

TABLE OF CONTENTS

Code of Conduct
Student Judicial system
Technology Policy Statement
Student ID Cards
General Policies
Posting Policy
Cafeteria Posting Policy
Activity and Organizations Table Policy
Smoking Policy
Residence Life Policies and Regulations
Residence Life Disciplinary Procedures
Emergency Information
Weather Emergency Information
Academic Policies and Procedures
General Health Requirements
St. Joseph College of Nursing and Allied Health Policies

UNIVERSITY CODE OF CONDUCT

(Non-Academic Regulations)

Section I. Introduction

The University of St. Francis strives to provide an educational environment that is personalized, spiritually and mentally healthy, meets the needs of students of different backgrounds, and embodies the Christian and Franciscan elements of peace and brotherhood. This unique Christian environment fosters personal growth and intellectual development while preparing both men and women for their selected careers. Each member of the University, whether student or staff, is responsible for maintaining an educational environment that supports the purpose of this institution. The Code of Conduct is a set of guidelines that ensures the promotion of the educational mission of the University of St. Francis.

The Code of Conduct provides the standard guidelines of prohibited conduct for the University of St. Francis community and is not designed to define misconduct in all-inclusive terms. These guidelines are subject to change by the authority of the Vice President for Student Affairs. The student body will be notified, in a timely manner, of any changes to the Code of Conduct. Each student of the University is obligated to abide by the standards outlined in the Code of Conduct. Any deviations from this Code are subject to procedures and sanctions that originate from the Vice President for Student Affairs and or judicial designee.

The Code of Conduct is applicable to all students and their guests. The Code of Conduct applies not only to conduct on the University campus but also to incidents occurring at University sponsored or promoted events that take place outside of the University. Incidents occurring within the community that adversely affect the University of St. Francis or the pursuit of its objectives are also subject to disciplinary action under the Code of Conduct.

Code of Conduct Regulations and Policies

Section II. (non- academic regulations)

1. Drinking, possessing, or distributing alcoholic beverages or drinking paraphernalia except in accordance with the law, University regulations, or residence hall policy. (refer to Policy Statement A)
2. Using, possessing, or distributing cannabis, cocaine, or any other illicit drug or drug paraphernalia. (refer to Policy Statement B)
3. Engaging in any form of physical, verbal, written, or implied sexual harassment.(refer to Policy Statement C)
4. Committing any acts of sexual assault, rape (stranger, acquaintance, or date), or sexual abuse. (refer to Policy Statement D)
5. Engaging, planning, or encouraging acts of hazing or any event that physically or emotionally endangers an individual or group by ridicule, embarrassment, illegal activity for the purpose of initiation, group

acceptance, affiliation, or continued membership. (refer to Policy Statement E)

6. Using language, either written or verbal, or behavior that promotes racism or any type of discrimination. (refer to Policy Statement F)

7. Engaging in gambling or unauthorized solicitation.

8. Using language, behavior, or other actions that demean a person or group of people because of race, ethnicity, national origin, or for other purposes.

9. Participating or initiating physical assault or confrontation. This also includes coercion and inciting one to participate in violent and disruptive behavior.

10. Intimidating, abusing, or embarrassing one through verbal abuse, physical intimidation or other behavior for the purpose of viscous mischief or to intentionally or negligibly place another person in reasonable fear for his or her safety.

11. Intentionally or recklessly endangering the mental or physical health of one's self or another person.

12. Failing to comply with the reasonable directives of a University official.

13. Deceiving or misrepresenting oneself to a University official by providing false information. This includes failing to present an appropriate form of identification to an official when asked. University IDs are not the property of the student.

14. Violating or encouraging others to violate any University regulation, policy, Residence Hall policy (residence hall policies and regulations can be found in the residence hall handbook), Code of Conduct regulation or disciplinary sanction.

15. Interrupting or disturbing the orderly process of academic and operational functions of the University or committing intentional acts that obstruct, disrupt, or physically interfere with the use of University buildings, equipment, or properties. This includes but is not limited to tampering with door locks, preventing entry or exit through a door, or propping open secured doors.

16. Duplicating, using, or obtaining without proper authorization, keys to any University building or facility or committing acts of unauthorized entry into or use of University buildings or computer facilities.

17. Engaging in acts of theft, intentional or negligent damage, unauthorized use, removal, defacing, tampering, or destruction of University owned property, equipment, programs, or materials, or the

property, equipment, programs, or materials belonging to any University community member, guest, or contracted vendor.

18. Posting unauthorized materials on University owned buildings, fixtures, or equipment. A copy of the University's posting policy can be obtained in the Student Affairs Office.

19. Distributing, using, possessing, or selling unauthorized explosives, firearms, or other hazardous or dangerous weapons on University property. This includes but is not limited to pellet guns, BB guns, stun guns, clubs, knives, ammunition, mace, bows, arrows and items projected out of University building windows.

20. Setting fire intentionally or negligently through the use of burning candles, incense, or any other open flame. Committing arson, creating a fire hazard, or obtaining or housing inflammable or hazardous substances on University property.

21. Committing acts which endanger the property of the University (including but not limited to altering or misusing any fire fighting equipment, safety equipment, or emergency device).

22. Creating an emergency by making false reports of a fire, bomb threat, or other dangerous situation. Failing to report an emergency, or interfering with the response of University or municipal officials to an emergency situation.

Section III. Policies

The following policies apply to all University of St. Francis students. They also apply in connection with student programs, events and activities of the university and its recognized student organizations. Violation of these policies may subject an individual or organization to disciplinary action.

Policy Statement A. *alcohol policy*

1. Possession or consumption of alcoholic beverages by or distribution of alcoholic beverages to individuals under the legal drinking age is a violation of University policy. In Illinois, the legal drinking age is 21. No one under the legal drinking age may be present in a residence hall room in which alcohol is found. Students are responsible for knowing, understanding, and complying with the applicable state and local laws regarding alcohol.

2. Intoxication in public is prohibited. Serious or repeated violations of this regulation along with standard discipline procedures may result in referral to the Counseling Center, Health Services, or other off campus services. Intoxication is defined in generally reliable signs such as exaggerated emotions and behavior, i.e. aggression, spilling drinks, excessive swearing, excitability, excessive noise or complaining, talkitiveness, clumsiness, slurred speech and/ or impaired coordination.

3. Providing an alcoholic beverage to an obviously intoxicated individual is prohibited.

4. Abusive consumption of alcoholic beverages will not excuse conduct that violates university regulations. In such instances, appropriate penalties for violations will be applied and referral for personal assistance may be indicated.

5. The unauthorized possession of open containers of alcoholic beverages and/or the consumption of alcoholic beverages is prohibited:

- a. on the quad
- b. in or around academic, administrative and athletic offices
- c. in or around any of the University buildings, including the Motherhouse
- d. in or around University sponsored off-campus programs
- e. in the residence halls except in the private residence of a student residing on an upperdivision floor who is of legal drinking age and whose guests are all of legal drinking age
- f. in any other specific area where such possession or consumption is expressly prohibited

6. Common sources of alcohol (kegs, half-kegs, quarter kegs, beer bongs, or punches) or other means of distribution (i.e. taps) are not permitted on the University premise.

7. Commercial delivery of alcohol to individual students is prohibited.

Policy Statement B. *drug policy*

Federal and State laws control the possession, use and sale of drugs and includes several penalties for violations. The University of St. Francis prohibits the illegal possession or transfer of any illicit drug so defined under state or federal law and views the use, possession or sale of any illicit drug as contradictory to the welfare of both the individual and the University community. The harmful effects of drug abuse on physical and mental health are well established as well as the costs of such actions both academically and legally. A violation of federal, state or local laws concerning drugs is a violation of University regulations and is subject to University disciplinary action up to and including separation.

1. The University prohibits the illegal possession, use or transfer of any illicit drug so defined under state or federal law, including but not limited to improper use of prescription drugs, steroids and marijuana. Violation of this policy may subject an individual to disciplinary action.

2. Counseling Services, Health Service, Security and disciplinary procedures are all available so as to minimize the use of illicit drugs. Students are urged to seek help for themselves or on behalf of others in any matter of drug usage. Counseling is available from the staff of the Student Affairs Office. The Vice President for Student Affairs, campus minister or members of faculty and administration may also be consulted when a student is in need of assistance.

3. Whenever, in the opinion of the Vice President for Student Affairs , there is sufficient and creditable information or other evidence from within the University or without that a student is or has been trafficking in illicit drugs or is or has been in possession of such amounts as to make this a reasonable supposition, the student will be subject to college and the State of Illinois disciplinary action.

Policy Statement C. *sexual harassment policy*

It is the goal of the University of St. Francis to provide an academic environment free of any form of sexual harassment in the University community. The sexual harassment of students, faculty, or staff will not be tolerated or promoted.

The University classifies sexual harassment as any unwelcome sexual advances, requests for sexual favors, or other visual, verbal, and physical conduct of a sexual nature, whether explicit or implicit. This includes sexist remarks or behavior such as verbal harassment or abuse, patting or pinching, repeated brushing against the body, subtle pressure for sexual activity; solicitation or coercion of sexual activity through the promise of rewards and/or preferential treatment or threat of punishment.

Policy Statement D. *sexual assault policy*

Sexual assault of any form, whether stranger, date, or acquaintance, is prohibited. Sexual assault is defined as the forcing of a person to engage in any sexual contact without knowingly or willingly consenting to the act. This includes sexual contact with persons unable to consent. A person is unable to consent if he or she is temporarily incapable of appraising or controlling their own conduct due to the influence of alcohol or drugs, are physically helpless because they are unconscious, mentally ill or handicapped, or are not of legal age.

The University of St. Francis is committed to taking disciplinary action towards the person or persons committing acts of sexual assault, educating the University community about the seriousness of such acts of violence and the consequences of this form of behavior, and providing help services and community resources for the victims of sexual assault.

Policy Statement E. *hazing policy*

Any individuals or members of University sponsored organizations engaging or consulting in any form of hazing is prohibited.

Hazing is defined as any activity created intentionally for the purpose of initiation, continued membership, affiliation or approval, that degrades, humiliates, causes unnecessary personal risk, or produces mental or physical anguish to another individual or group of individuals. Such acts include, but are not limited to, acts of physical beating, sleep deprivation, consumption of food or beverage, public humiliation, or morally degrading games and activities.

