Dear Student:

It is with pleasure that I present the Student Handbook of the College of Saint Elizabeth to you. I hope that it will prove to be a valuable resource to help you succeed at the College. Keep it in a place where it can be easily found. Use it often, as it contains a wealth of information.

To be a truly informed citizen of our community – one who respects the dignity and rights of others in the community, one who appreciates and celebrates the diversity of the community, and one who assumes responsibility for what happens at the College – you must understand and uphold the policies, regulations, and rules found in this Handbook.

The Handbook also contains information on a variety of resources, programs, and services that are available at the College to assist you in attaining your academic, personal, and professional goals. There are many dedicated and knowledgeable faculty and staff at the College who can also help you have a wonderful college experience. I encourage you to take advantage of these terrific resources.

Throughout your time at the College, my hope is that together, we can make your experience enjoyable, challenging, and successful as you prepare for your future.

Sincerely,

Katherine M. Buck, MSW
Vice President for Student Life & Dean of Students

MISSION OF THE COLLEGE OF SAINT ELIZABETH

The mission of the College of Saint Elizabeth, sponsored by the Sisters of Charity, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds and cultures.

Characterized by a strong Catholic identity and values, the College is committed to scholarship and critical inquiry. It fosters just and ethical relationships and the promotion of women as full partners in society in all its programs, including those which enroll both women and men.

With quality teaching as a primary activity and the development of leadership in a spirit of service and social responsibility for others, the College promotes a caring, personal environment where students learn by example as well as by participation throughout their educational experience.
**Table of Contents**

**GETTING SETTLED** ........................................ 4-16
- Campus Resources ........................................... 4-6
- Campus Directory ........................................... 7-9
- Map and Directions ........................................ 10-12
  - Directions to the College ............................... 10,12
  - Map of the Campus ..................................... 11
  - Public Transportation ................................ 12
- CSE Account and Online Services ....................... 12-13
  - E-mail ................................................... 12
  - Self Service .......................................... 12
  - Online Course Management ........................... 12
  - Signing On to Moodle ................................ 12
  - Getting Help .......................................... 12
- General Information ....................................... 13-14
  - Bookstore ............................................. 13
  - Change of Address .................................. 13
  - Dining Services ....................................... 13
  - Health and Accident Insurance ....................... 13
  - Student Identification Cards ........................ 13
  - Residence Halls ...................................... 14
- Local Information .......................................... 15-16
  - Banks .................................................. 15
  - Child Care Centers .................................. 15
  - Churches ............................................. 15
  - Historical Attractions ................................ 15
  - Hotels .................................................. 15
  - Movies .................................................. 16
  - Public Transportation/NJ Transit ..................... 16
  - Restaurants .......................................... 16
  - Shopping .............................................. 16
  - Sports ................................................... 16
  - Theaters ............................................... 16

**STUDENT LIFE** .............................................. 17-36
- Personal Development ..................................... 17-23
  - Athletics .............................................. 17
  - Campus Ministry ....................................... 17
  - Career Services ....................................... 18
  - Conklin Academic Success Center ..................... 18
  - Disability Services/Grievance Procedures .......... 19
  - The Wellness Center ................................ 20
  - Health Services ....................................... 20
  - Counseling Services ................................ 20
  - Office of International and Multicultural Affairs 21
  - International Student Services ....................... 21
  - Multicultural Affairs ................................ 21
  - Orientation .......................................... 21
  - Residence Life ........................................ 21
  - Student Activities .................................... 21
  - Center for Volunteerism and Service-Learning .... 22
  - Leadership Program .................................. 22
  - Study Away ........................................... 23
  - Alumni Relations ..................................... 23
- Student Participation .................................... 23-36
  - Faculty-Student Standing Committees ............... 23
  - Student Life Committee ................................ 23
  - Academic Life Committee ................................ 23
  - The Constitution of the Student Government Assn 23
- By Laws of the SGA ....................................... 28
- Campus Traditions ........................................ 32
- Rathskeller .............................................. 32
- Substance Awareness Program ......................... 33
- Procedures Related to Student Activities ............ 33
  - Scheduling an Event ................................ 33
  - Fundraising .......................................... 33
  - Video Bulletin Board ................................ 33
  - Catering ............................................. 33
  - Off-Campus Publicity ................................ 34
  - On-Campus Advertising ............................... 34
  - Funding Policy for Off-Campus Conferences ....... 35
  - Volunteer Van Use Policy and Procedures ........... 35

**INSTITUTIONAL POLICIES** ............................ 37-66
- Student Judicial Affairs ................................ 37
  - Philosophy ........................................... 37
  - Students’ Rights and Responsibilities ................. 37
- College Conduct .......................................... 37-39
  - Judicial Process ...................................... 38
  - Academic Behavior Policy ............................ 38
  - Filing a Complaint .................................... 38
  - Interim Suspension Policy ............................. 39
  - Return to Campus ...................................... 39
- Judicial Sanctions ........................................ 39-40
- Policies and Procedures ................................ 40-66
  - Statement of Compliance .............................. 40
  - Substance Abuse Policy & Procedures ............... 40
  - Destructive Behavior Policy .......................... 43
  - Personal Grooming/Hygiene Policy .................... 45
  - Medical Excuse Policy ................................ 45
  - Pregnant and Parenting Student Support ............ 45
  - Students Taking Science Lab Courses ............... 46
  - FERPA .................................................. 46
  - Proof of Immunization Requirement .................. 47
  - Missing Persons Policy ................................ 49
  - Pet Policy ............................................. 49
  - Service Animal Policy ................................ 49
  - Smoking Policy ........................................ 52
  - Notice of Non-Discrimination and Title IX Compliance 53
  - Sexual Harassment, Assault and Discrimination Policies .... 53
  - Campus Sexual Assault Victims Bill of Rights ....... 62
  - Public Demonstration Policy ......................... 63
  - Election Activities Policy ............................ 64
  - Vendor/Solicitation Policy ............................ 65
  - Student Complaint Procedure ........................ 65
  - Academic Integrity ..................................... 65
  - Acceptable Use of Technology ....................... 66
  - Online Networking Policy ............................. 66
  - Records Retention and Disposition ................. 66

**CAMPUS SAFETY & SECURITY** ......................... 67-70
- Safety ...................................................... 67-69
  - Lost & Found Policy and Procedures ................ 68
  - Access to Campus ...................................... 68
  - Transport Policy ...................................... 68
- Safety Committee ........................................ 69
- Parking & Traffic Regulations .......................... 69-70
# Table of Contents

**RESIDENCE LIFE** ........................................ 71-82
- Statement of Mission .................................... 71
- Residence Life Staff ........................................ 71-72
  - Director ................................................. 71
  - Coordinator ............................................. 71
  - Assistant Directors (ADs) ............................... 71
  - Community Assistants (CAs) ............................ 71
- Residence Hall Council .................................. 71
- Judicial Board ............................................ 71
- Head Receptionist ......................................... 72
- Receptionists ............................................. 72
- Mail Room Staff ........................................... 72
- Residence Life Staff Duty Schedules .................. 72

**Residential Facilities** .................................... 72-73
- O’Connor Hall ............................................. 72
- Founders Hall ............................................ 72
- Kitchens .................................................... 72
- Laundry Facilities ......................................... 72
- Lounges ..................................................... 72
- Storage ..................................................... 72

**Assignments and Operations** ............................ 73-75
- Room Assignments ......................................... 73
- Room Decorating ........................................... 73
- Room Changes ............................................. 73
- Medical Room Requests ................................... 73
- Mail .......................................................... 74
- Packages .................................................... 74
- Phone Service ............................................. 74
- Cable Service .............................................. 75

**Services** .................................................. 75
- Maintenance and Housekeeping ......................... 75
- Food Service .............................................. 75
- Reusable To-Go Container Policy ....................... 75
- The Wellness Center ....................................... 75

**Residence Hall Procedures** .............................. 75-78
- Residence Hall & Food Service Agreement ............ 75
- Keys ......................................................... 76
- Lock Outs .................................................. 76
- Damages ..................................................... 76
- Vacations .................................................... 76
- Check Out .................................................. 77
- Fire Alarms .................................................. 77
- Door Alarms ............................................... 77
- Emergency Procedures .................................... 78

**Residence Hall Conduct** .................................. 78-82
- Acts of Misconduct ........................................ 76
- Penalties for Misconduct .................................. 77
- Policies ...................................................... 77
  - Floor Meeting Policy .................................... 77
  - Drugs and Alcohol ....................................... 78
  - Non-Compliance ......................................... 78
  - Falsifying Information ................................... 78
  - Fire Hazard Policy ...................................... 78
  - Kitchen/Cooking Policy .................................. 78
  - Furniture Policy ......................................... 78
  - Noise and Quiet Hours Policy .......................... 78
  - Posting Policy ........................................... 79
  - Vendor Policy ........................................... 79
  - Bicycle Policy .......................................... 79
- Restricted Area Policy ...................................... 79
- Sporting Activities ........................................ 79
- Propping Doors ............................................ 79
- Guest Policy .............................................. 79
- Male Visitation Policy .................................... 80
- Smoking Policy ............................................ 80
- Privacy Limitations ........................................ 80

**COMMUTER LIFE** .......................................... 81-82
- Vehicle Parking and Registration ....................... 81
- School Closings ........................................... 81
- Dining Services ........................................... 81
- Reusable To-Go Container Policy ....................... 81
- Campus Mail ............................................... 81
- Health and Counseling Services ....................... 81
- Campus Employment ........................................ 82
- Commuter Clubs/Organizations .......................... 82
- Public Transportation ...................................... 82

**INTERNATIONAL STUDENTS** ............................. 83-88
- A Message from the Director .............................. 83
- Key CSE Personnel ......................................... 83-84
  - Director of International and Multicultural Affairs ............................................. 83
  - Assistant Director of International and Multicultural Affairs ....................... 83
  - Secretary for the Office of International and Multicultural Affairs ............... 83
  - Director of Residence Life ................................ 84
  - Director of Health Services .................................. 84
- International/Intercultural Club ......................... 84
- Other Cultural Clubs ........................................ 84
- Staying in Legal Status for F-1 Students ................ 84
- Employment Opportunities ............................... 85
- On-Campus Employment .................................... 85
- Practical Training .......................................... 85
- Social Security Card ....................................... 86
- Staying in Touch with Home .............................. 86
- Telephone Services ....................................... 86
- Cell Phone service ........................................ 86
- Mail Service ............................................... 86
- Public Transportation ...................................... 87
  - To Shopping Malls or Supermarkets ........................................... 87
  - To Newark Liberty International Airport .............................................. 87
  - To JFK Airport ............................................ 87
  - To New York City ........................................ 87
  - To Downtown Newark ..................................... 87
- Driver’s License ........................................... 87
- Travel ....................................................... 88
  - Within the United States .................................. 88
  - Outside the United States ................................ 88
  - Re-entry into the United States after a Temporary Absence ......................... 88
- Banking ..................................................... 88
- A Final Note ................................................ 88
### CAMPUS RESOURCES

There are numerous resources to which you can turn for explanations, clarifications and support. Following is a listing of resources for your reference. Phone numbers and office locations are in the campus directory section of this handbook.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>RESOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence from Class</td>
<td>Instructor, Beyond 3 days – Vice President and Dean of Academic Affairs, Registrar</td>
</tr>
<tr>
<td>Academic Probation or Dismissal</td>
<td>Vice President and Dean of Academic Affairs, Registrar</td>
</tr>
<tr>
<td>Academics</td>
<td>Faculty Advisor, Vice President and Dean of Academic Affairs</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>Faculty Advisor, Vice President and Dean of Academic Affairs</td>
</tr>
<tr>
<td>Alcohol, Concerns</td>
<td>Counseling Services, Residence Life, Director of Student Activities, Health Services, Vice President for Student Life and Dean of Students, Assistant Dean of Students</td>
</tr>
<tr>
<td>Anxiety</td>
<td>Counseling Services, Residence Life, Campus Minister</td>
</tr>
<tr>
<td>Assertiveness Training</td>
<td>Counseling Services, Director of Student Activities, Assistant Dean of Students, Director of the Leadership Program</td>
</tr>
<tr>
<td>Athletics</td>
<td>Athletic Director, Assistant Athletic Director, Assistant Dean of Students</td>
</tr>
<tr>
<td>Bills</td>
<td>Bursar, Financial Aid Office</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>College Store</td>
</tr>
<tr>
<td>Campus Employment</td>
<td>Career Services Office</td>
</tr>
<tr>
<td>Career Goals/Opportunities</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Car Registration/Parking</td>
<td>Security Office</td>
</tr>
<tr>
<td>Change in Housing Status</td>
<td>Assistant Dean of Students, Office of Residence Life</td>
</tr>
<tr>
<td>Class Schedule</td>
<td>Faculty Advisor, Registrar</td>
</tr>
<tr>
<td>Clubs</td>
<td>Director of Student Activities, Assistant Dean of Students</td>
</tr>
<tr>
<td>Computers</td>
<td>Computer Help Desk</td>
</tr>
<tr>
<td>Conflicts with Faculty</td>
<td>Faculty Member, Program Chairperson, Vice President and Dean of Academic Affairs, Dean of Graduate Programs</td>
</tr>
<tr>
<td>Course Changes</td>
<td>Faculty Advisor, Registrar</td>
</tr>
<tr>
<td>Courses, Degree Requirements</td>
<td>College Catalog, Faculty Advisor, Vice President and Dean of Academic Affairs, Registrar, Dean of Graduate Programs</td>
</tr>
<tr>
<td>Credit from Other Colleges</td>
<td>Vice President and Dean of Academic Affairs, Registrar</td>
</tr>
<tr>
<td>Crime</td>
<td>Director of Campus Security, Assistant Dean of Students, Vice President for Student Life and Dean of Students, Vice President for Finance &amp; Administration, Director of Residence Life</td>
</tr>
<tr>
<td>Disabled Student Concerns</td>
<td>Coordinator of Disability Services, Conklin Academic Success Center</td>
</tr>
<tr>
<td>Drug Awareness Programs</td>
<td>Wellness Center, Assistant Dean of Students</td>
</tr>
<tr>
<td>TOPIC</td>
<td>RESOURCE</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Drugs, Concerns about</td>
<td>Wellness Center, Director of Residence Life, Director of Student Activities</td>
</tr>
<tr>
<td>Emergencies</td>
<td>Vice President for Student Life and Dean of Students, Assistant Dean of Students, Residence Life, Campus Security</td>
</tr>
<tr>
<td>Emotional Concerns</td>
<td>Counseling Services, Residence Life Office, Campus Ministry Office</td>
</tr>
<tr>
<td>Examinations, Learning to Take</td>
<td>Conklin Academic Success Center</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Food Service</td>
<td>Director of Dining Services, Assistant Dean of Students, Vice President for Student Life and Dean of Students</td>
</tr>
<tr>
<td>Grade Reports</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>College Catalog, Faculty, Interim Vice President and Dean of Academic Affairs, Registrar, Dean of Graduate Programs</td>
</tr>
<tr>
<td>Graduate School Information</td>
<td>Director of Career Services, Faculty, Program Chairperson, Dean of Graduate Programs</td>
</tr>
<tr>
<td>Honors Program</td>
<td>Director of the Honors Program, Vice President and Dean of Academic Affairs, Registrar</td>
</tr>
<tr>
<td>ID Cards</td>
<td>Security Office</td>
</tr>
<tr>
<td>International Students</td>
<td>International and Multicultural Affairs Office, Director of ESL Program</td>
</tr>
<tr>
<td>Internships</td>
<td>Director of Career Services, Program Faculty, Internship Coordinators</td>
</tr>
<tr>
<td>Job Search Information</td>
<td>Career Services Office</td>
</tr>
<tr>
<td>Leadership Development Program</td>
<td>Director of Community Development and the Leadership Program, Director of Student Development</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>Vice President and Dean of Academic Affairs, Registrar, Dean of Graduate Programs</td>
</tr>
<tr>
<td>Loans for College Expenses</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>Security, Residence Life Office</td>
</tr>
<tr>
<td>Mail</td>
<td>Vice President for Student Life and Dean of Students Office, Residence Life Office</td>
</tr>
<tr>
<td>Major, Changing/Choosing</td>
<td>Faculty Advisor, Vice President and Dean of Academic Affairs, Registrar, Director of Career Services, Program Chairperson</td>
</tr>
<tr>
<td>Medical Problems</td>
<td>Wellness Center, Director of Health Services, Residence Life</td>
</tr>
<tr>
<td>Missing Person</td>
<td>Vice President for Student Life and Dean of Students, Assistant Dean of Students, Residence Life Staff, Campus Security</td>
</tr>
<tr>
<td>Notary Public</td>
<td>Business Office, Career Services</td>
</tr>
<tr>
<td>Parking Permit &amp; Violations</td>
<td>Business Office, Vice President for Finance and Administration, Campus Security</td>
</tr>
<tr>
<td>Pay Checks</td>
<td>Business Office, Career Services Office</td>
</tr>
<tr>
<td>TOPIC</td>
<td>RESOURCE</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Personal Concerns</td>
<td>Counseling Services, Residence Life, Campus Minister, Vice President for</td>
</tr>
<tr>
<td></td>
<td>Student Life and Dean of Students, Assistant Dean of Students, Faculty,</td>
</tr>
<tr>
<td></td>
<td>Student Life Staff</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>Director of Student Activities, Director of International and Multicultural</td>
</tr>
<tr>
<td></td>
<td>Affairs</td>
</tr>
<tr>
<td>Rathskeller Information</td>
<td>Rathskeller Staff, Director of Student Activities</td>
</tr>
<tr>
<td>Re-admission to College</td>
<td>Vice President and Dean of Academic Affairs, Registrar, Admission Office,</td>
</tr>
<tr>
<td></td>
<td>Dean of Graduate Programs, Academic Advisor</td>
</tr>
<tr>
<td>Registration for Courses</td>
<td>Dean of Graduate Programs, Registrar’s Office</td>
</tr>
<tr>
<td>Residence Hall Concerns</td>
<td>Residence Life</td>
</tr>
<tr>
<td>Room Reservations</td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Meetings</td>
<td>Office of Student Activities</td>
</tr>
<tr>
<td>Residence Hall Lounges</td>
<td>Residence Life Office</td>
</tr>
<tr>
<td>Scheduling of Events</td>
<td>Director of Student Activities</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>Director of Human Resources, Assistant Dean of Students</td>
</tr>
<tr>
<td>Spiritual Concerns</td>
<td>Campus Minister</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Director of Student Activities, College Activities Board Members, Vice</td>
</tr>
<tr>
<td></td>
<td>President for Student Life and Dean of Students</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Vice President and Dean of Academic Affairs, Foreign Language Program</td>
</tr>
<tr>
<td></td>
<td>Chair, Director of Community Development and the Leadership Program</td>
</tr>
<tr>
<td>Study Skills</td>
<td>Conklin Academic Success Center, Faculty</td>
</tr>
<tr>
<td>Substance Abuse Policy</td>
<td>Vice President for Student Life and Dean of Students, Counseling Services,</td>
</tr>
<tr>
<td></td>
<td>Director of Student Activities, Residence Life</td>
</tr>
<tr>
<td>Summer Jobs</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Transfer Policy</td>
<td>Vice President and Dean of Academic Affairs, Registrar, Course of Study,</td>
</tr>
<tr>
<td></td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Director of the Conklin Academic Skills Center</td>
</tr>
<tr>
<td>Veterans Benefits</td>
<td>Director of Financial Aid, Dean of Graduate Programs</td>
</tr>
<tr>
<td>Volunteer Information</td>
<td>Geraldine Doyle Riordan Center for Volunteerism and Service-Learning</td>
</tr>
<tr>
<td>Withdrawal from the College</td>
<td>Vice President and Dean of Academic Affairs, Registrar, Counseling Services,</td>
</tr>
<tr>
<td></td>
<td>Director of Residence Life, Vice President for Student Life and Dean of</td>
</tr>
<tr>
<td></td>
<td>Students, Assistant Dean of Students, Dean of Graduate Programs</td>
</tr>
</tbody>
</table>
## CAMPUS DIRECTORY
### Important Telephone Numbers and Locations

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Extension</th>
<th>Location</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td></td>
<td>Mahoney Library</td>
<td>Second</td>
</tr>
<tr>
<td>Academic Success Center</td>
<td></td>
<td>Mahoney Library</td>
<td>Second</td>
</tr>
<tr>
<td>Academic Technology Center</td>
<td></td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Admissions</td>
<td></td>
<td>Santa Rita</td>
<td>First</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td></td>
<td>Santa Rita</td>
<td>Third</td>
</tr>
<tr>
<td>Annunciation Center</td>
<td></td>
<td>Annunciation Center</td>
<td></td>
</tr>
<tr>
<td>Archives</td>
<td></td>
<td>Mahoney Library</td>
<td>Second</td>
</tr>
<tr>
<td>Art Program</td>
<td></td>
<td>Annunciation Center</td>
<td>Main</td>
</tr>
<tr>
<td>Athletics</td>
<td></td>
<td>Saint Joseph</td>
<td>Lower</td>
</tr>
<tr>
<td>Biology Program</td>
<td></td>
<td>Henderson</td>
<td>First</td>
</tr>
<tr>
<td>Bookstore</td>
<td></td>
<td>Saint Joseph</td>
<td>Lower</td>
</tr>
<tr>
<td>Bursar</td>
<td></td>
<td>Santa Rita</td>
<td>Second</td>
</tr>
<tr>
<td>Business Administration/Economics Program</td>
<td></td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Business Office</td>
<td></td>
<td>Santa Rita</td>
<td>Second</td>
</tr>
<tr>
<td>Cable Services</td>
<td></td>
<td>Henderson</td>
<td></td>
</tr>
<tr>
<td>Campus Calendar</td>
<td></td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Campus Ministry</td>
<td></td>
<td>Annunciation Center</td>
<td>Upper</td>
</tr>
<tr>
<td>Career Services</td>
<td></td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>Center for Ministry and Spirituality</td>
<td></td>
<td>Annunciation Center</td>
<td>Upper</td>
</tr>
<tr>
<td>Central Duplicating</td>
<td></td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>Chemistry Program</td>
<td></td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Communications &amp; Marketing Office</td>
<td></td>
<td>Santa Rita</td>
<td>Third</td>
</tr>
<tr>
<td>Communications Program</td>
<td></td>
<td>Santa Maria</td>
<td>Third</td>
</tr>
<tr>
<td>Computer Help Desk</td>
<td></td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Conference and Event Services</td>
<td></td>
<td>Annunciation Center</td>
<td>Ground</td>
</tr>
<tr>
<td>Counseling Services</td>
<td></td>
<td>Founders</td>
<td>Ground</td>
</tr>
<tr>
<td>Course of Study Coordinators</td>
<td></td>
<td>Henderson</td>
<td>First</td>
</tr>
<tr>
<td>Dietetic Internship</td>
<td></td>
<td>Henderson</td>
<td>First</td>
</tr>
<tr>
<td>Education</td>
<td></td>
<td>Santa Maria</td>
<td>First</td>
</tr>
<tr>
<td>Health Care Management</td>
<td></td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Justice Studies</td>
<td></td>
<td>Santa Maria</td>
<td>Lower</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Nutrition</td>
<td></td>
<td>Henderson</td>
<td>First</td>
</tr>
</tbody>
</table>

**Emergency**

- Fire, Police, Medical: 911 campus or pay phone
- Campus Security: 973-290-4090

**College Information**

- Weather Closings: 973-290-INFO (4636) or www.cse.edu
- CSE Website: www.cse.edu
<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Extension</th>
<th>Location</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>.4101</td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Theology</td>
<td>.4338</td>
<td>Annunciation Center</td>
<td>Upper</td>
</tr>
<tr>
<td>Deans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>.4705</td>
<td>Santa Rita</td>
<td>First</td>
</tr>
<tr>
<td>Assistant Dean of Students</td>
<td>.4201</td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>Dean of Graduate Programs</td>
<td>.4100</td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>Vice President and Dean for Academic Affairs</td>
<td>.4418</td>
<td>Santa Rita</td>
<td>Fourth</td>
</tr>
<tr>
<td>Vice President for Student Life and Dean of Students</td>
<td>.4203</td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Development/Institutional Advancement, VP</td>
<td>.4449</td>
<td>Santa Rita</td>
<td>Third</td>
</tr>
<tr>
<td>Dietetic Internship Program</td>
<td>.4126</td>
<td>Henderson</td>
<td>First</td>
</tr>
<tr>
<td>Dining Services</td>
<td>.2234</td>
<td>Saint Joseph</td>
<td>First</td>
</tr>
<tr>
<td>Disabilities Services</td>
<td>.4261</td>
<td>Mahoney Library</td>
<td>Second</td>
</tr>
<tr>
<td>Education Department</td>
<td>.4320</td>
<td>Santa Maria</td>
<td>First</td>
</tr>
<tr>
<td>Educational Opportunity Fund (EOF)</td>
<td>.4347</td>
<td>Santa Maria</td>
<td>Third</td>
</tr>
<tr>
<td>English Program</td>
<td>.4316</td>
<td>Santa Maria</td>
<td>First</td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>.4353</td>
<td>Santa Maria</td>
<td>Third</td>
</tr>
<tr>
<td>Equal Opportunity Officer (V.P. Finance &amp; Administration)</td>
<td>.4496</td>
<td>Santa Rita</td>
<td>Fourth</td>
</tr>
<tr>
<td>Facilities Department</td>
<td>.4331</td>
<td>Santa Maria</td>
<td>Lower</td>
</tr>
<tr>
<td>Finance &amp; Administration, VP</td>
<td>.4496</td>
<td>Santa Rita</td>
<td>Fourth</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>.4445</td>
<td>Santa Rita</td>
<td>Second</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>.4255</td>
<td>Saint Joseph</td>
<td>Lower</td>
</tr>
<tr>
<td>Foods and Nutrition Program</td>
<td>.4127</td>
<td>Henderson</td>
<td>First</td>
</tr>
<tr>
<td>Foreign Language Program</td>
<td>.4330</td>
<td>Santa Maria</td>
<td>Third</td>
</tr>
<tr>
<td>Gerontology Program</td>
<td>.4155</td>
<td>Santa Maria</td>
<td>First</td>
</tr>
<tr>
<td>Graduate Education</td>
<td>.4328</td>
<td>Santa Maria</td>
<td>First</td>
</tr>
<tr>
<td>Health Care Management Program</td>
<td>.4174</td>
<td>Henderson</td>
<td>First</td>
</tr>
<tr>
<td>Health Services</td>
<td>.4175</td>
<td>Founders</td>
<td>Ground</td>
</tr>
<tr>
<td>History Program</td>
<td>.4305</td>
<td>Santa Maria</td>
<td>Second</td>
</tr>
<tr>
<td>Holocaust Education Resource Center</td>
<td>.4351</td>
<td>Annunciation Center</td>
<td>Second</td>
</tr>
<tr>
<td>Human Resources Office</td>
<td>.4497</td>
<td>Santa Rita</td>
<td>Fourth</td>
</tr>
<tr>
<td>I.D. Card Administrator</td>
<td>.4603</td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>Information Systems Office</td>
<td>.4477</td>
<td>Santa Rita</td>
<td>Fourth</td>
</tr>
<tr>
<td>Institutional Research</td>
<td>.4430</td>
<td>Santa Rita</td>
<td>Fourth</td>
</tr>
<tr>
<td>International and Multicultural Affairs</td>
<td>.4227</td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>ITV Classroom</td>
<td>.4242</td>
<td>Mahoney Library</td>
<td>Lower</td>
</tr>
<tr>
<td>Justice Studies Program</td>
<td>.4324</td>
<td>Santa Maria</td>
<td>Ground</td>
</tr>
<tr>
<td>Leadership Program</td>
<td>.4204</td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td>Mahoney Library</td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>.4233</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evenings &amp; Weekends</td>
<td>.4237/4248</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>.4240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Desk</td>
<td>.4237</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Periodicals</td>
<td>.4238</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>.4238/4240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Department</td>
<td>Extension</td>
<td>Location</td>
<td>Floor</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------</td>
<td>------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Math and Computer Science Program</td>
<td>4067</td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Media Services</td>
<td>4235</td>
<td>Mahoney Library</td>
<td>Lower</td>
</tr>
<tr>
<td>Music Program</td>
<td>4315</td>
<td>Annunciation Center</td>
<td>Main</td>
</tr>
<tr>
<td>Nursing Program</td>
<td>4037</td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Parking Decals</td>
<td>4603</td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>Philosophy and Theology Program</td>
<td>4338</td>
<td>Annunciation Center</td>
<td>Upper</td>
</tr>
<tr>
<td>Physical Education Program</td>
<td>4218</td>
<td>Henderson</td>
<td>First</td>
</tr>
<tr>
<td>President</td>
<td>4475</td>
<td>Santa Rita</td>
<td>Fourth</td>
</tr>
<tr>
<td>Publications Office</td>
<td>4483</td>
<td>Santa Rita</td>
<td>Third</td>
</tr>
<tr>
<td>Psychology Program</td>
<td>4106</td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Registrar</td>
<td>4441</td>
<td>Santa Rita</td>
<td>Second</td>
</tr>
<tr>
<td>Residence Life</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>4130</td>
<td>Founders</td>
<td>Ground</td>
</tr>
<tr>
<td>Founders Reception Desk</td>
<td>2408</td>
<td>Founders</td>
<td>Ground</td>
</tr>
<tr>
<td>O’Connor Reception Desk</td>
<td>2502</td>
<td>O’Connor</td>
<td>Ground</td>
</tr>
<tr>
<td>Security</td>
<td>4090</td>
<td>Guard House</td>
<td></td>
</tr>
<tr>
<td>Sociology Program</td>
<td>4120</td>
<td>Santa Maria</td>
<td>First</td>
</tr>
<tr>
<td>Student Activities</td>
<td>4219</td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>Student Employment</td>
<td>4266</td>
<td>Henderson</td>
<td>Ground</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>2236</td>
<td>Saint Joseph</td>
<td>Lower</td>
</tr>
<tr>
<td>Theological &amp; Spiritual Program</td>
<td>4354</td>
<td>Annunciation Center</td>
<td>Upper</td>
</tr>
<tr>
<td>Theology and Philosophy Program</td>
<td>4338</td>
<td>Annunciation Center</td>
<td>Upper</td>
</tr>
<tr>
<td>TV Services</td>
<td>4230</td>
<td>Mahoney Library</td>
<td>Lower</td>
</tr>
<tr>
<td>Undergraduate Education Program</td>
<td>4341</td>
<td>Santa Maria</td>
<td>First</td>
</tr>
<tr>
<td>Vice Presidents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>4418</td>
<td>Santa Rita</td>
<td>Fourth</td>
</tr>
<tr>
<td>Finance &amp; Administration</td>
<td>4498</td>
<td>Santa Rita</td>
<td>Fourth</td>
</tr>
<tr>
<td>Institutional Advancement</td>
<td>4449</td>
<td>Santa Rita</td>
<td>Third</td>
</tr>
<tr>
<td>Student Life</td>
<td>4203</td>
<td>Henderson</td>
<td>Second</td>
</tr>
<tr>
<td>Voice Mail</td>
<td>4800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer Services</td>
<td>4245</td>
<td>Annunciation Center</td>
<td>Upper</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>4175</td>
<td>Founders</td>
<td>Ground</td>
</tr>
</tbody>
</table>
MAP AND DIRECTIONS

Directions to the College

FROM NEW YORK & NEW ENGLAND

*From George Washington Bridge*
From George Washington Bridge, follow signs to I-80 West (express lane). Take I-80 West to I-287 South (Boonton-Morristown). Follow *.

*From Lincoln Tunnel*
From the Lincoln Tunnel follow the signs to Route 3 West. Take Route 3 West to Route 46 West. Continue on Route 46 West to I-80 West. Take I-80 West to I-287 South. Follow *.

*From Holland Tunnel*
Bear right after tunnel to New Jersey Turnpike (Jersey City Extension). Take Turnpike to I-78 (Newark Airport toll plaza). After toll, take I-78 West to exit for Route 24 (Morristown). Take Route 24 West to I-287 South. Follow *.

*From Westchester County via Tappan Zee Bridge/New York Thruway*
Cross the Tappan Zee Bridge and travel eight miles along the New York Thruway North past Garden State Parkway to the Spring Valley toll. After the toll, take the second exit, Exit 15 (South Jersey I-287, 17). Bear right on ramp and follow signs for I-287 South (Morristown). Follow *.

FROM NEW JERSEY

*From Northeast New Jersey (Bergen County)*
Take I-80 West to I-287 South (Morristown). Follow *.

*From South Jersey via Garden State Parkway*
Take Garden State Parkway North to Exit 142. Move to the far right tollbooth and follow the signs to I-78 West. (You will be heading east, then taking the first exit (Exit 54) and crossing over I-78 in order to head west.) I-78 will divide a few miles from the exit. Keep to the right and follow signs to Route 24 (Morristown). Take Route 24 West to I-287 South. Follow *.

*From South Jersey via New Jersey Turnpike*
Take the New Jersey Turnpike North to Exit 10. Take I-287 North to Exit 35 (Route 124/South Street/Madison Avenue). When you exit, stay to the left on the exit ramp. From the exit ramp stoplight, turn left onto South Street. Make the first, immediate right at the sign for Route 124 East and then make the next right onto Madison Avenue/124 East. You will pass Morristown Memorial Hospital on your left. Stay to the right and proceed on Madison Avenue/Route 124 East. At the fifth light (the Madison Hotel is on your left), turn left onto Convent Road. Entrance to campus is just across the railroad tracks.

*Take I-287 South to Exit 35 (Route 124/South Street/Madison Avenue). At end of exit ramp, make a left onto Route 124 East (Madison Avenue). At the fifth traffic light (the Madison Hotel is on your left), turn left onto Convent Road. Entrance to campus is just across the railroad tracks.*

PARK AVENUE ENTRANCE (BACK GATE) TO CAMPUS

There is also a back entrance to the College of Saint Elizabeth from Park Avenue. However, please note that the Park Avenue entrance (Back Gate) closes each weekday at 10 p.m., each weekend evening at 8 p.m. and is closed during times of elevated national threat level High/orange.

Access to Park Avenue Entrance (Back Gate) from I-287 South or Route 24
Follow relevant directions on left to I-287 South. Take I-287 South (Morristown) to Exit 37 (Route 24, Springfield). Proceed east on Route 24 to first exit, Exit 2A (Route 510 West). After ramp, move to far left lane to make left turn at first traffic light (Park Avenue). Proceed on Park Avenue for .7 miles (past two traffic lights) to campus entrance on right just before third traffic light.

Directions from Madison Avenue Entrance (Front Gate) to Park Avenue Entrance (Back Gate)
In the event that the Madison Avenue entrance (Front Gate) of the campus is closed, follow these directions to get from the Front Gate to the Back Gate of the campus. Proceed on Convent Road away from the College and toward Madison Avenue/Route 124. Make a right onto Route 124 West and proceed to Punch Bowl Road. Make a right onto Punch Bowl Road and continue to Park Avenue. Make a right onto Park Avenue and make the first right to the entrance of the College.

...continued on page 12
Directions from Park Avenue to Madison Avenue Entrance (Front Gate)
If you are traveling to campus via Park Avenue after 8 p.m. or during times of elevated national threat level High/Orange, follow these directions to the Madison Avenue entrance (Front Gate):

- If you are coming from the direction of Columbia Turnpike and Route 24 on Park Avenue, continue to Punch Bowl Road (on right, about .7 miles, immediately before entrance to the College). Turn right onto Punch Bowl Road and proceed to Madison Avenue/Route 124. Turn left onto Madison Avenue/Route 124 and continue to Convent Road (the Madison Hotel is on the corner). Make a left at Convent Road. Entrance to the campus is just across the railroad tracks.

- If you are coming from the Madison/Chatham area toward Columbia Turnpike on Park Avenue, continue on Park Avenue to Punch Bowl Road (on the left, immediately after the entrance to the College) and make left onto Punch Bowl Road. Continue on Punch Bowl Road to Madison Avenue/Route 124. Turn left onto Madison Avenue/Route 124 and continue to Convent Road (the Madison Hotel is on the corner). Make a left at Convent Road. Entrance to the campus is just across the railroad tracks.

Public Transportation

BY TRAIN
N.J. Transit trains to the campus originate from Hoboken, NJ or New York’s Pennsylvania Station. The train stops directly at the gate of the College of Saint Elizabeth (Convent Station stop). The “Midtown Direct” makes the trip to and from Manhattan in only 45 minutes each way. Call NJ Transit at (800) 772-2222 or visit their website at www.njtransit.com for schedule and fare information.

BY BUS
Lakeland Bus Lines buses from the Port Authority Bus Terminal in New York City at 41st Street and 8th Avenue stop at Convent Station (Morristown route). Call (973) 366-0600 for schedule and fare information.

BY AIR
The Morristown area is served by Newark Liberty International Airport (30 minutes east of the College) and by LaGuardia and J.F.K. International Airports in New York City. Call major carriers for schedule and fare information.

CSE Account and Online Services
All CSE students are provided with a campus account that allows access to lab computers, campus e-mail, and other important online services. In order to access these services, students must first set up or initialize their CSE accounts. This secure online process allows students to define a password, set a security question and answer, and specify an alternate e-mail address should a password be forgotten. Please visit http://www.cse.edu/ois/account.cfm to start the process and to find out more about the CSE account.

E-mail
The College of Saint Elizabeth provides all students with a campus e-mail address. Students should check their College e-mail often for various class purposes, special announcements, and emergency information. The format for CSE e-mail accounts is username@cse.edu, where username is usually the student’s first initial followed by last name. E-mail can be accessed at https://mail.cse.edu.

To protect your account, never give out your username and password.

Self Service
The College of Saint Elizabeth provides students with online access to their class schedule, billing and financial aid information, and grades through Self Service. Self Service is a web-based application that is accessible at https://selfservice.cse.edu using a CSE account username and password.

Online Course Management
The online course management system used at the College of Saint Elizabeth is Moodle (Modular Object Oriented Dynamic Learning Environment). This online service provides tools for teaching and learning, class collaboration, and access to course content. Students are informed by their professors as to whether or not their class will be using Moodle and will receive all of their instructions from their professor. Students can access Moodle using their CSE account username and password.

Signing On to Moodle
You can sign on to Moodle at www.moodle.cse.edu with your CSE account username and password. If you have not setup your CSE account, please do so at http://apps.cse.edu/ois/forms/account.cfm. Once in Moodle, the courses you are registered for will be listed on the screen. Click on a course link to access your course content.

