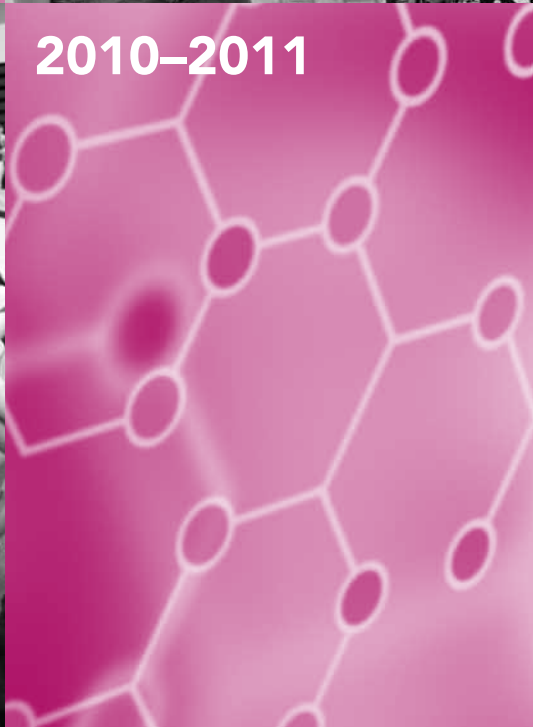


**Residence Life
Handbook**

2010–2011



IMPORTANT TELEPHONE NUMBERS

Ms. Susanne Ferrin <i>Director of Student Life and Leadership Development</i> 1008 Whitecar Hall, Student Affairs Complex	215.895.1192
Mr. Everett Herman <i>Associate Director of Student Life</i> 1009 Whitecar Hall, Student Affairs Complex	215.895.3120
Ms. Jennifer Tomasetti <i>Assistant Director of Student Life</i> 1007 Whitecar Hall, Student Affairs Complex	267.295.3174
Ms. Tia Brown <i>Residence Life Administrator, Alexandria/Gunter/Osol Halls</i> 206 Wilson Hall	215.895.1162
Mr. Ryan Crocetto <i>Residence Life Administrator, Goodman/Wilson Halls</i> Goodman Hall	215.596.8708
TBD <i>Student Housing Specialist</i> 1010 Whitecar Hall, Student Affairs Complex	215.596.8737
Ms. Judy Styles <i>Administrative Coordinator</i> Whitecar Hall, Student Affairs Complex	215.596.8756
Division of Student Affairs	215.596.8950
Safety and Security Department	215.596.7000
Walking Escort Service	215.895.1117
PENN Transit Service	215.898.RIDE
Student Health Department	215.596.8980
Counseling Services Department	215.596.8536
Student Academic Support Services	215.596.8538
Writing Center	215.596.8909
Career Services Department	215.596.8735
Goodman Hall Front Desk	215.596.8510
Osol Hall Front Desk	215.895.1125
Wilson Hall Front Desk	215.895.1144



August 2010

Dear Resident,

Welcome to your new home! It is our pleasure to have you as a member of our on-campus community. We hope that your experience here will be a positive and productive one!

By choosing to live on-campus, you have already taken an active role in enhancing your experience as a student at the University of the Sciences. Research has shown that students that live in residence halls feel more involved with their institution and are generally more satisfied with their college experience.

The residence halls are convenient to academic and administrative areas of campus and offer an environment that supports and complements your academic endeavors. Residence hall living offers you the opportunity to meet other students, forge friendships, and learn about other attitudes and lifestyles, as well as learn more about yourself. Students who have lived in residence halls often comment that they experience significant personal growth as a result of their new found independence.

We ask that you read through the Residence Life Handbook since it contains important information about services, policies, and procedures that affect the resident population. In addition to reading the handbook, we strongly encourage you to meet and utilize the staff who live in your residence hall. They have been trained to aid you in a wide variety of situations. The Student Life staff is committed to helping you resolve any concerns that may arise during your time on campus.

Best wishes for a great school year,

SUSANNE FERRIN
Director of Student Life

INDEX

Addresses	3
Alcohol and Drug Policy	10
Campus Weapons Policy	9
Closings, Residence Halls	11
Common Area Maintenance.....	20
Conditions of Occupancy	5–9
Conduct Process	12–13
Corridors, Hallways, and Stairwells	19
Effective Mediation	16
Facilities Concerns	17
Fines	13
Fire Prevention and Response Procedures	13
Fire Extinguishers (Use of).....	14
Front Desk	4
Laundry, Guide to Doing	18–19
Laundry & Vending	5
Lost Identification Cards.....	18
Lost or Stolen Room Keys	17
Off Campus Living, Applying	15
Packages, Receiving	3
Parking Lots	18
Personal Responsibility and Ownership	15
Quiet Hours	10
Requirement, Housing	14
Room Change Policy.....	16–17
Room or Building Problem, How to Report	17
Safety and Security	5
Sanitation	19
Telephones.....	3
Trash Disposal.....	17
Vandalism Policy	11
Visitation Hours	4–5

ADDRESSES

Your new address is:

Goodman Hall Residents:

710 S. 42nd Street, Mailbox #
Philadelphia, PA 19104-4442

Osol Hall Residents:

510 S. 42nd Street, Mailbox #
Philadelphia, PA 19104-4411

Wilson Hall Residents:

708 S. 42nd Street, Mailbox #
Philadelphia, PA 19104-4442

Alexandria Residents:

Building A

Apt #
524 S. 42nd Street
Philadelphia, PA 19104-4423

Building B

Apt #
520 S. 42nd Street
Philadelphia, PA 19104-4423

Building C

Apt #
516 S. 42nd Street
Philadelphia, PA 19104-4402

Gunter Residents:

Building A

Apt #
4040A Baltimore Avenue
Philadelphia, PA 19104-4423

Building B

Apt #
4040B Baltimore Avenue
Philadelphia, PA 19104-4423



Mail will arrive faster if you OMIT the University's name and the name of your residence hall from the mailing address.

