, consume or transport any alcoholic beverages within Pennsylvania.
2. It is illegal for any person to sell or give alcoholic beverages of any kind to a minor.
3. It is illegal for any person to misrepresent his/her own age or the age of another person in order to obtain alcoholic beverages.
4. It is illegal for any person, whether or not a minor, to sell alcoholic beverages without a license, or to possess or transport alcoholic beverages not purchased from a Pennsylvania liquor store or in accordance with regulations promulgated by the Pennsylvania Liquor Control Board.

Under Pennsylvania law, those who procure alcoholic beverages for, or who serve alcohol to, underage persons, who falsify documents or who contribute in any way to illegal alcoholic consumption, are conducting themselves in an irresponsible and illegal manner. Further, a person who contributes to the intoxication of another person may by law be held personally responsible for injury or damage the intoxicated person causes. The University expects students to be aware of these laws and of their responsibility for compliance with them. Responsibility for observance of the laws of the Commonwealth of Pennsylvania remains with each individual. In addition to prosecution in the Pennsylvania magisterial system, students convicted of alcohol-related offenses may be subject to University disciplinary action.

Drug Policy

Due consideration of the personal and social harm involved in drug misuse and abuse and of the obvious social and legal responsibilities has led to the formulation of the following policies:

SAINT FRANCIS UNIVERSITY DOES NOT PERMIT:

1. *Possession, distribution, sale or use of a controlled substance (e.g., marijuana, etc.)*
2. *Possession, distribution, sale or use of illegal drugs (e.g., cocaine, heroin, etc.)*
3. *Possession of drug paraphernalia (e.g., bongs, pipes, etc.)*

Drugs shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act of Pennsylvania.

Students found in violation of this policy or convicted of a violation of any criminal drug statute will be subject to immediate disciplinary action, up to and including expulsion, suspension or mandatory participation in a drug abuse assistance or rehabilitation program approved for such purposes by the University. The University considers all violations of the drug policy serious, but the following behaviors will result in more severe penalties.

- *Sale or furnishing of alcoholic beverages of any kind to a minor (person under twenty-one years of age)*
- *Possession, distribution, sale or use of a controlled substance (e.g., marijuana)*
- *Possession, distribution or use of illegal drugs (e.g., cocaine, heroin)*
- *Possession of drug paraphernalia (e.g., bongs, pipes, etc.)*

Essential University and Academic Policies

Serious violations of the drug and alcohol policy will be referred to the Associate Dean of Students. Students who violate the drug and alcohol policy are subject to suspension or dismissal from the University.

Emergency / Safety Statements and Procedures

Campus Threat

Emergency Notification System - e2Campus

Saint Francis University has implemented a new cellular phone text based emergency notification system that will be used to warn students and employees of an emergency only if they have registered and confirmed their account. This emergency notification system is part of a larger plan to notify University students and employees of an emergency. The elements of the plan are:

1. Cellular telephone text message with information
2. E-mail message with further information (if required)
3. Information posted to the University's home page
4. Other means of communication as available

All Saint Francis University community members are strongly urged to participate in this effort. The system will be used only in times of emergency and during semi-annual testing procedures. Employees with university-owned cellular telephone are required to sign up for the notifications.

For further information and to participate, go to <http://localweb.francis.edu/departments/universitypolice>.

Fire Safety

Fire prevention and safety are serious concerns for all members of the University community. In addition to University disciplinary action, students may be subject to criminal procedures, which include fines, imprisonment or both for involvement in fire safety violations.

Please refer to the "**Fire Safety**" brochure available at the University Police Office.

SAINT FRANCIS UNIVERSITY DOES NOT PERMIT:

1. Deliberately committing, or attempting to commit, arson by burning dwellings, property, or buildings (e.g. setting trash fires, lighting wall/door decorations).
2. Causing a false alarm by pulling a fire alarm or activating a smoke detector with no evidence of fire.
3. Falsely reporting a bomb threat.
4. Falsely reporting a fire.
5. Tampering with fire extinguishers, hoses, or other fire safety equipment (this includes, but is not limited to, removal, destruction, damage or unauthorized use of fire safety equipment).
6. Failure to evacuate a building during the sounding of a fire alarm or

Essential University and Academic Policies

attempting to re-enter the building without permission from proper authorities.

7. Use and/or possession of fireworks or firearms of any type.
8. Interference with University or civil authorities as they respond to emergencies.
9. Creating a fire hazard (e.g. blocking fire escapes, hallways and/or stairwells with trash, furniture, bicycles, etc.).

According to Pennsylvania Fire Codes, bicycles may not be parked in exit corridors, stairways or beside doors. Bicycles in violation of this rule will be impounded. Gasoline powered bikes (mopeds) and motorcycles are not permitted inside buildings. Vehicles in violation of this rule will be impounded.

Questions related to these fire safety standards and policies should be directed to the Chief of University Police.

THE PERSON DISCOVERING A FIRE SHOULD:

1. Pull the building fire alarm. This will sound an alarm at the 911 Center and the fire department will be dispatched.
2. Telephone the University Police (x3360) to report the location of the fire, building, floor area and intensity.
3. Evacuate the building immediately. Do not attempt to fight a fire. Fire extinguishers are to be used only on very small fires.

Hospitalization and Notification of Parents

Parental Notification

Saint Francis University views parents and guardians as partners in the overall success of our students. In the interest of promoting better communication regarding students' academic and personal development, parents/legal guardians of dependent students will be notified:

- In the event a dependent student's health or wellbeing or safety is jeopardized
- In the event a Missing Persons report is filed
- In the event of Judicial sanctions of Disciplinary Probation, Suspension, or Expulsion.

In the event of possible changes in a dependent student's academic status (probation, suspension etc.)

Revealing such information is permissible under the Disclosure of Educational Record Information – which permits colleges to share educational records or components thereof without the written consent of the student to “parents of a student who have established that student's status as a dependent.” Together, the University and parents can support the learning and success of our students.

The complete Parental Notification policy can be found in the SFU Family Resource Guide at www.francis.edu/informationForParents.

Essential University and Academic Policies

Inclement Weather Policy

Policy on Cancellation or Delay of Classes Due to Hazardous Road Conditions

This policy is designed to ensure the safety of our students, faculty and staff during periods when traveler's advisories are in effect for local high-ways, to arrive at the decision to cancel or delay classes at the earliest possible time, and to adequately communicate the decision.



Due to severe inclement weather the University may find it necessary to delay or cancel

classes. Delay or cancellation of classes does not mean that the University is closed. In fact, when classes are delayed or cancelled, operations will continue.

Guidelines for Delayed Starts or Class Cancellations: A "two hour delay" means that daytime classes which normally begin at 8:00 a.m. will not begin until 10:00 a.m. and all other daytime classes will begin at the times specified on the compressed class schedule. "Classes canceled" means no classes will be held that day. (If necessary, evening classes, including graduate classes, will be canceled later in the day and the appropriate announcements made).

Decisions on delays or cancellations are made by members of the administration (University Police, Student Development and Academic Affairs) as early as possible, generally by 5:30 a.m.

Announcements of cancellations or delays will be broadcast over the following radio and television stations:

| RADIO STATIONS | | | | RADIO STATIONS | | | |
|----------------|----------|--------------------|----------------|---------------------|-------------|-----------|-----------|
| WALY | 103.9 FM | Oldies | Altoona | WRKW | 92.1 FM | Rocky 92 | Johnstown |
| WBRX | 94.3 FM | Classic Rock | Altoona | WRKY | 104.9 FM | Rock | Altoona |
| WBXQ | 94.7 FM | Classic Rock | Altoona | WRTA | 1240 AM | News/Talk | Altoona |
| WCCL | 101.7 FM | Oldies | Somerset | WVAM | 1430 AM | Sports | Altoona |
| WFBG | 1290 AM | News/Talk | Altoona | WWOT | 100.1 FM | Hot 100 | Altoona |
| WFGI | 95.5 FM | Country | Johnstown | WYOT | 99.1 | Hot 99 | Johnstown |
| WFGY | 98.1 FM | Country | Altoona | TELEVISION STATIONS | | | |
| WKMC | 1370 AM | Nostalgia | Roaring Spring | WJAC | NBC / TV-6 | | Johnstown |
| WKYE | 96.5 FM | Adult Contemporary | Johnstown | WTAJ | CBS / TV-10 | | Altoona |
| WNTJ | 1490 AM | News/Talk | Johnstown | WWCP | ABC / Fox 8 | | Johnstown |

Essential University and Academic Policies

The Marketing and Public Relations Office will also coordinate the dissemination of information to the campus community by posting a voice mail message to all University telephones and sending an e-mail to all University computers. Information will also be posted on our website, *www.francis.edu* and the localweb. A weather option will be established on the main University number (472-3000), that will provide up-to-date University-wide delays and cancellations information, and the status of operations.

If a two-hour delay is announced, classes will begin at 10:00 AM, and the University will follow the Compressed Schedule shown next:

COMPRESSED SCHEDULE FOR M/W/F CLASSES; EACH 50 MIN. CLASS COMPRESSED TO 40 MIN.

| SECTION | NORMAL TIME | COMPRESSED TIME | | SECTION | NORMAL TIME | COMPRESSED TIME |
|---------|----------------|-----------------|--|---------|----------------|-----------------|
| A | 8:00 - 8:50 AM | 10:00-10:40AM | | E | 12:00-12:50 PM | 1:00-1:40 PM |
| B | 9:00-9:50 AM | 10:45-11:25AM | | F | 1:10-2:00 PM | 1:45-2:25 PM |
| C | 10:00-10:50 AM | 11:30-12:10AM | | G | 2:10-3:00 PM | 2:30-3:10 PM |
| D | 11:00-11:50 AM | 12:15-12:55 PM | | H | 3:10-4:00 PM | 3:15-3:55 PM |

COMPRESSED SCHEDULE FOR T/R CLASSES; EACH 75 MINUTE CLASS COMPRESSED TO 70 MINUTES.

| SECTION | NORMAL TIME | COMPRESSED TIME | | SECTION | NORMAL TIME | COMPRESSED TIME |
|---------|----------------|-----------------|--|---------|--------------|-----------------|
| R | 8:00-9:15 AM | 10:00-11:10 AM | | V | 1:15-2:30 PM | 1:45-2:55 PM |
| S | 9:30-10:45 AM | 11:15-12:25 PM | | W | 2:45-4:00 PM | 3:00-4:10 PM |
| T | 11:00-12:15 PM | 12:30-1:40 PM | | | | |

For daytime classes which begin at times other than the normal starting times listed above, the faculty member should contact the Registrar's Office to check whether to keep the same starting time or move to a later time.

CLASSES WHICH BEGIN AFTER 4:00 PM WILL REMAIN ON THEIR NORMAL SCHEDULE EVEN IF DAY CLASSES ARE ON A COMPRESSED SCHEDULE.

However, in the event of inclement weather, each evening program, including regular day school classes held in the evening on campus, makes decisions regarding cancellation by 4:00 p.m. and notifies its students and Marketing and Public Relations.

Essential University and Academic Policies

General Student Life Policies and Procedures

Anti-hazing Statement

In keeping with its commitment to maintain a positive academic environment, and in accordance with Pennsylvania Act 175-the Anti-hazing Law -Saint Francis University unconditionally opposes any form of hazing.

Hazing is defined as: Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student OR WHICH WILLFULLY DESTROYS PUBLIC OR PRIVATE PROPERTY for the purpose of initiation or admission into or affiliation with, OR AS A CONDITION FOR CONTINUED MEMBERSHIP IN, any organization operating under the sanction of OR RECOGNIZED AS AN ORGANIZATION BY an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, OR ANY WILLFUL DESTRUCTION OR REMOVAL OF PUBLIC OR PRIVATE PROPERTY.

NOTE: *This is an abbreviated version of the Saint Francis University Anti-hazing policy. A copy of the full policy containing procedures, enforcement, additional guidelines, the statement of compliance, and the Anti-hazing statute of the Commonwealth of Pennsylvania are available from the Center for Student Life, John F. Kennedy Student Center 102.*

Complicity/Culpability:

Association with a violation of University policy either by presence when the violation is committed, or by non-reporting of the act, is considered an act of complicity/culpability. Students who anticipate or observe a violation of University policy are expected to, at the minimum, remove themselves from participation and are strongly encouraged to report the violation.