Any of these acts are considered hazing regardless of intent. It is not acceptable to claim that victims of hazing took part in the act voluntarily.

Policy Statement F. *nondiscrimination policy*

The University of St. Francis subscribes to the principles and laws of the State of Illinois and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments and the Americans with Disabilities Act of 1990. University of St. Francis policy prohibits discrimination on the basis of race, sex, religion, age, color, creed, national or ethnic origin, marital status or disability in the recruitment and admission of students and the employment of faculty, staff and students and in the operation of all University programs, activities and services. Evidence of practices which are inconsistent with the policy should be reported to the Office of the President.

Discrimination Complaint Procedure for Students Title IX Section 504

(Discrimination on the basis of race, sex, religion, age, color, creed, national or ethnic origin, marital status or disability.)

Grievance Procedures

The University of St. Francis assures prompt and impartial consideration to any complaint which someone has experienced in the course of dealing with the University. When the circumstance requires, the individual is encouraged to submit his/her grievance in accordance with the procedure without penalty or fear of reprisal. Particular attention should be given to the time period for each step. As an alternative, the individual may file a Complaint directly with the Office for Civil Rights, Department of Education (401 South State Street-7th Floor, Chicago, Illinois 60605) or pursue both avenues of complaint resolution for complaints filed on the basis of sex/or disability.

When the individual has a complaint as covered under Title IX and Section 504, the grievance procedure shall be as follows:

- A.** Discuss the problem with the appropriate university administrator; or if this person is not approachable
- B.** Discuss the problem with the Vice President for Student Affairs (740-3399)
- C.** Discuss the problem with the Vice President for Business Affairs (740-3372)

If a mutually satisfactory adjustment is not reached within five (5) working days of the time of notification, the individual may then

D. Submit the matter under discussion, in writing, to the President of the University of St. Francis, (Dr. James A. Doppke, 500 Wilcox St., Joliet, IL 60435, 740-3369). The president will have the matter studied by a committee established specifically for this case. This committee will be comprised of three full-time university employees. The grievant will select one member; the appropriate administrator will select the second member. The third member will be agreed upon by both and shall serve as chairperson. In the event that the third member cannot be agreed upon within five (5) working days following the initiation of the second phase, the president will appoint a third member after consultation with both representatives. The committee will accumulate and study the facts about the case and will hold a hearing, at which the grievant may appear and be represented by any person of his/her choosing and to present such evidence as the grievant feels pertains to the issues. The committee will receive evidence from any other person who wishes to offer information on

the matter. After the hearing and its study of the facts, the committee will submit a written recommendation to the president announcing its decision and notification of any corrective action recommended or that will be implemented. The president will review the report and issue the decision.

In the event the decision is unsatisfactory to either the individual or the administrator, they may, within five (5) working days after receipt of the decision, file a written notice of appeal to the president of the University of St. Francis. The president, in his judgment, may receive such additional information as he deems appropriate and within twenty-eight (28) days after receiving the appeal will issue his decision in writing and his reason. This decision shall be final.

Student Grievance Policy:

Students with grievances that involve academic issues should be filed with the Office of Academic Affairs.

All other grievances should be filed with the Office of Student Affairs. The grievance must be in writing and contain all relevant information including dates, times, and persons involved.

All grievances including those with a USF Administrator, University employee, or other personnel associated with USF will be presented to the Vice President for Student Affairs for mediation. The Vice President will meet with the person presenting the grievance and gather other information as necessary before rendering a decision. If the action taken is not satisfactory, the person presenting the grievance may appeal to the Vice President for Business Affairs.

Students with grievances with another USF student should present their complaint to the USF Chief Judicial Officer. These grievances will be conducted through the Judicial Process as follows.

STUDENT JUDICIAL SYSTEM

The Judicial Board exists under the guidance of the Vice President for Student Affairs. Its primary objective is to contribute to the educational mission of the University of St. Francis by designing policies, enforcing the Code of Conduct, and fostering a respect for the rights of others by encouraging self discipline and focusing on the developmental needs of the individual student. In doing so, each student is given timely notification of alleged violations, is provided with the specific procedural operations, and has the opportunity to appeal to the Vice President for Student Affairs. It is understood that the Judicial Board has the responsibility of ensuring that each student has equal opportunity to benefit from the academic mission of this institution. The philosophy of the Judicial Board is to provide knowledge and understanding of the Code of Conduct by teaching, guiding, role modeling, and respecting the individual so that the student may develop in areas of moral and ethical reasoning and gain empathy and understanding for other members in the community.

A copy of the Judicial Board process and the Code of Conduct may be obtained in the Office of Student Affairs and the Residence Life Office. If you have any questions, please contact the Director of Residence Life at 740-3521.

Procedures

The Vice President for Student Affairs has the right to impose sanctions or take necessary disciplinary action when the situation endangers members of the University community or requires immediate action. The Vice President for Student Affairs also has the responsibility of appointing a Judicial Designee who shall be referred to as the Judicial Officer in the context of this document.

a. Filing a charge

1. Documentation of an alleged violation of the Code of Conduct must be presented in writing to the Judicial Officer. Proper documentation should include the following; date, time, and place of the alleged incident; student or students involved, and a description of the incident.

2. Any student, faculty, or University staff may file a charge. It should be noted that the person filing the charge may be required to be present in cases warranting a Judicial Board Hearing.

3. Alleged violations occurring within the residence halls should be filed first with the Hall Director, except in cases that may require immediate removal of a student.

4. In the event that the student or students referred to the Judicial Officer for a violation of the Code of Conduct withdraw(s) from the University before the judicial process begins, an encumbrance may be placed on registration and the student may be required to resolve the issue before readmission into the University.

* The term "University Staff" refers to administrators, faculty, secretaries, Sodexo Marriott personnel, resident assistants, security, and maintenance.

Disciplinary Conferences

The Judicial Officer will review each documented charge to determine if there is significant evidence that a violation has occurred. The Judicial Officer has the right to discard any accusations that are deemed insufficient. If the evidence is sufficient, then the student involved in the alleged violation will be notified, in writing, of the time and place of the disciplinary conference at least 3 working days prior to the conference. Immediate notification may also be given in incidents requiring immediate action. Included in this notification will be a description of the alleged Code of Conduct violations and the procedures of the Disciplinary Conference. The purpose of a Disciplinary Conference is to discuss the nature of the violation and the responsibility of the alleged Code of Conduct violation.

Students may choose one of two courses of action.

1. The student referred to the Judicial Officer may request a Judicial Board Hearing.

2. The referred student may appear for the disciplinary conference.

a. If the allegations and the sanctions can be agreed upon between the referred student and the Judicial Officer then an Agreement Contract will be drawn up and signed. The Agreement Contract waives any right for a judicial hearing and or appeal.

b. If the allegations and the sanctions can not be agreed upon, then a Judicial Board Hearing will be scheduled.

c. If the referred student accepts responsibility for the violations but would prefer to have a Judicial Board establish the sanctions, then a Judicial Board Hearing will be arranged for that purpose.

* If the student who has been referred to the Judicial Officer chooses not to appear at a scheduled Disciplinary Conference after receiving proper written notification, then the Judicial Officer has the right to render a decision and impose sanctions. The decision rendered will be based upon the documented facts and not the student's failure to appear. Failure to appear at a Disciplinary Conference forfeits the student's right to a Judicial Board Hearing, but not to an appeal.

Judicial Board Hearings

In the event of a Judicial Board Hearing, the student referred to the Judicial Board will be notified with a formal letter at least 5 working days prior to the hearing. A detailed description of the alleged violations to the Code of Conduct and the procedure of the Judicial Board hearing will be included in the formal letter. The student referred to the Judicial Board Hearing will also be provided with a summary of the allegations and other details concerning the basis of the charges.

Each student appearing before the Judicial Board will;

1. appear before an impartial Judicial Board that will judge solely on the evidence being presented,

2. have a closed hearing unless otherwise requested by the referred student and approved by the Judicial Officer,

3. be subject to a formal hearing that is presided by the Judicial Board Chair and advised by the Judicial Officer,

4. be accompanied by an advisor if desired; the role of the advisor will be limited to giving advise to the advisee and at no time will the advisor disrupt the process of the Judicial Board, and the advisor may not be an attorney,

5. present witnesses that may have information that is relevant to the case at hand; each witness is expected to provide truthful information,

6. present material evidence that is approved by the Judicial Officer,

7. be removed from the hearing procedures if conducting his or herself in a rude or disruptive manner; the Judicial Board Chair has the right to remove anyone from a Judicial Board Hearing,

8. have all proceedings, judgments, and sanctions remain confidential,

9. be notified of the outcome of the hearing,

10. have the opportunity to file an appeal.

* If the student, who has been referred to a Judicial Board Hearing, chooses not to appear before the Judicial Board after receiving proper written notification, then the Judicial Board has the right to render a decision and impose sanctions. The decision rendered will be based upon the documented facts and not the student's failure to appear.

Appeals

An appeal may be made if, and only if, at least one of the following criteria have been met:

1. new evidence becomes present after the Judicial Board Hearing,
2. the student found in violation believes that the sanctions are unjustly harsh,
3. the guidelines of the Judicial Board process were not followed in a way that would have significantly altered the outcome.

* All appeals are to be presented in writing to the Vice President for Student Affairs within 10 working days after the Judicial Board's ruling. The Vice President will then review the Judicial Board's decision and rationale for sanctioning and decide whether an appeal will be granted or not. In the case of an appeal, the Vice President will have final authority in the matter.

Disciplinary Records

Records of individuals processed through the university disciplinary procedures shall remain confidential, subject to the provisions of Family Education Rights and Privacy Act of 1974. Disposition of cases involving organizations is in the public domain. Records of incidents and meetings within the Judicial Process are maintained on file in the Office of the Vice President for Student Affairs until the violator(s) permanently leave(s) the university community.

TECHNOLOGY USE POLICY STATEMENT

The University of St. Francis is committed to excellence in teaching. In an effort to support the college community in these endeavors, the institution has assembled a wide variety of technology resources for general use. These resources are for use by persons currently affiliated with the University of St. Francis, including but not limited to students, faculty and staff.