RECEIVING PACKAGES

Packages can be sent to each of the residence halls listed above except for Alexandria and Gunter Halls. Packages can be picked up from the front desk of each building during mail-room hours. For the convenience of residents of Alexandria and Gunter Halls, all packages should be mailed to the Wilson Hall front desk during the summer months, and to Osol Hall during the academic year at your attention (please see above Wilson address).

Please remember, to ensure accurate and timely delivery of your mail, please address any letters or packages to the name of record with the University. In addition, at the conclusion of the academic year, please fill out a change of address form with the US Postal Service.

The US Postal Service also recommends to never send cash or coins via standard mail.

TELEPHONES

1. The University will provide phones, phone line access, voice mail, and on-campus and local calling by request only. Long-distance calls can be made using calling cards or similar. To request a phone please contact the Technology Helpdesk (215.596.7575 option 6 or helpdesk@usp.edu). Service will be activated within two business days and residents will be responsible for the cost of replacing a phone if it is not returned in working order at the end of the academic year.
2. The Residence Hall front desk telephone numbers are:
Goodman Hall 215.596.8510
Osol Hall 215.895.1125
Wilson Hall 215.895.1144

These telephones are for business purposes only.

FRONT DESK

Throughout the school year the front desk is open and staffed 24 hours a day.

RESIDENCE HALL VISITORS

Only those students who have entered into a housing agreement with the University may reside in on-campus Housing. All “residential” students have access to their residence halls with their University ID card. Any person without ID card access to a residence hall is considered a “guest,” and must be properly registered at the Residence Hall front desk with a host.

Resident students should remember that having a guest on campus is not a student’s right, but a privilege. Prior to registering a guest, the student “host” is strongly encouraged to discuss the visitation with their roommate(s).

Residents are responsible for any damages or violations caused by their guest(s) including all potential sanctions and financial responsibility. Any hosts or guests found in violation of any of the conditions of occupancy outlined in the housing agreement or Residence Life Handbook may have their hosting or visiting privileges revoked.

Goodman, Osol and Wilson Hall

Visitation Hours

- Guests may be signed in when a Desk Attendant is staffing the desk (7am-1am, Sunday through Thursday; 7am-2am, Friday and Saturday).
- Guests will only be able to access the building with their host present.

Guest Restrictions

- All overnight guests should be over 18 years of age with valid state issued photo ID.
- Residents may not register more than 2 guests at a time.
- Residents may not register the same guest for more than 2 nights in a row in a given week.
- Residents may only register a guest in the Residence Hall they are assigned to.
- A non-University guest may not remain in the halls for a period that exceeds the maximum 2 days in a week, even if signed in as a guest through an additional host.
- Overnight guests are not allowed during Final Exams or Welcome Weekend activities.
- Hosts must remain with their guests at all times in the building.

Please note: Only Wilson Hall residents will have ID access to Wilson Hall. All residential USciences students must be registered as guests.

Gunter and Alexandria Hall

Visitation Hours

- Roommates should agree on visitation hours that are acceptable in their individual apartment.

Guest Restrictions

- All overnight guests should be over 18 years of age.
- Residents may not have more than 2 guests at a time.

- Residents may not have a guest remain in the same apartment from more than 2 nights in a row in a given week, even if guest has a new host within that apartment.
- Hosts must remain with their guests at all times in the building.

SAFETY AND SECURITY

1. For your safety, please carry your keys and University ID at all times.
2. Windows should be closed when students leave their room.
3. Room/apartment doors should be locked at all times.
4. If you need assistance at any time, please contact Public Safety at 215.596.7000.

LAUNDRY AND VENDING

1. Washers and dryers for residents only are located in each hall, except for Alexandria Hall. Alexandria residents will have access to the laundry facilities located in Osol Hall. Please follow instructions posted in each laundry room.
2. Vending machines are located in the lobby.
3. Difficulties with these machines in Goodman, Osol, and Wilson Halls should be reported to Auxiliary Services at 215.596.8946. Difficulties with laundry machines in Gunter Hall should be reported to repairs@usp.edu.
4. Refunds for laundry and vending machines are issued through Auxiliary Services.

CONDITIONS OF OCCUPANCY 2010/2011

The residence halls have been designed and furnished to provide students with a “home away from home.” Learning to live with others is an important aspect of University Life. In order for residence halls to be a conducive environments for living and studying, residents are expected to conduct themselves in a manner that is respectful of others. Therefore, the following conditions have been established based on the premise that living on campus is a privilege.

Terms Of Occupancy

General

1. Residents shall keep all common areas orderly and leave them in suitable condition for the next user.
2. Furnishings shall not be removed from designated locations.
3. Residents shall be courteous of others in regard to noise. This means radios, TV’s, stereos, and speaking voices shall be kept low.
4. Common areas shall be used for the designated purposes.
5. Quiet/Consideration hours shall be observed according to Residence Life Regulations.
6. Residents shall cooperate with all University personnel. This includes Residence Life, Facilities Services, and Security Staffs.

Terms of Billing

1. Students residing in 10-month traditional housing will be billed twice. The billing periods will be for the Fall 2010 and Spring 2011 terms.
2. Students residing in a 12-month occupancy option will be billed three times. The billing periods will be Summer 2010, Fall 2010, and Spring 2011 terms.

Financial

1. The agreement period for room or room and board is for the academic year 2010/2011. Each resident shall be liable for payment in full for this period.
2. The residence halls are closed during the Thanksgiving Holiday, the Semester Break, and the Spring Recess with the exception of twelve month lease buildings, such as Alexandria and Gunter Hall. Students are expected to leave the residence halls within 24 hours of their last exam at the end of each semester or at the designated time determined by Residence Life.
3. The University shall retain a security deposit of \$200.00. The residents shall incur the cost of damage to a hall or floor not attributed to a specific individual(s). Students shall be billed for any charges that exceed the \$200.00 deposit. Students must maintain a deposit of \$100.00 at all times, net of charges. Security deposits are nonrefundable if a resident leaves the residence hall before the end of the agreement period.
4. Students identified as responsible for vandalism, missing items, or those fined for infractions of University or Residence Hall Regulations must pay in full upon receipt of charges. Fines not paid by the due date will result in penalties such as additional charges against the security deposit and potentially a 'conduct hold' on the student's record.
5. All remaining security deposits will be automatically applied to subsequent housing agreements. Deposits remaining at the end of the housing agreement, provided the student elects not to return to campus housing, will be credited towards the student's tuition bill.
6. The University is not responsible for damage to or loss of any personal property of a resident, either in the halls or on its grounds. It is recommended that parents contact their homeowner's insurance agent to ensure that belongings are properly insured.

