**IMPORTANT CONTACT INFORMATION**

**Dominic Viola** .......................................................................................... 215.895.3120  
Director of Residence Life  
Living & Learning Commons, Student Activities/Residence Life Suite  
dviola@uscience.edu

**Edward Harris** .......................................................................................... 215.895.1162  
Residence Director, Living & Learning Commons  
Living & Learning Commons, Main Lobby  
eharris@uscience.edu

**Aaron Jordan**  
Graduate Assistant of Residence Life  
Living & Learning Commons, Student Activities/Residence Life Suite  
ajordan@uscience.edu

**Crashell Allen >>** ..................................................................................... 215.596.8708  
Graduate Residence Director, Osol Hall & Wilson Residence Halls  
100 Osol Hall  
callen1@uscience.edu

Living & Learning Commons Front Desk ..................................................................... 215.596.7500  
Osol Hall Front Desk .......................................................................................... 215.895.1125  
Wilson Hall Front Desk ...................................................................................... 215.895.1144  
Student Health ...................................................................................................... 215.596.8980  
Counseling Services .............................................................................................. 215.596.8536  
Tutoring Services .................................................................................................. 215.596.8538  
Writing Center ........................................................................................................ 215.596.8769  
Career Services ..................................................................................................... 215.895.1121  
Public Safety .......................................................................................................... 215.596.7000  
Walking Escort Service .......................................................................................... 215.895.1117  
PENN Transit Service ............................................................................................ 215.898.RIDE

For emergencies, please dial 911
# TABLE OF CONTENTS

Welcome ...............................................................................................4  
Mission ................................................................................................5  
Residence Life Staff .............................................................................5  
Residential Services ...........................................................................5  
  Bed Risers ..........................................................................................5  
  Dining .................................................................................................5  
  Laundry and Vending........................................................................6  
  Mail and Package Delivery .................................................................6  
  Parking ...............................................................................................6  
  Telephones and Internet ....................................................................7  
  Trash Disposal ................................................................................7  
Residence Life Policies ........................................................................7  
  Alcohol and Drug ...........................................................................7  
  Cyberbullying ..................................................................................8  
  Fire Safety .......................................................................................8  
  Lockouts ...........................................................................................8  
  Medical Amnesty .............................................................................9  
  Postings ............................................................................................9  
  Quiet Hours ....................................................................................9  
  Sexual Misconduct and Relationship Violence ..................................10  
  Smoking ..........................................................................................10  
  Solicitation and Gambling .................................................................11  
  Theft ...............................................................................................11  
  Unauthorized Use of Bluetooth or Wireless Devices ......................11  
  Vandalism .......................................................................................11  
  Visitation .......................................................................................11  
  Weapons ..........................................................................................12  
Residence Life Procedures ................................................................13  
  Closing/Break Stay Procedures ........................................................13  
  Conduct Process ............................................................................13  
  Fire Safety, Prevention and Emergency Response Procedures ..........15  
  Health and Safety .........................................................................17  
  Housing Requirement ....................................................................18  
  Keys & Identification Cards ..............................................................18  
  Maintenance Concerns ...................................................................19  
  Mediation .......................................................................................19  
  Request to Be Released From Housing ..........................................20  
  Residence Hall Billing ....................................................................21  
  Charges for Infractions ..................................................................23  
  Room Changes ..............................................................................24  
  Room Entry ...................................................................................24  
Safety and Security ............................................................................24  
  Miscellaneous Regulations: ...............................................................24  
  Prohibited Items within the Residence Halls: ..................................25  
Disclaimer ..........................................................................................26  
Important Resources .........................................................................27
Greetings,

The Department of Residence Life is excited to welcome you to USciences! Our talented team of staff members and student leaders are committed to serving you and working in partnership to create an atmosphere that promotes intellectual, social and emotional growth. Living on-campus is not just about where you sleep and study. USciences vibrant campus community includes access to clubs and organizations, athletic and recreational teams, fraternities and sororities, study spaces, and outstanding recreational facilities. In addition, it puts you in the heart of Philadelphia, home to amazing food, history, and culture.

Whether you are a new or returning student, University Housing professional and student staff members will help you meet other students, enhance your educational experience, learn your way around campus, and connect you to resources and involvement opportunities. We strongly encourage you to utilize our Residence Life staff as they are trained to assist you with a variety of situations.

We thank you for taking the time to review the Residence Life Handbook as it contains important information about services, policies and procedures that help promote a safe, secure, and positive community in our residence halls. We wish you a memorable and successful academic year and look forward to seeing you around campus.

Sincerely,

The Department of Residence Life
MISSION

The mission of the Department of Residence Life is to provide services and opportunities that promote engagement, learning, and growth within an on-campus living environment that is safe, secure, and well maintained, where individual differences and academic excellence are celebrated.

RESIDENCE LIFE STAFF

The Director of Residence Life oversees the USciences Residence Life Department and supervises the professional and graduate staff.

The Residence Director (RD) and Graduate Residence Director(s) (GRD) oversee the daily operation of an assigned residence hall and supervise Resident Advisors and other student staff members. The Residence Director is a full-time, live-on professional staff member. Graduate Residence Directors are part-time professionals typically enrolled in a student affairs or higher education leadership program.

Resident Advisors (RA) are student staff living within the residence halls. Resident Advisors are here to listen to your concerns and assist in the enforcement of University policies. Resident Advisors may be contacted regarding maintenance issues and other general questions and concerns. Resident Advisors plan and implement community development and educational activities within the residence halls to provide opportunities for socialization and exploration of various issues.

Maintenance and Custodial Staff work closely with the Residence Life team to maintain the residence halls by responding to work orders and making any necessary repairs.

The Residence Director and Graduate Residence Directors participate in a 24 hour on-call duty rotation and respond to any emergencies that occur in the residence halls. They are referred to as Professionals on Duty (POD) and are trained to respond to a wide range of crisis situations.

RESIDENTIAL SERVICES

BED RISERS

The University does not permit the use of bed risers. If residents wish to raise their beds, Facilities will accommodate when a work order is placed through your Resident Advisor.

DINING

Students living in the Living & Learning Commons and Wilson Residence Halls must choose from either the Ultimate 700 or 11 Meal Plan. Students living in Osol Residence Hall are exempt from the meal plan requirement.

Ultimate 700: 14 Meals per week, $700 Declining Balance Dollars per semester, & 10 Guest Meal Passes per semester

11 Meal Plan: 11 Meals per week, $625 Declining Balance Dollars per semester, & 10 Guest Meal Passes per semester

5 Meal Plan: 5 Meals per week, $350 Declining Balance Dollars per semester, 3 Guest Meal Passes per semester, & a complimentary case of bottle water

3 Meal Plan: 3 Meals per week, $300 Declining Balance Dollars per semester, 3 Guest Meal Passes per semester, & a complimentary case of bottle water

Please visit usciences.sodexomyway.com/my-meal-plan/ for dining locations, hours of operation and meal plan costs.
LAUNDRY AND VENDING
There are laundry units located in every hall available to residents of the building. Laundry is free for all residents for the 2021-2022 academic year.