The technology resources that are owned by the University of St. Francis are to be used for University-related activities for which they have been assigned. University technologies are not to be used for commercial purposes or non-University-related activities without written authorization from the University.

Access to technology resources at the University of St. Francis is a privilege and must be treated as such by all users. Like any other campus resources, abuse of these privileges can be a cause for campus disciplinary procedures and/or legal action. Furthermore, the University reserves the right to extend, limit, or restrict technology privileges and access to information resources.

The University of St. Francis has the right and responsibility to provide the University community with information technology resources and services. While providing these services is of primary importance, there are other areas of importance aside from physical resources. The following is a general description of the responsibilities, the rights and obligations of the University of St. Francis.

The University of St. Francis complies with all Federal and State Laws concerning use of technology. The University reserves the right to change these policies as required by Federal or State Law or in its fiduciary materials.

Users will receive a copy of this policy when they are given a confidential password and are expected to sign the Technology Use Agreement as a record of their acceptance.

Moral and Ethical Standards

Along with the privilege of using the University's technology resources comes responsibilities on the part of the user. It is expected that all users of all University technology resources be guided by the ethics, morals, Judeo-Christian values and standards of this institution. Every user must respect the rights and dignity of others by using the technology resources responsibly and in accordance with the highest ethical and moral standards. Therefore, certain behavior not consistent with the ethics, morals and values of this institution and/or any reasonable person will not be tolerated. Following are some, but not all uses considered unacceptable:

1. Harassment that would cause distress, embarrassment, discomfort of intimidation based on race, national origin, disability, religious belief, gender, sexual orientation or other types of intimidation.
2. Offensive, tasteless, sexually explicit materials and images.
3. Using the institution's resources as a conduit to attempt unauthorized access to on or off-campus resources.
4. Vulgar, abusive or offensive language.
5. Violation of copyright laws by using, copying, distributing or storing copyrighted programs and materials.
6. Academic dishonesty, including but not limited to plagiarism (copying of the work of others in violation of authorial integrity).
7. Behaving in any way that demonstrates a lack of respect for the rights and privacy of others.

If anyone is witness to or the victim of any of the above abuses, it is that person's responsibility to report the situation to the director of information services, who may handle the individual situation to a satisfactory conclusion, or refer the action for disciplinary action to appropriate administrators or governing bodies.

Precautions Relative to the Misuse of Technology Resources

It is imperative that all users of the University's technology resources be aware of the risks and dangers that can occur from using these resources for non-academic, non-research purposes. We strongly discourage users from using the technology resources for purposes of establishing personal contact with individuals previously unknown to the user. The possibility of the user being put in danger of physical harm, or another type of compromising position, cannot be overstated. Therefore, users are strongly urged not to use technology resources for purposes of pursuing personal relationships.

Individual Responsibilities

Since certain privileges are given to each member of the University of St. Francis community, each person is held accountable for his/her actions as a condition of continued membership in this community.

Common Courtesy and Respect for Rights of Others

Each person is responsible to all other members of the University community in many ways, including to respect and value the rights of privacy for all, to recognize and respect the diversity of the population and opinion in the community, to behave ethically, and to comply with all legal restrictions regarding the use of information that is the property of others.

Privacy of Information

Files of personal information, including programs, regardless of the medium on which they are stored or transmitted, may be subject to the Illinois Open Records Act if stored on the University of St. Francis' computer system. That fact notwithstanding, no one should look at, copy, alter or destroy anyone else's personal files without explicit permission (unless authorized or required to do so by law or regulations). The ability to access a file or other information does not imply permission to do so. Similarly, no one should connect to a host on the network without advance permission in some form. People and organizations link computers to the network for various reasons, and many consider unwelcome connections to be attempts to invade their privacy or compromise their security.

Users are responsible for keeping their own personal password in strict confidence. They are responsible for any abuse of that confidential password by another or others.

Intellectual Property

Each person is responsible for recognizing (attributing) and honoring the intellectual property rights of others. Violation of this is plagiarism.

Harassment

No member of the community may, under any circumstances, use technology to libel, slander, or harass any other person.

Examples of computer harassment:

1. Using the computer to annoy, harass, terrify, intimidate, threaten, offend or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm.
2. Using the computer to contact another person repeatedly to harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease
3. Using the computer to contact another person repeatedly regarding a matter for which one does not have legal right to communicate, once the recipient has provided reasonable notice that the recipient desires such communication to cease (such as debt collection).
4. Using the computer to disrupt or damage the academic, research, administrative, or related pursuits of another.
5. Using the computer to invade the privacy, academic or otherwise, of another or the threatened invasion of the privacy of another.
6. Using any technology available on the market or elsewhere to harass or abuse members of the University of St. Francis community.

Game Playing

Limited recreational game playing, that is not part of an authorized and assigned research or instructional activity, is tolerated (within the parameters of each department's rules). Institutional computing and network services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in the computing facility must give up a seat when others who need to use the facility for academic or research purposes are waiting. Game playing that interferes with the operation of the university's technology resources will not be tolerated.

Informational Integrity

It is the user's responsibility to be aware of the potential for and possible effects of manipulating information, especially in electronic form, to understand the

changeable nature of electronically stored information, and to verify the integrity and completeness of information that is compiled or used. The user should not assume that information or communications are correct when it appears contrary to expectations; it should be verified with the person who originated the message or data.

Sharing of Access

Computer accounts, passwords, and other types of authorization are assigned to individual users and must not be shared with others. Each individual is responsible for the use of one's own account, password or authorization codes.

Abuse of Technological Resources

Users should be aware of the etiquette of technological use and refrain from use which is wasteful of time and resources.

ID CARDS

All University of St. Francis and St. Joseph College of Nursing full time and part-time students are issued an identification card after they complete their confirmation of registration and payment of fees at the beginning of their first term of school. Your USF and St. Joseph identification cards are required for admission to the St. Francis Library, Recreation Center, residence halls and campus activities.

Your ID card is non-transferable and must be shown when requested by the proper authorities. If you live on campus, you are required to provide your ID to demonstrate your eligibility to participate in specific food service programs.

You will only receive one ID while attending USF or St. Joseph. At the beginning of the academic year, you will have your ID validated with a current year sticker during registration. Lost or stolen cards will result in a \$10 fee charged to gain a replacement. ID Cards may be obtained at the Marian Hall front desk.

GENERAL POLICIES

Posting Policy

Officially approved posters and fliers may only be hung on bulletin boards. Bulletin boards are provided for advertising convenience of the University of St. Francis community. Anyone wishing to post materials must contact the Student Affairs Office, 2nd Floor Tower S218, for approval.

All posters and fliers, etc. must be cleared and stamped by the Student Affairs Office before posting, with the exception of designate departmental bulletin boards.

As particular bulletin boards are designated for certain purposes, those submitting posters will be instructed which bulletin boards to use.

Pending approval of the Student Affairs Office, publicity for social events may be posted and announced off-campus. All publicity to be sent to off-campus medium must be approved by the Public Relations Office.

Posters may be displayed for no more than three weeks, after which time they will be discarded.

All advertisements must contain the sponsor's name and if applicable, cost of admission.

RESIDENCE LIFE POLICIES AND REGULATIONS

Any action that results in a policy violation or damage to University property may result in disciplinary action and/ or a disciplinary fine.

Policies and Regulations

Alcohol Policy

All residents and their guests must comply with the University's Alcohol Policy as stated in the Code of Conduct.

In the Residence Halls, alcohol is only permitted for those students who are of legal drinking age (21) and are living on an upper division floor (2nd floor Tower Hall and 2nd floor Marian Hall). Alcohol is prohibited on the 3rd and 4th floors of Tower Hall and on the 1st and 3rd floors of Marian Hall regardless of the age of the resident or guest.

Residents will be allowed to have no more than (1) 12 pack of beer, (1) bottle of wine, and no larger than (1) 16oz. bottle of liqueur in their room at any given time. Kegs, 24 or 36 packs of beer, or other sources of alcohol are prohibited.

All occupants of a room, where alcohol is permitted, must be of legal drinking age. Any resident in a room with others who are not 21 while alcohol is present will be found in violation of the alcohol policy.

Drinking is not permitted in hallways, lounges, or bathrooms.

Possession of alcohol is defined as being present in a room that contains alcohol.

All forms of alcohol paraphernalia are prohibited (i.e. funnels, beer bongs, etc.)

Violations of the alcohol policy also include public intoxication and disorderly conduct while intoxicated.

Visitation Policy

Visitation hours designate those times when non-residents are permitted in Marian and Tower Residence Halls (including hallways, elevators, stairwells, lounges, and laundry rooms). After visitation hours have concluded, only residents assigned to a particular residence hall may remain. Students are required to remain on their assigned floor or wing after visitation has ended. Floors and wings are defined as all- male or all- female. For the sake of privacy, only members of the same gender are allowed in those areas beyond visitation hours. University personnel performing job related duties are permitted in these areas after visitation.

Students from other residence halls may, for appropriate reasons, may be given permission to remain in a hall after visitation by a Residence Life staff member. All others, unless registered as an overnight guest must leave.

The Student Affairs Office reserves the right to restrict advertisements of events promoting alcohol.

****Materials posted on glass doors and windows will be discarded.**

Cafeteria Posting Policies

Guidelines for Table Tents and Posters -

- Table tents should be no larger than 81/2 x 6 inches, folded
- Permission must be obtained from the Director of Food Services before putting any tents on tables or posters on cafeteria walls.
- Tents or posters should not be put up more than 48 hours before the event.
- Wall posters are to be restricted to no more than two.
- Please be responsible for taking the tents off the tables and posters off the walls after the event.