Meal Plans

1. All first year resident students, regardless of room assignment, are required to be on either the 6 "All You Care to Eat" meal plan with declining balance or the 9 "All You Care to Eat" meal plan with declining balance.
2. All second year and above residents of Goodman, Wilson, and Osol Halls are required to be either the 6 or 9 "All You Care to Eat" meal plan with declining balance.
3. Upper-class residents of Alexandria and Gunter Halls may choose between being on a meal plan or cooking in their apartments.

Fire, Safety, and Security

1. Safety inspections will be completed during all residence hall closings. For University apartment buildings, inspections will occur twice during the fall semester (Thanksgiving & Winter breaks) and twice during the Spring/Summer Semester (Spring Break

and July 4th closing).

2. Fire and safety equipment is to be used for emergencies only.
3. The possession of firearms, fireworks, knives, any object intended for personal bodily injury, or the storage of volatile or flammable materials is prohibited.
4. Cooking appliances e.g. toasters, coffeemakers, microwaves, and popcorn makers, are prohibited in Goodman/Wilson and, are only to be used in kitchen areas of Osol hall and appropriate University apartment buildings.
5. The possession of items that can be used to produce an open flame is prohibited including potpourri, incense and candles (including candle warmers).
6. Residents and visitors must vacate the building immediately when a fire alarm sounds.
7. Individual keys and IDs are for resident's use only and are not to be copied or given to anyone.
8. Lost keys must be reported promptly to the Residence Life Staff. A charge of at least \$50 may be deducted from your security deposit per key.
9. Students shall carry University ID cards and keys at all times, and IDs must be presented each time when entering the building.
10. Doors may not be propped/left open or unattended. Any damage or loss of property is the responsibility of the residents.
11. Residents are responsible for all conduct occurring in their room/suite whether or not they are present.
12. Entering or exiting through windows is prohibited.
13. Throwing objects out of windows is prohibited.
14. Pets, including fish, are not allowed in the residence halls.
15. The Smoking Policy prohibits smoking and the possession of smoking paraphernalia (e.g. pipes, hookas) in all buildings including the residence halls.
16. All halogen lamps are prohibited in the residence halls.
17. Students are not permitted to bring their own loft units. Residents who wish to bunk/debunk their beds must contact Facility Services. Students are required to utilize University-provided furniture (including bed frame and mattress).

Vandalism

1. Students involved in vandalism may be fined, sent through the University Conduct Process, and banned from the residence hall(s).
2. The Director of Student Life shall determine what constitutes vandalism.
3. A surcharge of \$75.00 may be added to repair bills.

Alcohol/Other Drugs

1. The Commonwealth of Pennsylvania prohibits the consumption of alcohol by anyone under 21 years of age.
2. The University prohibits the consumption, possession, or students in the presence of alcoholic beverages or paraphernalia (including decoration), regardless of age, in or near the residence halls.
3. Intentional use, possession, sale, transfer, or offer of transfer of any controlled drug

along with associated drug paraphernalia for non-medical purposes is prohibited.

Visitation

1. All guests must register with the Desk Attendant, and sign out at the termination of their visit.
2. Overnight guests must be registered before 1am on Sunday through Thursday, or before 2am on Friday through Saturday.
3. Overnight guests must be 18 years of age or older.
4. No resident may have, at any one time, more than two guests.
5. Residents are responsible for any damages or violations caused by their guest(s) including all potential sanctions and financial responsibility.
6. Guests violating any conditions of occupancy may lose all visitation and overnight privileges.
7. Visitation hours, as determined by the Director of Student Life, shall be followed.
8. Any non-resident of Wilson Hall must be signed in. This includes all other University students.
9. All residents must have their roommate(s) approval before any visitors/guests enter their room.

Maintenance

1. All maintenance problems shall be reported to Facilities Services.
2. In case of emergency, all maintenance problems may be reported to the Residence Life staff and/or Public Safety staff

Housekeeping

1. The cleaning of bedrooms is the responsibility of the occupants.
2. Residents are financially responsible for unusual cleaning caused by inappropriate behavior as determined by the Director of Student Life.

Phones

1. The University will provide phones, phone line access, voice mail, and on-campus and local calling by request only. To request a phone please contact the Technology Helpdesk (215.596.7575 option 6 or helpdesk@usp.edu).
2. Service will be activated within two business days and residents will be responsible for the cost of replacing a phone if it is not returned in working order at the end of the academic year.

Parking

1. First year students are not permitted to have cars on campus.
2. Parking spaces are available for a limited number of upper-class students for a fee. Arrangements are through Auxiliary Services in Kline Hall.

