

THE COLLEGE OF NEW ROCHELLE

School of Arts & Sciences

School of Nursing

School of New Resources

Graduate School



Student Handbook
2015-2016

*revised Spring 2016

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The College of New Rochelle does not discriminate on the basis of sex, race, color, national or ethnic origin, sexual orientation, disability or age in the educational programs which it conducts or in its employment policies, practices, and procedures. (However, the undergraduate program for women in the School of Arts & Sciences, a traditional and continuous single-sex program, will continue to restrict admission to women, as permitted under Federal law.) The College of New Rochelle complies with all State and Federal statutes, executive orders, and regulations concerning affirmative action, nondiscrimination and equal employment opportunity.

Information contained herein is correct at the date of publication. However, The College of New Rochelle reserves the right to alter its academic policies, procedures, course offerings and fees. For verification, please consult the appropriate administrative or departmental office.



THE MISSION OF THE COLLEGE OF NEW ROCHELLE

The College of New Rochelle, founded in 1904 by the Ursuline Order, is an independent College which is Catholic in origin and heritage. Its primary purpose is the intellectual development of persons through the maintenance of the highest standards of academic excellence and educational growth.

From this tradition the College derives its dedication to the education of women and men in the liberal arts and in professional studies. Building on its original commitment to women, the College also reaches out to those who have not previously had access to higher education; it places particular emphasis on the concept of life long learning.

The College is committed to a respect and concern for each individual. It seeks to challenge students to achieve the full development of their individual talents and a greater understanding of themselves. It encourages the examination of values through the creative and responsible use of reason. The College strives to articulate its academic tradition and religious heritage in ways that are consonant with the best contemporary understandings of both. It provides opportunities for spiritual growth in a context of freedom and ecumenism.

Finally, with justice as its guiding principle, the College tries to respond to the needs of society through its educational programs and service activities and through fostering the concept of education-for-service.

*Approved by the Board of Trustees,
May 16, 1991*



Dear Students,

Welcome to The College of New Rochelle and thank you for selecting us to pursue your educational goals. You are strongly encouraged to review this Student Handbook as it is designed to serve as a guide to your collegiate acclimation by providing policies, procedures, and available services.

Drawing from our Catholic founding and our Ursuline heritage, we are committed to provide a caring community in support of your academically challenging course of study. At CNR it is our intent to supplement your Liberal Arts education with an education of the whole person, including emotional, spiritual, physical, and social opportunities for growth and development. It is expected that you avail yourself, as time permits, to engage in sponsored and meaningful out of the classroom experiences.

I specifically am requesting that you share your God given talents and gifts with us through your participation in our many offerings and activities. Furthermore, I will rely on you to share your college experiences with us so that we are able to continue what we do well and improve upon areas of concern. Throughout your course of study, it is my hope that you will have positive interactions with many members of the Student Services staff including Career Development, Campus Ministry, Counseling and Health Services, Athletics, Music Ensembles, Student Activities, and Residence Life.

Please know that the College Community is a caring one, characterized by people who sincerely want to help you succeed in the pursuit of your college degree, and that you are invited to reach out to us. If we have not already met, please know that I look forward to meeting you at campus events, Honors Convocations, Hooding Ceremonies, and your commencement day!

Sincerely,

A handwritten signature in blue ink that reads 'Elaine T. White'.

Elaine T. White
Vice President for Student Services
ewhite@cnr.edu

THE COLLEGE OF NEW ROCHELLE

In no small measure, The College of New Rochelle owes its growth and success to a highly committed faculty and administration. The faculty of the College consists of dedicated scholars and teachers, who have been awarded many fellowships and honors by prestigious organizations and have been recognized professionally for excellence in teaching. The administration is comprised of leaders and innovators in higher education, who believe that an atmosphere of personal attention and concern provides an ideal setting for an educational experience through which the unique potential of each student can be realized.

This educational philosophy, the religious heritage, the quality of instruction, and relevant academic programs have contributed to the growth of the College over the past 99 years from one school with 12 students on one campus to four schools with six campuses, several extension locations, and a student enrollment of over 5,000.

One of the oldest colleges in Westchester County, The College of New Rochelle was founded in 1904 by Mother Irene Gill, O.S.U., as the first Catholic college for women in New York State. The College, now independent, established the Graduate School in 1969, the School of New Resources (for adult learners) in 1972, and the School of Nursing in 1976. The School of Arts and Sciences continues the tradition of enrolling only women; the other three schools admit both women and men.

The College is governed by the Board of Trustees, the President, and an Executive Staff made up of the Provost/Senior Vice President for Academic Affairs, Senior Vice President for Strategic Initiatives, and the Vice Presidents for Student Services, Finance and Administration, Enrollment Management, and College Advancement.

THE SCHOOLS

School of Arts & Sciences

The **School of Arts & Sciences**, founded in 1904, offers an undergraduate program in the traditional disciplines of the liberal arts and sciences and in a number of professionally oriented fields, leading to the degrees of Bachelor of Arts, Bachelor of Science or Bachelor of Fine Arts. The School provides a unique environment where women, primarily age 18 to 22, can learn in an atmosphere of intellectual stimulation and support.

Fields of Study

Fields of Study include most disciplinary areas within the humanities, sciences, and social sciences: Art Education, Art Therapy, Art History, Studio Art, Biological Sciences, Business, Chemistry, Classics, Communication Arts, Economics, English, Environmental Studies, French, History, Mathematics, Philosophy, Political Science, Psychology, Religious Studies, Social Work, Sociology, and Spanish. Interdisciplinary majors, including tracks in International Studies, Women's Studies, and American Studies, are offered along with Pre-Law and Pre-Medical concentrations and Teacher Education Certification Programs.

Other Special Programs

Other Special Programs include the Honors Program, Internship and Independent Study opportunities, Study Abroad and Cooperative Education.

School of Nursing

The **School of Nursing**, a fully accredited professional nursing school, admitted its first class in 1976. The Undergraduate Programs include: (1) a basic baccalaureate program for high school and transfer students leading to a Bachelor of Science in Nursing; (2) a BSN completion program for RNs, and an RN-BSN-MS; (3) a BSN program for persons holding degrees in other fields. The Master's Program offers a Master of Science with specialization as an acute care nurse practitioner, family nurse practitioner, clinical specialist in holistic nursing, nursing and health care manager, or nursing education. Post-master's options in the clinical tracks also are available, as well as an option in Palliative Care.

Special Facilities and Programs

The Learning Center for Nursing is a multi-resource facility with simulated learning experiences for acquiring clinical skills, as well as opportunities to participate in collaborative work with peers and faculty, and gain confidence through self-guided study.

Clinical Affiliations provide opportunities for application of classroom learning in many nationally and internationally renowned clinical agencies.

The Honors Program provides opportunities for accelerated academic achievement, peer and faculty mentoring, and personal and professional leadership development, as well as global study.

Independent Study provides an opportunity to explore selected topics under the mentorship of a faculty expert.

International Travel and Exchange Opportunities are available to students for independent study credit or non-credit with faculty mentorship.

Admission

Admission to the Undergraduate Program of the School of Nursing is open to both women and men applicants, high school graduates, transfer students, registered nurse graduates of hospital and associate degree programs in nursing, and non-nursing college graduates. Admission to the Master's Program is open to both women and men applicants holding a baccalaureate degree in nursing.

Graduate School

Building upon the strengths of the College's undergraduate programs, the Graduate School was founded in 1969 to meet the needs of working professionals who had completed their undergraduate degrees and who wished to pursue advanced degrees. The School offers its 750 students the opportunity to work with a distinguished faculty of 100 full-time and adjunct professors, many of whom are working in the fields they teach.

Fields of Study

Fields of Study include Master of Arts in Art Education, Master of Science in Art Therapy, Art Therapy/Counseling, Studio Art (both fine and graphic arts), Communication Studies, Career Development, Educational Leadership, Guidance and Counseling, Mental Health Counseling, School Psychology, and Gerontology; Master of Science in Education with Concentrations in Early Childhood Education, Childhood Education, Creative Teaching & Learning, Educational Leadership, Literacy Education, Multilingual/Multicultural Education, Special Education, dual

programs in Special Education and Early Childhood Education and Special Education and Childhood Education; certificate programs in: Communication Studies, Creative Teaching & Learning, Guidance and Counseling, Multilingual/Multicultural Bilingual Extension, School Building Leader, and Thanatology; and an advanced diploma program in School District Leader and an advanced certificate in School Building Leader.

Although most graduate courses are offered on the New Rochelle Campus, some are given at extension sites in the metropolitan area, and most classes meet in the evenings or on weekends.

School of New Resources

The **School of New Resources** was established in 1972 as a baccalaureate liberal arts program designed to address the needs of adult learners living in a complex urban world. The program, non-traditional in nature, takes seriously the maturity of its students and their family and career commitments. The innovative adult-oriented curriculum has made the School of New Resources a pioneer and leader in adult higher education.

Programs

The school offers interdisciplinary Areas of Interest in Letters, Social Sciences, Psychology, Communications, and Foreign Languages. Features such as student-initiated courses, small-class seminars, independent study and the assessment of prior learning from life experiences, telecourses, and travel/study options provide a variety of learning opportunities within academic programs.

SNR Locations

The School's six campuses within the New York City metropolitan area, each with its distinct student population and climate, reflect the character of their respective communities. The New Rochelle Campus, set in a suburban environment, serves adult students in Westchester County; the Co-op City Campus provides a neighborhood site for residents of Co-op City and the Bronx; the DC 37 Campus, housed in DC 37 headquarters of the Municipal Employees Union of the City of New York in lower Manhattan, represents the only full-degree program in the country offered at a union facility. The John Cardinal O'Connor Campus, at 332 East 149th Street, is the first and only four-year college degree program for adults in the South Bronx; the Brooklyn Campus is located at 1368 Fulton Street, home of the Bedford-Stuyvesant Restoration Corporation (founded in 1967 as the nation's first community development corporation to promote revitalization in the community); and the Rosa Parks Campus, located in the landmark Studio Museum at 144 West 125th Street, providing access to the cultural riches of the Harlem community.

The Mooney Center

The **Helen and Peter Mooney Art and Educational Technology Center** at The College of New Rochelle is a comprehensive support system of facilities and programs designed to assist students in the development of academic, professional and personal lifetime choices. Through the integration of the College's commitment to the liberal arts, the advancement of women, the development of leadership skills, and the study and use of technology, the Mooney Center brings together research, career planning, and networking and mentoring opportunities. It serves as a forum for dialogue with business, civic and cultural leaders, many of whom are women and men who have graduated from The College of New Rochelle.

Facilities include the H.W. Taylor Institute for Entrepreneurial Studies, the sophisticated Romita Auditorium, a TV studio, a model classroom, and graphic arts, journalism, and computer labs where College faculty, staff and students enjoy a contemporary climate in which to address practical, personal, and ethical issues of concern in today's high-tech world.

The Sweeny Student Center

The **Sweeny Student Center** is a place where students relax and socialize when not attending classes. In addition to housing the Offices of Career Development, Dean of Students, Music Ensembles, Residence Life, Student Activities, and the Student Services Main Office on the second floor, this area also has a lounge with cable TV, the Student Government Association Leadership and Technology room, Student Publications room, and rest rooms. There is also a lounge which has designated hours for quiet study and relaxation. All lounges in the Sweeny Student Center, as well as the outdoor terrace, are enabled for wireless communications. The Sweeny Student Center is equipped with digital signage, a P.A./stereo system which allows for making public announcements and playing CDs, and the radio in each of the second floor rooms and the main dining hall. The second floor has extended hours during each semester when classes are in session.

On the first floor is the Office of Safety and Security, the main Food Court and dining room, the Leland Room (the faculty/staff dining room), and the Iselin Room, used mainly for meetings and activities at which food is served. The lower level houses the Campus Bookstore, the dining services office, rest rooms, and student mail boxes.

A wide variety of campus-sponsored programs are held in the Sweeny Student Campus Center throughout the year. The facility is also rented to outside groups for meetings, conferences, and other programs.

The Wellness Center

The **Wellness Center** is a state-of-the-art athletic, recreational and educational complex located in the heart of the College's main campus. The Wellness Center is the home to The College of New Rochelle's NCAA Division III athletic programs and clubs, intramural sports, and the Physical Education Department.

The main floor houses the athletic and physical education offices, a multi-purpose conference room, and a Meditation Room/Aerobics & Dance Studio. In addition, this level includes a gymnasium equipped with arena-style bleachers for 1,000 people and a competition-size basketball court and volleyball court.

The second floor contains an interior walking/running Track suspended above the gym floor with vistas of the courts below and the outside area surrounding the Center. Twelve laps around the track equals one mile. There are also classrooms and a seminar room on this floor for academic use.

The lower floor houses a six-lane NCAA competition swimming pool, with lockers, showers, bathing suit quick-dry units, and a 100 spectator seating section. The pool is home to our Blue Angels swimming team and can be used by students during open hours when a lifeguard is on duty. This level also includes the Fitness Room, with state-of-the-art cardio equipment and physical fitness machines as well as free weights. A trainer's room and an equipment room are also located just past the Fitness Room. There are vending machine available on the lower floor and a concession stand on the main floor.

STUDENT SERVICES

- **Athletics**
- **Campus Ministry**
- **Career Development**
- **Counseling & Health Services**
- **Music Ensembles**
- **Residence Life**
- **Student Activities**
- **The Wellness Center**

The College recognizes the importance of integration of all aspects of a student's life in the process of education and therefore offers many services through a wide array of diverse offerings, and affirming, community building policies. The College endeavors to foster an atmosphere of growth through experiences which enable students to develop their full intellectual potential and to contribute to the campus culture.

Responsibility for developmental and non-academic aspects of college life rests with the **Vice President for Student Services**. The Vice President provides the vision for the **Student Services Division**. In addition to areas highlighted at the top of the page, Student Services also administers the College Calendar.

Each Student Services unit serves the four schools in ways supportive of its unique model and mission. The division of Student Services uses the educational model of each particular school as the basis for providing services and programs for students. For example, a full, traditional service delivery model is provided to undergraduate students in the Schools of Arts & Sciences and Nursing while the Schools of New Resources and Graduate School have delivery modes that are tailored to their populations.

The rights and responsibilities of students in matters not pertaining to academic policy fall under the jurisdiction of this division. Students are responsible for adherence to all policies and regulations contained in this Student Handbook and in official CNR communications, paying particular attention to the Student Code of Conduct.

For current information regarding programs and services, please check our website at <http://www.cnr.edu/studentlife>.

Athletics

The College is a Division III member of the National Collegiate Athletic Association, which establishes the rules and regulations for participation and competition. We are also affiliated with the Association of Division III Independents, the Eastern College Athletic Conference, and locally, with the Hudson Valley Intercollegiate Athletic Conference. The **Intercollegiate Athletics Program** sponsors six all-women sports teams for undergraduates in the Schools of Arts and Science and Nursing: basketball, cross country, softball, swimming, tennis, and volleyball.