Activity and Organization Table Policy

The following is the official policy regarding the placement of activity tables:

1. Reserving tables for the first floor hallway of Tower Hall is a service reserved to support USF student clubs and other student needs cleared through the Office of Student Development.
2. All tables must be reserved through the Office of Student Development. ***If you do not reserve a table through the Office of Student Development, you will be asked to remove your goods from the table immediately.***
3. Only two tables will be permitted in the area per day.
4. In order to encourage diverse participation, the organization or individual requesting the table may reserve a table for a maximum of three days per week.
5. Table reservation will not be permitted for individuals seeking personal gain nor extended to commercial enterprises not associated with the University.
6. In compliance with the building fire code, the tables can not block access to the cafeteria or extend into the hallway.
7. After an organization has completed using the table, they must clean the table and the area. They must take down the table and return it to the designated area identified by the Maintenance department. Cleaning materials can be obtained from the Student Development Office.
8. The table display must be organized and attractive.
9. Registered student organizations are required to use their organization banners to highlight their groups' identity.

Smoking Policy

No smoking is permitted in any building on campus with the exception of one designated smoking area in Tower Hall and individual student residence rooms.

The designated smoking area is the exit area from the first floor Tower that leads to Wilcox Street and is directly north of the Biology offices.

* This policy is subject to review and change.

Visitation Hours are as follows:

Sunday through Thursday
9:00a.m. – midnight

Friday and Saturday
9:00a.m. 2:00a.m.

Guest Policy

A guest is defined as a non-resident of a particular building. All guests must comply with the University's visitation policy and the rules and regulations of USF as stated in the student handbook. Those who do not comply will be required to leave. In the event of a policy violation, law violation, or non-compliance with a request to leave, the guest will be considered a trespasser and appropriate law enforcement will be notified. The "host" resident is responsible for complying with this policy and for the actions of their guests.

All guests must leave a picture ID and sign in at the information desk located in the main entrance of each residence hall. A resident may only have two guests signed in at one time. Residents are responsible for signing in their guests. Any resident who fails to sign in their guest properly will be subject to disciplinary action. Disciplinary action may include restricting guest privileges.

Guests who are not signed in may be considered a trespasser and asked to leave the premises.

Overnight Guests:

Children under the age of 15 are not permitted as overnight guests. Any guest between the age of 15-18 must have the parental consent section of the overnight guest form filled out before signing in as an overnight guest. USF does not permit overnight guests of the opposite sex.

The maximum number of overnight guests in any one room is two. Each resident may have up to 10 overnight guest visits per semester. The roommate (if applicable) must sign the overnight guest permission form before a guest will be permitted to stay on campus. All residents who wish to have an overnight guest must have the appropriate forms filled out before 11:00p.m. If the overnight guest form has not been filled out completely, the guest will be required to leave after visitation. Each overnight guest is required to sign in and out at the front desk each time he or she leaves the building.

Residence Life head-staff and security staff have full authority to limit guests in a room, reject guests or evict guests, if, in their judgment, the health, safety, or security of the resident(s) is being jeopardized and/or reasonable standards of behavior are being violated.

At no time is it acceptable for a resident student to be deprived of his or her rights as a resident for any reason including, but not limited to sleep, privacy or study accommodations due to the presence of a guest/visitor. If a student has a problem with a guest, he or she should immediately contact the Residence Life staff.

Quiet Hours

Each student has the right to study and sleep in his or her room. Therefore, the

following quiet hours have been established:

Sunday through Thursday
10:00p.m.-10:00a.m.

Friday and Saturday
Midnight – 10:00a.m.

Residents are responsible for monitoring the noise levels of their alarm clocks, TV's and stereo's. Residents should also refrain from yelling and talking loudly in hallways, bathrooms, and rooms.

General courtesy hours are in effect 24 hours a day so that noise does not interfere with the rights of others.

Room Regulations

Air conditioners are only permitted in the rooms of residents who have provided written documentation from a doctor that indicates a medical need for such an appliance. The unit must be limited to 110 watts. All air-conditioners must be installed by the maintenance department. A work order will be filled out after the proper medical documentation has been received by the Residence Life Department.
During peak energy using times, residents may be required to turn off certain appliances.

Appliances and Furniture: Cooking is not permitted in student rooms. Hot plates, toasters, toaster ovens, electrical frying pans, microwaves and appliances with open coils are not permitted in student rooms. In addition, space heaters and other heating appliances are not allowed. Permitted appliances include hot pots, coffee makers, popcorn poppers, stereos, personal computers, TVs, clock radios, electric blankets, study lamps, small refrigerators (maximum of 300 watts or 3.5 cubic feet) and small fans. Electrical outlets are not to be overtaxed. All extension cords must be in good condition and placed where they will not be damaged. UL approved power strips (with a breaker) are recommended. Aerials and antennas must not be affixed to the exterior of a building

Cooking and grilling are not permitted inside or outside of the residence halls or on University property except for officially sanctioned university events.

Decorations: Tape, tacks, nails or adhesives may not be used on walls, doors or furniture for hanging pictures, bulletin boards, or other items. Paint, ink, pencils or other marking devices may not be used on any university facility surface without permission. Violators are subject to fines for damages. The University has the right to restrict decorations, postings and the display of objects in public areas (outside room doors, windows, bulletin boards, etc.) and on University property.

Inventory/Furnishings: No furniture is to be removed from its assigned room without written permission from the residence hall director. Furniture may be rearranged in students rooms providing it does not cause damage

to the furniture or harm the occupants and is approved by the residence life staff immediately.

Lofts: Lofts must be approved by your residence hall director prior to building. They must have a safety inspection once built. They must be in compliance with all fire safety regulations, which includes fire retardant impregnated wood. Lofts must be free standing and not block any windows. Lofts must be at least three (3) feet from the ceiling and not restrict any free and easy movement in the room.

Pets: Students are not permitted to have animals or reptiles in the residence halls. Only fish in small tanks (10 gallons or less) are permitted in residents' rooms.

Smoking: Smoking is permitted only in residence hall rooms when all of the occupants agree that it is acceptable to smoke in the room and the room door is closed. Otherwise all rooms are designated as non-smoking. Smoking is prohibited everywhere else in the residence halls (bathrooms, hallways, elevators, stairwells, lounges, lobby, etc.). Smoking is prohibited in non-smoking wings on each floor.

Storage: Storage is not permitted anywhere on campus. All student belongings must be removed over the summer vacation; storage is not available. Any items left behind will be disposed at the University's discretion.

Water beds are not permitted in student rooms.

Safety and Security

Fire: Fire regulations require that all corridors and public areas be kept free of impediments such as boxes, furniture, etc. Student room doors, fire doors and fire escapes should never be propped open, blocked or tampered with. Fire escapes and alarmed doors should not be accessed for anything other than an emergency evacuation.

Violations include intentionally starting a fire or causing an explosion or threat of an explosion (i.e. bomb) in the Residence Halls. Creating fire hazards by the use of improper appliances is also a violation. Burning candles, incense or potpourri is prohibited as well. Excessive coverings of ceilings, doors, and/or walls may also pose a fire hazard.

Fire Alarms: At the sound of a fire alarm, all persons must vacate the building. Any attempt to remain in the residence halls or re-enter the halls without permission will result in disciplinary action. It is illegal to falsely pull a fire alarm when a fire does not exist.

Fire Equipment: Detectors, alarms and fire fighting equipment (i.e. fire extinguishers) are placed in the halls solely for the protection of residents. Tampering with or activating a false fire alarm is a criminal offense and violators will be prosecuted. Students should notify the front desk immediately, if the fire detector in their room requires a new battery.

Inspection of Student Rooms: University officials reserve the right to enter and inspect residence hall rooms and their furnishings whenever it is deemed necessary to protect and maintain the property of the University, the health and safety of its students, or for disciplinary purposes. In such cases, an effort will be made to notify the resident(s) in advance and have them present at the time of entry.

Keys: Possession of keys other than those assigned at check-in is not permitted. This includes duplicate keys not made or issued on-campus. All keys must be returned at the time of check-out. The cost of replacement keys is \$45 for a room key and \$5 for a mailbox key. There may be an additional charge for re-keying a door or mailbox lock. If a student is temporarily locked out of their room, he/she will need to contact a staff member to gain access to the room. Identification will be checked. Loaner keys will not be issued at any time. Students will be billed \$5 for each lockout.

Loss and Theft: It is each resident's responsibility to guard against loss and theft. Room doors should be locked whenever occupants leave the room. The safekeeping of student property is the responsibility of each student, and the University will not reimburse for the loss of property for any reason. It is recommended that students take valuables home with them over breaks and vacations. Property remaining in student rooms upon termination of occupancy becomes the immediate property of the University and will be disposed of at the University's discretion. Students are urged to confirm whether their university residence is covered under their families homeowner's insurance policy and to make arrangements for additional coverage if necessary.

Student Rooms: Students are expected to keep their rooms neat, clean and orderly. Cleaning supplies are available at the desks of each residence hall. Rooms must be cleaned at the time of check-out.

Windows: Students are prohibited from removing window screens. No one is permitted to sit or stand on window sills, roof tops, lean out windows, store or hang anything out of windows. Dropping or throwing objects or liquid in or out of windows is forbidden. Stereo speakers are not permitted in windows.

General Regulations

Bathrooms: The use of opposite sex bathrooms is prohibited

Deliveries to the Halls: Any student placing an order to be delivered must arrange to meet the supplier in the main lobby or front desk of their residence hall when the order arrives. No one will be allowed to deliver directly to student rooms. Solicitors are not permitted in the residence halls at any time.

Prohibited Activities: Any physical activity that may result in injury or damage to students or University property is prohibited. Athletic activities are not allowed in or around the residence halls, including hall sports, rollerblading, and skate boarding. Those who wish to engage in such activities are asked to do so in areas designated for such activity.

Restricted Areas. To gain access to areas where one clearly has no business is prohibited. These areas include but are not limited to Marian and Tower desks, Campus Tunnel System, the Tower, the Mother House, roofs of buildings and unauthorized entrance into or use of facilities.

University Property

Damages: The intentional or negligent damage, destruction, or misuse of University or personal property of any member of the University community or guest is prohibited. It is to the student's advantage to report all damages in which he/she has been involved. Deliberate or careless damage to property will result in replacement charges and/or disciplinary action. A damage deposit fee shall be paid prior to occupancy. This deposit will be held until occupancy is terminated. After deducting any hall, floor, room and/or personal damages, the balance will be returned to the student.

Damage Assessment: Residents are responsible for the condition and cleanliness of their rooms and furnishings and for any loss or damage other than normal wear that may occur during the occupancy. Upon occupying a room, each resident must complete and sign a room condition report. Students will be subject to billings for damages not accounted for on this form. Damage and loss will be determined through comparative inspections conducted by the residence life staff prior to arrival and after departure.