Please note that cost of laundry for subsequent years is subject to change. Laundry services are available to residents only.

Smart Laundry is now available in all residence halls. Download the Speed Queen app and use the identification code USCI01 to see available machines and track how much time is left on your laundry cycle.

MAIL AND PACKAGE DELIVERY

RESIDENTIAL ADDRESS
Your Name
4619 Woodland Avenue, Mailbox #
Philadelphia, PA 19143

To ensure accurate and timely delivery of your mail, please address any letters or packages to the name of record with the University.

Residents can pick up their mail and packages at 4619 Woodland Avenue (corner of Woodland Avenue and South Markoe Street) during operating hours.

Mail is only available via mailroom staff (Monday-Friday, 9a - 5p). Residents will receive an email notification from mailroom@uscience.edu with specific instructions when a package is ready for pickup. Do not forget to bring your student ID.

Only residents’ mail and packages will be accepted by mailroom staff. All mail delivered for former residents or commuters will be returned to sender. In addition, all packages that arrive during the breaks will be returned to sender. The US Postal Service recommends to never send cash or coins via standard mail.

If ordering from Amazon.com students can have their packages sent to Amazon Locker - Asteroid, which is located next to Alumni Hall. Amazon Locker - Asteroid is a secure pickup location which can be accessed at anytime.

4212 Woodland Ave
at University of Sciences Alumni Hall
Philadelphia, PA 19104-4418

PARKING
1. Permits to park in a residence hall parking lot may be purchased through Auxiliary Services. Upperclass students are given priority for parking permits. First-year students who reside on campus are not eligible for parking privileges.

2. Parking permits must be displayed at all times.

3. In the event problems arise, Public Safety should be notified immediately, which 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 owner’s expense.
TELEPHONES AND INTERNET

The University provides residents with wireless internet which is accessible in the residence halls and throughout campus. The wireless network name is Student-Usciences. Please connect to the appropriate network and authenticate using your USciences username and password.

Wireless routers/access points are not allowed in the Residence Halls and will only disrupt your ability to access resources on the network. There is free wireless access throughout the campus in various buildings and public areas.

TRASH DISPOSAL

Trash rooms and chutes are located on every floor of the residence halls. 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 face fines and/or disciplinary action. Large boxes should be stacked in a residence hall’s trash room.

RESIDENCE LIFE POLICIES

While all students are subject to the policies and procedures contained in the USciences Student Handbook, living in the Residence Halls is considered a privilege. In order for residence halls to be conducive environments for living and studying, resident students are expected to conduct themselves in a manner that does not infringe upon the rights of others. As such, students living in the halls are subject to the following policies as well as those contained in the USciences Student Handbook, available at:


ALCOHOL AND DRUG

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. The possession or use of illegal substances, alcoholic beverages, alcoholic beverage containers (including decorations) and/or paraphernalia (such as a hookah) is prohibited in or near the residence halls. Students showing signs of being under the influence of alcohol or illegal substances are also in violation of this policy. It is assumed that someone in possession of alcohol or illegal substances intends to consume them.

2. 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, they may be asked to leave and the resident host will be subject to conduct action.

3. USciences is a smoke and tobacco-free campus. As such, the following items are prohibited: cigarettes, roll your own tobacco, smokeless tobacco, cigars, pipes, hookah pipes, and other lighted or heated tobacco or plant product, including marijuana, intended for inhalation in any manner or form, as well as e-cigarettes, vaporizers, and any other oral smoking devices.

4. The presence of an odor of marijuana or cigarettes in a room or area of the residence hall, or the physical evidence of the use of prohibited/illegal items found in plain sight of the observer, however insignificant, including the presence of any form of drug or paraphernalia, whether such is being used at the time of discovery or not, constitutes a violation of this regulation.
**CYBERBULLYING**

Cyberbullying refers to any harassment that occurs via the internet, social media sites (Facebook, Twitter, Snapchat, etc...), instant messages, cell phones or other devices. Communication technology used to intentionally harm or threaten others through hostile behavior such as sending text messages and posting unwanted comments on the internet shall be deemed cyberbullying. Residence Life will take all cyberbullying violations extremely seriously, and will not tolerate any behavior that threatens or hurts other students. Any suspected violation of the cyberbullying policy will be referred to Public Safety.

**FIRE SAFETY**

Violation of local, state, federal or campus fire policies including, but not limited to:

1. covering or obstructing smoke detectors or any other fire safety equipment is prohibited. Improper use of, and/or damage to, these items may result in charges and/or conduct action.
2. intentionally or recklessly causing a fire;
3. failure to evacuate a University controlled building during a fire-alarm;
4. improper use of fire safety equipment; or
5. tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property. Such action may result in a local fine in addition to University sanctions.

**LOCKOUTS**

To maintain a safe and secure environment in and around campus, students must carry their keys and identification card with them at all times. Should students forget their key and get locked out of their room, they should contact Public Safety by calling 215-895-1117.

1. First Lockout: No charge
2. Second and Third Lockouts: $15 each occurrence
3. More than Three Lockouts: $30 each occurrence and a meeting with the Residence Director
MEDICAL AMNESTY

USciences is committed to ensuring a student’s health, safety, and well-being. To that end, the University seeks to reduce barriers for students who may need to seek emergency assistance for themselves or other students when alcohol or other drugs may be involved. To achieve this goal the University has adopted the following medical amnesty policy:

Any student who actively seeks to contact a member of the University staff or certified emergency medical personnel for a medical emergency when their or another person’s health or safety may be in jeopardy will not be referred to the Student Conduct process as it relates to alcohol or other drugs.

Recognized University organizations, student groups, or students that may be hosting or sponsoring an event who actively seek to contact a member of the University staff or certified emergency medical personnel for a medical emergency where a member or guest of that organization has their health or safety in jeopardy will not be referred to the Student Conduct process as it relates to alcohol or other drugs.

Students that commit other University or criminal violations (i.e. vandalism, disorderly conduct, possession of false identification, sale to minors etc.) associated with the incident may be referred to the Student Conduct process. No part of this policy will preempt any civil or criminal charges/proceedings brought forth by non-University parties. While individuals who invoke the medical amnesty policy for themselves or another student will not be referred to the Student Conduct process as it relates to alcohol or other drugs, individuals may be required, depending on the circumstances, to complete educational and/or health requirements as deemed necessary by the Office of the Dean of Students. These educational and/or health requirements may include, but are not limited to, an online or in-person educational program, a substance abuse evaluation, independent treatment as warranted, and/or appropriate follow-up with Student Health and Counseling (SHAC). Students who fail to complete required programs will be charged with a violation of the Student Code of Conduct.