The department also sponsors a cheerleading team, intramural events, and recreational activities that are open to all students. The athletics area is staffed by the athletic director, intramural and recreational coordinator, team coaches, and a sports information director. All students are encouraged to support the college's athletic teams through their attendance at competitions, many of which are held in the Wellness Center on the New Rochelle Campus.

Campus Ministry

The Office of **Mission & Ministry** walks with students on their spiritual journey and branches out to embrace the richness of our culturally diverse and multi-faith college community. Seekers and servers from all the four schools of the College are welcomed by a Mission & Ministry team consisting of the executive director, chaplain, director of music ensembles, chapel choir, and student peer ministers.

The many offerings of Mission & Ministry allow students to explore ways to foster their faith life and serves as a foundation for service to others through the establishment of peace through justice. Community service opportunities are offered both on and off campus including an annual service trip to a location of extreme need. Mission & Ministry affirms the equality of all people and is committed to inclusion and collaboration.

Career Development

The **Career Development** office coordinates career counseling services for all schools of the College. The office maintains a multitude of career resources, which include employers and available positions. Students are strongly encouraged to set up their student accounts on CAREERlink, a dynamic web-based career tool which houses the aforementioned resources. Additionally, The Career Development office offers a variety of workshops and programs.

Counselors are skilled to assist students with many aspects of career planning, including exploring areas of interest, identifying career options, planning for internship opportunities, creating a career strategy, maintaining a professional on-line presence, implementing successful job search strategies, planning for graduate study, along with the customary resume preparation, and interview skills training. Students are urged to develop a relationship with this office early in their academic careers.

The Career Development offers a credentials file service, whereby recommendations are maintained and sent to prospective employers. There is a small charge for setting up the file and a small fee for each folder sent out.

Counseling & Health Services

The confidential services provided by the **Counseling and Health** offices are clustered to provide students with the maximum amount of privacy. The combined office is staffed by credentialed employees to include a psychologist, social worker, registered nurse and visiting physician, and nurse practitioner.

All students are required to submit a Health Assessment Form at the time of their enrollment, along with proof of Measles, Mumps, Rubella vaccinations (two doses of MMR are required by NYS law), and a Meningitis vaccination/declination form. On the Health Assessment Form, students are expected to fully disclose any and all medications which they have been prescribed for both physical and psychological ailments and conditions.

Most routine services are provided free of charge and include episodic treatment for minor illnesses and concerns, health screening, immunizations, and allergy injections. The staff may serve in a liaison capacity to the student's primary care physician/psychiatrist/psychologist for chronic and/or long term care concerns. Walk-ins are welcomed; however, appointments are encouraged to avoid waiting time. Additionally, to support compliance with NYS law, mobile clinics are dispensed several times per year to our SNR campuses to provide MMR vaccinations.

It is recommended that all students secure health insurance for their primary coverage and that the college health services would serve in a secondary role to that. Students should be in possession of their health insurance card, or minimally have a photocopy of the front and back of the card. In an emergency, students should call 9-1-1 first; then, notify security who will assist in directing emergency personnel to your location.

All health information is confidential and may only be released under three conditions:

- If the student is judged to be of potential harm or threat to his or herself or,
- If the student has willingly given consent (such as when it may be in a student's interest to allow a confidential office to release information in order to benefit the student such as for collaboration between The Counseling and Health Services Office and the REAL Office for disabilities accommodations, for example). In these instances, students will be asked to sign a written Consent to the Release of Confidential Information Form before any confidential information will be released.
- In the event of a serious, illness, injury, accident, or incident, The Counseling & Health Services Office, at the discretion of the Director of Counseling & Health Services Office and/or the Medical Director of the Counseling & Health Services Office, or other administrative staff, as indicated by the particular event, may notify a student's parents, guardians, or other next of kin (if known) and only as needed, and appropriate to the individual circumstance to the best of staff's knowledge. Unless a student has specified otherwise in writing the above policy notification is in effect. To opt out of this and request no disclosure under any circumstances, students may submit a written request detailing same to the Director of Counseling and Health Services.

Music Ensembles

Students are encouraged to share their talents with the College community through participation in our music ensembles. The **Holy Family Chapel Choir** provides music ministry for the community through their weekly participation in Sunday Liturgy. Other vocal groups include a **Gospel Choir** and an **A Cappella** group with a repertoire expanded to include contemporary and popular music. Additionally, there is an opportunity for students who have experience playing an instrument to provide music at special events, concerts, masses, and sporting events. The music ensembles are open to all students and directed by an accomplished musician.

Residence Life

The area of **Residence Life** manages all aspects of the on-campus living experience for students. Housing is offered to enrolled students in direct support for academic progress. CNR has three residence halls that are easily accessible to the academic facilities on the New Rochelle campus: Angela Hall for upper-class and graduate students, Brescia Hall, and Ursula Hall. There are a variety of room configurations including singles, doubles, and suite-style living. All rooms are equipped with phone, cable and internet access. Every building has laundry facilities, and lounges. All students who live on campus are required to participate in the dining plan and will be billed both Room and Board charges.

The residence life staff supports a lively and engaging campus community. Students may request placement in one of our living learning communities (LLC's) designed to deepen the academic connection by extending curricular activities into the residence hall. There are three LLC's: Honors, Nursing, and COSMOS, an acronym that stands for Creating Opportunities for Success in Math or Science. In addition to the LLC's, there are many opportunities for all resident students to participate in educational, cultural and personal growth experiences.

Student Activities

The **Student Activities** staff is guided by the philosophy that education occurs both inside and outside of the classroom. The staff strives to promote an overall sense of community by providing students with opportunities to engage in meaningful activities, develop leadership skills, and demonstrate responsibility for their actions. By creating an environment that offers support and building on a foundation of sensitivity towards individual needs and differences, Student Activities assists students in making life choices that better prepare them to contribute to society.

Through the Student Activities office, students are invited to participate in activities as supported by activities fees. As resources permit, there are special services offered to students which include reservation of commuter lockers, purchase of MetroCards, purchase of discount movie tickets, and periodic overnight housing for commuting students for a nominal fee.

The Wellness Center is located on the New Rochelle campus; though, all currently enrolled students, regardless of the home campus, have free membership to the Wellness Center by virtue of their student status. The Wellness Center has a competition size swimming pool, fitness center, a gymnasium that serves as both basketball and volleyball courts, and an elevated track overlooking the gymnasium. Please see the website for posted hours of operation. The Wellness Center, the largest space on any campus, also serves as the location for special events such as Honors Convocations and Hooding Ceremonies.

Student Government, Activities, Publications

The **Student Government Association** is the principal governance and activities body for undergraduate students enrolled in the School of Arts & Sciences and the School of Nursing. The purpose of the SGA is to promote the highest quality of student life, to engage students in the governance of the College, and to serve as a forum of opinion for students. The SGA addresses concerns for both the resident and commuter student populations. This body represents the students of the two schools to the administration and other governing bodies of the College.

Graduate student participation in governance is through the **Graduate School Assembly**.

The SGA is also the principal vehicle of student event programming and student publications for undergraduate students in the School of Nursing and the School of Arts and Sciences. There are a number of student clubs already established on campus to entertain a variety of student interests. These include performing arts, cultural and political, special interest and service organizations. In addition each undergraduate class has a committee responsible for planning and organizing traditional class events and parties. Student-run publications include *Tatler*, the campus newspaper; *Annales*, the yearbook; and *Phoenix*, a literary/art magazine.

Traditional student events include Latin American Heritage Month, the Halloween Parade, Alcohol Awareness Week, Family Weekend, Black History Month, Women's History Month, Senior Class Celebrations, and Strawberry Festival. During Finals Week, the SGA sponsors "Brain Break," featuring refreshments, study groups, relaxation and other activities into the wee hours of the morning.

Clubs and Organizations

Below is a partial list of clubs and organizations. A full list of currently active organizations is available from the SGA, along with an outline of the procedures for establishing new student clubs. If you wish any further information or to contact any of these groups, contact Student Development at ext. 5862.

Annales – Yearbook

Annales is The College of New Rochelle's yearbook for the undergraduate School of Arts and Sciences and School of Nursing. Annales takes CNR memories and puts them into a book for students to forever look back on. Staff members of Annales work closely with a deadline to put the book out on time. It is a very fun environment and you can learn a great deal about the College community. This is a great learning opportunity and looks great on a resume! If you would like to order a book, please contact SD at (914) 654-5862.

Black Ice

Black Ice is CNR's step team. Using poise and precision, they provide entertainment to all those attend their performances. In addition to their signature event, which takes place in the spring semester, Black Ice steps at many of the events for other clubs and organizations.

Black Student Union (BSU)

The Black Student Union is dedicated to supporting diversity on CNR's campus. Over the years, the Black Student Union has participated in various activities that inspired the school in positive ways, including their signature event — Evening of Elegance.

Blue Angel Cheerleaders

Blue Angel Cheerleaders are a group of dedicated athletes who together promote school spirit and pride in The College of New Rochelle. The cheerleading program runs year round. They cheer at all home basketball games, campus events, as well as the New Rochelle Thanksgiving Day Parade. The Cheerleaders hold many fundraisers throughout the year, and also participate in several community service activities. This sport/club was created by students for students. They invite you to show your school spirit and try out for the squad!

Class Boards

Each class board is responsible for the planning and execution of various programs and fundraising activities. They are also responsible for promoting class unity and school spirit.

CNR Drama

The goal of CNR Drama is to develop an interest among students and faculty in the creation of theatre arts on campus. In the fall semester the primary event is a musical, whereas the spring semester brings a drama.

CNR Model United Nations

CNR Model United Nations seeks to acknowledge international issues, as well as develop student's abilities in discussion and critical thinking. They prepare throughout the academic year to participate in the National Model United Nations Conference that is held annually.

Gospel Choir

Through the gift of song, the choir serves to uplift its members and the college community spiritually. Through concerts, fundraising, and acts of service, they are an asset to CNR and the surrounding community.

Latin American Women's Society (L.A.W.S.)

Latin American Women's Society seeks to unite the Latina population on campus & create an environment of sisterhood, support, and enrichment. They collaborate with other cultural organizations on campus in order to foster social awareness and community service. Their signature event, Cervantes Dinner Dance, is held in the spring semester.

Phoenix

Phoenix is currently the Literary and Arts magazine for the School of Arts and Sciences and the School of Nursing at The College of New Rochelle. For 30 years, the creation of this publication has cultivated and recognized the many talents of the women who attend this institution. Each issue has been an integral part of The College of New Rochelle community and a symbol of pride, hard work, and success of the aesthetic works of each generation of students.

Science and Math Society (SAMS)

Science and Math Society is a club that is dedicated to developing a scholarly attitude while encouraging student exploration within the scientific and mathematical fields. The club also holds study sessions for regular classes and for the MCAT exam, as well as, various trips, motivational speakers and seminars.

College of New Rochelle Student Nurses' Association (CNR SNA)

CNR SNA assumes the responsibility of contributing to nursing education to prepare individuals to provide the highest quality of healthcare. They seek to provide programs of fundamental and current professional interests and concerns, aid in the development of the whole person and assist with realizing their professional role and responsibility in the healthcare field.

Student Theatre Ensemble (STE)

A completely student run club, STE produces two major productions every year. Students are at the helm of directing, acting, and set design. Founded by and for the students, STE is dedicated to bringing theatre into the lives of the community at CNR.

Tatler

Tatler is the student run newspaper of The College of New Rochelle, serving as a vehicle for students' voices and opinions, as well as, informing students and members of the college community of current events of the college. Tatler is published approximately once a month, allowing students and the community exposure to the work involved in a printed publication. The paper also helps to foster the growth of its writers, editors and all the students and staff involved.

Women in Defense of the Environment (W.I.L.D.E.)

Women in Defense of the Environment is a group of students dedicated to increasing campus awareness of various environmental concerns. The club conducts an annual Earth Day game show and has held fundraisers to benefit different ecological causes, such as bat conservation and wolf conservation. Members have also helped in the clean up efforts at the local marshlands.

Sales Promotion

Permission to sell any item on the main campus must be obtained from the Office of Student Activities. Students are asked to discourage unauthorized sales promotions and to report violators to this office or the Office of Safety and Security, or the Residence Director if a residence hall is involved.

OTHER SERVICES

The College of New Rochelle **Bookstore** (located on the lower level of the Sweeny Student Center) is the official campus store to meet the academic and personal needs of the College community.

The Bookstore carries imprinted College items, school supplies, convenience items, course textbooks and materials, general reading books, glassware and other gift items. The Bookstore stocks books written by faculty and alumnae/i authors. All official academic rings, nursing pins and commencement academic attire requirements are also handled through the Bookstore.

The Bookstore accepts all major credit cards, personal checks, CNR card with auxiliary account, and cash. They will gladly ship any item in stock to your home or business address.

Center for Academic Excellence

Center for Academic Excellence (located at 33 Leland Avenue on the main campus) strives to help students take charge of their own education by providing a location where they can work collaboratively with a staff of peer and professional tutors. Students become more aware of their own learning process while they receive instruction in the humanities, mathematics, science, and nursing courses, plus various other courses requiring research. Students are required to have tutoring for some courses; for other courses, students come on their own to receive help and maintain progress. In addition, computer software, video and audio materials are available for self-study. All services are free of charge.

Dining Services

The College's **Dining Services**, as provided by the Culinary Group, offers a flexible dining program in which full meals may be purchased in the Food Court during specified meal times with convenience food available between meals. Residents, commuters, faculty, and staff may purchase meals on a declining balance meal/I.D. card program or on a cash basis.

Dining Services hosts special events such as cookouts, holiday dinners, buffets, provides catering for special occasions, and will assist student groups planning parties. Hours of operation and program information are available at www.cnr.edu/dining-services.

Serving all your favorite Starbucks® hot and iced beverages, along with a full selection of pastries, sweets, salads, sandwiches, and snack packs, the **Cafe at Gill Library** on the New Rochelle Campus is the perfect complement to the dining program on campus.

Financial Aid

The **Office of Financial Aid** (located on the ground floor of the Ursula Administration Center) annually disburses approximately \$47 million to The College of New Rochelle students. Financial Aid encourages all students to apply since most qualify for some type of aid, and this is the only way to insure that they receive the assistance to which they are entitled. Financial Aid has simplified the application process, and has designated special counselors to help students and parents in filling out required forms. The counselors emphasize the importance of resolving financial concerns at the start of one's college career to insure that financial problems do not interfere with the pursuit of educational goals.

Gill Library

Gill Library, named in honor of Mother Irene Gill, O.S.U., the founder of the College, houses one of the largest research collections in Westchester County. This collection contains over 290,000 print and electronic volumes. The Library subscribes to over 80,000 periodicals that can be accessed on campus or remotely. The Library Archives has rare and unique materials such as the Thomas More, James Joyce, and Ursuline Collections.