Getting Help
If you have any questions related to your CSE account or online services, please:
• Direct questions regarding a Moodle course to your instructor
• For technical assistance with Moodle, call (973) 290-4044
• For email help, call the Help Desk on (973) 290 4015
• Check for network outages on (973) 290-4444
• Check the Moodle Support site at: http://www.moodle.org

GENERAL INFORMATION

Bookstore
The College of Saint Elizabeth Bookstore, located on the Lower Level of Saint Joseph Hall, is operated by the Follett Higher Education Group. The store carries all textbooks and school supply needs. You can show your school spirit with an imprinted sweatshirt, t-shirt, sweat pants, or other emblematic CSE merchandise. The store also carries a variety of imprinted giftware, snacks and sundry items. Hours of operation and book return policies are posted in the College store. Book buy back, refunds, and exchange policies are provided with the sales receipt. You can also purchase textbooks and gifts at the CSE Bookstore web site, www.cse.bkstr.com.

Change of Address
Students changing their permanent address must notify the Registrar in writing, indicating the old address, the new address, and the date the new address becomes effective.

Dining Services
The College of Saint Elizabeth contracts Chartwells Dining Services to provide the meal plan to the resident student population. When the Rose Dining Room is open, commuter students, faculty, and staff are also welcome to purchase meals on either an a la carte basis, or through the convenient Eagle Plan, a Flex Dollar account. Details about this convenient meal plan are available in Dining Services Office located in Saint Joseph Hall. The Cafeteria will close for 15 minutes after each service period to prepare for next service and will re-open for snacks, carryout (Outtakes), and beverages, which must be paid for with cash or Flex Dollars only. The hours for meal service during the academic year are:

<table>
<thead>
<tr>
<th>Monday-Friday</th>
<th>Saturday-Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Brunch</td>
</tr>
<tr>
<td>7:30 am–9:30 am</td>
<td>10:30 am–1:00 pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>Dinner</td>
</tr>
<tr>
<td>11:00 am–1:30 pm</td>
<td>4:15 pm–5:30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td>4:15 pm–8:00 pm*</td>
<td></td>
</tr>
</tbody>
</table>

*Friday dinner ends at 6:15pm.

Specific information regarding meal plan prices, Flex Dollar accounts, and hours of operation will be distributed annually and are subject to change.

Health and Accident Insurance
The Affordable Care Act of the Federal Government requires all students to have health insurance. All students in the Women’s College are automatically enrolled and billed under a health and accident insurance policy. Health and Accident Insurance is available through the Bursar’s Office.
• This billed fee may be waived for the Health portion only. (You must provide proof of similar coverage through another policy.)
• The Accident portion of the insurance cannot be waived.

In order to waive the Health insurance provided by the college you must:
• Go to www.firststudent.com by early September of each academic year.
• The insurance fee will remain on the student account unless it is waived by early September of each academic year.

Note: Deadlines for enrollment are established by the insurance company, not the college.

Full year coverage is August 15th through August 14th of the following year and applies to students who register during the initial enrollment period of the academic year. For those who enroll during any other time of the academic year, insurance coverage will begin on the day of enrollment and also end on August 14th of the same academic year.

Full-time graduate students can enroll for the insurance policy by contacting the insurance carrier directly. The Accident portion of the insurance cannot be waived for any student.

Student Identification Cards
All CSE students, faculty and staff members are required to possess a valid ID card. ID cardholder privacy is protected, including student data and card system activity. The production, processing and administration of ID cards requires CSE system administrators to view confidential student and card access information (i.e. directory information, card usage patterns etc.). System administrators are expected to treat all information as confidential, and are prohibited from using, sharing or commenting on private information. System administrators are obligated to report any illegal activity to the Vice President for Student Life and Dean of Students, who is authorized to conduct an investigation with just cause.

Privacy concerns regarding the ID system should be directed to the Assistant Dean of Students Office in Henderson Hall (973) 290-4203.
ISSUANCE OF ID CARDS
Each member of the College of Saint Elizabeth community is issued a photo ID card upon their initial class registration or date of hire. ID cards will be created in the Security Office. The card is valid from the date of issuance through graduation or termination of employment. It is the responsibility of each individual to keep the ID card in his/her possession at all times and to present it to any College official upon request. The ID card must be presented to Library personnel or Dining Hall staff in order to use these facilities.

ID CARD RIGHTS, PRIVILEGES & RESPONSIBILITIES
Possession of a valid ID card entitles the carrier to:

- Access campus property
- Enter campus buildings
- Use Mahoney Library
- Access dining services in the Rose Dining Room in Saint Joseph Hall.

The rights and privileges associated with the ID card are non-transferable. Anyone lending the card to another individual (including another CSE student or staff member) or using or possessing a card belonging to someone else, is in violation of College policy. This will result in disciplinary action up to, and including, monetary fines and/or suspension or revocation of campus privileges.

LOST, STOLEN OR DAMAGED CARDS
College ID cards should be protected at all times. It is the responsibility of each cardholder to report lost, stolen or damaged cards to campus officials immediately to prevent unauthorized use of the card and to have a new card issued. During normal business hours, to report a lost, stolen or damaged ID card, contact the Security Office in Henderson Hall.

Resident students who lose a card on weekends or evenings should contact Campus Security and/or the Residence Life staff member on duty, who will provide temporary access to the building. The staff member will also provide instructions for meal provision and the issuance of a new card. It is the responsibility of the student to contact the Administrator in the Security Office the next business day to have a new card issued. Failure to do so will result in denial of access to the residence hall or dining services, since a temporary card will expire and will not activate the card readers at these sites. New cards will be issued for a fee.

LIBRARY ACCESS
A valid College issued photo ID card must be presented for all transactions in Mahoney Library. The College photo ID card will permit the cardholder to borrow circulating items from the Library. Any items borrowed using the College photo ID card that are returned late or are lost will be charged to the cardholder.

DINING SERVICES ACCESS
All members of the CSE community are welcome, and encouraged, to eat in the Rose Dining Hall. Resident students (who have paid board fees) must present a valid ID card to the Cashier and swipe the ID card through the card reader (which verifies resident status) in lieu of paying cash for the meal. Resident students failing to present a valid ID must pay cash for the meal, or return to their room to retrieve the card. All non-resident students, staff and faculty are expected to present their ID card and pay cash for any food items selected.

CAMPUS SECURITY
Campus Security Officers have the right to inspect ID cards at any time. ID cards must be shown to Security Officers when entering the campus during evening and weekend hours. Failure to present ID when requested will result in disciplinary action.

STUDENT PARKING ON CAMPUS
Within one week of your arrival on campus with a car, your vehicle should be registered to obtain a valid parking decal for the CSE campus. Please go to the CSE website location www.cse.edu/parkingdecals/ to register your car online and pick up your decal at the Security Office. Your vehicle may be subject to ticketing or towing. For more information you can visit the Campus Security website at www.cse.edu/dept/campus-security/index.dot.

Residence Halls
Full-time female students studying in the Women’s College may live in a College residence hall. Policies pertaining to Residence Life are outlined in the Residence Life section of this Handbook.
**LOCAL INFORMATION**

<table>
<thead>
<tr>
<th>Banks</th>
<th>Street Address</th>
<th>Town</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD Bank</td>
<td>222 Madison Ave.,</td>
<td>Morristown</td>
<td>973-538-3427</td>
</tr>
<tr>
<td>Provident Bank</td>
<td>250 Madison Ave.,</td>
<td>Morristown</td>
<td>800-448-7768</td>
</tr>
<tr>
<td>Wells Fargo</td>
<td>200 Madison Avenue</td>
<td>Morristown</td>
<td>973-538-4060</td>
</tr>
<tr>
<td>Bank of America</td>
<td>117 Main Street</td>
<td>Madison</td>
<td>800-432-1000</td>
</tr>
<tr>
<td>Chase Bank</td>
<td>225 South Street</td>
<td>Morristown</td>
<td>973-829-0923</td>
</tr>
</tbody>
</table>

| Child Care Centers | | | |
|-------------------|-----------------|---------|
| Children On the Green | 50 South Park Place | Morristown | 973-984-0094 |
| Collinsville Child Care Center | 125 South St. | Morristown | 973-538-2433 |
| F.M. Kirby Children's Center | 54 East Street | Madison | 973-377-4945 |
| Kids Count Child Care Center | 15 Halko Drive | Cedar Knolls | 973-829-8484 |
| Madison Day Care Center | 4 Madison Avenue | Madison | 973-377-6941 |

| Churches | | | |
|----------|-----------------|---------|
| Saint Thomas More Catholic Church | Madison Avenue | Convent Station | 973-267-5330 |
| Assumption Roman Catholic Church | 91 Maple Avenue | Morristown | 973-539-2141 |
| Holy Family Catholic Church | 1 Lloyd Avenue | Florham Park | 973-377-1817 |
| First Baptist Church | 34 Cook Avenue | Madison | 973-966-1115 |
| Church of the Redeemer (Episcopal) | 36 South Street | Morristown | 973-539-0703 |
| Good Shepherd Lutheran Church | 160 Ridgedale Avenue | Florham Park | 973-377-7425 |
| Morristown United Methodist Church | 50 South Park Place | Morristown | 973-538-2132 |
| Presbyterian Church of Madison | 19 Green Avenue | Madison | 973-377-1600 |

| Historical Attractions | | | |
|------------------------|-----------------|---------|
| Acorn Hall | 68 Morris Avenue | Morristown | 973-267-3465 |
| Museum of Early Trades | 9 Main Street | Madison | 973-377-2982 |
| Fosterfield Farm | 73 Kahdena Road | Morristown | 973-326-7645 |
| Frelinghuysen Arboretum | 53 East Hanover Avenue | Whippany | 973-326-7600 |
| Historic Speedwell | 333 Speedwell Avenue | Morristown | 973-285-6550 |
| Macculloch Hall Museum | 45 Macculloch Avenue | Morristown | 973-538-2404 |
| Morris Museum | 6 Normandy Heights Road | Morristown | 973-971-3700 |
| Stickley Museum | 2352 Route 10 West | Morris Plains | 973-540-0311 |

| Hotels | | | |
|--------|-----------------|---------|
| The Hilton Parsippany | One Hilton Court | Parsippany | 973-267-7373 |
| The Hampton Inn Parsippany | One Hilton Court | Parsippany | 973-290-9058 |
| The Wyndham Hamilton Park Hotel | 175 Park Avenue | Florham Park | 973-377-2424 |
| The Headquarters Plaza Hotel | 3 Speedwell Avenue | Morristown | 973-647-1234 |
| The Madison Hotel | 1 Convent Road | Morristown | 973-285-1800 |
| The Hyatt House | 194 Park Avenue | Morristown | 973-971-0008 |
| The Westin | 2 Whippany Road | Morristown | 973-539-7300 |
LOCAL INFORMATION

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Town</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>145 State Route 10 E.</td>
<td>East Hanover</td>
<td>973-515-1160</td>
</tr>
<tr>
<td>72 Headquarters Plaza</td>
<td>Morristown</td>
<td>973-292-0606</td>
</tr>
<tr>
<td>14 Lincoln Place</td>
<td>Madison</td>
<td>973-377-2388</td>
</tr>
<tr>
<td>6 Main Street</td>
<td>Madison</td>
<td>973-264-1040</td>
</tr>
<tr>
<td>258 Main Street</td>
<td>Madison</td>
<td>973-822-0398</td>
</tr>
<tr>
<td>192 Madison Avenue</td>
<td>Morristown</td>
<td>973-267-2456</td>
</tr>
<tr>
<td>127 South Street</td>
<td>Morristown</td>
<td>973-538-5601</td>
</tr>
<tr>
<td>11 Prospect Street</td>
<td>Madison</td>
<td>973-377-6808</td>
</tr>
<tr>
<td>54 Main Street</td>
<td>Madison</td>
<td>973-966-0252</td>
</tr>
<tr>
<td>23 Washington Street</td>
<td>Morristown</td>
<td>973-540-9120</td>
</tr>
<tr>
<td>95 Main Street</td>
<td>Madison</td>
<td>973-377-8484</td>
</tr>
<tr>
<td>13 Waverly Place</td>
<td>Madison</td>
<td>973-966-0211</td>
</tr>
<tr>
<td>42 Lincoln Place</td>
<td>Madison</td>
<td>973-377-9515</td>
</tr>
<tr>
<td>24 Main Street</td>
<td>Madison</td>
<td>973-822-2899</td>
</tr>
<tr>
<td>6 Main Street</td>
<td>Madison</td>
<td>973-845-6330</td>
</tr>
<tr>
<td>112 Eisenhower Pkwy</td>
<td>Livingston</td>
<td>973-994-9391</td>
</tr>
<tr>
<td>1200 Morris Tpke</td>
<td>Short Hills</td>
<td>973-376-7350</td>
</tr>
<tr>
<td>165 Mulberry Street</td>
<td>Newark</td>
<td>973-757-6200</td>
</tr>
<tr>
<td>1 MetLife Stadium Drive</td>
<td>E. Rutherford</td>
<td>201-599-1500</td>
</tr>
<tr>
<td>4 Penn Plaza</td>
<td>New York</td>
<td>212-465-6741</td>
</tr>
<tr>
<td>50 State Route 120</td>
<td>E. Rutherford</td>
<td>201-935-8500</td>
</tr>
<tr>
<td>161 E. Hanover Avenue</td>
<td>Morristown</td>
<td>973-326-7651</td>
</tr>
<tr>
<td>123-01 Roosevelt Avenue</td>
<td>New York</td>
<td>718-507-6387</td>
</tr>
<tr>
<td>1E 161st St.</td>
<td>Bronx</td>
<td>718-293-4300</td>
</tr>
<tr>
<td>111 Kings Road</td>
<td>Madison</td>
<td>973-822-9622</td>
</tr>
<tr>
<td>1 Center Street</td>
<td>Newark</td>
<td>973-642-8989</td>
</tr>
<tr>
<td>330 W. 42nd Street, #22</td>
<td>New York</td>
<td>212-971-9500</td>
</tr>
<tr>
<td>22 Brookside Drive</td>
<td>Millburn</td>
<td>973-376-4343</td>
</tr>
</tbody>
</table>

Movies
AMC East Hanover 12
Headquarters Plaza
Clearview Madison Cinema 4

Public Transportation/NJ Transit
Train
Bus

Restaurants
Chipotle
Empire Szechuan
Friendly’s
Hunan & Szechuan Cafe
L’Allegria
54 Main Bar & Grille
Nagano Japanese Restaurant
Nautilus Diner
Poor Herbie’s
Romanelli’s Italian Eatery
Shanghai Jazz Restaurant & Bar
Urban Fire

Shopping
Livingston Mall
Short Hills Mall

Sports
New Jersey Devils
MetLife Stadium–Giants Stadium
Madison Square Garden, Box Office
Meadowlands Sports Complex
Mennen Sports Arena
Citi Field
Yankee Stadium
YMCA

Theaters
NJ Performing Arts Center
NYC Shows (Telecharge)
Paper Mill Playhouse, Box Office
PERSONAL DEVELOPMENT

Athletics

The College of Saint Elizabeth athletics program is guided by a philosophy that the intercollegiate athletics experience is integral to the educational mission of the College, and that student athletic experiences contribute to, and benefit from, experiences in the classroom and other extracurricular activities. The College of Saint Elizabeth supports eight women’s varsity intercollegiate sports at the Division III level recognized by the National Collegiate Athletic Association (NCAA). Saint Elizabeth is a member of the prestigious North Eastern Athletic Conference (NEAC) whose members include Bryn Athyn, Cazenovia College, Gallaudet University, Keuka College, Lancaster Bible College, Berks, and Abington, Penn Tech, SUNY Cobleskill, SUNY IT, and SUNY Morrisville, Wells College and Wilson College. CSE sponsors cross country, basketball, lacrosse, swimming, tennis, soccer, softball and volleyball.

The Screaming Eagles maintain an appropriate perspective on sports, giving particular attention to competitive athletics as part of the overall educational development of the student. Teams strive to balance a successful athletics experience with academic success and the opportunity to participate in diverse activities on campus.

The intercollegiate athletic program is geared to strong, dedicated athletes who are committed to fair play and skillful competition as well as academic success. Athletics are one part of the students’ overall education and not a substitute for it. Therefore, student athletes will never have to sacrifice studies for playing time. As a result of this balanced approach, students who join the athletic program develop confidence, leadership and dedication to their sport, while strengthening their overall educational goals.

The College requires student athletes to have annual sports physicals, within six months of practice and play. The required Sports Physical Form is available in the athletics department and on the CSE website. Students will not be permitted to participate in athletic team activities without a completed up-to-date sports physical and clearance from primary care physician. Final clearance for participation will be determined by the CSE Sports Medicine Team.

In addition to the formal Athletic Program at the College, numerous other athletic activities and facilities are available to all students on its sprawling 200-acre campus: recently constructed soccer and lacrosse field, tennis courts and softball field, gymnasium, competition pool, and fitness center. Biking and walking trails can be found adjacent to the campus.

Physical education courses are also available to students interested in sports, health, and fitness. Some of the courses offered include yoga, volleyball, lifeguard training, fencing, bicycling, recreational activities, fitness walking, aerobics/water aerobics, and all Red Cross Health and Safety Courses. The College is within an easy commute to all major ski resorts in New Jersey, Pennsylvania, New York, and Connecticut.

The Athletic Department is located on the lower level of Saint Joseph Hall.

Campus Ministry

The Office of Campus Ministry strives to witness and proclaim the Gospel, grounding its ministry in the traditions of the Catholic Church. In particular, Campus Ministry is committed to a ministry which reflects the inclusivity of the Catholic Church by building community through worship, reflection, service, prayer and ecumenism. Campus Ministry welcomes and celebrates the richness of diverse religious traditions as well, through ecumenical and interfaith services.

The celebration of faith through liturgy, prayer and worship experiences are a regular part of the life of Campus Ministry. Students plan and participate in these services, which include but are not exclusive to the Mass of the Holy Spirit, which commemorates the opening of the academic year, our Family Mass at Fall Fest, the Senior Mother-Daughter weekend Mass, Christmas Liturgy and Concert, the Junior Ring Ceremony, and the Baccalaureate Mass at spring graduation. Training and formation are provided to prepare students to participate fully in the worshipping life of the campus community, particularly as Extraordinary Ministers of the Eucharist, Lectors, Ministers of Hospitality, Cantors, and Musicians.

Through the Office of Campus Ministry, opportunities are provided for daily liturgy (Monday through Thursday). For more information on daily, weekly, and Sunday liturgy opportunities please contact the Office of Campus Ministry. Campus Ministry also provides opportunities for students to meet for scripture study and reflection, ecumenical prayer services for special events, sacramental formation (baptism, eucharist, and confirmation) and other student-led prayer services for special events. In service to the wider church and society, Campus Ministry embraces faith that does justice and offers opportunities where students are invited to assume roles of vibrant leadership for the future of both the Church and the world. An arm of the Campus Ministry Office is the Campus Ministry Club, a Student-Government sponsored organization that plans retreats, service projects, alternative spring break trips, movie nights, dinner-dialogues, speakers, and other special events.
The Office of Campus Ministry is located on the upper level of Annunciation Center.

Career Services & Student Employment

The Office of Career Services & Student Employment provides students with information and assistance related to their search for a career, choosing a major, internship, part- and full-time jobs, as well as on-campus employment, and graduate/professional school information. Students learn how to create a resume, develop a personal/professional “brand,” and use social media appropriately in order to increase their network of professionals and develop an excellent online presence.

The “Myers-Briggs Type Indicator” is administered and interpreted along with “Focus 2”, an online assessment and career planning tool. Individual appointments and/or workshops help students better understand career-related questions such as:

- how do I choose a major?
- how do I conduct information interviews with professionals?
- how do I write a winning resume?
- how do I conduct an online job search?
- how do I ace an interview?
- what can I do with a major in...?
- what qualities are employers looking for in an intern or regular employee?
- how can I create a professional brand in order to use social networking sites like Linkedin.com to increase professional connections?
- what can I expect during the first year on the job?

Two courses, “Career Planning and Exploration” and “Transition: College to Career” are offered for credit to help students with career decision-making and defining career goals. Guest presenters are skilled professionals from a variety of career fields.

Students register on CSE Connects to locate on- or off-campus internships, volunteer opportunities and jobs. Employers frequently post opportunities on this site (accessible 24/7), because they are interested in connecting specifically with a CSE student or alumna/i. A list of online resources and other career-related information is available on the Career Services website. Career Services is located on the ground floor of Henderson Hall. The office conducts an annual Tri-Collegiate Career & Graduate School Fair which attracts a wide variety of recruiters to meet students and recent alumnae/i, as well as a number of other on- and off-campus programs to help students in their career journey.

The Student Employment Program, administered by the Career Services Office, helps students find on-campus work opportunities in a variety of employment settings. Employment positions range from entry-level jobs to those which require specialized skills and training. Students are employed in offices, science and computer labs, the residence halls, and the College library. Qualified students work as tutors, lifeguards, Community Assistants and departmental assistants.

Approximately 200 positions are available during the academic year for any student desiring to work on campus. A limited number of jobs are also available during the winter break and in the summer. To be eligible to participate in the Student Employment Program, a student must be enrolled in an academic program and working toward degree completion. The student must be enrolled in courses during the semester in which the student intends to work.

The Student Employment Program also administers the Federal Work Study Program in collaboration with the Financial Aid Office. This is a federally sponsored program for financially qualified students, as defined by federal guidelines. Student eligibility is determined through the Financial Aid Office and the Office of Career Services and is based on information provided on the FAFSA form (Free Application for Federal Student Aid). Students who qualify for this program may work in any available on-campus employment setting and are also able to work in predetermined community-based work study sites in the local area.

Conklin Academic Success Center

The Academic Success Center (CASC) is located on the upper level of Mahoney Library. The CASC promotes independent learning by providing tutoring assistance and study skills guidance as tools for students to become life-long learners.

TUTORING

Students may receive academic support at no charge in a variety of subjects by requesting a tutor. CASC tutors undergo rigorous, on-going training so that they may offer students high-quality assistance. Supplemental instruction is also available for targeted courses every semester.
WORKSHOPS
The Center also conducts interactive workshops on study skills each semester. Topics such as self-management, goal-setting, self-advocacy, test-taking, basic math skills, statistics for research and writing labs are addressed. Workshops are free of charge and open to all CSE students.

Disability Services
The College of Saint Elizabeth, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the ADA Amendments Act provides eligible students with documented disabilities equal educational opportunities and participation. The College is committed to insuring that no qualified person be excluded from participation in any College program or activity, be denied the benefits of any College program or activity, or otherwise be subjected to discrimination with regard to any College program or employment, access to facilities, student programs, activities and services.

While all students are expected to meet the College’s academic standards and requirements, the College encourages students with documented disabilities who want accommodations to submit the documentation early in the enrollment process so that documentation may be assessed, interpreted and services arranged in a timely manner.

Please contact the Coordinator of Disability Services for more information about disabilities services and academic accommodations.

DISABILITY SERVICES – GRIEVANCE PROCEDURES
For complaints or appeals related specifically to services/ accommodations for students with disabilities provided through the Office of Disability Services, as required under the American’s with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, the following procedures will be followed:

GRIEVANCES – Internal (CSE) Complaints
1. The complaint should be submitted in writing and contain the name and address of the person(s) filing it, and briefly describe the alleged violation of the regulations. It should be filed with the Coordinator of Disability Services within ten (10) working days from the date of the alleged complaint.
2. An investigation conducted by the Coordinator, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough, and it should afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
3. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Coordinator and forwarded to the complainant no later than ten (10) working days after the filing of the complaint.
4. The complainant can request an appeal in the instance of dissatisfaction with the resolution. The request for reconsideration should be made in writing to the Vice President for Student Life and Dean of Students within ten (10) working days of the resolution of the complaint.
5. If a grievance is against the Coordinator of Disability Services the above procedures will be followed with the exception that the initial complaint will be made to the Coordinator’s immediate supervisor, the Vice President for Student Life and Dean of Students. In this instance, if a satisfactory resolution is not reached (following the same process listed above), appeals can be directed to the President of the College.
6. The right of a person to a prompt and equitable resolution of the complaint filed shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested persons, to provide a fair and reasonable hearing of the complaint, to assure that the College complies with the ADA and Section 504 of the Rehabilitation Act.
8. The Coordinator shall maintain files and records relating to the complaint for a period of three (3) years.

GRIEVANCES – External (CSE) Complaints
Although the student is encouraged to attempt to resolve a grievance within the College process, the student has the right to file any grievance directly to the Office of Civil Rights (OCR) at any time.

The statute of limitations for filing with OCR is 180 days from the time the incident occurred. Forms may be obtained from the Office of Civil Rights.

<table>
<thead>
<tr>
<th>Office for Civil Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>U. S. Department of Health &amp; Human Services</td>
</tr>
<tr>
<td>Jacob Javits Federal Building</td>
</tr>
<tr>
<td>26 Federal Plaza, Suite 3312</td>
</tr>
<tr>
<td>New York, NY 10278</td>
</tr>
<tr>
<td>Phone: 212-264-3313</td>
</tr>
<tr>
<td>Fax: 212-264-3039</td>
</tr>
<tr>
<td>TDD: 212-264-2355</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division of Civil Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paterson Office</td>
</tr>
<tr>
<td>100 Hamilton Plaza, 8th Floor</td>
</tr>
<tr>
<td>Paterson, NJ 07505-2109</td>
</tr>
<tr>
<td>Phone: 973-977-4500</td>
</tr>
<tr>
<td>Fax: 973-977-4511</td>
</tr>
<tr>
<td>TTY: 973-977-1955</td>
</tr>
</tbody>
</table>
The Sister Elizabeth Ann Maloney Wellness Center
The Wellness Center consists of Health Services and Counseling Services. The Wellness Center is designed to address students’ emotional and physical concerns in a holistic manner. The goal of the Wellness Center is to provide quality healthcare and counseling services to students that will enhance the educational experience. The Center strives to empower students to make informed decisions about their physical health and emotional well-being. Health and Counseling Services are available to all CSE students. The Wellness Center is located on the ground floor of Founders Hall.

HEALTH SERVICES
Health Services provides primary medical care and is staffed by one full-time physician and one part-time Nurse Practitioner or Physician. The Nurse Practitioner is a licensed and certified primary care provider with prescriptive privileges. Students with medical emergencies are transported and treated at neighboring hospitals. Once a student reaches the age of 18, enrollment at the College automatically gives authorization to the College and to the Health Services’ staff to take whatever steps deemed necessary to provide appropriate medical treatment. Students under the age of 18 are required to have a signed parental/guardian endorsement for non-emergent and emergent medical care, which is documented on the mandatory Health and Immunization Record.

The cost of basic care at the college health services is included in the college fees. The College does not assume financial responsibility for medical or laboratory testing, prescription medication, immunizations or screenings. A list of additional services and the appropriate fee schedule is available in Health Services, and subject to change.

All college students must fulfill their health and immunization requirements prior to entrance to the College of Saint Elizabeth. All Women’s College students are required to have a medical history and physical completed by a physician within one year prior to entrance. A medical history and physical is recommended for all College of Saint Elizabeth students. Any student who does not submit required health and immunization forms to Health Services will be placed on Immunization Hold, will not be able to register, attend classes, or live on campus until the proper completed documentation is received by Health Services. Fines will be implemented if all requirements are not met.

Various academic departments, such as such as Athletics, Nursing, Education, Nutrition, require additional health records and immunizations. In addition to the Health Service health

and immunization policy, students enrolled in these programs will be required to meet the health requirements of internships and affiliated practice sites. Please refer to the individual departmental sections of the College Catalog for further information regarding their specific health and immunization requirements.

The College requires student athletes to have annual sports physicals before they may participate in intercollegiate athletics. It is required that student athletes obtain their sports physicals within 6 months prior to the start of practice and play. The required Sports Physical Form is available in Health Services, in the Athletics Department and on the CSE website. It is required that the student submit these completed forms to the Athletic Trainer prior to practice and/or play with all the appropriate medical information and clearances from their primary healthcare provider and specialists as indicated. All forms will be reviewed for clearance by the Athletic Trainer and final clearance and evaluation will be provided by the designated Athletic Medical Director or their designee. In the event that students are unable to obtain a sports physical from their primary healthcare provider, they should schedule an appointment with the Athletic Medical Director in a timely manner prior to the first team practice. Students will not be permitted to participate in athletic team activities without a completed up-to-date sports physical with proper clearance including that of the Athletic Medical Director.

COUNSELING SERVICES
College is an exciting, yet sometimes stressful, time in a person’s life. Professional counselors are available on campus to assist students in identifying and handling their stressors in healthy ways. The staff provides free confidential counseling for all students as well as educational programming throughout the academic year. Counseling Services is staffed by licensed mental health professionals. When necessary, off-campus referrals are made to a variety of community and individual service providers. Through occasional or regular visits, students are encouraged to discover and utilize inner resources, increase self-awareness, and make behavioral changes as needed.

Students have the opportunity to explore many topics and issues through counseling or participation in programs sponsored by Counseling Services. Topics include, but are not limited to, self-esteem, sexuality issues, stress management, interpersonal communication, test anxiety, healthy relationships, recovery issues, sexual abuse, adjustment to college, eating disorders, AIDS awareness, anxiety, rape/date rape awareness, depression, substance use/abuse, family issues, dating/domestic violence, suicide prevention/intervention, and multicultural/diversity awareness.
Office of International and Multicultural Affairs
The Office of International and Multicultural Affairs exists to help all students at the College of Saint Elizabeth—as well as all members of the CSE community—experience one another’s cultures, understand them, and enjoy them. These may be cultures that exist within the United States or ones that come from around the world. The mission and values at the College places emphasis on the education of “students of diverse ages, backgrounds, and cultures.” We are a small, but diverse college community and so we celebrate our international focus through the work we do with the CSE community every day.

INTERNATIONAL STUDENT SERVICES
The College welcomes international students from diverse language and cultural backgrounds, and offers a number of services and activities to meet their special needs. International Student Services seeks to meet the needs of F-1 international students and all other international students at the College of Saint Elizabeth. Please refer to the International Student section of this handbook for further information.

MULTICULTURAL AFFAIRS
Many students at the College of Saint Elizabeth were born overseas but now live in the United States; others were born in the U.S.A., but have parents who are immigrants; other students come from multiple generations of U.S. citizens, but maintain strong, distinctive cultural traditions. The Office of International and Multicultural Affairs has been created to foster interaction and understanding of each student’s cultural heritage by all members of the CSE community.

Orientation
Orientation officially begins students’ on-campus affiliation with the College. The goal of Orientation is to ease students’ transition into college life and to enable them to become fully functioning members of the College community. Questions regarding new student orientation for the Women’s College should be directed to the Director of Community and Leadership Development.

Residence Life
The College has a long history as a residential college and strives to provide comfortable and convenient housing for students. Through the programs and services offered by the Residence Life Staff, the educational process in the social and personal spheres of each student’s life is enhanced. It is the goal of the Residence Life Staff to help create memories for resident students that will last a lifetime! For additional information regarding living on campus, refer to the Residence Life section of this Handbook.

Student Activities
The Office of Student Activities, located in Henderson Hall, provides extracurricular programming for the College community as well as various other services. Programs and services include social, cultural and educational events, train/bus schedules, community updates, production of the yearly Informer Calendar, and leadership training for students. Some of the annual events sponsored by the Student Activities Office include:

• **Picnic:** The spring picnic, which includes fun, food, music and games, is held in the College’s unique outdoor Greek Theatre.

• **Rathskellers:** These dances/parties are held during the year and are often attended by students from nearby campuses.

• **Coffee Houses:** These popular venues provide a casual and enjoyable setting featuring a variety of performances from comedians to musical groups.

• **E.A.G.L.E.S. Fair:** Held at the beginning of the Fall semester, the annual E.A.G.L.E.S. fair allows new students the opportunity to learn about on and off campus volunteer and employment opportunities, as well as, the variety of clubs and organizations on campus.

• **Fall Fest:** This family day celebration, co-sponsored by the Office of Residence Life and Student Activities, is held on campus each October. It is a day of games and an evening of food and entertainment. Booths and activities sponsored by each campus club and organization lend a festive air to this carnival-type event.

In addition to these events, the Office of Student Activities is also responsible for training student leaders, running off-campus bus trips, providing train/bus schedule information, and overseeing the activities of campus clubs and organizations.

The College of Saint Elizabeth offers students a wide variety of campus clubs and organizations including, but not limited to, those listed below. Students are strongly encouraged to participate in at least one or more of the following clubs and organizations:

- Allied Health Society
- American Chemical Society, Student Affiliate
- Biology Club (Tri-Beta)
- Campus Ministry
- College Activities Board (CAB)
- Commuter Council
- Dance Company
- Elizabethan Education Association (EEA)
- Elizabethan (Yearbook)
- Elizabeth Singers
- International / Intercultural Club
- Justice Studies
- Latin Roots
Center for Volunteerism and Service-Learning

Community Service is an integral part of the fabric of everyday life at the College of Saint Elizabeth, deeply rooted in the mission of the College and the tradition of the Sisters of Charity. One expression of our commitment to service is the Geraldine Doyle Riordan Center for Volunteerism and Service-Learning.

Established in 1983 by the family of the alumna whose name it bears, the Center organizes and promotes social justice programming and service activities, and connects students with volunteer opportunities in the surrounding community. The goals of the Center include: addressing community needs through direct service, advocacy and fundraising; enhancing student development in the areas of moral, professional, civic and social responsibility; serving as a resource to faculty and students interested in service-learning; increasing student awareness and understanding of complex social issues; and encouraging personal and career development through hands-on experience. Every year, CSE students volunteer with dozens of community partners through one-time service projects, on-going volunteer programs and service-learning initiatives. At the E.A.G.I.E.S. Fair, held in early September, students have the opportunity to meet representatives from various non-profit community partners and learn of service and other leadership and employment opportunities. The Director of the Center works with students to help them define goals and assess areas of interest. Service options are explored, and a volunteer placement is chosen to match the student's needs and interests, and capitalize on individual strengths and talents. Our CSE Connects database serves as an on-line resource to search for service opportunities, internships, jobs, and others. A minivan can be reserved for travel to service sites. Specific guidelines for van use are maintained by the Center.

The Center also organizes many volunteer projects and social justice events open to all members of the CSE community. Special service opportunities are also aligned with national days of service, including Think Pink Week, Take Back the Night, and National Volunteer Week. In addition, the Center sponsors immersion programs, including a weeklong learning service-learning trip over Spring Break.

Additionally, the Center provides leadership and resources for service-learning programs. The Center's staff works with interested faculty to develop service-learning initiatives appropriate for their courses. The Center assists students in finding service-learning placements, provides in-class orientations as well as individual consultations, tracks students' progress, serves as a liaison between the service placement sites and the College, provides reflection opportunities, and evaluates the experience of the learners and community partners.

The Center also serves as the home base to the Students Take Action Committee (STAC), the SGA recognized student-lead volunteer club dedicated to community outreach, social justice awareness and advocacy, and student leadership in the spirit of service. Under the guidance of the Director of the Center, STAC meets bi-monthly to plan and coordinate service events and programs on and off campus. STAC is open to all interested students.

To promote the community service efforts of CSE's students, faculty and staff, the Center provides campus-wide volunteer recognition through an annual service award event, “Volunteer of the Month” program and various other activities during National Volunteer Week.

The Geraldine Doyle Riordan Center for Volunteerism and Service-Learning is located on the upper level of Annunciation Center.

Leadership Program

Educating women to assume leadership roles has long been an important part of the mission of the College. The Leadership Program in the Women’s College was therefore designed as a co-curricular program, which brings together courses in leadership theory with extra-curricular opportunities that foster the development of specialized knowledge and skills. The Leadership Program is both comprehensive and individualized. It is flexible, recognizing each student’s strengths, interests, personalities and aspirations. Program participants will develop skills in, and increase their knowledge of, such areas as human relations, communication, values clarification, personal development, planning, conflict management and organization. Four one-credit courses are required. In addition, each student must be engaged in extra-curricular activities each semester and must complete an Internship, Field Placement, or Community Service hours. Graduates of the Leadership Program will have a greater understanding of themselves and a greater recognition of their commitment to others.
Study Away

Study Away is a wonderful opportunity for students to gain a global perspective while enhancing their sense of self. The College of Saint Elizabeth encourages students to explore Study Away opportunities and provides assistance in identifying appropriate programs, applying to them, and preparing for the experience. Questions regarding Study Away should be directed to the Director of Community and Leadership Development.

Alumni Relations

The mission of the Alumni Association of the College of Saint Elizabeth is to support the mission, to promote the welfare of the College of Saint Elizabeth and the continued interest of its graduates in the College; to promote Catholic higher education; and to foster an ongoing cordial relationship with the administrators, faculty, students, graduates and friends of the College. The Alumni Association Board of Directors have adopted as its mission statement: “Promote the Spirit...Live the Legacy.” Alumni Relations Office is located on the third floor of Santa Rita Hall.

STUDENT PARTICIPATION

Faculty-Student Standing Committees

The Constitution of the College of Saint Elizabeth provides for five standing committees. Student membership is included on the Student Life and Academic Life Standing Committees.

STUDENT LIFE COMMITTEE

Membership:
- Vice President for Student Life and Dean of Students
- Assistant Dean of Students
- Director of Student Activities
- Director of Campus Ministry
- Director of Residence Life
- One representative of Counseling Services, appointed by the President
- Four faculty members elected by the faculty for three-year terms
- President of the Student Government Association
- President of the College Activities Board and
- Four students, one of whom is to be a commuter, elected by the students

Duties:
- To deal with non-academic concerns in the life of students, both resident and commuter.
- To encourage the development of an environment that fosters both the life of the spirit and the life of the mind.
- To work closely with the Student Government Association.
- To be concerned with extracurricular activities.

ACADEMIC LIFE COMMITTEE

Membership:
- Vice President and Dean of Academic Affairs
- Three faculty members appointed by the President for three-year terms
- Eight faculty members elected by the faculty, chosen to represent a variety of fields
- Up to ten students elected by students

Duties:
- To keep abreast of new ideas and developments in the area of curriculum, and to study and recommend changes in this area.
- To review periodically policy and procedures, both academic and non-academic, which will affect academic excellence; when such policies and procedures are properly the responsibility of some group other than Academic Life, to make recommendations to the appropriate persons or groups.
- To make recommendations concerning the Honors Program that will attract superior students.
- To assist in the clarification of the function of the academic advisory program.
- To communicate periodically to students and faculty the role and importance of the Committee and the opportunities afforded by membership on it.
- To implement the approved procedure for the Academic Review Board.

Ad Hoc Committees are established on campus as needed, and often include student members.

The Constitution of the Student Government Association of the College of Saint Elizabeth

PREAMBLE

We, the students of the College of Saint Elizabeth, accepting the authority which has been delegated to us, shall unite in a spirit of service and social responsibility to collaborate with the rest of the college community in order to promote the development of all students of diverse ages, backgrounds, and cultures, to ensure the proper functioning of student life, and to participate in the governance of the college. Effective representation and active participation are the best ways in which to enhance one's
educational experience within the College environment.
In seeking to promote good citizenship and democratic fellowship, it is our belief that a representative student government gives individual students the experience of active participation in governmental procedures, and further develops in each student a sense of personal responsibility for the welfare of the College of Saint Elizabeth community of which women/men are an integral part.