I understand that the University of Sciences in Philadelphia:

1. May revoke a room agreement by giving not less than a one day notice for any of the following reasons:
 - a. abuse, theft, removal, or destruction of University and/or residence hall property

- b. possession of firearms, fireworks, ammunition, explosives of any kind, flammable materials or weapons of any nature, in or near the residence halls
 - c. illegal use of fire equipment in the residence halls
 - d. illegal use, possession and/or distribution or sale of alcohol, narcotics, dangerous drugs, or hallucinogenic substances in or near the residence halls
 - e. assault of a resident, guest or University personnel in or near the residence halls
 - f. repetitive disruptive behavior, as determined by the Director of Student Life, including demonstrated lack of respect for others, especially University staff
 - g. posing a threat, as determined by the Director of Student Life, to the safety and well-being of him/herself or other members of the community
2. In such cases, there will be no return of room and board fees.
 3. Shall take disciplinary actions according to the guidelines in the Residence Hall Handbook and/or the Student Handbook.
 4. Reserves the right to refuse the reapplication of residents for University housing based on their behavior.
 5. May require a psychiatric evaluation and follow-up treatment of a resident if there is specific behavior that would warrant concern regarding the safety of the student as well as other residents. This evaluation and follow-up treatment may be a stipulation for the student to remain a resident.
 6. Reserves the right to enter student rooms to make repairs in cases of emergency, and to conduct investigations, inspections, or seizures in order to secure and protect the policies. The University recognizes its responsibility to respect the rights of its residents not to have their privacy unreasonably disturbed.
 7. Reserves the right to make room assignments and residence hall changes. The Director of Student Life may make necessary changes at any time during the year, including consolidation.
 8. Requires all unmarried first- and second- year students under the age of 21 with permanent addresses beyond the 30 mile commuting range to reside in University housing.

CAMPUS WEAPONS POLICY

1. The health, safety, and welfare of students, faculty, and staff is of the utmost importance to the University. The presence of weapons poses a direct and substantial threat to the safety of our faculty, students, employees, and visitors to our campus. All students (except for those on the rifle team during practices and competitions), former students, faculty, employees (except for University Public Safety Officers and law enforcement officers acting within the scope and course of their employment), former employees, customers, vendors, and visitors are prohibited from possessing, carrying, or storing weapons on their person, on University premises and in any vehicle on campus without specific authorization from the Executive Director, Business and Support Services.
2. For purposes of this policy, the term “weapons” includes any device, instrument, material, or substance that under any circumstances is readily capable of causing death or injury. Weapons include, but are not limited to rifles, shotguns, handguns, pellet or BB guns, starter pistols, dangerous knives, sling-shots, billy-clubs,

blackjacks, makeshift weapons, martial arts weapons, explosive materials, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the University or in any vehicle on campus.

3. This prohibition includes licensed firearms or weapons and applies to all that are licensed to carry firearms or concealed weapons. Requests for exceptions from this policy should be addressed in writing to the Executive Director of Public Safety.
4. The University shall have the right to seize any firearm or weapon from any persons on the campus. Violation of this policy may result in disciplinary action up to and including termination and/or expulsion. In addition, any person authorized to carry a weapon on campus, including any **University Public Safety Officer** and any member of the rifle team, who uses a weapon in an unauthorized or inappropriate way is subject to disciplinary action up to and including termination and/or expulsion.

QUIET HOURS

1. Quiet hours are in effect from 11:00 p.m. to 8:00 a.m., daily. Please note Wilson Hall, as an Honors Hall, has 24-hour quiet hours.
2. During final exams (defined as the day classes end until the closing of the residence halls), quiet hours are 24 hours a day.
3. Courtesy hours are 24 hours a day. This means all students should respect any reasonable request to reduce their personal noise level.
4. Any person in violation of quiet hours shall be referred to the Residence Life Conduct Process.

ALCOHOL AND DRUG POLICY

While specific procedures are noted below relative to on-campus residents, the University's Drug and Alcohol Abuse Policy in the Student Handbook encompasses the full breadth of responsibility held by each student.

1. **It is assumed that someone possessing illegal substances or alcoholic beverages intends to consume them.** The possession of illegal substances, alcoholic beverages, alcoholic beverage containers and/or paraphernalia (such as a hooka) is prohibited in or near the residence halls. Should a Student Life or Public Safety staff member discover a student showing signs of being visibly under the influence of alcohol or illegal substances, in the possession of any illegal substances or a beverage containing alcohol, with alcoholic beverage containers (including decorations) in or near the residence halls, or reasonable suspicion of the use of marijuana, the following levels of sanctioning may be imposed. A detailed definition of each level is available from your Residence Life Administrator. The Hearing Officer in conjunction with the Conduct Officer may impose the listed sanctions or a combination of such:
 2. *Level 1*
 - a. fine of \$50
 - b. completion of educational requirement
 - c. parental notification
 - d. additional sanctions as assigned

3. **Level 2**
 - a. fine of \$75
 - b. completion of education requirement
 - c. BASICS counseling with SHAC
 - d. parental notification
 - e. additional sanctions as assigned
4. **Level 3**
 - a. fine of \$125
 - b. completion of educational requirement
 - c. initiation of Drug and Alcohol Abuse Policy (referral to Dean of Students)
 - d. substance abuse evaluation or BASICS counseling with SHAC
 - e. parental notification
 - f. additional sanctions as assigned
5. **Guests are not permitted to use or possess illegal substances, consume alcoholic beverages, or possess alcoholic beverage containers in the residence halls.** If a guest is found with alcoholic beverages or containers or is found with illegal substances, he/she may be asked to leave and the resident host will be subject to conduct action as directed above.
6. **Incidents may be referred to the Student Conduct Committee, and further conduct actions may be taken.** Additionally, in cases of more serious infractions or severe intoxication, students may be directed to the Director of Student Life and/or the Dean of Students for initiation of the University's Drug and Alcohol Abuse Policy as listed in the Student Handbook, removal from the residence halls, or suspension from the University.

RESIDENCE HALL CLOSINGS

Residents will be sent closing information approximately two weeks prior to each recess. Residents should follow all instructions as explained in these memos. These memos will outline proper procedures to follow before leaving campus. Failure to follow these procedures may result in a fine. Residents who have closing violations will be assessed a fine and may appeal this fine with their Residence Life Administrator by submitting a formal letter within 5 days of receipt of fine charges. The decision of the Residence Life Administrator is final and cannot be appealed. Because Residence Life and Public Safety are not available during these breaks, all residents are required to vacate all residence halls. Alexandria and Gunter Halls are the only University buildings that are open during University break periods.