Students are allowed to invoke this policy as needed; however, repeated use of the policy may require further action by the University to ensure the health, safety and well-being of a member of the community.

Organizations or students hosting or sponsoring an event have a duty to maintain a safe environment for their members and guests. Please refer to the guidelines outlined in the Alcohol Use Policy in the Student Handbook. Any student organizations or students that fail to act appropriately during a medical emergency may be charged with a violation of the Student Code of Conduct.

POSTINGS

Only authorized postings submitted to the Department of Residence Life by recognized student organizations and University departments should be posted. All postings that are not authorized will be removed and reported. Residence Hall floors should not be inundated with postings for a single event. Posters should be removed within 24 hours after the event has concluded. Unauthorized removal of all approved postings and residence life notifications will result in disciplinary action.

QUIET HOURS

Quiet hours are in effect from 11p to 8a daily.

1. During final exams (defined as the day classes end until the closing of the residence halls), quiet hours in all residence halls are in effect 24 hours a day.

2. Courtesy hours are 24 hours a day. This means all students should respect any reasonable request to reduce their personal noise level.

3. Any person in violation of quiet hours may be referred to the Student Conduct Process.
SEXUAL MISCONDUCT (TITLE IX)

The University of the Sciences (the “University”) is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is denied the benefits of, or discriminated against as it relates to, any University program or activity, on the basis of sex, sexual orientation, or gender identity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual’s ability to participate in or benefit from University programs or activities.

For additional information including one’s rights, prohibited behavior, resources and options following an incident, please visit the Sexual Misconduct website:


For information or to ask questions without the disclosure of personally identifiable information or notification to the Title IX team, one may seek the assistance of a confidential resource.

Student Health and Counseling (SHAC)
Phone: 215-596-8536
Location: Whitecar Hall

Employee Assistance Program (EAP)
http://higheredeap.com

For additional questions or to report an incident, one may seek the assistance of the University’s Title IX team.

Jessica White Richmond, Title IX Coordinator
j.rickmond@usciences.edu
(Tel)215-596-7635 (this phone number may also be used after business hours)
Location: Whitecar Hall

Ross Radish, Deputy Title IX Coordinator - Students
Email: r.radish@usciences.edu
Phone: 215-596-8950
Location: Whitecar Hall, Student Affairs Suite

Ruth Roberts, Deputy Title IX Coordinator - Faculty/Staff
Email: rroberts2@usciences.edu
Phone: 215-596-8697
Location: 4100 Chester Ave., 3rd floor

Caroline Kelleher, Title IX Investigator
Email: ckelleher@usciences.edu
Phone: 215-596-7041
Location: Alumni Hall

Any person who believes they have been a victim of, have witnessed or otherwise wish to report an incident of sexual misconduct, please submit the Sexual Misconduct Reporting Form. If you would like to provide information anonymously, omit identifying information when completing the form. If you prefer to speak with someone directly, you may contact a member of the Title IX Team.

SMOKING

Smoking and the use of all tobacco products is prohibited on all campus property, in owned or leased and operated buildings, recreation areas, and outdoors areas. Smoking paraphernalia (e.g. hookahs, pipes, bowls, vaporizers, electronic-cigarettes) and devices are also prohibited.
**SOLICITATION AND GAMBLING**
Residents are not permitted to use their room, suite, or apartment for any commercial purpose whatsoever. Solicitation by residents or guests is forbidden in the residence halls. Door to door advertising by outside vendors is not allowed. Gambling in any form in or around the Residence Halls is prohibited.

**THEFT**
Attempted or unauthorized taking of University property or the personal property of another, including goods, services and other valuables; also includes knowingly taking or maintaining possession of stolen property.

**VANDALISM**
Vandalism refers to damage or destruction of property, or actions that have the potential for such damage or destruction are prohibited.

**UNAUTHORIZED USE OF BLUETOOTH OR OTHER WIRELESS DEVICES**
Wireless and Bluetooth devices in the residence hall should be password protected during or prior to setup. The unauthorized use/access of other’s Wireless and Bluetooth devices is prohibited. Violation of this policy could result in restitution for damages to the accessed devices and referral to the Office of Student Conduct.

**VISITATION**
All residential students have access to their residence hall 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 of that building. Guests must be 18 years of age to visit the residence halls.

Residents should remember that having a guest on campus is a privilege. Prior to registering a guest, the student host must discuss the visitation with their roommate(s). A roommate may refuse to allow a guest to visit and/or stay overnight.

Residents are responsible for any damages or violations caused by their guest(s) including all potential sanctions and financial responsibility. Any host or guests found in violation of any provision of the Housing Agreement or Residence Life Handbook may have their hosting or visitation privileges revoked.

**Visitation Hours**
- Guests may be signed in and out by a Service Attendant or Public Safety Officer staffing the desk.
- Guests will only be able to access the building with their host present.

**Guest Restrictions**
- Hosts must remain with their guests at all times in the building.
- All guests (whether daytime or overnight) must be over 18 years of age with valid photo ID.
- Residents may not register more than 2 guests at a time.
- Residents may only register a guest in the residence hall they are assigned to.
- For the Living & Learning Commons and Wilson Residence Halls, a guest may not remain in the halls for a period that exceeds a maximum of 2 days in a week, even if signed in as a guest through an additional/different host.
- For Osol Residence Hall, a guest may not remain in the halls for a period that exceeds a maximum of 4 days in a week, even if signed in as a guest through an additional/different host.
- Outside (non-USciences students) overnight guests are not allowed during Final Exams Week or Welcome Weekend. Overnight guest violations during these periods will minimally result in revocation of all guest privileges for the period.
- Students on a Medical Leave of Absence are not permitted in the residence halls until they have been cleared to return to classes unless granted permission by the Dean of Students.
WEAPONS

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, former employees, former students, 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 Director of Public Safety.

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, air guns, paintball guns, starter pistols, knives, slingshots, 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.

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 Director of Public Safety.

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, who uses a weapon in an unauthorized or inappropriate way is subject to disciplinary action up to and including termination and/or expulsion. Philadelphia Police will be called to respond in this case.
RESIDENCE LIFE PROCEDURES

CLOSING/BREAK STAY PROCEDURES

Residence halls close at various times throughout the academic year in accordance with the University calendar including Thanksgiving, Winter and Spring breaks, and end of year closing. Residents will be sent closing information approximately two weeks prior to each break. Residents should review and adhere to the provided closing checklist to avoid charges.

The Department of Residence Life understands that unique circumstances may result in students who need housing accommodations during scheduled breaks. Students who need to request break stay accommodations should complete the required form prior to closing and should contact their Resident Director. Additional documentation may be required. All break stay requests are subject to approval by the Department of Residence Life. Residents who are not approved for a break stay will be required to vacate the property for the duration of the specific break. For more information about break stay requests, please contact reslife@uscience.edu.