The goals of the Student Government Association shall be to facilitate student communications, to coordinate and encourage student participation, to provide means for responsible and effective student participation in appropriate decision making processes of the College of Saint Elizabeth, to further student welfare and student interest, to ensure justice for students, to ensure responsibility of students, to promote student participation in academic change and excellence, and to coordinate all of these into one main directive; to add to a more complete educational experience for students of the College.

ARTICLE 1 – NAME
This organization shall be known as the Student Government Association (SGA) of the College of Saint Elizabeth.

ARTICLE 2 – PURPOSE/OBJECTIVE
The purpose of the SGA shall be to provide an effective governing body means for the students to participate in the proper functioning of student life. The SGA will assure that all recognized clubs and organizations are accountable to the college, SGA’s constitution, and their individual clubs constitution. The SGA shall promote unity within the College Community, and provide opportunities for leadership through service. SGA shall serve as the official body of the college, representing student’s concerns, opinions, and interest.

The SGA shall represent the student in the context of student life related issues by:
• Allowing and promoting the expression of students’ views and interests,
• Fostering the recognition of student rights and responsibilities,
• Serving as a means by which the students concerns may be voiced,
• Assisting in developing programs to enhance the students’ experiences and the reputation of the campus,
• Providing a mechanism for the enhancement of student activities.

It shall be the objective of this organization:
1. To stimulate interest, involvement, and cooperation in self-governance.
2. To establish and maintain conditions leading to high scholastic and creative achievements.

3. To foster and develop in the student body a spirit of democratic student life.
4. To foster cooperation between all student organizations.

ARTICLE 3 – MEMBERSHIP
All full-time students currently enrolled in the Women’s College of the College of Saint Elizabeth are eligible to be members of the SGA. A general membership is available to all students enrolled at the College to ensure that every voice is heard.

ARTICLE 4 – IMPLEMENTATION
The Implementation of this constitution shall be vested in: the Executive Board; the Class Officers; the Operating Committees, the Standing Committees of Student Government; Standing Committees of the College; Recognized Clubs; and Provisional Clubs.

Section 1. The Officers of the Student Government Association
The Executive Board shall be an elected body of representatives who shall legislate all matters within the jurisdiction of the SGA. This body shall be the primary instrument of communication with college authorities. The Executive Board shall consist of the President of the SGA, the Vice President of the SGA, the Corresponding Secretary of the SGA, the Recording Secretary of the SGA and the Treasurer of the SGA. The SGA Executive Board and the Class Presidents shall form the President’s Council and exist as a partner to the SGA Executive Board democratic matters. The SGA Executive Board, one executive officer from each class, one executive officer from each SGA recognized and provisional, and one executive officer from each Standing Committee of the SGA shall form the Executive Council.
1. All elected students of the SGA Executive Board; the Class Officers; the Operating Committees, the Standing Committees of Student Government; and the Standing Committees of the College shall attend the SGA Induction Ceremony.
2. At least the President and Treasurer from the Class Officers; the Operating Committees, the Standing Committees of Student Government; and the Standing Committees of the College shall attend leadership training as hosted by SGA in which the entire SGA Executive Board shall be present, plan, and assist in hosting.
3. Each term of office in the SGA Executive Board; the Class Officers; the Operating Committees, the Standing Committees of Student Government; Standing Committees of the College; Recognized Clubs; and Provisional Clubs is for one academic year.
4. Members must have and obtain a G.P.A. of at least 2.8 in addition to completing a service project each semester.
The President
Candidates must have one prior academic year of experience in an SGA or Class Office leadership role at the College of Saint Elizabeth. The duties of the President shall be to serve as the chief executive officer of the SGA, to set the agenda for the academic year, to call and preside at all meetings of the Executive Board and the SGA, to make appointments and initiate committees to carry out the various responsibilities of the SGA, and to be an ex-officio member of the Student Life Committee. Additionally, it shall be the responsibility of the SGA President to schedule an appropriate time to meet with the Director of Student Activities and Advisor of the SGA on a weekly basis to give and receive reports on the SGA Executive Board; the Class Officers; the Operating Committees; the Standing Committees of Student Government; Standing Committees of the College; Recognized Clubs; and Provisional Clubs. It will also be the SGA President’s responsibility to designate weekly office hours in which the President shall be available to the campus community. Additionally, as a representative voice of the students the SGA President shall schedule one meeting per semester with the Vice President for the Student Life and Dean of Students and President of the College to address the progress of the SGA and give/receive feedback on the behalf of the student body population.

The Vice President
Candidates must have one academic year of experience in an SGA or Class Office leadership role at the College of Saint Elizabeth. The duties of the Vice President shall be to assume the duties of the President in her absence or at her request, to serve as an assistant to the President, and to serve as chairperson of the Election Committee. Additionally, the SGA Vice President shall serve as the SGA event coordinator organizing SGA events and completing all necessary reservations for SGA in terms of paperwork for room and equipment needs.

Secretaries – Corresponding/Recording
Corresponding Secretary: Responsible for keeping files of the SGA agendas and correspondence; collecting and keeping files of all agendas, minutes, flyers, and attendance from: Class Officers, Standing Committees, Standing Committees of the College, Recognized Clubs, and Provisional Clubs; the creation and distribution of the weekly SGA recognized event postings; has the ability to set deadlines for document submission; and to create and distribute letters for missed minute deadlines to appropriate persons involved: the Secretary of the Respective Club or Organization, the Advisor of the Respective Club or Organization, Advisor to SGA, President of SGA, and if necessary to the SGA Financial Advisor and Director of Student Activities within three business days.

Recording Secretary: Records and prepares minutes of each of the SGA meetings both General, Executive, as well as the President’s Council; keeps track of attendance at every meeting; distributes minutes of the SGA President’s Council meetings to appropriate persons involved: the Advisor of SGA, Director of Student Activities, Vice President of Student Life and Dean of Students, President of the College, and the Class Presidents within three business days; distributes minutes of General SGA meetings to appropriate persons involved: the Advisor of SGA, Director of Student Activities, Vice President of Student Life and Dean of Students, President of the College, the Class Officers, Standing Committee Members, College Standing Committee Members, Recognized Clubs, and Provisional Clubs within three business days; and to create and distribute letters regarding attendance to appropriate persons involved, the Advisor of the Respective Club or Organization, Advisor to SGA, President of SGA, and the Corresponding Secretary of the SGA within three business days.

The Treasurer
The duties of the Treasurer shall be to maintain the funds of the SGA, to keep accurate records of the transactions of the SGA and to report these to the SGA, to serve as chairperson of the Finance Committee and to be that committee’s representative on the SGA, and to meet weekly with the SGA Financial Advisor (i.e. the status of club budgets while monitoring of actual expenses to ensure that the funds are being used appropriately). The SGA Treasurer shall call monthly meetings for the Finance Committee. Furthermore, the SGA Treasurer shall be assigned the duty of being the chief of all SGA related advertisements for meetings, events, and other activities.

CONDITIONS FOR OFFICE OF THE SGA EXECUTIVE BOARD
1. In order to hold a position in the SGA Executive Board or President’s Council, a student must have and maintain an overall Grade Point Average (G.P.A.) of 2.8. If a student fails to maintain this average at the beginning of the Fall or Spring semester after their election, she will be brought under review for her position by the SGA Advisor.
2. All SGA Executive Board members shall be required to attend two weekly SGA meetings as set by the SGA President. This will be a General, President’s Council, or Executive Council Meeting and a SGA Executive Board “business” meeting.
3. No SGA Executive board member may hold more than one elected position.
4. Students elected or appointed to serve as honorary members of SGA to fill a vacant position will serve out their term (the academic year) unless they vacate or resign (through official documentation) their position.
Section 2. The Class Officers
Each class will have four class officers, except for the first year class whose structure is described below. The class officers shall be a president, a vice president, a secretary, and a treasurer. Together the Class Officers shall be responsible for handling matters pertaining to the individual class that they represent, and to communicate them to the SGA. This means that every class officer shall attend every general meeting held by the SGA. Also one representative from each Class Executive board shall attend every Executive Council meeting held by SGA. Members must have and maintain a G.P.A. of at least 2.8 per semester and complete one service project per semester. If a member’s G.P.A. falls short of 2.8 after their election, she will be brought under review for her position by the SGA and Class Advisor through which removal from her position may ensue. Each term of office is for one academic year. The Class President of each class will be given a vote on SGA by way of their position in the President’s Council.

The Class President
The duties of the Class President shall be to serve as the primary representative of their class, to call and preside at all meetings for their class, to initiate various class activities and functions, and serves as a member of the President’s Council. Accordingly the President must attend all President Council meetings in addition to all SGA General Meetings.

The Class Vice President
The duties of the Class Vice President shall be to assume the duties of the President in her absence or at her request, to serve as an assistant to the President, to handle all event reservations and to serve as a member of the Election Committee. Additionally, the primary task of handling paperwork for the class board shall be the duty of the Class Vice President.

The Class Secretary
The duties of the Class Secretary shall be to record and maintain the minutes of class meetings and to make them available upon request, and to assist the Executive Board Corresponding Secretary with the weekly postings, and to publicize activities and events of their class and SGA. A copy of all agendas, minutes, flyers, and attendance shall be submitted to the Advisor of the Class and the Executive Board Corresponding Secretary.

The Class Treasurer
The duties of the Class Treasurer shall be to maintain the funds of their class, to keep accurate records of the transactions of their class and to report them to their class and Advisor of the Class, as well as serve as a member of the Finance Committee.

Freshmen Class Officers
The Freshmen class will have six Class Officers. The Class Officers shall not hold positions but rather serve as a committee representing the interests of the Freshmen Class. The Freshmen Class Officers shall be known as the Freshmen Advisory Board (F.A.B.). Together F.A.B. shall be responsible for handling matters pertaining to the individual class that they represent, and to communicate to the SGA. This means that every F.A.B. officer shall attend every general meeting held by the SGA. Additionally, these students will develop with the assistance of the SGA Executive Board a rotation schedule of F.A.B. leaders to attend the President’s Council and Executive Council meetings and perform the duties of the Executive Board members. This shall be a biweekly rotation of responsibilities so that each F.A.B. student comes to understand the responsibilities of each SGA position and develop within themselves greater leadership skills. Each term of office is for one academic year. However, the F.A.B. will be given only one vote on SGA by way of their position and attendance in the President’s Council meetings.

Section 3. Operating Committees
The Operating Committees shall promote the proper functioning of the SGA, and present a Committee Report at General Meetings of the SGA during Executive Board Announcements. A meeting of each committee can be called at any time by the Committee Chair. As per duties of officer descriptions, committee members shall not excuse herself from meetings and/or obligations to the committee without first reporting, in writing, to the Chair of the Committee.

The Election Committee
The Election Committee is responsible for implementing elections. This committee shall be composed of the Executive Board Vice President as well as the Vice Presidents of each class. The election committee shall meet once every semester before Fall and Spring elections.  *See Section 7 (Election Procedure) of the By Laws of this Constitution

The Finance Committee
The Finance Committee shall be responsible for approving and reviewing the budgets of the SGA. Committee members will also vote on action to be taken on frozen budgets. This committee shall be composed of the SGA Executive Board and the Treasurer of each class. The Finance Committee shall meet monthly to review club budgets and supplemental requests.  *See Section 9 (Budget Procedure) of the By Laws of this Constitution

Section 4. Standing Committees of Student Government
The Standing Committees shall promote the proper functioning of student life, and present a committee report at the general meetings of the SGA. Each Standing Committee will receive one vote per committee. The constitutions of these committees shall be submitted to SGA by the Standing Committees Advisors and the Executive Board so that full endorsement of any modifications is received. One executive officer from each Standing Committee of the SGA must attend the Executive Council Meetings.
The College Activities Board
The College Activities Board (CAB) shall serve as the central committee to provide a variety of social, cultural, and educational programming at the College. CAB will also be responsible for the Rathskeller events and activities. One member of the committee’s board shall serve on SGA as voting members.

The Commuter Council
The Commuter Council shall provide for the specific needs of the commuting students, and provide a voice for commuters. It is their presence at these meetings that they can receive the most information about the different activities that are going on at the College. One officer shall serve as a voting member of the SGA.

The Residence Hall Council
The Residence Hall Council (RHC) shall improve the conditions of the residence halls, provide a voice for the residents in student life, and promote activities that are of interest to the resident population. The RHC shall access the needs of the resident students and make appropriate recommendations to the Student Government. One representative from the board shall serve as voting members of SGA.

Section 5. Clubs
A student government recognized club is one that receives funding through the SGA as well as complies with the following rules and regulations:

All clubs, recognized and provisional, must send one representative to each SGA general meeting. If a club sends a general member to a SGA General meeting where an official vote is being done, that club member may not vote on the behalf of the club. A vote from a club is only valid to SGA if received by a club executive board member.

- All clubs, recognized and provisional, must have on file an updated and approved constitution.
- All clubs, recognized and provisional, must submit all agendas/flyers/minutes/attendance sheets to the Corresponding Secretary at designated times.
- All Clubs must register for the academic year by filling out the registration packet consisting of the following items:
  - Club Registration Form
  - Budget Request Form

Each recognized club must submit the registration packet by the designated time. Failure to submit this packet will result in no SGA funding and the club being deemed as inactive.

- Each recognized club must submit a budget request form by the designated time. Failure to submit a request will result in no SGA funding for the club.
- All clubs, recognized and provisional are responsible for checking designated mailboxes and must keep up with correspondence to SGA Executive Board.
- All clubs must have a faculty or staff member serve as an advisor in order to function properly on campus. If the advisor were to resign for any reason, the Director of Student Activities or the Advisor of SGA will serve as acting advisor.
- All clubs, recognized and provisional, must maintain constant communication with their advisor and their members. This includes executive and general meetings, events, activities, and conflicts.
- It is recommended that each recognized/provisional club hold three general meetings per semester. In order to constitute a meeting, the following procedures must be followed: completion of a Room Reservation Form, have proper advertising on campus, set an agenda, and make minutes available upon request.
- In addition, all recognized clubs must have five active members to be considered active. If two consecutive meetings have less than five attendees (excluding the executive board members) the club’s budget will be frozen, and will require a meeting with the SGA Executive Board to discuss possible inactive status.

Please note that failure to meet any of these requirements may result in disciplinary action. *See Section 14. SGA Code of Conduct

ARTICLE 5 – INITIATIVE AND REFERENDUM
Section 1.
One-third of the full-time students in the Women’s College may demand reconsideration by the SGA of any of its decisions. To defeat the measure under consideration, a two-thirds vote by the SGA is necessary.

ARTICLE 6 – MEETINGS
Section 1. The SGA Executive Board
The Executive Board shall meet at least once a week, but as many times needed and decided by the board. Any members of the SGA Executive Board may call for a meeting. All SGA Executive Board members must be present for an official meeting and to conduct any business.

Section 2. President Council Meeting
The President’s Council will meet monthly. These meetings will be held specifically as business meetings for members to discuss the progress of their respective organization, the potential for co-sponsorship, and discuss club activities. There must be a minimum of 7 voting members of the President’s Council in order for any vote to be passed at these meetings. Being that these meetings shall be solely to discuss club/organization’s business, the meetings will not be open to the public.
Section 3. General Student Government Association Meetings
The General Student Government Association meetings will be held bi-monthly through the academic year. Notice of all meetings will be provided per academic year to each club and/or organization. If a meeting shall be cancelled for any reason it will be communicated by the SGA, Executive Board to the campus community 48 hours in advance, if possible. ALL students enrolled in the Women’s College can attend these meetings to get information and address any concerns that they may have.

Section 4. Executive Council Meetings
The Executive Council will meet monthly. These meetings will be held as networking and business meetings for members to discuss a topic and any co-sponsorship opportunities. Being that these meetings shall be solely to discuss club/organization’s business, the meetings will not be open to the public.

ARTICLE 7 – AMENDMENTS
The Constitution may be amended at any meeting of the SGA. Members of student government will be given notice at least one week prior to an amendment being presented for discussion and vote. The amendment being voted on will require two-thirds vote of the Student Government members in order to carry. If the amendment needs further examination than what has been decided by the vote, the matter at hand will be sent to a special committee selected by the SGA Executive Board for further consideration. The Constitution, By Laws, and any amendment require the signature of the President of the College, Vice President of Student Life and Dean of Students, and the President of the SGA.

By Laws of the SGA
Section 1. Procedure
The proceedings of the SGA shall be governed by the common parliamentary procedure, meaning the written rules are set and followed by the SGA, regardless of interpretation.

Section 2. Voting
A simple majority of the members of the SGA shall constitute a quorum. Any legislative measure shall be passed by a majority of votes cast. In order to vote, you must be in good standing according to SGA By Laws. *See Section 4 (Attendance) of the By Laws of this Constitution.

Section 3. Removal/Resignations from Position
The Executive Board shall extend its power of review to the trial and dismissal of any student leader who fails to perform her duties. A summons to appear before the Executive Board, acting as a review body shall determine the appropriate course of action to be taken. If dismissed, she shall not be allowed to hold any voting positions for one full academic year. Any student wishing to resign from their leadership position must submit a written letter to their respective club/organization and SGA.

Section 4. Attendance
To be considered in good standing, you must attend all meetings outlined in this Constitution unless excused by the SGA Executive Board. No member shall excuse herself from a meeting without first reporting, in writing, to the Recording Secretary of the Executive Board. Please note that unexcused absences may result in disciplinary action. *See Section 14. SGA Code of Conduct

Section 5. Standing Committees of Student Government
When the membership of the standing committees is not determined by the Constitution, the President of the SGA shall appoint the members. The President of the SGA for the purpose of filling vacancies may call a special meeting at any time. All rules and regulations drawn up by the standing committee shall be submitted to the SGA for approval. No member of any standing committee shall excuse herself from a meeting of that committee without permission of the committee chairperson.

Section 6. Standing Committees of the College
Representation to the Standing Committees shall be as follows:

Student Life
The President of the SGA and the President of the College Activities Board by virtue of their respective positions are members. The student body (full-time students in the Women’s College) shall elect the remaining four representatives. One of the elected representatives must be a Commuter student. One member of the committee shall serve on SGA as a voting member. *See Section 4 (Attendance) of the By Laws of this Constitution.

Academic Life
The study body (full-time students in the Women’s College) shall elect four members from the student body (one of the elected representatives must be a commuter). One member of the committee shall serve on SGA as a voting member. In order to vote, you must be in good standing according to SGA By Laws. *See Section 4 (Attendance) of the By Laws of this Constitution.

Food Committee
The student body (full-time students in the Women’s College) shall elect four members from the student body. One member of the committee shall serve on SGA as a voting member. *See Section 4 (Attendance) of the By Laws of this Constitution.

Section 7. Nominations and Elections
The procedures of nominations and elections are as followed:
- Nominations and elections of the SGA shall be an Annual
Election held at the beginning of the Spring Semester. Any open positions remaining after the Annual Election will be available during the Fall elections for First Year Class Officers.

- Nomination forms, position descriptions, and campaigning information shall be available in the Office of SGA during the nomination period. The nomination forms should be available for one week. Students running for office shall run as an individual candidate, not as part of a ticket.
- Nominations of the First Year Class Officers and any other vacant positions remaining from the Annual Election shall be held by the end of the third academic week of the fall semester.
- Nominations for any SGA club, class, or organization of the SGA may come from any full-time student in the Women’s College.
- SGA Executive Board and Class Officer must have a GPA of 2.8 or better, beginning at elections and throughout the elected academic year, and be making continued academic progress. Any student nominated and elected to a position must demonstrate acceptable academic commitment, and therefore, must not be on academic probation.
- All nominees must adhere to the campaigning policies set forth by the election committee. Failure to do so may result in, but not limited to the following: warning, re-vote, and/or removal from the election.
- Graduating seniors may support a nomination for the new SGA student leaders but may not vote.
- The Class Officers shall be nominated and elected by their respective classes.
- Members of the SGA Executive Board can only run for a maximum of one voting position to ensure that she is able to fully perform each elected position. Students wishing to run for more than one office must meet with the Advisor of Student Government prior to the elections.
- All members of the SGA wishing to run for voting positions are expected to be apprised of their duties and responsibilities involved in those positions.
- The elections shall be held soon after the official nominations have been posted for at least one week.
- A write-in option shall be available for each position.
- During the tabulation of ballots, the Advisor of SGA, SGA Vice President, and members of Elections Committee shall be present.
- For these elections to be valid, votes must be cast by a simple majority. In a case of a tie, a runoff election shall be held within a week.
- Once the election results are official, they must be forwarded to the Advisor of SGA, the Director of Students Activities, the Vice President of Student Life, the Vice President for Institutional Advancement, the President of the College, and the appropriate advisors.
- The newly elected officers shall be inducted before the close of that academic year. Their term in office shall begin on July 1st and end on June 30th

**Election Committee**

The Election Committee is responsible for collaboratively implementing and completing elections in both the fall and spring Semesters.

The committee is responsible for:

- Announcing Election dates and information to the college community by way of flyers and weekly posting of SGA recognized events.
- Sitting at Election desk covering times of lunch and dinner hours for the span of elections. It is expected that each Vice President will equally share these responsibilities.
- During elections, Vice Presidents sitting desk will also encourage voters to register to vote in government elections as well as provide students with absentee ballots.
- The election results will be posted within two business days following the close of the polls. The Elections committee will collaboratively meet at the end of elections to tally votes.

**Section 8. Vacancy**

**For the SGA Executive Board:**

- Upon the vacancy of the President of the Executive Board, the Vice President shall immediately assume said position.
- A vacancy of an elected officer other than that of the Executive Board President shall be filled according to the directives of the Executive Board in conjunction with the respective club or organization.

**For Class Officers:**

- A vacancy of any elected officer shall result in an SGA held special election for that position. All elections policies will remain in effect. *See Section 7 (Nominations and Elections) of the By Laws of this Constitution.*

**Section 9. Budget Procedure**

**Requests:**

1. The SGA approves funds to recognized clubs to implement a variety of activities.
2. Each year, a Budget Request form must be submitted to the Finance Committee to undergo a review given by the Finance Committee and the SGA Executive Board.
3. The submitted budgets are voted on at a SGA General Meeting. (SGA VOTING PROCEDURE APPLIES). All club executive boards and/or members must be present for this decision. Each club will have ONE vote.
4. If a voting member of SGA is excused from the voting meeting, she will have 24 hours to submit her vote to the Office of SGA.
5. Once the budget is passed, ALL APPROVED FUNDS ARE NON-NEGOTIABLE. If the budget is not approved, the Finance Committee and SGA Executive Board will meet to reevaluate money disbursement.
Preparation:
1. Prepare a realistic budget.
2. State purpose of expenditures or programs and its relevance to the overall mission of the club.
3. Funds are not provided for fundraisers, charities, or honor societies. The SGA is only able to fund clubs open to ALL students.
4. Be aware that the Finance Committee and SGA Executive Board will consider previous funding, history of the club in regard to SGA standing, and current balance when reviewing budgets. Thus it is to a club’s benefit to keep the SGA well informed at all times.
5. At the beginning of each year, SGA will provide set standards for various activities (i.e.: trips, meetings, pizza parties, etc.) to ensure consistency with money distribution.

Freezing:
Once the budget is frozen, the club will not have access to the budget provided by the SGA; access will only be allowed to the club’s OWN funds. If your SGA funds have been frozen, your club will be unable to sponsor fundraising events. Meaning, fundraising and reservation forms will not be signed until the SGA Executive Board returns you to good standing. Frozen budgets will be carried over to the following semester, but not the following academic year. If the budget is frozen at the close of the spring semester, it may affect budget allocation for the upcoming academic year.

Unfreezing:
The club can request a meeting with the Finance Committee to try to explain the situation. Once the case is presented, the SGA Executive Board and Finance Committee, which will consist of a minimum five voting members, will then vote on the course of action to be taken.

Section 10. Forming New Clubs
Students expressing interest in forming a new club on campus must adhere to the following process:

- Interested students must meet with the Advisor of the Student Government Association wherein they’ll receive a New Club/Organization intent form from the Advisor of the Student Government Association.
- Interested student must meet with the Vice President of Student Life and Dean of Students to ensure that the purpose of the proposed club does not conflict with the mission and values of the College of Saint Elizabeth.
- The student organizing the new club must submit a completed New Club intent form along with the following:
  - Draft a statement of purpose
  - Draft a constitution similar to the format of the Constitution of the SGA and of the College
  - Registration Form
- The Executive Board of SGA will then review the statement of purpose, the constitution of the proposed club and suggest changes that need to be made.
- Proposals for new clubs may be submitted from the first day of classes through February 1st. Proposals received after February 1st will be deferred for consideration until the following academic year.
- Once the revised Constitution has been reviewed, two students representing the proposed club will be invited to attend an SGA Executive Board meeting to make a presentation about the proposal. The Advisor is welcome to attend but the presentation must be run by the students. The presentation will be limited to no more than fifteen minutes in length, and should highlight pertinent information regarding the new club. The presentation should also address the following questions/issues:
  - What are the goals/objectives of this organization (short term and long term)?
  - In what ways would this organization improve the character, leadership, and social development skills of the students involved?
  - How will the club enhance or benefit the College of Saint Elizabeth community?
  - Are other organizations at the college already fulfilling this need to some degree?
  - Are there at least 10 students interested in this activity to maintain its ongoing existence?
  - Are there facilities available at the College to meet the physical needs and goals of the organization?
  - Are all students at the College of Saint Elizabeth eligible to join and participate in the new club?
- After this presentation, the President’s Council will vote on whether or not to grant provisional (trial) status to the new club for one year. At the conclusion of the meeting, an Executive Board member will notify the student representatives (in writing) of the results of the vote.
- Once notified of an affirmative vote, the provisional status of the club becomes effective immediately and remains in place through April of the following academic year, when the full membership of SGA votes on recognized club status. As a provisional club, authorization to hold meetings, fundraise, schedule/sponsor events, and use of College facilities is granted, but priority is given to recognized clubs. However, clubs with provisional status will not be allocated SGA funds and will not have the right to vote.
- The SGA will monitor the success and quality of, as well as the participation in, activities and events sponsored by the provisional club throughout their trial year. It is expected that provisional clubs will follow all rules, policies, and procedures that govern recognized clubs on campus.
- At the April Presidents Council meeting in the following academic year, all provisional clubs will be reviewed and
discussed. At the conclusion of the meeting, a vote regarding changing provisional club status to recognized club status will occur. If the vote for recognized club status is affirmative, the club will henceforth be treated with all the rights and privileges afforded other recognized clubs on campus. Requests for funding from SGA will be accepted for the following academic year.

- If recognized club status is deferred, another trial year will be granted. A provisional club has a maximum of two trial years. If deferred for two consecutive trial years, one full academic year must pass before reapplying for provisional club status. If recognized club status is denied, it is the responsibility of the Executive Board of the SGA to meet with the interested parties to explain the reason(s) for the denial of recognized club status.

**Section 11. Process**

It is the expectation that all constituents of the SGA utilize the Constitution and By Laws as a guide for their own purposes.

**Section 12. Interdependence**

All SGA clubs/organizations and committees shall send one representative to each General Meeting and one executive officer to each Executive Council Meeting, and shall submit a copy of all agendas, minutes, flyers, and attendance to the Executive Board Corresponding Secretary by the announced due date. Each representative may represent no more than one voting position.

**Section 13. SGA Documents**

The following is a list of documents required for use by SGA during the academic year:

- **Constitution:** All clubs, recognized and provisional, must have on file an approved constitution, which will remain in effect for the entire academic year. Revisions and/or re-affirmations for the following academic year are due at the end of the Fall semester.
- **Advisor Contract:** All clubs must have a completed advisor contract on file with SGA. The contract is due by the fall leadership training.
- **Club/Organization Roster:** All clubs, recognized and provisional, must submit a Club/Organization Roster including names of all officers/board members and how they can be contacted during the academic year. The roster is due by the fall leadership training.
- **Budget Request:** Each year, a Budget Request form must be submitted to the Finance Committee to undergo a review given by the Finance Committee and the SGA Executive Board. The request form is due by the fall leadership training.
- **Fundraising Forms (Proposals and Reports):** In order to sponsor a fundraising activity on campus, each club must submit a Proposal Form at least two weeks prior to the event. The Fundraising Report must then be submitted within three days business days of the conclusion of the event.
- **Student Event and/or Reservation Form:** In order to sponsor an event on campus, each club must submit the Student Event Reservation Form at least two weeks prior to the event.
- **Financial Paperwork:** It is recommended that Deposit Slips and Check Requests be submitted to the Dean of Students Office as soon as possible. It is also recommended that clubs make copies of the deposit slips and check requests to maintain accurate files.
- **Nomination Forms:** Each candidate wishing to appear on the SGA Ballot must submit a completed nomination form during SGA Nominations only.

**Section 14. SGA Code of Conduct**

SGA requires professionalism in regards to all aspects of the SGA. This includes, but not limited to: Confidentiality, fulfilling your responsibilities as outlined in the Constitution, and/or contract, punctuality, communicating problems/concerns in writing or by appointment, and representing SGA in a positive manner.

This applies to all members of the SGA. A member can only be found in violation when proper documentation is presented to the SGA Executive Board. When a member is thought to be in violation of this code of conduct, a meeting will be held with the SGA Executive Board. If an SGA Executive Board member is thought to be in violation, a meeting will be held with the remaining SGA Executive Board members and the Advisor of SGA. During this meeting, the member in question will be asked to refute the violation. The severity of the situation will determine the consequences set forth by the SGA Executive Board which may include but not limited to: warning letter, to the removal of that member from her position.

If a club or organization is experiencing difficulties with its Advisor, the concerned members must notify the SGA Executive Board. If action is needed, the Advisor of SGA will meet with the advisor in question and make appropriate recommendations.

**Clubs**

If a club or organization fails to fulfill their requirements as outlined in the Constitution, the following actions may be taken:

- **Warning letter(s)**
- A meeting will be held with the SGA Executive Board to review the club’s status.
- The club’s budget may be frozen. *See Section 9 (Budget Procedure/Freezing) of the By Laws of this Constitution*

- The club may be placed on probation for a designated period of time.
- During the probationary period, the club must fulfill all of the neglected requirements and continue to meet the current club regulations in order to be taken off of probation and listed as an active SGA club.
- If the club fails to complete the aforementioned requirements during the probationary semester, it may be deemed inactive.
- In order to regain active status, the club must prove to SGA that it meets the requirements listed in SGA’s club guidelines. SGA then has the right to decide whether or not to reinstate the club.
- SGA retains the right to allot funding to any probationary and inactive club. In order to receive this funding a club must request a meeting with SGA.
- If a club is found to be inactive for two years, a new club format will need to be completed.

Section 15. Excusal Notices
In order to be considered excused from any SGA meetings (Presidents Council, Executive Council, General, and Committee), a written letter or email must be submitted to the SGA mailbox one hour before the meeting is called to order. Electronic excusal notices will only be accepted to sga@cse.edu. Excused absences include class conflict, sporting games, illness and CA duty. In the case of class conflict, the class name and professor must be submitted to the Recording Secretary. Unexcused absences include work or sporting practices. Any other excuse will be under the discretion of the SGA Executive Board. The SGA Executive Board determines if a submitted written excusal letter or email is in fact excusable.

Campus Traditions
The College of Saint Elizabeth community enjoys many campus traditions. The following is a list of these traditions that bond students to the College forever:

Parents’ Day/Fall Fest is an annual event sponsored by the Offices of Student Activities and Residence Life. It is a day of games and an evening of food and entertainment. Booths and activities sponsored by each campus club and organization lend a festive air to this carnival-type event.

At the Junior Ring Ceremony, members of the Junior Class who have purchased an approved ring have it blessed at a prayer service. This rite of passage is celebrated with family, friends and the College community.

Founders Day is celebrated close to the feast of Saint Francis Xavier, December 3, to commemorate the founding of the College by Mother Mary Xavier Mehegan in 1899.

The Women’s College Christmas Party is a festive progressive holiday dinner hosted by the Student Life Staff.

100’s Nite marks 100 nights until the Senior Class graduates from the College.

Academic Convocation is the initial campus event for first year students of the Women’s College in which the richness of our mission is experienced. This ceremony marks and celebrates the mutual commitment of student and community in their new shared life at the College of Saint Elizabeth.

The Student Appreciation Celebration and The Student Academic Honors Convocation are two annual events which honor students for their outstanding contributions and excellence on campus, in the classroom and in the CSE community.

The Greek Play, a major student dramatic production, is held every four years in the authentic Greek Theatre. This tradition began in 1930.

Mother Daughter Weekend is an on-campus event celebrating seniors and their mothers.

Spring Picnic, with games and music, is held once a year in the Greek Theatre for the entire College community.

Rathskeller
The Rathskeller, an on-campus dance, is a social hub on campus that operates under a state club license. At the Rathskeller, musical entertainment is offered and those of legal drinking age may do so in the designated bar area. All CSE students must attend a mandatory Substance Awareness program and an HIV/AIDS Awareness program as a requirement for admission to the Rathskeller and other campus events where alcohol is served (see SAP policy below). Validation stickers will be provided at the completion of the required programs and must be presented at the door of the Rathskeller or other event. To gain entry to the bar area, students and guests must present proper government-issued ID to the staff member stationed there. Alcohol may not be taken out of the bar area; it must be consumed there. All students are members of the club and as such may sign-in guests. The following guidelines pertain to guests:

- All students with a valid College ID and SAP sticker can host up to 2 guests per dance. Pre-registration will be limited to the capacity of the venue.
- Guests must be at least 18 years of age and have a valid Government-issued photo ID.
- Student must remain with the guests at all times.
- Guests must be pre-registered in the Office of Student Activities by the close of business the day before the Rathskeller dance.
- To pre-register CSE students must present their College ID with SAP sticker along with the name and date of birth of their guest.
- Guests are required to park in the designated parking area and must immediately leave the campus at the conclusion of the dance.
- Current CSE students that are not in compliance with the SAP policy are not permitted into the Rathskeller and may not be signed in as a guest.

CSE students that are signed in as guests, as well as the CSE student who signed her in will be denied future admission. CSE
students are prohibited from transferring their SAP sticker to another student.

Disorderly conduct on the part of a member or guest may result in immediate ejection from the licensed premises and future admission will be determined by the Assistant Dean of Students and Director of Students Activities. The student is responsible for the behavior of her guest and may be penalized for his/her actions. The Director of Student Activities and/or a Rathskeller staff member reserves the right to discontinue service to anyone whose conduct is deemed inappropriate. (See Substance Awareness Program and Substance Abuse Policy.)

**College of Saint Elizabeth Substance Awareness Program (SAP)**

The College of Saint Elizabeth strives to provide an environment that is (a) reflective of our Catholic identity and (b) conducive to the total health, education and well-being of each member of our community. In light of this, the College recognizes its responsibility, and the responsibility of each person within the College community, to provide an educational and workplace setting free of substance abuse. The College has adopted a Substance Abuse Policy that can be found in its entirety in the Institutional Policies section of this Student Handbook.

The Substance Abuse Policy requires that prior to entrance to any event where alcohol is served, a student must attend an annual Substance Awareness Program and a program on dating relationships or other relevant topics. These programs are designed to provide education about substance use and abuse and healthy lifestyle choices. It is the intent of the College to promote responsible use of alcohol and to warn students about the dangers inherent in substance abuse, lowered inhibitions, impaired judgment and other related issues. It is not mandatory that all students attend these yearly programs; the requirement pertains only to students planning to attend any college-sponsored campus event during the academic year where alcohol will be served (i.e. Rathskellers, etc.) This policy applies to students of any age (not just those over the legal drinking age) who will be in attendance at an event where alcohol is present. SAP programs are offered during Fall New Student Orientation, and during the first few weeks of both the fall and spring semesters for upper-class students and those entering the College mid-year. In an effort to make program attendance convenient, multiple sessions of the programs are offered on various days of the week, during academic “free periods” and in the evenings.

Although the College does it’s best to make the dates and times of the programs varied and convenient for all, there is no implied guarantee that the programs will meet the constraints of each individual schedule. If a student’s work or personal schedule prohibits program attendance, permission to attend events where alcohol is served will be denied. The student will be required to attend the requisite programs the following semester.

Once the student has attended the required programs, she will receive proof of such attendance that must be presented at the entrance into the event where alcohol is served. For those of legal drinking age, the proof will also need to be presented again at the bar area. No one under the legal drinking age will be permitted into the bar area, or served alcohol. It is expected that students will comply with this policy. Violations of the policy will be referred to the Assistant Dean of Students for disciplinary action. Violations include, but are not limited to:

- Fraudulent proof of SAP program attendance;
- Disrespectful behavior to those coordinating the SAP program and/or those enforcing the policy;
- Refusal to show proof of attendance at the SAP programs when requested by College personnel or authorized student staff;
- Disruptive behavior at an event;
- Other violations of the Substance Abuse Policy, including public intoxication or possession of alcohol outside of the authorized, restricted area.

Disciplinary actions for violations may include, but are not limited to; verbal or written warnings, loss or suspension of campus privileges, community service, restitution or social probation or any combination thereof based upon the nature of the violation.

**Procedures Related to Student Activities**

**SCHEDULING AN EVENT**

All events held on campus must be approved by the Office of Student Activities in Henderson Hall. The Director of Student Activities will provide all of the proper paperwork and forms required to reserve space on campus, schedule an event, or hold a fundraiser. Please note the completed CSE Student Event Registration form must be submitted to the Office of Student Activities at least two weeks prior to the event date. No outside vendors are permitted on campus without prior approval from the Vice President for Student Life and Dean of Students and/or the Vice President for Finance and Administration.

**FUNDRAISING**

If a campus club or organization would like to conduct a fundraiser, it is imperative that members meet with the Office of Student Activities and complete a CSE Student Event Registration form. No signs are to be posted until the Director of Student Activities approves the event. All funds must be deposited into the club account in the Assistant Dean of Students Office in Henderson Hall room 18 and the financial report must be completed immediately following the fundraiser. All forms are available in the Office of Student Activities.
VIDEO BULLETIN BOARD
Media Services maintains the Video Bulletin Board for posting announcements, which can be seen on the cable television system and on public televisions around campus. All requests must be received in writing no less than ten days prior to the event. The request forms may be obtained in Media Services in Mahoney Library, downloaded from the “Media Services - Students” Google site, or from the Office of Student Activities, located in Henderson Hall.

CATERING
The College contracts Chartwells Dining Services to provide the campus meal plan and catering services for on-campus meetings and functions. The catering function is secondary to providing the meal plan for resident students. An organization wishing to serve food at an event must follow established procedures. Chartwells must be contacted before any other provider for any campus catering. If Chartwells cannot accommodate the request for catering, then another caterer may be contracted to service the event.