In addition to resources, the Library offers the following services to the College Community: information literacy instruction to groups and to individuals, interlibrary and intercampus borrowing and delivery of materials, reference and research assistance, technology access, and six group study rooms. Gill Library maintains a site with librarians at each of the six CNR campuses.

The Library Learning Commons is a collaborative learning environment that functions as a one-stop shop for academic support. Students have access to additional group study rooms, workshops, subject tutors, the writing center, research help, academic advising, and technology help in one space.

Gill Library is a member of the Association of College and Research Libraries, the Metropolitan New York Library Council, the OCLC network of libraries and the Westchester Academic Library Directors Organization (WALDO). Affiliations with these organizations allow the College Community access to research resources beyond Gill Library's holdings.

Regular Library Hours: (Fall and Spring Semesters)

| | |
|-----------------|-----------------|
| Monday-Thursday | 9 a.m.-11 p.m. |
| Friday | 9 a.m.- 5 p.m. |
| Saturday | 10 a.m.- 6 p.m. |
| Sunday | 1 p.m.-11 p.m. |

Summer Session Hours:

| | |
|-----------------|----------------|
| Monday-Thursday | 9 a.m.-8 p.m. |
| Friday | 9 a.m.-5 p.m. |
| Saturday | 10 a.m.-6 p.m. |
| Sunday | Closed |

Special hours for examination periods, intercession and holidays are posted in advance.

Learning Center for Nursing

The **Learning Center for Nursing** (located on the lower level of Angela Hall) is a multipurpose student-centered facility. Designed to facilitate learning in the School of Nursing, the Center offers opportunities for independent, individualized study, small group instruction, and research. The Learning Center for Nursing includes nursing skills and multi-media laboratories, a computer center and a small group instruction room. A Director and R.N. preceptors assist students and faculty with their teaching-learning needs.

General mail services and package pickup are available Monday through Thursday, 8:30 a.m. to 6 p.m., and Friday, 8 a.m. to 4 p.m., at the **Mail Center** (located in the basement of Chidwick Hall). Resident student mail is delivered daily to mailboxes on the lower level of the Sweeney Student Center.

Media Services

Media Services (located in Mooney Center Room 113) provides audiovisual support services for academic programs and authorized campus activities. Slide, filmstrip, overhead, and portable projection system equipment is available. Audio equipment includes record players, cassette tape recorders, CD players, and portable audio systems. Video is available in two forms: 1/2" VHS full size camcorders and Hi 8 palm corders. Digital equipment includes 35mm cameras and video camcorders.

Requests for audio and projection equipment should be made at least two days in advance. For video, or in cases where assistance in using equipment is required, a week's notice is necessary. The signature of an instructor or staff person is required for student use of equipment. Arrangements may also be made to produce overhead transparencies from supplied originals and duplication of audio and video cassettes (subject to copyright regulations).

The Television Studio is used for production courses, teacher training and public speaking exercises, and for groups viewing videotapes.

Printing Services

Photocopy machines are located in the Library. Students may also avail themselves of the services of the **Print Shop** (located on the ground floor of Maura Hall, facing Liberty Avenue). All work is on a cash and carry basis or by CNR card with auxiliary account. The Print Shop staff is available for consultation regarding the various kinds of duplicating available.

Registrar

The **Office of the Registrar** (located on the ground floor of the Ursula Administration Center) is custodian of the official academic records of all students. The Registrar establishes the schedules for classes and examinations and conducts registration for courses. In case of a conflict with the scheduling of classes and/or examinations, adjustments can be made by consultation with a member of the Registrar's staff.

Transcripts required for graduate school applications, transfers, or job applications are handled through this office. Students must request the transcript in writing. The Registrar cannot honor requests made by telephone or by anyone other than the student concerned. Official transcripts are sent by the College directly to the institution or agency for which they are required. Students may receive only unofficial copies (without the Registrar's signature or College seal). There is a fee for each transcript, which must be paid at the time of the request.

Your request for a transcript should include your present full name and the name under which you attended the College, if different from your present name; Social Security number; dates of attendance and degree earned, if any; the School of the College which you attended; and the name and address to which the transcript is to be sent. Only College of New Rochelle transcripts are issued by the Registrar. The transcripts of records submitted to the College by other institutions are not released by the Registrar's Office.

If you have any changes in name, address, or telephone number, or if College mail addressed to you is incorrect in any detail, it is important that you notify the Registrar's Office promptly. The corrections will be circulated by the Registrar to other College offices.

Students who have outstanding debts from a previous year will be denied the privilege of withdrawing materials from the College Library, and will have their grades and transcripts withheld by the Registrar.

Safety and Security

The **Office of Safety and Security** (located on the first floor of the Sweeny Student Center) is staffed 24 hours a day.

The standards and procedures which the College has established for protecting the well being of the members of the community, the College facilities, and the conduct of its programs can be effective only to the extent that these measures are understood and supported by the entire College community.

Campus crime statistics for all campuses of the College are reported annually to the Department of Education and can be accessed on their web page at <http://www.ope.ed.gov/security/>. Additionally, the College's Advisory Committee on Campus Safety will provide, upon request, all campus crime statistics as reported to the United States Department of Education. To request a hard copy of these statistics, contact the Director of Safety/Security at (914) 654-5952 or stop by the Security Office and pick up the available Security Information Booklet.

Identification Cards

Every member of the College community is required to have an official, valid CNR I.D. card, and to present it at the request of any authorized official of the College. At the start of the term in September, all students, new or returning, are required to ensure that all necessary Student Services forms or documents are on file and/or updated. Once this has been accomplished, students are authorized to obtain, or update, their I.D. card. This authorization process is repeated at the start of the Spring term for new students entering at that time and for students who are returning from leaves of absence or visiting student programs.

At the start of each semester, a special schedule for issuing new I.D. cards and for validating currently held I.D.s is announced. This process must be completed during the first two weeks of each semester. All lost I.D.s should be reported to Safety/Security, and a replacement will be issued. There is a charge for replacement of an I.D. card.

Lost and Found

For your convenience, Safety/Security maintains a Lost and Found at the Information Center.

Night Use of the Mooney Center or Science Building

In order to gain access to the facilities of the Mooney Center or Science Building at night, students must obtain their instructor's permission and signature on the sign-up sheet. A "buddy" must be with the student throughout the time the student uses the facility. Follow specific instructions for contacting a guard and for insuring the security of the building.

Emergency Procedures

In an emergency requiring police, fire department, or ambulance, call 911. You should then immediately call Security, (914) 654-5204, if you are located on the New Rochelle campus, and the Office of Counseling & Health Services if it is a medical situation at (914) 654-5311. In the event of an emergency at a School of New Resources campus (not including New Rochelle), call 911 and contact the office of the Campus Director.

Telephones for emergency use can be found at the following outside locations on the New Rochelle campus. A blue light identifies these phones:

- Back porch of 33 Leland
- Between Chidwick/Science
- Castle Place Info Booth
- Corner of Castle
- Entrance to Chapel, off Ursula Mall
- Entrance to 4 Hemlock
- Left of main entrance to Library
- Liberty Avenue, south side of Maura

Fire Prevention

Routine fire prevention is the responsibility of each individual. Students may protect themselves and others by observing these rules:

If a fire alarm sounds during class, follow the instructions of the professor. In gathering places such as the Library or Dining Hall, the staff person in charge of that area will direct the evacuation of the building. Each group should gather in a location at least 50 feet from the building and clear of all fire hydrants.

Resident students should be particularly attentive to the guidelines which apply to the residence hall situation as outlined in the Residence Life Handbook.

Smoking

Smoking is not permitted in any area of campus unless the area is specifically designated as smoking permitted and posted as such.

Transportation

Designated parking areas are provided on a space-available basis for commuter students, faculty, and staff cars bearing current CNR parking tags. No areas are set aside on campus for the cars of resident students nor are tags issued to them. This policy is necessitated by space limitations and the need to accommodate those who can get to campus only by car.

Car registration and the assignment of tags is handled by the Office of Safety and Security. Regulations on designated parking areas are posted on official bulletin boards. Copies for personal reference as well as Guest Passes are available at the Information Center Booth.

Handicapped Parking

Handicapped parking, both on and off campus, is mandated and enforced by local police departments. To qualify for handicapped parking, go to the City Hall in the place of your official residence and present medical verification of your handicap. Upon receiving approval, a card will be issued that must be displayed in the car when using any handicapped parking space. In addition, a CNR parking tag must be displayed when parking on campus.

Trains

Metro-North provides train transportation between New York City and Stamford, Connecticut. The local station is located near North Avenue just north of Huguenot Street. The trip to New York City takes about 35 minutes.

Parking Regulations

A College parking tag, valid through August 31, is required on all cars which are regularly parked on the main campus. Tags must be placed on the rear view mirror facing out. There is a \$5 handling fee. Tags are available from 8 a.m. to 6 p.m. Monday to Thursday, 8 a.m. to 4 p.m. Friday in the Safety/Security Office in the Student Campus Center.

Designated Parking Areas

| | |
|-----------------------|--|
| Monday —Thursday | 8 a.m. - 7 p.m. |
| Friday — Saturday | 8 a.m. - 5 p.m. |
| Faculty and Staff | Castle Place and any College parking lot |
| Non-Resident Students | Any College parking lot |
| Handicapped | Designated spaces with College tag |
| Visitors | Passes are available at the Information/Security Center. |
| Resident Students | No tags issued — No on-campus parking spaces available |

Parking is not permitted at any time in a fire lane. No parking is permitted on Castle Place from midnight to 6:00 a.m.

At the start of a snowstorm, drivers are responsible for removing their cars from Castle Place and College parking lots.

Vending Machines

The **Office of Finance and Administration** coordinates vending services on the main campus. To get back money lost in a vending machine, go to the Facilities Office (located in the rear of Maura Hall). Use of foreign coins, slugs, or other items will render the machines inoperable until a repairman is able to service them. Do not continue feeding coins into a machine once money is lost. Report any inoperable machines to the Facilities Office.

If money is lost in a public telephone, contact the operator and request a credit.

Weather Closings

Should a decision be made to cancel classes due to emergency weather conditions, the **Office of the Senior Vice President for Academic Affairs** will inform the offices of the units affected, the College switchboard, and the following radio stations:

| | | |
|--|-------------------------|----------------------------|
| In New York | | Television Stations |
| WFAS | 1230 AM/103.9 FM | WNBC Channel 4 |
| WINS | 1010 AM | WCBS Channel 2 |
| WOR | 710 AM | News 12 Channel 12 |
| WCBS | 880 AM | (Cablevision) |
| WVOX | 1460 AM | |
| WLNA/WHUD | 1420 AM/100.7 FM | |
| WRKL | 910 AM | |
| In Connecticut | | |
| WSTC-WNLK-WEFX-WKHL | | |
| 1400 AM/96.7 FM (Cox Radio Norwalk) | | |

In addition to radio announcements, WFAS, WINS, WOR and WCBS have set up web sites for instant access to all closings and delays:

- WFAS** www.wfasfm.com or www.wfasam.com
- WINS** www.1010wins.com
- WOR** www.wor710.com
- WCBS** www.cbs880.com

It should be emphasized that while the radio announcement will refer to The College of New Rochelle as being closed (or, possibly, a particular School of the College, so listen carefully), the College is never closed because of weather as far as the offices are concerned.



JUDITH HUNTINGTON
President



DR. DOROTHY ESCRIBANO
Provost/Senior Vice President for Academic Affairs



DR. COLETTE GEARY
Senior Vice President for Strategic Initiatives



DR. BETTY ROBERTS
Vice President for Finance and Administration



BRENNA MAYER
Vice President for College Advancement



KEVIN CAVANAGH
Vice President for Enrollment Management



ELAINE T. WHITE
Vice President for Student Services

GOVERNANCE

College Governance

Board of Trustees

Final authority in the administration of the College is vested in the Board of Trustees and the officers of the College. The charter of the College calls for a self-perpetuating body of up to 28 members. The current board is composed of esteemed members of the local community, educators, and alumnae.

College Senate

The College Senate is the principal vehicle of participatory College governance under the President and Board of Trustees. Its purpose is to promote the excellence of The College of New Rochelle as an institution of higher learning by establishing and maintaining effective participation in the governance of the institution, and by providing a forum for the sharing of concerns common to the schools and constituencies of the College.

Council of the Faculty

The Council of the Faculty includes three elected full-time faculty the Schools of Arts and Sciences and Nursing, the Graduate School and the Library. In addition, two faculty members are elected as at-large representatives. The Council of the Faculty is the principal vehicle of faculty governance for the College.

Rank, Tenure & Salary Committee

The Rank, Tenure & Salary Committee is composed of seven elected faculty members with tenure: one each from the Schools of Arts and Sciences and Nursing and the Graduate School, and four at-large members. The President of the College and the Senior Vice President for Academic Affairs are ex-officio members without a vote. This committee reviews faculty recruitment, appointments, contract renewals, promotions, tenure, and termination of appointments.

Professional Staff Council

The Professional Staff Council consists of nine members, elected by and from the Professional Staff. Representation includes one from each Vice Presidential area, one from each of the four schools and one at-large member. The purpose of the Professional Staff Council is to provide a means of addressing the needs, concerns and interests of Professional Staff in order to enhance their ability to function as productive and effective employees of CNR.

School Governance

Membership on school councils and committees gives students the opportunity to be a real force in the academic life of the College by actively participating in the programs, concerns and events of their schools.

School of Arts & Sciences

The governance structure of the School of Arts & Sciences enables the various constituent groups within the School to participate in planning policy, curriculum and academic regulations; to monitor the development, effectiveness, quality and outcome of the activities within the School; and to maintain good order and predictable movement in the flow of the School's business. Consistent efforts are made to encourage broad participation.

The School's internal governance consists of three standing committees: Council of Arts and Sciences, Appeals Board and Faculty Development. In addition, the entire body of SAS full-time faculty meets monthly with the Dean. Every department or program is also required to have a department board for its ongoing business. Current efforts in the School are focused on enhancing the level of genuine student participation in all aspects of governance in the School.

School of Nursing

The central governance structure of the School of Nursing consists of the School of Nursing Team. Membership includes students named to committees, full-time faculty, and professional staff. The Dean serves as chairperson. The Team is responsible for ongoing development, monitoring, and evaluation of all programs. This work is accomplished through three standing committees. They are: Support Services/Resources; Curriculum: Teaching and Learning; and Program Effectiveness.

The SON Team shall discharge its responsibilities and exercise its privileges under the authority of the Dean, the President of the College, and the Board of Trustees. Students are encouraged to be active participants in the Committee and Program structures of the School.