Contracts

Any individual or organization initiating action to contract a service program must adhere to the following procedures:

- For entertainment and other student activities the potential agreement or contract must be reviewed with the Associate Dean for the Center for Student Life or other professional staff member as designated by the Associate Dean or the Vice President for Student Development. Due to the copyright laws, it is necessary to file all entertainment contracts with the Center for Student Life.

Essential University and Academic Policies

- Contractual agreements for other services must be reviewed with the Vice President for Finance or another Vice President (Academic Affairs if related to academics, Student Development if related to a Student Development area).

- Only the President of the University, Vice President for Finance and the Director of Purchasing may sign or authorize contractual agreements on behalf of Saint Francis University. Students are not permitted to enter contractual agreements on behalf of the University.

- Authorized individuals may consult with the University attorney prior to formalizing a contractual agreement. Arrangements are coordinated through the Vice President for Student Development.

- Student organization representatives must consult with their advisor or moderator prior to pursuing a contractual agreement for a particular program or service.

Note: *Any individual not following the above procedures is solely responsible for losses or damages resulting from a self-imposed contractual agreement.*

Crime Reporting

Members of the University Police and Safety Department maintain a daily log of all criminal activity or fire incidents which is available for public inspection. These incidents of crime and fire are also furnished to the campus newspaper, the Troubadour, for inclusion in each issue. A yearly tabulation of crime on campus is furnished to the Pennsylvania State Police via the Uniform Crime Report. This yearly total is also included in the University Police publication "Our Commitment To Your Safety," which is available at the Police Department Office located in Raymond Hall.

E-Mail, Network & Internet Resources for Students, Acceptable Use of :

Definition: The Acceptable Use of E-mail, Network and Internet Resources Policy is applicable to all students attending Saint Francis University and to the use of any University owned/leased computer system or network service. The University provides e-mail service, network and Internet resources to support the University's educational mission and Franciscan goals. Saint Francis University, an equal opportunity/affirmative action employer, complies with applicable federal and state laws regarding non-discrimination and affirmative action, including Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. Saint Francis University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, gender, color, religion, national origin or ancestry, age, marital status, disability, or Vietnam-era veteran status, in employment, education



Essential University and Academic Policies

programs and activities, and admissions.

Philosophy: The purpose of the Saint Francis University computing network is to support education and research by providing access to valuable resources. The Saint Francis University computing network also provides opportunity for interaction and collaborative work on the Internet and through e-mail services and other network applications.

Methodology: This policy applies to every student of the Saint Francis University community. Any Saint Francis University community member aware of a violation of this policy should notify the Director of Administrative/Management Information Systems. Failure to comply with the policy set forth in this document constitutes an offense. As with all matters of law and ethics, ignorance of the rule does not excuse violations. Violation of this policy may result with the immediate denial of service and penalties that range from the loss of computing privileges or suspension or expulsion from the University. Individuals that do not adhere to this policy will be responsible for monetary payments, including but not limited to fines or damages. The same may also be liable for civil or criminal prosecution under State and Federal statutes. Saint Francis University technology specialists will not provide technical support to individuals who fail to adhere to this policy.

Process: When an incident or a violation of this policy is reported, the following set of actions will be followed:

An investigation into the allegations will be conducted immediately by the Director of Administrative/Management Information Systems or by an appointed University employee.

If the allegations prove to be true, then all computing privileges and access to the University network resources will be suspended immediately for the accused individual (s).

The accused individual (s) will be notified of the violations and will be invited to set up a time to meet with the appropriate University administrators.

The allegations will be presented to the accused. If the offense is considered a copyright violation, the accused may take the opportunity to explain why the accused may believe that copyright laws were not violated.

In order to restore access to computing and network privileges, the accused individual must sign an agreement with Saint Francis University under which the individual will agree to cease the activity that is in violation of this policy and that the material identified in the investigation has been removed from the computer and network storage areas and a disciplinary warning will be recorded and the accused must review the acceptable use policy. Any future infractions may result in the permanent loss of access to University owned network resources.

The University reserves the right to suspend or expel any individual (student, employee, or guest) in relation to the severity of the violation and/or a repeat violation of this policy.

Essential University and Academic Policies

Guidelines for the acceptable use of the University e-mail system:

Students are assigned an e-mail address and have access to the Internet to facilitate their education and communication needs. Any text sent or posted via the Internet contains the user's address and University identifiers. Sending unapproved materials using the Internet is not permitted, and may potentially harm, embarrass, or subject the University to potential liability issues. Users are cautioned when opening messages or any attached material, even from a reputable source, because of the possibility of computer virus/worm exposures.



The University reserves the right to troubleshoot hardware and software problems, prevent unauthorized access or misuse, investigate reports of violations of University policies, and local, state or federal laws, and to take other actions as necessary.

Prohibited uses of the University e-mail system:

Electronic mail and communications are subject to disclosure to law enforcement or government officials. Prohibited uses of electronic mail include, but are not limited to, the following:

- displaying or transmitting distasteful or offensive images, slurs, epithets, or any form of communication that harasses, intimidates, or disparages another person on the basis of such factors as gender, race, sexual orientation, color, age, religion, disability, or national origin;
- viewing, sending, downloading, storing or knowingly receiving pornographic materials;
- using information in violation of federal copyright laws and state law;
- intercepting and opening electronic mail or attempting to gain access to another person's account except by those authorized to diagnose and to correct technical problems;
- using electronic communications in any way that is prohibited by federal, state or local laws and regulations;
- transmitting unauthorized mass e-mail messages.

Guidelines for the Acceptable Use of Network and Internet Resources:

The University provides access to Network and Internet resources to support the University's mission toward educating students; to enhance research capabilities and to allow efficient access to education based information. Internet access is provided so students can make educationally based related inquiries to Internet-based information services. Any use of the University's network or Internet resources may be subject to monitoring by the University and the University may choose to maintain a log of Internet access and use. All students should be aware that by using the University network he/she agrees that the University may monitor and enforce the policies set forth in this document.

- Internet access is purchased by and owned by the University.

Essential University and Academic Policies

Prohibited uses of Network and Internet resources:



The University reserves the right to troubleshoot hardware and software problems, prevent unauthorized access or misuse, investigate reports of violations of University policies, and local, state or federal laws, and to take other actions as necessary. The use

of Internet resources, such as access to the World Wide Web and file sharing utilities, are subject to disclosure to law enforcement or government officials. Prohibited uses of Internet resources include, but are not limited to, the following:

- displaying or transmitting distasteful or offensive images, slurs, epithets, or any form of communication that harasses, intimidates or disparages another person on the basis of such factors as gender, race, sexual orientation, color, age, religion, disability, or national origin;
 - viewing, sending, downloading, storing or knowingly receiving pornographic materials;
 - using information in violation of federal copyright laws or state law;
 - accessing a file on a University owned computer or network without the permission of the owner to copy, rename, modify, examine or change the file protection or visibility. The lack of protection on a file does not imply “right of access”;
 - using Internet resources in any way that is prohibited by laws and regulations; and
 - creating web sites on University servers or networks which are linked to University web sites and/or using University domain or URL addresses, to sell products or services;
 - copying and sharing of MP3s, images, movies or other copyrighted material which is not rightfully owned by the holder;
 - posting or plagiarizing copyrighted material;
- installing network hardware or software on the Saint Francis University network that may interfere with the management of the network or cause other network subscribers difficulty in using the Saint Francis University network.

Face Book Statement

Administrators will not actively monitor internet activity on online social networks. However evidence of illegal activity such as drinking in the residence halls, if presented, could be used in an investigation into a violation. While the University network provides opportunities for interaction and collaboration, students should be advised that the use of any University owned/leased computer system or network service is provided to support the educational mission and Franciscan Goals of Saint Francis University. Students are also referred to review the Acceptable Use of Email, Network and Internet Resources above.

Essential University and Academic Policies

Enrolled Students Called to Active Military Service.

Students called to active duty as reservists should provide a copy of their military order to the University Registrar. The Registrar will then forward copies of this order to the Business Office, Financial Aid Office and the Office of Veterans Affairs.

Students who request a full semester withdrawal will receive a full refund of tuition and fees. Any University room/board contract fees would be refunded on a pro-rated basis for the actual services the student has received up to the date of the withdrawal.

If a substantial part of the semester has been completed at the time the student receives deployment orders, the student may make arrangements with Faculty to complete his/her academic responsibilities for the semester and apply for a "CN" grade according to the usual procedures described in the University

catalog. Any University room and dining hall contract fees would be refunded on a pro-rated basis for the actual services the student has received up to the date of leaving the University for active duty.

When a student withdraws from classes, a Return to Title IV (R2T4) calculation must be performed, which determines the prorated amount of all Title IV funds (Pell, FSEOG, Perkins loan, and Stafford loan) which must be returned to the federal government. The tuition actually charged to withdrawn students is normally used when performing R2T4; however, calculations for students who withdraw because they have been activated for military service are based upon 100% of tuition, regardless of what the school actually charges. (This enables the students to retain a greater portion of their Title IV aid.) Students who receive University issued laptop computers are required to return the computers at the time military orders are presented to the Registrar.

Students who complete their active military duty and request re-admission to the University will be automatically re-admitted with all admission fees waived. The student's academic standing at the time of re-admission shall remain as it was prior to the call to active military duty. Although reservists who must discontinue their studies at Saint Francis University in consequence of active duty may request formal Withdrawal from the University, they may alternatively apply for "Military Leave" status and will be encouraged to do so. Although students who request Military Leave status under these circumstances will not be registered for courses, they will, nevertheless, be considered students of Saint Francis University. As such, they are eligible to resume their studies and register for courses upon completion of active duty (consistent with their academic standing at the time of deployment) without applying for re-admission to the University.



Essential University and Academic Policies

Family Educational Rights & Privacy Act (FERPA)

Introduction. The Family Educational Rights and Privacy Act (FERPA) of 1974 guarantees University students certain rights regarding their academic records. This section introduces those rights and the policies and procedures used by Saint Francis University to enforce them.

Reviewing Records. FERPA grants students the right to review records the University maintains about them, unless a student waives that right in writing.

Release of Information. FERPA limits the public release of personally identifiable information without a student's consent to Directory Information. Personally identifiable information may be provided upon request to official representatives of government agencies, prospective employers, *etc.* who present properly signed release documents. Saint Francis University is free to release without prior consent from students the following information:

- Name
- Address
- Date of birth
- Place of birth
- Major field of study
- Dates of attendance at the University
- Degrees/awards received from the University
- Most recent institution attended
- Participation in activities and sports officially recognized by the University
- Weight, height and position of members of athletic teams

Right to File Complaint. Students have the right to file complaints concerning alleged failure of the University to abide by FERPA provisions. Such complaints or inquiries should be addressed to:

*The Family Educational Rights and Privacy Act Office
U.S. Department of Education
Switzer Building, Room 4074
Washington, DC 20202*

Fund-Raising, Sales and Solicitation Activities

All on-campus fund-raising, sales and solicitation activities must be authorized by the Center for Student Life. Further information about the procedures for conducting such an activity can be obtained from the JFK Student Center Office at x3005.

In the residence halls, fund-raising and sales activities authorized by the Center for Student Life and the Office of Residence Life are permitted only in the main lounge of each hall. Door to door sales are prohibited.

Both the Center for Student Life and the Office of Advancement must authorize off-campus fund-raising, sales and solicitation activities. If approved, all communication forwarded to off-campus persons must be well written and in good taste. The organization advisor and the Director of Marketing and Public Relations will approve all letters, flyers, etc. Organization representatives conducting off-campus fund-raising activities will need a letter of introduction and/or

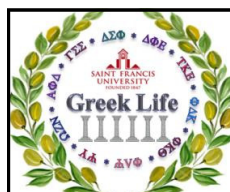
Essential University and Academic Policies

authorization to share with off-campus agencies. If approval is not obtained from the Office of Advancement prior to this type of activity, a fine or confiscation of any monies involved may be imposed by the Vice President of Advancement.

Off-campus agencies or individuals must also have approval in order to fund-raise, sell or solicit on-campus. In these cases, approval must be obtained from the Center for Student Life, advertising must be approved, and any participating individual under 18 years of age must be accompanied by an adult at all times.