To cater an event, representatives of the organization must fill out the appropriate paperwork, and the group’s advisor must sign the request. Requests are made in person at a scheduled appointment with the Director of Dining Services at least two weeks prior to the event. The club or organization will be billed for the catering through the Vice President for Student Life and Dean of Students Office. Complete catering guidelines for students are available from the Dining Services Office located in Saint Joseph Hall.

OFF-CAMPUS PUBLICITY
No student may report College news or send photographs of College activities to the press. All matters for external publication must be referred to the Office of Communications and Marketing.

ON-CAMPUS ADVERTISING
Catholic teachings provide the foundations of the identity and mission of the College and are reflected in the full scope of our educational efforts. While the College encourages opportunities for critical thinking and the formation of individual conscience, this must be distinguished from official Church teachings and formal College programs. Therefore, the posting of materials that are in contradiction to the College’s Catholic identity (including, but not limited to sexist, racist, anti-Christian, or other discriminatory or harassing messages) is prohibited in common areas. Students shall be responsible for knowing the content of notices posted on official bulletin boards.

General Campus Guidelines for Posting Notices and Fliers
- All notices must carry the name of the person or group posting them.
- All materials must be approved and stamped by the Director of Student Activities before copying and distribution takes place. Any material that has not been approved will be subject to immediate removal.
- Posting on glass surfaces or floors is prohibited.
- All materials must be removed within 24 hours of the event taking place.
- Posters or fliers cannot cover or block any previous posting.
- Job announcements must be forwarded to the Career Services Office for approval prior to posting.
- Housing announcements must be approved by the Dean of Students Office or the Director of Residence Life prior to posting.

Building Guidelines
Notices, posters and fliers are permitted in all campus buildings. However, on-campus publicity for events must be distributed in accordance with the following individual building regulations:

Founders Hall and O’Connor Hall
Please see Residence Life section of this handbook for complete details on posting procedures.

Henderson Hall
The bulletin board marked “Student Life” and the large unmarked bulletin boards located on the ground floor may be used for posters and fliers. Bulletin boards belonging to and labeled for College departments are not to be used by others without specific permission from the appropriate chairperson or administrator of that department. Placing materials on floors, walls and doors is prohibited; materials found in these locations will be removed immediately.

Mahoney Library
No posting on library doors is allowed. There is a bulletin board located near the entrance to the library which may be used for posters and fliers. Materials placed on floors, walls and doors will be removed.

Saint Joseph Hall
Posters and fliers must be placed on the bulletin boards located throughout the building. Posting on glass surfaces or floors is prohibited.

Santa Maria Hall
Approved fliers and posters may be posted on bulletin boards located in the foyers of Santa Maria Hall. Bulletin boards belonging to and labeled for College departments are not to be used by others without specific permission from the appropriate
The College of Saint Elizabeth owns 1 minivan, for student use, which must be submitted to the Assistant Dean of Students to sign a waiver form (available in the Student Activities Office), prior to depa-
ture for an off campus conference, all student participants must present the College while at the conference, and therefore appro-
priate dress and behavior is essential at all times. Prior to depar-
ture, please contact the Center for Volunteerism & Service-Learning.

Santa Rita Hall
Fliers and posters may be posted on the freestanding bulletin boards located near the elevators on the second floor. Materials placed on floors, walls, wooden moldings or doors will be removed. Any posters and/or fliers that do not reflect policy guidelines will be removed immediately.

Annunciation Center
Fliers and posters may be posted on designated bulletin boards only. Materials placed on floors, walls, wooden moldings, glass or doors will be removed. Bulletin boards belonging to and labeled for College departments are not to be used without specific permission from the Chairperson or administrator of the department.

FUNDING POLICY FOR OFF-CAMPUS CONFERENCES
The College is committed to the personal and professional development of its students. To this end, the College occasionally offers full or partial financial assistance and sponsorship to students attending off-campus conferences and/or meetings. To be eligible, students must be in good standing at the College and must display a commitment to the program or organization for which the conference and/or meeting is designed. In cooperation with the Vice President of Student Life and Dean of Students, the advisor to the sponsoring organization will outline a selection process. An application for funding will be made available to students who are eligible to attend. All students who receive funding will be expected to share their experience with appropriate groups on campus as soon as possible upon their return. Follow-up may include, but is not limited to: presentations made in the classroom, at organization meetings, in the residence halls, etc.; written reports submitted to appropriate individuals; and articles submitted to the Station, the CSE student newspaper. The appropriate follow-up will be defined prior to the approval for funding. Approval will be dependent upon the availability of funds. Students will be expected to share some of the cost incurred from attending off-campus conferences and/or meetings. It is imperative that students understand that they represent the College while at the conference, and therefore appropriate dress and behavior is essential at all times. Prior to departure for an off campus conference, all student participants must sign a waiver form (available in the Student Activities Office), which must be submitted to the Assistant Dean of Students Office.

VOLUNTEER VAN USE POLICY AND PROCEDURES
Purpose
The College of Saint Elizabeth owns 1 minivan, for student use, accommodating 8 people with seatbelts, which is maintained by the Center for Volunteerism and Service-Learning.

- Primary van usage is for transportation of members of the CSE community for service-learning and volunteer initiatives. Volunteer initiatives take priority.
- Secondary van usage is for events organized by recognized groups on campus, academic and cultural events associated with a particular course, and other approved college-sponsored activities.
- The van cannot be used to run errands, to transport outside groups or individuals, or for personal use.
- For CSE Students/Faculty/Staff only.

Procedures
1. Fill out the Reservation Request Form at least three (3) weeks prior to date needed.
2. Return form to the Center for Volunteerism & Service-Learning
   - The van is available on a first-come, first-serve basis. Although the Center does its best to accommodate requests, transportation is not guaranteed.
   - Please refer to the Volunteer Van Manual for rules and regulations and for required forms. The Manual is available online, on Google Docs, and at the Center.

If approved, all drivers must:
1. Submit a copy of her/his valid U.S. or International driver’s license to the Center (to be kept on file for one semester only).
2. Complete a Driver Agreement Form. (Incomplete forms will NOT be accepted).
3. Keys can only be picked up the day of/ day before the trip. Please call the Center 3-5 days prior to date needed to arrange a time to pick up the key. Failure to call ahead may result in being unable to receive keys.

*Drivers will be responsible for the van while it is checked out for usage. Drivers must also become familiar with college emergency policies and procedures pertaining to van usage. Students involved in ongoing or semester-long service activities can reserve the van for the appropriate days and times for the duration of the semester (if available).

Guidelines
All van drivers are required to:
1. Obey all state and local driving regulations; pay any fines issued for traffic infractions (speeding, parking, moving violations, seatbelt, cell phone, etc.);
2. Use the vehicle for approved trips only; not allow anyone to operate the van that has not been approved;
3. Agree not to be under the influence of alcohol or other drugs while driving/in possession of the van;
4. Agree not to use a cell phone or any other handheld electronic device while driving;
5. record the miles traveled in the Mileage Tracking Log at the beginning and end of the trip;
6. advise all passengers that no food or beverages are permitted in the van and no smoking in the van;
7. return the vehicle to the same area in the St. Joe’s parking lot (lower lot) within the agreed timeframe;
8. arrange a specific time to pick up the van key the day of/day before trip. (call 3-5 working days ahead of time);
9. return the van key to the Center for Volunteerism and Service-Learning immediately upon return to campus. If the Center is closed, please place key in the wooden Drop Box in the Lobby of Xavier Center. Financial reimbursement must be provided for lost, misplaced, or damaged keys ($50 Fine);
10. refuel the vehicle upon return to campus, regardless of the amount or the time of day/night the vehicle is returned, and submit the gas receipt when returning the key to the Center for Volunteerism and Service-Learning along with the key immediately upon return to campus ($25 Fine);
11. upon returning to campus, make sure the windows are rolled up, lights off, the doors locked, and that there are no garbage, paper or personal items left in the van. If, when picking up the van, you notice that one or more of these requests have been ignored by previous users, inform the Center for Volunteerism and Service-Learning before leaving campus. Van users who do not follow these rules will be charged a $25 fine;
12. remove snow from all sections of the vehicle in its entirety, including roof and hood, as per New Jersey state law;
13. report any mechanical or other problems to the Center for Volunteerism and Service-Learning. In case of accidents, drivers must follow the College’s 1) emergency procedures, 2) complete a CSE Injury/Sick/Damage Report Form, 3) fill out all necessary insurance forms and 4) complete an online driver safety course as required by the Diocese of Paterson;

All van passengers (including driver) must:
- complete a Waiver of Responsibility;
- follow all rules specified in the waiver, including not eating, drinking or smoking while in the van, and removing all trash and personal belongings before leaving the van;
- make sure all windows are rolled up, all lights are off, and doors are locked when leaving the van. Please wait by the van after locking the vehicle so you can witness that all interior lights go out.

Unsafe operation of college vehicles or failure to follow any of the guidelines cited above may result in the temporary or permanent revocation of driving privileges, legal or disciplinary action, or the implementation of fines.

It is the responsibility of all van users to inspect the van prior to leaving the campus and notify the Center for Volunteerism and Service-Learning if previous users have ignored one or more of the guidelines.

Any fines incurred, either through legal channels or fines by the Center for Volunteerism & Service-Learning, may not be paid using student activities/club accounts.

Additionally, drivers should always use their own discretion as to whether or not they feel comfortable driving.
STUDENT JUDICIAL AFFAIRS

Philosophy
The College of Saint Elizabeth has adopted an educationally-based judicial process that is designed to deal swiftly and appropriately with any act or behavior that disrupts the academic pursuits of the learning community or otherwise infringes upon the rights or safety of others. As part of the judicial process, students will be guided into understanding their role in the community, reflecting on the causes and consequences of their actions, and gaining further insight into their rights and their responsibilities as well as assessing their own personal accountability.

Each alleged violation will be seen as an individual case with a focus on its unique facts and circumstances. The philosophy of the College judicial process is not based upon guilt or innocence but rather upon student responsibility and personal growth. Understanding and accepting personal responsibility is a valued quality for members of our campus community and is an integral part of character and personal development. A primary consideration for all administrators involved in judicial proceedings is to balance the needs of the campus community with the highest standards of integrity and fairness to the student or students involved.

A student will be held accountable for a violation if the preponderance of the evidence, after weighing all facts, points to the student’s responsibility. An administrative hearing officer, in a closed hearing, uses discussion, mediation and other methods of investigation to determine levels of responsibility, and when appropriate, apply various forms of educational sanctions. Sanctions may include loss of privileges, restitution, fines, suspension or removal from the residence hall(s) and/or the College. Additionally, support for the student may be provided in the form of mediation, arbitration, counseling, peer support networks and various other educational methods to rectify the situation and return the student and the campus community to optimal functioning.

Students’ Rights and Responsibilities
- Students have the right to confront other members of the CSE community about their behavior if they feel that he/she is violating a College value, rule or policy.
- Students have the responsibility to ensure that their own behavior reflects the values, rules and policies of the College.
- Students have the right to live, learn and interact with one another in a safe campus environment.
- Students have the responsibility to make sure that they contribute to the campus environment to make it safe for others.
- Students have the responsibility to work collaboratively with other members of the College community and to share resources appropriately and fairly.
- Students have the right to request, and receive, assistance from College officials including faculty, administration and staff.
- Students have the responsibility to aid the staff in their endeavors, and to participate and cooperate fully as these individuals discharge their responsibilities.
- Students have the right to express ideas and opinion in a healthy, constructive manner.
- Students have the responsibility to foster an academic and social environment that allows others to constructively air their own opinions and thoughts.

COLLEGE CONDUCT
The College of Saint Elizabeth will not tolerate actions that are inconsistent with its mission. Sanctions shall be enforced when conduct adversely affects the College’s educational objectives or disrupts the civil environment we enjoy. The following is a list that includes, but is not limited to, actions that will not be tolerated and will be subject to campus judicial processes:
- Actual or threatened physical assault or injury to persons.
- Actual or threatened sexual assault.
- Harassment and/or intimidation. Engaging in conduct which threatens to cause physical harm to persons or damage to property; making unwanted sexual advances or requesting sexual favors. This also includes harassment or intimidation.
of persons involved in a college disciplinary situation and of persons in authority who are in the process of discharging their responsibilities.

- Disorderly conduct. Conduct causing inconvenience and/or annoyance to another which includes any action which can reasonably be expected to disturb the academic pursuits or to interfere with or infringe upon the privacy rights, privileges, health or safety of members of the College community.
- Failure to comply with the directives of College employees, including the actions listed here and any other regulations that may be adopted.
- Interference with or failure or refusal to cooperate with an internal campus investigation.
- Possessing or exhibiting false identification with the intent to deceive.
- Manufacturing, distributing, selling, using, offering for sale, or possessing drugs or narcotics, or drug paraphernalia.
- Behavior or activity which endangers the safety of oneself or others. This includes, but is not limited to, destructive behavior by individuals and/or groups; self-destructive behavior; arson; and use of candles or incense.
- Possession and/or use of firearms, fireworks, dangerous weapons, explosives, or hazardous chemicals.
- Damage to property. Damage, destruction, or defacement of College property, including property of any person, as a result of deliberate action or as a result of reckless or imprudent behavior.
- Cyber Harassment. No student shall engage in unsolicited or persistent misbehavior through text messages, electronic mail, instant messages, Internet, chat rooms or electronic devices.
- Theft of property. This includes, but is not limited to, theft of College property, possession of stolen property, or personal unreported knowledge of stolen property.
- Misuse of College ID/Access Card or failure to present the College ID Card to any campus official when requested.
- Misuse of telephone. No student shall make or assist in making unauthorized or annoying telephone calls or otherwise misuse or abuse telephone equipment.
- False reporting of emergency. The false reporting of fire, bomb, medical emergency, or any other emergency by means of activating a fire alarm or in any other manner.
- Tampering with fire and/or safety equipment, including elevators, elevator phones, smoke detectors and sprinkler systems.
- Violation of any College policy.
- Unauthorized use or possession of keys. No one may use or possess a College key other than the one assigned. No student is allowed, under any condition, to have a College key duplicated.
- Failure to properly register as a sex offender.
- Any act that would constitute violation of federal or state law or municipal ordinance.

Judicial Process
All student judicial violations fall under the jurisdiction of the Vice President for Student Life and Dean of Students, who is the final authority on student judicial matters and appeals. However, all judicial matters are initially handled by the Director of Residence or the Residence Life Coordinator (for situations occurring in the residence halls) or the Assistant Dean of Students (for events occurring outside of the residence halls, for residence hall appeals or for persistent, escalating or severe residence hall problems).

Academic Behavior Policy
The faculty of the College of Saint Elizabeth is responsible for creating a teaching-learning environment that fosters student growth and professional development. Students are expected to assist the faculty by adhering to policies set forth in the Student Handbook and to refrain from disrupting classes and other academic settings. Ordinarily the faculty member is authorized to initiate means to ensure that the normal academic functions of the classroom and other academic settings are not compromised by disruptive student behavior. Students excluded from the classroom or other off-site academic settings will be subject to disciplinary actions through the Director of Student Success in collaboration with the Assistant Dean of Students Office.

Filing a Complaint
Any member of the College community has the right to file a complaint against any student they feel has violated a College policy or practice. Individuals may also choose to file a complaint with the local police department. However, the College may hear the case before criminal charges on the same incident are resolved. If necessary, the College reserves the right to enact an interim suspension or change of room assignment pending the hearing. For instances occurring in the residence halls, students should contact a Community Assistant (CA) or Assistant Director (AD) to help them create an incident report. The incident report will then be submitted to the Director of Residence Life (or her designee) who will hear the matter personally or forward it to the Residence Hall Judicial Board. Generally, cases are heard within ten working days. The Director of Residence Life has sole authority in determining which cases she will hear, and which will be sent to her designee or to the Judicial Board. Appeals for residence hall matters may be filed with the Assistant Dean of Students, whose office is located in Henderson Hall.
For events occurring outside of the residence halls, students wishing to file a report should contact the Assistant Dean of Students. The Assistant Dean will guide them through the creation of the incident report and will hear the case. In this instance, appeals will be heard by the Vice President for Student Life and Dean of Students. The appeal process is in place to safeguard the student’s, and to a lesser degree, the College’s interests. In any case, appeals will only be heard if one of the three following conditions is met:
1. Evidence of a procedural error which substantially impacts the outcome of the case.
2. A sanction that is too severe or inconsistent, relative to the sanctioned behavior.
3. New or newly discovered evidence/information which could not have been presented at the hearing.

The burden of proof for an appeal rests with the student, and may result in one of three possible actions:
1. Return for a new hearing
2. Amendment of the sanction to be more consistent with similar cases
3. Denial of the appeal

Since the hearings are not legal proceedings, lawyers are not permitted to attend. Records regarding judicial proceedings are retained for a period of one year following a student’s graduation.

**Interim Suspension Policy**

An interim suspension may be imposed on any student by the Vice President for Student Life and Dean of Students (or her designee) when there is reasonable cause to believe, based on available facts, that the continued presence of the student in the community constitutes an immediate threat to a) the emotional or physical health, safety or welfare of any member of the College community or b) college property. An interim suspension may also be imposed by the Vice President (or her designee) if the student’s behavior is deemed to be persistently or seriously disruptive to the College community.

During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, until a hearing/meeting can be held to determine the status of the student as a member of the College community.

The College retains the right to contact the student’s parents or guardians regarding the reason for the interim suspension.

Any student who is suspended on an interim basis and returns to the campus or otherwise violates the terms of the interim suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose may be granted in writing by the Vice President for Student Life and Dean of Students or her designee.

A student may be given an Interim Suspension if:
- He or she has been arrested on campus or off-campus;
- He or she repeatedly refuses to follow the lawful directions of a college official who is responding to a reported violation of the Code of Conduct or of applicable Federal or State laws, or an emergency situation;
- He or she threatens or poses a threat of safety to any members of the College community;
- It is the judgment of the college official that the student might pose a danger to the safety, security, or normal operations of the campus;
- He or she directs to and substantially impede the lawful activities of others;
- He or she threatens to cause or causes significant property damage;
- Lack the capacity to respond to pending disciplinary charges;
- Does not seem to know the nature or wrongfulness of his/her behavior at the time of the offense;
- Has behaved in a manner indicating emotional distress requiring psychiatric hospital evaluation, or has threatened to harm the safety of any member of the College community.

**Return to Campus**

If a student is placed on interim suspension due to behavioral or Code of Conduct Violations then a judicial hearing is necessary to assess the situation. See the Judicial Process section contained in this handbook for more details.

If a student is placed on interim suspension due to inappropriate or bizarre behavior, then a return to housing/campus meeting is required to assess the situation. See the Destructive Behavior Policy contained in this handbook for more details.

**JUDICIAL SANCTIONS**

Penalties or sanctions are imposed for two purposes: to protect the College community from behaviors that are detrimental to the educational process and to assist students’ growth in identifying acceptable parameters of their activities and consequences of future behaviors. Any of the following penalties may be imposed for any act of misconduct.
- Reprimand
- Social Suspension
- Termination of Privileges
- Restitution and/or Fine
- Disciplinary encumbrance on student records (i.e. holding transcripts or applying fines to a student’s bill)
- Warning or Probation
• Work-Related or Community Service
• Parental Notification
• Suspension
• Expulsion
• A referral to the Counseling Services.
• Other penalties, as deemed appropriate.

Failure to complete sanctions may result in a hold being placed on a student’s account.

As part of the disciplinary process, a student may be required to sign a waiver allowing the College to share information among College officials and/or parents.

POLICIES AND PROCEDURES

Statement of Compliance

The College of Saint Elizabeth does not discriminate on the basis of sex (except as permitted in Title IX, Education Amendment of 1972 for admission to single-sex colleges), race, creed, color, religion, disability, age, marital status, sexual orientation, gender identity or expression, or national origin, in the administration of its admissions, educational policies, scholarship and loan programs, or other College policies including employment.

The College of Saint Elizabeth has filed compliance with the Department of Health, Education and Welfare under the Title VI–Civil Rights Act of 1964 as amended; Title IX, Education Amendment of 1972 as amended, Section 504 of the Rehabilitation Act of 1973 as amended.

Student inquiries concerning implementation of these policies should be made to the Vice President for Student Life and Dean of Students (x4203). Employees should address inquiries to the Vice President for Finance and Administration (x4498). The address of appropriate federal agencies regarding these compliances may be obtained upon request.

The College of Saint Elizabeth, in compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and amendments thereto, makes information available concerning campus security procedures, and campus crime statistics on the College’s website (www.cse.edu) and in the following offices: Admission; Business; Vice President for Student Life and Dean of Students; Financial Aid; and Registrar. All first-time Freshmen in the Women’s College receive copies by October 1.

In compliance with Title 1 of Public Law 101-542, the Student Right-To-Know and Campus Security Act, as amended by Higher Education Technical Amendments of 1991, Public Law 102-26, and the final regulations published in December 1999, the College reports the graduate rate of full-time, first-time freshmen who entered in Fall 1996 and subsequent years to all current students by personalized e-mail and to prospective students who request the information. The report will be available in the Admission office, Financial Aid office, and in the Registrar’s office for all who request them.

Substance Abuse Policy & Procedures

The College of Saint Elizabeth is committed to the full development of persons. Therefore, it will make every effort to provide an environment for students, faculty and staff, that is conducive to the total health, education and well being of the person. In light of this, the College recognizes its responsibility and the responsibility of each person within the College community to provide an educational and workplace setting free of substance abuse.

The following statement of policy, procedure and regulations for assuring an environment free of substance abuse is established also to protect the rights of all within the College community, and to protect the health and safety of its students and employees. The document expresses the manner in which we intend to comply with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989.

This policy shall apply to all employees and students of the College of Saint Elizabeth. For this policy, an “employee” is an administrator, faculty member or staff member, full-time or part-time, receiving a salary, wages or other compensation from the College or any student receiving funds from any federal program. A “student” is any person currently registered at the College of Saint Elizabeth. The policy applies both to on-campus and off-campus activities conducted under the sponsorship of the College.

The Substance Abuse Policy has the following purposes:

• to protect the rights and responsibilities of all members of the College community while involved in College activities;
• to adhere to federal, state and municipal laws;
• to reduce alcohol and other drug abuse;
• to provide safety to all persons involved in College activities and employment; and
• to improve the academic and social atmosphere of the campus.

The College of Saint Elizabeth recognizes that substance abuse may be a symptom of deeper personal and emotional difficulties. Information, counseling and referrals about this problem are available on a confidential basis to students through the Wellness Center and to employees through the Human Resource Office or Employee Assistance Program. In an ongoing effort to provide education and information relating to substance abuse, the College
will bi-annually provide substance abuse awareness programs. Each year the Substance Abuse Policy will be distributed to all students and employees; it will be reviewed every two years.

STATEMENT OF POLICY
The College of Saint Elizabeth intends to maintain a work and educational environment that is safe for employees and students. Therefore, it will comply with the Drug-Free Workplace Act of 1989 and the Drug-Free Schools and Communities Act Amendments of 1989, as well as all other pertinent federal, state and local regulations regarding drug and alcohol abuse.

In accordance with this, the College of Saint Elizabeth prohibits, by any of its employees or students, the unlawful manufacture, distribution, dispensation, possession, sale or use of the following substance or items on College property or at on-campus or off-campus College sponsored activities by employees or students: illegal drugs, controlled substance analogs, prohibited drugs, or drug-related paraphernalia. The College also prohibits the intentional misuse of over-the-counter products or prescription medication taken to obtain a state of intoxication. This applies also to guests and alumnae/i while on campus. In addition, no student, employee or guest under the age of 21 is permitted to purchase, possess, consume or offer for sale any alcoholic beverage on-campus or as part of a College activity on or off campus, nor shall such underage person enter any facility with the intent to acquire, possess or consume any alcoholic beverage. A student, employee or guest of age 21 or older shall not give or offer any alcoholic beverage to a person under the age of 21, nor shall such person assist or allow a person under the age of 21 to acquire or consume an alcoholic beverage. Alcoholic beverages may be purchased, consumed, sold or possessed by students over the age of 21 only on those occasions or in those areas approved in writing by the Vice President for Student Life and Dean of Students. The College of Saint Elizabeth reserves the right to establish drug and/or alcohol search and screening procedures consistent with applicable federal, state and municipal laws and where deemed necessary.

PROCEDURES AND REGULATIONS FOR STUDENTS
Students who are recipients of funds from any federal program are also considered “employees” for the purposes of this policy, and should be aware that the sections following entitled “Procedures and Regulations for Employees” and “Sanctions for Employee Violations of Policy and Procedure” are also applicable to them.

A. Alcohol at College Events
1. Prior to entrance to any event where alcohol is served, students must attend the Substance Awareness Program and the HIV/AIDS Awareness Program and obtain proof of such attendance.
2. Alcoholic beverages are not to be brought to any campus functions.
3. The written permission of the Vice President for Student Life and Dean of Students is required for alcohol to be served at College functions for students.
4. If permission is given, the consumption, sale and possession of alcoholic beverages must be confined to those areas designated for the event by the Vice President for Student Life and Dean of Students. Permission also implies that those organizing the event are responsible for ensuring that only those of legal drinking age are served.
5. Availability of alcoholic beverages shall not be the primary focus of advertising for campus social events.
6. Charges for alcoholic beverages must be assessed and paid for on a per unit basis rather than covered by an admission charge.
7. An adequate supply of non-alcoholic beverages and food must be sold or served at the event.
8. No event shall include any form of “drinking contest” in its activities or promotion.
9. Alcohol, whether in open or closed containers, may not be transported or served on or around any vehicle which provides authorized transportation to and/or from campus, e.g., bus trips for athletic, social or educational purposes.
10. Misconduct as a result of intoxication by any student is prohibited.

B. Alcohol in Residence Halls
1. No person under the age of 21 shall consume, possess or purchase alcohol in the Residence Halls.
2. Students of age 21 or older may consume alcohol in their Hall rooms where alcohol is being consumed. Alcoholic beverages may be purchased, consumed, sold or possessed by students over the age of 21 only on those occasions or in those areas approved in writing by the Vice President for Student Life and Dean of Students. The College of Saint Elizabeth reserves the right to establish drug and/or alcohol search and screening procedures consistent with applicable federal, state and municipal laws and where deemed necessary.
3. Persons under the age of 21 are not allowed in Residence Halls where alcohol is being consumed.
4. No kegs or beer balls are permitted in the Residence Halls.

C. Medical Marijuana Policy
Although New Jersey state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; the Federal Drug Free School and Communities Act of 1989 (DFSCA) prohibits marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Further, the Controlled Substances Act prohibits the possession, use, production and distribution of marijuana for any and all uses, including medicinal use. The use, possession, distribution or cultivation of marijuana is therefore not allowed in any College of Saint Elizabeth housing or any other College of Saint Elizabeth property; nor is it allowed at any College sponsored event or activity off campus.
D. Other Substances
1. The purchase, use, possession, manufacture and/or distribution of illegal substances in connection with any on-campus, off-campus activity are strictly prohibited.
2. The misuse and/or distribution of prescription drugs are strictly prohibited.
3. The use of any substance for other than its intended purpose is strictly prohibited.
4. Any person who violates subsection a. of NJs 2C: 35-5 by distributing, dispensing or possessing with intent to distribute a controlled dangerous substance or controlled substance analog while on any school property used for school purposes which is owned by or leased to any elementary or secondary school i.e., the Academy of Saint Elizabeth, or within 1,000 feet of such school property, (defined as the entire CSE campus) is guilty of a crime of the third degree and shall be fined and imprisoned.

SANCTIONS FOR STUDENT VIOLATIONS OF POLICY AND PROCEDURES

A. General Norms
1. When a person’s actions may be attributed to the use of drugs or alcoholic beverages, this shall not in any way limit the responsibility of the individual for the consequences of one’s actions, nor shall voluntary alcoholic consumption or drug use be an excuse or justification for improper actions. If any damage to property or person results, the user will be held financially and legally responsible.
2. Students purchasing, possessing, using, distributing, selling or manufacturing illegal substances may be subject to mandatory penalties prescribed by federal, state or local legislation.
3. Any violation of policy or procedures, which occurs while an event is in progress, may subject the violator to immediate removal from the area.
4. Violations by persons who are not members of the College community may result in their being barred from the campus or from specific facilities and/or functions and/or being subject in the future to arrest for trespassing.
5. When violations or other incidents occur at events, which in the judgment of the College officials constitute a threat to life or property (or which create a substantial risk to life or property), the event may be terminated immediately.
6. The Vice President for Student Life and Dean of Students has overall responsibility to administer and enforce the Substance Abuse Policy for students and for campus organizations and activities.

B. Sanctions for Violations by Individual Students
1. Students who are in violation of the Substance Abuse Policy are subject to a monetary fine as follows:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Violation</td>
<td>$50.00</td>
</tr>
<tr>
<td>Second Violation</td>
<td>$100.00</td>
</tr>
<tr>
<td>Third Violation</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Violations are considered to be cumulative over the time of attendance at the College. All fines must be paid within 10 working days of issue of the notice of violation.

2. In addition to monetary fines, other sanctions will be applied, depending upon the nature of the violation and the circumstances. They include the following:
   a) Initial violations: Referral to counseling and compliance with stated clinical recommendations; Mandatory assessment by Counseling Services; Community service; Revocation of the privilege to consume alcohol at campus functions; Revocation of the privilege to attend campus functions.
   b) Serious violations and/or repeated violations: Mandatory counseling; Community service; Revocation of the privilege to consume alcohol at campus functions; Revocation of the privilege to attend campus functions; Disciplinary probation; Removal from residence (with continuation of any of the above upon return); Parental notification; Implementation of substance abuse housing contract; Expulsion.

3. Appeals for any sanction must be made in writing to the Vice President for Student Life and Dean of Students within two working days of written notification.

PROCEDURES AND REGULATIONS FOR EMPLOYEES

This section and the following section are applicable to all employees and students receiving funds from any federal program.

A. Use of Alcohol
1. Employees should be aware that alcohol is a central nervous system depressant. As such, it may significantly affect an employee’s job performance and pose a safety risk to the employee and others. Consumption of alcoholic beverages while at work or on the premises of the College, excluding approved circumstances, is strictly prohibited.

B. Illegal and Controlled Substances and Prescription Drug Misuse
1. The cost of drug abuse, in terms of reduced job performance, absenteeism and safety risks, is a matter of serious concern. The use of illegal and abuse of controlled substances may cause disorientation without the
employee’s awareness. The use, possession, manufacturer and/or distribution of illegal or abuse of controlled substances is strictly prohibited in the workplace.
2. The unlawful use and/or distribution of prescription drugs are strictly prohibited in the workplace.
3. Employees purchasing, possessing, using, distributing, selling or manufacturing illegal or controlled substances may also be subject to mandatory penalties prescribed by federal, state or municipal law.

SANCTIONS FOR EMPLOYEE VIOLATIONS OF POLICY AND PROCEDURES

A. General Norms
1. The College believes that alcohol or drug abuse may lead to physical or emotional conditions requiring medical treatment. It, therefore, encourages affected employees to seek medical help voluntarily at an early stage. When an employee seeks help voluntarily prior to discovery by one’s supervisor, job security and promotional opportunities will be protected provided the employee continues to comply with the procedures and regulations of the previous section.
2. Employees may voluntarily seek help from sources for which coverage may be provided according to provisions of the College health insurance plan. An individual who feels that he/she may have an alcohol or other drug problem and wishes referral assistance is encouraged to contact the Director of Human Resources for a referral to the College’s Employee Assistance Program, or a staff member of the College Counseling Services or other private sources for referral to a treatment or rehabilitation program. When help is sought on a voluntary basis, confidentiality will be maintained.
3. Employees who violate this policy and its procedures and regulations may be subject to disciplinary action by the College, up to and including termination of employment.
4. When a person’s actions may be attributed to the use of drugs or alcoholic beverages, this shall not in any way limit the responsibility of the individual for the consequences of one’s actions, nor shall voluntary alcoholic consumption or drug usage be an excuse or justification for improper actions. If any damage results from the use of drugs or alcoholic beverages, the person will be held financially and legally responsible.

B. College Disciplinary Procedures
1. Employees who violate this Substance Abuse Policy and its procedures and regulations are subject to disciplinary action up to and including termination of employment, depending upon the nature of the violation. Completion of a treatment or rehabilitation program may be a condition of continued employment.
2. Any employee arrested or indicted for unlawful activity associated with controlled and illegal substance may be suspended from employment pending a final disposition of the charges. A person who is convicted or who pleads guilty or nolo contendere to charges of such violations may be terminated from employment without back pay for the suspension period. If found to be not guilty, full reinstatement and/or back pay may be given.

C. Federal and State Regulations Related to Employee Drug Violations
1. Employees who are convicted under federal or state law of violations of criminal law, where such violations are committed in the workplace or at a work location to which they have been assigned, or who plead guilty or nolo contendere to charges of such violations are to inform the Vice President for Finance and Administration in writing within five days of such conviction or plea. Failure to do so will result in disciplinary action. In cases where the convicted person is receiving funds from any federal program, the employee is to notify the Vice President for Finance and Administration in writing within five days, and the College must notify the funding source within 10 days of this notification.
2. Employees convicted or pleading guilty or nolo contendere to such drug-related violations must successfully complete a drug abuse assistance or similar program as a condition of continued employment or reemployment.

D. Appeals
1. Appeals by an instructional faculty member for any sanction or disciplinary action are to be made in writing within two working days to the Hearing Committee; appeals by a non-instructional employee are to be made in writing within two working days to the Vice President for Finance and Administration.
2. Appeals by a student, who is also an employee as defined under the terms of this policy, are to be made in writing to the Vice President for Student Life and Dean of Students within two working days.
3. Each appeal will be handled individually and considered on its own merits. The decision of the President of the College, or that of her designee, is binding for any appeal related to this Substance Abuse Policy.

Reviewed February 2011

Destructive Behavior Policy
The health, safety, and emotional well-being of students are of primary concern to the College. Therefore, in an effort to protect and assist students experiencing emotional distress, a policy for dealing with destructive behaviors has been adopted and implemented.

STATEMENT OF POLICY
Students who are 1) exhibiting destructive behaviors, 2) threatening to harm member of the campus community or property or 3) experiencing emotional distress are encouraged to seek
help from the licensed, clinical mental health professionals employed in Counseling Services. Likewise, any individual (friend, roommate, faculty or staff member) who witnesses or has factual knowledge of a student engaging in destructive behavior toward self or others is also encouraged to report their concerns to a College Counselor. All contact made with Counseling Services regarding a student will remain confidential, unless there is an imminent threat of harm to the student, to others or to property. In all cases, the Counselors will determine, and take, an appropriate course of action based upon the information provided.

Counseling Services is located on the ground floor of Founders Hall and can be reached by dialing x4175 from 9 a.m.-12 p.m., and 1 p.m.-5 p.m. during the academic year. Summer hours may vary. If a concern arises outside of business hours, a member of the Residence Life staff (Director, Assistant Director or Community Assistant) or Campus Security (x4090) should be notified of the situation immediately. They will, in turn, initiate proper protocols for after-hours evaluation and intervention.

DEFINITION OF DESTRUCTIVE BEHAVIOR
Destructive behaviors are high-risk behaviors that would cause a reasonable person concern. Examples of such behaviors include, but are not limited to, the following:

- Cutting/self-injury
- Alcohol abuse
- Drug abuse (including use of illegal drugs and misuse of prescription drugs, over-the-counter drugs and/or herbal supplements)
- Eating disorders
- Suicidal ideation, threats or gestures of any type
- Aggressive or destructive behavior towards others or property
- Making threats about harming self, others or property

Since it is often difficult for non-professionals to evaluate the seriousness of destructive behaviors or threats, and since often such behavior represents an indirect cry for help, it is imperative that Counseling Services be notified of the behavior or threat so that professional evaluation and/or intervention can take place.

EVALUATION PROCESS FOR STUDENTS EXHIBITING DESTRUCTIVE BEHAVIOR
Once notified that a student is threatening to commit and/or engaged in destructive behavior, a College Counselor will evaluate the student as soon as possible (based upon the nature of the report). If danger is imminent, and/or a College Counselor cannot be reached, a call will be placed to the local psychiatric emergency services (911). In either case, if the mental health professional deems it necessary to have the student transported to the local hospital, an ambulance will be summoned, and the student taken to a local hospital for further evaluation, treatment, and monitoring. The student may be admitted to the hospital through either a voluntary or involuntary commitment process. The Vice President for Student Life and Dean of Students, in consultation with the attending mental health professionals, may elect to notify the parent or guardian about the hospitalization (and the events leading up to it), with or without the student’s permission. All costs associated with emergency transportation and hospitalization will be the sole responsibility of the student.

Once the student has been transported to the hospital, she/he will not be permitted to return to campus until permission to do so is secured from the Vice President for Student Life and Dean of Students or her designee. Permission will not be granted until College officials, including the Vice President for Student Life and Dean of Students (or her designee), the Director of Counseling Services, and the Director of Residence Life have met to evaluate the seriousness of the situation and discharge plans from the hospital, as well as the appropriateness of returning to residence life and/or class. If the student is not granted permission to return, his or her parents or guardians (or emergency contact) will be contacted to assume responsibility for her care.

RETURNING TO CAMPUS AFTER PROFESSIONAL EVALUATION
Upon discharge from a psychiatric or substance abuse intervention, the student shall consult with the Student Consult Team. If the student is able to return to class and/or residence halls after a psychiatric or substance abuse intervention, she will be advised of treatment success strategies. The purpose of the consultation is to ensure that the student is aware of treatment recommendations designed to keep the student (and the campus community and its property) safe and to help him/her return to optimal functioning on campus.

CSE ADVOCATE CARE REPORTING
Students, faculty, or staff may become concerned for an individual on campus if the above behaviors are witnessed. It is important for campus community members to report any individuals exhibiting such behaviors.

In order to report an individual of concern, log on to www.cse.edu and click the CSE CARE Report button to complete a report. You will be asked to provide your contact information so the appropriate College officials may follow up with you for more details regarding the report. As always, should you be in an immediate emergency please call campus Security at 973-290-4090 or 911.
The College reserves the right to alter the residence hall assignment of any student, at any time, to protect the safety and well-being of any member(s) of the community, and/or College property. Furthermore, the College reserves the right to have a student re-evaluated at a later date.
Revised Summer 2014

Personal Grooming/ Hygiene Policy
The College recognizes and respects, that, as a diverse community of learning, individuals have personal styles, tastes, cultural backgrounds, and preferences that dictate their manner of dress and appearance on campus. We encourage students to take care in how they present themselves to faculty, administrators and peers. At a minimum, we expect that members of our community will take care to groom themselves properly. Cleanliness protects our community from the spread of disease, and ensures a pleasant, respectful environment in which to work and study.

Students who fail to properly care for themselves may be referred to the Wellness Center for evaluation, since poor hygiene can be indicative of a psychological or medical disorder (i.e. depression, hormone imbalance, etc.). Once evaluated, the Counselor or health professional will work with the student to alleviate the underlying problem and aid in rectifying the hygiene issues.