In addition, several groups are of particular interest to students. These are: (1) Caring Circles with the Dean; (2) Student Nurses Association, a constituent of the National Student Nurses Association open to undergraduate students that promotes leadership development and advances the profession of nursing; (3) NSTAT-Nursing Students Taking Action for Tomorrow; and (4) Sigma Theta Tau, Zeta Omega Chapter, the national honor society in nursing. Senior undergraduate and graduate students with leadership potential and GPAs of 3.0 and 3.5, respectively, may apply for membership.

Graduate School

The principal governance body of the Graduate School is the Graduate School Assembly which consists of the Dean (Chair), the Division Heads, all full-time faculty, all administrative staff of the school and student representatives. Standing committees of the Assembly include Academic Affairs, Faculty Affairs and Student Affairs. The Academic Affairs Committee has primary responsibility for making recommendations on matters of curriculum, academic standards, planning and budget. The Faculty Affairs Committee is responsible for making recommendations on matters of concern to the faculty. Subcommittees include the Student Grievance Committee and the Faculty Development Committee which promotes the teaching, scholarly and professional development of the faculty. The Student Affairs Committee is responsible for making recommendations regarding the Graduate School students' professional growth and development. The Assembly meets monthly to address school-wide issues.

STUDENT RIGHTS, POLICIES AND REGULATIONS

The students, faculty, and staff members of The College of New Rochelle are all members of a learning community with a rich history. As in any community, there are rights, policies, and regulations which govern the conduct of each individual. In this section, the regulations that pertain to student behavior are listed and the processes which ensure student rights are explained. In addition to the policies stated on the following pages, academic policies can be found in the appropriate academic catalogs, and residence hall policies are published in the Residence Life Handbook. The College has established a policy pertaining to non-voluntary withdrawal from the College for psychological reasons. A full statement of the policy is on file in the office of the Vice President for Student Services.

Expectations for Student Behavior

As students of The College of New Rochelle, you are part of a community of learners and scholars. All of our efforts, and likewise your efforts should be focused on supporting your academic success. To this end, it is expected that students freely engage in the exchange of ideas and are open to diverse and new perspectives; and that student behavior contributes to enhancing the learning environment.

While we share a deep respect and appreciation for the individual, we also are interconnected through our rich community and Ursuline heritage. Our common goal then, is to help all of our students achieve their educational goals free from distractions, disruptions, and derailment. As such, there are certain behaviors that contradict the educational environment and we expect that students commit themselves to the highest standards by avoiding the behaviors outlined in the Code of Conduct, which follows.

Student Code of Conduct

It is considered to be contrary to the expected norms of student behavior and a violation of the College's Student Code of Conduct to:

1. Engage in conduct on or off campus that constitutes a violation or crime pursuant to the criminal law of the local, state or federal government. This includes, but is not limited to:
 - a) Steal or knowingly possess stolen property of the College or of another person.
 - b) Endanger or damage property of the College or of another person.
2. Violate any College regulation or policy as stated in the College's Catalogs, publications, official postings on bulletin boards, or in any other way communicated to the College community. This includes, but is not limited to:
 - a) A violation of the College's Rules for Maintenance of Public Order
 - b) A violation of the College's Policy on Sexual Misconduct
3. Fail to comply with the College's Alcohol and Other Drugs Policy. This includes, but is not limited to:
 - a) unlawfully manufacture, possess, sell, distribute, dispense, or use marijuana, hallucinogens, or any other illegal or controlled substances as defined in the New York Penal Law or by federal law.
 - b) unlawfully manufacture, possess, sell, distribute, dispense, or consume alcohol. This includes, but is not limited to:

- i. providing alcohol to an individual who is under the age of 21, consuming alcohol while under the age of 21, or possessing alcohol with the intent to consume it while under the age of 21
 - ii. excessively consuming alcohol to the level of intoxication or that jeopardizes the health and safety of the student and/or of others
 - iii. Possessing, selling, distributing, dispensing, or consuming alcohol in restricted areas.
4. Harass and/or abuse, or threaten to harass and/or abuse, (either verbally, in writing, or physically) another person or group, or create substantial risk of same to another person or group on College property. This includes, but is not limited to:
 - a) Engage in harassment or discriminatory behavior based on an individual's actual or perceived race, color, religion, national origin, age, disability, or citizenship status, marital status, creed, genetic predisposition, sexual orientation, or any other characteristic protected by law.
 5. Create an unsafe environment. This includes, but is not limited to:
 - a) Haze or in any way participate in or encourage any action or situation which recklessly or intentionally endangers an individual's mental or physical health, or involves the forced consumption of liquor or drugs for the purposes of initiation into, or affiliation with, any organization, regardless of the individual's consent to participate.
 - b) Possess, use, display, or transport firearms, firework explosives, ammunition of any type, or other dangerous weapons or items on campus or in any vehicle on campus.
 - c) Tamper with or misuse fire alarms, firefighting equipment, safety equipment, or electrical or mechanical equipment in any building.
 - d) Engage in any action or omission on College property that creates a substantial risk of injury to another.
 - e) Engage in or threatening to engage in behavior that poses imminent danger of causing harm to self or others or would directly impede the lawful activities of others, including but not limited to use of mechanical or motorized vehicles or conveyances where prohibited.
 6. Engage in any form of dishonesty with the intent to deceive the College. This includes, but is not limited to:
 - a) Cheating, plagiarism, supplying false identification, or defrauding the College
 - b) Forge, alter, or misuse College documents, records, or identification
 - c) Enter or use any College facilities without authorization.
 - d) Possess, use, or duplicate keys and/or cards to College facilities without express authorization.
 7. Engage in any behavior that diminishes the quality of life in our community. This includes but is not limited to:
 - a) Smoke on College property, except in a clearly designated authorized smoking location.
 - b) Obstruct or disrupt teaching activities, programs, or other College operations or functions.
 - c) Interfere with the lawful exercise of freedom of speech, freedom of movement, or peaceful assembly.
 - d) Fail to comply with the written or verbal directions of clearly identified College personnel in the performance of their assigned duties, or fail to produce proper identification (ID Card) when requested by an official representative of the College.
 - e) Use campus resources (including, but not limited to, College email or facilities) for a private business
 - f) Engage in acts of illegal gambling
 - g) Engage in acts of incivility toward a member or group within the College community which includes but is not limited to profanity, indecent exposure, lewd or obscene expressions, disrespectful statements toward College personnel/fellow students, etc.

- h) Engage in any behavior that is contrary to the mission of the College.
- i) Assist another person in a violation of this Code of Conduct.

While this list is not exhaustive, it serves as a guide for the types of behavior that are unacceptable and will be addressed. Any student believed to have violated the College’s Code of Conduct shall be subject to the Student Judicial Process.

Crimes & the Disciplinary Process

The College intends to fully cooperate with all applicable laws and finds criminal behavior unacceptable. If the College is made aware by a student victim that a crime has been committed against her/him, the student should expect that the local law enforcement agency will be notified. The student victim should see our disciplinary process for specific applicable guidelines. The security report listing crime statistics can be found in the Security Office in the Sweeney Student Center.

Alcohol Policy and Guidelines

The following information is presented to familiarize you with the institutional policies related to the use of alcoholic beverages on campus.

1. New York State law makes it illegal for:
 - persons under the age of 21 to purchase or possess alcoholic beverages with the intent to consume.
 - individuals under the age of 21 to purchase or attempt to purchase an alcoholic beverage through fraudulent means.
 - individuals to furnish alcohol to anyone under 21 years of age.
 - individuals to sell, deliver, or give away alcoholic beverages to any intoxicated person or any person under the influence of alcohol regardless of the age of the person.
 - individuals to drive while intoxicated.
2. It is a violation of the Student Code of Conduct to be intoxicated on any campus of the College regardless of age.
3. Alcohol is not permitted in Brescia or Ursula residence halls because the predominant age of the students in residence is under 21. Angela Hall has special alcohol guidelines because the predominant age group is usually 21 or over. Guidelines for residence hall areas in which alcohol is allowed can be obtained from the Office of Residence Life.
4. All events at which alcohol will be served on the New Rochelle campus must be indicated on the online calendar reservation form. The division of Student Services will evaluate requests for events involving alcohol, based on the requirements of New York law and College policies and procedures. All other campuses should refer to their Campus Director for specific policies governing their campus.
5. A reasonable quantity of non-alcoholic beverages, food and snacks must be available for the duration of an approved event that includes the serving of alcoholic beverages.
6. “Bring your own bottle” (BYOB) affairs are not permitted at College-sponsored events or on college property.
7. “All you can drink” parties and events for which the admission charge includes the availability of alcohol are prohibited.
8. The service of alcohol must be terminated at least one-half hour prior to the conclusion of any event which is at least two hours in duration.

9. All advertising related to events with alcohol must be approved by the Dean of Students as to content and form. Advertising for events where alcoholic beverages will be consumed must emphasize that the primary purpose of the event is other than drinking alcohol. In addition, all advertising for events at which alcohol will be served must stipulate that two forms of I.D. which includes a valid photo I.D. with a date of birth (DOB) is required for admittance.
10. Alcoholic beverages may not be brought into or removed from the immediate area at which a College-sponsored event is occurring. Alcoholic beverages may not be removed from any area at which a registered event is occurring.
11. Whenever alcoholic beverages are to be served at an event, the sponsoring group must hire a Dining Services employee who is responsible for serving alcoholic beverages to persons who demonstrate that they are 21 years of age or older. Event participants may not serve themselves or others any alcoholic beverages.
12. Persons showing any signs of intoxication will not be served alcoholic beverages.
13. Alcoholic beverages will only be served to persons 21 years of age or older who have proper identification. The number of alcoholic beverages to be served may be limited. Alcoholic beverages will be distributed according to the following procedure:
 - students over the age of 21 will receive wristbands containing up to 3 tickets;
 - each ticket is redeemable for one drink, for a total of up to 3 drinks per event; depending on the length of the event and other relevant circumstances
 - only one alcoholic beverage at a time may be served to each individual attending the event

College Policy on Drugs

The College of New Rochelle recognizes its duty to uphold existing State and Federal laws regarding the unlawful possession, use, and sale of marijuana, hallucinogens, and other drugs, and cannot protect any member of the College community who violates the law.

Accordingly, any person discovered on campus by College officials in illegal possession of marijuana, hallucinogens, or any of the other drugs proscribed by the penal law will be subject to sanctions up to and including expulsion from the College. In every case, the drugs found will be turned over to the proper authorities and, should the facts warrant, the person as well will be turned over to the proper authorities.

Any student arrested by civil authorities in connection with illegal possession or use of drugs will be subject to disciplinary action by the College if it is judged that his/her actions have been detrimental to the general welfare of the College community, or that his/her general mode of life has rendered him/her unfit to pursue the normal College program.

Should guests, or anyone purporting to be a guest of students or of anyone else in the College community, bring drugs on campus, the College will take immediate action by notifying the proper authorities. Since the College does not consider itself a “sanctuary” outside the law for its own students, faculty or staff, neither can it be a place of refuge for persons not a part of the College community. Loitering on campus is subject to the specifics of penal law in this regard, and the College recognizes its freedom to act within the context of this law.

Federal law makes it a criminal offense to manufacture, distribute, dispense, or possess with intent to manufacture, distribute or dispense, or simply possess a controlled substance. See Title 21 U.S. Code section 801, et seq. Controlled substances are defined by the schedules contained in section 812 of Title 21 of the U.S. Code.

New York State Penal Law makes it a criminal offense to possess, possess with intent to sell, or actually sell various drugs. The drugs to which this law applies include marijuana and those listed in the schedules contained in the New York State Public Health Law, section 3306 thereof. See Penal Law Articles 220 and 221.

The possible sanctions for the violation of Federal and State law depend upon the particular offense violated. The various offenses are premised on aggravating factors which include the type and quantity of drugs involved.

Depending upon the particular aggravating circumstances involved, violations of said law could result in sanctions from a monetary fine to life imprisonment.

Violation of Penal Law Articles 220 and 221 may also result in civil penalties of up to \$100,000 plus costs and expenses pursuant to section 10-201 et seq. of the New York City Administration Code.

It is a violation of New York State Penal Law section 240.40 for a person to appear in public under the influence of narcotics or a drug other than alcohol to the degree that he or she may endanger himself or herself or other persons or property, or annoy persons in the vicinity. A violation of this law could result in imprisonment up to 150 days.

It is a violation of New York State Penal Law section 260.20(d)(4) for a person to give or sell an alcoholic beverage to a person less than 21 years old. A violation of this law could result in imprisonment up to three months.

The New York City Administration Code, section 10-125 thereof, prohibits the consumption of alcohol in a public place. Possible sanctions for a violation of said law include a fine of up to \$25 or imprisonment up to five days or both.

Any person who operates a motor vehicle while his or her ability to operate such a vehicle is impaired by the consumption of alcohol or by drugs in violation of Vehicle and Traffic Law section 1192 is subject to imprisonment up to 15 days and/or a monetary fine of at least \$250 and at most \$350, plus a 90-day license suspension.

Description of Health Risks Associated with Drug and Alcohol Use

A drug is a chemical substance that has an effect upon the body or mind. Alcohol is defined as a drug. Drugs and alcohol are capable of impairing judgment and physical capacity and diminishing individual performance in activities of daily living. Problems associated with inappropriate use of drugs and alcohol are complex in nature.

One class of drugs is the sedative-hypnotic which relaxes the central nervous system. These include alcohol, barbiturates, tranquilizers (depressants), marijuana and hashish.

Alcohol is clearly the nation's most common drug of abuse. With moderate drinking a person may experience flushing, dizziness, dullness of senses and impairment of coordination, reflexes, memory and judgment. Taken in larger quantities, alcohol may produce staggering, slurred speech,

double vision, dulling of senses, sudden mood changes, and unconsciousness. When used over a long period of time and in larger amounts, it can cause heart and liver damage, and death from overdose and car accidents.

Synthetic Cannabinoids (synthetic marijuana, also known as K2 or Spice) are a variety of substances which invoke in the user experiences that are similar to that of marijuana but contain no actual marijuana. Instead, these substances are often made of other plant materials to which chemicals have been added to produce psychoactive changes in the brain. The packages may be labeled “natural”, however, they are actually made of synthetic compounds that are sold over the counter in gas stations, head shops and over the internet. The Drug Enforcement Administration (DEA) has designated these substances as Schedule 1 Controlled Substances. Therefore, it is illegal to sell or possess them. However, the manufacturers of these products may evade the law by frequently changing the chemical compounds that they use. The DEA continues to monitor the situation by updating their list of banned substances. There is a misperception among some young people that these drugs are safe, when in fact, they are extremely dangerous. Some of these products are sold as “incense.” These products are abused mainly through inhalation or smoking. Sometimes they may be mixed with marijuana or prepared as a drink. Users report elevated mood, relaxation and altered perception. Negative effects include psychotic episodes with extreme anxiety, paranoia and hallucinations. Other negative symptoms that have been reported to poison control centers include rapid heart rate, vomiting, agitation, confusion and hallucinations. These substances may also raise blood pressure and cause reduced supply of blood to the heart. In a few cases, heart attacks have been reported. With regular use, withdrawal and other addiction symptoms may occur. It has not been fully verified but there is a public health concern that there may be heavy metal residues in these products. The National Institute of Drug Addiction (NIDA) is engaged in further research on synthetic cannabinoids.