VANDALISM POLICY

1. Each time an item is stolen or vandalized and replaced by a new one, it directly affects the overall cost of operating the residence hall. If the responsible student cannot be identified, damages will be billed accordingly:
 - a. common areas (general)—equally by all residents of the floor or hall
 - b. common areas (apartments, Osol Hall)—equally by all residents of the apartment
 - c. individual rooms—equally by all residents of the room



VANDALISM... a willful destruction or defacement of property.

2. Any unusual cleaning charges will be billed to the residents.
3. An additional charge of \$75.00 and labor costs will be added to repair any vandalized property.
4. The determination of what constitutes vandalism will be made by the Director of Student Life and the Director of Facilities Management.
5. If a student has a question or wishes to appeal a particular charge, he/she should contact the Residence Life Administrator during office hours.

RESIDENCE LIFE CONDUCT PROCESS (RCP)

Instances occurring in the residence halls will be addressed through the Residence Life Conduct Process. Specific procedures for the Residence Life Conduct Process are noted below. The University will hold students responsible for not only their actions but also the actions of their guests.

Violations of Residence Hall Regulations, Conditions of Occupancy, and the Student Conduct Policy may be dealt with as follows:

1. Resident(s) will be confronted with an alleged violation of regulations by members of the Residence Life or Public Safety staff, and an incident report will be filed.
2. If an RA or Public Safety Officer has intervened, he/she will notify the Residence Life Administrator promptly through written documentation.
3. The student will be notified that an incident has been documented.
4. The student will meet with a Hearing Officer to discuss the matter. During this meeting, the student will have the opportunity to present relevant information and witnesses. The Hearing Officer will make a determination of whether the student is responsible. If deemed necessary, the Hearing Officer may determine this matter should be forwarded to the Conduct Officer.
5. In the case of major infractions or continued disciplinary infractions, the Director of Student Life may meet with the student(s) involved and may levy any sanctions and/or fines. Resident(s) involved in serious offenses or residents who repeatedly break residence hall policies may:
 - a. be sent to the Office of Student Conduct
 - b. be asked to vacate the residence halls
 - c. be asked to visit the Student Health and Counseling Department
6. All conduct letters will be sent out in a timely fashion and will include sanction details. Sanctions may include those in the Student Handbook or as deemed necessary for the growth and development of the student. Sanctions must be completed in the time outlined by the hearing decision letter; unless arrangements are made with the responsible administrator, failure to comply may result in further sanctioning.
7. Students have the right to appeal. Appeals must be submitted in writing within five business days of the hearing to the Director of Student Life. The Director of Student Life may hear the appeal or forward the appeal to the Associate Dean of Students or the University Conduct Officer for action. Appeals may be allowed on the basis of:
 - a. new evidence
 - b. procedural errors
 - c. sanctions inconsistent with findings

8. The individual reviewing the appeal may do one of the following:
 - a. uphold the original decision
 - b. alter sanctions of previous decision (sanctions may be increased or decreased)
 - c. overturn the original decision
9. The student will receive written notification of the appeal decision. The appeals process may take a minimum of twenty business day.

RESIDENCE LIFE FINES

Residence Life fines for infractions of residence hall and/or University policy will be levied during the conduct process or through other standard billing means. These fines will be applied to residents and nonresidents alike. Fines not paid by non-University students will be the responsibility of the resident host.

Below are some of the more common violations with the fine amounts listed. Please note that this list is not exhaustive and a more detailed list may be found in the University Student Handbook:

- Class 1:
- Failure to return dining services trays, dishes, cups, glasses and utensils
 - Violation of quiet hours
 - Violation of check-out procedures (information will be provided before each break)
 - Failure to remove trash from the entire apartment
 - Possession of common area furniture in a student's room or apartment
 - Forgetting University ID
 - Violation of University smoking policy (including possession of paraphernalia, e.g., hooka)
 - Use of candles and any other ignited objects (e.g., incense)
- Class 2:
- Throwing or hanging anything from a window (this includes entering or exiting through a window)
 - Exiting through the alarmed fire door on the roof or any prohibited area for any reason other than fire
 - Possession of unauthorized electrical appliances and prohibited items in room (e.g., microwaves, coffeemakers, toaster ovens, halogen lamps hot plates, dart boards, etc.)
 - Vandalizing of the residence hall (with food, water, shaving cream, litter, etc.)
 - Violation of the University Drug and Alcohol Policy
 - Refusal to exit the building during a fire drill
 - Violation of the guest procedures
 - Refusal to show University ID upon entering any residence hall
- Class 3:
- Second and third violation of the University Drug and Alcohol Policy
 - Tampering with fire/safety equipment [intentional or otherwise (horseplay)]
 - Setting off a false alarm [intentional or otherwise (horseplay)]
 - Forgery, alteration, or misuse of the University ID card
 - Failure to comply with directives from University personnel, disorderly conduct, or any action which places another person in danger

FIRE PREVENTION AND RESPONSE PROCEDURES

In case of a fire drill or real fire, students should:

1. Remain calm.
2. Close all windows and doors.
3. Turn off electrical appliances.
4. Exit the building using the stairway or doorway nearest the room you are occupying. **Residence Life Staff may check rooms during fire alarms to ensure the safety of all residents. Failure to leave during a fire alarm will result in disciplinary action.**
5. Remain outside at least 50 feet away from the exit until the Residence Life staff gives clearance to return to the building.

APARTMENT STYLE RESIDENCE HALLS

Please note that the fire exits located in the kitchen areas are to be used for emergencies only. In the event of an emergency, there are fire stairwells accessible from these balconies.

FIRE EXTINGUISHERS (USE OF)

Fire extinguisher (dry powder)

To be used on grease or electrical fires only, such as fire in the oven or around the stove. It should also be used on any fire involving any type of electrical appliance.

Students should:

1. Check to make sure the nozzle is free of any debris.
2. Pull the pin out completely.
3. Aim nozzle at base of fire.
4. Squeeze trigger, spraying powder until fire is out.
5. Silver extinguisher (pressurized water)
6. To be used on any fire involving paper, wood, plastics, rugs, etc. Not to be used when grease or electricity is involved.