Students whose personal hygiene is determined to affect the health, well-being, comfort or safety of others may be removed or suspended from the residence halls until the situation is remedied.
Approved March 2003

Medical Excuse Policy

POLICY
Health Services does not provide verification of illness or written excuses for minor illnesses or injuries that result in absence from classes. This is in agreement with the Vice President of Student Life and Dean of Students and the Vice President for Academic Affairs.

PROCEDURE
Routine illness and related absences: Students should correspond directly with the faculty as soon as possible regarding their circumstances to receive assignments or missed work, which they are responsible for making up. (Ideally before they miss a class, exam, lab, assignment, etc.)

Significant and prolonged absences due to illness and/or hospitalizations: For significant, prolonged illness lasting at least 4 or more days or hospitalization, Health Services will notify (with the student’s written consent) the Vice President of Student Life and Dean of Students who will notify the appropriate Deans who in turn will notify student’s professors.

This verification of significant illness will only be provided for serious illnesses for which the health service clinicians have provided services or for which the appropriate written medical documentation from outside clinicians is provided to Health Services.

Faculty: If a faculty member has questions about a specific student, they can contact the CSE Health Service. The Health Service cannot release specific information concerning the nature of contact with a student regarding their illness or injury without the student’s written consent. Health Services staff must maintain confidentiality as per federal law.

Pregnant and Parenting Student Support
Under Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in education programs and activities, discrimination against pregnant and parenting students is prohibited. As a Catholic institution, we encourage and support those students who desire to continue their education while awaiting the birth of their child. To promote the health and safety of the student and the fetus, the student is strongly encouraged to have prenatal care throughout their pregnancy provided by her own private Obstetrician, as the College’s Health Services does not provide this care and is not equipped to handle urgent or emergency matters. As with any change of health status, students are strongly encouraged to report the pregnancy to Health Services and Residence Life (should the student be a resident) so the staff can refer students to appropriate resources. It would be beneficial to allow communication between the College of Saint Elizabeth Health Services and the Obstetrician. Students should know how to reach their Obstetrician 24 hours a day.

Any student whose doctor certifies that she cannot attend class or comply with residence hall requirements for medical reasons will be excused. Should a student be advised by the private Obstetrician to change residential status or change attendance/participation at the College, the student should notify Residence Life of the need for a change in status or the Director of Student Success of the need for a leave of absence. The College will provide appropriate arrangements and assistance to promote academic success. For more information on the College’s academic policies please log on to www.cse.edu/dept/registrar/academic-policies.dot.
Students that leave the campus for an extended amount of time for any medical care may be asked to provide medical clearance from a personal care physician.

Students Taking Science Lab Courses
Students enrolled in science labs are to be notified (as part of regular lab safety training at the beginning of the semester) of the possible risk of performing lab experiments while being pregnant. All students will be required to sign a “Lab Safety Contract” indicating they received lab safety instruction and understand their responsibility to abide by all lab safety policies of the College.

Specifically relating to student pregnancy, it is the College’s policy:

- Any student who is pregnant, becomes pregnant during the semester, or believes that she may be pregnant, should immediately contact her personal physician and discuss whether continuing to participate in lab work is advisable.

- If requested, the lab instructor and the College’s Chemical Hygiene Officer can provide a written list of all chemicals or other agents the student could possibly be exposed to during the lab semester. The student can give this list to her private physician for them to discuss and decide on appropriate action.

- When a student’s personal physician recommends that the student not participate in a science lab in which the student has already registered, discussion among lab faculty, Registrar’s office, and the student will take place to work out an agreeable arrangement to reschedule the lab at a future date, if possible. Each case and circumstance is different; therefore rescheduling arrangements will be tailored to each specific case individually.

- Pregnancy is a private matter, and is not to be discussed by faculty or others except with the student and/or her health care professional.

FERPA (Family Educational Rights and Privacy Act of 1974)

Federal Educational Rights & Privacy Act of 1974 (FERPA) is a federal regulation guaranteeing the privacy of certain aspects of student records. It is also known as the Buckley Amendment, after its principal sponsor, Senator James Buckley, of New York. Under FERPA, student records cannot be released without permission of the student, except under certain exceptions (such as a court order or if the release of such records is for public safety concerns). It provides students with the right to privacy of their records, the right to challenge something in their student records, and the right to review and release their own records. However, FERPA allows the unrestricted release of “directory information”.

FERPA was written specifically for students and guarantees them three primary rights:

- The right to inspect and review education records.
- The right to seek to amend educational records.
- The right to have some control over the disclosure of information from those educational records.

What it does not guarantee is the absolute right to hide all records from everyone. For example, information designated as directory information can be released without student consent.

The College of Saint Elizabeth defines the following as directory information:

- Name
- Enrollment status
- Curriculum
- Dates of attendance
- Degrees received

If a student desires to have any or all of their directory information blocked from release, a request in writing must be submitted to the Office of the Registrar. A form blocking release of all information may be obtained in the Registrar’s Office. This form will be in effect until the student separates from the college.

Once a child attains the age of 18, or is enrolled at a “post-secondary institution,” parents lose their right of access to their children’s records. The student must authorize the College of Saint Elizabeth to release the information to their parents. A form is available in the Registrar’s Office requesting the release of information (both academic and financial) to anyone they designate. This form will be in effect until the student separates from the college.

More information on FERPA can be obtained from the US Department of Education website: (http://www.ed.gov/offices/OM/fpco/ferpa/index.html).

SOLOMON AMENDMENT

The Solomon Amendment became effective on October 23, 1998. Under the Solomon Amendment institutions are required to fulfill military requests for student recruiting information. Failure to comply may result in the loss of various forms of federal funding and Federal Student Aid. Student recruiting information includes, but is not limited to: student name, address, telephone number, date of birth, place of birth, class, major, degree(s) received, and educational institutions attended. Under FERPA, students may request that directory information be withheld. This protection will be honored under the
Solomon Amendment. Any student who wishes to have directory information withheld should request a "no release" as described above.

**Proof of Immunization Requirement**

All Students must complete the requirement for immunization to comply with the College of Saint Elizabeth’s Policy and the immunization requirements of the State of New Jersey (N.J.A.C. 8:57-6.1). Any student who does not submit completed immunization forms to Health Services in a timely fashion will be placed on Immunization Hold, will not be able to register and/or attend classes, reside in housing, and will be subject to a non-compliance fee unless the proper completed documentation is received by Health Services by the required dates. All immunization records must show exact dates (month, day, and year). Acceptable records can be from any primary or secondary school, institution of higher education, obtained from any public health department, or an official college affidavit form signed by a physician licensed to practice medicine set forth at N.J.A.C 8:57-6.3, 6.4, 6.6, 6.7, 6.8, 6.9. Records can also be obtained from the New Jersey Immunization Information System, military immunization or health record from the United States Armed Forces.

Immunization requirements may be changed based on New Jersey State Law, federal or public health mandates and the College of Saint Elizabeth rules, regulations and requirements.

**REQUIRED VACCINES**

**Measles, Mumps and Rubella (MMR)**

A. Each student entering college is required to provide documentation of two (2) doses of a live measles, mumps and rubella vaccine that was administered after 1968 completed prior to entrance. The vaccines may be individual or combined. The first dose shall have been administered on or after the student’s first birthday and the second dose shall have been administered no less than 28 days after the first dose.

B. A student who presents documented laboratory evidence of measles, mumps and rubella immunity shall not be required to receive the MMR vaccine. The positive immune titers should be within five years of entrance. (Copy of lab results are required)

C. Only students born prior to 1957 are exempt from this requirement for only Measles, Mumps and Rubella (MMR). They must comply with all other requirements. If there is a Measles, Mumps or Rubella outbreak, then all students must meet the MMR requirements.

**Meningococcal Vaccine**

A. New Jersey State Law and the College of Saint Elizabeth requires that all new students under the age of 22 entering a four-year college or university, shall have received at least one dose of meningococcal vaccine after the age of 16 years old and within 5 years of entrance. Menomune, Menactra, or Menevo is acceptable. All residential students must fulfill the meningitis vaccine requirement prior to residing in campus housing.

B. All students will be required to read the Vaccine Information Statement – What You Need to Know, sign and return the Meningococcal Disease Among College Students Sheet to Health Services along with the completed Health Record.

**Hepatitis B**

A. Hepatitis B vaccine series is required by state law for all Women’s College students and for students with 12 or more credits per semester. However, this is recommended for all College of Saint Elizabeth students, even if they are enrolled in fewer than 12 credits.

B. The series consists of three vaccines which are to be completed prior to entrance to the College of Saint Elizabeth. The series takes 6 months to complete.
   a) Dose 1: time of initial visit
   b) Dose 2: 1 month later (minimum of 4 weeks between doses 1 and 2)
   c) Dose 3: 6 months after first dose (minimum of 8 weeks between doses 2 and 3; minimum of 16 weeks between doses 1 and 3)

C. Students who can document medical immunity to Hepatitis B are not required to receive the vaccine but must submit a copy of the laboratory report in order for the record to be complete.

**Tuberculosis (Mantoux, PPD, or Interferon-gamma release assay)**

A. A Mantoux or an Interferon-gamma release assay (IGRA) test is required for all Women’s College students within the last 12 months. It is recommended for all College of Saint Elizabeth students.

B. If the Mantoux or IGRA test is positive, a chest x-ray report is required within one year of entrance. If treated, the name of the medication(s), date of initial treatment, and date of completion of treatment needs to be included with the Health Record.

C. An individual with a history of having had BCG vaccine is required to have an IGRA test. If the IGRA or Mantoux test is positive, a chest x-ray is required.

D. If a chest x-ray is required the copy of the report is also required.

**Tetanus-Diphtheria Booster (Td) and Tetanus-Diphtheria -Pertussis (Tdap)**
A. One dose of a Tetanus-Diphtheria-Pertussis (Tdap) vaccine is required. A Tetanus and Diphtheria booster (Td) or Tdap is required within the last 10 years for all Women’s College students, if the student has a documented history of receiving a primary series of Tetanus – Diphtheria (TD) or Diphtheria, Pertussis, Tetanus, (DPT) in childhood. Tdap should replace a single dose of Td as a booster for adults who have not received a dose of Tdap previously. This is recommended for all College of Saint Elizabeth students.

B. Adults, who have never received a dose of Tetanus and Diphtheria Toxoid-containing product, should receive a series of three (3) vaccinations.
   a) Dose 1-Tdap preferred choice for the first dose.
   b) Dose 2-Td is administered at least four weeks after first dose.
   c) Dose 3-Td is administered at least 6 – 12 months after second dose.
   d) The series should be completed prior to entrance to the College.

Polio
A. Each Women’s College student is required to provide documentation of having a completed series of polio immunization, as well as the date of the last booster. Laboratory proof of positive immunity is also acceptable (copy of lab results would be required). This is recommended for all College of Saint Elizabeth students.

RECOMMENDED VACCINES

Varicella
A. Two doses of varicella vaccine are recommended. Minimum interval is 28 days between doses.

B. If there is history of the disease the positive immune titers should be obtained and reported with copies of the lab reports

Human Papillomavirus Vaccine (HPV)
A. Three doses of HPV is recommended for all female and male students (11-26 years old)
   a) Dose 1: at initial visit
   b) Dose 2: 2 months after the first dose
   c) Dose 3: 6 months after the first dose

OPTIONAL VACCINES

Hepatitis A
A. Series of two, 6-12 months between doses

B. Recommended for international travel, for patients with certain medical conditions and for certain populations in the United States

Pneumococcal
A. Recommended for chronic health problems, cigarette smokers, asthma, and for certain populations in the United States

Typhoid
A. Recommended for international travel

Haemophilus influenza type b (Hib)
A. Report primary childhood series completion

Yellow Fever
A. Recommended for international travel

Influenza Vaccine
A. Recommended yearly to all 6 months and older

INSTITUTIONAL RESPONSIBILITY FOR ENFORCEMENT

All New Jersey institutions of higher education shall require evidence of immunization as a prerequisite to enrollment of all students except those who meet the exemption requirements set forth at N.J.A.C. 8:57-6.2(b), N.J.A.C. 8:57-6.9 and N.J.A.C. 8:57-6.10.

MEDICAL EXEMPTIONS

A. A student shall not be required to have any specific immunization(s), which are medically contraindicated.
B. If immunizations are medically contraindicated for any reason, proof of such contraindications must be provided to Health Services from a licensed healthcare practitioner in the form of a signed letter indicating the nature of the medical condition and reason for the exemption for a specific period of time. The medical contraindications must be based on valid medical reasons as enumerated by the most recent recommendations of the Advisory Committee on Immunization Practices of the United States Public Health Service. If the medical exemption is terminated the student is required to obtain the immunizations from which they have been exempted.

RELIGIOUS EXEMPTIONS

A student shall be exempted from mandatory immunization if the student objects thereto in a written statement submitted to the College, signed by the student, explaining how the administration of immunizing agents conflicts with the student’s religious beliefs. (8:57-(6.12) 6.15

EXCLUSION FROM CLASSES

Students with medical exemptions, religious exemptions or not compliant with the immunization requirements will be temporarily excluded from classes and from participation in institution – sponsored activities during a vaccine preventable disease outbreak or threatened outbreak. The exclusion shall continue until the outbreak is over or until proof of the student’s immunization or immunity is furnished.
**Missing Persons Policy**

In accordance with the Higher Education Opportunity Act of 2008, the College has implemented a Missing Persons Policy to establish procedures to respond to reports of a missing student.

A Missing Persons Report can be filed online at [https://cse-advocate.symplicity/missing_person](https://cse-advocate.symplicity/missing_person).

This policy applies to students who are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior or unusual circumstances that may have caused the absence. Such circumstances include, but are not limited to: a) reports or suspicions of foul play, b) evidence of suicidal thoughts, drug use, or any life threatening situation, or c) has been with persons who may endanger his/her welfare.

If a member of the College Community reports a student to be missing the following procedures are to be followed:

- The first responders (typically Campus Security or Residence Life Staff members) will gather all essential information about the student (description, clothes last worn, where subject might be, who they might be with, vehicle description, etc.) as well as observations about the missing person’s physical and mental state. An up to date photograph may also be requested to assist in the search.

- Appropriate College personnel will be notified and/or asked to assist in the search for the student.

- College personnel will try to contact the missing individual via her personal contact information.

- A search will be conducted in all campus buildings and parking lots.

- The class schedule will be obtained and a search of classrooms will be conducted.

- Friends/roommates may be contacted to assist in the search for the student.

- Notification will be made to the individual(s) identified by the missing student as his/her emergency contact if available. All emergency contact forms are kept on file in the Residence Life Office.

- In the event the student is under 18 years of age, the Vice President for Student Life and Dean of Students or designee will be responsible for communicating with the parent or guardian.

If the above actions are unsuccessful in locating the student, the investigation will be turned over to the appropriate local law enforcement agency and the College will assist them in their investigation.

---

**Pet Policy**

While the College of Saint Elizabeth appreciates the special nature of the owner-pet relationship, the College is both a workplace and residence for many individuals, and, as such, the welfare of the entire community has to be considered paramount. The College, therefore, has established strict policies regarding the presence of pets (or any other animals) on campus.

With the exception of small fish and service animals, no pets or other animals are temporarily or otherwise permitted to be brought into or kept in (1) any student residences, or (2) any administrative, service or academic buildings or facilities, including classrooms, faculty or staff offices, libraries, studios, food service areas, or public access areas. Fish are only permitted in residence hall rooms with the consent of both roommates. Fish tank filters must be unplugged from the wall during extended vacation periods.

No pets will be allowed in any campus accommodations or facilities used by special programs, conferences or workshops, including those sponsored by the College of Saint Elizabeth.

The College may direct at any time that a pet be removed from the campus if it has demonstrated aggressive behavior or is believed by the College to be a possible danger to others, or if the owner fails to conform to any aspect of the College’s Pet Policy as determined by the College.

Individuals violating the Pet Policy will be required to remove the animal from the campus immediately. If the owner does not expeditiously remove an animal when requested, arrangements will be made to have it taken to a local kennel and boarded at the owner’s expense. Animals considered a possible hazard may be referred for disposition to the local township animal control officer and/or removed without notice.

Pet owners are expected to exercise care in ensuring their pets do not create unclean or unsanitary conditions within College premises or on the campus. They also bear full responsibility for any situations or damages attributable to the pets that require, as determined by the College, special clean up, painting and refinishing, or repairs or replacements of College property. The owner will be charged for the related costs.

Employees and students are responsible for their guests’ compliance with the College’s policy. They also will be held accountable for reimbursement of any clean up, repair or other costs incurred by the College arising from the pet’s presence on campus.

Owners or others who bring or keep a pet on campus, whether in compliance or not with this policy, retain complete and sole liability for injury or damage to personal property caused by
Service Animal Policy

POLICY STATEMENT

The College of Saint Elizabeth recognizes the access needs of all disabled individuals and complies with the Rehabilitation Act of 1973 (section 504), Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 (ADAAA) (Effective January 1, 2009), and the Fair Housing Act.

Consequently, the College recognizes the need for some disabled individuals, due to the nature and severity of their disability, to utilize a service or therapy animal while on campus and within campus facilities. This policy defines the context, rules and documentation requirements that must be met prior to the introduction of a service animal on campus and/or within college facilities, and while the service animal is working and/or residing on campus.

DEFINITIONS

Partner/Handler: A person with a service or therapy animal who has a disability is called a partner. A person working with a service or therapy animal without a disability is called a handler.

Pet: A pet is a domesticated animal that only serves the role of providing a sense of pleasure/leisure companionship to its owner. Pets are not the same as service animals and are not accorded the same legal status as service or therapy animals. Pets are not permitted on campus or in college facilities.

Service Animals: The U.S. Department of Justice defines service animals as: animals that are individually trained to perform specific tasks for people with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting or protecting individuals who are about to or are experiencing a seizure; or other specific tasks related to an individual’s specific disability needs. Service animals may perform such tasks as: guiding/pulling wheelchairs; turning lights on/off; retrieving objects from the floor or other location; opening doors; pushing buttons on elevator doors; providing assistance to an individual who has fallen out of a wheelchair.

Therapy Animal: Appropriately trained animal that provides comfort and affection to people with diagnosed needs for such emotional support in a residential setting. Therapy animals typically have an even temperament, obey commands, and behave well in the presence of both humans and other animals.

TYPES OF SERVICE ANIMALS

Service animals include, but are not limited to:

Guide Dog: Appropriately trained dog that guides a blind or visually impaired individual, helping the disabled individual to avoid obstacles; crossing streets.

Hearing Dog: Appropriately trained dog that provides a sense of sound for a deaf individual by alerting the individual to smoke alarms; fire alarms; door knock or bell; ringing of a telephone; alarm clock; kitchen timer; a baby's cry.

Service Dog: Appropriately trained dog that provides strength and movement for a disabled individual with muscular dystrophy, multiple sclerosis, cerebral palsy, and/or congenital abnormalities.

Seizure Alert Dog: Appropriately trained dog that may provide protection for an individual during a seizure; may be trained to go for help; may have been successfully trained to recognize specific changes in the individual preceding a seizure and alert the individual to an impending seizure by barking or whimpering.

Diabetic Alert Dog: Appropriately trained dog that gives a signal to alert its partner to low or high blood sugar levels.

DOCUMENTATION REQUIREMENTS

Student: A disabled student requesting a service animal must register with the Office of Disability Services and provide documentation of the disability as per the College’s disability documentation requirements (see student handbook and/or College website). The documentation must contain a clear explanation of the need for the specific type of service animal, citing the services to be provided by the service animal. Students planning on residing in the college’s residence halls must notify the Office of Residence Life of their need for a service animal, and provide evidence that the student has registered with the college’s Office of Disability Services.

Violations of the Pet Policy by College employees or students may result in disciplinary action being taken against the owner, including but not limited to fines and/or the termination of housing privileges.

Infractions or complaints regarding animals should be brought to the attention of Campus Security. Security may arrange removal (with or without notice) of pets on the campus upon violation of policy. Should external assistance be used to remove a pet, the owner will be responsible for any costs incurred. The College does not assume any responsibility for animals removed from the campus. The local township animal control officer or local humane society will be notified to arrange for removal of any animal of unknown ownership roaming loose on the campus. Adopted March 2003
Approval for therapy animals on campus will be granted only to resident students who provide documentation of the emotional need from a licensed mental health provider (e.g., clinical social worker, psychologist, psychiatrist, licensed professional counselor). The request and documentation must be presented to the Office of Disability Services for approval. Once approval is granted, the Coordinator of Disability Services will inform the Residence Life Office.

**Faculty & Staff:** A faculty or staff member who is disabled and requires a service animal must request, and receive approval for, the accommodation through the Office of Human Resources. The request must be supported by the appropriate documentation of the disability that also indicates a disability need for the service animal and explains the services to be provided by the service animal.

**Visitor:** A visitor who requires the assistance of a service animal does not have to register with or provide documentation to the Office of Disability Services, but must report to Campus Security who will provide the visitor with a copy of this policy. Campus Security can be reached in the guard booth at (973) 290-4090 or through the Campus Security Office in Henderson Hall at (973) 290-4290.

**Animal:**
*Licensing* – the animal must meet all of the licensing requirements of the community in which the animal resides and must wear, at all times, the tags required by the home municipality.

*Health Records*– The animal must have, and the disabled individual must provide to the Office of Disability Services (or the Office of Human Resources in the case of an employee), a health statement that includes a record of vaccinations from a licensed veterinarian dated within the last calendar year. Such vaccinations and proof of vaccinations must be provided to College officials on an annual basis. The animal must be well groomed, and measures should be taken by the owner for flea, tick and odor control. The animal’s owner must be considerate of other members of the college community when providing maintenance and hygiene assistance to the animal.

**CONTROL REQUIREMENTS**
- The animal must be on a leash at all times. The animal should never be permitted to wander about off leash except in those situations in which the animal is working.
- The partner/handler must be in full control of the animal at all times.
- Service or therapy animals are prohibited from kitchens and food preparation areas except those in residence facilities.
- Service or therapy animals may be prohibited from areas such as the Health Center or science labs if the Director or lab supervisor has reason to believe that the animal’s presence may compromise the environment, or if the environment may pose a physical danger to the service animal.
- The partner/handler is responsible for cleaning up after the animal (including, but not limited to, proper removal of fecal matter from campus grounds)
- The partner/handler will assume responsibility for any damage caused by the service animal.
- The partner/handler will also assume all liability if the animal bites or in any way harms another individual while on campus.
- The College reserves the right to require that the service or therapy animal be removed from campus if the above control requirements are not met.

**EMERGENCY SITUATIONS**
In an emergency situation every effort will be made to keep the partner and animal together. Campus staff will be trained to recognize a service animal, and will be made aware that an animal may be attempting to communicate a need for assistance. Staff should also be mindful of the protective nature of the service animal in relation to the partner, and/or confusion or agitation that may be triggered by the emergency situation.

**EXCLUSION FROM CAMPUS**
A service or therapy animal may be excluded from campus for the following reasons:
- Disruptive behavior: including, but not limited to, barking, whining, growling, wandering, sniffing (people, tables in eating areas, other people’s belongings) initiation of contact with others without partner’s permission, disruptive interactions with other animals, including other service or therapy animals
- Illness
- Hygiene-dirty strong odor, evidence of having fleas, ticks, etc.
- Animal is not on a leash
- Obstruction of aisles or passageways
- Aggressive behavior

**CAMPUS ETIQUETTE**
Students and campus personnel should not:
- Prevent a service animal from accompanying its partner as they move about campus except where specifically prohibited
- Pet, feed, or otherwise interfere with or distract the service animal
- Startle, tease, or taunt the service animal
- Attempt to separate the service animal and its partner
CONFLICTING DISABILITIES
Persons with conflicting disabilities, i.e. asthma or other respiratory illness, allergies, should contact/register with the College’s Office of Disability Services (or Human Resources Office in the case of an employee) and provide medical documentation citing the nature of the disability, seriousness of the disability, and the nature of the conflict. Resolution of the student/staff concern will consider the disability needs of the parties involved and will be accomplished as expeditiously as possible.

APPEAL PROCEDURE
Appeals concerning this policy may be addressed through the office of Disability Services Appeal Procedure which is contained in the Student Handbook.

Smoking Policy
The American College Health Association (ACHA) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. ACHA further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, the American College Health Association has adopted a NO SMOKING POLICY and encourages colleges and universities to be diligent in their efforts to achieve a campus-wide tobacco/smoke-free environment. Based on the above, the College of Saint Elizabeth recognizes that using tobacco products is harmful to the health of tobacco users and that exposure to second-hand smoke poses a health risk to non-smokers. The following policy has been enacted to address health concerns related to environmental tobacco smoke, thereby restricting smoking to designated areas located at least 20 feet from the perimeter of all College buildings or public thoroughfares.

POLICY
1. Smoking is prohibited in all College buildings and is restricted to designated areas located at least 20 feet from the exterior of all College buildings or pathways.
2. Smokers will be permitted to smoke only at designated smoking areas on campus.
3. Benches will be strategically located on campus with signage indicating that the area is designated for those who wish to smoke.
4. This policy applies to students, faculty, staff, administration, and visitors to the College of Saint Elizabeth campus.
5. Smoking cessation support will be provided to members of the CSE community through the Wellness Center.

ENFORCEMENT
1. Campus Security, with the cooperation of the CSE campus community, will be responsible for ensuring compliance.
2. Smoking violations may be reported by members of the College community to Campus Security.
3. Campus Security will patrol CSE grounds to monitor compliance and to issue tickets to violators. Students found in violation of the policy will be reported to the Assistant Dean of Students Office. Employees found to be in violation of the policy will be reported to the Office of Human Resources.

SANCTIONS
First Offense: A written warning will be issued and will be made a part of the Smoking Sanction Record. If visitors to campus violate this policy, the host will be held responsible.
Second Offense: A second written warning will be issued and the smoker will be advised to make an appointment with Health Services to discuss smoking behavior and cessation, a preventive approach. Smoking cessation counseling and assistance will be made available.
Third Offense For Students:
Student smokers who violate this policy a third time will be subject to a fine of $25.00. Each succeeding offense will increase by $25.00. Repeated offenses will require a meeting with the Assistant Dean of Students and may also result in additional sanctions and/or disciplinary actions as appropriate, up to and including loss of campus privileges. If fines are not paid within 30 days, the student’s account will be charged and a registration hold will be enacted until the fine is paid in full. Checks should be made payable to the College of Saint Elizabeth, and submitted to the Assistant Dean of Students Office located in Henderson Hall 18.
Third Offense For Employees:
Employee smokers (including faculty, administrators and staff) who violate this policy a third time, will be subject to a fine of $25.00. Each succeeding offense will increase by $25.00. Repeated violations will require a meeting with the Director of Human Resources and may also result in additional disciplinary actions as appropriate. Checks should be made payable to the College of Saint Elizabeth and forwarded to the Office of Human Resources. Adopted November 2002
Notice of Non-Discrimination and Title IX Compliance

The College of Saint Elizabeth practices equal opportunity with respect to its students and its employees. No one will be denied employment at or admission to the College on the basis of sex, race, creed, color, religion, disability, age, marital status, sexual orientation, gender identity or expression, or national origin. The College does not discriminate on the basis of any of the aforementioned protected bases in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities as specified by federal and state law and regulations.

The College of Saint Elizabeth complies with Title IX of the Education Amendments of 1972, which prohibits all recipients of federal funds from discriminating on the basis of gender in its educational programs and activities. The College also prohibits harassment on the basis of sex, race, or other bases listed above, and prohibits sexual assault, dating violence, domestic violence, stalking or other forms of violence against its students and employees. Any of these acts or other acts of violence will not be tolerated. The College will respond promptly, fairly, and impartially to all complaints of harassment, sexual assault, or violence. This policy applies to all members of the College of Saint Elizabeth community and describes an individual’s rights as a student or employee with respect to sexual or other forms of harassment, sexual assault, dating violence, domestic violence and/or stalking.

**TITLE IX COORDINATOR**

Dr. Joseph Ciccone serves as the Title IX Coordinator for the College. The Title IX Coordinator is responsible for the College’s compliance with Title IX of the Education Amendments of 1972. The Title IX Coordinator role on campus is to administer the review, investigation, and resolution procedures for reports of sexual misconduct and harassment. Students seeking additional information or wishing to file a complaint related to discrimination, harassment, or assault on the basis of sex, race, creed, color, religion, handicap/disability, gender, age, marital status, sexual orientation, gender identity or expression, or national origin should contact Mr. Rowe or Katherine Buck, Vice President for Student Life and Dean of Students. Employees seeking additional information or wishing to file a complaint related to discrimination or harassment should contact Mr. Rowe or Kathleen Fusaro, Human Resources Administrator. Contact information is below:

Joseph Ciccone, Title IX Coordinator 2nd Floor, Santa Maria, (973) 290-4383.
Kathleen Fusaro, Human Resources Administrator, 4th Floor, Room 410, Santa Rita Hall, (973) 290-4453.
Katherine Buck, Vice President for Student Life, Room 318, Annunciation Center, (973) 290-4203.

**College of Saint Elizabeth Sexual Harassment, Assault and Discrimination Policy**

As a Catholic institution of higher education, the College of Saint Elizabeth is a community of learning which is based on the trust, respect, and dignity of its members and celebrates God’s love for all. As such, the College expects high standards of personal behavior and responsibility from its students, faculty and staff and calls all members of its community to act from a commitment to justice, mercy, and compassion, and in light of Catholic Social teaching, to develop respect and responsibility for others. With these values as its foundation, the College is therefore committed to fostering an educational and working environment that is free from all forms of discrimination and harassment (including sexual harassment, sexual assault, sexual misconduct, dating violence, domestic violence, and stalking). In recognition of the dignity and worth of all members of the College community, incidents of such behavior will not be tolerated. Every member of the campus community (including faculty, staff, students or third parties) is responsible for insuring that incidents of harassment and/or sexual misconduct do not occur, and should they occur, assume the responsibility for reporting them.

The College of Saint Elizabeth has an obligation to uphold the laws of the community of which it is a part. While the laws of the community and the rules of the College may overlap, they operate independently and do not substitute for each other. The College may pursue enforcement of its rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, to determine whether College policy has been violated or not. Membership in the College does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the College’s regulations. Therefore, a student or employee charged with discrimination, harassment, sexual harassment, sexual misconduct or sexual violence can be disciplined by the College through the complaint process outlined below, and may also be prosecuted under New Jersey criminal statutes.

Individuals who believe they have been sexually harassed or assaulted, or who believe that they are the target of other forms of harassment and assault as defined in this Policy, are encouraged to report their concerns to one of the individuals listed above.

The harassment complaint process ("Complaint Process") is to be followed whenever a complaint of harassment (as described
below) is made that alleges conduct that may be in violation of the College’s Anti-Harassment and Non-Discrimination Policy (“Policy”). The Policy prohibits harassment based upon certain enumerated protected categories as listed above. The purpose of the Complaint Process is to describe the steps to be followed for reporting and handling complaints of discrimination, harassment, or sexual assault.

1. DEFINITIONS

Harassment is defined as conduct that creates an impermissible hostile educational or work environment based on an individual’s actual or perceived race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law that is sufficiently severe, persistent or pervasive so as to limit a student or employee’s ability to participate in or benefit from an educational program or activity, or work environment at the College of Saint Elizabeth.

Sexual harassment is a form of sexual discrimination, which is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the New Jersey Law Against Discrimination. Sexual harassment consists of nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct based on sex, whether on or off campus, when:

(1) submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing; or

(2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating or hostile academic or work environment.

Sexual harassment may be found in a single episode, as well as in persistent behavior. Conduct that occurs in the process of application for admission to a program or selection for employment is covered by this policy, as well as conduct directed toward University students, faculty, or staff members. In addition, conduct by third parties (i.e., individuals who are neither students nor employees, including but not limited to guests and consultants) is covered by this policy. Both men and women are protected from sexual harassment, and sexual harassment is prohibited regardless of the sex of the harasser. Sexual harassment is a matter of particular concern to an academic community in which students, faculty, and staff are related by strong bonds of intellectual dependence and trust. If members of the faculty, whether professors or graduate assistants, or other College employees, introduce sex into a professional relationship with a student, they abuse their position of authority.

Sexual harassment can be verbal or physical. It can be either explicit or implicit. It can, for example, be a promise that a person will receive a particular grade, promotion, or continued employment in exchange for a sexual favor. Also, persistent, unwelcome attempts to change a professional relationship to a personal one can be a form of sexual harassment. Stalking, including via e-mail or other electronic means, may also be a form of sexual harassment. Sexual violence is also prohibited by College policy.

Sexual violence or sexual assault is defined as sexual contact without consent and includes:

• intentional touching, either of the victim or when the victim is forced to touch (or witness touching) directly or through clothing, another person’s genitals, breasts, thighs or buttocks
• rape (sexual intercourse without consent, by either an acquaintance or stranger)
• attempted rape
• sodomy (oral sex or anal intercourse)
• sexual assault
• sexual battery
• sexual coercion
• sexual penetration with an object without consent
• lewdness (an offensive act committed by a person who reasonably expects that the act is likely to be viewed by another as alarming).

Consent: To constitute lack of consent, the acts must be committed either by force, intimidation, or through use of the victim’s mental incapacity or physical helplessness due to drug or alcohol consumption, mental deficiency, being asleep/unconscious, and/or being under the legal age of consent according to New Jersey law. Agreement given under such conditions does not constitute consent.

Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.
Dating Violence is defined as a violent act committed by a person –
(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a. The length of the relationship
   b. The type of relationship
   c. The frequency of interaction between the persons involved in the relationship.

Domestic Violence is defined as felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of New Jersey, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of New Jersey.

Stalking is defined as the purposeful conduct directed at a specific person that would cause a reasonable person to fear bodily injury or death to him/herself or family member and knowingly, recklessly, or negligently places the person in reasonable fear of bodily injury or death to him/herself or family member. Stalking is a pattern of malicious behavior (not just a one-time event) intended to cause fear or apprehension in another individual. This may include, but is not limited to, showing up at a person’s place of work, making frequent phone calls, frequent attempts at contacting a person electronically, or other unwanted acts.

Retaliation against individuals who report sexual misconduct, file complaints of sexual misconduct, cooperate in the investigation of sexual misconduct, or hear formal or informal complaints of sexual misconduct is strictly forbidden. The complaint process set out here is available to any individual who believes that he or she has suffered retaliation for any of these actions. Retaliation against anyone who complains of, investigates, or participates in an investigation of alleged harassment, assault or discrimination is grounds for discipline up to expulsion (for students) and dismissal (for employees).

II. HOW TO REPORT SEXUAL HARASSMENT, SEXUAL ASSAULT, OR DISCRIMINATION AGAINST STUDENTS
Students are strongly encouraged to promptly report all incidents of harassment that they experience or observe, including sexual harassment/sexual assault, or discrimination. Faculty and staff who learn of alleged harassment, assault or discrimination against a student must report such information to one of the individuals listed below. Prompt reporting of such incidents makes investigation of the incident more effective, enhances the ability of the College to investigate and take action on a complaint, and aids the College in protecting our academic community.

On-Campus Resources: Sexual harassment and assault are an offense against the College community as well as against the individual victim. Student victims of any form of harassment or sexual violence that occurs on-campus (or in any setting related to school programs, including off-campus activities such as field trips or athletic events) are strongly encouraged to report the incident to any Campus Security Authority. These designated individuals have significant responsibility for student, employee and/or campus activities. They include, but are not limited to:

- Katherine Buck, Vice President for Student Life, Annunciation Center Room 318, (973) 290-4203
- Zsuzsanna Nagy, Director of Counseling Services, Wellness Center, Founders Hall (973) 290-4175
- Susan Lasker, M.D. Director of Health Services, Wellness Center, Founders Hall, (973) 290-4175
- Trisha Fuentes, Director of Residence Life, Founders Hall, (973) 290-4184
- Frank Neglia, Director of Facilities & Campus Security, Lower Level, Santa Maria Hall (973) 290-4344
- Juliene Simpson, Athletic Director, Lower Level, St. Joseph Hall, (973) 290-4207
- Lenee Woodson, International and Multi-Cultural Affairs, Santa Rita Hall, Room 203, (973) 290-4227

These campus officials will assist the victim to obtain help (either through campus resources or outside referrals), and to initiate the Complaint Process (and/or criminal proceedings) through the Title IX Coordinator

Reporting through the Advocate CARE system: In addition to the resources listed above, any member of the campus community can also report a concern of harassment or misconduct through the Advocate CARE program. Individuals reporting a concern can log on to http://www.cse.edu/dept/campus-security/ and click the CSE CARE Report button to complete a report. Individuals submitting a report will be asked to provide contact information so the appropriate College officials may
follow up for more details regarding the report.  

**Interim Measures and Academic Accommodations:** Following an allegation of dating violence, domestic violence, sexual assault/sexual misconduct and/or stalking, interim measures, such as arranging alternate housing for the student respondent (or the student complainant, if appropriate), reassigning the respondent (or the complainant, if appropriate) to a different class(es), issuing a no contact order, a change in work schedule or other measures to protect the complainant while the investigation is in process, will be made in consultation with the student complainant. A student who has been a victim of sexual misconduct may request an academic accommodation and will receive an appropriate and reasonable accommodation which may include withdrawal from or retaking a class without penalty and access to academic support such as tutoring services. These interim measures will be provided whether or not the complainant elects to file an informal or formal complaint or makes a police report.

**Confidentiality:** The College of Saint Elizabeth is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. While the College encourages victims to report an incident of sexual misconduct, there are many options available for students to speak with someone about what happened while maintaining confidentiality. The College shall maintain confidentiality to the extent possible. Only those who have a need to know will be told the identity of the parties to a complaint. In some instances, a Complainant may choose to take no action or to defer action until a later date in order to maintain anonymity. In these instances, the College reserves the right to limited disclosure and to take appropriate action in order to ensure the safety and well-being of members of the College community.

**Confidential Resources:** Licensed professional counselors provide mental-health counseling to members of the campus community and are not obligated to report any information to the College, but will provide referrals and resources to an individual in need. Confidential resources include:

- Zsuzsanna Nagy, Director of Counseling Services, Wellness Center, Founders Hall (973) 290-4175
- MorrisCARES Sexual Assault Program Hotline, Morristown Medical Center, (973) 829-0587

The privacy of the student victim will be respected at all times. It is the victim’s decision whether to initiate a complaint or to continue with any form of resolution. It is the right of the victim not to report, but if she/he does report, the College is obligated by law to take measures to remedy any harassment it confirms. However, if a student elects not to file a formal or informal complaint, the College reserves the right to take action in situations where, in the judgment of College officials, the interests of the wider College community may be affected.

Students who experience sexual violence are strongly encouraged to report the assault to the police; campus officials will assist victims with such reports. Should the victim of sexual violence decide not to report the assault to the police, the College reserves the right to determine whether the College community may be at risk if such a report is not made. Should the College decide to contact the police, every effort will be made to protect the victim’s privacy.