Students are responsible for damages and items missing from public areas in their residence hall on their floor. When damage to or theft of university property occurs in a given residence area, and it cannot be determined who is responsible, the repair or replacement cost will be distributed across all the residents in that area. Costs will be deducted from each resident's damage deposit.

Damage Appeals: Residents may appeal personal damage charges assessed to them. Appeals must be submitted in writing, detail the charges being appealed, and state the reason for the appeal. Damage appeals should be sent to the Director of Residence Life within 14 days of receiving the damage notice.

Fire

General evacuation guidelines:

If the fire alarm sounds:

1. Feel the door.
2. If the door is hot and you see or smell smoke, **DO NOT** open the door. Place a rolled towel at the base of the door. Call down to the front desk for further instructions (Marian x3434 and Tower x 3360 or 0).

3. If you feel the door and it is NOT hot, proceed to open your door and exit the building **immediately**. Exit the building and go to the front side of the library.
4. It is your responsibility to evacuate your room during all fire alarms. Make sure as you leave your room, your door is shut.
5. If your smoke detector is beeping, the battery is low and requires a new battery. Batteries for smoke detectors can be obtained from the front desk.

Weather Emergency

Once the weather conditions have been upgraded to a Tornado Warning, the following procedure will take place in each residence hall:

Marian Hall:

Residents will be instructed to retreat into the laundry room. After the laundry room is filled, the remaining students will be instructed to fill into the middle corridor on the first floor by the Director's Apartment.

Tower Hall:

If time is permitting, Tower Hall residents will be instructed to proceed calmly to the second floor, walk out of the emergency doors in the old wing, and take cover in the auditorium. If there is not enough time to evacuate to the auditorium, students will be instructed to wait on the second floor in the old wing.

Students will remain in the designated area until the head-staff on duty gives an all clear.

Conditions of Occupancy

1. Check-In Procedures:

- A. Make sure the Residence Hall Contract is signed.
- B. Complete and sign the Room Condition Report with your R.A.
- C. Complete the Emergency Information sheet.
- D. Receive your keys.

2. Check-Out Procedures:

- A. Clean the room completely
- B. Complete and sign the Room Condition Report with your R.A.
- C. Turn in all keys.

*Failure to check-out properly will result in a \$50 charge.

3. Eligibility: In order to be eligible to live on campus, students must be enrolled full-time in classes (12 credits) or have the approval of the Director of Residence Life, have immunization records up to date, and be in good financial and disciplinary standing with the University.

4. Hall/Floor Meetings: All residents are expected to attend any meetings that are scheduled by the residence life staff. Residents will be accountable for all information disseminated at such meetings.

5. Residence Hall Contracts: Contracts are binding for an entire academic year. Permission must be sought from the Director of Residence Life for exemption from the contract. Requests must be submitted in writing. Residents receiving permission may be assessed an administrative fee for breaking the contract. Residents who break the contract without permission will be billed as if they are

residing in the halls. The day before the first day of classes is considered the first day of occupancy.

The Residence Hall Contract is subject to change as deemed necessary by the University. The University reserves the right to terminate the contract when, in the University's judgment, it is in the best interest of the residence halls. Refunds may not be issued if termination of the contract is due to disciplinary action.

The student agrees to abide by all of the regulations of the University of St. Francis, including the Student Handbook and Residence Hall Contract. Students are responsible for knowing all materials published by the University of St. Francis. Each resident is responsible for what takes place in his/her room.

6. Right to Increase Occupancy: The University reserves the right to increase room occupancy as long as such increases conform with prevailing occupancy and health standards. If designated room occupancy is exceeded, residents may be eligible for a reduction in room costs.

7. Room Assignments: The Residence Life Office reserves all rights in the assignment or re-assignment of students to any space on campus. Room assignments are made after an application and deposits are received. Before the close of the current academic year, present residents will be given the opportunity to request rooms for the next year in accordance with published room selection guidelines. Requests for room assignments will be honored whenever possible. Final decisions will be made by the Department of Residence Life.

8. Room Changes: All room changes must be approved by the Residence Hall Director(s) involved prior to the move. Students who request single occupancy in a standard double, triple, or quad room will be billed an additional charge each semester. Single rooms are assigned based on availability. Students left single by a roommate moving may be asked to relocate or have another person added if it is deemed necessary by the Residence Life Office.

9. Use of Student Rooms: The use of student rooms by anyone other than regularly assigned residents or duly registered guests is prohibited. Residents may not give their keys to others.

10. Vacation Breaks: Residence Hall room rates do not cover rental of rooms during vacation periods or breaks. Access to an assigned room is given to occupants only during regular academic sessions which require their presence on campus. Halls usually close on the last day of classes at 5 p.m. and re-open at 9 a.m. on the day before the resumption of classes. Students are expected to leave the halls 24 hours after their last exam or the closing of the hall, whichever comes first. Exceptions may be granted by the Director of Residence Life in cases of individual need. Students who request special housing during these times may be asked to relocate to other rooms and an additional charge may be assessed.

The University may need to use residents rooms over breaks. Upon written notice, residents must remove personal belongings from rooms during any period when the room is needed by the University.

Services

Front Desk: Both residence halls have front desk assistance available 24 hours a day. The trained desk staff is responsible for answering the hall phone, enforcing general safety and security regulations, ensuring compliance with the guest policy, issuing some recreation equipment, and delivering mail to the hall residents.

In case of an emergency, the desk staff may contact University officials after regular business hours. You are expected to comply with reasonable requests from the desk staff.

Laundry Facilities: Coin and credit card operated washers and dryers are available in each residence hall for USF students and their registered guests. Laundry machines are under contracted serviced by the rental company. Please report broken machines immediately to the front desk of each hall.

Refunds are only available through the residence hall director's office after the broken machine has been reported. Misuse and/or vandalism will result in immediate disciplinary action. You are responsible for supplying their own laundry soap and bleach.

Mail Service: All student mail is distributed from the Marian and Tower Hall desks into the mailboxes Monday through Friday when the University is in session. Student mail should be addressed as follows:

Student's Name	Student's Name
Marian Hall	Tower Hall
Box # (room number)	Box # (room number)
604 Taylor Street	605 Taylor Street
Joliet, IL 60435	Joliet, IL 60435

Refrigerator Rentals: You may rent an official residence hall-size refrigerators from the Residence Life Office. Your cost is \$50 for the academic year with a \$50 security deposit. Your deposit is refunded when the refrigerator is returned clean and in the same recorded condition as when it was rented.

Telephone Service: Local phone service up to a radius of eight miles is provided for your convenience. Long distance service is contracted out to LCI International. Each student requiring long distance service will need to request a calling number from LCI. All calls made with them will be billed directly to each student. Do not lend out your calling card number because you will ultimately be responsible for all charges made to your card..

Vending Machines: The vending machines in each hall are under contracted service by a local company. Please report broken machines to the front desk of each hall.

Refunds are only available through the residence hall director's office after the broken machine has been reported. The ground floor of Tower Hall also has an ice machine for your convenience. Misuse and/or vandalism of the vending and/or ice machine will result in immediate disciplinary action and/or civil action.

Staffing

Resident Assistants: Each Residence Hall floor is staffed by two or three Resident Assistants (RA). These full-time students are carefully selected and trained paraprofessional members of the Residence Life staff .

Each Residence Hall has Resident Assistants on-duty every night the hall is officially open. Resident Assistants are responsible for working with students with academic and personal challenges, understanding and enforcing University policies, and creating a healthful residential environment.

Residence Hall Directors: Each Residence Hall is staffed with a full-time, live-in, professional staff member called a Residence Hall Director (RD). This person resides and conducts office hours in his/her assigned hall. There is always a Residence Hall Director available to respond to students needs after regular

business hours and during vacation periods. The residence hall directors supervise the resident assistant staff and are responsible for the overall management of their building.

In an emergency contact Security at x3847

Student Affairs: Other Student Affairs officials are available to respond to students' needs after regular business hours. They include the security guards, Vice President for Student Affairs, director of University Ministry, director of Counseling Services, director of Health Services, director of Student Development, and the director of Athletics.

Disciplinary procedures

Step 1. An incident report is filed by Residence Life staff, security, or other University personnel.

* Immediate disciplinary action may be taken by the Director of Residence Life, the Chief Judicial Officer, or the Vice President for Student Affairs in circumstances where the incident includes law violations, personal harm, or any incident where immediate action is necessary.

Step 2. An appointment is made with the Residence Life disciplinary officer, a letter stating the alleged offence and the date of the appointment, and a copy of the incident report is sent to the alleged policy offender(s).

Step 3. A findings report is filled out during the disciplinary conference and the resident is found responsible or not responsible for the violation. If necessary, a sanction and/ or fine is issued.

Step 4. A letter is sent to the resident found in violation of Residence Life policy that contains information regarding the offence, sanction, fine, and time period of the sanction.

Documentation of all 4 steps is included in the Residence Life Disciplinary folder of the resident.

EMERGENCY INFORMATION

FIRE

BE PREPARED FOR EMERGENCY SITUATIONS:

- * Know the location of the nearest escape route. This will reduce panic in the case of an emergency.
- * Know the location of a pull box and alarm.
- * Know emergency numbers
 - Emergency Campus Security - 3383
 - Campus Security Office - 3847
 - Fire Department - 9-911

IF YOU DISCOVER A FIRE:

- * Sound the alarm and leave the building by the nearest exit.

* Call the Fire Department by dialing 9-911. Give as much information as you can to the dispatcher. Do not hang up until the dispatcher tells you that he/she has all needed information.

* Do not attempt to put out fires or rescue others unless you can do so safely.

IF YOU CANNOT LEAVE YOUR ROOM OR EXIT TO SAFETY:

- * Remain calm. Seal up the openings around the door using sheets, towels or clothing to prevent smoke from entering your room. If possible, these items should be wet.
- * If there is smoke in the room, drop to the floor and stay low. Smoke inhalation is often fatal. Feel the door before opening. **IF IT IS HOT, DO NOT OPEN THE DOOR.** If it is cool, brace against the door and open slowly. If heat or heavy smoke is present, close the door and remain calm.
- * Hang an object out the window (sheet, jacket, shirt) to attract the attention of the Fire Department. Call Security at ext. 3383 or the Fire Department at 9-911 to report that you are trapped and to give your location.
- * Stay near a window and low to the ground. A wet cloth over your nose and mouth will aid in breathing if smoke is in the room.