Greek New Member Association

Students interested in joining a fraternity or sorority must apply for a Blue Card in the Center for Student Life. Upon receipt of the completed application form, the Assistant Director of Student Life will use the criteria listed below to determine whether or not the applicant is eligible to join a Greek organization. If the association requirements are satisfied, the Center for Student Life will issue the applicant a blue card. Students are not permitted to join any Greek-letter organization, regardless of the category, unless they have been issued a Blue Card by the Center for Student Life.



Social & Service Greek Organizations

In order to join a social Greek organization, students must meet the following criteria:

- Be in good disciplinary standing, which is defined as not being under any specific disciplinary restrictions; Be enrolled for 12 or more credits in the current semester;
- Freshmen must have attained a 2.75 in their first semester as a full-time student;
- Sophomores must have a minimum 2.50 cumulative average with no "CN" grades on the books;
- Earned a minimum 2.20 in the previous semester as a full-time student (12 or more credits); and
- Must have completed at least one semester as a full-time student at Saint Francis University. Summer sessions, individually or combined, do not fulfill the previous semester requirement.

Academic Greek Organizations

Eligibility requirements may be determined by the constitution and by-laws of the organization's national office in addition to the requirements of the University. A student's eligibility to join an academic Greek letter organization may also be determined by departmental and major requirements.

Transfer Students

Transfer students are eligible to join a social fraternity or sorority following the completion of their first semester at Saint Francis University (summer

Essential University and Academic Policies

terms not included) granted they:

- Earn 12 credits at Saint Francis University, with an earned QPA of 2.500 or higher;
- Are enrolled for 12 or more credits in the current semester;
- Have 28 or more earned credits in total, to include transfer credits (credits earned during summer sessions not included); and
- Are in good disciplinary and academic standing with the University, being defined as not being on Disciplinary Probation, or currently under any other specific disciplinary restrictions.

No Harassment Policy

Coverage: *All Faculty, Staff and Students* **Effective:** *June 5, 2009*

As an expression of its Catholic and Franciscan values, Saint Francis University is committed to maintaining a learning, living, and working environment free from such harassment and to promptly report incidents.

DEFINITIONS

A. Harassment (General)

Harassment consists of verbal, physical or visual conduct relating to sex, age, race, color, ethnicity, religion, sexual orientation, disability, veteran status, or any protected classification which has the purpose or effect of interfering with academic or job performance, or otherwise creating an intimidating, hostile or offensive living, learning, or working environment. Examples include but are not limited to: (i) epithets and slurs, as well as threatening, intimidating, or hostile acts that relate to sex, age, race, color, ethnicity, religion, sexual orientation, disability, veteran status, or any protected classification (ii) written or graphic material that reflects hostility or aversion toward an individual or group because of sex, age, race, color, ethnicity, religion, sexual orientation, disability, veteran status, or any protected classification.

B. Sexual Harassment

Sexual harassment is defined as unwelcome touching, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- 1) submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
- 2) submission to or rejection of such conduct is used as the basis for employment decisions or performance review; academic decisions, academic assessment; and/or
- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or otherwise creating an intimidating, hostile or offensive living, learning or working environment.

Examples of sexual harassment include, but are not limited to: vulgar language; direct propositions of a sexual nature; sexual favors in return for rewards, or threats if these favors are not provided; leering or staring; subtle innuendo or pressure for sexual activity; sexually explicit jokes, anecdotes, statements or questions; pet names; gossip regarding one's sex life, body, sexual activities, or prowess; remarks about a person's anatomy or physical characteristics; inquiries or questions regarding one's sexuality or sexual activities; open displays of sexually explicit or suggestive pictures, posters, calendars, or cartoons; offensive e-mail, voice mail, or other electronic com-

Essential University and Academic Policies

munications; unwanted letters or poems; unnecessary or unwelcome physical touching, petting, and hugging (“touching” may include rubbing or massaging someone’s neck or shoulders, stroking someone’s hair, or brushing against someone else’s body); repeated requests for dates after being refused by the person; jokes or comments regarding a perceived sexual orientation.

C. **Unacceptable Relationships**

Romantic or sexual relationships between faculty and students, coaches and students, staff and students, and between supervisors and subordinates where one party supervises, advises, or evaluates the other are problematic even when both parties have apparently given voluntary consent. For purposes of this policy, unacceptable relationships include, but are not limited to: romantic or sexual relationship between a student and any faculty member; between a coach and any student; between staff and students, especially when one supervises, advises or evaluates the other; and between staff members when one supervises, evaluates, or advises another. Such relationships have the potential for adverse consequences and will not be tolerated. This policy is understood not to apply to married couples.

COMPLAINTS Any member of the Saint Francis University community who believes that he or she has been subject to harassment in violation to this policy or suspects the occurrence of harassment should report the matter at once so that the University may promptly deal with it.

Complaints by or about employees or visitors are to be made to the Chief Human Resources Officer. (Complaints made to any other University employee which involve employees are to be immediately reported to the Chief Human Resources Officer.)

Complaints of harassment involving students only, are to be made to the Vice-President for Student Development. (Complaints made to any University employee involving students only are to be immediately reported to the Vice-President for Student Development.) These complaints will be investigated in accordance with procedures established by Student Development.

Complaints of physical violence or sexual assault, however, should be reported directly to the University Police.

These complaints will be investigated in accordance with procedures established by the University Police.

Complaints of harassment by or about employees or visitors will be investigated using the following procedure:

Step I: Within one working day of receiving a complaint, the Chief Human Resources Officer will schedule an interview with the complainant which is to take place no later than five working days after the initial contact. At the meeting the complainant will be asked to complete an Incident Allegation Form. If there is need of medical or psychological services by the complainant, referral to an appropriate agency will be made.

Step II: Within two working days of the interview with the complainant, the Chief Human Resources Officer informs the accused that the allegation has been made. Within two working days of informing the accused of the allegation, the Chief Human Resources officer schedules an interview with the accused which is to take place

Essential University and Academic Policies

within five working days of the interview being scheduled.

Step III: During the initial interview with the accused, he/she is informed of the specifics of the allegation and given an opportunity to respond. The accused shall also be given the opportunity to respond in writing within ten working days of the initial interview. If the accused does not admit to the allegation, or wishes to contest some part of it, the Chief Human Resources Officer begins an investigation within five working days after the time allotted for the written response to the allegations.

Step IV: Within three working days of either the accused admitting the allegation or the completion of the investigation (see Step III), the Chief Human Resources Officer begins the process of resolution. A plan for resolution will be devised in collaboration with the complainant, the accused and the Chief Human Resources Officer.

In resolving complaints of harassment by or about faculty or staff, the Chief Human Resources Officer will work in cooperation with the employee's Department Director, Dean, or Vice-President of the division in which the accused is employed.

CONFIDENTIALITY Due to the sensitivity of harassment issues, each case will be investigated in a manner which is as confidential as possible. Every effort will be made to ensure confidentiality to the extent that this does not interfere with the University's ability to properly investigate complaints of harassment.

CORRECTIVE ACTION Any person found to have violated the University's No Harassment Policy will be subject to appropriate corrective and/or disciplinary action, including, but not limited to: suspension, probation, termination, dismissal or expulsion, according to the nature and severity of the offense. By enforcing this policy, the University will preserve the rights of every student, employee, and applicant for employment to enjoy an environment free of harassment.

FALSE COMPLAINTS /FALSE INFORMATION The creation of a harassment-free environment requires the honesty and cooperation of every member of the University community. Therefore, any person, whether a complainant, an individual accused of harassment, or other member of the University community who is found to have made false accusations, provided false information, or hindered an investigation, will be subject to appropriate disciplinary measures.

RETALIATION PROHIBITED The University will not tolerate retaliation or discrimination against persons who lodge complaints or reports of alleged violations of this policy or who cooperate with or assist in any investigation or other proceeding regarding this policy.

COMMUNICATION AND EDUCATION Saint Francis University recognizes the importance of informing and educating all students, faculty, and staff regarding their rights and responsibilities regarding this policy. Educational programming relating to this policy will be provided regularly. This policy will be distributed annually and will be included in the faculty, staff, and student handbooks. All faculty, staff, and students will be notified as to any changes to this policy.

Essential University and Academic Policies

Safety Regulations

For everyone's safety, no one is allowed on the roof of any University building or in electrical and mechanical rooms. It is the policy of Saint Francis University not to permit pets in the buildings or around campus unleashed; with the exception of dogs trained to assist disabled persons.



The Safety committee addresses safety issues on campus on a monthly basis. Questions and concerns can be placed in one of two "Safety Suggestion Boxes," which are located in the JFK Building and University Police Office. Suggestions to improve safety can also be referred to the Chief of University Police at x3361 or email safety@francis.edu.

Scheduling Facilities and Activities

The Center for Student Life Office must authorize all requests for usage of University facilities and planning of activities. Activities open to the entire campus community should be scheduled at least 30 days prior to the proposed date. Activities open to a particular organization's members should be scheduled 7 days prior to the proposed date, and meetings should be scheduled 48 hours prior to the date of the event. For further information concerning procedures and responsibilities for scheduling an activity or campus facility contact the Center for Student Life at extension 3005.



Security Telephones

Security telephones are mounted in gray boxes in key locations. These are direct-dial telephones, which connect immediately to the officer on duty. These security telephones are located at the JFK Student Center and outside the University Police Office. Telephones are also located outside each residence hall, the Maurice Stokes Athletic Center and the lobbies of the Padua Lounge and Pasquerilla Library.

Student ID Cards

The Department of University Police and Safety issues ID cards during student check-in and on request during the academic year. The official University identification card should be carried at all times. Lost, damaged or stolen cards can be replaced for a fee. The following regulations apply to the use of the I.D. card:

- Must be presented at meals, for admission to all student activities and to charge library materials;

Essential University and Academic Policies

- Must be presented to any staff member upon request;
- Card is non-transferable and must be returned to the Vice-President for Student Development upon termination of enrollment.

Traffic and Parking Procedures

Parking

Students must purchase a parking permit if operating a motor vehicle on University property. A valid permit must be displayed on each vehicle while on campus. Freshmen students are permitted to park on campus but must use the upper JFK parking lot.



Rules and regulations governing the operation of motor vehicles on the grounds of Saint Francis University are contained in the *"Your Car on Campus"* brochure, which is provided at registration. Copies are also available in the University Police Office.

Parking for the Disabled

There are a number of parking spaces on campus designated for disabled individuals. The Chapel side of the mall is considered authorized parking for those in need, as well as various additional parking spaces throughout campus. Temporary disabled parking permits may be obtained by contacting the Chief of University Police. When the disability is not apparent, a doctor's certification is required. Vehicles parked in disabled spaces must display a placard obtained from University Police in addition to a valid hangtag parking decal. For additional information, contact the University Police Department at 814-472-3360.



Voter Registration

Opportunities for Voter registration will take place during the fall of each academic semester. Students will be provided with voter registration forms to either register at home or within Loretto Borough. Contact the Center for Student Life for further information.

Weapons Policy

Weapons such as firearms, swords, bayonets, explosives, hunting knives, etc. are prohibited from being brought onto the campus of Saint Francis University by anyone with the exception of Law Enforcement Personnel, unless authorized by the Chief of University Police.

Student who wish to hunt may store weapons in the vault in the University Police Office in Raymond Hall.

Enriching On-Campus Services & Resources

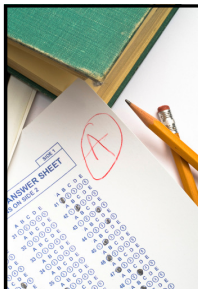
Academic Center for Enrichment (ACE)

Mon – Fri 8:30 AM – 4:00 PM

Closed for Lunch 12:00 – 12:30 PM

x3024

101 Saint Francis Hall



Academic support services are provided to the University and surrounding communities by the Academic Center for Enrichment (ACE). Located in Saint Francis Hall, the Center encompasses the tutorial services, the Testing Center and the Writing Center. Students interested in doing well at Saint Francis University should contact ACE.

Resource Library. The Resource Library provides a variety of materials on study skills, university adjustment issues, career planning, and other topics related to student success in the University. Counselors are available to assist students on an individual basis. Services include: academic advising/course selection, and other academic concerns.