Students should:

Check to make sure the nozzle is free of debris.

Pull the pin out completely.

Aim nozzle at base of fire.

Squeeze trigger, spraying water until fire is out.



Alarm pull stations, located in the hallway, should be pulled when fires involve a large area or produce a large amount of smoke. Common sense will play a large role in the above information, and you should remember not to put yourself in a potentially dangerous situation.

HOUSING REQUIREMENT

All first- and second-year students who live outside of a 30-mile radius of the University, who are under 21 years of age and who are unmarried, are required to live in University housing.

APPLYING TO LIVE OFF CAMPUS

Moving off campus is a big step for any individual, and it is our hope this will be an enjoyable and educational experience. Philadelphia is a diverse environment, and becoming part of the local community can be one of the most significant and educational changes in your life. Once off campus, you must accept responsibility for your actions not only within the University setting, but within the University City District community. To help you in this transition, the Department of Student Life will offer several presentations covering a variety of topics. It is recommended that students attend at least one of these presentations and/or talk with the Associate Director of Student Life.

If you are a current second-year student or above and are applying to be exempt from housing, please be sure you are familiar with the exemption policy listed below. After you have read and understand the policy, please follow the outlined exemption procedure. **To be eligible for an exemption, your student account must be paid in full.**

EXEMPTION POLICY

1. First and second year students whose permanent address is beyond 30 miles of the University and who are unmarried and under the age of 21 are required to live on campus.
2. Students that do not qualify for an exemption from housing can request an exemption.
3. Signing a lease prior to notification of your exemption request is financially hazardous and is not a valid basis for an exemption request.

EXEMPTION PROCEDURE

4. To request an exemption, a formal letter must be submitted to the Associate Director of Student Life. This letter needs to clearly state and explain the reason you are requesting exemption.
5. All exemption requests must be filed by the deadline established by the Department of Student Life. Any requests after the set date may not be honored.
6. Your request for exemption is not approved until you receive written notification from the Director of Student Life or the appropriate designee. Notification of Exemption requests will be made on or before mid-July of each year.

PERSONAL RESPONSIBILITY AND OWNERSHIP

As a member of the University of the Sciences community, you are encouraged and expected to accept personal responsibility and ownership of your actions. The choices you make in this community not only affect you but those around you. It is the hope of the Department of Student Life that you will choose to impact your new community positively. Through your involvement and commitment to community, you will find yourself immersed in an environment that is accepting to all and holds each individual responsible for his/her actions.

Within your community, there are many individuals who are there to support you. These individuals are Resident Advisors, orientation leaders, and professional staff, specifically members of the Division of Student Affairs. We encourage you to take personal ownership and initiative for those concerns you may have within your community by seeking out the appropriate individuals.

EFFECTIVE MEDIATION

It is the philosophy of the University and the Department of Student Life that the college years are ones of tremendous growth and experience both in and out of the classroom. It is for this reason that the decision to change a room is not taken lightly, and mediation is often recommended or required. While there are some situations where mediation is not appropriate, most situations between roommates can be effectively mediated. Our experience has been that mediation often leads to growth and better understanding between roommates. The following steps are recommended when attempting to resolve conflict through mediation.

1. Students should attempt to solve problems on their own, but if unsuccessful, they should not hesitate to first ask their Resident Advisor (RA) and then their Residence Life Administrator for their advice on how to handle the situation. When making living arrangements with roommates, all individuals involved should follow the below advice:
 - a. be concerned with the relationship with the other individuals and attempt to build an atmosphere of trust
 - b. be fair in expectations
 - c. be willing to reveal true nature of concern
 - d. use a reasonable statement to validate opinion
 - e. always listen to what the other individuals are actually saying
2. If the situation is not resolved, the student should notify the RA of the problem. The RA will then attempt to assist the student in resolving the situation.
3. If the problem persists, the RA will notify the Residence Life Administrator. All residents involved will discuss the problem with the RLA and the RA.

ROOM CHANGES

There are only certain times each semester that room changes may be made without initiating the mediation process. The dates are as follows:

September 9th, 2010

December 9th, 2010

January 27th, 2011

March 4th, 2011

Information regarding time and place will be posted prior to these dates. Should a student wish to change their rooms on dates other than those listed above, the following process will be adhered to:

1. Students will notify a member of the Residence Life staff, preferably their Resident Advisor, of their wish to have their room changed.
2. Resident Advisor, or other staff member, will assess the situation and will schedule an appropriate mediation time. Residence Life Administrator (RLA) and Director of Student Life will be notified at this time.
3. Students will be encouraged to enter into a mediation contract and may at any time ask that the contract be changed. Students may at any time request that additional mediation appointments are made. However, students will be encouraged to learn to self-mediate situations.
4. Should the students, after a mediation contract has been enacted, still wish to have their room changed, they must contact their RLA.

5. The Associate Director of Student Life has sole responsibility for authorizing a room change and will be notified, when deemed appropriate, by the Residence Life staff.

FACILITIES CONCERNS

How to Report Problems in your Room or Building

For any non-emergency maintenance concerns, please e-mail repairs@usp.edu. Please be as descriptive as possible when describing the issue, and remember to include your name, contact information, and a room number. You will receive an e-mail back with a work order number. Please save this e-mail until the work is completed. If the work order is not completed in a timely fashion, please forward this work order number to your RA.

For any emergency maintenance concerns please call 215.596.8955 during business hours or 215.596.7000 for after hours. Emergency situations are considered to be the following:

- Water leaks
- Lack of heat
- Any unsafe condition
- Smell of gas
- Loss of electricity
- No running water / No hot water

For hanging objects in the residence halls, please use the following guidelines to minimize damage to the walls. On concrete walls feel free to utilize any adhesive that will not cause the paint to peel. On non-concrete walls please use tacks or push pins.

Periodic safety and facilities inspections will be conducted throughout the building. Students will not be given advance notice of said inspections. Violations of policy will be addressed during these inspections.