FIRE DRILLS

Take all fire drills seriously! Drills will make you familiar with evacuation procedures and will be conducted at least once per semester. Residents and their guests who do not observe emergency procedures will be subject to immediate disciplinary sanctions under the Student Code of Conduct. All rooms will be checked during drills by authorized personnel. When an alarm sounds, you must leave the building immediately.

WEATHER EMERGENCY PROCEDURES

TORNADO

A Tornado Watch simply means that weather conditions are favorable for tornadoes to develop. When a tornado watch is issued, be alert for changes in the weather and be prepared to act quickly.

A Tornado Warning means a tornado has actually been sighted. If a tornado warning is issued in the area, seek shelter immediately.

Look for any of the following danger signs:

- * Humid days when temperatures drop quickly
- * Severe thunderstorms with frequent lightening, heavy rain or strong winds
- * Hail
- * Funnel clouds

The best ways to obtain information:

- * Listen for emergency sirens, sounding a 3 to 5 minute steady tone
- * Tune into radio (WJOL, 1340 AM) or television stations
- * Contact the Tower or Marian Hall front desk

For your safety:

- * Leave your room, lock the door and go to a safe area such as the hallway of the first floor of Marian or the hallway of the second floor of Tower where there are no windows
- * Sit in a crouched position, keeping your face and head covered.
- * If there is no time to evacuate, crawl under a desk, sit in a crouched position, keeping your head and face covered. Use a mattress if available for added protection.

SNOWSTORMS AND OTHER WEATHER EMERGENCIES

If on-campus classes are canceled, resident assistants and/or resident directors will inform students. The Tower and Marian hall desks will also have this information.

IMPORTANT PHONE NUMBERS

Security	740-3383
Fire Dept. and Ambulance	9-911
Police Dept.	9-911
Marian Hall Desk	740-3434
Recreation Center Security	740-3414
Tower Hall Desk	740-4274

ACADEMIC POLICIES AND PROCEDURES

Change in Major, Minor or Degree

Students may change their major or minor with the advice of their academic advisor at any time .

Students who wish to change their major program must first obtain the "Change Of Major" form from the Office of the Registrar. This form requires the approval of the current major advisor and the advisor for the new program of study and must be returned to the Office of the Registrar.

Changing and Withdrawing from Individual Courses*

1. Students may change courses up to two weeks after the first day of the semester. The required forms are available at the Registrar's Office. The procedure to change, add or drop a course is noted on the form.
2. Students may withdraw from individual courses prior to eight (8) weeks before the date of the last class. Students withdrawing from a course before the eight week "Warning letters" are issued shall receive a "W" on their records.
3. Students may not withdraw from a class after the 12th week of classes (16 weeks for modular courses) unless there are very serious circumstances over which the student has no control. Students who feel they have sufficient reason to request withdrawal after mid-term must make an appointment with the Registrar to explain the circumstances. The decision to allow the withdrawal at that point will be made in consultation with the academic advisor and instructor.

* *All withdrawals shall be filed with the Registrar. Advisors shall be informed and consulted in each case. Students who fail to go through established procedures will be considered as still in their courses and shall receive a grade based upon the course requirements.*

Leave of Absence/Withdrawal from University Policy

Withdrawal from the University of St. Francis shall not be considered effective until the student has had an exit interview with the Student Affairs Office and has obtained the necessary signatures on the Withdrawal Form. If the student resides on campus, the forms essential to terminate their residence life contract must be completed.

Types of withdraw/ leave of absence

1. Permanent - "W" is the grade used at the time of withdrawal. No computation in grade point average will be recorded on the student's permanent record. Should a person decide to return to USF after having permanently withdrawn, the individual would have to file for admission as a new student.

2. Leave of Absence - To preserve a position in the university, the student requesting a leave of absence must return on an agreed-upon date. An extension of no more than one semester may be granted. Failure to return on the agreed-upon date will necessitate filing for admission as a new student if the student desires to return. "W" is the grade used at the time of withdrawal. No computation in grade point averages will be recorded on the student's permanent record. Inquiries regarding this procedure may be made at the office of the Registrar

Registration Procedures

Continuing students are encouraged to make an appointment with their academic advisor to register for classes. The Office of the Registrar posts a course registration schedule which starts with seniors given preference for next semester classes and gradually moves through juniors, sophomores, and first year students.

Class schedules are usually available through the Office of the Registrar and the Adult & Continuing Education Office a week prior to the beginning of registration. Your prompt academic advising is a key component of your educational and career development at the University of St. Francis.

Your academic advisor is listed on your class locator card. If you are unable to contact your advisor, please contact the Office of the Registrar at 740-3391.

University Closing and Class Cancellation:

Due to extenuating circumstances, a situation may arise for an instructor to cancel classes. If the cancellation is anticipated, the instructor will notify the students in advance. If a class is suddenly canceled, notification will be posted on the classroom door and outside the Office of the Registrar. If time permits, off campus students will be contacted by phone and notified of a class cancellation.

If weather or other emergencies require the University of St. Francis to close completely, students living on campus will be notified by the resident assistants and through the Tower Hall and Marian Hall visitor desks. Students living off campus should listen to area radio stations for University closings. Evening students will be contacted at home or work if time permits

GENERAL HEALTH REQUIREMENTS

All resident students must have a physical examination and a TB skin test completed and signed by a physician. The physical examination, TB skin test results, and the immunization record must be received by **July 16** of every year.

If the student participated in USF organized athletics, this examination must be done within one year of the last day of the competitive season and prior to the first day of practice. The student will not be allowed to participate or practice until the required medical forms are received.

IMMUNIZATIONS

Illinois State law, Public Act 85-1315, requires all persons born on or after January 1, 1957 entering a four year public or private institute of higher education to provide proof of immunization before being allowed to register for a second semester. This includes all students who are registering for the first time and are registered half-time (six hours) or more. This state law applies to all USF undergraduate students, graduate students and professional arts students.

If the student has previously attended the institution, prior to the fall 1990 term, and was born on or after January 1, 1957, the student must show proof of at least one dose of **live** measles virus vaccine, received after 1967, and on or after his/her first birthday.

TETANUS/DIPHTHERIA:

*within 10 years of the term of current enrollment

***must also show primary series if born outside of US**

*tetanus toxoid is NOT ACCEPTABLE

MEASLES (RUBEOLA):

*two doses with the first one on or after first birthday, separated by at least one month
must be given after 1967

-or-

*report of immunity by lab titre

-or-

*date of confirmed diagnosis

RUBELLA:

*one dose on or after first birthday

-or-

*report of immunity by lab titre

*diagnosis of disease is NOT ACCEPTABLE

MUMPS:

*one dose on or after first birthday

-or-

*report of immunity by lab titre

-or-

*date of confirmed diagnosis

MMR (MEASLES, MUMPS, RUBELLA):

*two doses with the first one on or after first birthday, separated by at least one month

*this would fulfill the requirements for measles, mumps and rubella

HEPATITIS B:

*vaccination against this serious liver disease is *strongly recommended*

TB SCREENING:

*required for all foreign born students and resident students

*recommended for all students

All records must be verified by a medical provider's signature or a copy of appropriate immunization records (school records, baby immunization records, military records etc.) Religious or medical exemptions for required immunizations must be verified by a medical provider's signature.

Any student not in compliance with the above requirements will be denied registration, housing, and participation in athletic events (including practices) and will not be eligible for practice. **Any attempt to violate these regulations will be subject to immediate review and penalties under the Student Code of Conduct.**

INSURANCE REQUIREMENTS

The University of St. Francis offers a supplemental insurance program to all resident students and athletes at no cost to the student. Guarantee Trust Life Insurance Company is one of the largest providers of student insurance plans to colleges and universities throughout the country. The key points of the plan are as follows:

1. The University provides Injury Insurance for all resident students and athletes at no cost to the student.
2. There is an Optional Sickness Only Plan available for all residents and student athletes.
3. There is an Optional Sickness and Injury Plan available to all nonresidents.
4. There is an Optional Catastrophic Coverage available for all students.
5. Coverage is available to enrolled students 12 months of the year.

Should you have any questions regarding student insurance, please feel free to contact the Office of Student Affairs at 740-3399. You should also feel free to call Guarantee Trust Special Risk Division, directly at the toll free number 1-800-622-1993.

SAINT JOSEPH COLLEGE OF NURSING AND ALLIED HEALTH

STUDENT NURSING HEALTH REQUIREMENTS:

Your health records must be on file **one month prior to the first day of classes**. Students will be notified in writing if records are incomplete. Students who fail to submit records by the first day of the term will not be allowed to attend orientation or classes. Health records must include the following:

CARDIOPULMONARY RESUSCITATION CERTIFICATION

All students are required to present current certification in cardiopulmonary resuscitation for health care providers (American Heart Association Type "C" Adult and Infant). Remember that although the American Heart Association is now training for two years, St. Joseph College of Nursing requires yearly retraining in

CPR. A copy of your CPR card must be on file in the Health Services Office prior to your first week of class. Please submit the original certification card to Health Services at the Wilcox campus so that a copy can be made for your file. **While a student, recertification is required annually; this includes RNs, CPR instructors, and health care workers.** It is your responsibility to renew your certification before it lapses.

HEALTH ASSESSMENT

A total health assessment (physical examination) and health history is a prerequisite to participating in a clinical nursing course. Nursing students will not be permitted to attend class or practicum until completed. If the student participates in organized USF athletics, this examination must be done within one year prior to the last day of the competitive season and prior to the first day of practice.

The student athlete will not be allowed to participate or practice until the required medical forms are received.