Barbiturates and **tranquilizers** (central nervous system depressants) can cause intoxication and produce such signs as tremors of the hands, lips and tongue, confusion, poor judgment and poor muscular coordination, drowsiness, slurred speech, and constricted pupils.

Marijuana and hashish alter mood and perception and produce anxiety, euphoria, talkative behavior, floating feelings, and hunger. They interfere with memory and intellectual performance and can impair concentration. Long-term, regular marijuana smoking causes irritation of the respiratory tract and can produce lung disease and possible damage to the heart and immune system.

Nicotine acts as a stimulant on the heart and nervous system. When tobacco smoke is inhaled the immediate effects on the body are a faster heartbeat and elevated blood pressure. Young smokers may experience shortness of breath and a nagging cough. Some long-term effects of smoking cigarettes are emphysema, chronic bronchitis, coronary heart disease, and lung cancer.

Caffeine, one of the oldest and most widely used stimulants, is found in coffee, tea, cola, and some cold medications. Dependence on caffeine generally develops in habitual users, with headaches being the most common symptom of withdrawal.

Cocaine, whether it is smoked (crack), injected, or snorted, is risky in all forms. Physical effects include dilated pupils, increased blood pressure, heart rate, breathing and body temperature, and restlessness and anxiety.

Amphetamines increase alertness and activity and are often referred to as speed, uppers, pep pills, and diet pills. Mood swings, irritability, nervousness, and muscle pain are some of the effects of continued use. With use of amphetamines, hallucinations, paranoia, convulsions, brain damage, heart problems, and death occur.

Hallucinogens (psychedelics) include PCP, LSD and mescaline. Hallucinogens temporarily distort reality, cause visual hallucinations, perceptual distortion and psychotic experiences, and sometimes depression and flashbacks.

Opioids are medications that relieve pain (analgesics) by way of reducing the intensity of pain signals reaching the brain. Opioids affect those areas of the brain that control emotion, thus diminishing the effects of a painful stimulus. These analgesic medications include Oxycodone (Percocet), Morphine, and Codeine. They can produce drowsiness, mental confusion, nausea, constipation, and, depending upon the amount taken, then can depress respiration and lead to death. Opioid abusers may attempt to intensify their experience by snorting or ingesting, thus raising their risk for serious medical complications, including overdose.

Long term use, may lead to physical dependence and addiction. Withdrawal symptoms of dependence and addiction include musculoskeletal pain, restlessness, diarrhea, vomiting, insomnia, cold flashes, (goose bumps), and involuntary leg movements.

Heroin is an Opioid. It is one of the most dangerous drugs in existence. The dangers are physical, psychological, and social. Its use is often fatal as the risk of overdose to the user is very high. Heroin dependency frequently causes the deterioration of the moral, physical, and intellectual fiber of an individual. Heroin abuse frequently impairs the user's health, emotional well-being, family life, job performance, and friendships.

The College is aware of the stresses associated with daily living, and strongly urges that the entire College community addresses these stresses by participating in holistic behaviors. It is our goal to assist in this endeavor by creating an environment that promotes and reinforces healthy and responsible living.

This list is not exhaustive. Please use caution when using any over the counter or other medication. For further information about the effects of these drugs, please contact the Counseling & Health Services Office at 914-654-5311, or your Campus Director.

Resources and Referrals

Campus Resources

The Counseling and Health Services Office offers resources, workshops, group and individual counseling, and referral for members of The College of New Rochelle Community regarding substance use and abuse.

Workshops to provide educational information and encourage preventative attitudes and behaviors are open to all students. Topics include creating social alternatives to alcohol-related activities, learning to manage stress without alcohol or drugs, recognizing the warning signs of substance abuse in self and others, intervening when friends or family members appear to be engaged in alcohol or substance abuse, and understanding issues of adult children of alcoholics. Counseling is available to all enrolled students. Referral to community resources is available to all enrolled students. All referrals respect the privacy of the individual and counseling is confidential.

Alcohol and Drug Abuse Resources

Alcoholics Anonymous - a self-help program which offers support and assistance for those with alcohol dependency; contact AA Intergroup Association of Alcoholics Anonymous of New York. A.A. also offers electronic meetings. General Services Office (212) 870-3400.

Al-Anon - provides mutual support and assistance to families and friends of alcoholics. To find a local meeting, please call 1-888-4AL-ANON (1-888-425-2666).

Alateen - a self-help group for children of alcoholic parents, led by non-professionals who have had similar experiences. To find a local meeting, please call 1-888-4AL-ANON (1-888-425-2666).

Al-Anon Family Group Headquarters, Inc.

888-425-2666

Part of the support network, this phone number has an automated service which will provide demographic information on meetings in any locale simply by entering your zip code. There is no fee for this service or for Al-Anon.

OASAS (NY State Office of Alcoholism and Substance Abuse Services)

1450 Western Avenue, Albany, NY

518-473-3460

NY State Addiction Helpline – also helps with referrals for compulsive gambling

Provides no fee – brief counseling, referrals over the phone

WESTCHESTER

Lexington Center for Recovery

3 Cottage Place 2nd floor, New Rochelle, NY 10801

www.lexingtonctr.org

914-235-6633

Insurance Accepted – Yes, Sliding Scale – Yes

St. John's Riverside Hospital Park Care Pavilion

2 Park Avenue, Yonkers, NY 10703

www.riversidehealth.org

Evaluation & Referral: 914-964-7537, 877-944-2273

The Maxwell Institute of St. Vincent's Medical Center

92 Yonkers Avenue, Tuckahoe, NY 10707

www.svcmc.org/maxwell

914-337-6033

Insurance Accepted – Yes, Sliding Scale – Yes

St. Vincent's Medical Center

275 North Street, Harrison, NY 10528

www.stvincentswestchester.org

Evaluation & Referral: 914-967-6500

The Guidance Center

70 Grand Street, New Rochelle, NY 10801

914-636-4440 main number, 914-613-0705 Rosalie Coppola

Daytop Village Inc.

246 North Central Avenue, Hartsdale, NY 10530

www.daytop.org

914-949-6640

BRONX

The Riverdale Mental Health Association

5676 Riverdale Avenue, Bronx, NY 10471
718-796-5300

Daytop Village Inc.

2614 Halperin Avenue, Bronx, NY 10461
www.daytop.org
718-518-9007

Co-Op City

Substance Abuse Center @Montefiore

3550 Jerome Avenue, Bronx, NY 10467
718-920-4067 (Must call for more information)

Montefiore-Albert Einstein College of Medicine

1510 Waters Place, Bronx, NY 10461
718-597-3888
Addiction Treatments

SOUTH BRONX

Narco Freedom Alternatives Programs

528 Morris Avenue, Bronx, NY 10451
718-402-9000

Narco Freedom – Independence Alcohol Treatment Program at Willis Avenue

477 – 479 Willis Avenue, Bronx, NY 10455
718-292-4640 ext. 215/217

Albert Einstein College of Medicine

Substance Abuse – Division Central Intake

Melrose Ontrack Clinic
260 East 161st Street, T Level, Bronx, NY 10451
718-993-3397

MANHATTAN

The Center for Motivation and Change

276 5th Avenue, New York, NY 10001
212-683-3339

Narcotics Anonymous

The Greater New York Regional Service Office
154 Christopher Street, Suite 1A, New York, NY
212-941-0094

QUEENS

Daytop Village Inc.

9101 Merrick Blvd., Jamaica, NY 11450
www.daytop.org, 718-523-4242

BROOKLYN

Bedford-Stuyvesant Family Health Center

1456 Fulton Street, Brooklyn, NY 11216
718-636-4500

Phoenix House – Brooklyn Community Recovery Center

20 New York Avenue, 3rd Floor, Brooklyn, NY 11216
888-671-9392

**Crown Heights Youth & Family Multi Service Center
Community Counseling and Mediation (CCM)**

810 Classon Avenue, Brooklyn, NY 11238
718-230-5100

**Interfaith Medical Center – MMTP
(Methadone Maintenance Treatment Program)**

882 Bergen Street, Brooklyn, NY 11238
718-613-7510

The resources listed above have been compiled with the intent of centralizing publicly available resources that may be useful to our students. It should be noted, however, that The College of New Rochelle does not endorse any of the resources on the list. Students are implored to discern the organizations' offerings to determine appropriateness for their individual circumstance. The College of New Rochelle does not accept liability for any activities of students or institutions in connection with these resources or their representatives. Additionally we strive to maintain accuracy. Please notify us at healthcenter@cnr.edu or call 914-654-5311 if you encounter any discrepancies or difficulties.

Parental/Guardian Notification of Alcohol/Drug Policy Violation

Excessive, abusive, illegal and /or repetitive use of alcohol and/ or drugs is inconsistent with the maintenance of an educational environment. Such behavior threatens the well-being of persons and property and tends to diminish students' prospects for personal and intellectual development and academic success.

Violations of alcohol/drug policies will be processed judicially. The College reserves the right to disclose to parents and guardians violations of institutional policies or rules in addition to the local, state, and federal laws governing the use or possession of alcohol or a controlled substance if the student is under the age of 21. When the students under the age of 21 are found to have committed serious or repetitive violations of College policies related to the possession, use, or distribution of alcohol and/or drugs, the Dean of Students or his/her designee has the authority to determine when and by what means to notify parents or guardians. Whenever possible, students will be informed that parental notification will occur in advance of their parents/guardians receiving the notice. The Dean of Students will follow these guidelines in determining whether or not to notify parents or guardians:

Notification of parents or guardians is indicated when:

- The student is under the age of 21.
- The violation involves harm or threat of harm to person or property.
- The violation involves an arrest in which the student was taken into custody.
- The student requires hospitalization as a result of alcohol consumption or drugs.
- The violation results in or could result in the student's being expelled or suspended from the College and/or dismissal from the residence halls.
- The student has shown patterns of violence even if he/she is not a minor. Two or more violations associated with drugs or alcohol use would be reasonable cause for notification.

In the event of a serious, illness, injury, accident, or incident, The Counseling & Health Services Office, at the discretion of the Director of Counseling & Health Services Office and/or the Medical Director of the Counseling & Health Service Office, or other administrative staff, as indicated by the particular event, may notify a student's parents, guardians, or other next of kin (if known) and only as needed, and appropriate to the individual circumstance to the best of staff's knowledge. Unless a student has specified otherwise in writing the above policy notification is in effect. To opt out of this and request no disclosure under any circumstances, students may submit a written request detailing same to the Director of Counseling and Health Services.

Computing and Network Policy

The College of New Rochelle Policy for Access to Network Resources requires that all users log on with an account registered in their name in order to utilize the College's network resources. The College's Information Resources are intended for the educational purposes of its community. Access to these facilities is a privilege and not a right that is provided to individuals with valid user accounts. Individuals using these resources are expected to do so responsibly and avoid misuses that interfere with the efficient and proper flow of information (saturating the network with unnecessary downloads), intimidate or harass other users, violate privacy, or constitute illegal activities including but not limited to copyright infringement. Users are expected to keep account and password information confidential. Unauthorized use of an account, password, or network resources is prohibited.

All "public access" machines in the Gill Library, College classrooms, labs, and residence halls will require users to log on in order to browse the Internet. All faculty and staff machines will utilize the domain log on, and if this log on is bypassed, they will be prompted to log on when browser is launched.

While the College is not interested in prohibiting or blocking access to specific sites or monitoring the content, we may find it necessary to monitor activity within the CNRnet domain, and restrict access to users if network activity violates our policy or state or federal laws. Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary reviews.

Acceptable Use Policy

1.0 Overview

The Office of Information System's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to CNR established culture of openness, trust and integrity. Information Systems is committed to protecting CNR's students, faculty, users, partners and the college from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of CNR. These systems are to be used for approved purposes in serving the interests of the college, and of our users in the course of normal operations. Please review user policies for further details.

Effective security is a team effort involving the participation and support of every CNR user and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2.0 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at CNR. These rules are in place to protect the user and CNR. Inappropriate use exposes CNR to risks including virus attacks, compromise of network systems and services, and legal issues.

3.0 Scope

This policy applies to students, faculty, users, contractors, consultants, temporaries, and other workers at CNR, including all personnel affiliated with authorized third parties. This policy applies to all equipment that is owned or leased by CNR as well as any third party equipment using the CNR network infrastructure for any reason.

4.0 Policy

4.1 General Use and Ownership

Because of the need to protect CNR's network, management cannot guarantee the confidentiality of information stored on any network device belonging to CNR or transmitted in any way across the CNR network infrastructure.

Users are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, users should be guided by departmental policies on personal use, and if there is any uncertainty, users should consult their supervisor or manager.

Any user using a privately owned computer or college owned computer will have to register his/her computer with the College's registration system and will then have to authenticate using his/her user account in order to use any available network resource.

The College has the right to allow or deny access to some or all of the network resources to any user. The final determination will be made by CNR.

For security and network maintenance purposes, authorized individuals within CNR may monitor equipment, systems and network traffic at any time. CNR reserves the right to audit networks and all systems connected to the CNR network infrastructure in any way on a periodic basis to ensure compliance with this policy.

4.2 Eligible Network Users

Students must be registered at the College in order to create and maintain a network account whether or not a CNR email address is being created.

Employees must be cleared and verified by Human Resources as active employees in order to create and maintain a network account.

All other network users must go through their department's approval process before Information Systems will create and maintain their network account.

4.3 Security and Proprietary Information

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly, and user level passwords should be changed every six months.

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off (control-alt-delete for Win2K users) when the host will be unattended.

Postings by users from a CNR email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of CNR, unless posting is in the course of business duties.

All hosts used by the user that are connected to the CNR Internet/Intranet/Extranet, whether owned by the user or CNR, shall be continually executing approved virus-scanning software with a current virus database unless overridden by departmental or group policy.

Users must exercise extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

4.4. Unacceptable Use

The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no circumstances is a student or employee of CNR authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing CNR-owned resources or infrastructure.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by CNR or the individual user.
 - Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which CNR or the end user does not have an active license is strictly prohibited.
 - Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate management should be consulted prior to export of any material that is in question.
 - Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
 - Revealing your account password to others or allowing use of your account by others. This includes family, colleagues and other household members when work is being done in on or off campus locations.
 - Using a CNR computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user’s local jurisdiction.
 - Making fraudulent offers of products, items, or services originating from any CNR account.
 - Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
 - Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
 - Port scanning or security scanning is expressly prohibited unless except when performed by Information Systems to assess security conditions.
 - Executing any form of network monitoring which will intercept data not intended for the user’s host, unless this activity is a part of the user’s normal job/duty.
 - Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the user’s host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user’s terminal session, via any means, locally or via the Internet/Intranet/Extranet.
 - Providing information about, or lists of, CNR users to parties outside CNR.