CONDUCT PROCESS

Residence Life staff maintain a 24-hour on-call duty rotation to respond to student breaches of policy. Incidents occurring within the halls will generally be addressed in accordance with the Student Conduct Process. Residents are also responsible for ensuring that their guests follow University policies and will be held accountable when guests violate policies. All incidents will be documented and reviewed by the Office of Student Conduct & Grievances in collaboration with the Department of Residence Life.

Office of Student Conduct & Grievances

While Residence Life has a primary duty in supervising behavior in the residence halls, a resident’s behavior may warrant a response from the Office of Student Conduct & Grievances. Cases handled by the Office of Student Conduct & Grievances will follow the Student Conduct Process described in the USciences Student Handbook (https://www.usciences.edu/student-life/student-handbook/student_handbook.pdf). The list below includes examples of incidents that may occur in the halls, but would warrant a response from the Office of Student Conduct & Grievances. Please note: The list below is provided as a guide. It does not include all incident types or situations that may involve the Office of Student Conduct & Grievances.

Matters Typically Handled By The Office Of Student Conduct & Grievances (and, in some cases, Public Safety)

- Incidents involving concerns for a student’s health/safety
- Incidents involving the police or law enforcement
- Possession and/or use of firearms, explosives, and dangerous weapons
- Acts of violence or deliberate and obvious threats of intended violence
- Acts of harassment including, but not limited to, sexual harassment, intimidation, and stalking
- Incidents involving acts of major vandalism, theft, or destruction of property
- Possession, use, distribution, and/or sale of illicit/illegal drugs
- Violation of federal, state, and/or local laws when such an action has a significant impact on the University community
- Repeated violations while under intervention, administrative contract, behavioral contract, or mediated agreement (frequent and/or repeated violations after educational, intervention, and treatment programs have been ineffective)
- Misuse of computer systems
- Cases with the potential for any sanction above probation (i.e. removal from the halls)
Residence Life Resolution

This category applies to the behavior of residents (and their guests) in University housing facilities. Residents are subject to residence hall regulations, the housing agreement, and the Student Code of Conduct & Grievances.

Residence Life strives to create safe, welcoming communities where all residents may work, study, and live comfortably. When an incident occurs, the goal is to help the resident learn from the experience, which is why resident(s) will be confronted by a Residence Life or Public Safety staff member regarding potential policy violations. These University employees will submit written documentation of the violation to the Office of Student Conduct & Grievances. The Office of Student Conduct & Grievances will review the documentation and, in consultation with Residence Life, determine whether the matter will be handled by Residence Life or the Office of Student Conduct & Grievances.

If it is determined that the matter will be handled by a member of the Residence Life professional staff, the following process will generally apply.

1. The student will be notified by the Residence Life professional staff member assigned to their case that they have been documented for an alleged policy violation with details regarding the allegation. The notification letter will also inform the student of the date and time of their meeting to discuss the allegation.

2. During this meeting, the Residence Life professional will go over the conduct process, review the incident report, explain the alleged violations, and discuss the case with the student. The student will have an opportunity to share their perspective on the incident, present relevant information and witnesses. Based on all information gathered, the Residence Life professional will then determine whether the student is responsible for the violation. If the student is found responsible, sanctions will be assigned. Sanctions for cases involving Alcohol and Drugs may include:

- **Level 1**
  - a. fine of $50
  - b. completion of educational requirement
  - c. parental notification
  - d. additional sanctions as assigned

- **Level 2**
  - a. fine of $75
  - b. completion of educational requirement
  - c. participation in two substance abuse workshops
  - d. parental notification
  - e. additional sanctions as assigned

- **Level 3**
  - a. fine of $125
  - b. completion of educational requirement
  - c. participation in two additional substance abuse workshops
  - d. initiation of Drug and Alcohol Abuse Policy (referral to Dean of Students)
  - e. substance abuse evaluation
  - f. parental notification
  - g. additional sanctions as assigned

3. After the meeting, the student will receive a letter summarizing the meeting outcome and, if applicable, any assigned sanctions. Sanctions may include those in the Residence Life Handbook, Student Handbook, or those deemed necessary by the hearing officer for the growth and development of the student. Sanctions must be completed in the time outlined by the outcome letter, unless other arrangements have been made. Failure to comply with sanctions may result in further sanctioning.
Appeals
Students have the right to appeal an outcome of the Residence Life Conduct Process. To appeal the decision, the student must submit a written letter of appeal within five business days of the hearing to the Associate Director of Residence Life. The Associate Director of Residence Life may review the appeal or forward the appeal to the Director of Student Conduct & Grievances for review. There are three reasons for which an appeal may be granted. Appeals must be substantiated by one of the following reasons: 1) a question of new evidence, 2) a question of procedure, or 3) a question of sanction.

The individual reviewing the appeal may either uphold the original decision, alter the sanctions of the previous decision (sanctions may be increased or decreased), or overturn the original decision. Once a decision has been reached, the student will receive written notification of the appeal decision. The appeals process may take a minimum of 20 business days. Cases handled by the Office of Student Conduct will follow the appeals process set forth in the USciences Student Handbook. This decision is final and not subject to further appeal.

FIRE SAFETY, PREVENTION AND EMERGENCY RESPONSE PROCEDURES

Active Threat
In the event of an Active Threat on campus our mode of response is to use the communications systems to inform and consistently update the campus as best we can with regard to the location of the actor or actors, thus enabling the campus to employ the options-based response model. This allows campus occupants the opportunity to decide the best manner to ensure their safety. Their three options consist of evading the threat, barricading with furniture against the threat making entry into their space difficult or improbable, and finally defending themselves as a last resort.

Corridors, Hallways, Stairwells and Roof
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. Roof access of any residence hall is prohibited. All doors marked for emergency exit only should be used only in the event of emergencies.

Evacuation Procedures
In the case of a residence hall evacuation please reference the below information for where one should go in the case of an emergency.

Initial Evacuation:
- Living & Learning Commons - Courtyard
- Wilson Hall - The Quad between Wilson and McNeil Science and Technology Center
- Osol Residence Hall - Sidewalk of 42nd and Chester

Extended Evacuation:
Should it be determined that the building cannot be immediately reoccupied students should follow the direction of Residence Life and Public Safety.
**Fire Evacuation Procedures**

Residents should be familiar with the location of all exits from the building and fire alarm stations. If you discover a fire or smell smoke, activate the building alarm pull station and proceed to evacuate. Do not attempt to fight a fire. Notify the University staff of the exact location of the fire.