IMMUNIZATIONS

Illinois State Law, Public Act 85-1315 requires all persons born on or after January 1, 1997 entering a four year public or private institute of higher education for the first time and are registered half-time (six hours) or more, to provide proof of specific immunizations. As students of the University of St. Francis/ Saint Joseph College of Nursing, this law applies to you. The required immunizations are:

TETANUS/DIPHTHERIA:

Must show primary series;
a booster is required within the last ten years of the term of current enrollment;

Tetanus toxoid is NOT ACCEPTABLE

MEASLES (RUBEOLA):

Two doses; after 1967, at least 30 days apart, with the first dose given on or after the first birthday

-or-

a report of immunity by titre

RUBELLA:

One dose on or after first birthday

-or-

a report of immunity by titre

Diagnosis of disease is NOT ACCEPTABLE

MUMPS:

One dose on or after first birthday

-or-

a report of immunity by titre

MMR (MEASLES, MUMPS, RUBELLA):

Two doses, at least one of these after 1980

This would fulfill the requirements for measles, mumps and rubella

CHICKENPOX (VARICELLA ZOSTER):

Two doses of vaccine;

-or-

a report of immunity by titre

History of disease is NOT ACCEPTABLE

Students enrolled in nursing courses must have all of the above immunization requirements on file **before beginning** their classes. In addition to the immunizations and the physical examination listed above, the following requirements must also be met:

HEPATITIS B:

A vaccination series of three injections (*strongly recommended*).

-or-

a report of immunity by titre

A Declination Form must be signed if student does not wish to receive the series or have a titre done

TB SCREENING:

The Department of Public Health in the State of Illinois requires that each new employee of a hospital shall have a record of a Mantoux test given within 90 days prior to or within 10 days after beginning employment. In addition, a second Mantoux test must be administered, not sooner than 10 days, and within three weeks of the first test, if the reaction to the initial test is nonsignificant/negative. (If the student has a history of positive reaction to PPD; a chest x-ray will then be required). **Nursing students must also follow this policy since clinical participation at the hospital is an essential component of the nursing program.** A single step Mantoux is adequate if a two step Mantoux was done in the past and followed the annual PDD. (If so, please note, TB Tine is not acceptable). MANTOUX/PDD are used interchangeable. On an annual basis, the negative results of a single TB skin test must be documented and will be kept in the student's file in the Health Services Office. Positive reactors must have a chest x-ray (students with a history of a positive Mantoux will not be required to have an annual chest x-ray, but will need to be aware of the signs and symptoms of active TB and report any questionable symptoms to Health Services.

All records must be verified by a medical provider's signature or a copy of appropriate immunization records (school records, baby immunization records, military records etc.) Religious or medical exemptions for required immunizations must be verified by a medical provider's signature.

Any attempt to violate these regulations will be subject to immediate review and penalties under the Student Code of Conduct.

In the event of illness and/or exposure to communicable diseases:

1. Students who are absent three or more consecutive days due to illness are required to submit a written release from their physician to the Director of Health Services prior to returning to their client settings.
2. Pregnancy; if a student is pregnant, a Release of Liability form must be signed. A signed written consent by the student's physician must also be submitted with the release form. Please contact the Health Services Office for the Release form.
3. Illness or injury which may interfere with the required educational experiences should be reported to the Director of Health Services. A physician release to continue in the program is required.

4. To prevent the spread of infectious/communicable diseases to others:
 - a. The Center for Disease Control, OSHA and institutional policies will be used as guidelines for safe practice with exposure to or an actual illness.
 - b. Students who have a communicable disease or have been exposed to risks of acquiring such a disease must report immediately to the Director of Health Services. Failure to report will compromise their own or the ordinary safety of other students, faculty or clients
 - c., As health care professionals, students and faculty are expected to minimize their risks through the recommended immunization program.
 - d. Students have an ultimate responsibility to upholding the highest standards of ethical behavior. This includes confidentiality of information, reporting for treatment or action to protect others; and compassion in caring for all clients to whom they are assigned.
5. Students who are assigned to patients with infectious diseases is based on the following guidelines:
 - a. Relationship of the assignment to the course objectives.
 - b. Consideration for the safety of the student and the client.

Illinois state laws require students in a nursing program to complete the Illinois State Police Request for Conviction Information form. A \$17 check must be included with the completed form. This money will cover Illinois mandated charges and processing fees. All checks should be made out to the University of St. Francis.

INSURANCE REQUIREMENTS

Professional Liability Insurance

Saint Joseph College of Nursing and Allied Health requires all students participating in clinical nursing courses to carry professional liability insurance. Appropriate charges have been added to your tuition and fees statement to cover this insurance.

Professional liability insurance is provided for your protection. As your professional responsibilities increase, so does the chance of your being named in a lawsuit, regardless of the validity of charges. Professional liability insurance is a necessary safeguard for any health care professional.

The College of Nursing and Allied Health participates in a blanket policy provided by the Maginnis and Associates Insurance Company. Coverage is for claims arising out of real or alleged medical incidents when the injury being claimed is the result of an act or omission. Payment of court costs is also provided. Expert legal counsel and claims adjusters are available to aid and defend the insured without cost.

This is an "Occurrence Form Policy". This means that you will be protected at any future date even though your policy may not be in effect at that time provided that you were insured when the medical incident occurred. This is important because the extended period of time that can elapse before a claim is made.

Students are covered for malpractice related to their normal curriculum studies and assignments 24 hours a day working in or out of school.

Registered nurse students who are enrolled in clinical courses are expected to carry their own individual policies. A copy of this policy must be submitted to the Office of the Registrar by the first day of class.

Automobile Insurance

Students are expected to maintain their own automobile insurance and liability coverage.

Academic Advisement

Faculty advisors are assigned to candidates who have received final acceptance to the College of Nursing and Allied Health. Although students have the ultimate responsibility for their own decisions, the advisor is available to:

1. Assist students to clarify life and career goals and develop suitable educational plans and experiences consistent with these goals.
2. Increase awareness of available educational and community resources.
3. Interpret institutional policies and requirements as needed.
4. Assist in the development of decision making skills and self-direction.
5. Assist with career planning and placement.

Students are encouraged to meet with their advisors at least once each term. Registration forms must be signed by the advisor. Appointments are made through the Academic Affairs secretary at the request of the student or the advisor. Faculty are available to students through posted office hours.

Inherent in the advisement program is the respect for the individuality of each student and the confidentiality of information shared. To assist you better, advisors receive counseling records based on admission information and are asked to maintain a record of your progress in both the academic and extracurricular areas which will become a part of your file and may be used for future references.

When an advisor believes the student needs additional assistance, referrals may be made to appropriate resources, through the Vice President for Student Affairs after informing the students and in keeping with the ethical and legal standards.

Parking

Students may park free of charge in the Provena Saint Joseph Medical Center Employee Parking Lot adjacent to the College of Nursing. Please respect the restricted parking areas.

Parking stickers are provided upon registration for classes. The parking ID's are to be displayed on the lower left inside corner of the windshield. (driver side)

Locker Space

Lockers to accommodate personal belongings are provided for each student. Locker combinations should not be shared with others to assure adequate security.

Student Lounge

A student lounge provides an area for socialization and relaxation for students. A television, radio, microwave oven, refrigerator, snack and beverage coin machines are available in the lounge.

Washroom facilities are located near the lounge/classroom areas. Shower facilities are located in the men's and women's locker rooms of the Medical Center.

Transportation

Joliet Municipal Transportation District (PACE) bus service provides transportation to Provena Saint Joseph Medical Center. It is the responsibility of the student to have their own transportation to and from the University of St. Francis, Provena St. Joseph Medical Center and clinical agencies.

Meals and Food Service

Meals and refreshments are available in the Provena Saint Joseph Medical Center Cafeteria at the employee discount prices with University ID tags displayed.

The cafeteria is located on the lower level of Medical Center. The Cafeteria hours are 6:30 a.m. to 7:30 p.m. daily.

Meal Service is available during the following times:

Breakfast	6:30 a.m. - 9:30 a.m.
Lunch	11 a.m. - 2 p.m.
Dinner	4:30 p.m.- 7:30 p.m.

Students are reminded that the cafeteria serves the Medical Center and Villa Franciscan employees as well as patient visitors. Your courtesy is appreciated when personnel are on limited time. The cafeteria should not be used as a study or meeting site during meal times.

Food and/or beverages are not permitted in classrooms or the library. Dishes should not be removed from the cafeteria disposable tableware is available.

SAFETY AND SECURITY

It is expected that students will use good safety and security practices for the protection of themselves and others and to maintain property while participating in the educational program.

The following section pertains to the safety and security practices of the College of Nursing and Allied Health. The orientation of students to the University and agencies where they are assigned includes safety and security practices. The University publishes an annual Consumer Report informing students of criminal offenses, if any, which occur on campus under the Student's Right-To-Know Act.

Safety

Students who are victims of or witness to any accidents or incidents on the Campus of the College of Nursing and Allied Health should report immediately to the Vice President for Student Affairs or a faculty member. Any conditions which could be considered potentially dangerous should also be reported immediately. When participating in a clinical field experience, the incident should be reported to the agency supervisor as well.

Should a violation of the Standards of Conduct result in the injury of another the disciplinary policies of the University will apply. Criminal offenses will be referred to the civil authorities through the Security Department. For further information see "It's the Law: The Handbook of Campus Safety and Substance Abuse."

Smoking

The College of Nursing and Allied Health and the adjacent Medical Center are smoke free facilities. Smoking must take place off medical center property.

Fire Safety

Students should be aware of the location of fire alarms and equipment in their educational settings.

Within the College the alarm is sounded by a series of chimes (code 5-1-1). In the event of fire within the University, the building should be evacuated in an orderly manner as quickly as possible.

Code P.C. announced over the public address system means that the fire alarm system is under maintenance and inoperable. Extra alertness is required at these times. Because of the proximity of the College to the Medical Center, the alarm system indicating a drill and/or actual fire can be heard in the College. Students are to remain at their location unless called upon to assist in evacuation of the Medical Center.

PROVENA ST. JOSEPH MEDICAL CENTER EMERGENCY CODES TO ACCESS ANY OF THESE, DIAL "3434"

CODE RED: Fire Alarm

CODE BLUE: Team R Response

CODE YELLOW: Disaster Internal/External

CODE GREY: Phase I Tornado Plan (Warning)Tornado warning in effect-all drapes are closed.