Email and Communications Activities

- Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or to collect replies.
- Creating or forwarding “chain letters”, “Ponzi” or other “pyramid” schemes of any type.

- Use of unsolicited email originating from within CNR’s networks of other Internet/Intranet/ Extranet service providers on behalf of, or to advertise, any service hosted by CNR or connected via CNR’s network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Copyright Infringement Policy

1.1 Introduction

The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violate (infringe) copyright law. To qualify for liability protection, the College is required to have a policy under which the computer accounts of users will be terminated if they infringe upon the copyrighted works of others. The account may be reinstated pending a judicial review.

1.2 Additional Information

For more information on United States copyright law, please consult the U.S. Copyright Office’s web site at <http://www.copyright.gov>.

2.0 Purpose

The purpose of this policy is to explain the DMCA and to establish a procedure for notifying the College of New Rochelle (CNR) of an alleged copyright infringement.

3.0 Scope

This policy applies to students, faculty, users, contractors, consultants, temporaries, and other workers at CNR, including all personnel affiliated with authorized third parties.

4.0 Policy

4.1 General

Compliance with federal copyright law is not only expected of all CNR students, faculty and staff, it is required. “Copyright” is legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including email and Web information), graphics, arts, photographs, video and other media types, music and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner. Please consult section “4.7 How to Secure a Copyright” of this document for a further discussion of how to obtain a copyright.

4.2 Proper Use

“Use” of work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying or publicly performing the work. You may “use” all or part of a copyrighted work only if: you have the copyright owner’s permission or you qualify for legal exception

4.3 Violations

Copying, distributing, downloading and uploading information on the Internet or any computer system or network may infringe upon the copyright of that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the college's networks or other computer resources may create liability for the College as well as the computer user.

4.4 Notification Procedure

In accordance with the DMCA, the CNR has designated an agent to receive notification of alleged copyright infringement occurring on the Web pages, computer systems or networks in the CNR. EDU domain. The DMCA requires that all notices of alleged copyright infringement be in writing. For CNR to act on your notice, you must be authorized to enforce the copyrights that you allege have been infringed. When informing the College of an alleged copyright infringement, you should follow the procedure below:

- a) Notify our designated agent for copyright notices:
Assistant Vice President / Academic Affairs
The College of New Rochelle
29 Castle Place, New Rochelle, NY 10805
dmcaagent@cnr.edu
(914) 654-5836

- b) Identify the copyrighted work that allegedly has been infringed. If multiple copyrighted works at a single online site are involved, please provide a representative list of such works.

- c) Describe the material that is claimed to be infringing and provide sufficient information to permit CNR to locate that material.

- d) Provide your contact information, including mailing address, telephone number, and, if possible, an email address.

- e) Certify or include a statement that you have good faith belief that the use of the copyright-protected material, in the manner complained of, is not authorized by the copyright owner, the owner's agent, or law.

- f) Certify that the information you have provided CNR is accurate. You should attest under penalty of perjury that you are authorized to enforce the copyrights that you allege have been infringed.

- g) Include a physical or electronic signature of a person authorized to act on behalf of the Complaining Party. As an electronic signature, CNR accepts FAX and digitalized image of signature attached to email.

- h) NOTE: The College may not be able to act upon your complaint promptly or at all, if you do not provide this information.

4.5 Investigation Procedure

If, after consultation with legal counsel, the copyright agent finds that there may be substance to the claim of infringement, the following will occur:

- a) The agent will notify Information Systems (IS). IS will contact the person responsible for the web page or the information concerned and arrange to have the allegedly infringing material taken down, pending an investigation.

b) If the person posting the material refuses to remove it pending the investigation, IS may have the page rendered unavailable or the information made inaccessible by the College's system's staff.

c) Both sides may consider further legal steps. The College reserves the right to keep such pages unavailable or the information inaccessible until the matter is resolved.

d) Under the terms of the DMCA, CNR would most likely qualify as a service provider with limitations on its liability. CNR is not liable for pages posted on its web site or the information uploaded to its systems, which may infringe on the copyright of others, provided it follows the procedure described in this policy.

4.6 Additional Notice

If a person working for the College has independent knowledge of a copyright violation on a College computer system or network, the College may have a duty to remove the infringing material. This is true even if there is not "notice" from the copyright owner. Therefore, that person should report the violation to the designated agent, immediately.

4.7 How to Secure a Copyright

For works created after March 1, 1989, there is no need to add a copyright symbol, but it is advisable. There are certain definite advantages to copyright registration. See "Copyright Registration" as <http://www.copyright.gov>.

Email Use Policy

1.0 Overview

The College of New Rochelle electronic mail service is a College facility that is intended for the use of teaching, research and administration in support of the College's mission. The College has set forth this policy to ensure the responsible and effective use of its electronic mail service.

2.0 Purpose

That the College's electronic mail service is used in compliance with applicable policies and laws governing the institution as well as the US government. The College also intends to prevent tarnishing our public image in the event that the general public views messages from The College of New Rochelle as an official policy statement.

3.0 Scope

This policy covers appropriate use of any email sent from a College of New Rochelle email address and applies to students, faculty, users, contractors, consultants, temporaries, and other workers at CNR, including all personnel affiliated with authorized third parties.

4.0 Policy

4.1 Email Limit Restrictions

There are email size limit restrictions on all College email. When the email folder approaches the allotted size limit warning notices will be sent from the System Administrator. If the email folder reaches the size limit the ability to send email will be lost however the user will continue to receive emails. The ability to send mail will be restored as soon as the email folder is reduced.

4.2 Prohibited Use.

The College of New Rochelle email system shall not be used for the creation or distribution of any disruptive derogatory or potentially offensive messages, including but not limited to offensive comments about race, gender, disabilities, age, sexual orientation, sexually explicit, religious beliefs and practice, national origin or any other facet that can be deem discriminatory. This statement is further supported in the College's Anti-Harassment Policy which can be found in the College's policy handbook.

4.2a

Activities which violate this policy include, but are not limited to: deliberately interfering with the mail system, flooding mailboxes with automatically generated mail, and attempting to gain access to another person's password, files or messages.

4.3 Mass Mailing /Spamming

Sending chain letters or joke emails from a College of New Rochelle email account is considered spam and it is prohibited. These restrictions also apply to the forwarding of email received by a College of New Rochelle employee. Virus or other malware warnings and mass mailings shall be approved by the College of New Rochelle's Director of Information Systems before sending.

4.4 Personal Use.

Using a reasonable amount of the College of New Rochelle resources for personal emails is acceptable. However, The College of New Rochelle email service may not be used for commercial business or political initiatives.

4.5 Monitoring

The College of New Rochelle employees shall have no expectation of privacy in anything they store, send or receive on the College's email system. The College reserves the right to monitor messages without prior notice. The College is not obliged to monitor email messages. As the provider of electronic mail, the College has the role of carrier and is not responsible for the content of email messages.

Network and Computer System Password Policy

1.0 Overview

Passwords are an important aspect of computer security. They are the front line of protection for your account on our network. A poorly chosen password may undermine the safety of the CNR network and put your own online identity at risk. As such, all CNR network users are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2.0 Purpose

The purpose of this document is to explain the College of New Rochelle's password policy.

3.0 Scope

This policy applies to students, faculty, users, contractors, consultants, temporaries, and other workers at CNR, including all personnel affiliated with authorized third parties.

4.0 Policy

4.1 Creating a Valid Password

The password must be at least 7 (seven) characters

The password must contain characters from each of the following categories

Uppercase characters (the letters A-Z)

Lowercase characters (the letters a-z)

One or more numbers from 0-9 or the following symbols: ! @ # \$ %

The passwords cannot contain 3 or more consecutive characters from your first or last name.

4.2 Password Examples

Create a password you can easily remember. For example, create a password based on a song title or other phrase. If the phrase is "I love to go to the shore", then the password could be: iL2g2tS! If you use dictionary words or the name of a pet, break up the name with numbers or symbols. For example, if your dog is Lassie and she was born in 1989, your password could be: Las89sie

4.3 Managing your Network Account

Passwords should be changed every 6 to 12 months.

Do not use the “Remember Password” feature of programs on your computer.
 Do not share your password, write it down or store it on-line.
 If your password is known to others, change it immediately.

4.4 Resetting your Password

An account management program is available to all CNR network users via a web page that is located at: <https://helpdesk/public/public.aspx>. To reset your password, you will be asked to recall the answer to the security question you answered when the account was created. This feature can only be used while you are on campus. After you have changed your password, you will receive an email notification at the alternate email address you provided in account management. Please note: If you receive this notification and you have not requested a change, contact the Help Desk immediately.

If you forget your password and you cannot remember the correct answer to the security question, you must contact the Help Desk to have it reset (Note: CNR does not have access to any user passwords). If your identity cannot be verified over the phone, and you are at the main campus, you will be required to come to the Office of the Information Systems in person and present a valid CNR ID. If you are a SNR student, you are required to go to your campus library in person and present a valid CNR ID. Questions regarding this policy should be directed to the Director of Information Systems.

Wireless Communication Policy

1.0 Purpose

This policy prohibits access to The College of New Rochelle (CNR) networks via unsecured wireless communication mechanisms. Only wireless systems that meet the criteria of this policy or have been granted an exclusive waiver by Information Systems are approved for connectivity to CNR networks.

2.0 Scope

This policy covers all wireless data communication devices (e.g., personal computers, cellular phones, PDAs, etc.) connected to any of CNR’s internal networks. This includes any form of wireless communication device capable of transmitting packet data. Wireless devices and/or networks without any connectivity to CNR networks do not fall under the purview of this policy.

3.0 Policy

3.1 Register Access Points and Cards

All wireless Access Points / Base Stations connected to the College network must be registered and approved by The Office of Information Systems (OIS). These Access Points / Base Stations are subject to periodic security tests and audits and if it is determined that wireless devices are interfering with the CNR wireless network and/or its users, OIS will require that the device be removed. All wireless Network Interface Cards (i.e., PC cards) used in laptops, desktop computers and other network devices must be registered with OIS.

3.2 Approved Technology

All wireless LAN access must use OIS-approved vendor products and security configurations.

3.3 VPN Encryption and Authentication

All computers on CNR’s wireless network must be configured with WPA encryption with PEAP authentication or be configured with the Odyssey Client in order to function on the network. All computers with wireless LAN devices must utilize the CNR Virtual Private Network (VPN) when conducting official College business on an external network. To comply with this policy,

wireless implementations must maintain point to point hardware encryption of at least 56 bits. All implementations must support a hardware address that can be registered and tracked, i.e., a MAC address. All implementations must support and employ strong user authentication which checks against an external database such as TACACS+, RADIUS or something similar.

4.0 Sanctions for Policy Violations

Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review by the College as well as a private cause of action. By such a review, the full range of disciplinary sanctions is available, including the loss of computer use privileges and dismissal from the College.

Guidelines for Use of the Web

Guidelines for using the Web are not formal policies but a description of the informal practices that are considered good “netiquette,” standards of behavior that will help make your participation in the digital environment a rewarding and productive experience. For more information on this policy, and policies relating to Computing and Networks, please go online to <http://cnrweb/policies/computingpolicy.html>.

Grievance Process

A Grievance is a matter of serious neglect, mismanagement, or mistreatment about which you wish to lodge a formal complaint. Should such a situation arise, the best thing to do is to discuss it with the person immediately involved. If this interview does not resolve the problem to your satisfaction, then make an appointment to review it with the person’s supervisor. For example, if your grievance is with a faculty member, you should first discuss it with him or her. If this discussion is not satisfactory, you should address the matter with the chairperson of the department of which the professor is a member. If the matter is still unresolved, you must follow the steps outlined in the specific school catalogues. If your grievance is with a non-academic administrator or staff person, you should first discuss it with the person. If this is not helpful, you should inform the supervisor of the administrator or staff member. The area vice president is your final resource person for non-academic grievances.

College Rules for Maintenance of Public Order

Civil laws also affect campus life. Education Law section 6430 of the State of New York requires:

The trustees or other governing board of every college chartered by the regents or incorporated by special act of the legislature and which maintains a campus, unless otherwise provided, shall adopt written rules for implementing all policies required pursuant to this article and for the maintenance of public order on college campuses and other college property used for educational purposes and provide a program for the enforcement thereof. Such rules shall prohibit, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Such rules shall govern the conduct of students, faculty and other staff as well as visitors and other licensees and invitees on such campuses and property. The penalties for violations of such rules shall be clearly set forth therein and shall include provisions for the ejection of a violator from such campus and property in the case of a student or faculty violator his or her suspension, expulsion, or other appropriate disciplinary action, and in the case of an organization which authorizes such conduct, rescission of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other law to which a violator or organization may be subject.

The Board of Trustees of The College of New Rochelle adopted the following statement in compliance with section 6430 of the Education Law of the State of New York:

I. Statement of Principles

The College of New Rochelle has as its purpose the education of its students and their complete development as persons committed to the creative and disciplined use of their intellects and the courageous and constructive use of their freedom. This educational goal demands mutual respect, honest searching, sensitivity to the concerns of others, and a free exchange of ideas. The freedom to speak and to assemble includes the freedom to dissent and to express dissent in an effective and orderly manner. While The College of New Rochelle has developed structures through which disagreement can ordinarily be expressed, recognition is given to the fact that constant efforts are needed to keep the structures open and sensitive to the demands of education today.

II. Code of Conduct

The principles and regulations stated here shall govern the conduct of all persons on the campus of The College of New Rochelle or other property owned by it for educational purposes and shall be deemed included in the by-laws of all organizations on campus. Such organizations shall review annually such by-laws with the individuals who are members of such organizations. These principles and regulations shall apply to administrators, faculty, students, employees, on-campus organizations, visitors, licensees, and any other invitees. In acknowledging the right of its members to dissent and to engage in peaceful and orderly activities designed to bring about change, the College community respects the freedoms granted to the citizens of this democracy by the First Amendment. The College also recognizes that if it is to live as a community of scholars dedicated to a worthy educational goal, it cannot tolerate certain kinds of disruptive activities. Such activities include acts of violence or intimidation against persons, destruction or seizure of property, and disruptions which directly attack the vital processes of the College — teaching, learning, and living as a community of free persons committed to humane values.

All persons on the campus or other property owned by The College of New Rochelle for educational purposes shall comply therefore with the following standards of conduct:

1. No one shall obstruct, or disrupt, or attempt to obstruct or disrupt teaching activities or other College operations or functions.
2. No one shall interfere with the lawful exercises of freedom of speech, freedom of movement (pedestrian and/or vehicular), or freedom of peaceful assembly.
3. No one shall maliciously damage, misuse, or appropriate College property or the property of any person that is located on College property.
4. No unauthorized person shall possess or use firearms or other dangerous weapons on the campus.
5. No person shall refuse to comply with a lawful order of the President of the College or his designated representative or public official acting in the performance of his duties in the administration and enforcement of these regulations.
6. No person or organization shall perform any action or create or encourage any situation which recklessly or intentionally endangers the mental or physical health of any person or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organizations.