Study Acceleration: Gaining Excellence (SAGE) Program. SAGE is a support program required of all students on academic probation. The program encourages and enables students to improve their academic achievement. Educational goals are clarified and purposeful actions are planned and implemented to assist students in attaining good academic standing.

Supplemental Instruction (SI). An academic assistance program that targets traditionally difficult academic courses—those that have a high rate of D or F grades and withdrawals—and provides regularly scheduled, out-of-class, peer facilitated sessions for students.

Testing Center. The Testing Center allows students to register for and complete the College Level Examination Program (CLEP) without leaving the University campus. Information is available for the PRAXIS, the Law School Admission Test (LSAT) and the Graduate Record Examination (GRE).

Services. ACE services include peer tutorials, academic advising, and counseling and outreach workshops. Professional academic counselors are available to meet with students on a walk-in or appointment basis. The Tutorial Coordinator will assist students in arranging for a tutor in any course with which they are having difficulty.

The Center offers support programming to meet the needs of specific populations. Opportunities for Academic Success in Studies (OASIS) helps under-prepared students achieve their potential at Saint Francis University. Students on academic probation receive services tailored to their needs through the Study Acceleration: Gaining Excellence (SAGE) Program.

Early Alert Referral. Early Alert Referral is an approach that helps the Academic Center for Enrichment staff identify emerging problems among students before they reach crisis proportions. Faculty, staff, and students can complete a referral form or they may make an electronic referral to ACE.

Enriching On-Campus Services & Resources

Academic Advising

x2766

Mon- Fri – 8:30 AM - 4:00 PM

114 Saint Francis Hall

The primary purpose of an academic advising program is to assist students in the development of meaningful educational plans that are compatible with their life goals. At Saint Francis University, academic advising is viewed as a continuous process of clarification and evaluation.

As part of the University's First Year Experience Program, entering freshmen students are assigned to advisors when the students participate in the Summer Orientation and Academic Registration (SOAR) Program during the summer prior to their freshman year. The advisors work with students during the freshman year. At the end of the freshman year, or in some cases later, students declare an academic major for which the department chair serves as advisor or assigns an advisor from the department's faculty.

Individual academic advising conferences are available to students each semester. During these meetings, the advisor will review and utilize any available data about the student's academic and educational needs, performance, goals, and problems.

The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The advisor will assist by helping to identify and assess alternatives and the consequences of decisions.

Saint Francis University's goals for academic advising are as follows: clarification of life and career goals; development of suitable educational plans; selection of appropriate courses and other educational experiences; interpretation of institutional requirements; increased student awareness of available educational resources; evaluation of student progress toward established goals; development of decision-making skills, and referral to and use of other institutional and community support services where appropriate.

Bookstore

Mon - Fri – 8:30 AM - 4:00 PM

x3170 / 3171

Summer Hours: Mon-Fri 8:30 AM—4:00 PM.

JFK Lower Level

At the campus bookstore, students may purchase new and used textbooks, course materials, school supplies, computer supplies, t-shirts, sweat-shirts, greeting cards, personal items, general reading books and much more. Students can order/reserve their textbooks on-line before classes begin. Please visit our website at www.francis.edu/bookstore.htm. The Campus Bookstore offers many services,



such as, final's week Textbook Buy-backs, class ring sales, textbook on-line reserving/ordering, and an eCommerce site for purchasing University merchandise, special book ordering, and much more. The Campus Bookstore is owned and operated by Saint Francis University.

Enriching On-Campus Services & Resources

Business Office

Mon — Fri 8:30 AM - 4:00 PM

x3006

Window Hours 9:30 AM - 3:00 PM

Scotus 3rd Floor

Summer Hrs: Mon—Fri 8:30 AM-4:00 PM. Window: 9:30 AM-3:00 PM.

Closed from Noon to 12:30 PM for lunch.

The Business Office, located in Scotus Hall, distributes student worker pay-checks, maintains and answers questions concerning student accounts, and cashes checks for up to \$100.00. Students also need to go to the Business Office to sign Federal Perkins Loan Master Promissory Notes and other loan checks.

Campus Ministry

x3172

Mon – Fri 8:30 AM – 4:00 PM

Saint Francis Hall, Lower Level

We in Campus Ministry believe there is a responsibility to bring the Good News of Jesus Christ to the entire community of Saint Francis University. Equipped with his message and grace, reflected in the Gospel and the sacramental wisdom of the Roman Catholic Church, we hope to assist students of all faith traditions to grow in a deeper, meaningful relationship with God. Saint Francis of Assisi witnessed to the power of Gospel values by living in poverty, chastity, and obedience. In addition, his keen sense of God's presence in all people and creation enabled him to be an instrument of sharing God's liberating truths with everyone. We in Campus Ministry seek to continue this worthy mission.



Mission As Franciscan friars in collaboration with other University members walking in the footsteps of Saint Francis, we envision our mission as responding to the spiritual and pastoral needs of the University community. This vision includes:

- Assisting each person in their ongoing conversion process;
- Forming a vibrant faith community by sharing and integrating the Gospel message within worship, academic, social, and athletic experiences;
- Empowering each person to become effective instruments of Christ's peace to each other and the wider world as exemplified by Saint Francis of Assisi.

Based upon its Roman Catholic and Franciscan heritage, Campus Ministry has developed a pastoral plan that strives to realize these goals with ecumenical sensitivity through the following events. Our ministry team cordially invites and encourages your participation in these and our other activities.

Enriching On-Campus Services & Resources

Masses and Other Spiritual Development Activities. Students can participate in communal worship services throughout the year. A Protestant service is held twice per week for students to attend. One can attend Mass every day according to the following schedule:

MASS SCHEDULE DURING THE SCHOOL YEAR. One can freely choose to enhance his or her experience of Mass by participating in one or more of the community's various liturgical ministries. These ministries include lector, Eucharistic minister, and choir member. During the spring semester, students can attend the Diocesan Young Adult Forum held at a university in our diocese and in either semester, a retreat. Campus Ministers serve as chaplains for the sports teams and are available to give mini-retreats for teams that are interested. For those who would like to know more about the Catholic faith or freely choose to become Catholic, we provide Order of Christian Initiation classes and the sacraments themselves on the Sunday after Easter. We also provide preparation classes for confirmation for those already Catholic.

| Immaculate Conception Chapel Mass Schedule | |
|--|-----------------------------|
| Saturdays (Vigil) | 4:30 PM |
| Sundays | 10:00 AM and 9:00 PM |
| Weekdays | 8:00 AM and 12 Noon |
| Confessions: Fridays 11:15 AM, Saturdays 3:45 PM and by appointment | |

Social Activities One social activity the campus ministry team co-sponsors with the Secular Franciscans, is the Cincinnati Nights in the resident halls. We also provide socializing opportunities with food and drinks after different prayer services and programs.

Social Justice Outreach and Service. A Campus Minister facilitates the many student-run volunteer service programs through the Dorothy Day Center for Justice and Peace, a branch of the Campus Ministry Department. These ministries provide an opportunity for students to reach out to members of the campus and wider community. *See the section on the Dorothy Day Center in this Handbook.*

Pastoral Care. The traditional pastoral care activities of Campus Ministry include pastoral counseling, spiritual direction and visits to the sick in hospitals. Campus ministers also anoint the sick and celebrate Mass intentions for family and friends. For serious or life-threatening emergencies, a campus minister is certainly available.

Student Organizations. The Campus Ministry team works in close association with other campus groups such as the Student Government Association, Student Activities Organization, Greek communities, and the Students for Life. It also reaches out in the Residence Life Areas. For those students who seek a life more in tune with the ideals of Saint Francis of Assisi, they can become involved with lay men and women in the Saint Bonaventure Fraternity of the

Enriching On-Campus Services & Resources

Secular Franciscan Order. Once a month they meet for prayer, Franciscan formation, faith sharing, socializing and planning different ministerial activities.

Development in the spiritual life is an important ingredient for growth into adulthood and for taking our place in the Church and society. Through its programs and activities, Campus Ministry hopes to prepare church and civic leaders for the future. To this end, the campus ministers offer their minds and hearts, gifts and talents, voices and hands to comfort, support, instruct and guide students on their unique life journeys into the future.

Career Services

Mon—Fri – 8:30 AM - 4:00 PM

Evening hours by appointment.

x3019

302 Scotus

The Office of Career Services, located in Scotus Hall, is designed to provide a wide range of services to assist students of all majors and backgrounds with job placement and career planning needs.



The Office provides students, alumni and the community with the most up-to-date information in helping them assess their career goals and objectives. The Office strives to teach each student to take responsibility for his/her career, and teaches them the skills necessary for choosing a career that matches their skills, interests and personality. The Office also seeks alternative and creative

methods of job placement by collaborating with various groups both on and off campus. To launch students into their lifelong career journey, the Office of Career Services offers the following:

1. Job search assistance;
2. Job and internship training;
3. Graduate/professional school assistance;
4. Career testing and counseling;
5. Career research and exploration.

JOB SEARCH ASSISTANCE

Utilizing several services, students can receive assistance finding full-time employment, part-time employment and summers jobs. Specifically, students can take advantage of the following job search services:

1. On-campus interviews with employers
2. On and off campus job/career fairs
3. A free resume referral service to employers seeking applicants
4. Weekly updates to current job and internship openings on the Of-

Enriching On-Campus Services & Resources

- Office web-based site: www.collegecentral.com/stfrancis
5. An up-to-date Career Resource Center which allows students to research companies and careers
 1. 6. Evening hours for students not able to meet during regular office hours
 2. 7. Videotaped mock/practice interviews
 3. 8. Resume, CV 's, and cover letter development and critiquing

JOB SEARCH TRAINING

Through individual appointments, workshops, seminars and class presentations, students can learn all the skills necessary to secure summer jobs, internships, part-time employment, or full-time employment. The majority of Career Services job search training workshops are integrated into the academic curriculum, delivered as part of CES or in junior and senior level seminar courses. This enables the staff to adjust the content of training seminars to meet the specific needs of different majors. Students can find out what workshops will be offered prior to the start of each semester by utilizing the Office homepage:

www.francis.edu/career.

GRADUATE/PROFESSIONAL SCHOOL ASSISTANCE

For those students who choose to further their education, Career Services offers many sources of assistance. These include the following services:

- Peterson 's Guides to Graduate Study
- Application and career statement critiques and review
- Graduate school seminars
- Individual career planning sessions



CAREER COUNSELING AND EXPLORATION

To assist exploratory or change of major/career individuals, the office provides the following:

1. Interest, personality skills, and work values assessments
2. Career exploration resources and handouts
3. Alumni and professional career panels
4. An Alumni Career mentoring database found on: www.collegecentral.com/stfrancis

All appointments are kept strictly confidential. The Office operates under the ethical principles created by the National Association of Universities and Employers (NACE).

Enriching On-Campus Services & Resources

Center for Student Life x3005

Mon – Fri – 8:30 AM – 4:00 PM

Located in the John F. Kennedy Student Center, the Center for Student Life coordinates and oversees co-curricular and extracurricular programs, Greek Life, student clubs and organizations, new student orientation, Family Weekend, the student media, concerts and other major campus events.



Community Standards-Judicial Affairs

Mon – Fri 8:30 a.m. – 4:00 pm

x 3002

232 Padua Hall

The Office of Community Standards- Judicial Affairs enhances the Saint Francis University Community by celebrating the community values of the institution while respecting the rights of the individual. The Office will facilitate the social, ethical, and intellectual development of all students by maintaining a student judicial system and programs which foster intellectual development, student engagement, social justice, self understanding and responsible leadership.

The goals of the Judicial Affairs process are:

1. to promote a campus environment that supports the overall educational mission of the University;
2. to protect the University community from disruption and harm;
3. to encourage appropriate standards of individual and group behavior;
4. to assist students to understand and navigate University policies, procedures and protocols;
5. to foster ethical values and civic virtues to foster personal learning and growth while at the same time holding individuals and groups accountable to the standards of expectations established by the Code of Conduct.

The Office Community Standards-Judicial Affairs fulfills its mission by providing programs and services that:

- Develop, disseminate, interpret, and enforce campus rules and regulations.
- Design educational opportunities that allow students to use critical thinking skills to determine appropriate behaviors and the consequences for unacceptable and/or inappropriate behaviors
- Intervene effectively when behavior violates the Code of Conduct.