In case of a fire alarm, students should:

1. Remain calm.
2. Close all windows and doors and turn off any electrical appliances on your way out.
3. If you are in your room, feel the door before leaving. If the door feels hot, do not open it. If you become trapped and cannot reach the fire exit, keep the door closed and seal any cracks. Dial 9-1-1 and give the name and space number of your location (building, floor, and room #). If you do not have a phone, go to the window and signal for help using a white or light colored fabric. DO NOT JUMP. DO NOT OPEN THE WINDOW UNTIL INSTRUCTED TO DO SO. The fire department will be in the building within minutes to assist you. If caught in smoke or heat, stay low where the air is better; take short breaths (through your nose), until you reach a safe exit or area of refuge. If you can stuff wet towels or clothes under the door and prepare to cover your mouth and nose with a wet cloth.
4. Exit the building using the stairway or doorway nearest the room you are occupying. Do not use the elevators. Residence Life or Public Safety staff may check rooms during fire alarms to ensure the safety of all residents. Failure to leave during a fire alarm will result in conduct action.
5. Proceed to and remain at the designated Evacuation Point until Residence Life and Public Safety staffs give clearance to return to the building.

**Medical Emergency & Traumatic Injury**

Should you or someone else experience a medical emergency or a traumatic injury, you should Dial 9-1-1 from a campus phone if possible. This will connect directly to Philadelphia 9-1-1 Communications. Once 9-1-1 is dialed from a campus phone, USciences Department of Public Safety will be alerted. If you are dialing from a cell phone it may not directly connect to Philadelphia 9-1-1 Communications and may need to be transferred. USciences Department of Public Safety should be called simultaneously by another party or immediately following the 9-1-1 call.

**Fire Extinguishers**

Fire safety equipment should only be used in emergencies. Misuse, tampering, or covering fire safety equipment may result in immediate eviction from housing, University disciplinary action, possible fines and prosecution through the state legal system.

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.
5. Sweeping the base of the fire, spraying contents until fire is out.

**Class ABC Fire Extinguisher (Red extinguisher with rubber tube; dry powder)**

Can be used on any type of fire including grease and other flammable liquids, electrical fires, paper, wood, rubber and plastics. However, in the case of an oven fire one should leave the door closed and activate the fire alarm.
Please remember that this is the only extinguisher that should be used on a fire involving any type of electrical appliance.

When extinguishing flammable liquids use the full reach of the extinguisher’s stream of chemicals and maintain your distance.

**Class A Water Can (Silver extinguisher, pressurized water - limited locations on campus)**

To be used on any fire involving paper, wood, plastics, rugs, etc. Not to be used when grease or electricity is involved.

**Severe Weather**

Should the forecast call for severe weather or it occurs suddenly in the region of the campus, the Department of Public Safety will monitor the situation using alerts from the city, state and other intelligence sources. Should it become necessary, specific directions and links to safety information will be sent to all campus community members using various methods of communication deemed necessary by the Department Public Safety. Due to the wide variety of weather emergencies that we can experience in the Philadelphia region and the variance in necessary responses, specific procedures will be issued through the Department of Public Safety Blog and Blackboard.

**HEALTH AND SAFETY**

To ensure students’ success on campus and beyond, the Department of Residence Life takes students’ well-being seriously. It is both the student and University’s shared responsibility to maintain a safe and cleanly living-learning environment. To that end, Residence Life staff will perform Health and Safety inspections of apartments, suites, and bedrooms four times a year in: **September, November, February & April**. All inspections are announced a week in advance.

In addition, Residence Life staff will inspect apartments, suites, and bedrooms at the beginning of each break:

- **Thanksgiving Break Closing**
- **Winter Break Closing**
- **Spring Break Closing**
- **End of Year Hall Closing**

The Health and Safety inspections, which find and resolve residence hall problems, will consist of:

- Visual checks for any prohibited items or behaviors that pose a risk to residents and the larger community (e.g., candles, cooking appliances in non-kitchen areas, non-surge extension cords).
- Assessment of food storage and waste cleanliness.
- Testing locks and keys’ integrity, securing rooms and windows to guard against loss/theft.
- Checking-in with residents and following-up on reported maintenance issues.
- Billing residents for any damages and/or cleaning that needs to be done by Facilities staff. (Residence Life staff will share information on avoiding damage/cleaning charges in advance.)

If an apartment, suite, or room condition are deemed unacceptable, the Residence Life staff will notify the resident(s) by issuing a warning. The resident(s) will have two days (or deadline otherwise specified by staff) to correct/clean the areas of concern. If the apartment, suite, or room remains unacceptable, Residence Life staff will again document the incident, the resident(s) will be charged a fine, and a meeting with the Residence Director will follow. Failure to address the original concern may also result in conduct action and/or additional charges to have Facilities address the issue.

In some cases (violations involving fire safety hazards, alcohol and drug policies, etc.), resident(s) will be documented immediately and be subject to the student conduct process.
HOUSING REQUIREMENT

All first (U1) and second (U2) year students, whose parents or guardians permanent address is a distance greater than 30 miles from campus at the time of their enrollment deposit, are required to live in one of the University residence halls. This requirement applies to all incoming and transfer students that are classified by the Registrar as first (U1) or second (U2) year students. The following situations may qualify you to apply for a housing exemption:

- Significant demonstrated financial hardship
- Married or partnered (at start of academic year)
- Over 21 years of age (at start of academic year)
- Accommodation mandated by Americans with Disabilities Act

If a student’s reason does not fit within one of these supported categories, the student does not qualify to apply for a housing exemption.

Please note:

- Requesting a housing exemption does not grant a release from the residence halls. Until a student receives approval from the Department of Residence Life, the student is required to fulfill their two-year on-campus housing commitment.
- A student’s contractual obligation to another living arrangement (off-campus apartment, fraternity or sorority house, etc.) is not a valid reason for release from the University’s housing agreement. USciences strictly enforces its housing exemption policies.
- Cancelling a housing agreement may forfeit a student’s housing deposit in addition to being subject to additional cancellation fees.
- Involvement in activities such as Athletics, student organizations, Student Government Association (SGA), fraternity and sorority life membership, serving as an Orientation Leader, or campus employment such as serving as a Research Assistant, does not qualify a student for a housing exemption.
- If a student separates from the University and returns while still in their first or second year of the housing agreement, they will still be expected to reside on campus. At the time the student returns, they may apply for a housing exemption if they now meet one of the exemption criteria. Requesting a housing exemption does not automatically grant a release from the residence halls, even when returning from a separation.

* The term legal guardian means a person legally appointed by a judge’s order to serve as the student’s guardian.

KEYS & IDENTIFICATION CARDS

Should students lose their identification card, they should report the lost ID to Auxiliary Services immediately for a replacement. There is a $10 charge to replace ID cards.

When keys are lost, students should notify their Residence Director to order replacement keys. There is a replacement charge for each lost key (see the RESIDENCE HALL BILLING section for replacement costs).
MAINTENANCE CONCERNS

Common Area Maintenance
Residents are expected to keep their personal belongings in their rooms and out of the common spaces. Residents are expected to clean up after themselves when using common spaces.