Students who wish to file a complaint against an individual may use either an informal or formal process, as described in Section IV below.

**Off-Campus Resources and Immediate Medical Attention:** The College is committed to partnering with off-campus resources such as MorrisCARES and the Florham Park Police Department to provide specialized care to victims of sexual assault in a supportive environment. Individuals may also want to seek medical assistance through Morristown Medical Center. Every victim has the option to seek treatment for injuries sustained during an incident of sexual misconduct, preventative treatment for sexually transmitted diseases, and other health services. An individual can seek this medical assistance by dialing 911, MorrisCARES at 973-829-0587, or campus security at 973-290-4090.

**Jersey Battered Women’s Services - Full-service domestic violence and domestic abuse prevention agency offering:**

- Victim Services
- Friends & Family support
- Batterer’s Intervention
- Children’s Services
- Legal Assistance
- Teen Dating Abuse prevention

24-Hour Helpline (973) 267-4763

MorrisCARES services available through Morristown Medical Center:

- Sexual Assault Program Hotline: 973-829-0587 – confidential support and crisis counseling provided by a professional therapist, available 24/7
- Individual counseling – available to survivors of sexual violence, as well as to their families and significant others
- Advocacy services – trained advocates accompany survivors of sexual violence to court, police departments and emergency rooms
• **Support groups** – available to both male and female survivors of sexual violence, their families and significant others
• **Community education** – covers a variety of topics related to sexual violence and harassment

**Sexual Assault Response Team (SART)**

An advocate, certified forensic nurse and specially-trained law enforcement investigators address the medical, emotional and legal needs of survivors 13 years of age and up who are in acute crisis and have been sexually assaulted within a five-day period. Services are available through MorrisCARES.

- **MorrisCARES, phone: 973-971-4754**
- **Sexual Assault Program Hotline, phone: 973-829-0587**

**Florham Park Police Department**

Florham Park Police officers have been trained by MorrisCARES advocates on response to victims of sexual violence. Individuals can choose to report an incident of sexual violence, domestic violence, dating violence, or stalking to the police by contacting the Florham Park Police - Emergency 911. Non-emergency 973-377-2200.

**III. HOW TO REPORT HARASSMENT, ASSAULT, OR DISCRIMINATION AGAINST EMPLOYEES**

Any employee who believes that he or she has encountered or witnessed harassment, assault or discrimination shall report the misconduct to the Title IX Coordinator (973-290-4478, Santa Rita Hall, 4th Floor) either orally or in writing as promptly as possible. In addition, employees who experience sexual violence are strongly encouraged to report the assault to the police; campus officials will assist victims with such reports. Should the victim of sexual violence decide not to report the assault to the police, the College reserves the right to determine whether the College community may be at risk if such a report is not made. Should the College decide to contact the police, every effort will be made to protect the victim’s confidentiality.

Faculty and staff who wish to file a complaint against the accused individual may use either an informal or formal process, as described in Section IV below.

**IV. THE COMPLAINT INVESTIGATION PROCESS/GRIEVANCE PROCEDURE**

After receiving information that a student or employee wishes to file a complaint of harassment, assault, domestic violence, dating violence, stalking or discrimination, the Title IX Coordinator will immediately provide the accused (the Respondent) and the complaining student or employee (the Complainant) with a copy of the written complaint and this policy, and will assign an Investigator to the case within one class day of receipt of the complaint by the Title IX Coordinator. The College will conduct a timely review of the complaints. The Investigator assigned to a complaint will explain to both the Complainant and the Respondent the avenues for informal and formal action, including a description of the process and the relevant avenues of redress, and will provide them with a written summary of the process. The Title IX Coordinator (or Investigator) has the authority to take all reasonable and prudent interim measures to protect both parties pending completion of the investigation and during the formal or formal procedures undertaken to resolve the complaint such as arranging alternate housing for the Respondent (or the Complainant, if appropriate), reassigning the Respondent (or the Complainant, if appropriate) to a different class, issuing a no contact order, or, if the Complainant is an employee, making appropriate work reassignments.

**Informal Procedure**

Except in cases of sexual assault or other violence, the Complainant will determine whether to use the informal grievance procedure or the formal procedure described below. Use of the informal procedure does not preclude the later use of the formal procedure. Complaints involving sexual assault or other violence must follow the formal procedure, described below.

The informal procedure involves a good faith effort to resolve the issue through confidential, informal means. The informal procedures are designed to resolve complaints quickly and efficiently. There are various methods available to attempt informal resolution, and the method or methods chosen will be tailored to the particular circumstances. Methods may include, but are not limited to, assisting the Complainant and the Respondent or, if the Complainant is an employee, the department with the resolution of a real or perceived problem, such as by aiding in the modification of a situation in which the offensive conduct occurred; and arranging a meeting between the Title IX Coordinator or Investigator and the alleged offender to discuss the requirements of the Policy.

Where circumstances allow for this, and with the consent of the Complainant, informal procedures such as mediation will be initiated as soon as possible, absent any unusual circumstances. The Investigator may determine that a complaint is not appropriate for informal resolution (such cases would include allegations of sexual assault/sexual violence, where mediation will not be used). Both the Complainant and the Respondent have the right to bypass or end the informal complaint process.
at any time in order to initiate formal complaint proceedings. Likewise, if the issue is not satisfactorily resolved through the informal process, either party may then inform the Title IX Coordinator in writing that he/she wishes to use the formal process. If the complaint names the Title IX Coordinator as the Respondent, the complaint should be directed to the Vice President for Finance and Administration. The utilization of the informal resolution process is not a precondition for initiating the formal resolution process.

Formal Procedure
If the allegation of harassment has not been resolved as a result of the informal procedure or is of the kind in the Investigator’s opinion that is not appropriate for informal resolution, or if either the Complainant or the Respondent asks to begin the formal stage of the complaint process, a formal investigation will be initiated. In any case, the investigator will work as expeditiously as possible to conduct a full and fair investigation. The investigator will give both the Complainant and the Respondent a reasonable opportunity to be heard, orally and/or in writing, with respect to the complaint and to furnish names of witnesses along with information or other evidence pertaining to their knowledge of the matters set forth in the complaint. Upon completion of the investigation, the investigator will report in writing to the Title IX Coordinator, setting forth the steps taken in the investigation and the investigator’s findings.

The Title IX Coordinator will review the report of the investigator. If the Title IX Coordinator finds the investigation incomplete or otherwise unacceptable, the Title IX Coordinator may request further investigation by the investigator, or may assign a new investigator to the complaint. Once the investigation is complete, the Title IX Coordinator shall give the Complainant and the Respondent a summary of the investigator’s report, a reasonable time to prepare a response, and then a reasonable opportunity to be heard orally or in writing by the Title IX Coordinator. If the Respondent asserts that an issue of academic freedom is involved, the Title IX Coordinator shall consult with appropriate faculty or staff members as the Title IX Coordinator deems advisable.

Filing a Complaint with a State and/or Federal Agency:
A student who is not satisfied with the College’s handling of a complaint, may also file a complaint with federal and state agencies. Please refer to the Student Complaint Procedure found in the Student Handbook.

V. PROCESS FOLLOWING THE INVESTIGATION
After the investigation is concluded, the Title IX Coordinator will make a preliminary determination as to whether the Respondent’s conduct that is complained of constitutes harassment under the Policy, using the “preponderance of evidence” standard (i.e. it is more likely than not that sexual harassment or violence occurred). If the Title IX Coordinator determines that the Respondent has not engaged in harassment that violates this Policy, the Title IX Coordinator shall notify the Respondent and the Complainant in writing of this conclusion, and it shall be noted on all relevant records.

The Title IX Coordinator shall notify the Complainant of the determination that the Policy was violated. The Title IX Coordinator shall also notify the Respondent of the determination that the Respondent violated the Policy, and advise the Respondent of the appropriate corrective action that will be taken, including any disciplinary action, including termination, that affects the Respondent. If the action taken results in discipline or termination, the Respondent may exercise rights the Respondent may have in accordance with applicable College policies.

Process when Student is Respondent. If the Title IX Coordinator preliminarily determines that the Respondent has engaged in harassment, assault or discrimination, the Title IX Coordinator will send a memo of preliminary determination to the Vice President for Student Life and Dean of Students, together with the written documents pertaining to the case. The Title IX coordinator will also notify the Complainant and the Respondent of the preliminary determination as to whether College policies were violated. The Vice President for Student Life and Dean of Students will decide whether to initiate the College’s student conduct judicial process. The purpose of this process, completed by the Judicial Affairs Officer, is to determine if the Respondent is responsible for violating any College conduct policies. Any member of the College community found to have violated a College conduct policy will be sanctioned accordingly as outlined in the College of Saint Elizabeth Student Handbook. At the conclusion of this process, the College will provide written notification to the parties involved of the outcome and resolution of the conduct judicial hearing. Once written notification is received, the parties involved will have the opportunity to appeal the findings. Appeals shall follow the appeal procedure found in the Student Handbook.

Process When Employee is Respondent. If the Title IX Coordinator preliminarily determines that the Respondent has engaged in harassment, the Title IX Coordinator will send
a memorandum of preliminary determination and all of the written documents pertaining to the case to the vice president to whom the Respondent’s department/program reports. The Title IX Coordinator’s preliminary determination shall constitute a recommendation of a finding of prohibited harassment, and may include a recommendation concerning corrective action and disciplinary action, to the vice president. The Title IX coordinator will also notify the Complainant and the Respondent of the preliminary determination as to whether College policies were violated.

**Appeals by Staff.** Either the Complainant or the Respondent (or both) may appeal the Title IX coordinator’s determination (either orally or in writing) to the Vice President of the Respondent’s department/program. Such appeals must be made within five class days of the receipt of the Title IX coordinator’s preliminary determination. Within five class days of receiving the appeal(s), the Vice President will either uphold the determination or return it to the Title IX coordinator for clarification and possibly for further investigation. If the Vice President upholds the Title IX coordinator’s determination, he or she will consult with the Title IX coordinator as to the sanction(s) to be imposed on the Respondent.

**Appeals by Faculty.** Once the Title IX Coordinator and investigators have completed the investigation and rendered a decision as to whether or not the policy has been violated and if so, the consequences for a violation, an appeal is possible. If the incident involves a faculty member, the decision made by the Committee can be appealed to the Faculty Hearing Committee. To do this the faculty must notify the Faculty Hearing Committee of the intent to appeal within 5 days of the decision. The Title IX Coordinator is asked to submit all the information gathered to the Faculty Hearing Committee. The Faculty Hearing Committee will have 14 work days to review the incident, meet with those involved and make a recommendation. This recommendation will be presented to the College President who, based on the information provided will make the final decision.

**VI. TIME FRAMES FOR INVESTIGATION**

The College is committed to investigating and resolving complaints of harassment, domestic violence, dating violence, stalking and sexual assault promptly; its ability to do so is closely related to the cooperation of the Complainant and Respondent and the witnesses they identify. Under normal circumstances, the College would expect to have the investigation and resolution of the complaint completed within sixty (60) calendar days of the filing of the complaint unless at any point the Complainant agrees that a longer period of time would be appropriate or circumstances require it. The expected timeline would be:

- **Complaint filed; investigator interviews Complainant, Respondent, and relevant witnesses—2 weeks**
- **Investigator submits results of investigation to Title IX coordinator; Title IX coordinator reviews investigation results and accepts them or requests additional investigation—1 week**
- **Additional investigation (if required); Title IX investigator provides summary of investigation to Complainant and Respondent; gives them opportunity to respond to summary; reaches preliminary determination, notifies Complainant and Respondent of right to appeal—2 weeks**
- **Complainant and/or Respondent appeal to vice president – 1 week**
- **Vice president responds to appeal; either upholds Title IX coordinator’s determination or requests additional information – 1 week**
- **Title IX coordinator provides additional information (if available); vice president determines sanction (if any) – 1 week**

**Burden of Proof:** The burden of proof in all cases of sexual misconduct is “the preponderance of the evidence” - whether it is “more likely than not” that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence meets this standard then the respondent must be found responsible.

**Extensions:** The College will endeavor to complete investigations and determine whether discipline or other actions are warranted within 60 days. However, if the complaint occurs at the end of an academic semester or at a time when the College is not in regular session, resolution of the complaint may take somewhat longer. Either the complainant or respondent may request an extension; the Title IX coordinator will determine whether such a request is reasonable and how long the extension will be.

**Evidence:** Evidence to be presented by the complainant and/or respondent during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing. The investigator may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The investigator will make the final decision relating to the admissibility of all evidence.

**Advisors:** The respondent and complainant may be assisted during disciplinary hearings and related meetings under this process, by an advisor of their choice. The respondent and
complainant may present witnesses and may produce other evidence for consideration by the student conduct body. The respondent and complainant are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee, respondent or complainant, during the proceeding, but may not make formal statements, present evidence, question witnesses, or address the hearing officer. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the investigator or hearing officer.

VII. CORRECTIVE AND/OR DISCIPLINARY ACTION
If the determination reached is that the Respondent violated this Policy, the Title IX Coordinator and the appropriate vice-president will then determine the corrective action to be taken. Disciplinary action, up to and including discharge (or expulsion if the Respondent is a student), may be taken against a Respondent who violated the Policy.

Corrective and disciplinary actions for Respondents who are College employees will be determined on a case-by-case basis and may include but are not limited to:

- Participation in education sessions on harassment;
- A written reprimand;
- Reassignment of teaching, work or other responsibilities;
- Suspension without pay; or
- Termination, dismissal

The vice-president will initiate disciplinary action as soon as reasonably practicable, when in his/her judgment it is appropriate, and will attempt to take whatever steps are necessary to prevent the recurrence of the offending behavior and to correct its discriminatory effects on the Complainant and others, if appropriate.

Corrective and disciplinary actions for Respondents who are students will be determined on a case-by-case basis and may include but are not limited to:

- changes in class schedule
- counseling
- disciplinary reprimand
- loss of privilege
- restitution
- disciplinary probation
- suspension
- dismissal or expulsion

Punitive actions will also be taken against third party persons found to have violated the tenets of this policy, and they will be dealt with on a case-by-case basis. Actions may include campus bans, filing of criminal charges, reassignment of contracted services personnel, termination of business agreements etc.

VII. INDEPENDENT COLLEGE ACTION
The College reserves the right to investigate allegations of harassment or sexual assault in appropriate circumstances even in the absence of a complaint of harassment filed pursuant to the Complaint Process. The College may proceed under either the informal or formal resolution process. Nothing in this Policy is intended to abrogate any rights accorded faculty under the College’s dismissal provisions included in the Faculty Handbook.

Any College investigation may or may not coincide with a law enforcement investigation regarding the harassment complaint. The College reserves its right to suspend the Title IX investigation while the police are gathering evidence; however, the College will continue its efforts to provide assistance and support to the Complainant while the police investigation is continuing. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or filing of charges) the College will promptly resume its independent investigation.

The College also reserves its right to take any interim action – such as a no-contact order or interim suspension of the accused – reasonably needed to protect the victim/survivor or the rest of the campus community.

VIII. RETALIATION
Retaliatory conduct against any individual who has filed a complaint of harassment, who has reported witnessing harassment, who has participated in the harassment complaint process, or who has been the subject of an investigation or the subject of a complaint of harassment and found not to have engaged in harassment is also a violation of the Policy and is grounds for discipline and/or remedial action. Anyone who believes that he/she may be or has been the victim of retaliation should discuss his/her concerns with the Title IX Coordinator/Director of Human Resources.

IX. FALSE ALLEGATIONS
Knowingly making a material misstatement of fact may subject the Complainant to discipline. Anyone who believes that he/she has been the subject of a false complaint of harassment may meet with the Title IX Coordinator/Director of Human Resources to discuss the allegations. The filing of a complaint that does not result in a finding of prohibited harassment is not alone evidence of the intent to file a false complaint.
X. RECORD KEEPING
All reports of harassment, whether a formal written complaint or an informal complaint, must be forwarded to the Title IX Coordinator/Director of Human Resources by the management or supervisory personnel receiving the complaint. The Director will keep a record of all informal and formal complaints. This information will be used to monitor repeated complaints within the same unit or against the same individual. This information will also be used to document the incidence of harassment in the College community.

XI. CONSENSUAL RELATIONSHIPS
Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the College of Saint Elizabeth prohibits any faculty member or employee of the College from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any student currently enrolled as an undergraduate student at the College.

Furthermore, because of the potential for abuse or the appearance of abuse and the inherent differential in authority between graduate students and their educators, counselors, and others holding positions of authority over them, the College prohibits any member of the College community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any graduate student whom he or she educates, counsels, coaches, supervises or evaluates in any way. Likewise, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the College prohibits any member of the College community from engaging in a romantic and/or sexual relationship or in romantic and/or sexual conduct with any employee whom that person supervises or evaluates in any way.

Exceptions to any of these prohibitions will be considered by the Office of Human Resources on a limited, case-by-case basis. Questions about the application or effect of this policy to an existing or potential relationship should be directed to the Office of Human Resources. In keeping with the College Policy, if charges of sexual harassment are made, the existence of a consensual relationship in any of the contexts stated above shall not be a defense in any proceeding.

XII. COMMITMENT TO AWARENESS AND RESPONSE TRAINING
The College is committed to educating the campus community about sexual harassment and sexual misconduct through appropriate awareness and response training programs. The College provides regular sexual harassment awareness and response training programs for faculty, staff, student employees, Campus Security Authorities, athletic coaches, Building Marshals, and Residence Life Staff members.

Bystander Intervention: The College expects all campus community members to take reasonable actions to prevent or stop an act of sexual misconduct. Bystanders can help in different ways including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling the police. Campus education and training programs provided through a partnership with MorrisCARES help individuals recognize signs of sexual violence and when sexual misconduct is taking place. If a bystander is able to intervene safely, without violence, then he/she should do so or should contact the police immediately. Individuals may also seek the assistance of a CA, AD who have been trained by MorrisCARES on how to intervene and stop sexual misconduct/sexual violence. If a victim of sexual violence or sexual misconduct confides in a campus community member, he/she should listen respectfully and not criticize the victim’s choices in any scenario. The bystander should ask the victim what they need to feel safe; bystanders do not assume that a roommate, partner, or family is safe. Bystanders should be supportive, kind, and non-judgemental to provide the victim the support in moving forward, and utilize on-campus and off-campus resources to help provide the victim with support resources.

Prevention Programs: The College offers several programs to prevent dating violence, domestic violence, sexual assault, and stalking that are relevant to the campus community. Students can find information about these programs in the Counseling Center or the Vice President for Student Life and Dean of Students Office.

- Haven (EverFi), online sexual assault prevention program for students
- SAP (Substance Abuse Prevention) program - Healthy Relationships Component - New First Years/Transfers
- SAP (Substance Abuse Prevention) program - Healthy Relationships Component - Upperclassmen
- Healthy Relationship Infusions - General Education Program - Levels I, II, III
- Safety Presentation - First Year/Transfer Orientation

Awareness Programs: The College hosts campus-wide programming to increase education and awareness surrounding the topics of violence prevention, safety, and incident reduction.

- Take Back the Night, a confidential awareness program providing a platform for campus community members to share personal stories as survivors, friends, and advocates
- The Clothesline Project, a Jersey Battered Women’s Services partnered program educating the campus community on domestic and dating violence
• Denim Day, a program focused on raising awareness of sexual assault and violence against women and men
• Anti-Bullying Week programs focused on dating violence, domestic violence, and sexual misconduct/violence

**Bystander Intervention:** These programs and trainings offer safe options for campus community members to intervene on behalf of an individual to prevent harm or violence.

• Bystander Intervention Strategies, presented by MorrisCARES and the Safety Committee
• HAVEN, bystander intervention strategies

**Ongoing Prevention & Awareness Campaigns:** The College offers on-going programs and awareness campaigns designed to increase the level of understanding on topics such as acts of violence including dating, domestic, and sexual violence as well as stalking.

• Media Literacy Project, presented by MorrisCARES - This year-long program educates the campus community on the portrayal of men and women in media that directly relates to acts of violence. Individuals receive a certification at the end of the program to stand as peer educators with MorrisCARES
• Awareness and Prevention Tabling by the Counseling Center - The on-campus Counseling Center provides information to the campus community throughout the year on dating violence, domestic violence, stalking, and sexual assault prevention and awareness

Further information on sexual harassment and assault awareness, bystander intervention, and risk reduction can be found in the Counseling Center, Office of Human Resources, and the Vice President for Student Life and Dean of Students Office.

**Campus Sexual Assault Victims Bill of Rights**

**A. Introduction.** A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

Applicable state and federal laws and institutional rules and regulations governing interpersonal behavior limit the boundaries of personal freedom. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The State of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

**B. Bill of Rights.** The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the state of New Jersey, and where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

**Human Dignity Rights**
• to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy
• to have any allegations of sexual assault treated seriously; the right to be treated with dignity
• to be free from any suggestion that victims are responsible for the commission of crimes against them
• to be free from any pressure from campus personnel to:
  1. report crimes if the victim does not wish to do so
  2. report crimes as lesser offenses than the victim perceives the crime to be
  3. refrain from reporting crimes
  4. refrain from reporting crimes to avoid unwanted personal publicity

**Rights to Resources On and Off Campus**
• to be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities
• to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling
• to be informed and assisted in exercising:

  1. any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy
  2. any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases
In an effort to honor these obligations, while at the same time ensuring that a campus environment conducive to spirited expressions of opinion is preserved, the following regulations have been adopted to regulate time, place and manner in which demonstrations can take place at the College of Saint Elizabeth. Additionally, the College, at its sole discretion reserves the right to prohibit any on-campus demonstration, including those whose purposes contradict the mission and values of the institution and/or the official teachings of the Catholic Church.

REGULATIONS GOVERNING CAMPUS DEMONSTRATIONS

1. All demonstrations must be registered with and approved by the Vice President for Student Life and Dean of Students (or her designee) at least 48 hours prior to the event.

2. Once approval for a demonstration is granted, the Vice President for Student Life and Dean of Students (or her designee) and/or Campus Security will assist the event’s leader(s) in planning an orderly, peaceful demonstration. Final decisions regarding the time and location of all demonstrations will be made by the Vice President for Student Life and Dean of Students.

3. Only members of the College community may organize on-campus demonstrations. Non-members of the College community may participate, but they will be regarded as guests of the demonstration’s organizer(s), who will be held accountable for their behavior.

4. Demonstrations may not disrupt the normal administrative and educational operations of the College, which may include, but are not limited to: teaching, research, public lectures, meetings, disciplinary hearings, athletic or cultural events, and social activities.

5. Demonstrators may not block building entrances/exits, hallways, stairwells, driveways, roads, intersections, handicap access facilities or other passageways whose obstruction would inconvenience members of the College community.

6. Noise levels at demonstrations must not become disruptive to non-participating students or College personnel. Amplifying equipment, including loudspeakers and megaphones, are prohibited at demonstrations.
7. Actual or threats of physical violence, verbal or physical abuse, and other forms of harassment will not be tolerated. Those responsible for such misconduct will be held accountable for their actions.
8. Unauthorized entry into a College facility and/or failure to leave a facility when requested to do so by a campus or public official will be considered a violation of this policy.
9. Participants in demonstrations must respect and abide by all codes of conduct set forth by the College.
10. Participants in demonstrations must comply with the directives of College officials and law enforcement officers acting within the scope of their duties.

All participants in demonstrations must realize that the College will take measures to ensure that such events do not become disruptive. Whenever a demonstration appears in jeopardy of becoming disruptive, the College reserves the right to take any of the following measures:
1. Employ verbal persuasion to deter demonstrators from engaging in unacceptable behavior.
2. Terminate the demonstration prior to its scheduled time of conclusion.

Should a demonstration become disruptive, the College reserves the right to take any of the following measures:
1. Revoke the privilege to demonstrate on campus for a specified period of time.
2. Impose disciplinary penalties including fines and summary suspension, when appropriate.
3. Initiate civil and/or criminal litigation.

To ensure that a public demonstration does not become a prohibited disruption, the College reserves the right to undertake some or all of the following measures:
1. Use of persuasion to deflect demonstrators from engaging in unacceptable behavior.
2. Termination of the demonstration or protest with or without the assistance of campus security and/or local police.
3. Revocation of the privilege to protest on campus in the future for a specified period of time.
4. Use of College disciplinary processes including summary suspension, when appropriate.

Participants in disruptive demonstrations must be aware that the College will take all measures it deems necessary to prevent disruption of its affairs, restore order, and protect the rights of the members of the community, including civil and criminal litigation. Adopted April 2003

Election Activities Policy

As a Catholic, liberal arts college, the College of Saint Elizabeth encourages faithful citizenship, active participation in local, state and national governance, and the thoughtful analysis of contemporary political issues. Furthermore, we are committed to the value of discourse and debate as an essential component of a liberal education. However, in accordance with Section 501(c) (3) of the Internal Revenue Code and the Federal Elections Commission, the College, as a non-profit, tax-exempt institution is prohibited from:

- participating or intervening in the political campaign of any candidate for public office;
- making contributions to a political campaign;
- funding communications that influence (or are intended to influence) the outcome of an election.

Therefore, the following rules are to be used for political activity on campus to ensure compliance with the aforementioned federal statutes while at the same time encouraging active civic engagement among the members of our College community:

- Students and employees are free to express their individual and collective political views provided they understand and make clear that they are speaking for themselves and not representing the College’s position. The College cannot support any one specific political candidate.
- The use of the College’s name, letterhead or logo on any written materials used for political purposes, such as the solicitation of funds or in support of a political party or agenda, is prohibited.
- If a candidate for public office is of significant stature as to warrant an invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to the faculty within academic programs. Student Organizations that wish to host a political candidate should obtain approval from the Dean of Students Office, prior to the invitation being extended to the candidate.
- Student organizations or academic programs that facilitate political activities on campus must ensure that they are open to all members of the campus community and must be conducted in a neutral and nonpartisan manner. Invitations should be extended to opposing candidates to provide them the same opportunity to be heard.
- No political campaign rallies may be held on campus.
- Posting of political materials must adhere to the College’s Posting Policy. Political canvassing (mass distribution of fliers) is prohibited.

For more information, please contact the Office of Student Activities located in Henderson Hall.
Vendor/Solicitation Policy
Solicitation or canvassing by outside agencies, businesses, or organizations is not permitted on campus or in the residence halls. The presence of unauthorized persons soliciting any kind of product, service, or merchandise, or attempting to collect money for such should be reported immediately to the Vice President for Student Life and Dean of Students or the Office of Residence Life. The only vendors allowed on campus are those with whom the College has contracted to provide approved services (e.g., vending machines, laundry services, etc.). Only the Vice President for Student Life and Dean of Students and the Vice President for Finance and Administration grant approvals for these services. Students are to use their rooms for living purposes only. State law prohibits the use of student residence hall rooms for commercial purposes.

Student Complaint Procedure
The College of Saint Elizabeth is an independent Catholic institution of higher learning, sponsored by the Sisters of Charity of Saint Elizabeth of New Jersey. Founded as a liberal arts college for women in 1899, it has developed into a comprehensive institution and is currently classified in the Carnegie system as a Masters Large institution. As such, it offers programs in the humanities, in the natural, physical, and social sciences and in professional areas such as business, education, nursing, and other health-related areas. In addition to the Women’s College, the College offers coeducational programs for adult learners who enroll as Continuing Studies or Graduate students. These programs include ten master’s degrees, a doctoral degree in Educational Leadership and a new Doctor of Psychology in Counseling Psychology (Psy.D.) which will begin in the fall of 2013.

The College was first incorporated under New Jersey State laws on May 29, 1900, and the first baccalaureate degrees were granted on June 18, 1903. In 1905 the New York Board of Regents extended to the College of Saint Elizabeth a formal certificate of registration of its degrees confirming earlier approval of its programs. In 1917, the Association of American Colleges and Universities placed the College of Saint Elizabeth on its list of Approved Colleges and Universities, ninety-six in all, seventeen for women, whose graduates were eligible for admission to the graduate schools of the twenty-four leading universities comprising the membership of the Association. The College was included in the first published list of accredited colleges issued by the Middle States Association of Colleges and Secondary Schools in 1921 and has since continuously maintained its accreditation.

Student (or prospective student) complaints should first be filed through internal grievance procedures which can be found in the College Catalog (academic complaints), or the Student Handbook (non-academic) complaints. Both of these publications can be found on the College of Saint Elizabeth website, www.cse.edu. For assistance with this process, please contact the Assistant Dean for Undergraduate Education at (973) 290-4081, the Coordinator of Graduate Programs at (973) 290-4383 (for academic complaints) or the Vice President for Student Life and Dean of Students at (973) 290-4203 (for non-academic complaints). If the complaint is not satisfactorily resolved through the proper College channels, in compliance with the federal government’s Program Integrity regulations (34 C.F.R. §668.43), students (or prospective students) may then file a complaint with the College’s accreditor and/or with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle such a complaint. The contact information for The College of Saint Elizabeth’s accrediting agency and for its licensing authority are listed below:

Academic Integrity
Academic integrity is a demonstration of respect for the Accreditting Agency Ms. Rochelle Hendricks Licensing Authority
Middle States Commission Secretary of Higher Education on Higher Education Mailing Address:
3624 Market Street NJ Higher Education Tel: (267) 284-5000 P.O. Box 542
Philadelphia, PA 19104 Trenton, NJ 08608-0542 Fax: (215) 662-5501 Physical Address:
Tel: (609) 292-4310 Trenton, NJ 08608-1206 Fax: (609) 292-7225 or (609) 633-8420

We recognize that every individual has the right to the fruits of her/his own labor and is entitled to the appropriate acknowledgement of that labor. Consequently, academic integrity is a vital part of the relationship among the College’s faculty, administrators, staff and students.

Recognizing a responsibility to educate the members of its community about academic integrity, the College conducts informational sessions about academic integrity for first-year and transfer students during their first semester on campus. In turn, each member of the academic community must recognize her/his individual responsibility to uphold academic integrity. The College will not accept academic dishonesty, which includes but is not limited to plagiarism, cheating in any form, theft of scholarship and the intellectual and creative efforts of others. Membership in the academic community of the College of Saint Elizabeth implies a high regard for human dignity and the expectation that ethical conduct be understood and practiced. We recognize that every individual has the right to the fruits of her/his own labor and is entitled to the appropriate acknowledgement of that labor. Consequently, academic integrity is a vital part of the relationship among the College’s faculty, administrators, staff and students.

Recognizing a responsibility to educate the members of its community about academic integrity, the College conducts informational sessions about academic integrity for first-year and transfer students during their first semester on campus. In turn, each member of the academic community must recognize her/his individual responsibility to uphold academic integrity. The College will not accept academic dishonesty, which includes but is not limited to plagiarism, cheating in any form, theft of scholarship and the intellectual and creative efforts of others. Membership in the academic community of the College of Saint Elizabeth implies a high regard for human dignity and the expectation that ethical conduct be understood and practiced. We recognize that every individual has the right to the fruits of her/his own labor and is entitled to the appropriate acknowledgement of that labor. Consequently, academic integrity is a vital part of the relationship among the College’s faculty, administrators, staff and students.
educational materials, the falsification of data, and illegal production of computer and audio/video software. Penalties will be imposed for violations of academic integrity.

The full text of the Academic Integrity policy can be found in the current Undergraduate and Graduate College Catalogs.

Acceptable Use of Technology
The College provides technology resources to fulfill our mission as a liberal arts institution, to support our educational and community values, and in support of our programs and initiatives. Access to the College’s technological resources is considered a privilege extended to authorized users, and thus carries with it an associated expectation of responsible use. The Acceptable Use Policy provides guidelines for appropriate use of technological resources and is available by contacting Instructional Technology, the Office of Information Systems, or the Office of the Vice President for Finance and Administration. This policy is also available on the College’s website at http://www.cse.edu/ois/ under the Policy Section. By accessing the College’s technology resources, users agree to abide by the Acceptable Use of Technology Policy.

Online Networking Policy
Online networking sites such as Facebook, Instagram, Reddit, Tumblr, Twitter, Blogs, and Online Journals have helped students in many ways. While there are many benefits to online networking sites, students should be aware of the following cautions when accessing these sites:

- Read and abide by terms and conditions of the sites.
- Refrain from giving out personal information like one’s residential room or telephone number.
- Make sure that all information posted is not too personal, as it can be viewed by anyone, including college administrators and family members.
- Future employers can view these sites and use information obtained in their decision-making process.
- All material posted will be accessible even after deletion.
- Never post anything about someone else that may be considered defamation and/or harassment.

Students who access online networks do so at their own risk and the College is not responsible for anything posted on these sites.

The College of Saint Elizabeth will not monitor online networks. However, if information from any online network is brought to the attention of a College official, it will be used to help determine if a policy violation has occurred.

Records Retention & Disposition
Materials in your student file will be maintained in accordance with the College’s Records Retention Policy. For further information regarding student records, contact the Dean of your program, the Vice President for Student Life and Dean of Students or the Registrar.
SAFETY
The College of Saint Elizabeth strives to deter crime and to respond to campus safety issues. However, no institution can guarantee a completely crime-free campus environment. In an effort to provide a safe environment, all members of the College community are encouraged to cooperate with College security policies and procedures, and to incorporate practical, common-sense safety measures into their daily activities. Campus safety doesn’t just happen. It takes the commitment and cooperation of every member of our campus community. That is why every member of the College community needs to take an active role in making the campus as safe and secure as possible. Protecting your safety and well-being is of utmost importance to the College. Campus safety must begin with you!

Complete copies of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which are updated annually, are available in: the Offices of Admission, Financial Aid, Human Resources, the Registrar’s Office, the Business Office, the Vice President for Student Life and Dean of Students Office, the Vice President and Dean of Academic Affairs and the Security Office. This document, which is distributed annually to all first year students at orientation, is also available online at www.cse.edu.

The College provides a comprehensive safety and security program through its on-campus security force to deter crime and to respond to security concerns for the College community.

It is the responsibility of every member of the College community (administrator, faculty, staff employee and student) to immediately report any incident that occurs on the campus that is disruptive, or that causes harm, loss or damage to a person or to personal or real property. The observer of any unacceptable or offensive behavior, criminal act, medical emergency, injury to persons, theft, auto accident, fire, vandalism, or damage to buildings or equipment should report the incident immediately.

To report campus incidents and crimes please log on to www.cse.edu and click the CSE Advocate Incident Report button to complete a report. You will be asked to input your contact information so appropriate campus officials may follow up directly with you for more information regarding the incident.

Free professional, confidential counseling and medical services are available to students who are victims of campus crime through the Sister Elizabeth Ann Maloney Wellness Center located in Founders Hall. Pastoral counseling is available through the Campus Ministry Office. Although clinical and pastoral counselors functioning within the scope of their duties are required to inform clients of crime reporting procedures, the decision to do so is strictly voluntary on the part of the client. Therefore, the inclusion of crime statistics reported to counselors is not required and may not be included in the campus crime statistics. If medical assistance is required, victims of crime are encouraged to seek aid from Health Services, located in Founders Hall.

In cases where there is need for emergency assistance by Police, Fire, or Medical Personnel, dial 911 from a public phone, or go to the nearest campus phone. Also notify Campus Security at x 4090. If the emergency is in the Residence Halls, notify a member of the Residence Life Staff.

Prompt filing of incident reports enables the Vice President for Finance and Administration and the Vice President for Student Life and Dean of Students to issue timely warnings to the campus community, if deemed necessary.

In all cases, both emergency and non-emergency, an Incident Report should be completed within 24 hours and reported on the CSE Advocate Report site at https://cse-advocate.symplicity.com/public_report.

When a faculty member is involved, a copy will be forward to the Vice President for Academic Affairs. When a student is involved, a copy will be forwarded to the Vice President for Student Life and Dean of Students. When a staff member is involved, a copy will be forwarded to his/her supervisor and to Human Resources if it is a work-related accident/injury.

When an incident is reported, the College implements its emergency response plan. In an emergency or a criminal action endangering some or all of the Campus community or its neighbors, the President will consult with appropriate major administrators and local authorities to establish a plan of action including the means of communicating with all persons affected or at risk. In other cases, the administrator within whose scope of responsibility the incident occurs is responsible for evaluating possible reoccurrence and future risk potential. Based on this assessment, she/he may recommend a corrective policy and/or procedure to the President.

In the event of a campus-wide emergency, all members of the College community will be contacted through the Send Word Now system. This system allows College officials to simultaneously send one message to all home phones, cell phones and email addresses listed in the central administrative computing system at the College. This emergency message will provide detailed response instructions for students, staff and faculty. It is expected that all members of the campus community will cooperate fully with the instructions provided. It is also expected that all students and employees of the College will keep their contact information in the system up to date.
A written daily crime log is maintained that records by date all crimes reported on campus. The crime log for the most recent 60-day period is open to public inspection during normal business hours. Any portion of the log older than 60 days is available within two business days of a request for public inspection. The crime log is compiled and maintained in the office of the Vice President for Finance and Administration, and the Security Office in Henderson Hall. Inquiries regarding access to the crime log should be directed to the Securitas Site Manager.

Lost and Found Policy and Procedures
1. Turn lost items in as soon as possible.
   • If found in the residence hall, submit items to the Residence Life Office located on the Ground Floor in Founders Hall.
   • If found in a non-residential area, submit items to the Security Office, a Security Officer, or to the Security Booth.
2. Unclaimed and/or unidentifiable property will be logged in the lost and found log and held in Residence Life Office and/or the Security Office for one week. If the lost item includes any identifying information, Residence Life and/or the Security Office will attempt to contact the owner directly.
3. Items of value such as wallets, purses, keys, jewelry and electronic devices will be immediately forwarded to the Vice President for Student Life and Dean of Students Office located in Henderson Hall.
4. Unclaimed items and Student ID’s will be forwarded to the Security Office in Henderson Hall. Other unclaimed ID’s such as driver’s license or state ID’s will be mailed to the designated address after one week.
5. To attempt to ensure lost items are returned to the rightful owners, persons claiming items will be asked to describe the items and to provide identification. Claimants must sign for items before the items will be released to them.
6. Prior to the start of each academic year, items in Lost and Found will be discarded and/or donated to a local charity.

The College of Saint Elizabeth and Securitas Security Services are not responsible for Lost and Found items that are not logged into the Lost and Found log.

The College is not responsible for the loss, theft, or damage of personal property. Individuals are advised not to carry unnecessary amounts of cash or other valuables. Doors should be kept locked, valuables secured and out of sight, and automobile security devices in place whenever rooms or vehicles are unattended.

Access to Campus
Security monitors the access to campus facilities. The entire campus is enclosed by a seven-foot-high fence, which is a mixture of chain link and steel rod fencing. There are three gates: the north and south gates are for vehicles and pedestrians, and the Fairleigh Dickinson University (FDU) gate is for pedestrians only.