Enriching On-Campus Services & Resources

Counseling Center and Intercept Program

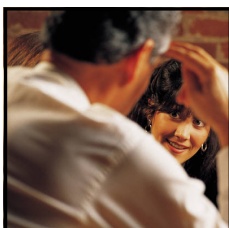
Mon & Fri. 8:00 AM - 4:00 PM

x3211

Evening Appointments Available

120 Saint Francis Hall

The Counseling Center, located in Saint Francis Hall, provides confidential therapeutic services to the University community, including individual, marital, and group counseling. There is a licensed professional Counselor and Certified Addictions Counselor on staff. Students in need of services are encouraged to call for an appointment during regular office hours.



The Counseling Center offers consultation and crisis intervention services on a 24-hour basis. Resident students who desire to speak with a counselor after regular office hours, should contact the resident assistant on duty. Com-

muter students should contact the Department of University Police at x3360.

Programming on relevant psychosocial and developmental issues is provided and sponsored by the Center throughout the year. Topics include stress management and relaxation training, sexuality, eating disorders, dating, substance abuse, and family issues. The Center staff can also assist students with information about local community resources.

Resource information on mental health issues, chemical dependency and health and wellness, is available at the Center and is provided to students upon request.

If assistance is needed in arranging for mental health services in the community, the Center staff can assist students with referral to local treatment providers.

The Intercept Program

X3211

The University recognizes that alcohol and drug abuse is a serious issue, and one that affects the social, emotional and educational development of many university students across the nation. The Saint Francis University Intercept Program is a comprehensive, institution-wide drug abuse prevention program, that attempts to address this issue with an aggressive, proactive, and collaborative effort. Intercept involves education, prevention, treatment and alternative activities. Intercept involves and is supported by students, staff and faculty.

The Intercept Program is located within the Counseling Center in Saint Francis Hall. A Certified Alcohol Counselor (CAC) is available for consultation and counseling. Students who have personal concerns with substance abuse or addiction are encouraged to contact the Intercept office for an appointment. All clinical services will be confidential.



Enriching On-Campus Services & Resources

Educational programs, which promote knowledge and awareness of alcohol and drug issues, are presented throughout the year. The Intercept staff can also provide a link for students, staff and faculty to community drug education experts. Students interested in hosting a program in a residence hall, Greek house, or classroom are urged to contact the Intercept Program.

For students pursuing research projects on drug and alcohol issues, the Intercept Program maintains a library of resource materials including books, pamphlets and videos. Contact the office for more information about these resources. For more information about Intercept and scheduled programs, call the Counseling Center at x3211.

Dining Services

Torvian x3232 / 3016

Frankies x3239 / 3235

The Saint Francis University Dining Service operates Torvian Dining Hall, Frankie 's snack bar (lower level JFK), Café Gubbio (lower level of Saint Francis Hall), the Padua Express (lower level in Padua), and an extensive catering service.

On-campus residents have four meal plan options for their use during the semester: 19 meals, 14 meals, 10 meals, or 5 meals per week (Five meal plan option is only available to juniors and seniors). Each plan provides Bonus Dollars which can be used to buy additional meals, or to purchase food in Frankie 's,



Padua Express, and Café ' Gubbio. Anyone can deposit monies into a student declining balance account at the Business Office. The money deposited can be used at all dining services facilities. These dollars are added to a student 's identification card and allows students to refrain from carrying excess cash on campus. Additional information about meal plans is available from the Dining Services Department.

Students must use their University photo identification card at all times to enter Torvian. Commuter students or visitors to campus may also eat in the dining hall on a cash basis, payable to the cashier upon entering the dining facility. A flat fee is charged for an all-you-care-to-eat meal. Our on-campus Executive Chef is available to assist students who are under a doctor 's care with special dietary requirements. Additionally, students whose class schedule or job prohibits them from having time to eat in the dining hall may obtain a box lunch from the dining service. Please make prior arrangements with a Dining Service Manager.

Enriching On-Campus Services & Resources

DiSepio Institute for Rural Health and Wellness

The DiSepio Institute promotes health and wellness as part of Saint Francis University's Franciscan mission of academic excellence and achievement combined with community service. The Institute houses Student Health Services, the Center for Rehabilitation, The Fitness Center, A Human Performance Lab, Spiritual Wellness Center, and The Scharf Family Foundation Conference Center.



Student Health Services

Mon – Fri 8:30 AM – 4:00 PM

Wednesdays until 7:30 PM

Closed for lunch 12:00 – 12:30 PM daily

Appointments: X3008

All Other Calls: X3936

Ground Floor, DiSepio Institute



The Student Health Center is located in the DiSepio Institute. Health Services is staffed by a team of health professionals that include a physician, physician assistant, and registered nurse. All students must submit a completed health form (provided to students upon acceptance to the University) before treatment may be received. Furthermore, all students are required to carry their own health and accident insurance.

Services available to students include evaluation and treatment of acute medical conditions, allergy injections and immunizations, disease prevention and education, as well as physical examinations. Referral to community resources will be made for students on an as-needed basis.

After-hours Medical Emergencies. If a student becomes ill during the evening or weekend hours, he/she should contact their resident assistant for further assistance. If a resident assistant is unavailable, the student should contact the University Police by dialing Extension 3360.

Effective Fall 2009, all undergraduate, full-time students will receive a subscription to the **Cresson Area Ambulance Service** for the 2009-2010 academic year. The policy will cover students in need of emergency transport from University property, and/or commuter students residing within the Cresson Ambulance Service area, defined by County 911.

Enriching On-Campus Services & Resources

Center for Rehabilitation

X3936

Monday—Friday by Appointment Ground Floor, DiSepio Institute

The Center provides full athletic and orthopedic health and wellness services for the Saint Francis community, and is staffed by physical therapists, athletic trainers, occupational therapists, and exercise physiologists who treat the sports and orthopedic injuries and conditions. The Center for Rehabilitation offers a state-of-the-art examination and modality area, a full treatment gym with exercise machines and a therapeutic pool, and educational programs on nutrition, weight management, stress management, and other health and wellness topics. The Center is open to all Saint Francis students and employees with need for rehabilitation because of athletic injury, orthopedic surgery, or chronic conditions causing joint and muscle pain and weakness.

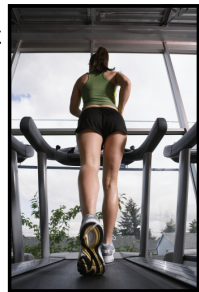
Fitness Center

X2783

Monday—Friday 6:00 AM—11:00 PM

First Floor, DiSepio Institute

The Fitness Center consists of a 3,500 square-foot gym for individual exercise and a 1,000 square-foot group exercise room. The gym includes a stretching and core strengthening area; a cardiovascular area with treadmills, elliptical machines, and upright and recumbent bikes; a strength training area with a circuit of exercise units for the upper and lower extremities; and a free weight area. The group exercise room of the Fitness Center will be the location for various classes including, but not limited to, yoga, pilates, dance, and aerobics. Groups of five or more can schedule use of the room to follow their own exercise program or one that is recorded and can play visually on the two flat screens in the room. The room is also equipped with one entirely mirrored wall and a professional quality sound system. The Center organizes the educational programming offered in the Institute. Registration for membership is required. The registration form can be found online at www.francis.edu/DiSepioInstitute/htm. Registration appointments are made by calling extension 2783.



Human Performance Lab

X3936

Mon-Fri by appointment

First Floor, DiSepio Institute

Athletic and functional performance will be analyzed and developed in the Human Performance Lab which contains a Biodex isokinetic device which enables the staff to evaluate the strength, power and endurance, of all the major muscle groups of the body. The Lab also contains a NeuroCom dynamic posturography unit that can provide useful information in diagnosing the vestibular, proprioceptive, and visual reasons for lack of balance or a tendency to fall. The

Enriching On-Campus Services & Resources

Human Performance Lab also houses a BOD POD, an egg-shaped module in which a client sits for body composition analysis testing. Operating on the same principles as underwater weighing, the BOD POD employs air displacement to measure body fat and lean body mass.

Spiritual Wellness Center

DiSepio Institute

The Spiritual Wellness Center of the Institute includes two spaces. One, the labyrinth, is outdoors in a sunken courtyard between the DiSepio Institute and Sullivan Hall. Entered either from the Institute's first-floor atrium or from the Mall, the courtyard contains a three-lobe labyrinth patterned into the pavers that constitute the courtyard's floor.



The second component of the Spiritual Wellness Center is an indoor ecumenical meditation room on the Institute's second floor. Carpeted and quiet, the room offers individuals and small groups an opportunity to meditate and pray, isolated from the building's otherwise busy environment. The room contains a small library as well as various meditation focal points and ecumenical icons.

The Scharpf Family Foundation Conference Center

DiSepio Institute

This Conference Center is located on the second floor of the DiSepio Institute. Equipped with video-conferencing capability and high-tech audio-visual equipment, the main space of the Center is a symposium room for 95 people, which is divisible into two separate rooms. A large pre-conference area outside the symposium room is available for informal gatherings, display tables, or food service. Smaller sessions can be accommodated in the Executive Conference Room, seating up to 20 people, and the Health and Wellness Seminar Room, seating up to 40 people.



Financial Aid

x3010

Mon-Fri 8:30 AM—4:00 PM

Padua 2nd Floor

The University believes every qualified person who desires higher education has the right to pursue it, regardless of financial status. Although the primary responsibility for financing an education lies with the student and his/her family, the University makes awards to supplement family funds whenever possible and aggressively seeks financial aid for those demonstrating need.

Enriching On-Campus Services & Resources

The University has a comprehensive program of awards to offset costs. Academic awards and scholarships are given for academic achievement, athletic potential, and financial need. Most federal, state, and institutional aid awards are based on financial need. Financial need is the difference between expected family contribution, as determined by a financial aid application, and University costs, which include tuition, fees, room and board, transportation, and personal expenses.

Applying for Financial Aid. The application process requires that every student submit a Free Application for Federal Student Aid (FAFSA) to the address on the provided envelope. Students may also need to submit income tax forms to the Office of Financial Aid if the office requests. Students should apply for respective state grants.

Certain scholarship applications are available from the Financial Aid Office as announced. To ensure full consideration for federal, state, and institutional aid,

| FINANCIAL AID ELIGIBILITY FOR DEPENDENT STUDENTS | | | | |
|---|---|---|---|---|
| Off Campus Housing | | | | |
| Commuting From Parent's | | | | |
| Recognized College-Owned Greek Housing | | | | |
| On-Campus Housing | | | | |
| TYPE OF AID | | | | |
| All Academic Scholarships | ✓ | ✓ | ✓ | |
| Athletic Scholarships | ✓ | | ✓ | |
| Reach Higher Awards | ✓ | ✓ | ✓ | |
| All Other SFU Grants & Scholarships | ✓ | ✓ | ✓ | |
| State Grants | ✓ | ✓ | ✓ | ✓ |
| Federal Pell Grants | ✓ | ✓ | ✓ | ✓ |
| Federal Stafford Loans | ✓ | ✓ | ✓ | ✓ |
| Federal Perkins Loans | ✓ | ✓ | ✓ | ✓ |
| Federal SEOG Grants | ✓ | ✓ | ✓ | ✓ |
| Federal Work Study | ✓ | ✓ | ✓ | ✓ |
| <p><i>Eligibility for Financial Aid for Dependent Students: Eligibility for the listed types of financial aid varies by housing status. ✓ indicates eligibility. Independent students may have different requirements.</i></p> <p>PLEASE NOTE: In order to receive institutional financial aid (including, but not limited to, academic and athletic scholarships, Reach Higher Awards, Franciscan Awards, et al.), students <i>must</i> reside on campus or commute from their parent's home. Students who reside off-campus (i.e. not at their parents' home) risk losing any and all institutional aid.</p> | | | | |

Enriching On-Campus Services & Resources

the FAFSA must be RECEIVED by the federal processor by May 1 prior to the start of the academic year.