Room Or Building Maintenance
For any non-emergency maintenance concerns in the residence halls please place a work order request through your Resident Advisor or the Service Attendant at the front desk of your building. For maintenance emergencies taking place during normal business hours, you may call 215.596.8955. For maintenance emergencies that take place after normal business hours, please contact Public Safety at 215.596.7000. With any report, please be as descriptive as possible when communicating the issue and remember to include your name, contact information and residence hall assignment (building and room number).

Emergency situations include any of the following:

- Water leaks
- Lack of heat
- Smell of gas
- Total loss of electricity
- Any unsafe condition

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

To keep roaches, mice, and other unwanted pests from sharing your living space, a contractor hired by Facilities will periodically treat the residence halls. The exterminator services the residence halls on a weekly basis. To request that the exterminator visit your room/suite/apartment, please follow the maintenance procedures outlined above.

MEDIATION
Roommate conflicts are not uncommon when living on campus, but a room change only avoids the issue rather than resolve it. A mediation is a guided conversation which allows two parties to respectfully voice their concerns and reach a mutually beneficial solution. Your Resident Advisor, as well as the Residence Director, are trained to facilitate a mediation and you are encouraged to take advantage of their skillset. While there are some situations where mediation is not appropriate, most problems can be effectively mediated and will be the required course of action. Please reference the following steps to resolve a conflict with a roommate.

1. Students should attempt to solve problems on their own first. Conflict resolution skills are vital for harmonious living and being a successful professional in your career field.

2. Address the problem, how you perceive it, and why it is of concern to you (do not use profanity or disrespectful language).
   - Do not assume that they knew how you felt about the issue.
   - Be willing to work toward a compromise.
   - It may be helpful to talk it through with your Resident Advisor first to prepare for the conversation.
3. If the situation is not resolved, the student should notify their Resident Advisor of the problem. The Resident Advisor will then facilitate a conversation between the students and draft an updated roommate agreement to be signed.

4. If the problem persists, the Resident Advisor will notify the Residence Director. All residents involved will discuss the problem with the Resident Advisor and Residence Director.

**REQUEST TO BE RELEASED FROM HOUSING**

The following are the ways in which the binding housing contact/agreement can be terminated:

Option 1: Request an **EXEMPTION** from the contract based on a **CHANGE in financial status** from when the student signed their housing agreement.

Option 2: Request a **RELEASE** from the housing contract if the student chooses not to pursue proving a change in financial status and wishes to cancel the contract, OR if the exemption is pursued, but not granted and the student still wishes to be released.

If an **EXEMPTION** is requested:

The student would proceed with the change in financial status appeal. A meeting with financial aid is scheduled to have them review your need for an exemption based on financial needs with Pamela Ramanathan, the Director of Financial Aid, or another representative. They will look at your FAFSA and any additional financial information that they have access to through the student account. If the student meets the parameters set forth by financial aid to qualify to be released from the second year due to a change in financial circumstance, the student would not be responsible for the $2,000 release fee, the remaining balance of your $200 housing deposit would be applied to the tuition, and they would receive a synopsis of how your financial aid would be impacted (based on this year’s FAFSA info) because the student would be reclassified as a commuter. (Please note that it is possible that the result of this meeting would determine that the student is not eligible for this exemption, meaning that they student was not able to demonstrate a **CHANGE in financial status** since the housing contract had been signed).

If the student does not qualify for the **EXEMPTION** after meeting with financial aid, the student may proceed with our process for housing assignments as usual, honoring the housing contract.

OR

Request a **RELEASE** of the students housing contract. This option requires the student to pay a $2,000 penalty fee assessed to their Fall bill AND also requires them to waive the $200 housing deposit. In addition, it is important to note that financial aid likely would be impacted (based on this year’s FAFSA information) because the student would be reclassified as a commuter. Financial aid could be affected since it was originally calculated based on their status as a residential student.

Please note: All other requests to be released from housing, such as a specific American with Disabilities Act (ADA) requirement, would be managed by the Associate Director of Residence Life.
RESIDENCE HALL BILLING

Damage to the building has a direct impact on the community’s well-being, as well as the cost of operating the residence hall. Community billing ensures that all members of a building/floor/apartment/suite are accountable to one another and act to deter harm to the community.

When a bill is assessed to the community, the Residence Director (RD) will notify all impacted residents of the damage, provide the cost to fix the problem (and brief explanation of how the price is derived, when available), and encourage those responsible to take ownership and/or those who know who is responsible to share their evidence. Community billing is only reversed if the responsible individual is identified, either through proof (photographic, written, audio, or video evidence) or a statement of admission from the responsible person is provided.

As noted above, students may also be charged for damage to their individual bedroom. After a student checks out of their room, Residence Life staff compare the space’s original state to the check-in condition as noted on the Room Condition Report (RCR). The RCR, signed by the resident at move-in, protects the student from charges for damages that precede the student’s arrival and ensures that the student can be held responsible for any damages incurred during occupancy. The check-out condition of the room is noted on the RCR during the inspection, with resulting charges intended to restore the room to its original condition.

Like with community billing, bedroom billing will only be reversed if the responsible individual is identified, either through proof (photographic, written, audio, video evidence) or a statement of admission from the person claiming responsibility for the charges. Reports of responsibility must be emailed directly to the Residence Director by the stated deadline.

All damage billing will take place after health and safety inspections and residence halls closings, or on an as-needed basis. All charges will be placed directly on the resident’s student account.

Additionally, the following may also factor into residence hall damage billing:

- Any unusual cleaning charges will be billed to the residents.
- Any unauthorized key duplications will incur a $100/key charge billed to the resident who turns in the key, in addition to the cost of replacing the key by facilities or NPDF.
- Any furniture that must be removed from a student’s room will be subject to a $40 charge.
- Residents are not given the option of completing their own repairs to University property. Spackling, painting, re-carpeting, carpentry, and other repairs are to be conducted by University contractors or staff only. Anyone attempting unauthorized repairs will be charged the full cost of replacement or repair of the item(s) in question, regardless of the progress of the undertaking.
- If a student has a question about a particular charge, they should contact their Residence Director.
<table>
<thead>
<tr>
<th>ITEM DAMAGED</th>
<th>COST*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Unit/Suite Key</td>
<td>$150</td>
</tr>
<tr>
<td>Bed Frame</td>
<td>$325</td>
</tr>
<tr>
<td>Bed Ladder</td>
<td>$175</td>
</tr>
<tr>
<td>Bed Rail</td>
<td>$125</td>
</tr>
<tr>
<td>Bathroom Tile (wall)</td>
<td>$10/foot</td>
</tr>
<tr>
<td>Bathroom Tile (floor)</td>
<td>$15/foot</td>
</tr>
<tr>
<td>Bedroom Key (and replacement lock)</td>
<td></td>
</tr>
<tr>
<td>double bedroom</td>
<td>$150</td>
</tr>
<tr>
<td>triple bedroom</td>
<td>$200</td>
</tr>
<tr>
<td>suite</td>
<td>$300</td>
</tr>
<tr>
<td>Cable/Internet box</td>
<td>$50</td>
</tr>
<tr>
<td>Ceiling Tile</td>
<td>$10/tile</td>
</tr>
<tr>
<td>Chair</td>
<td>$750</td>
</tr>
<tr>
<td>Couch</td>
<td>$950</td>
</tr>
<tr>
<td>Desk (bedroom)</td>
<td>$375</td>
</tr>
<tr>
<td>Desk with Carrel (study room)</td>
<td>$450</td>
</tr>
<tr>
<td>Desk Chair (bedroom)</td>
<td>$300</td>
</tr>
<tr>
<td>Desk Chair (study room)</td>
<td>$300</td>
</tr>
<tr>
<td>Door Damage</td>
<td>$100</td>
</tr>
<tr>
<td>Dresser</td>
<td>$300</td>
</tr>
<tr>
<td>Drywall Repair (small)</td>
<td>$125</td>
</tr>
<tr>
<td>Drywall Repair (large)</td>
<td>$150</td>
</tr>
<tr>
<td>Excessive Trash</td>
<td>$75</td>
</tr>
<tr>
<td>Excessive Cleaning</td>
<td>$75</td>
</tr>
<tr>
<td>Fire Exit Sign</td>
<td>$45</td>
</tr>
<tr>
<td>Floor</td>
<td>$25/foot</td>
</tr>
<tr>
<td>Light Fixture</td>
<td>$35</td>
</tr>
<tr>
<td>Loveseat</td>
<td>$850</td>
</tr>
<tr>
<td>Mailbox Key</td>
<td>$50</td>
</tr>
<tr>
<td>Mattress</td>
<td>$150</td>
</tr>
<tr>
<td>Painting</td>
<td>$150</td>
</tr>
<tr>
<td>Paper Towel Dispenser</td>
<td>$25</td>
</tr>
<tr>
<td>Sink</td>
<td>$150</td>
</tr>
<tr>
<td>Smoke Detector</td>
<td>$15</td>
</tr>
<tr>
<td>Soap Dispenser</td>
<td>$25</td>
</tr>
<tr>
<td>Stairwell Light</td>
<td>$50</td>
</tr>
<tr>
<td>Table (study area)</td>
<td>$450</td>
</tr>
<tr>
<td>Table (dining room)</td>
<td>$400</td>
</tr>
<tr>
<td>Table Chair (study area, dining room)</td>
<td>$300</td>
</tr>
<tr>
<td>Toilet Seat</td>
<td>$25</td>
</tr>
<tr>
<td>Toilet</td>
<td>$200</td>
</tr>
<tr>
<td>Towel Bar</td>
<td>$25</td>
</tr>
<tr>
<td>Vanity</td>
<td>$150</td>
</tr>
<tr>
<td>Wall Covering</td>
<td>$50</td>
</tr>
<tr>
<td>Wardrobe</td>
<td>$550</td>
</tr>
<tr>
<td>Window</td>
<td>$300</td>
</tr>
<tr>
<td>Window Blinds</td>
<td>$50</td>
</tr>
<tr>
<td>Window Screen</td>
<td>$75</td>
</tr>
</tbody>
</table>

*Costs are subject to change should price of parts or items significantly change throughout the year. Major damages will be billed as they are assessed for replacement.*
**CHARGES FOR INFRINGEMENTS**

General charges are listed in this handbook for information purposes. In community billing cases when a responsible person is unidentified, a “per resident” charge is assigned.

Residence Life charges for infractions of residence hall and/or University policy will be levied during the conduct process or through other standard billing means. These charges will be applied to residents and non-residents alike. Unpaid charges by non-University students will be the responsibility of the resident host. Below are some of the more common chargeable violations. Please note that this list is not exhaustive and that prices are minimums and may be increased based on the severity of the infraction; in many cases, the charge will be divided among all parties until the person(s) responsible can be identified (please see Residence Hall Damage, Vandalism, And Cleaning Billing).

**Class 1**

- Failure to return dining services trays, dishes, cups, glasses, and utensils ($10)
- Forgotten University ID ($10)
- Failure to remove trash, recycling before break ($10)
- Failure to defrost micro fridge freezer before break ($10)
- Failure to unplug appliances before break ($10)
- Failure to turn on heat before break ($10)
- Failure to close window before break ($25)
- Failure to clean dishes before break ($25)
- Failure to store opened food, dispose of perishable food before break (winter break only) ($25)
- Violation of quiet hours ($25)
- Violation of check-out procedures ($100)
- Possession of common area furniture in a student’s room or apartment ($40)
- Excessive room cleaning ($75)
- Excessive trash removal ($75)

**Class 2**

- Fire safety hazard (Possession of candles, candle warmers, incense, any other ignited object) ($50)
- Fire safety hazard (Possession of unauthorized electrical appliances and prohibited items in room (e.g., microwaves, toaster ovens, halogen lamps, hot plates, dart boards, etc.) ($50)
- Fire safety hazard (Exiting through alarmed fire door) ($50)
- Fire safety hazard (Refusal to exit the building during a fire alarm) ($50)
- Fire safety hazard (Accessing the roof or any area for any reason other than fire) ($50)
- Throwing or hanging anything from a window (this includes entering or exiting through a window) ($50)
- Vandalism of the residence hall ($75)
- Violation of University smoking policy (including possession of paraphernalia, hookah) ($50)
- Violation of the University Drug and Alcohol Policy ($50)
- Violation of the guest policy ($50)
- Violation of the pet policy ($50)
- Refusal to show University ID upon entering any residence hall ($50)

**Class 3**

- Fire safety hazard (Covered smoke detector) ($50)
- Fire safety hazard (Hung items from sprinkler system) ($50)
- Failure to comply with directives from University personnel, disorderly conduct, or any action that places another person in danger ($50)
- Second and third violation of the University Drug and Alcohol Policy ($75-$125)
- Fire safety hazard: Tampering with fire/safety equipment [intentional or otherwise (horseplay)] ($100)
- Fire safety hazard: Setting off a false alarm [intentional or otherwise (horseplay)] ($100)
- Forgery, alteration, or misuse of the University ID card ($100)
ROOM CHANGES
The first two weeks of each semester is an open room swap period. Room swaps are subject to space availability at the time of the request. Room changes after this initial two week period must be approved by the Residence Director. Students seeking a room change during this time period should email reslife@uscience.edu.