III. Enforcement and Penalties

The College acknowledges its responsibility to distinguish among various kinds of disruption, to determine the relative seriousness of each instance of disruption, and to respond appropriately.

The President of the College, or in his/her absence the senior administrative officer present, shall be responsible for initiating the enforcement of these regulations. To assist him in the appropriate response, the President normally will seek the advice of a Special Commission formed of the following members: the Executive Staff of the President, the Executive Committee of the Council of the Faculty (an elected faculty committee), the Executive Committee of the College Senate, and two additional students elected by and from the student members of the Senate. The President and the Special Commission shall be responsible for prompt enforcement of these regulations, the application of remedies (e.g., ejection), and the initiation of appropriate disciplinary proceedings.

The College can imagine certain dire situations in which the President must act immediately. At such times the College recognizes the responsibility of the President to act unilaterally and affirms their right to do so.

Ejection

Any student, faculty member, administrator, employee, visitor, or invitee violating these regulations may be ejected from the College premises when such conduct constitutes a substantial danger to personal safety, to the educational activities of the College, or to property. The campus security force will normally be used to effect the ejections (cf. Section IV of this Statement - Relation to Civil Authorities).

Proceedings and Penalties

When informed that a student, faculty member, administrator, or employee may have violated these regulations, the President of the College, and when possible the Special Commission, will promptly investigate the charges. If reasonable cause is shown to exist, written notification of the charges shall be delivered to the person(s) involved, in person or by registered mail, and a copy of the charges handed to the appropriate board or College authority for prompt disciplinary proceedings according to the following plans:

- A. In the case of a student, judicial procedures with appropriate penalties, including restitution for any damages inflicted and sanctions up to and including probation, suspension, and expulsion.
- B. In the case of a faculty member, procedures in conformity with recognized principles of AAC and AAUP and described in the Appendix of the Faculty Handbook shall be followed.
- C. In the case of other employees, the appropriate College official shall take administrative action subject to College grievance procedures.
- D. In the case of any organization operating on College property, the violation of these provisions shall result in the rescission of permission for that organization to operate on College property.

In the above case, the appropriate board or authority may impose suitable penalties, including suspension, expulsion, termination of contract, or dismissal from the College. None of the above proceedings shall be construed to preclude sanctions under the penal law.

IV. Relation to Civil Authorities

The College community is a fragile and vulnerable embodiment of an ideal, and must therefore continually cultivate its development by renewing its commitment to justice and freedom in accordance with its special nature. The College, therefore, resolves to use reason and moral suasion as its primary means of maintaining order on campus. Only when the most severe threats occur and lead to an unquestionable possibility of violence against persons, destruction or seizure of property, or disruptions which directly attack the vital processes of the College, may an appeal to outside agencies (e.g., the courts, local or state police) be made to assist in the restoration of order.

V. Amendments

These regulations may be amended in whole or in part from time to time by action of the Board of Trustees.

Noise Control Ordinance

Another civil law which impacts on campus life is the City of New Rochelle Noise Control Ordinance. Under the provisions of this City of New Rochelle law, undue and prolonged noise can result in the imposition of a fine on the person responsible. Yelling, the screeching of cars and gunning of motors, stereos, etc., are all areas that can cause complaints and resultant fines.

Policy Against Campus Violence and Threatening Behavior

The College of New Rochelle will not tolerate violence or threatening behavior against any member of the College community. Such behavior includes, but is not limited to, sexual assault, domestic violence, stalking and bias-related crimes. Allegations of these crimes will be investigated in accordance with the College's Sexual Misconduct Policy. The College's proceedings do not supersede, and will not interfere with, an individual's right to pursue other legal remedies, such as criminal prosecution. Please see the College's Sexual Misconduct Policy for additional information. To report a violation of the Sexual Misconduct Policy, please contact the Title IX Coordinator, Ms. Elizabeth Spadaccini at (914) 654-5556 or epadaccini@cnr.edu

Bias-Related Crimes:

Bias-related crimes, also known as hate crimes, are crimes motivated by the perpetrator's bias toward certain actual or perceived personal characteristics of the victim. Such crimes send a powerful message of intolerance and discrimination and are in stark contrast to the values of The College of New Rochelle.

Under New York Penal Law, a person commits a bias-related crime when he or she either intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Any member of the College community who believes he or she is the victim of a bias-related incident, or who witnesses a bias-related incident, is encouraged to report the incident immediately to Office of Student Services. The allegation will be investigated in accordance with the College's judicial procedures. Victims of bias-related crimes are also encouraged to utilize the counseling and support services provided by the College's Office of Counseling and Health Services.

Missing Student Contact and Notification Procedures

All students residing in on-campus residence halls have the option of identifying a confidential contact person(s) whom the College will notify if the student is determined to be missing by the Office of Campus Safety or the local law enforcement agency. Only authorized campus personnel and law enforcement officials will have access to this information and the information will be disclosed only in a missing person investigation.

A student residing in an on-campus residence hall who is believed to be missing should be reported to the Campus Safety Office at (914) 654-5204, the Office of Student Services at (914) 654-5369, or to a Resident Assistant or Residence Director. If a student is reported missing to a College representative other than the Campus Safety Office, such missing student report will be referred immediately to the Campus Safety Office.

When a student residing in an on-campus residence hall is determined to have been missing for 24 hours, the College will, within 24 hours:

- Notify the contact person(s) designated by the student;
- Notify the student’s custodial parent or guardian if the student is under 18 years of age and is not emancipated; and
- Contact the local law enforcement agency.

Students may designate a contact person(s) to be notified in a missing person investigation when they apply for housing or when they check in to their residence hall.

Posting Regulations

On the main campus, signs promoting student organizational, educational, or cultural events being held either on or off campus must be stamped “approved to post” by a member of the Office of Student Activities. Bulletin boards and tack strips in campus buildings are available for display of such notices.

Signs must conform to the size, text, and location specifications. The purpose of these regulations is to ensure adequate posting space for all campus departments and student organizations. If a sign mentions the serving of alcohol, then the sign must conform with the advertising regulations noted in the Alcohol Policy and Guidelines.

Notices may not be posted on the following: trees, walls, woodwork, doors, windows, painted surfaces, automobiles, or on other notices. The purpose of this regulation is to prevent damage to College property. Bulletin boards designated for the use of specific departments or organizations cannot be used for other purposes without permission.

Notices found in violation of the above regulations will be removed and disposed of without prior notification. The sponsoring organization is responsible for removing signs at the conclusion of the event. Complete copies of this statement are available in the Office of Student Activities.

Policy Regarding Workplace Violence

Purpose

The College of New Rochelle has a policy of zero tolerance regarding workplace violence. Our goal is to create and maintain an environment free from threatening behavior, acts of violence, and harassment. The College of New Rochelle will not tolerate violence, threatening behavior or harassment of any type, from any source. It is the responsibility of all college employees to create and maintain a workplace free from threats and acts of violence.

Policy

A. Statement

Any and all forms of violence, threatening behavior, and/or harassment which involve or affect employees of The College of New Rochelle or which occur on any of the College’s campuses are prohibited by this policy. This includes, but is not limited to, threatening behavior, violent

actions, and harassment by college employees directed against other employees, by employees directed against students, or visitors, and by students, or visitors directed against college employees. The College will actively work to prevent and eliminate violence, threatening behavior, and harassment on campus. The College will respond promptly and decisively to violence, threatening behavior, and harassment on campus. This response may include termination of employees or dismissal of students and will include timely involvement of law enforcement agencies, when appropriate. All disciplinary measures taken against students shall be taken in accordance with the procedures of the campus judicial system. This policy does not alter any codes of student conduct or procedures of the campus judicial system. The College’s response may also include removal of third party vendors/contractors from campus or termination of contracts with such vendors/contractors. Engaging in violence, threatening behavior, and/or harassment is considered a form of employee misconduct.

B. Definition

“Violence, threatening behavior, and harassment” includes, but is not limited to, conduct against persons or property that is offensive, intimidating, hostile, injury producing, and/or abusive. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees and students, employees and employees, and visitors and students or employees, that are acceptable to both parties are not considered to be violent, threatening, or harassment.

C. Application of Policy Regarding Workplace Violence

The College’s prohibition against threatening behavior, acts of violence, and harassment applies to all persons involved in the operation of the college and all persons who attend the college, including, but not limited to all college employees, all college students, third party vendors, and anyone else on any of the campuses.

1. Violations of this policy will be promptly investigated and action will be taken, as necessary, to appropriately address each incident. The College will seek severe disciplinary penalties, up to and including termination, against employees of the College who are involved in the commission of threatening behavior, violence, and/or harassment.
2. The College will seek severe disciplinary penalties, up to and including dismissal, against students of the College who are involved in the commission of threatening behavior, violence, and/or harassment. Student violations of this policy will be adjudicated by the campus judicial system.
3. The College may support criminal prosecution of those who threaten or commit violence or engage in harassment against its employees, students, and visitors to its campuses.
4. This policy shall be deemed supplemental to all applicable State and Federal Laws, all personnel rules, regulations and procedures contained in staff and employee handbooks, and all student codes of conduct.

D. Employee and Student Obligations

Each employee and student of The College of New Rochelle is required to report all incidents of harassment, threatening behavior, and/or acts of violence of which he/she is aware. Visitors to the College are strongly encouraged to do the same. If an employee, student, or visitor believes he/she or others are in immediate danger, the local police department should be contacted by dialing 911 from any campus phone.

1. When the reporting individual is a campus employee, student or visitor against a campus employee, the report is to be made to one of the following persons:

NEW ROCHELLE CAMPUS: Director of Safety/Security, Director of Human Resources, Immediate Supervisor

BRANCH CAMPUSES: Director of Security/Security Coordinator, Campus Director, Immediate Supervisor

Note: The person receiving the report must then inform the others.

2. When the reporting individual is a campus employee or student and the report is against a student, the report shall be made in accordance with the procedures of the campus judicial system.
3. When the reporting individual is a visitor to the campus, the report shall be made to Campus Security.
4. Each person to whom such a report has been made regarding an employee shall immediately refer the report to the Director of Human Resources. Reports against students shall be referred to the Vice President for Student Services.
5. Nothing in this policy alters any other reporting obligation established in campus policies or in State, Federal, or other applicable laws.

E. Implementation of Policy

1. The College will attempt to reduce the potential for campus violence by positively affecting the attitudes and behavior of its employees and students by:
 - Making all current and new employees and students aware that violence or threatening behavior on campus will not be tolerated.
 - Creating a low-risk campus environment: All employees in positions of authority are expected to promote positive behavior, and to lead by example, by treating employees and students with the respect and dignity to which each is entitled. Emphasis will be placed on creating a campus where established standards of conduct are clear, communicated, and consistently enforced, and where discipline is used fairly and appropriately to deal with instances of unacceptable behavior.
 - Developing procedures for increasing awareness and prevention of threatening behavior, violence, and harassment on campus.
 - Training employees.
 - Encouraging employees and students to use available counseling and assistance services when needed. This includes the referral of employees to the Employee Assistance Program (EAP), or of students to CCS, when deemed appropriate. Both victims of violence and those who commit violent acts or have threatened to do so may be referred for such services.
2. The College will deal with threatening behavior, violence, and harassment on campus by:
 - Designating campus representatives to receive campus violence complaints.
 - Requiring all employees and students to report all threatening behavior, violence, and harassment in a timely manner as set forth in this policy and in the procedures of the campus judicial system.
 - Quickly dealing with threatening behavior, violence, and harassment. Supervisors are specifically empowered by this policy to take immediate action to resolve or stabilize violent situations on campus and to protect people from harm.
 - Promptly and properly investigating all complaints of threatening behavior, violence, and harassment.
 - Ensuring that the Vice President for Student Services, Director of Human Resources and/ or the Director of Safety/Security take appropriate disciplinary action.

- Supporting the continuation of a good working relationship between the Department of Safety/Security and local law enforcement.
- Employing legal remedies that address issues of workplace violence (i.e., restraining orders).
- Creating and maintaining the highest practical level of physical security on campus.
- Maintaining accurate records on campus violence.

Student Judicial Process

I. Introduction

The College of New Rochelle has established the Student Judicial Process to pursue violations of College policies and standards of behavior. Written incident/infraction reports may be submitted to the office of the Dean of Students or designee by any member of the College community.

The Dean of Students or their designee will review the report and notify the accused student that a report has been filed. The Dean of Students or designee will then meet with the accused student. At the meeting, the student will be advised of the incident/infraction report and her/his rights. If the student(s) accepts responsibility for the reported incident/infraction, a sanction hearing may be held. Otherwise, the case will then be turned over to an administrative hearing, a hearing panel, or referred to mediation as provided in Section IV. The hearing outcome will be reported to both parties in writing within one week of the hearing. The decision of the hearing is final except where an appeal is permitted under Section VI.

II. Administrative Hearing

An administrative hearing and/or sanction hearing may be held by the Dean of Students or his/her designee.

III. The Hearing Panel

A hearing panel will consist of no less than three and no more than five members. The panel must consist of at least one student, one faculty member and one administrative staff member from the school in which the accused student is enrolled. The members of the panel, including the chairperson of the panel, will be appointed by the Dean of Students or by his/her designee. The chairperson will be in charge of the proceedings before the panel.

IV. Mediation Cases

In order for a case to be submitted to mediation the Dean of Students or his/her designee must decide that the matter is appropriate for mediation and the individual or parties must agree to mediation and that they will be bound by the decision or contracts established.

The mediation process will involve a meeting between the student or students involved in the case and the Dean of Students or his/her designee to negotiate a solution to the concerns of either or both parties. All proceedings of the mediation will be kept confidential and no record, except the contracts between the parties, will result. If mediation is unsuccessful, the hearing process remains available to the parties.

V. Student Rights

A. The accused student has the right to:

1. read the report containing the charges of misconduct;
2. read the form specifying the provisions of the Code of Conduct he/she is charged with violating;
3. hear all testimony against him/her;

4. appeal the decision if:

- (i) a procedural error was committed;
- (ii) new evidence or information becomes available; or
- (iii) all relevant evidence or information was not considered.

B. All students involved have the right to:

- 1. a closed hearing;
- 2. have an advisor present if the office of the Dean of Students is notified at least two (2) business days in advance of the hearing;
- 3. have witnesses present if the office of the Dean of Students is notified at least two (2) business days in advance of the hearing; and
- 4. confidentiality.