For residents of Alexandria and Gunter Hall, most issues will be addressed by an outside property management firm.

Please remember, the only problems that cannot be repaired are issues that are unreported.

LOCK OUT POLICY

To assist us in maintaining a safe and secure environment in and around campus, students must carry their keys and identification card with them at all times.

However, should you forget your key and get locked out of your room please contact Security by calling 215.895.1117, the following policy will be followed:

1. First request: No fine
2. Second and third requests: \$15.00 each occurrence
3. More than three requests: \$30.00 each occurrence and a meeting with your Residence Life Administrator

LOST OR STOLEN ROOM KEYS

If you should lose your keys, please notify the Office of Public Safety and Security immediately at x7000. In addition, please see your Residence Life Administrator to order replacement keys. There is a \$50.00 key replacement charge for each key lost or stolen.

TRASH DISPOSAL

Trash rooms and chutes are located on every floor (does not apply to Apartment Communities). There is a dumpster located adjacent to Alexandria and Gunter Halls that may be accessed.

All personal trash should be placed down chutes or in the dumpster. Any student disposing of room trash in bathrooms, hallways, suites, or fire escapes may be fined and/or sanctioned.

Large boxes should be stacked in trash room.

LOST IDENTIFICATION CARDS

Should you lose your identification card, report the lost ID to Security immediately. You will be issued a temporary identification card that will allow you to access the residence halls. There is a \$10.00 charge to replace your card.

In addition, if you have an all-campus account or a meal plan, you will need to contact dining services management. They will issue you a temporary meal card to be used until you can obtain a new permanent identification card.

Your temporary identification card will be issued for no more than two business days. After that time you will be required to purchase a new identification card. Replacement ID cards may be obtained from Terry Reilly located in 102 Kline Hall.

RESIDENCE HALL PARKING LOTS

1. Arrangements for parking in a residence hall parking lot are made through Auxiliary Services located in Kline Hall. Upper-class residents of the residence halls are given priority in parking spots. First-year students that reside on campus are not eligible for parking privileges.
2. Parking permits must be displayed at all times.
3. In the event problems arise, Security should be notified immediately. Security may be reached by calling 215.895.1117
4. The residence hall parking lots are not for the use of visitors. Cars without proper parking permits will be ticketed and/or towed at the owners' expense.

GUIDE TO DOING LAUNDRY

MACHINE WASHING

Rule #1—READ YOUR LABELS. Labels on garments provide all the information you need to know. Follow their instructions carefully.

Rule #2—SORT YOUR CLOTHES BEFORE WASHING, AND USE THE PROPER TEMPERATURE. Washing colored items and whites together can lead to faded colors and colored whites—not exactly what you expected! Washing everything in cold water can lead to gray, dirty-looking laundry. Below you will find a guide to selecting the proper temperature for your clothes.

Rule #3—USE THE PROPER AMOUNT OF DETERGENT. Consult your detergent box for specific directions. Too little detergent leads to mediocre cleaning, and too much won't dissolve in the wash. You will find your clothes covered with clumps of detergent. If this should happen, simply rewash in the proper temperature, but do not use the detergent.

Rule #4— DON'T OVERSTUFF THE WASHING MACHINE. Too many clothes in a machine will also lead to less than optimal cleaning. Fill tub loosely, no more than three-fourths full. Follow directions on the machine for weight capacity. Overfilling the washers or dryers may result in an electrical fire.

TYPE OF CLOTHING	WASH	DRY
WHITES		
Sheets, pillow cases, bras, slips, underwear, white socks, dainty blouses, white jerseys, pajamas, night gowns, long johns, house coats, and any other light colored items	Permanent Press, Warm or Cold Water	Permanent Press 30 minutes
Towels, washcloths, and dish towels	Regular, Hot Water	Regular 45 minutes
COLORS		
Dark socks, jeans, corduroys, slacks, pants, shirt dresses	Permanent Press, Warm or Cold Water	Permanent Press 30–45 minutes

DRYING

Residence hall dryers are equipped with two settings, regular and permanent press. Above is a guide for settings and times. To prevent unnecessary fires, clean the filter before and after each load of laundry. A few seconds of care will prevent the number one problem with residence hall dryers, unnecessary overheating and, possibly, fires. Remember to follow the instructions for weight capacity.

HAND WASHING

What should you hand wash? Once again, consult your labels. Sweaters, knits, and anything of great value to you should be hand washed. When hand washing, use a commercial product, following the directions on the bottle or box. Do not twist or wring garments while washing, but gently squeeze the suds through your clothes. Rinse in the same manner and dry on a large water-absorbent towel. Do not hang sweaters or knits to dry since this will cause distortion of the fabric.

CONCLUSION

There you have it—simple tips for doing laundry. If you have any questions, consult an upper-class student or a Resident Advisor. Either would be more than happy to assist you.

CORRIDORS, HALLWAYS, AND STAIRWELLS

Corridors, hallways, and stairwells are either exits or provide access to exits. These vital areas must be kept clear—it is imperative that nothing be kept in them. **Residents are not permitted to open the door to the fire escape unless there is an emergency.**

SANITATION

In trying to accommodate housing needs, it is determined that proper sanitation is vital. Students are responsible for keeping their own apartments and any facilities they use in sanitary condition.

Kitchen Sanitation

1. Clean any area and utensils you use.
2. Clean the outside, top, and gaskets of refrigerators. Clean the inside every two weeks, and clean any spills immediately.
3. All refrigerators should have thermometers, and the temperature should be maintained at 45° F.
4. Freezers should be defrosted when frost buildup is one-quarter-inch thick.
5. Food should be kept in sealed and marked containers. Do not store cleaning compounds or other toxic materials with or on shelves above food.
6. Utensils that are worn, pitted, chipped, or corroded should not be used. Utensils should be washed thoroughly after each use, drained dry, and stored to protect against contamination.
7. Trash should be placed in appropriate containers. Containers must be covered and lined with plastic bags. Containers must be kept clean inside and out.
8. Food should be thawed in the refrigerator. Never leave food out in warm air to thaw, since bacteria multiply in it.
9. Personal hygiene is most important when preparing food for others. Always wash hands and tie hair back before preparing it. Anyone with a communicable sore, boil, or poison ivy rash should not prepare food.
10. Stoves should be kept clean and free of grease buildup, including under burners.