Federal Verification is a process that all universities receiving federal aid are required to complete. The purpose of verification is not to find fraudulent FAFSA applicants, but to find and correct common mistakes made during the filing of the Free Application for Federal Student Aid. All need-based aid packaging must be put on hold until a student provides the necessary information requested through the verification process. If the verification process is not completed, a student will not be considered for need-based financial aid. Thus, it is important to return the information and requested documentation as soon as possible. The federal government randomly selects FAFSA applicants for verification. Though a random process, students may also be flagged for verification if conflicting information is reported on the FAFSA. If randomly selected for verification, a student must complete the process within the semester selected. The Office of Financial Aid must receive all required documents **two weeks** prior to the end of the selected semester.



It is important to apply early. Forms are usually available in January for the upcoming year. Students must apply for financial aid by the posted deadlines to receive notice of the programs and amounts for which they qualify. Various aid programs have different filing deadlines, so check all dates carefully. Responsibility for procuring and submitting the appropriate applications on time rests with the student.

Deadline for Free Application for Federal Student Aid (FAFSA). Here at Saint Francis, the Office of Financial Aid processes applications for Federal Student Aid on a “rolling basis.” There is no set deadline for processing the FAFSA; applications will be processed when received. However the preferred filing date is **April 1st prior to the fall semester. The deadline for students to be considered for the Pennsylvania State Grant is May 1st.**

Special Consideration Forms. The Office of Financial Aid is very much aware of uncontrollable circumstances that happen to families that cannot be reflected on income tax returns or the Free Application for Federal Student Aid (FAFSA). That is why we offer Special Consideration Forms to families that need such consideration. You and your family may report unusual circumstances that impact your ability to pay for education costs while attending Saint Francis University on this form. These circumstances can reduce your income for the year applying, or the extraordinary expenses that will negatively impact your disposable income available for education expenses. This form is to be completed only after you have already filed and received the results back from

Enriching On-Campus Services & Resources

the current year 's FAFSA. Special Consideration Forms will be evaluated on a case-by-case basis. Please contact the Office of Financial Aid for applications and further information. Special Consideration Forms will not be processed after October 1st of the current year without the given year 's income tax return.

Awards. Financial aid is individualized at Saint Francis University. Awards are based on unique needs and abilities, family situations, specific government regulations, and institutional awarding policies. A financial aid package may consist of gift aid (not to be repaid) and self-help (loans and work). Be aware that in order to comply with federal and state regulations, aid from the University may be reduced when outside sources of aid are awarded.

Financial aid may be used for other educational costs such as books, transportation and personal expenses. These costs will vary according to program of study, distance from home, and personal spending habits.

Renewing Aid. Financial aid is renewable yearly provided students apply by the deadline, still show financial need, complete verification requirements, and make satisfactory academic progress. University-based aid recipients must attend full-time and must live either on campus or commute from home.

Satisfactory academic progress is required for all federal, state, and institutional aid. Copies of the Policy of Satisfactory Academic Progress are available in the Financial Aid Office. Students may appeal a decision of unsatisfactory progress to the Director of Financial Aid. Many scholarships require a specific cumulative QPA as stated in the contract.

Students with need-based federal, state, and institutional financial aid must meet both qualitative and quantitative standards of satisfactory academic progress to be considered for renewal of financial assistance. Students meet the qualitative standards of academic progress if they are in good academic standing or on academic probation as defined in the University Catalog. Satisfactory



academic progress is reviewed after increments of two-semesters (generally after the spring semester). To meet the quantitative standards for renewal of financial assistance, full-time students must successfully complete with a passing grade at least 24 credits for each increment. Part-time students are evaluated at the end of each academic year during which the student is required to successfully complete

75% of all work attempted to be considered as progressing satisfactorily.

Saint Francis University has a strong commitment to assist students in their efforts to finance their education. All are encouraged to visit or telephone the Financial Aid Office for help, to discuss financial difficulties, and to verify that applications are complete for the next academic year. Students should particularly come to the Financial Aid Office if family financial circumstances worsen during the year because of unemployment, illness, death, etc.

Enriching On-Campus Services & Resources

Defining a Borrower-Based Academic Year (BBAY). A BBAY must begin with a term in which a student is enrolled **at least half-time**. Also, any mini-sessions (summer or otherwise) that run consecutively within a term **must** be combined and treated as a single term. A BBAY must meet the minimum Title IV requirements for an academic year. However, a BBAY that includes a summer term may include fewer than 30 weeks of instructional time or fewer credit hours than the minimum number required for Standard Academic Year

| | | | |
|---|---------------------------------|---------------------------|-------------------------|
| Figure A Demonstrates how a BBAY “rolls” through an academic year. | | | |
| Fall / Spring BBAY 1 | Summer / Fall BBAY 2 | Spring / Summer BBAY 3 | |
| Figure B The student is not enrolled in the second term (fall) of BBAY #2. | | | |
| Fall / Spring BBAY 1 | Summer / Not Enrolled BBAY 2 | Spring / Summer BBAY 3 | |
| Figure C Shows a student that does not attend a term that otherwise would have been the beginning of a BBAY (in this case, spring), then the student’s next BBAY can not begin until the next term that the student attends. | | | |
| Fall / Spring BBAY 1 | Summer / Fall BBAY 2 | Not Enrolled | Summer / Fall BBAY 3 |

(SAY). This is because a summer term may be shorter than a standard term in an academic year, but is recognized as academically equivalent to a standard term when used as one of the terms in a Borrower-Based Academic Year.

In all three of these examples, if these were the first three years of study for a dependent student and the student progressed a grade level each academic year, he/she would be eligible for up to the maximum Stafford amount of \$3,500, \$4,500, and \$5,500 for the respective academic years.

When a student is enrolled in his or her final semester of college and will graduate at the end of the semester, the Federal Government requires the University to prorate the student’s loan eligibility for that semester. Please contact the Financial Aid Office regarding the amount for which you may be eligible, or with any other questions pertaining to the Borrower-Based Academic Year.

Information Technology (I.T.) Services

Monday – Friday – 8:30 AM – 4:00 PM

x3033

Closed for lunch 12:00 – 12:30 PM daily

Scotus 203

Telephone services are provided by the Saint Francis University Information Technology Services Department. The telephone service provides a complete package consisting of many products. Each room contains 1 telephone set, ready to receive incoming phone calls, configured for use with the voice mail system and capable of unlimited local calling capability. The voice mail service consists of a call processing (menu) box for the room and a private voice mailbox for each occupant. Each occupant receives a personalized forced au-

Enriching On-Campus Services & Resources

thorization code (PIN) to use the local calling service. The same PIN configuration may be used to complete long distance calls after a long distance service contract and I.T. Services has received the necessary fees.

John F. Kennedy Student Center

Mon – Fri 8:00 AM – 3:00 AM

Sat & Sun – 12:00 PM – 3:00 AM

x3005

Info Desk x3036



The JFK Student Center is the social, cultural and recreational hub of campus, offering facilities for films, art exhibits, special events, dances, music and theater performances. The JFK Center provides the University with the following services and facilities:

AUDITORIUM Located in the upper level of the JFK Student Center, the auditorium houses plays, lectures, movies, comedians, concerts, etc.

AUTOMATED TELLER MACHINE On the lower level of the JFK Student Center, (Cirrus and MAC capabilities.) the ATM DOES NOT have a deposit feature.

BOOKSTORE The Saint Francis University Bookstore sells all textbooks for all University classes and many items the University student should find useful.

CONFERENCE ROOM On the lower level behind Frankie's.

GREEK COMMUNITY ROOM Located on the lower level of the JFK Student Center within Frankie's, the room is available for fraternity and sorority meetings and activities. Other groups may schedule the room as available.

FRANKIE'S Located on the lower level of the JFK Center, its club-type atmosphere serves as the University's night club, hosting bands, comedians and dances.

GAMES Board games, video game equipment and table game equipment are free, with presentation of student I.D. card, from the Information Desk.

LARGE SCREEN TV In Frankie's, two plasma screen TV's, as financed by the Student Government Association, as well as one big-screen TV are available for day and evening viewing and for special events such as the Super Bowl and the World Series.

LEADERSHIP TRAINING Available to student organizations or individual students.

LOUNGE On the upper level of the JFK Student Center the lounge can be used for informal socializing, studying, and student meetings.

MAIL SERVICES All students have a mailbox located on the lower level.



Enriching On-Campus Services & Resources

Recognized Clubs and Organizations.
Five student organizations maintain offices on the lower level of the JFK Student Center.

Student Government Association (SGA).

Student Activities Organization (SAO).

The Troubadour (Student newspaper).

The Bell Tower (Student yearbook).

IFSC

(Greek Life)



Enriching On-Campus Services & Resources

Library

Sun – Noon - Midnight

Mon – Thu – 7:00 AM – Midnight

Fri – 7:00 AM – 9:00 PM

And Extended Hours for Finals Week

Circulation: x3160

Reference: x3161

Administration: x3011

Sat – 9:00 AM – 5:00 PM

MISSION - *The Pasquerilla Library is a dynamic community resource, providing access to information, offering instruction, and serving a proactive leadership role in support of the mission of Saint Francis University.*

FACILITIES AND COLLECTIONS - The present library building at Saint Francis University was originally dedicated May 2, 1959, as the Pius XII Memorial Library. It was enlarged in 1967 with a six-story addition, and was rededicated September 9, 1989, as the Pasquerilla Library. The collection provides users with access to nearly 120,000 bound volumes, over 16,000 current periodical subscriptions; and over 17,000 non-print materials. Facilities include a conference room, 4 electronic classrooms, micro-film area, 5 group study rooms, a seminar room, and a 12-seat computer lab. Wireless access to the campus network and the Internet is available throughout the library. Five computers on the first floor, and one on the lower level are available to search for library resources. A Public scanner, Assistive Technology and Quiet Study Areas are also available at the library.



ACCESS TO RESOURCES – The library provides access to its collections and other online resources through the library website at <http://library.francis.edu>. The library subscribes to more than 60 database services that provide students with networked access to full-text journal articles in a wide variety of disciplines. The articles from databases can be printed, downloaded, or e-mailed to your account. All of these resources are available from off-campus with verification based on your name and University bar code number. Access to the collections of other libraries is provided through interlibrary loan service.

POLICIES AND HOURS – All students, faculty, and staff of the University may borrow materials and obtain other services from the library by presenting a valid Saint Francis University identification card. The library is open year-round, with the exception of official University holidays. A complete posting of current library policies, regular hours, services, and other general information can be found by visiting the library website at

INSTRUCTION AND INFORMATION SERVICES – All first-year students receive information literacy skills instruction during CORE 101, a required one credit course in the University's general education program. Beyond the first-

Enriching On-Campus Services & Resources

year experience, librarians continue instructional support by offering advanced sessions scheduled by teaching faculty. Students may obtain research assistance at any time by inquiring at the Reference Desk, located on the main floor of the library, near the Reference Services area. Reference librarians are available 53 hours each week, including evenings. Any student who needs help in finding sources for a research assignment should start at the Reference Desk. Reference service is also available via Instant Messaging at IM A LIBRARIAN, screen name SFULIBRARIAN.



OTHER RESOURCES – Photocopy machines and Microfilm reader/printers are located near the Circulation Desk on the main floor. The photocopy machine is operated with your student ID/One Card. A typewriter is located on the lower level of the library and can be used by leaving a valid I.D. at the Circulation Desk. Three group study rooms equipped with a computer, TV/VCR or TV/DVD, and white board are located on the second floor. Two group study rooms equipped with TV/VCR are located on the lower level.

FOR MORE INFORMATION about the Pasquerilla library, its resources and services, visit the library website at <http://library.francis.edu>, read the blog available on the Library homepage, e-mail the library at reference@francis.edu, or call 814-472-3160.

Mail Services

Monday – Friday – 8:00 AM – 3:30 PM

x3032

Closed for Lunch 12:00 – 12:30 PM daily

Saturday – 8:00 AM – 11:30 AM (During the Fall/Spring Semesters)

Mail Services is located on the lower level of the JFK Student Center next to the Campus Bookstore. Mail is picked up from the Loretto Post Office, Monday – Saturday at 9:00 am and is put in student mailboxes by 11:00 am. Outgoing mail is delivered to the Loretto Post Office, Monday – Friday at 3:00 pm and Saturday at 10:30 am. Mail Services handles shipping/receiving of the following carriers: United States Postal Services, United Parcel Service, Federal Express Overnight, Ground and Home Delivery.