There is continuous 24-hour security coverage at the South Gate throughout the academic year. The security officer at the South Gate observes incoming traffic, responds to calls for assistance from the campus community, and directs visitors to campus destinations. Beginning at 10:00 pm Monday to Thursday and 8:00 pm Friday to Sunday, all vehicles are stopped and the drivers questioned as to their business on campus. Beginning at 10:00 pm, a log is kept of last name, driver’s license number, license plate number, reason for visit, building destination, and vehicle make. In rare instances, the Vice President for Student Life and Dean of Students (or designee) has banned people from campus. A list of these individuals is kept at the gate. After 1:00 am, vehicles without a decal are not admitted unless a campus resident is being dropped off or picked up. If a visitor comes after 1:00 am to pick up a student, the security officer at the South Gate will call the student to inform her she has a visitor. The driver is allowed on campus for 15 minutes only. The driver’s car is logged in and his/her driver’s license is kept at the Security Booth until he/she exits the campus. Visitors are not permitted to enter the residence halls after 1:00 am.

Throughout the year, a roving patrol is in effect 24 hours a day, seven days a week. Using the security vehicle, the security officer patrols the buildings and parking lots, issuing tickets to vehicles found to be in violation of parking regulations and arranging for towing when necessary. This security officer also provides mobile radio patrol coverage, checks campus buildings for unlocked exterior doors, records any outdoor lighting which is not working, and assists library personnel in securing the building each evening.

Transport Policy
Security will provide transportation for students if one or more of the following conditions are met:
1. In cases of severe inclement weather,
2. Students with excessive baggage (not including purses),
3. Students with physical impairment,
4. Students taking classes at FDU and Drew (must possess their class schedule),
5. Students with special arrangements that must be approved by an Administrator.

In cases of emergencies, transportation will be suspended.

Students who misrepresent or falsify information pertaining to this policy will be subject to disciplinary actions. During times of heightened National Security Alerts, access to campus is limited to the Madison Avenue/Route 124 gate and the services of additional security officers are engaged.
An emergency telephone is located outside the main entrance of each residence hall. In addition, four “blue light” emergency call boxes are located in the rear of the St. Joseph Hall lower level parking lot, near the O’Connor Hall residence parking lot, outside the entrance to Santa Maria Hall, and on the pathway between Founders Hall and Henderson Hall, to enable students to contact the Florham Park Police Department or Campus Security directly.

Residence hall doors are locked 24-hours per day. Access is by Security Card for residents. Only the receptionist on duty will allow non-residents access on Sunday-Thursday 1:00pm until 12:30am; Friday and Saturday 1:00pm until 2:30am. Visitation in the halls is not permitted after the times listed and a receptionist is not on duty. Visitation in the residence halls is not permitted after 12:30 am when the receptionist is not on duty. Additional information regarding visitation in the residence halls can be found in the Residence Life section of this handbook.

SAFETY COMMITTEE
The Safety Committee, a subcommittee of the Emergency Response Team, was established to address the safety needs of the campus community. Some of the responsibilities of the Safety Committee include, but are not limited to:

- Providing programs throughout the academic year designed to educate the Campus Community on safety related matters;
- Providing an open forum wherein any student may bring an issue to the Committee for discussion;
- Assessing the safety needs on campus;
- Working in conjunction with the Emergency Response Team and Student Life Committee on safety related matters.

Further information regarding the Safety Committee can be found in the Assistant Dean of Students Office located in Henderson Hall.

PARKING & TRAFFIC REGULATIONS
In order to provide access to parking on campus, it is essential for all users of the campus parking facilities to read and fully understand these regulations:

- The College of Saint Elizabeth Contract Security Officers are responsible for the administration and enforcement of these regulations and may impose traffic control restrictions as required.
- Operation of a motor vehicle on campus is a privilege that may be withdrawn for failure to comply with the regulations stated herein.
- Parking on campus is by permit only throughout the year, including break periods. A valid parking decal must be displayed at all times. Cars must be parked only in white, striped parking spaces.
- Overnight visitor parking is not permitted without prior written approval from Residence Life Staff and a valid visitor’s parking permit, that allows them to park in Saint Joseph parking lot only. Please contact the Security Officer on duty at the Security Booth for a visitor’s permit, which is valid only until 10:00 am the next morning.
- The College is not responsible for any damage or theft that may occur to vehicles or contents while parked on campus. Vehicle owners park at their own risk.

The campus speed limit is 15 miles per hour. The roads on campus are considered to be private roads and are maintained by the College for the convenience of faculty, staff, and students. Since both pedestrians and vehicular traffic use these roads, all vehicles must be operated at or below the posted speed limit.

Vehicles must be registered with the college, and a valid parking decal must be displayed. Student decals are valid for the full academic year, which begins with the fall semester through the following summer sessions (August to August). Any vehicle on campus without a valid decal will be subject to ticketing and/or towing at the owner’s expense. Decals may be obtained by completing a vehicle registration form online at www.cse.edu/parkingdecals/.

Vehicle owners are responsible for the appropriate placement of the parking decal which is the back of the rear view mirror. Vehicle Registration and Parking Decal information is available on the college website at the Security Department location www.cse.edu/dept/campus-security/index.dot.

Guidelines for student parking are as follows: All commuter students may park in the upper and lower Saint Joseph Hall lots displaying the proper commuter student parking decal. Resident students may park in the designated lot and gravel areas near the two residence halls, provided that a proper resident student parking decal is displayed on the vehicle. No student parking is permitted in the Santa Rita Hall lot, the Henderson Hall lot, the Santa Maria Hall lot, or any other designated staff/faculty parking spaces.

Members of the campus community with temporary mobility impairment may apply for a temporary handicapped parking permit through their local police department or the Department of Motor Vehicles. A handicapped parking permit is required to park in designated handicapped parking spaces on campus only. Local municipalities patrol the campus on a regular basis. They will ticket and/or tow illegally parked cars and will issue tickets for speeding. Using emergency flashers does not allow drivers to illegally park their vehicles, particularly in handicapped spaces, fire lanes and at yellow curbs designated as a fire lane.
The following actions will be considered violations of parking regulations and tickets will be issued:

- Parking in marked fire lanes or by fire hydrants. (Subject to immediate towing).
- Abandoned vehicles.
- Parking in areas designated "For Authorized Personnel Only."
- Parking in a handicapped space. (Any person parking in a handicapped parking space must display proper identification).
- Invalid or expired decal.
- A student who parks in spots designated for faculty and staff, or faculty and staff who park in spots designated for Resident Students.
- Switching College issued decals.
- Speeding in excess of the campus speed limit of 15 MPH. (Speeding is enforced by local municipal police at any time).
- Failing to register a vehicle. (Subject to immediate towing at owner’s expense).
- Failing to stop at stop signs.
- Failing to yield at pedestrian crosswalks.

Tickets are expected to be paid promptly. The original ticket must be presented when payment is made, either by mail or in person at the Business Office. Checks should be made payable to the College of Saint Elizabeth. Unpaid fines will be added to the student’s account. Security is authorized to tow and/or fine at the owner’s expense, any motor vehicle parked illegally in any posted tow away zone on campus; any abandoned vehicle; any vehicles that have invalid decals or are not registered; any vehicles that are speeding; any vehicle parked illegally in handicapped zones, fire lanes, loading docks, fire hydrants, staff designated areas and/or blocking traffic lanes.

Municipal fire regulations require that fire lanes be kept clear to all buildings at all times. Towing is performed by an off-campus Automotive Towing Service. It is the owner’s responsibility for payment of any towing, storage and retrieval fees. Campus Security can supply information on towed vehicles and authorization to retrieve it.

A parking citation issued by Campus Security may be appealed. Appeals must be submitted in writing, within ten days of the ticket issuance, to the Vice President of Finance and Administration, Santa Rita Hall.
STATEMENT OF MISSION
The Residence Life Program at the College of Saint Elizabeth is based on the belief that residence hall living provides a unique opportunity for students to gain a variety of experiences which supplement and complement formal classroom education. Informal education, which takes place in the residence halls, includes developing an appreciation for diversity, and participating in a democratic community living environment, which are essential aspects of the total college experience. The Residence Life Staff is committed to helping students fulfill their diverse goals. In the residence halls, responsibility and accountability are promoted and expected. The Residence Life program is designed to foster a community in which all students have the opportunity to:

- Develop a commitment to moral and ethical values and behavior.
- Develop interpersonal skills and the capacity for leadership.
- Understand and respect persons of diverse backgrounds and recognize our shared human condition while learning to demonstrate tolerance and appreciation of cultural and individual difference.
- Communicate effectively.
- Develop a sense of community and pride in their living environment.
- Learn responsible citizenship.
- Develop a personal sense of spirituality.
- Learn accountability for individual and group behavior in order to maintain a positive living environment.
- Participate in a variety of educational, social, recreational and cultural programs.
- Build a community that is inclusive, cohesive, and caring.

RESIDENCE LIFE STAFF
Director of Residence Life
The Director of Residence Life is responsible for overseeing all facets of the Residence Life Program. She is responsible for residence assignments, residence hall operations and residence hall services. Residence assignments include room assignments and room changes, and mail distribution. Residence operations involve overseeing the maintenance of the housing facilities, including the coordination of the custodial and maintenance staff and the general upkeep and replacement of residence hall furnishings. Residence Services includes student counseling/advising, oversight of judicial matters, and staff selection and training. The Director of Residence Life’s office is located in Founders Hall.

Residence Life Coordinator
The Residence Life Coordinator works full-time in conjunction with the Director of Residence Life, Assistant Directors of Residence Life and the Community Assistants to provide a high quality, comfortable, secure, safe living and learning environment for all resident students. She supports the Office of Residence Life by maintaining databases, training staff, and programming activities. Her duties also include counseling students in housing matters, assisting with judicial processes, and participating in staff selection and training. Her office is located in Founders Hall.

Assistant Directors of Residence Life (ADs)
The Assistant Directors of Residence Life (ADs) are part-time evening and weekend professional staff members who reside in the residence halls. They are responsible for providing supervisory, administrative, and emergency coverage of the residence halls during non-business/weekend hours. There are a total of four ADs on staff (two living in each residence hall). In addition to their support of students in emergency situations, the AD Staff is involved in the selection, training, and supervision of the student staff; documenting and adjudicating policy violations; developing, implementing, and advising student groups; and promoting student programming efforts.

Community Assistants (CAs)
The Community Assistants (CAs) are carefully screened, selected, and trained student staff members. They are responsible for attending to the personal and environmental needs of residents, and are concerned with promoting students’ rights and responsibilities and enforcing College policies. Each floor of the residence hall is staffed by one or more student CA’s. CA’s are trained to listen, offer advice, make referrals, and report violations of residence hall rules. They are also responsible for creating a harmonious living environment through building meetings (which are mandatory for residents) and programs. Floor residents should speak with a CA regarding any residence life question or concern.

Residence Hall Council
The Residence Hall Council works with the Office of Residence Life to improve the conditions of the residence halls, to provide a voice for resident students in student affairs, and to promote activities that interest the resident student population.

Judicial Board
This trained group of resident student volunteers works with professional Residence Life Staff in evaluating and sanctioning
minor housing policy violations. Incidents of policy violations are sent to the Judicial Board at the discretion of the Director of Residence Life and/or the Residence Life Coordinator.

**Head Receptionist**
The Head Receptionist and Assistant Head Receptionist are responsible for training, hiring, and scheduling the receptionist staff. The Head Receptionist also signs and submits the reception payroll sheets.

**Receptionists**
The receptionists provide security for the residence halls by monitoring the main entrances during visitation hours. When a guest arrives, the receptionist will use the phone to notify the resident of the guest’s arrival. The resident must then go to the lobby to verify, sign in, and escort her guest.

**Mail Room Staff**
Each residence hall is staffed by a student hired to distribute mail daily on weekdays (excluding holidays and official closings when classes aren’t in session).

**Residence Life Staff Duty Schedules**
To ensure that adequate Residence Life Staff is present during evenings and weekends, staff duty schedules are in effect in each residence hall. The names of the staff members on duty are posted in the main lobby area of each facility. A CA is on duty in each residence hall from 6:00 pm – 9:00 am, Monday – Friday, and on a 24-hour continuous basis on the weekends/holidays. One AD is on call from 6:00 pm – 6:00 am, Monday – Friday, and on a 24-hour continuous basis on weekends/holidays.

**RESIDENTIAL FACILITIES**

**O’Connor Hall**
O’Connor Hall, which is located across from the Greek Theatre, accommodates approximately 236 undergraduate students. Constructed in 1926, the building has four floors and a full basement. The Assistant Directors’ of Residence Life office is located on the first floor across from the Reception area. The Community Assistant Office is located next to the elevator on the 2nd floor. The lower level includes a TV and recreation lounge, a 24-hour quiet study, game room, lounge, a bike room, vending machines and two laundry facilities.

**Founders Hall**
Founders Hall is located across from Santa Rita Hall and accommodates approximately 171 undergraduate students. Built in 1966, Founders Hall has four floors of residents’ rooms. The lower level is equipped with a TV, a recreation lounge, a formal lounge, laundry and vending facilities, a Community Assistant Office, the Residence Life Office and the Wellness Center.

**Kitchens**
Kitchens are located throughout the residence halls. Because cooking is not permitted in student rooms, the kitchens are equipped with refrigerator and stove units as well as microwave ovens. As a safety precaution, students must be present in the kitchens when the stove or microwave units are in use. A fine will be imposed on any student not present in the kitchens while the stove or microwave oven is in use. It is the resident’s responsibility, as a matter of courtesy, to keep the kitchen areas clean. Unclaimed dishes or kitchen utensils left in this area may be discarded. All resident students are required to be on the College meal plan for daily meals and are not allowed to use the kitchen facilities as a substitute for purchasing the meal plan. The College will not assume responsibility for discarded dishes or stolen items.

**Laundry Facilities**
The laundry facilities are located on the lower levels of each residence hall. Washers and dryers are available for student use. The College does not require that coins or debit cards be used to operate these machines. Specific procedures for use of the washers and dryers are posted in each laundry facility. Students are asked to wash appropriately sized loads and to do only personal laundry. The washing and/or drying of sneakers and shoes is strictly prohibited. Laundry facilities are open 24 hours a day and are not monitored. The College will not assume responsibility for damaged or stolen items.

**Lounges**
The lounges in the residence halls are comfortable and convenient places to study or meet with friends and guests. Students may also reserve the lounges for campus organization, club, or group meetings. Lounge reservations must be made in advance through the Office of Residence Life by emailing: loungereservations@cse.edu. Any group utilizing lounge space is responsible for the cleanliness of that lounge at the close of the function.

**Storage**
Limited storage space is provided only to international students due to space considerations and local fire codes. All belongings to be placed in storage must be boxed and labeled. The Residence Life Staff will establish times when belongings may be logged in and stored. Students are advised that the College assumes no responsibility for damaged, lost or stolen articles. Any items left in storage upon a student’s permanent departure from the residence halls will be discarded. In addition, at des-
ignated times during the semester, it will be mandatory that all items be removed from the storage areas. These times will be posted and will be in conjunction with the opening and closing dates of the residence halls. The College reserves the right to make changes in the storage policy based on space limitations or other unforeseen circumstances.

ASSIGNMENTS AND OPERATIONS

Room Assignments

The Office of Director of Residence Life assigns rooms to new students. First year and transfer students will generally be assigned double room accommodations. There is an additional charge per semester for incoming students who are placed in single or suite accommodations (when available).

Students returning to residence choose their room through a lottery system provided they have submitted a room deposit fee prior to room lottery. Students may retain their rooms from year to year, or choose any other room available. However, the College reserves the right to make changes it deems necessary for the welfare of individual students or groups of students. Also, it may be necessary to change housing assignments to ensure that all residence halls are maximally occupied and their facilities effectively utilized. Therefore, students may not reside in double occupancy rooms alone. In addition, changes in enrollment from year to year may cause the College to designate single rooms as double rooms (i.e., the larger single rooms) where applicable. The College reserves the right to make this change at any time to facilitate/house all incoming students.

Only students officially assigned to a room may reside there. Additional people may not occupy and share the room with the student. Under no circumstances may a student sublease her room to another person.

Although specific room assignments are made for the entire academic year, it is recognized that the course of events may necessitate room changes. For more information on altering a residence hall assignment, see “Room Changes.”

Room Decorating

Students are encouraged to decorate their rooms. When decorating, students must abide by the following guidelines:

- No nails, tacks, screws, or pins may be driven into the walls or woodwork with the exception of the wooden molding on the bedroom walls. Each student will be held financially responsible for damage to her room or furniture, including that caused by tape, glue, or other gummed substances. Walls and woodwork are not to be marked with pen or pencil or otherwise defaced.
- Furniture and other property of the College may not be disassembled or removed from the room in which they belong.

Students may not, without prior consent of the Director of Residence Life, exchange furniture in their assigned bedrooms with furniture from other bedrooms, nor place existing furniture in hallways or storage.

- Under no circumstances are students permitted to paint or in any way alter items in their rooms. Medicine cabinets, furniture, and light fixtures that are changed from their original appearance/configuration will be billed directly to the room’s occupant(s) upon departure.
- For fire insurance reasons, students are not permitted to paint their own rooms. Rooms are painted by the College Facilities Department during vacation and recess periods. Rooms are painted on an as-needed basis in a uniform, off-white color.
- Students may not adhere contact paper, wallpaper, or borders to bedroom walls or furniture. Students will be held financially responsible for the damage caused by such items.
- In accordance with the “Posting Policy” (See Student Activities), students must limit personal decorations to the interior confines of their bedrooms.

Room Changes and Swap

Room changes and swaps are usually possible near the beginning of each semester and always require the consent of the Office of Residence Life. A specified time period each semester is dedicated to the changing of rooms. Students seeking other accommodations should contact the Office of Residence Life for clarification of dates and policies regarding room changes. All room changes are contingent on space availability. No room change request will be accommodated if it is not within the Room Change period, unless authorized by the Office of Residence Life.

The Office of Residence Life discourages the idea that room changes are always the best way to resolve roommate conflicts. Since most roommate conflicts result from miscommunication or lack of communication, residents are encouraged to work out differences with roommates by tactfully addressing the troublesome situation. If necessary, members of the Residence Life Staff should be consulted to facilitate a resolution. The Residence Life Staff will evaluate each situation on an individual basis and will take the appropriate steps to assist the student.

Medical Room Requests

The College of Saint Elizabeth recognizes that some students who wish to reside in campus housing have significant medical/health problems that may require special housing accommodations. Such issues may include systemic disorders; mental health issues; the use of specialized electrical or medical equipment; and/or the effects of medications. In recognizing such student needs, the College of Saint Elizabeth has reserved
a limited number of residence hall spaces. Only in appropriate circumstances, the assignment of medical residence hall rooms will be made by the Coordinator of Disability Services with the Director of Residence Life (and in consultation with the Director of Health or Counseling Services, if deemed necessary). Students who have a medical condition that substantially impacts a life function must self-identify to the Coordinator of Disability Services, and provide current and relevant medical documentation as defined in the Disability Services brochure entitled: Medical Disorders. Self-Identification/Requests must be made by June 15 for entering freshmen and transfer students and by April 15 for returning students.

The College has a small number of single medical rooms available within the residence halls therefore, those rooms will be assigned only upon the specific request of a student having a disability which requires assignment to a single room, on a priority basis with consideration given to the severity of the medical need. In these cases, the College may request documentation of the student’s functional limitations to support the request. If a single medical room is assigned to a student based upon the medical documentation supplied to the College (and it is the only space that will accommodate her disability that is available), the College will waive the single room rate.

When a student is assigned to any medical room, the College of Saint Elizabeth expects that the student will be receiving treatment from a licensed physical/mental health professional for the medical condition for which the medical room was granted. Further, it is expected that the student’s primary health care provider will consult with appropriate College of Saint Elizabeth health or counseling professionals.

The College reserves the right to require a second opinion to confirm the diagnosis and/or treatment plan. The College also reserves the right to determine that a student’s health condition and/or behavior is of a severity that precludes the student’s ability to remain a resident of the College.

Note: All requests for medical rooms and/or air conditioning, when granted, are for the academic year, and must be requested for the following academic year based upon the above guidelines.

Mail

United States mail is delivered to each residence hall daily (Monday through Friday). Incoming mail to the residents must be addressed clearly and specifically with the full name of the student as known by the College. Nicknames or names other than those by which an individual is registered as a student should not be used on envelopes in order to avoid delays. This includes the use of other languages that may not be readily recognizable by the Mail Room Staff. The following is an example of how mail should be addressed:

Packages

All UPS packages are delivered to a central receiving area, and must be picked up during normal business hours at the receiving dock to ensure that they are signed for. A resident who expects an urgent package and wishes for it to be delivered directly to the residence hall must request that the sender send the package through FedEx with the resident’s name in care of the Office of Residence Life – Founders Hall. The College is not responsible for lost, stolen, or misrouted packages or mail. Students who leave the residence halls should submit to the Office of Residence Life forwarding address labels and notify correspondents within 30 days of the new address. The College will forward first class mail for 90 days; all mail thereafter will be returned to the sender.

Phone Service

Resident students are permitted to sign guests into the residential buildings utilizing a cell phone number. International students and students who do not have access to a personal cell phone can initiate phone extensions in their room and phone service by contacting the Residence Life Office and completing a Phone Service/Phone Extension Request form. Students desiring telephone service are required to provide their own touch-tone telephone (cordless phones are prohibited). A student who receives phone service enters into an agreement directly with STC Phone Service, not with the College. All service and phone call fees are payable to STC at rates dictated by STC. Students who move from the assigned room they are responsible for notifying Residence Life that they would like the extension service switched to the newly assigned room.

Students who wish to terminate their phone service must do so directly with STC. Termination of service restricts a student’s use of the phone to intra-campus calls and also terminates voice mail service. Campus-only phones and coin-operated telephones are available for student use throughout the residence halls. It is the policy of the College that phone calls received for students will not be transferred to their rooms, and that no student phone number will be provided to any person or agency not associated with the College.

Campus-only phones and coin-operated telephones are available for student use throughout the residence halls. It is the policy of the College that phone calls received for students will not be transferred to their rooms, and that no student phone number will be
provided to any person or agency not associated with the College.

**Cable Service**
Each resident room has a cable connection; therefore, students will automatically receive this service. Students need only bring a cable-ready television and the appropriate wiring. A current listing of the cable channels offered at the College will be made available at the beginning of the academic year upon check-in. Any problems with the cable television service must be reported to the Cable Television Trouble Voice Mailbox. In severe weather, disruptions in the cable service may occur. The College does not provide repair services for personal televisions, DVD Players or VCR's.

**SERVICES**

**Maintenance and Housekeeping**
The College employs a well-trained maintenance and housekeeping staff. All housekeeping and maintenance requests will be directed to the Facilities Office via maintenance request forms available on the College web site. It is the responsibility of the residents to submit any maintenance/housekeeping request forms. It is important to note that although the Office of Residence Life can advise, consult, and recommend that specific action be taken, it has no authority to demand or order that it be done. Students are requested to direct any housekeeping or maintenance concerns immediately to a member of the Residence Life Staff. To have a housekeeping or maintenance concern addressed, students should complete an online Work Order Form. If possible, the situation will be attended to before the next working day. In the event of an emergency (i.e., no heat, plumbing problems etc.), residents should contact the Residence Life Office during working hours or the Residence Life Staff member on duty during weekend and evening hours.

The maintenance and housekeeping staffs are employed in varied shifts to ensure comprehensive service. Male staff members may be on the residential floors between the hours of 9:00 am and 11:00 pm only, unless called to respond to an emergency. Every reasonable accommodation will be made to perform any work in a student bedroom when the student is present. If student notification has been unsuccessful, or in the event of an emergency, the College will permit the maintenance staff to enter a student’s bedroom to perform any necessary work.

Students are responsible for the cleanliness and condition of their room and furniture. Students are required to take reasonable care of the community areas such as hallways, lounges, kitchens, and bathrooms. Housekeeping is responsible for these areas but cannot be held responsible for conditions caused by persistent student misuse.

**Food Service**
Room and board at the College is offered to students as a package. All full time undergraduate resident students are provided with meal service as part of this package. Separate room and board plans are not available. Students must bring their ID card with them to the dining hall and be prepared to present it to the cashier at every meal. Meals for guests and non-resident students are available for cash on a per meal basis. Removal of dishes and/or utensils from the dining hall is prohibited. The Director of Dining Service may be contacted to cater a campus club or group function. A two-week notification is required. This service is available at the discretion of the food service provider for a reasonable charge.

**Reusable To-Go Container Policy**
Dining Services at the College of Saint Elizabeth (CSE) is offering a reusable to-go container exchange program for those guests who wish to take their meal to-go. These containers can be obtained from Dining Services for a $5.00 fee per container. After the container is used the guest will return the container to Dining Services and receive a clean one for NO CHARGE. Guests are not responsible for cleaning the containers. If the guest wishes to just swap the container out for a clean one but not eat in or take out, they can do so. If a container is forgotten, guests have a few options: purchase a new reusable to-go container for $5.00, purchase a disposable to-go container for $1.00, retrieve the reusable to-go container from their room, office, or home, or eat in the dining room rather than taking the meal to-go. If a container is lost guests can purchase a new reusable to-go container for $5.00 at Dining Services.

**The Sister Elizabeth Ann Maloney Wellness Center**
Please refer to the previous section in this handbook for detailed information regarding Health and Counseling Services, which is collectively referred to as the Wellness Center.

**RESIDENCE HALL PROCEDURES**

**Residence Hall and Food Service Agreement**
Each resident student is required to sign a Residence Hall and Food Service Agreement (contract). The filing of this housing contract with the Office of Residence Life constitutes an agreement between the student and the College. The agreement outlines the dates of opening and closing of the residence hall and food service policies and binds the student to adhere to all College policies. It is expected that students read and understand the Residence Hall and Food Service Agreement in its
entirety since a student’s signature is interpreted as consent to the contract and the assumption of full responsibility for complying with its contents. A student may terminate her housing contract via written memorandum to the Office of Residence Life and to the Assistant Dean of Students. To be released from subsequent residence hall fees and obligations, a student must submit written documentation to the Office of Residence Life that shall include date of departure from the residence hall, reason for termination, and the student’s signature.

The College of Saint Elizabeth and the Office of Residence Life reserve the right to require the withdrawal of any student from the College and/or the residence hall who does not comply with the policies and regulations of the College, or whose behavior is not in keeping with the philosophy and values of a Catholic liberal arts college for women.

Upon termination of the contract for any reason, students must surrender to the Office of Residence Life all keys and access cards, and clear the residence hall of all personal belongings within 48 hours of the termination of the contract.

Keys
At check-in, each student receives a room key, mailbox key (O'Connor Hall and a limited amount of Founders Hall students only) and a student identification card. Students may not duplicate College keys. If the keys are damaged, misplaced, lost, or stolen, a fee will be assessed. Students are advised to keep rooms locked at all times. All keys must be returned to the Office of Residence Life upon changing rooms or halls, upon leaving the residence halls or the College, and at the end of the academic year. Keys must be returned prior to the student leaving the residence halls or within 24 hours of a room change. Failure to return key(s) as specified will result in an automatic charge for non-return of key(s), whether or not such keys are returned at a later date. The loaning of residence hall keys to any person not authorized by the Office of Residence Life to possess such keys is strictly prohibited. This includes students other than the occupants of the room or building, non-resident students, and non-students. The misuse of keys and/or card keys is considered a serious breach of security and is punishable by removal from the residence hall and/or criminal prosecution.

Lock Outs
If a resident is locked out of her room, she should wait for her roommate to return to gain admittance. If she needs to gain more immediate access, she may contact the Office of Residence Life during business hours or the CA on duty during evening hours and on weekends. There is a lock out fee of $5.00 due at the time entry is gained. There is a lock change fee of $75.00 if a key is lost. **NOTE:** Lock outs, while inconvenient to the resident, are not an emergency to the Residence Life Staff. As such, please note that staff will respond as promptly as possible, but the lock out may not be the first priority if there are other activities occurring in the hall.

Damages
Each student is responsible for the care of College property and facilities within rooms and the common areas of the residence halls. The residents of a specific room are entirely and solely responsible for the contents and the condition of their room. All residents of a specific hall are subject to assessment for any damages to the common areas resulting from misuse or abuse, and will be charged as a whole (collectively) by floor, hall, or wing (depending on location and responsibility) when the persons responsible for such damage cannot be determined. An attempt will be made to determine those responsible and students are expected to cooperate fully in such investigations. Students are warned that failure to cooperate is considered to be abetting such behavior, as well as justification for being charged the cost of common area damages.

Each student, in consultation with a member of the Residence Life Staff, must complete a Room Condition Report provided by the Office of Residence Life within 24 hours following occupancy of the room. This form, when countersigned by both parties, becomes the basis for the assessment of any room damages and/or loss attributable to the student at the termination of the occupancy period. Students will be billed for any damages incurred subsequent to signing the Room Condition Report. Damage in any room, which is caused by persons other than the resident, must be reported immediately to the Office of Residence Life. The report must include the names of all persons responsible. Failure to report such damage within 48 hours of the occurrence will result in the occupants of the room assuming the cost of such damages. Reporting such damage at the end of a semester or school year is not acceptable and will not be considered in assessing damages. Likewise, damages done by non-student guests are the responsibility of the host occupants of a room or building and will be assessed to those residents.

Vacations
For reasons of security, inability to maintain liability coverage for all students, insufficient supervision, and energy conservation programs, students (with the exception of those listed below) are not permitted to reside in the College residence halls during vacation periods. Vacation periods include: Thanksgiving Break, Fall Semester Recess, Spring Break, Easter Recess, and Summer Recess. The only approved exceptions to this policy are:

- International Students
- Residence Life Office Assistants
- Student Athletes
- Student Teachers
• Students with Departmental Approved Internships for Credit (Summer Recess and Winter Recess Only)

In order to be approved to stay in the Residence Halls during the vacation periods a student must be in good judicial standing. The privilege to remain in the halls during vacation may be revoked prior to or during a break due to a judicial infraction. All students who fall within these groups for Summer and Christmas Recess must secure approval to stay from the Office of Residence Life and may be obligated to pay additional fees as set forth by the College. They may also be required to change rooms or residence halls during these periods at the discretion of the Office of Residence Life. There is a period of two weeks during both Christmas and Summer Recess during which no student may reside on campus. Students are cautioned that their residence hall contract is not valid during these vacation periods and that any student entering any residence hall building during these periods is trespassing and will be treated accordingly.

The College often rents its residence hall facilities to outside groups during the summer and academic year, which may result in the presence of male residents in the buildings during these months. To accommodate these groups, restroom and shower facilities will be segregated and properly marked.

In addition, the students approved to reside in the residence halls during vacation periods are allowed no guest visitations inside the residence hall without the approval of the Office of Residence Life. Meal plans are not in effect during the vacation periods and as a result, students approved to remain in the residence halls are responsible for their own meals.

Finally, all students who remain in housing must adhere to all rules and regulations set forth by the Office of Residence Life during vacation periods. Failure to comply may result in fines, sanctions, or possibly suspension of vacation housing privileges.

When leaving the residence hall for vacation periods, students must:
• Remove all fish (Winter and Summer breaks only)
• Remove all valuables, as the College is not responsible for lost, damaged or stolen articles.
• Remove all plugs from electrical outlets.
• Remove all trash from their room.
• Close and lock the door.
• Leave by the specified time of residence hall closing.
• Turn off all lights.

When the alarm has been set off, it indicates that a non-authorized individual has entered the building. The building and surrounding area will be assessed for safety. Assessment, response, and documentation will occur immediately. Appropriate item found to be in violation of any residence life or College policy will be handled through the judicial process.

Check Out

Upon check out, the resident must remove all personal belongings from the room. The room must be left in the same condition as filed on the room condition report. Key(s) must be returned to the Office of Residence Life. A closing memorandum will be issued prior to closing week, which will describe in detail the closing procedures. Students are responsible for compliance with this memorandum and are encouraged to follow stated guidelines to avoid any potential problems.

All residents who are not directly involved in the Commencement ceremonies or who are not members of the Residence Life Staff must vacate the residence halls within 24 hours after completion of their last final examination.

Fire Alarms

In the event that the fire alarm sounds, students must take their College ID and keys and exit the building immediately via the nearest exit. Students should then proceed to the designated meeting spot for their floor and await further instructions from a Residence Life Staff member. Failure to do so can result in fines and/or sanctions. Students must understand that even though fire alarms may be an inconvenience and a frustration, it can never be assumed an alarm is a false alarm that can be ignored. Only after Florham Park Fire and Police Officials have inspected the building may students re-enter the facility. The Office of Residence Life will conduct fire drills throughout the year to acquaint residents with, and remind them of, proper evacuation procedures. During the fire drills, rooms will be checked to ensure compliance with evacuation procedures. Failure to evacuate is considered a violation of the fire alarm policy. Malfunctioning smoke detector heads emit a beeping sound and/or flash a red light when they are not functioning properly. Students who notice a beeping and/or flashing smoke detector are required to immediately report it to any Residence Life Staff member. This will allow proper maintenance to occur before the faulty smoke detector sounds a building-wide alarm.

Door Alarms

Rear and lounge doors in the residence halls have alarms as a security measure to protect the residents and their belongings. When the alarm has been set off, it indicates that a non-authorized individual has entered the building. The building and surrounding area will be assessed for safety. Assessment, response, and documentation will occur immediately. Appropriate
responses may include, but are not limited to, room searches and/or evacuation of the residence hall to locate unauthorized individuals. Rear and lounge doors will be alarmed at the following times:

Monday through Friday, 6:00 pm – 6:00 am, and Saturday, Sunday, Break Periods and Holidays, 24 hours a day.

Emergency Procedures
For Fire, Police, or Ambulance: Dial 911 from any campus phone and wait for the Florham Park Dispatch to answer. You may dial 911 from pay or private phones. Call Security (x4090) to let them know that an emergency vehicle will be arriving on campus. Report the nature of the emergency and give the location on campus. Also report the same information to campus officials. If in the residence halls, call the Director of Residence Life (x4130) or the Residence Life Coordinator (x4184) during office hours or the AD on duty in the evening (x2050). If not a residence hall emergency, report the information to the Dean of Students (x4203) during office hours or to Security (x4090) in the evening. Additionally, if a medical emergency occurs, contact the Health Center (x4175) during office hours.

For Emergency Maintenance Service: Contact the Facilities Office (x4331) from 8:00 am – 4:00 pm, Monday through Friday. At other times, the residence life staff member on duty can contact the appropriate emergency maintenance personnel.

RESIDENCE HALL CONDUCT

Although the residents of the College come from diverse cultures and backgrounds and sometimes have differing values and opinions, it is expected that all members of this group pledge to join together to create a harmonious academic and social community. The residence hall community must possess the highest standards of ethical, educational and social integrity, combined with recognition and mutual respect for those differences that will enrich the intellectual and social lives of all its members. The community’s standards of behavior reflect our Catholic identity and are intended to enhance and protect the College’s general educational process as well as promote personal academic advancement and maturation. Realization of such goals can only be achieved in a civil atmosphere of mutual respect among individuals, and through the appreciation of and respect for the rights of other individuals. This includes the recognition of the rights of individuals and groups to express dissent.

For any community to be self-governed, the rules under which it operates must be understood by all members of the community. This handbook is intended to codify and explain the rules for standards of behavior and responsibility.

Acts of Misconduct

Residence hall acts of misconduct include any action, which disrupts or impairs the stated purposes and mission of the College and its community, and they are subject to penalty. Students alleged to have engaged in any act listed below, as well as violated any policy in the student handbook and/or the policies or procedures specific to the residence halls, are subject to disciplinary action.

- Actual or Threatened Physical Assault or Injury to Persons.
- Actual or Threatened Sexual Assault.
- Harassment and/or Intimidation – Engaging in any conduct (including but not limited to: verbal, physical, written or via electronic means) which threatens to cause physical harm to persons or damage to property; making unwanted sexual advances or request(s) for sexual favors. This also covers harassment or intimidation of persons involved in a College disciplinary situation and of persons in authority who are in the process of discharging their responsibilities.
- Disorderly Conduct – Conduct causing inconvenience and/or annoyance which includes any action that can reasonably be expected to disturb the academic pursuits or to interfere with or infringe upon the privacy rights, privileges, health or safety of members of the College community.
- Failure or refusal to cooperate with, or to interfere with, an internal campus investigation.
- Illegal Purchase, Manufacture, Distribution, Sale, Use, Offer for Sale, or Possession of Drugs or Narcotics, or Drug Paraphernalia.
- Misuse of Prescription or Over-the-Counter Products. This includes sharing prescription medications or the use of prescription medication by someone other than to whom it was prescribed, or in a dose other than that which was prescribed. It also includes using over-the-counter products in a manner or dose for a purpose other than that which it was intended or for the purpose of achieving a state of intoxication.
- Behavior or Activity that Endangers the Safety of Oneself or Others – This includes but is not limited to, destructive behavior by individuals and/or groups; self-harm behavior; arson; and tampering, damaging or misusing fire equipment.
- Possession and/or use of Firearms, Fireworks, Dangerous Weapons, Explosives, and Hazardous Chemicals.
- Damage to Property – Damage, destruction, or defacement of College property, including property of any person as a result of deliberate action or as a result of reckless or imprudent behavior.
- Theft of Property – This includes, but is not limited to theft of College property, possession of stolen property, unreported knowledge of stolen property, and the property of any person.
- Misuse of College ID or Key(s).
• Misuse of Telephone – No student shall make or assist in making unauthorized or annoying telephone calls or otherwise misuse or abuse telephone equipment. The distribution of any other person’s phone number without that person’s consent may be considered a policy violation.
• False Reporting of Emergency – The false reporting of fire, bomb, medical emergency, or any other emergency by means of activating a fire alarm or in any other manner.
• Violation of any College and/or Residence Hall Policy.
• Violation of the Residence Life and Food Service Agreement.
• Unauthorized Use or Possession of Keys – No one may use or possess a College key other than the one assigned to her without proper authorization. No student is allowed under any condition to have a College key duplicated.
• Failure to register as a sex offender.
• Any act that would constitute a violation of federal or state law or municipal ordinance.

Penalties for Misconduct
Penalties for misconduct or sanctions are imposed for two purposes: to protect the College community from behaviors that are detrimental to the educational process, and to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. Any of the following penalties may be imposed for any act of misconduct as determined by the Assistant Dean of Students, Director of Residence Life, Residence Life Coordinator or the Judicial Board after meeting with the student or students involved, or after an exhaustive attempt at meeting with the students has been made:
• Community Service that requires the student to complete some type of task or assignment relevant to the policy that was violated. Failure to complete community service may result in fines and/or holds.
• Termination of Privileges.
• Restitution and/or Fine(s).
• Warning or Probation.
• Altered Residence Hall Assignment.
• A referral to the Counseling Services.
• Removal from Residence Halls (for either a specified period or permanently with the approval of the Vice President for Student Life and Dean of Students).
• Suspension from the College (only with the approval of the Vice President for Student Life and Dean of Students).
• Expulsion (only with the approval of the Vice President for Student Life and Dean of Students).