Bathroom Sanitation

1. Bathrooms should be cleaned a minimum of once a week to disinfect tub, toilet, sink, and floors.
2. Use of gloves is recommended during cleaning.
3. Personal belongings and clothes should not be stored in bathroom area.
4. Hair and other objects should be cleaned out of drains.
5. Residents are responsible for providing cleaning material and bathroom soap.

COMMON AREA MAINTENANCE

All residents of the apartment are equally responsible for cleaning and maintaining the common areas, which include the foyer area, common living space, bathrooms, kitchen, and fire escape. Residents are expected to keep their personal belongings in their rooms and out of the common spaces. Please understand that it is your responsibility to clean up messes and respect the property of all residents.

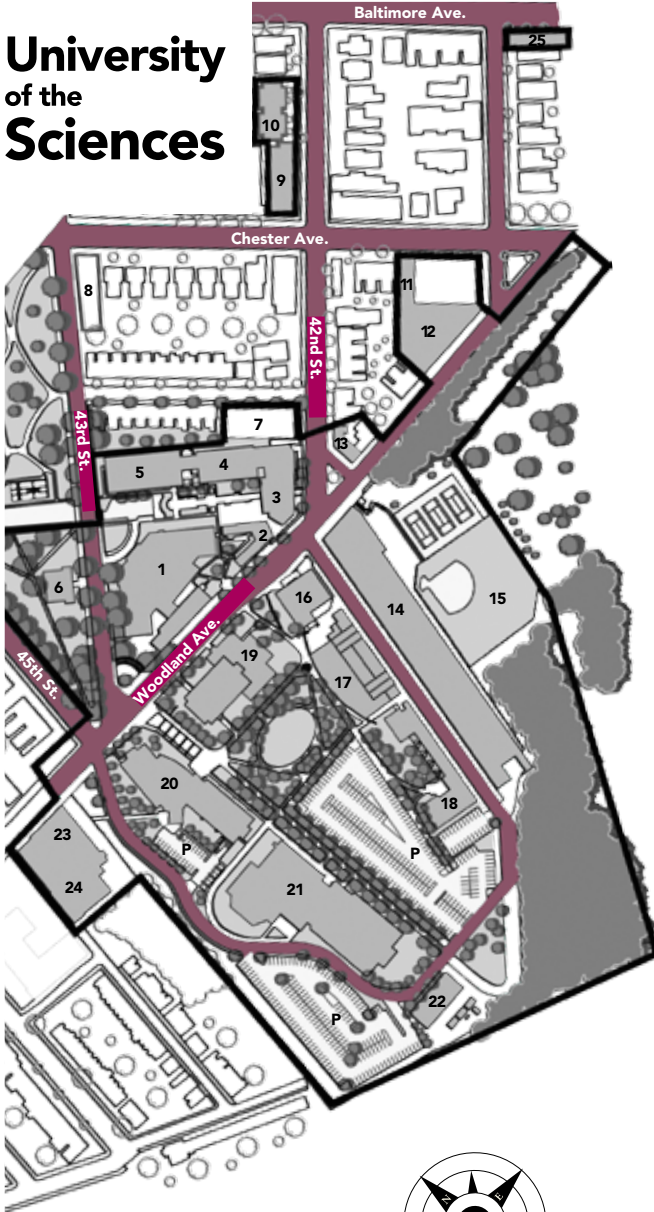
OTHER ADVICE

It is recommended that you review and discuss this handbook with your roommates. Also, it is important to discuss the sharing of apartment supplies and create a schedule of apartment responsibilities.

DATES TO REMEMBER

August 27	Welcome Week and Convocation
August 29	First floor meeting and Upperclass Move-in
August 30	First day of classes
September 9.....	Room Change Day
November 23, 5 p.m.	Residence halls close for Thanksgiving
November 28, 1:00 p.m.	Residence halls reopen
December 9.....	Room Change Day
December 10, 5:00 p.m.	24-hour quiet hours in effect until residence halls close
December 17, 5:00 p.m.	Residence halls close for winter recess
December 18, 12 noon	Residence halls close for late departures with permission
January 16, 1:00 p.m.	Residence halls reopen
January 27	Room Change Day
March 4.....	Room Change Day
March 4, 5:00 p.m.	Residence halls close for spring recess
March 5, 12 noon.....	Residence halls close for late departures with permission
March 13, 1:00 p.m.	Residence halls reopen
April 29	24-hour quiet hours in effect until residence halls close
May 6, 5:00 p.m.....	Residence halls close
May 7, 12 noon.....	Residence halls close for late departures with permission

University of the Sciences



campus map

1. Griffith Hall
 2. Kline Hall
 3. Pharmacology/
Toxicology Center
 4. Robert McNeil
Graduate Study
and Research Center
 5. Whitecar Hall
 6. Rosenberger Hall
 7. Corral
 8. Demonstration Garden/
Outdoor Classroom
 9. Alexandria Hall
 10. Osol Hall
 11. 4100 Chester Ave.
Building
(Administrative Offices)
 12. 4101 Woodland Ave.
Building (Mayes College)
 13. East Building
 14. 4140 Woodland Ave.
Building
 15. McNeil Athletic Fields
 16. Joseph W. England
Library
 17. Wilson Student Center/
Wilson Hall
 18. Goodman Hall
 19. Alumni Hall (Bookstore)
 20. McNeil Science and
Technology Center
(McNeil STC)
 21. Athletic/Recreation
Center (ARC)
 22. Central Utility Plant
(CUP)
 23. 4500 Woodland Ave.
Building
 24. Glasser Hall
 25. Gunter Hall
- P Parking
- University Campus