Resident students are assigned a campus mailbox. Each student will have the same mailbox for as long as they are a student at Saint Francis. New resident students receive their mailbox number and combination at check in.

To receive mail, use the following format:

**Your Name, (Your Box Number), Saint Francis University,
PO Box 600 (*), Loretto, PA 15940-0600**

(*) Most carriers will not deliver packages or overnight letters to a PO box number. You may use 117 Evergreen Drive instead of the PO Box 600. A staff member can provide assistance when shipping/receiving letters or packages. Stamps can be purchased at the service window.

Enriching On-Campus Services & Resources

Maurice Stokes Athletics Center

X3018

Monday – Friday –8:00 AM – 10:00 PM

Sat – 10:00 AM – 9:00 PM Sun – 12 Noon – 9:00 PM

(Schedule is subject to change due to vacation periods, special events, etc.)

The relationship between physical fitness and intellectual development is an accepted educational principle at Saint Francis University. The University offers a variety of unstructured and individualized recreational activities. Students are encouraged to engage in those which will provide a healthy physical, mental, emotional and social experience that can be continued throughout a lifetime.

The Maurice Stokes Athletic Center offers racquetball courts, an indoor track, a weight room and an auxiliary gymnasium that can accommodate volleyball, basketball, indoor tennis, and a variety of other athletic activities. The Natatorium houses swimming facilities.

Varsity intercollegiate competition in basketball, volleyball and swimming is held in the Stokes Center. The Stokes Center also serves as the site of large events, such as concerts and comedians, sponsored by the Student Activities Organization, and is the annual site for commencement exercises.



Maurice Stokes

Multicultural Affairs

x3002

Monday - Friday 8:30 AM - 4:00 PM

Padua 232

The Office of Multicultural Affairs is committed to assisting students in educational and cultural growth, development, and awareness which translates into students overall success. Our community's understanding of Saint Francis University's diversity initiatives emerges from a variety of sources and messages. Some of these understandings are generated through informal dialogue among students, faculty, staff, and administrators and information in public media. Such dialogue takes place in classrooms, offices, residence halls, and in out-of-class educational programs.

The Office works to coordinate the campus community's multicultural dialogue, and to give voice to Multicultural/International students in their adjustment socially, academically, and psychologically to life at Saint Francis University, so they in turn will positively impact life at Saint Francis University.

In addition to the Office of Multicultural Affairs in Padua, the department supports 2 major programs that support the university's commitment to diverse scholars and multicultural education:

Enriching On-Campus Services & Resources

The Multicultural Living and Learning Center located at 144-150 Saint Peter Street, serves as a residential learning community for students interested in the promotion of the multicultural perspective.



The primary goal is to raise awareness of, and facilitate discussion about issues of race, social justice, class, and ethnicity. The Center will serve to increase understanding of issues of race, social justice, class and ethnicity among its residents through seminars, programs, and discussions.

The Center is also a place to meet, to coordinate and to facilitate activities that celebrate diversity, and to enhance the development of a multicultural community.

The Multicultural Awareness Society (MAS), is a student organization, and the Office serves as place to plan and sponsor programs and activities that celebrate diversity and builds a multicultural community.

Outdoor Recreation

The outdoor campus of Saint Francis University offers many opportunities for recreation. The Immergrun Golf Course, a nine-hole course patterned after the challenging courses found in Scotland, serves as the home course for the University's golf teams. Located near the campus, the facility features a pro shop, locker rooms and a club house.

Athletic fields provide space for outdoor activities, including soccer, field hockey, lacrosse, football, and softball. The DeGol Field, located on the northeast corner of the campus, has a synthetic, grass-like, turf field and is the site of all home football, field hockey and lacrosse games. The DeGol Field is circled by an eight-lane running track. The softball team practices and competes at the softball field located behind the Maurice Stokes Athletics Center. The soccer field, also located behind the Stokes Center, is the location for soccer games.



Enriching On-Campus Services & Resources

Registrar

x3009

Monday – Friday – 8:30 AM – 4:00 PM

Scotus 2nd Floor

The Registrar is responsible for the proper functioning of the academic process from registration to graduation and beyond, and ensures the accuracy, care and safety of all academic records. The Registrar’s Office can assist students in all of the following:

| | | |
|---|--|---------------------------------------|
| Change of Home Address | Declaring intention to earn a minor | Formally applying for a degree |
| Ordering Caps & Gowns for Graduation | Sending of Transcripts | Dropping/Adding courses |

The Office of the Registrar will handle all transcript requests. Official transcripts of a student’s academic record will be sent to educational institutions, government agencies, or employers only upon the signed written request of the student. Telephone requests cannot be accepted. Requests should contain the following full name of student (maiden name if applicable), current address, date last attended Saint Francis University, whether attendance was graduate, undergraduate, or continuing education, and whether the student graduated or not. Requests should be sent to:

***Office of the Registrar, Saint Francis University, PO Box 600,
Loretto, PA 15940-0600***

Transcript Fees: Official transcript sent to school, business, etc: \$5.00 per copy. Unofficial transcript requested and delivered at service windows: \$1.00 per copy. Unofficial copy delivered by mail: \$5.00 per copy. Checks made payable to Saint Francis University.

Residence Life

Padua Hall 227

x3029

Mon – Fri – 8:30 AM – 4:00 PM

No. Campus: St. Joan 17 —x3322

**So Campus: Christian 202 —
x3323**

The Office of Residence Life located in Padua Hall provides all services for resident students. A North Campus Office is located in Saint Joan of Arc Hall. The South Campus Office is located in Christian Hall.



Enriching On-Campus Services & Resources

Student Development

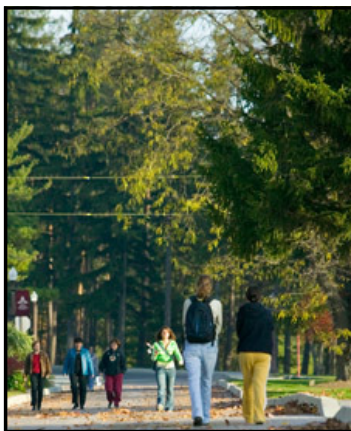
x 3002

Mon – Fri – 8:30 AM – 4:00 PM

232 Padua Hall

The Student Development Office is an appropriate place for students to turn for assistance with any problem they may experience while at Saint Francis University. The Division of Student Development serves as student advocates, and provides leadership in the development of the out-of-the-classroom experience at SFU.

The Student Development Office is home for the Vice President of Student Development and the Associate Dean of Students. In addition, the Judicial Affairs Office and the Multicultural – International Affairs Office reside in the Student Development Office. Students may contact the Student Development Office to rent lockers, to have instructors contacted when unable to



attend class for a legitimate reason, or to reach students in case of an emergency. The Office maintains student files, which include addresses, telephone numbers, etc.

The Vice President of Student Development oversees Athletics, Campus Ministry, Career Services, Community Standards-Judicial Affairs, Counseling, Multicultural Affairs, Residence Life, and Student Life/Greek Affairs.

The University Police and Safety Department

x3360

Continuous operation 7 days per wk.

Ground Floor Raymond Hall

The University Police Department consists of an Acting Director of Police, a patrol corporal, four full-time patrol officers, and two part-time patrol officers. They receive specialized training throughout the year including CPR, First Aid, and Commonwealth of Pennsylvania annual police officer updates. In addition to the full-time staff, the Department employs a student security staff, which assists the officers in various duties throughout the campus.



University Police officers assist the campus community in a variety of ways. The office is responsible for the investigation and documentation of crime, and vehicle accidents. The Police Department maintains the database for parking permits and traffic violations, and encodes all magnetic ID cards used on campus. University Police sponsor programs in crime prevention and fire safety, maintain a lost and found service, and assist in vehicle "jump starts" and "lockouts."

Enriching On-Campus Services & Resources

Additional information regarding the Department of University Police and Safety is available in the publication ***Our Commitment to Your Safety***, which is available to all students, faculty, staff, and visitors.

Veterans Affairs

Monday—Friday 8:30 AM—4:00 PM

Closed for lunch 12:00 Noon—12:30 PM

x 3077

228A Padua Hall

The Office of Veterans Affairs located in Padua Hall, provides assistance to veteran students pursuing a college education here at Saint Francis University. This Office works in conjunction with the Department of Veterans Affairs to process certification paperwork necessary for veterans to receive their educational benefits under the Montgomery GI Bill. The staff is available to help students through this process.

ARMY ROTC. Saint Francis University is affiliated with the Department of Military Science at Indiana University of Pennsylvania, and offers a cross enrollment agreement to qualified students who wish to participate in the Army ROTC program at the Indiana campus. The Military Science Program enables a student to be commissioned as a Second Lieutenant in the United States Army after successful completion of the program and attainment of the baccalaureate degree. Reserve Officers' Training Corps activities stimulate self-discipline, develop responsibility, promote personal integrity, enhance the value of a liberal arts education, and develop leadership qualities. All coursework is offered at campus, and consists of one course each semester and a summer camp between sophomore and junior, or junior and senior years. No formal commitment is necessary until after the sophomore year, and all credits are accepted toward graduation. For further information, contact the Office of Financial Aid, extension 3077. For specific information on the IUP Army ROTC program, please visit www.iup.edu/rotc or call 1-800-IUP-ROTC.



Writing Center

***Hours announced at beginning of each semester
and by appointment.***

x3054

The Writing Center is one of the many academic support services provided by the Academic Center for Enrichment. The purpose of the Writing Center is to guide students through the writing process so they become capable and competent writers.

Enjoying The Local Area

| AIRLINES | PHONE NUMBER | EMERGENCY NUMBERS | PHONE NUMBER |
|---|----------------|--|-----------------|
| American Airlines Pittsburgh | 800-433-7300 | University Police (from on-campus) | X 3360 or 9-911 |
| Delta Pittsburgh | 800-221-1212 | Off-Campus | 911 |
| Northwest , Pittsburgh | 800-225-2525 | GROCERY STORES | PHONE NUMBER |
| United, Pittsburgh | 800-241-6522 | Giant Eagle (Ebensburg) | 472-4710 |
| US Airways, Altoona, Johnstown, Pittbgh | 800-428-4322 | Sheetz, Cresson | 886-4746 |
| AUTO REPAIR | PHONE NUMBER | Smithmyer 's Superette (Loretto) | 472-8577 |
| Loretto Service Ctr. <i>Chick 's</i> | 472-9368 | Wal Mart Ebensburg | 471-0200 |
| BANKS | PHONE NUMBER | HOTELS / MOTELS | PHONE NUMBER |
| First Commonwealth Ebensburg | 1-800-711-2265 | Comfort Inn, Rt. 22, Ebensburg | 472-6100 |
| First Summit Bank Cresson | 886-7527 | Cottage Restaurant & Inn, Rt 22 Ebnsbg | 472-8002 |
| Portage Nat 'l. Bank Loretto | 472-8452 | Days Inn, Johnstown | 269-3366 |
| BUS STATIONS | PHONE NUMBER | Days Inn, Altoona | 944-9661 |
| Amtran Altoona | 944-4074 | PHARMACIES | PHONE NUMBER |
| Fullington, Altoona | 944-8911 | Mainline Pharm. Cresson | 886-5667 |
| Greyhound Ebensburg | 472-9226 | Rite Aid Wal Mart Plaza, Ebensburg | 472-5312 |

Enjoying The Local Area

| PHARMACIES, cont ' d. | PHONE NUMBER | RESTAURANTS, cont ' d. | PHONE NUMBER |
|--|-------------------------|---------------------------------------|-------------------------|
| Rite Aid, Cresson | 886-2677 | KFC Ebensburg | 472-8410 |
| Tibbot ' s Drug Store, Ebensburg | 472-9390 | Kosta ' s, Ebensburg | 472-8883 |
| Wal Mart Pharmacy Ebensburg | 471-0579 | Loretto Pub & Grill | 471-0223 |
| RECREATION | PHONE NUMBER | McDonald ' s Ebens- burg | 472-5887 |
| Glactic Ice, Altoona | 942-7500 | Off The Rak, Ebens- burg | 472-8835 |
| Glendale Stables (Horsebk Riding) | 941-2077 | The Pearl House, Ebensburg | 472-7738 |
| Immergrun Golf Course, Pro Shop | 471-9650 | Penn Gables Ebensburg | 472-8220 |
| Lakeview Lanes Ebensburg | 472-7441 | Pizza Hut, Ebensburg | 472-7461 |
| On the Edge Sports Center | 322-3500 | Vito ' s, Cresson | 886-4145 |
| Planet Ice, Johns- town | 262-7465 | Wendy ' s Ebensburg | 472-4619 |
| RESTAURANTS | PHONE NUMBER | SKI RESORTS | PHONE NUMBER |
| Amici ' s Ristorante & Pizzeria | 471-0366 | Blue Knob | 814-239-5111 |
| The Cottage, Ebens- burg | 472-8002 | Seven Springs | 814-352-7777 |
| Cresson Springs, Cresson | 886-7710 | THEATERS | PHONE NUMBER |
| Frankies, Loretto | 472-3239 | Carmike Cinema 8 Altoona | 944-0339 |
| Italian Village Pizza, Loretto | 471-1901 | Park Hills Theater Altoona | 942-4000 |

Enjoying The Local Area

| THEATERS, cont. | PHONE NUMBER | TRAINS | PHONE NUMBER |
|-----------------------------------|--------------|-------------------------------------|--------------|
| Richland Cinemas, Johnstown | 266-3133 | Amtrak | 800-872-7245 |
| Westwood Plaza Theater, Johnstown | 255-2116 | Amtrak Station, Altoona & Johnstown | 535-3313 |



Frequently Asked Questions

FOR QUESTIONS CONCERNING...