Policies
The Residence Hall Policies are listed below, and are to be followed by all resident students. These are in addition to the academic and institutional policies outlined in the Student Handbook: Alcohol, Smoking, Substance Abuse, Sexual Harassment, HIV, Privacy, Incident Reporting and Sexual Misconduct, Student Grievance, etc. Students are expected to be familiar and comply with all policies, procedures and regulations printed in the College Catalog and Student Handbook.

BUILDING MEETING POLICY
Building community is one of the priorities of the Residence Life Department. Therefore, all residents are asked to commit themselves to fostering community, both on our floors and throughout the residence halls, by attending monthly mandatory building meetings. During these meetings, all floor members are given the opportunity to socialize with one another as well as become educated on all Residence Life policies and upcoming events. Building meetings are vital to the overall welfare of the residential community as they serve as the main vehicle of communication between the Office of Residence Life and resident students. There will be a minimum of at least three to four building meetings during each month, per residence hall, and resident students are mandated to attend at least one building meeting per month for their designated building. Resident students are responsible for signing-in on a roster that is reviewed by the Judicial Board advisor. Building meetings are scheduled around class times so that resident students have the opportunity to attend without conflicting with their academic pursuits. Any student who misses a monthly building meeting will face judicial sanctioning. In addition, Community Assistants reserve the right to call emergency floor meetings should a particular issue arise that needs to be addressed on individual floors. These meetings are also mandatory and a resident student’s absence from any emergency floor meeting will also result in judicial sanctioning. Building meetings will be advertised to the residents at least two weeks prior to the date, and emergency floor meetings will be made aware to the residents as quickly as the situation allows. Individual sanctions for missing mandatory building meetings and/or emergency floor meetings may include any of the following:

• Written Warning
• Advertise the next month’s building meetings
• Take minutes at a future building meeting
• Suspension of privileges

Please keep in mind that continual failure to attend mandatory building/floor meetings can result in the resident student being placed on housing probation.

For the May Building Meetings only:
• Should a graduating senior miss the last building meeting of their final semester, it is their responsibility to seek out a Community Assistant and get the information that was missed before picking a time to move-out
• Undergraduates will carry over one missed building/floor meeting sanction to the following academic year

Should the event occur that a resident student is unable to make any of the scheduled monthly building meetings, the resident student must contact their Community Assistant at least one week in advance of the meeting in order to make other arrangements.

DRUGS AND ALCOHOL
In addition to the College Substance Abuse policy, the following regulations apply specifically to the use of drugs and alcohol in the residence halls:
• No alcohol is permitted in the residence halls for those persons under the age of 21.
• Students of age 21 or older may consume or possess alcohol in their residence hall room, but such activity may not infringe upon the rights of others to sleep, study, or engage in appropriate activities.
• Persons under the age of 21 are not allowed in rooms where alcohol is being consumed.
• The consumption, possession, or intent to consume alcoholic beverages in public or common areas of the residence hall is prohibited; students are not permitted to be in the presence of alcohol, whether open or closed, in a public or common area.
• The serving, allowing, or permitting to be served, offering, or intent to serve, distribute, purchase for, or offer alcoholic beverages to any one under the age of 21 years is in direct violation of New Jersey Law and is prohibited.
• Intoxication resulting from substance use by students under the age of 21 is prohibited. Misconduct as a result of intoxication by any student is prohibited.
• No kegs or beer balls are permitted in the residence halls.
• The use, possession, manufacture and/or distribution of illegal substances in connection with any on-campus or off-campus activity are strictly prohibited.
• The misuse and/or distribution of prescription drugs are strictly prohibited.
• The use of any substance for other than its intended purpose is strictly prohibited.
• Beer pong tables are prohibited within the residence halls.

As dictated by the Substance Abuse Policy, sanctions for violation of this policy include: monetary fines (first offense = $50.00, second offense = $100.00, third offense = $200.00) and possible referral to counseling, revocation of privileges to attend or consume alcohol at campus events, disciplinary probation, removal from residence, suspension and/or expulsion.

NON-COMPLIANCE
Failure to comply with residence hall instructions and/or the directions of authorized College personnel, including but not limited to College Security Officers and Residence Life Staff members, is a violation of policy.

FALSIFYING INFORMATION
Providing false or misleading information, verbally or in writing, to any member of the College community is violation of policy.

FIRE HAZARD POLICY
As a fire prevention measure, students are not permitted to possess and/or use halogen lamps, electrical cooking appliances, extension cords, holiday lights or heaters in their rooms. Open flames and the possession and/or burning of candles or incense is prohibited in the residence halls. Leaving items such as bikes, boxes, shoes, umbrellas, furniture, etc. in the hallways is prohibited as it interferes with the evacuation process during a fire alarm or emergency. Smoke detectors are located in every student’s room as well as in the hallways and kitchen; students are expected to report any malfunctioning smoke detector to the Residence Life Office immediately. Both O’Connor and Founders Hall are fully suppressed with sprinklers. Therefore the hanging of items on or within an 18 inch radius of the sprinkler pipes or smoke detector is prohibited. Students who are in violation of the Fire Hazard Policy are subject to a fine of $150.00 or more depending on the severity of the violation.

KITCHEN/COOKING POLICY
Improper use of the kitchen facilities jeopardizes the safety of all residents and increases the likelihood of unnecessary fire alarms. In addition, when using the kitchen, students are expected to remain in the kitchen with the door closed, turn on the exhaust fan above the stove where available, and open the window. Students in violation of this rule are subject to a fine of $150.00 or more depending on the severity of the violation.

FURNITURE POLICY
The College provides each resident with a bed, desk, desk chair, bookcase, and dresser. These pieces of furniture are not to be removed from the room. Students are not permitted to move furniture from other common areas into resident rooms for personal use. Items that the College does not supply may be brought from home. Bed risers are prohibited in the residence halls, as beds already have the capability of being lofted. If a student wishes to have her bed lofted or unlofted she must submit a maintenance form.

NOISE AND QUIET HOURS POLICY
Quiet hours are in effect from 12:00 am – 11:00 am every day. All residents of the halls are responsible for maintaining an environment conducive to learning. Therefore, a 24-hour Courtesy Hours...
Policy is in place to limit excessive noise or loud music outside of Quiet Hours. Every student has the right to quiet and therefore the responsibility to maintain it. Select floors have been designated as "Quiet Floors" on which a 24-hour quiet environment is to be maintained.

POSTING POLICY
Catholic teachings provide the foundation to the identity and mission of the College and are reflected in the full scope of our educational efforts. While the College encourages opportunities for critical thinking and the formation of individual conscience, this must be distinguished from official Church teachings and formal College programs. Therefore, since the hallways, lounges, foyers, and stairwells of the residence halls are considered to be common (College) areas, the beliefs of individuals should not be displayed there, especially when they are in contradiction to the College’s Catholic identity. If a student is displaying a posting on her door that is making floor members uncomfortable, she will be asked to move the item inside her room.

Floor decorating for Fall Fest and Christmas will continue under the leadership of the Residence Life Staff. Posting of flyers for upcoming events, College announcements, etc., may also occur in designated areas with the pre-approval of the Office of Residence Life. These areas include: bulletin boards outside of each resident bathroom area, and near the mailbox area in each residence hall. Any posters appearing on the walls, doors or any other non-specified area will be taken down immediately, and the group responsible will forfeit their ability to display materials for a designated period of time. All flyers, posters, or advertisements must be stamped by either the Office of Residence Life and/or Office of Student Activities.

Sexist, racist, anti-Christian or other discriminatory materials as well as materials promoting irresponsible use of alcohol will not be allowed to be posted in public view. All posted material must carry the name of the person or group posting the notice. Additionally, posters must be removed within 24 hours of an event. A Residence Life Staff member will remove any materials that do not reflect policy guidelines or have not been pre-approved. Individuals may also continue to decorate their doors without pre-approval but with the understanding that the above criteria must be maintained.

VENDOR POLICY
Solicitation or canvassing by outside agencies, businesses, or organizations is not permitted on campus or in the residence halls. The presence of unauthorized persons soliciting any kind of product, service, or merchandise, or attempting to collect money for such should be reported immediately to the Vice President for Student Life and Dean of Students or the Office of Residence Life. The only vendors allowed on campus are those with whom the College has contracted to provide approved services (i.e., vending machines, laundry services, etc.). Only the Vice President for Student Life and Dean of Students and/or the Vice President for Finance & Administration grant approvals for these services. Students are to use their rooms for living purposes only. State Law prohibits the use of student residence hall rooms for commercial purposes.

BICYCLE POLICY
Bicycles are not to be locked or stored in any public area within the residence hall. Bicycles will be allowed in the areas designated for bicycles or in student rooms with the permission of the resident’s roommate.

RESTRICTED AREA POLICY
Any unauthorized presence of residents and/or guests on the roof, windows, balcony ledges, offices, storage areas, closets or facilities workrooms is prohibited.

SPORTING ACTIVITIES
Sporting activities are not permitted in the residence halls. Sporting activities include but are not limited to any type of ball playing (soccer, basketball, softball, etc.), roller-blading, skateboarding, water-related activities, etc.

PROPPING DOORS
Propping doors to the exterior of the residence hall compromises the safety of all individuals in the building. Each student must carry her card access key with her at all times in order to gain access to the building. Leaving a room unattended with the door propped open is a violation of this policy. Students who are in violation of the policy and/or who knowingly ignore a propped door without reporting it to the appropriate staff member on duty are subject to sanctions and/or a fine.

GUEST POLICY
Each resident is allowed a maximum of four guests per visit; this total of four guests includes both male and female guests. Gatherings within student rooms, suites, or common areas of a building involving more than five people (single rooms/single suites) or ten people (double rooms/double suites) are not permitted unless pre-approved by the Office of Residence Life. Residents are responsible for seeing that their conduct and that of their guests does not violate any local, state, or federal law or any College policy, procedure, or rule. In order to sign a guest into the building, a hostess must have a working cell phone or residence room phone extension that is connected to a phone.
Guest privileges will be suspended for students that do not have a working phone number.

Female guests may stay overnight in the residence halls. This privilege is extended for a maximum period of two nights per week and only with the consent of both roommates and the approval of the Office of Residence Life. All guests are to be signed in at the residence hall reception area upon entering the building and should be escorted at all times. Non-resident guests may visit student rooms with the consent of all residents assigned to the room. For safety purposes, the hostess must complete an overnight guest form and announce the presence of the overnight guest to the receptionist on duty and their CA on the floor, 24 hours in advance.

Children under the age of 18 are not permitted to stay overnight in the residence halls unless they are participating in a College-sponsored program. All hosts will be held responsible for the actions of their guests. Female guests who are not approved to stay overnight must adhere to the guest hours and vacate the residence halls at the conclusion of reception.

**MALE VISITATION POLICY**

There are designated hours when male guests are permitted in the residence halls. These hours are Sunday-Thursday 1:00pm until 12:30am; Friday and Saturday 1:00pm until 2:00am.

Procedures for male guests are as follows:
- Male guests must be signed in and leave a valid photo ID (Driver’s License, Passport, College ID, Military ID or County ID only) upon entering the residence hall. They must sign out at the desk and pick up their ID upon departure.
- The hostess must accompany males at all times.
- Each resident is allowed a maximum of four guests per visit (refer to guest policy above).
- Students may not sign in the guests of other residents.
- Male guests may be in the building only when a receptionist is on duty.
- Bathroom facilities for male guests are so marked. Males may not use the facilities on residential floors.
- Males and female guests not approved to stay overnight are expected to leave campus by 1:00 am.
- Repeated visitation may detract from the floor community and hamper roommate relations, as such, College administrators may limit visitation.
- Only residents of the facilities are permitted male visitation privileges (i.e., O’Connor Hall residents may not sign a male guest into Founders Hall, commuter students may never sign in a male guest).

The College reserves the right to suspend visitation privileges for those in violation of this policy. Hostesses are responsible for reading and understanding the guest and overnight guest policy displayed at reception prior to hosting a guest.

**SMOKING POLICY IN THE RESIDENCE HALLS**

Smoking is prohibited in all campus building including the residence halls. The smoking of electronic cigarettes inside residence halls is also prohibited. Any student found in violation will be subject to disciplinary action. Evidence of smoking found in a room (e.g. cigarette butts, ashtrays, smoke or the smell of smoke in or around the room) will constitute a violation of the smoking policy. Those assigned to the room in question will be held responsible for a smoking violation. Refer to the campus smoking policy, for the complete text of smoking regulations.

**PRIVACY LIMITATIONS**

A residence hall is in no way a privileged sanctuary immune from investigation by lawful authority. Police officials are not required to secure the College’s permission to be present in the residence halls or carry out investigations here if they have been empowered by statutes and other legal precepts. Except in cases of emergency, the Police will rely upon either the student’s permission or the authorization of the Vice President for Student Life and Dean of Students or magistrate (via warrant) to search a student bedroom in the course of an investigation. The College reserves the right for authorized representatives of the Office of Residence Life, Facilities Department and Fire Department to enter students’ rooms to determine occupancy and to inspect the contents of students’ rooms for policy conformity, health and safety reasons and for maintenance and repairs.

Reasonable effort shall be made to notify the occupant in advance of such entry, although a request for repairs shall be considered permission for room entry for that purpose. Knocking first will always precipitate entry into students’ rooms. The College reserves the right to remove any item found not in conformity with College policies. Commuter students are vibrant and important members of the campus community. They have access to the same campus services and opportunities afforded resident students. Commuters are encouraged to become actively involved in campus life and to take advantage of the array of activities available at the College. Listed below are topics of particular interest to Commuters. Further information regarding campus life can be obtained in the Office of the Vice President for Student Life and Dean of Students, or in the Office of Student Activities, both of which are located in Henderson Hall.
Vehicle Parking and Registration
All commuter student vehicles must be registered with the College and must have a valid parking decal displayed on their vehicle. Consult the Security Office for proper display of your vehicle decal. Parking decals are valid for one academic year (August to August). Commuters should park in the Saint Joseph and Annunciation Center lots, which is convenient to all academic buildings. Unregistered vehicles without a valid decal or vehicles parked in restricted areas are subject to towing and/or ticketing. Further information regarding parking can be found in the Campus Safety & Parking section of this Handbook and on the CSE website.

School Closings
Information about school closings, delayed openings, early closings, and/or other emergencies may be obtained by calling 973-290-4636 (INFO) or checking the College web site (www.cse.edu). In case of inclement weather, students should always check the INFO line before departing from home, and always use sound judgment in making travel arrangements.

Dining Services
The Rose Dining Hall, located in Saint Joseph Hall, provides delicious, nutritious meals for the campus community. Commuter students are welcome to purchase meals in the Dining Hall on a cash basis during hours of operation. Students who do not wish to carry cash, may opt to purchase the Eagle Plan, a convenient meal plan designed to meet the unique needs of commuting students. This plan allows students to purchase Flex Dollars to use at their discretion in the Dining Hall. For an initial purchase of $100, the student will receive an equivalent amount of Flex Dollars which are programmed onto their College ID card. As an extra incentive, the student will also receive four free meals with the initial plan purchase!

Reusable To-Go Container Policy
Dining Services at the College of Saint Elizabeth (CSE) is offering a reusable to-go container exchange program for those guests who wish to take their meal to-go. These containers can be obtained from Dining Services for a $5.00 fee per container. After the container is used the guest will return the container to Dining Services and receive a clean one for NO CHARGE. Guests are not responsible for cleaning the containers. If the guest wishes to just swap the container out for a clean one but not eat in or take out, they can do so. If a container is forgotten, guests have a few options: purchase a new reusable to-go container for $5.00, purchase a disposable to-go container for $1.00, retrieve the reusable to-go container from their room, office, or home, or eat in the dining room rather than taking the meal to-go. If a container is lost guests can purchase a new reusable to-go container for $5.00 at Dining Services.

Additional Flex Dollars may be added to the account at any point in the semester in $25 increments. For additional information on plan requirements, stop by the Dining Services Office in Saint Joseph Hall or refer to the Dining Program Brochure which is distributed to all students annually. For students who choose to carry their own meals to campus, there are numerous lounges on campus where food is permitted. The Commuter Lounge and Commuter Kitchen on the lower level of Saint Joseph Hall, as well as the Lounge on the first floor of Henderson Hall, are equipped with vending machines, microwave ovens, and tables and chairs for the convenience of commuter students. McGuire Lounge and Café Jose in Saint Joseph Hall also have comfortable furniture, including tables, chairs and televisions available for student use. In nice weather, the patio in front of Saint Joseph Hall is a great spot to enjoy al fresco dining!

Campus Mail
Full time students in the Women’s College are assigned mailboxes through the Office of Student Activities. The mailboxes are conveniently located near the Bookstore, the Commuter Lounge and Café Jose on the lower level of Saint Joseph Hall. Since campus mail is a primary method of communication to students, they are encouraged to pick up their mail daily. They should also take note of the various flyers, posters and other information posted on the bulletin boards that can be found in close proximity to the mailboxes.

Health and Counseling Services
The Wellness Center, which is comprised of Health and Counseling Services, is located on the ground floor of Founders Hall. Health and Counseling services are provided free of charge for all students whether they are residents or commuters. For a detailed description of services available, please refer the Student Life section of this Handbook. The Wellness Center, which is open 9 a.m.-12 p.m., and 1 p.m.-5 p.m., can be accessed through the door located to the left of the main door to Founders Hall. Since this door is locked at all times, a doorbell is available to gain entrance to the Center.

Campus Employment
Commuter students are eligible and encouraged to participate in the Student Employment Program. Please refer to The Student Employment Program in the Student Life section of the Handbook for further information.
Commuter Clubs/Organizations
The Commuter Council is an organization designed to provide an effective means of communication among commuter students in the Women’s College. The Commuter Council provides social interaction for commuters and holds meetings and forums for addressing commuter student issues. Nominations and elections for leadership positions in this organization, are held as part of the Student Government elections. All commuters are encouraged to get involved in the Commuter Council, and to read flyers, notices and other PR as a means of staying connected with activities and events occurring on campus.

Additional information regarding the Commuter Council can be obtained in The Office of Student Activities located in Henderson Hall, suite 16.

Public Transportation
The College is easily accessible via public transportation. Bus and train schedules are available in Henderson Hall, suite 16. New Jersey Transit offers low cost student train fares. Contact NJ Transit directly for application materials. Once the application is completed by the student, the Assistant Dean of Students will verify attendance, prior to submitting the application to NJ Transit.
International Students

A MESSAGE FROM THE DIRECTOR

Welcome to the College of Saint Elizabeth!

The Office of International and Multicultural Affairs (IMA) exists to help all members of the CSE community experience and enjoy one another’s cultures, ethnic heritages, and traditions. Whether students come from the United States or from around the world, each has something to share with others and something to learn from others, as well.

The IMA office is committed to working with all students to help them attain their academic and personal goals.

If you are an international student, you may find some aspects of American life difficult or confusing during your first few months here. With this in mind, this section has been prepared to help answer some of your questions and to inform you of the services the College has to offer.

If you are not an international student, some of the information here will be relevant to you and some of it will not; nevertheless, all students are welcome to visit the Office of IMA so that we can get to know you better.

For everyone, if you have any questions concerning the information in this section or if you have a question that this section does not answer, please visit the International and Multicultural Affairs office located in Henderson Hall, suite 11.

KEY CSE PERSONNEL

Director of International and Multicultural Affairs

Office: Henderson Hall, Suite 11
Telephone: (973) 290-4227
Fax: (973) 290-4231

The Director supervises the office of International and Multicultural Affairs. One significant component of her job is to assist international students. If you are an international student and you have a problem, big or small, academic or non-academic, if you don’t know where to turn or what to do, please speak to the Director or to someone in the IMA Office.

The Director is the Principal Designated School Official (PDSO) for CSE. She has been authorized by the President of the College as well as by the U.S. Department of Homeland Security (DHS) to sign forms and documents concerning F-1 students. If you need an immigration document signed, always see the Director first. She can give you information on:
- Maintaining your F-1 status
- DHS regulations, forms, and application procedures concerning F-1 students

Secretary for the Office of International and Multicultural Affairs

Office: Henderson Hall, Suite 11
Telephone: (973) 290-4215
Fax: (973) 290-4231

The Secretary supports the Director and the Assistant Director in their efforts. She is always ready to assist international students—and all CSE students—with the challenges they encounter during their time at CSE. Please stop in any time to say hello!

Director of Residence Life

Office: ground floor of Founders Hall
Telephone: (973) 290-4130

The Director oversees the entire Residence Life Program and staff. If you live on campus and have problems with your room, with access to the building, with your mailbox, or with anything else in the residence hall, please go and speak to her.

Director of Health Services

Director of Counseling Services

Office: ground floor of Founders Hall
Telephone: (973) 290-4175

- Local, state, and federal regulations pertaining to non-immigrants in the U.S.
- Obtaining a social security number and a driver’s license
- Employment opportunities, including Curricular Practical Training (CPT) and Optional Practical Training (OPT)
- Transferring to or from the College
- Extending your stay in the U.S.
- Travel from and entry into the U.S. after a temporary absence

The Office of Multicultural Affairs seeks to foster interaction and understanding of each student’s cultural heritage for all members of the CSE community. Our student body is highly diverse. Many students at the College of Saint Elizabeth were born overseas but now live in the United States; others were born in the U.S.A., but have parents who are immigrants; others come from multiple generations of U.S. citizens, yet maintain strong, distinctive cultural traditions. OIMA seeks to help all members of the CSE community explore, understand, and learn from one another’s cultures and backgrounds as they also enjoy and share their own.
As a CSE student, you can use the Wellness Center (Health Services and Counseling Services) free of charge. This is true whether you are a resident or a commuter, a graduate or an undergraduate. If you are not feeling well; if you need medical advice; if you want to talk to someone about the stresses of life in a new environment; or if you have any other health-related concerns; please go to the Wellness Center. If you live on campus and become ill when the Wellness Center is closed, contact the Assistant Director (AD) on duty in your residence hall. She will help you get the medical assistance you need.

INTERNATIONAL INTERCULTURAL CLUB

The International Intercultural Club (IIC) is a student-run organization. One of the goals of the IIC is to provide support to new international students in the form of friendship and understanding. However, the club does much more than just this. Many IIC members were born in the United States; others were born abroad but live here now. The IIC is a place for all members of the CSE community to share each other’s cultures and backgrounds.

Two big annual events that IIC sponsors or co-sponsors are Cultural Awareness Week in the fall and International Night in the spring. IIC also sponsors numerous smaller activities and events throughout the year. The club meets twice a month.

The IIC has five officers: President, Vice President, Treasurer, Secretary, and Publicity Coordinator. Club members elect officers to their positions. Membership is free; to join, attend one of the club meetings or speak to a club officer or advisor. Everyone is welcome to join the IIC, where students from many cultures form one community.

OTHER CULTURAL CLUBS

There are a number of other cultural clubs on campus. Please visit the IMA or the Student Activities Office for a complete listing of current cultural organizations, including: Latin Roots, IIC, and West Indian Empress Club.

STAYING IN LEGAL STATUS FOR F-1 STUDENTS

Like all nations, the U.S. has laws governing foreign students. When you first enter the U.S., an immigration inspector asks you to read and sign a statement on your I-20. Your signature shows that you agree to follow the conditions of F-1 status while you are in the United States.

The many forms, numbers, and deadlines associated with government regulations can be confusing, but if you understand and meet the following requirements, you will be able to maintain your legal status in the United States.

As an F-1 student, you are required to:
- Have a passport that is valid for six months or more into the future.
- Attend the school you are authorized to attend.
- Carry a full course of study (at least 12 credits for undergraduate students and at least 9 credits for graduate students).
- Refrain from off-campus employment unless you have authorization from the Department of Homeland Security (DHS).
- Limit on-campus employment to a total of 20 hours per week while school is in session.
- Leave the U.S. by the anticipated completion date shown on your I-20; or, by that date, apply to the DSO for a program extension.
- Apply to the DSO to continue from one educational level to another (e.g., from undergraduate to graduate).
- Report any change of major to the DSO.
- Report a change of residence (where you sleep at night) to the DSO in writing within 10 days of the change.
- Have your I-20 signed by the DSO for re-entry at least once each year before you leave the U.S.
- Please note that citizens of Canada need to have a valid I-20 and passport to study in the United States, but not an F-1 visa.

In addition to the above regulations, here are some other requirements for F-1 students at CSE:
- It is your responsibility at all times to report your current mailing address and telephone number to the Director of International and Multicultural Affairs within 10 days of any change.
- You must bring your passport, visa, and I-20 to the DSO’s office at the following times:
  - At the start of your first semester.
  - Whenever there is a change in any of your documents.
  - At any other time that you are planning to leave the U.S.

Please note that only a DSO of the College is authorized to sign your DHS forms. Failure to have your immigration forms signed properly can have serious consequences, including loss of your legal F-1 status, loss of the benefits of CPT or OPT, and even deportation from the United States. Ultimately, it is your responsibility to know and abide by the regulations that affect you. You can get into legal trouble if you try to bend or ignore the rules, so be sure to get good and timely advice.

EMPLOYMENT OPPORTUNITIES

If you wish to seek employment while studying in the U.S., you need to be aware that international students are required to abide
by very strict employment regulations. Most forms of employment require DHS authorization. By not following these regulations and/or engaging in unauthorized employment, you are endangering your F-1 status, and may be required to leave the U.S. without completing your education. This may also mean that you will be banned from visiting the U.S. in the future. Although work authorization is very limited for international students, there are some employment opportunities available to you involving on-campus employment and off-campus practical training.

On-Campus Employment
Your F-1 student status permits you to work legally on campus at CSE while you are a full-time student here. This type of employment does not require DHS approval. There are, however, restrictions on how many hours you can work each week; see the DSO for details.

The College has on-campus employment available for international students, but these jobs are limited. Students seeking employment should see the Secretary in Career Services. The Secretary will tell you how to locate an on-campus job. Positions are awarded on a first-come, first-served basis. You can also go from office to office and ask if there are any employment opportunities available for students. Jobs are available in the library, residence halls, academic departments, and College offices. Some offices hire students on a semester-to-semester basis and pay each student’s salary out of the departmental budget.

Practical Training
There are two kinds of practical training: Curricular Practical Training before completion of studies (CPT, a paid internship); and Optional Practical Training (OPT). To be eligible for either kind of practical training, a student must have been in lawful status for one full academic year.

Procedure to Apply for Curricular Practical Training:
- Get a job offer, but do not start to work yet
- Bring a form from your academic advisor to the Office of International and Multicultural Affairs. The form should be obtained through the Internship Coordinator and should state:
  - Employer’s name
  - Work location (specific address)
  - Dates of employment (exact start and stop dates)
  - Full-time work (i.e., more than 20 hours per week) or part-time work (i.e., less than 20 hours per week)
  - Job duties
  - Credit-bearing CSE class for which this internship will count
- Register for the credit-bearing class
- Receive from the DSO a new “page 3” for your I-20 showing your CPT authorization. Do not begin working until you have the DSO’s signed authorization on the last page of your I-20.

Procedure to Apply for Optional Practical Training:
- OPT is an employment opportunity you may wish to take advantage of during or after completion of your studies at the College. Graduating international students may legally work within the U.S. for a 12-month period following graduation, or for the equivalent in part-time or full-time work before graduation.
- In order to take advantage of this opportunity, you must see the DSO prior to the completion of your studies. The DSO will provide you with all the required forms, and assist you in completing the forms and applying.
- Submit the following to the DSO:
  - Completed form I-765
  - Two Passport Type Photos with your name printed in pencil on the back.
  - Filing Fee (check or money order) payable to “Department of Homeland Security”. See DSO for current fee amount.
  - Current Form I-20
  - All previous Forms I-20 you have ever had.
  - All prior EAD Cards you have received (if any).
  - Passport, visa and I-94 card.
- Wait until you receive an Employment Authorization Document (EAD) from the DHS before you begin to work. The EAD card is proof that you can legally work and have been approved by the DHS.

SOCIAL SECURITY CARD
Anyone seeking employment in the U.S. (citizen, permanent resident, or foreign worker) must have a Social Security Number (SSN). For this reason, the Social Security Card has become a standard form of identification in the United States. Information about applying for the card is available in the IMA Office. As an international student, you must go to the Social Security Office to apply for the card. You may not mail the application. You can go to any Social Security Office that is convenient for you. The offices are usually open from 9:00 AM to 4:00 PM, Monday through Friday. The one closest to CSE is in Parsippany at:

2200 Route 10 West, 2nd floor
Parsippany, NJ 07054
800-772-1213
When going to the Social Security Office, you need to bring with you:

- your passport
- your I-94 card
- your current I-20 and any previous I-20s
- a signed letter from the DSO on College letterhead
- a signed offer of on-campus employment on College letterhead, or other proof of authorized employment

STAYING IN TOUCH WITH HOME

Telephone Services
If you live on campus, STC provides telephone service in our residence halls. Should you wish to have a direct phone extension in your residence room on campus, please complete the Phone Service request form in Residence Life. Network Operations will activate your in-room extension. Public telephones (called pay phones) are found in many places including around campus, at many stores and restaurants, and at train and bus stations. A local call usually costs 35 cents. If making a long distance call, you must first put in 35 cents and dial the number. The operator will then tell you the cost of the call. Calls can also be made with a calling card or a telephone credit card.

LOCAL CALLS
Local calls, within the Northern New Jersey area, including Morristown, have a 10-digit telephone number, and start with “1” (for example 1-973-290-4000). For calls which are outside this area, you must dial “1” plus the 10 digit telephone number (for example 1-212-555-1212). Each state in the U.S. has one or more area codes. The area code for our area is 973. New Jersey has eight other area codes: 201, 551, 609, 732, 848, 856, 862 and 908.

INTERNATIONAL CALLS
With the exception of Canada, U.S. Territories, and some Caribbean and Atlantic Islands, all international long distance calls from the U.S. begin with 011. For example, to call Tokyo, Japan, you first dial the international access code (011). Next, dial the country code for Japan “81”. Then, dial the city code for Tokyo “3”. Finally, enter the local telephone number you wish to reach. The complete number you would dial is: 011-81-3-local number.

For a complete listing of area codes in the U.S. and of international country codes, consult the internet.

CALLING CARDS
Calling cards permit you to place calls from both public and private telephones. Pre-paid calling cards can be bought ($5, $10, $20, $50) at many department and convenience stores, as well as in the College bookstore. Each time you use the card, you will be told how much money you have spent and how much money is left until you use the full amount of money that you paid for the card.

Cell Phone Service
If you apply for a cell phone in the U.S.A., you may be told that you need a Social Security number. This is not true. Your Social Security number will be used to check your credit history; but as a new international student in the U.S., you have no credit history. Your cell phone application will be rejected even with your Social Security number. Instead, tell the cell phone sales representative that you have no Social Security number and no credit history. Ask what phone services they have available to you. Many companies have plans that do not require a credit check and/or do not require your Social Security number.

Mail Service
The U.S. Postal Service (USPS) is the main provider of mail service in the United States. However, there are other companies that compete with the USPS in areas of express mail and package delivery. These include United Parcel Service (UPS) and Federal Express (FedEx). Unlike postal services in many countries, the USPS does not offer long-distance telephone service or savings accounts. They do, however, sell money orders.

Almost every town in the U.S. has a post office. Our local post office is directly outside the campus front gate by the train station. Mail is delivered Monday through Saturday (except for most major holidays). If you live on campus, mail addressed to you will be delivered by USPS to the campus and then distributed by campus mail to your personal mailbox in the residence hall. You should never send cash through the mail, but otherwise you can be fairly certain your letter or package will be delivered safely. If you need additional protection on a package, you may purchase insurance at the post office.

PUBLIC TRANSPORTATION

To Shopping Malls or Supermarkets
There is a bus line that runs every hour from Morristown to the Short Hills Mall and the Livingston Mall. It stops at the intersection of Convent Road and Madison Avenue (across the road from the Madison Hotel). You can travel by bus to nearby supermarkets, Stop & Shop in Madison and Kings in Morristown. You can also get there by train from Convent Station. If you take the bus, be sure to check the return schedule before you go. Bus service ends in the late afternoon or early evening. To travel by train, buy your ticket from the ticket
office at the train station when it is open (usually from 6:00 a.m. to 1:30 pm). Otherwise you have to pay $5.00 more for your ticket if you buy it on the train.

To Newark Liberty International Airport

There is bus and train service from Convent Station to Newark International Airport. See www.panynj.gov for more information, or speak to someone in IMA for help.

To JFK Airport

Take a bus or train from Convent Station to Manhattan. There is bus and subway service from Manhattan to JFK. Allow at least three hours of travel time, plus two hours of airport processing time before your flight is scheduled to depart.

To New York City

The train stops regularly at Convent Station, right outside our campus. There is a direct train to Penn Station, New York City. Penn Station is within walking distance of Times Square and the theater district, but you can travel throughout the city by subway, as well.

There are also trains from Convent Station to Newark’s Broad Street Station, and to Hoboken Terminal. From Hoboken, you can take the PATH train directly to midtown Manhattan 33rd St. with stops at Christopher St. (Greenwich Village), 9th St., 14th St., and 23rd St. (Chelsea). There is also PATH service from Hoboken to Lower Manhattan (World Trade Center Station) via Jersey City (Pavonia/Newport). See www.panynj.gov for more information.

Waterway Ferry service provides convenient commuter service from Hoboken directly to lower Manhattan. The ferry entrance is next to Track 15 at the Hoboken Terminal. See www.nywaterway.com for details.

Note: You can also take a bus to New York City. Lakeland Bus Line (Morristown Route) runs from Convent Station to Port Authority Bus Terminal in New York City, at 41st St. & 8th Ave. Call 973-366-0600 for schedule and fare information.

To Downtown Newark

The Broad Street Shuttle bus routes serve employer and shopping locations along Broad Street. The Newark Broad Street Light Rail connects Newark Broad Street Station to Newark Penn Station.

---

**DRIVER’S LICENSE**

If you have an international driver’s license from your home country, you may only use this for the first 30 days that you are in the United States. After this time, you must have a New Jersey license. However, having an international driver’s license will make the process of getting a New Jersey license much easier; you will only need to take the written test. If you are interested in taking the written test, you should study the driver’s manual, which is available online. When you go for the written test, you must bring a variety of identification with you. See www.state.nj.us/mvc/.

If you have never driven or do not have an international driver’s license from your home country, you will need to take the written test and the road test. After successfully completing the written test, you will be given a Validated Permit that allows you to practice driving with a licensed driver. You must then make an appointment to take a road test and find someone with a license and car to teach you to drive before your test.

If you do not know someone who can teach you to drive, please contact the Office of International and Multicultural Affairs. They can provide you with the names of driving schools in the area. You can also consult the phone book or internet for driving schools.

**TRAVEL**

**Within the United States**

Whenever you travel, please remember that you must have proper identification with you. If you are traveling a long distance away from the College, bring your passport, visa, I-20, and College ID card with you. Do not lose these documents. Keep them in a safe place.

If you are traveling near to CSE, just bring your College ID card. It is also a good idea to keep a copy of your family’s and the College’s address and telephone numbers with you. You should also carry photocopies of your passport, visa, I-20, and I-94 with you.

**Outside the United States**

If you plan to go home for a visit, go to the DSO to have your I-20 signed for re-entry at least one week before you leave the United States. Please do not wait until the last day, or the DSO might not be available. Bring your passport, visa, I-94, and I-20 to the DSO, who will check your documents and sign your I-20 for travel.

Check the expiration date of your passport. If it is going to expire in six months or less, get a new passport while you are in your home country. While out of the U.S., if your entry visa
stamp has expired, you must renew it at a U.S. embassy or con-

ulate before you can return.

Re-entry to the United States After a Temporary Absence

To re-enter the U.S., you will need a valid passport, the U.S.

entry visa stamp, and your I-20 with your DSO’s valid signa-

ture on it. After reviewing your documents, the U.S. Customs

Officer will give you a new I-94 card. Your I-20 will be pro-
cessed if necessary, or simply checked for a valid signature.

Although Canada and Mexico share borders with the U.S., you

are leaving the U.S. when you enter these countries. You must

have a visa, a passport and a signed I-20 to re-enter the U.S.

Please speak to the DSO before traveling to Mexico or Canada,
or to any of the islands adjacent to the United States.

BANKING

Banks in the U.S. have limited business hours. They are usu-

ally open from 9:00 AM until 3:00 PM, Monday to Friday, and

from 9:00 AM until 12:00 noon on Saturdays. Banks usually are

closed on Sunday and on national holidays. Most banks offer

savings and checking accounts, automatic teller machine cards

(often called ATM cards), safety deposit boxes, travelers checks,

and other services.

For most college students, a checking account is necessary since

this account is used to pay bills such as tuition and telephone.

An ATM card will allow you to use your account 24 hours a day

and seven days a week at any cash or ATM machine. There is an

ATM machine on the lower level of Saint Joseph Hall. Be sure to

ask the bank about all fees such as ATM fees, checking account

service charges and overdrawn account charges.

To open a bank account, you need to go to the bank in person
during regular business hours with at least $50 in cash or in

traveler’s checks. You must bring your passport and visa with

you. If you have a Social Security card, bring this with you, too.

Bank personnel can explain the different types of accounts and

the rules and fees. If your English is not very strong, you may

want to bring a friend with you when you go to the bank. Do

not be afraid to ask the bank personnel to speak slowly or to

repeat information that you do not understand.

There are a number of banks in the local area, including:

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank of America</td>
<td>Madison, NJ 07940</td>
<td>1-973-377-8700</td>
</tr>
<tr>
<td>The Provident Bank</td>
<td>Morristown, NJ 07960</td>
<td>1-800-448-7768</td>
</tr>
<tr>
<td>PNC Bank</td>
<td>Convent Station, NJ 07950</td>
<td>1-973-3946</td>
</tr>
<tr>
<td>Wells Fargo</td>
<td>200 Madison Avenue</td>
<td>1-973-538-4060</td>
</tr>
</tbody>
</table>

VISA, MasterCard or other credit cards that you have from

your home country may be used here if they are international

credit cards. It is not easy to get a U.S. credit card until you

have established a bank account here.

A FINAL NOTE

Not all Americans have learned to speak a language in addi-
tion to English, and many Americans have not lived in another
country, so they might not understand what you are going

through as you learn to live here. If you ask people politely to

slow down when they speak to you or to repeat information,

the majority of them will be happy to do so. However, there are

impolite people in every country, and some people are just too

impatient to be polite. Please do not let yourself be discouraged

by these few.

Try to keep smiling and enjoy your time with us!
The College reserves the right to update, change, or alter the material in this publication at any time. This publication is not a contract. Changes will be made by written notice and will be available in the office of the Vice President for Student Life and Dean of Students and on the College website (www.cse.edu). It is the sole responsibility of the student to read and understand all such notices. —Revised Summer 2014