CODE BLACK: Phase II Tornado Plan (high probability of tornado striking or close proximity to Medical Center) A tornado or funnel clouds have been sighted. In the event this alarm is sounded, students will move to the Medical Center cafeteria if they are in the school building. If in a clinical area, they should assist in moving patients away from windows to an area of safety.

CODE WHITE: Physical Disturbance (security response)

CODE ORANGE: Bomb Threat

CODE PC: Fire Alarm System Maintenance
(Place phone call to report a fire)

CANCEL CODE: All Clear (Paged after each emergency code except code blue and white)

DISASTER PLAN-CODE YELLOW

Students may be asked to volunteer to assist in an internal or external disaster involving multiple casualties. If student assistance is needed, you will be notified by the Dean of Nursing and Allied Health and directed to report to the nursing office of the Medical Center or to the personnel pool in the College of Nursing Auditorium.

To gain access during an emergency, use the Medical Center's Employee entrance and wear your ID badge.

Students not directly called to assist should avoid entering the emergency or disaster care areas. A copy of the Provena Saint Joseph Medical Center's Disaster Plan is located in the College Library.

ID Pictures

ID pictures for the College of Nursing are taken during scheduled times. The ID card is used to gain entrance to the building, for admission to activities requiring student identification and for clinical experiences.

Students are cautioned to avoid lending their ID cards to others. The card must be returned to the College of Nursing upon withdrawal, leave of absence, or graduation from the College of Nursing.

In the event the ID card is lost, a \$5 replacement fee is charged.

Security Services

Access to the College of Nursing building is restricted to the students and staff of the College through a coded security system.

The campus of the College of Nursing is regularly patrolled by the Security Force of Provena St. Joseph Medical Center. Internal security is monitored through closed circuit television.

The security force is responsible for maintaining safety and security on campus. In the event of criminal offenses or incidents involving personal and/or property damage, the local police authorities are notified by the security force who work in cooperation with the police in assisting the victim.

Students are requested to report any unusual incidents promptly to a security officer, College of Nursing Administrator, or the Vice President for Student Affairs of the University for follow-up action.

Access to the College of Nursing after regular hours is available only for legitimate College of Nursing activities. Students entering the building for classes scheduled after 4:30 p.m. or Saturday are asked to enter by way of the Medical Center corridor.

Students on campus after regular hours are advised to practice good safety precautions. Escort services to your car are available from the security staff. Assistance with minor car problems can also be obtained.

An outdoor phone is available near the employee entrance.

Security phone: 3496
3548

#0-Operator to "Guard Center"

STUDENT INFORMATION

Bulletin Boards

Bulletin boards are located across from the Student Lounge and in the main corridors. Information and announcements for general knowledge; special programs and employment opportunities are posted. A financial aid bulletin board contains current scholarships and tuition assistance programs. You are encouraged to read the bulletin boards regularly.

Mail Boxes

Student mail boxes are available and students are reminded to check their mail box regularly. Assignments, papers, etc. for the faculty may be left with the Academic Affairs secretary.

LEARNING RESOURCES

Library Resources

Director: Sister Carol Ann Novak

725-7133 ext. 3219

Library resources and services for all Provena Saint Joseph College of Nursing faculty, students, and staff are provided through the John and Cecily Leach Library located in the College of Nursing. Additional library resources are available in the Saint Joseph Medical Center Leon P. Gardner Health Science Library and the library of the University of St. Francis. Through the library's networking system, access to regional and national informational resources and databases is available.

The library contains print materials as well as audiovisual materials and computer resources to support the curricular offerings. The National Library of Medicine and Library of Congress classification systems are used for all library holdings. All materials are centrally catalogued with an on-line catalog maintained in both the Health Science and College of Nursing libraries. The Library Policy Manual and American Library Association's Standards serve as a guide for services. The library is a member of the:

Heritage Trail Library System
Chicago and South Library Consortium
Illinois State Library's Illinet System
South Metropolitan Regional Higher Education Consortium
American Library Association
Association of University and Research Libraries
Medical Library Association-Nursing Section
University of St. Francis Library

Hours of Service

The College of Nursing Library is open from 7:30 a.m. to 7 p.m. Monday through Thursday, 7:30 a.m. to 4 p.m. on Fridays.

The Health Science Library in the Medical Center is open from 8 a.m. to 4:30 p.m. Monday through Friday.

After hours access to the Health Science Library is available through the Provena Saint Joseph Medical Center Security Department. Proper identification is required to gain access after hours. Access is available to the College of Nursing Library only during the stated hours.

Interlibrary Loans

The library has access to virtually all library materials in the country by means of direct visitation or interlibrary loans. Through the several cooperative systems and memberships and computer databases, resource materials can be made available for medicine, nursing, as well as for other educational information. Interlibrary loans are arranged through the University of Nursing. Students are advised to allow sufficient time to obtain these materials. There may be a charge for materials.

The South Metropolitan Regional Higher Education Consortium consists of libraries in universities and universities in the south suburban areas of Chicago. Materials can be borrowed at each library according to each library's policies. A student ID with a current semester validation sticker must be presented. For a list of participating members, see the librarian.

Computerized Literature Searches

The CINAHL nursing and allied health index database and the MEDLINE (Index Medicus--all medicine) index database are available on the Internet.

There is no fee for these services for teaching and related research. For personal research projects, the individual is charged on a loss-recovery basis.

Audiovisuals

Audiovisuals for classroom use should be reserved at least 24 hours prior to their intended use.

Hardware: Audiovisual hardware for use in class presentations or client education is available for student use through their instructors. Please furnish the following information in requesting materials:

Equipment needed, Location, date and time of program offering

Software: Audiovisual software programs for client education, classroom, or individual use in the library and learning resource laboratory are requested in the same manner as other print materials. Use of audiovisual materials outside the University and Medical Center is discouraged because of diversity of equipment, vulnerability of software, and need for in-house use on a constant basis.

Photocopying Services

Photocopying service is available in the College of Nursing library. Currently students are charged 10 cents per copy for this service.

Library Policies and Procedures

Policies and procedures regarding library services are found in the library manual located in the Library. Students will receive an orientation to the Library as part of the Orientation Program.

Study Accommodations

The library is intended to provide for individual, quiet study areas. Food, beverages and smoking are prohibited in the library. Study rooms are available near the South East entrance of the College and across from the student lounge near the South West entrance to the College.

Computer Laboratory

The Computer Laboratory, equipped with audiovisual hardware and software, is adjacent to the University library.

Computer access is available for word-processing and computer assisted instruction. The Librarian is available for assistance in using this equipment. Computer disks are available for purchase through the Bookstore. Student data should be stored on their personal disks, not the computer hard drive.

Students are requested to be considerate of others in using A-V's and their computer access. Students are encouraged to schedule computer time with the Librarian.

Skills Laboratory

The Skills Laboratory is provided for students as a study/practice area for developing skills and to enhance nursing techniques. The Laboratory is designed as a facsimile of a hospital unit with procedural equipment available.

The Laboratory may be reserved for class sessions at which time the instructors for the class will be present. Faculty will be available at other times as resource persons.

Audiovisual hardware is located in the Skills Laboratory. Audiovisual titles are available in the library for use in the Skills Lab. Students are expected to leave equipment in the Laboratory and are expected to maintain the order of this space. The Skills Laboratory is not designated as a lounge area.

Term Paper Guidelines

Throughout the nursing program, students will be asked to submit term papers or research papers to meet the objectives of individual course.

The faculty requires students follow the guidelines given in the Publication Manual of the American Psychological Association (4th ed.) This publication is available in the Library. Personal copies may be purchased in the Bookstore. The student is responsible for this format for all required papers.

PEER TUTOR PROGRAM

The peer tutoring program is designed to assist students in mastering essential concepts in courses within the university curriculum. Two types of assistance are available: study groups or individual tutoring.

Students on the "Dean's List" are asked to serve as peer tutors. Faculty may also recommend students who indicated a high level of achievement at the completion of a course without being named to the Dean's List to be peer tutors.

Peer tutors may select an area of specialization for offering tutorial assistance. Faculty are requested to serve as resource persons in the subject area for the peer tutors.

Peer tutors may charge up to \$5 per hour as a fee. Arrangements regarding costs are negotiated with the tutor. Arrangements for a tutor are made through the Department Chairpersons.

Responsibilities of the tutor:

1. Commitment to their tutoring responsibilities for at least one semester for a minimum of one hour per week.
2. Contact with the faculty member(s) responsible for a course.
3. On-going communication with the Dean of Student Services.

Additional student support services are available through the Dean of Student Services office.

COMMUNITY RESOURCES

Many of the students who attend the College of Nursing live within the community and surrounding areas. This permits access to and interaction with their residential community and allows the University the flexibility of a program utilizing a variety of resources for its' educational experiences.

Educational Resources and/or Clinical Experience Agencies used for specific courses are identified within the course syllabi. Information concerning the agency is provided during the student's orientation.

NURSING & HEALTH ACTIVITIES

A wide variety of nursing, health related, and community programs are available through Saint Joseph Medical Center and Silver Cross Hospital on a regular basis.

In addition, programs sponsored by other nursing and health related organizations which are of interest to students will be posted on student bulletin boards.

Student membership in the Student Nurse Association is recommended. This organization provides member benefits and programs of special interest to nursing students.

Student Affairs Administration

Student Affairs Office

Lina Sims, Vice President for Student Affairs
2nd Floor Tower, S218
740-3399

Shulamith Mellman

Director of Counseling Services
2nd Floor Tower, S219
740-3598

Seuth Chaleunphonh

Counselor
Marian Hall, G11
740-5055

Director of Health Services

2nd Floor Tower, S223
740-3848

Christine Ortman

Director of Student Development and Residence Life
Tower s148
740-3521

Cyril Nichols

Assistant Director of Residence Life
Tower s148
740-3590

Craig Newberry

Director of Security
Tower TG18
740-3847

Ace Gavin

Assistant Director of Security
Tower TG18
740-3847

Dave Laketa

Director of Athletics
Rec Center
740-3464

Jim Boyter

Assistant Athletic Director for Men's Sports
Rec Center
740-3405

Cara Currier

Assistant Athletic Director for Women's Sports
Rec Center
740-3407