CONTACT...

| | |
|--|--|
| Academic Advising | Your Academic Advisor; Gen. Ed. x3149 |
| Academic Assistance | Academic Center for Enrichment (ACE) x3024 |
| Academic Honesty | Academic Affairs x3004; ACE x3024 |
| Academic Records | Registrar ' s Office x3009 |
| Activities | Center for Student Life x3005 |
| Announcements | Center for Student Life x3005 |
| ATM | Located in JFK, Lower Level |
| Alcohol & Drug Information | Intercept Program x3211 |
| Bell Tower | Located in JFK, Lower Level |
| Bill Payments & Questions about your Student Bill | Business Office x3007 |
| Board Games | Located in JFK at the Information Desk |
| Books, New and Used | Bookstore x3170 |
| Cable TV | Basic in all rooms; Extended Service avail able at Check-In |
| Career Service & Planning | Career Services Office x3019 |
| CLEP Testing | Academic Center for Enrichment (ACE) x3024 |
| Change of Address | Registrar ' s Office x3009 |
| Change of Schedule or Course | Your Academic Advisor Registrar ' s Office x 3009 |
| Check Cashing | Business Office x3007 |
| Class Schedules | Registrar ' s Office x3009 |
| Clubs | Center for Student Life Office x3005 |
| Community Service | Dorothy Day Center x3347 |
| Commuter Issues | Center For Student Life Office x3005; Counseling Center x3211 |
| Commuter Lounges | Located in JFK, Padua, and Schwab Hall , Third Floor |
| Computers Labs | located in Scotus 103, Scotus 205, and Library |

Frequently Asked Questions

FOR QUESTIONS CONCERNING...

CONTACT...

| | |
|-----------------------------------|---|
| Confessions | Fri. at 11:15 a.m. and Sat. at 3:45 p.m. in The Immaculate Conception Chapel; Campus Ministry x3390 |
| Copier Machines | Located in JFK, and the Library x3011 |
| Counseling | Counseling Center x3211 |
| Drop — Add | Registrar 's Office x3009; Your Academic Advisor |
| Electronic Mail | IT Services x3014 |
| Emergencies | University Police x3360 |
| Emergency Telephones | Located in Grey Boxes; Univ. Police Office x3360 |
| Financial Aid | Financial Aid Office x3010 |
| Firearms | University Police Office x3360 |
| Food Services | Torvian x3016; Frankies x3239; Café Gu bbio, x4055Torvian Menu Line x3237 |
| Fraternities | Center for Student Life Office x3005 |
| Fundraisers | Center for Student Life Office x3005 |
| Graduate Schools | Career Services x3019 |
| Graduation Requirements | Your Academic Advisor; Registrar 's Office x3009 |
| Greek Items | Bookstore x3170 |
| Health Service | Student Health Center x3008 |
| Honors Studies | Honor 's Program x3065 |
| Housing | Residence Life Office x3029 |
| ID Cards | University Police x3360 |
| Insurance, Health | Business Office x3007 |
| International Studies | Modern Language Dept. x3066 |
| Intramurals | Intramurals x3288 |
| Inter-Fraternity/Sorority Council | IFSC Office, JFK Ctr for Student Life x3005 |

Frequently Asked Questions

FOR QUESTIONS CONCERNING...

CONTACT...

| | |
|----------------------------|--|
| Jobs | Financial Aid Office x3010; Career Services x3019 |
| Judicial Information | Student Development Office x3002 |
| Keys, Lost | Residence Life Office x3029 |
| Leadership Development | Center for Student Life x3005 |
| Library Services | Library x3011 |
| Loans, Emergency | Business Office x3007 |
| Locker Rental | Student Development Office x3002 |
| Lost & Found | University Police x3360; Center for Student Life Office x3005 |
| MAC Machine | Located in JFK, Lower Level |
| Mail / Mailboxes | Located in JFK, Lower Level |
| Major Course Requirements | Your Academic Advisor |
| Maintenance Requests | Maint.Request Line x4099; Any RA; Residence Life Office x3029 |
| Media | Marketing & Public Affairs x3022 |
| Medical Needs | Student Health Services x3008 |
| Meeting Rooms | Center for Student Life Office x3005 |
| Newspaper, Troubadour | Located in JFK, Lower Level x3038 |
| Notary | Business Office x3007 |
| Organizations | Center for Student Life Office x3005 |
| Orientation | Center for Student Life Office x3005 |
| Package Pick-Up | Post Office in JFK x3032 |
| Parking | University Police x3360 |
| Personal Concerns | Counseling Center x3211 |
| Placement Assistance | Career Services x3019 |
| Pool Table | Located in several Res. Hall Lounges & JFK, Lower Level |
| Postage Stamps/Post Office | Located in JFK, Lower Level |

Frequently Asked Questions

FOR QUESTIONS CONCERNING...

CONTACT...

| | |
|------------------------------------|--|
| Racquetball | Stokes Information Desk x4009 |
| Radio Station “RED Radio” | Center for Student Life Office x3005 |
| Registration | Your Academic Advisor; Registrar ’ s Office x3009 |
| Religious Concerns | Campus Ministry x3390 |
| Refunds for Vending or Laundry | Res. Life Office x3029 |
| Reserving Facilities | Center for Student Life x3005 |
| Resume ’ Writing | Career Services x3019 |
| Rides Needed | Center for Student Life x3005 |
| ROTC (Army) | Office of Veteran Affairs x3372 |
| Scheduling Activities/Events | Center for Student Life x3005 |
| Scholarship & Loan Information | Financial Aid Office x3010 |
| Sororities | Center for Student Life x3005 |
| Sports | Athletics x3018; Sports Info Dir x3128 |
| Stamps (Post Office) | Located in JFK, Lower Level |
| Student Government Association | Located in JFK, Lower Level x3039 |
| Student Accounts for Organizations | Center for Student Life x3005; VP for Finance of SGA in JFK |
| Student Senate | Located in JFK, x3039 |
| Study Skills | ACE x3024 |
| Swimming Pool | Stokes Information Desk x4009 |
| Telephone | IT Services x3033 |
| Tennis Courts | Stokes x3018 |
| Testing | ACE x3024 |
| Theater | The New Theatre x3216 |
| Transcripts | Registrar ’ s Office x3009 |
| Transfer Credit | Your Academic Advisor; Registrar ’ s Office x3009 |
| Troubadour | Located in JFK, Lower Level x3030 |
| Tutoring | ACE x3024 |
| Vehicle Registration | University Police x3360 |
| Veteran ’ s Issues | Veteran ’ s Affairs Office x3077 |

Frequently Asked Questions

FOR QUESTIONS CONCERNING...

CONTACT...

Volunteering

Dorothy Day Center x3347;
Service Learning 3343

Withdrawing from School
Work Study

Dir. of Advising & Retention x2766
Financial Aid Office x3010

Yearbook

Located in JFK, Lower Level x3038

The Alma Mater

*Hail Saint Francis ever true
We stand and sing of love for thee.
From thy halls of inspiration
Onward move in dignity.*

*Praise thee ever, Alma Mater,
virtue with love combines.
Proudly now we hail to thee,
Alma Mater among the pines.*

*When our college days are through
We will ever loyal be
To the memories that we cherish
And the love of friends we knew.*

*Praise thee ever, Alma Mater,
virtue with love combines.
Proudly now we hail to thee,
Alma Mater among the pines.*

The University reserves the right without notice to modify this handbook as needed in the University 's best interest. This handbook does not, and is not intended to create any contractual rights with students and Saint Francis University.



Saint Francis University, inspired by its Franciscan and Catholic identity, values equality of opportunity, human dignity, racial, cultural and ethnic diversity, both as an educational institution and as an employer. Accordingly, the University prohibits and does not engage in discrimination or harassment on the basis of gender, age, race, color, ethnicity, religion, sexual orientation, marital status, disability, veteran status, or any protected classification. The University is committed to this policy based upon its values and in compliance with federal and state laws. This policy applies to all programs and activities of the University, including, but not limited to, admission and employment practices, educational policies, scholarship and loan programs and athletic or other University sponsored programs.

Inquiries or complaints may be addressed to Ms. Heather Meck, Chief Human Resources Officer/Affirmative Action/Title IX Coordinator, Saint Francis University, 102 Raymond Hall, Loretto, PA 15940 (814) 472-3264.

June 5, 2009

WELCOME TO SAINT FRANCIS UNIVERSITY



- Admissions**
- 21 Admissions Parking
- 27 Padua Hall/Admissions Office
- Athletics**
- 4 To Immergrin Golf Course
- 9 Practice Soccer/Softball Field
- 10 Soccer Game Field
- 11 Maurice Stokes Athletic Center/Decol Arena
- 12 Track Throws Area
- 19 Decol Field/Fr. Beate Track
- 33 Decol Field House
- General Campus**
- 1 Main Campus Entrance
- 3 Dorothy Day Center
- 5 Small Business Development Center
- 7 Spaulding Cottage
- 8 John P. Murtas Rural Telehealth Research Center
- 17 JFK Student Center
- 23 Pasquella Library/CERWUSA
- 24 Dispeno Institute for Rural Health & Wellness
- 25 Sullivan Hall
- 26 Fine Arts Center
- 28 Saint Joseph Service Center/Purchasing
- 29 Grounds Garage/Receiving
- 30 Scouts Hall / Office of the President
- 31 Saint Francis Fountain
- 32 Scribner Hall
- 34 East Campus Entrance
- 38 Gate Galbho
- 41 Bell Tower
- 42 Southern Alleghenies Museum of Art
- 44 Raymond Hall/University Police/Advocement Office
- 45 Saint Joseph Shrine
- 46 Towman Dining Hall
- 52 South Campus Entrance
- 53 Lake Saint Francis
- 55 Foundstones Cottage
- 56 Watershed Nature Trail
- Religions**
- 2 To Saint Francis Friary & Gardens
- 37 Saint Francis Fair Residence
- 38 Saint Francis Hall
- 39 Immaculate Conception Chapel
- 40 Franciscan Cemetery
- 48 Our Lady of Lourdes Grotto, Plea Shrine, Stations of the Cross
- 10 Saint Agnes Hall
- 18 Pine View Terrace Townhouses
- 20 Saint Clare Hall
- 35 East Gate Hall
- 36 Bach Family Honors House
- 39 Saint Francis Hall
- 47 Gless Hall
- 49 Amici Hall
- 50 Saint Louis Hall
- 51 Ave Maria Hall
- 54 Christian Hall
- Visitor/Commuter Parking**
- 6 Visitor Parking
- 13 Commuter Parking
- 22 Visitor Parking
- Student Housing**
- 14 Saint Joan of Arc Hall
- 15 Saint Elizabeth Hall