Should a student wish to change their rooms on dates outside of the first two weeks of the semester, the following process will be adhered to:
1. Students will notify their Resident Advisor of their wish to have their room changed.
2. The Resident Advisor will assess the situation and schedule a mediation time. The Residence Director will be notified at this time. Please reference the Mediation process.
3. If a mediation is determined by Residence Life staff to be inappropriate or unnecessary then a room change will be considered on a case by case basis.
   • If you wish to move into an open space in another double/triple room and the residents of that room agree to the move then you may contact the Residence Director about relocation.

ROOM ENTRY
USciences reserves the right to enter student rooms to make repairs, in cases of emergency, to conduct investigations, inspections, or seizures in order to promote the safety of all students living on-campus. The University recognizes its responsibility to respect the rights of its residents not to have their privacy unreasonably disturbed.

SAFETY AND SECURITY

MISCELLANEOUS REGULATIONS:

1. All students residing in University housing are required to obtain the mandatory vaccinations and submit documentation of vaccination to the Student Health Center. Students residing in University housing are not permitted to waive the vaccination requirements. Failure to obtain all vaccines will not constitute a valid housing exemption; students who fail to comply with this University housing policy will still be billed for their required campus residence costs.

2. Residents can only occupy one assignment (bed, chair, desk, closet/ wardrobe/ dresser) at a time, regardless if resident does not have a roommate(s). Residents must not slow down the process of a new roommate move-in through re-arrangement of furniture and/or personal belongings.

3. Unauthorized transfer from one housing assignment to another, or refusal to comply with mandated relocation of a room assignment is prohibited.

4. Individual keys and IDs are for the assigned residents’ use only and are not to be copied or given to anyone.

5. Students must carry University ID cards and keys at all times, and IDs must be presented each time when entering a residence hall.

6. Doors may not be propped/left open or unattended for any reason. Under certain circumstances, a door may be keyed open or propped temporarily to provide access after Public Safety has been notified and can monitor or establish a physical security presence at said doors. Any damage or loss of property caused by propped doors is the responsibility of the residents.
7. Residents are responsible for all conduct occurring in their room/suite, whether or not they are present.

8. Tampering with a window’s safety gate or screen is a safety risk and a chargeable conduct violation.

9. Throwing objects out of windows is prohibited.

10. Residents are not permitted to sleep in common areas.

11. Windows should be closed when residents leave their room.

12. Room/apartment doors should be locked at all times.

**PROHIBITED ITEMS WITHIN THE RESIDENCE HALLS:**

1. Automobile batteries and acids

2. Dangerous chemicals including all flammable and combustible liquids and all gas-powered items. Any chemicals and materials from University labs are not permitted in the halls.

3. Homemade or modified electrical wiring, extension cords over 6 feet in length, and/or extension cords running under rugs or closet doors.

4. Cooking appliances (e.g. toasters, coffee makers with open/exposed heating elements, microwaves, and popcorn makers) are prohibited. Mini refrigerators should be no larger than 3.1 cubic feet. Micro fridges may only be rented or purchased through University approved sources.

5. Keurig and other single-cup coffeemakers are permitted if they are UL-listed with an enclosed heating element and plugged directly into an outlet in the wall.

6. The possession of items that produce an open flame is prohibited including potpourri, incense, and candles (including candle warmers).

7. More than 3 electrical receptacles connected to 1 outlet.

8. Non-University issued furniture not authorized by Student Accommodations or Residence Life.

9. Non-University locks on doors and windows.

10. Bicycles, segways, hover boards, and other transportation devices not authorized by Student Accommodations or Residence Life.

11. Bench weights, stationary bicycles, treadmills and other workout equipment.

12. Firearms, paintball guns, fireworks, knives, any object intended for personal bodily injury (even decorative items), and ammunition (see Weapons Policy).

13. The storage of volatile or flammable materials is prohibited.

14. Window air conditioner units.

15. Posters or other flammable materials covering more than 1/3 of available wall space.

16. Large wall hangings made of burlap, fishing nets, flags, wicker, or tapestries.

17. Light dimmers, ceiling fans, or any other device that interferes with any building fixture.

18. Animals, of any kind, are not permitted in the residence halls. Students who have a service animal for a documented disability should contact the Coordinator for Student Accommodations.
to seek reasonable accommodations. Dogs whose sole purpose is to provide emotional support, well-being, comfort or companionship for an individual are not considered service dogs under the Americans with Disabilities Act and are, therefore, not permitted in the residence halls. Students with emotional support animals should also contact the Office of Student Accommodations for assistance with housing.

19. All halogen lamps are prohibited in the residence halls.

20. Students are not permitted to bring their own loft units. Residents who wish to bunk/debunk their beds must submit a work order through their Resident Advisor. Students are required to utilize University-provided furniture (including bed frame and mattress).

21. Non University-issued space heaters.

22. Any materials found to be offensive or outside the boundaries of reasonable community expectations will be referred to the Residence Life staff.

**DISCLAIMER**

Although the Residence Life Handbook undergoes an annual review, information contained within it is subject to change by USciences at any time.
IMPORTANT RESOURCES

Hospital of the University of Pennsylvania (HUP) (Medical, Mental Health, and Substance Abuse Emergencies)
3400 Spruce Street, Philadelphia, PA
Main Phone: 215-662-4000
Emergency Department: 215-662-3920
www.pennmedicine.org/hospital-university-pennsylvania/

myDoc Urgent Care
3717 Chestnut Street, Philadelphia, PA
215-921-8294
Monday-Friday: 8am-7pm
Saturday-Sunday: 9am-4pm

Student Health & Counseling
Whitescar Hall, University of Sciences
215-596-8536

Women Organized Against Rape (WOAR)
1617 John F. Kennedy Blvd, # 1100
Philadelphia, PA
215-985-3333
www.woar.org/

Philadelphia Domestic Violence Hotline
866-SAFE-014 (866-723-3014)

The Mazzoni Center (LGBTQ Needs)
1348 Bainbridge Street Philadelphia, PA
215-563-0652
mazzonicenter.org/

Crisis Hotlines: 24/7
National Suicide Prevention Hotline
1-800-273-TALK (8255)

Crisis Chat Line
www.suicidepreventionlifeline.org

Crisis Text Line
Text “START” to 741-741

Mobile Crisis Unit
215-685-6440

The Renfrew Center
(Eating Disorders)
475 Spring Lane, Philadelphia, PA
1-800-RENFREW (736-3739)
www.renfrewcenter.com/

Livengrin Foundation
(Drug and Alcohol Concerns)
1500 Walnut Street #507, Philadelphia, PA
215-638-5200
www.livengrin.org/

Steven Cohen Military Family Clinic
(Veterans and Their families)
3535 Market Street, Ste 670, Philadelphia, PA
844-573-3146
www.med.upenn.edu/mfc/

ULifeline
http://www.ulifeline.org/usip