VI. Judicial Procedures

- A. A written statement describing an alleged violation by a student of the Student Code of Conduct or College policy or procedure, signed and dated by the individual initiating the charge, is filed with the Dean of Students or his/her designee.
- B. The Dean of Students or their designee then notifies the student that the report has been filed and a meeting is scheduled to discuss the matter. At this meeting, the student reads the report and is informed of its relevance to the Student Code of Conduct or College policy or procedure and her/his rights are explained.
- C. The student is then presented with a form specifying the provisions of the Student Code of Conduct or College policy or procedure the student is charged with violating.

Where the Dean of Students has determined that the case is an appropriate one for mediation the student will be presented with the option of a hearing or mediation. He/she has two (2) business days to choose. If the accused student chooses mediation, a mediation meeting will take place if the accusing party consents. If the accusing party does not consent to mediation, a hearing will take place.

- D. The student is then notified in writing of the date, time and place of the hearing or mediation meeting.
- E. The hearing is held. The case may be heard in the student's absence if he/she failed to give reasonable prior notice of a conflict with the scheduled meeting date.
- F. Within one week of the hearing, the student is notified in writing of the outcome of the hearing and, if applicable, the sanction(s) imposed. A copy of this notice, together with all the documents and correspondence connected with the case, is kept on file in the office of the Vice President for Student Services.

G. The hearing findings are final unless the following grounds for appeal exist:

1. a procedural error was committed;
2. new evidence or information becomes available;
3. all relevant evidence or information was not considered.

Appeals must be made in writing within three (3) business days of the date of the sanction letter to the Vice President for Student Services. The Vice President for Student Services will hear the appeal, or forward it to the President or his/her designee.

VII. Procedures for Hearing Panels

The Chairperson of the hearing panel is responsible for maintaining an orderly hearing process. Only those persons recognized by the Chair may speak at the hearing. The Chair has the right to exclude persons from the hearing who are disruptive, or to postpone the hearing because of disruptive behavior.

B. General Guidelines for Hearing Panel

1. The Chair will inform the accused student of the hearing guidelines and that the hearing will be recorded by a note taker or tape recorded.
2. The Chair will ask each panel member to introduce himself/herself and to relate his/her College affiliation.
3. The Chair will read the incident or infraction report. This may be followed by panel questions.
4. The person filing the report may make a statement, call witnesses, and add any pertinent information. This may be followed by panel questions.
5. Other persons involved in filing the report may make a statement and add any pertinent information. This may be followed by panel questions.
6. The accused student may make a statement, respond to the information presented, call witnesses, and ask questions of the person filing the report and/or the other persons involved. This may be followed by panel questions.
7. The person filing the report makes a summary and final statement.
8. The accused student makes a summary and final statement.
9. The Chair concludes the hearing and explains the remaining procedures.
10. The hearing panel deliberates in a closed session. The Chairperson reports, in writing, the results and sanction(s), if any, to both parties within two (2) business days.

11. If the report of the panel results in sanctions, the student meets with the Vice President for Student Services or her designee to arrange the implementation of the panel's decision or in the event of an appeal, the meeting takes place after the decision on appeal.

VIII. Judicial Sanctions*

- A. **Disciplinary Warning/Formal Reprimand** – An official written notification that a student's behavior is in violation of College policy. Further misconduct may require more severe disciplinary action.
- B. **Educational Sanction**- Student is assigned to a certain community service project for a designated number of hours, a mandatory workshop for alcohol or drug-related misconduct, an educational session to address anger management, conflict resolution, etc., to develop presentations and/ or research papers on a particular topic and/or submit a formal written apology.
- C. **Restitution** - Student is required to make payment to the College or other persons, groups, or organizations for damages incurred as a result of a violation.
- D. **Fines** – Monetary fines may be imposed for various infractions and must be paid by a specified date.
- E. **Revocation of Privileges** - Student is restricted to certain areas on campus, not able to participate in designated campus activities or possess residence life privileges (i.e. guest privileges) for a specified period of time.
- F. **Residence Hall Probation** – A formal warning that a further violation of College policy as it pertains to residence life may result in expulsion from on-campus housing and/or revocation of privileges in on-campus housing for a specified period of time.
- G. **Disciplinary Probation** - Student is barred from all extracurricular activities and can only be on campus to attend classes for a specified period of time.
- H. **Interim Suspension** – The President of the College or his/her designee in their absence may suspend a student from campus for an interim period pending disciplinary proceedings or medical evaluation. Such interim suspension may become effective immediately without prior notice whenever there is evidence that such action is necessary for the safety of the College community or student.
- I. **Suspension from the College** - Separation of the student from the College for a specified period of time. Conditions for readmission will be established at the time of the suspension.
- J. **Deferred Suspension from Residence Life** – A student's behavior warrants suspension, but due to mitigating circumstances, the College will allow the student an opportunity to demonstrate that s/he has learned from the experience. Such sanction is imposed with the understanding that any further violations of College policy will result in automatic suspension or expulsion.
- K. **Suspension from Residence Life** – Student is not allowed to reside in on-campus housing for a specified period of time. Specific restrictions on access to the residence halls during the period of suspension may also be invoked.

L. **Expulsion** - Permanent separation of the student from the College given in extremely serious or repetitive cases of misconduct.

M. **Sanctions for Groups** - Groups are liable for the same sanctions as individuals.

N. **Combined Sanctions** - A combination of the sanctions described above may be imposed.

**If, as a result of a judicial sanction, a student is dismissed from residence life or the College, tuition and fees are forfeited*

ADDENDUM:

DISABILITY RESOURCES AND SERVICES:

The College of New Rochelle Office for Resources, Equity, Accessibility and Learning (REAL) provides the coordination of confidential services and reasonable accommodations for students with disabilities. Should you have specific questions about this, please contact Elizabeth Spadaccini, Disability Coordinator, Castle208N, REALsupport@cnr.edu (914-654-5556).

What Steps Should I Take if I Think I Have a Disability?

The College of New Rochelle Office for Resources, Equity, Accessibility and Learning (REAL) provides coordination of confidential services and reasonable accommodations for students with disabilities. The Americans with Disabilities Act (ADA) defines disability as any physical or mental impairment that substantially limits one or more major life activities. If you have a record of having a disability in the past or have one now, you must present records to verify your disability to the REAL office. Next, you will need to determine whether your disability is substantially limiting your ability to be successful in the college setting. If it is, you may be entitled to accommodations. Keep in mind that accommodations must be reasonable and are provided to give you a fair chance at success in school, not a privilege or unfair advantage. If you think you might have a disability, please contact online REALsupport@cnr.edu and following the below steps for enrollment.

- Show proof of enrollment in The College of New Rochelle or clearance to enroll for an upcoming semester.
- At least three weeks in advance of requesting the services, complete the REAL Office Application Packet and for the semester in which services are requested. Indicate in writing on the forms the support services, assistance, or materials necessary to the student's successful academic functioning.
- Schedule an appointment, "Welcome interview" with the Disability Coordinator.
- Provide appropriate documentation indicating the type of disability and type of accommodations requested. Documentation should be current, issued by a medical or other qualified, licensed professional, printed on letterhead or an official form, signed and dated. Documentation guidelines are listed by the REAL office. NOTE: Student IEP, Section 504 Plan, oral description of disability, and previous accommodations will be considered valuable information for the application but alone are not sufficient in most cases to establish appropriate accommodations.
- Once the paperwork has been received by the REAL Office the student will receive notification via email that the paperwork has been received and is under review for consideration.
- Once the documentation has been deemed acceptable and sufficient, a letter with approved accommodations will be emailed to the student and those person's student has signed for consent of release. If request for accommodations is denied an explanation in writing is given to the student and interview to discuss next steps is arranged.

MEDICAL LEAVE OF ABSENCE:

What is a Medical Leave of Absence?

A MLOA is a way to temporarily suspend a student's academic record and allow time for the student to be well enough to continue their course of study. Ordinarily, a MLOA is granted for one semester and students must be in good academic standing to qualify. You should consider applying for a Medical Leave if and when you become aware that your health problems (physical, mental, or emotional), are interfering with your ability to continue studies.

This is generally considered a time away from your usual course of study in order to allow you to receive treatment to address the issues which interfered with your academic progress. It is generally expected that when you return to college, your specific problem will have been ameliorated to the extent that you can now resume your studies without undue interference.

If a student in the process of taking a MLOA is academically suspended or dismissed, or judicially suspended or expelled, the sanctions take precedence over the MLOA. As soon as you realize that your medical/emotional condition is impeding your academic success you should begin the MLOA process.

Are you considering taking a Medical Leave of Absence?

We are sorry that you are not feeling at your best right now. A Medical Leave of Absence (MLOA) may be what you need. It is strongly suggested that you make an appointment with one of our counselors who can answer your questions and help guide you through the process.

How do I Qualify?

If you believe you have a medical condition (physical or psychological) that is impeding your ability to function successfully in your role as a student, applying for a MLOA may be an option. In order to ensure confidentiality, all medical leaves are coordinated and processed through the Counseling & Health Services Office located in Angela Hall on the New Rochelle Campus.

How do I start the process?

1. Complete an application

Applications are available online or in the Counseling and Health Services Office located on the first floor of Angela Hall, New Rochelle Campus.

2. Meet with a counselor

Schedule an appointment as soon as possible by calling 914-654-5311.

3. Return completed documentation

Submit your completed application along with a letter from your doctor/qualified medical professional stating the diagnosed medical condition that requires treatment and how it is impairing your ability to satisfactorily function in a collegiate academic environment. Also, sign and submit the Consent to Release of Information forms if needed.

4. Wait for approval

While your application is being processed, please continue your academic studies if you are able and it is advisable. Please stay in touch with your counselor.

Items to consider:

Privacy:

Your private healthcare information will not be shared without your written consent; however, your Academic Dean, Vice President for Student Services, and Registrar will be informed of the status of your MLOA.

Academic Implications:

You should consult with your Academic Dean(s) to determine how your academic progress may be affected.

Implications for Financial Aid:

You should reach out to a financial aid counselor who will review your particular account.

Campus Participation:

While on a MLOA, students are not permitted on campus, nor can they participate in any student activities. Your college email account may remain active during the semester of your absence.

Returning to the college following your medical leave

Please contact your counselor as soon as you think you are ready to return from your MLOA. Your counselor will assist in your re-entry process.

In order to return to college, you will need to provide written documentation from your doctor/qualified medical professional of your recovery such that you are considered well enough to resume your studies and participate in collegiate life. Additionally, you will need to submit a personal essay to support your application.

The decision to approve a student's application for re-entry is an administrative decision which is based on several factors. Once you have approval, your Academic Dean, Vice President for Student Services, and the Registrar will be notified and you may return to the college.

If your circumstances are such, that you require Academic Accommodations, we can help you to register with Disability Services.

We would like to help make this process as smooth as possible for you so that you re-enter feeling confident that you made a well thought out decision and that you are now ready to return to college.

TITLE IX:

Title IX Coordinator
Elizabeth Spadaccini, LMSW
914-654-5556
espadaccini@cnr.edu

Elizabeth Spadaccini serves as the College's Title IX Coordinator. She is designated as the primary contact person and resource for those who need information, or who wish to report sexual harassment/ sexual misconduct. She is available to meet with any member of the College community who believes they have been victimized, and may provide information as well as identify sources of support. College policies and procedures provide means for resolving such complaints in an equitable manner. The Title IX coordinator can assist in identifying and ensuring the proper process to address a complaint most effectively. She may be contacted by any student, employee, or applicant for admission or employment, who wishes to file a complaint regarding discrimination on the basis of sex.

RESIDENCE LIFE INFORMATION AND POLICIES

RESIDENCE LIFE PHILOSOPHY

The **Residence Life** staff aims to promote a lively and engaging campus community. We place a high emphasis on residence life-acknowledging that housing means more than a roof over your head. We believe residence life has a concrete educational value and that we are obligated to expose you to a variety of educational, cultural and personal growth experiences. To achieve this, resources have been allocated so that we can offer a wide range of activities that will accomplish the following goals:

- Expose you to new ideas, values, or cultures,
- Help you connect your in- and out-of-class experiences,
- Help you understand, accept and function with interpersonal and cultural differences.
- Encourage you in the development of leadership, management, and interpersonal skills.
- Help you take advantage of the educational resources at CNR and in the surrounding community,
- Encourage your personal growth and awareness and support the development of a sense of community in the residence halls.

As a CNR resident student, you are now a member of a community of people, students, faculty, and staff learning and growing with each other. You will be expected to balance personal freedom with respect for yourself and others.

RESIDENCE LIFE CALENDAR 2015-2016

Fall 2015

| | |
|----------------|---|
| Sept. 6 (Sun) | Residence Halls open for New Students, 9 a.m.-12 p.m. |
| Sept. 6 -8 | Fall Orientation |
| Sept. 7 (Mon) | Labor Day-CNR Offices Closed |
| Sept. 8 (Tues) | Residence Halls open for Returning Residents, 12 p.m.-9 p.m., |
| Sept. 9 (Wed) | SAS, SN, GS Fall Semester classes begins |
| Sept. 21 (Mon) | Room change/consolidation period begins |
| Sept. 30 (Wed) | Room change/consolidation period ends |
| Oct. 12 (Mon) | Columbus Day — all schools — no classes (SN Clinical courses in session) |
| Nov. 25 (Wed.) | Residence Halls close by 7 p.m. for Thanksgiving Break |
| Nov. 29 (Sun) | Residence Halls re-open at 12 p.m. |
| Nov. 30 (Mon) | All schools — classes resume |
| Dec. 11 (Fri) | SAS — last day of classes, fall semester |
| Dec. 12 (Sat) | SN — last day of classes, fall semester |
| Dec. 14-18 | SAS, SN — final exams |
| Dec. 18 (Fri) | SAS, SN, GS — last day of fall semester Residence Halls close for Intersession at 7 p.m. |

RESIDENCE LIFE CALENDAR 2015-2016

Spring 2016

| | | |
|-----------|--------|---|
| Jan.17 | (Sun) | Residence Halls open for Spring Semester at 12 p.m. |
| Jan.18 | (Mon) | Martin Luther King, Jr. Day No Classes/CNR Offices closed |
| Jan.19 | (Tue) | All schools — spring semester begins |
| Feb. 1 | (Mon) | Room change/consolidation period begins |
| Feb. 15 | (Mon) | Room change/consolidation period ends, Presidents Day All schools no classes |
| Mar. 18 | (Fri) | Residence Halls close for Spring Break at 7 p.m. |
| Mar. 27 | (Sun) | Residence Halls re-open at 12 p.m. |
| Mar. 28 | (Mon) | Classes Resume |
| May 13 | (Fri) | SAS, SN — last day of classes |
| May 16-20 | | SAS, SN — final exams |
| May 20 | (Fri) | Residence Halls close for all non-graduating residents at 7 p.m. |
| May 24 | (Tues) | COMMENCEMENT |
| May 25 | (Wed) | Graduating residents move out by 12 p.m. |
| May 31 | (Tues) | Summer Housing Check-in, 12 p.m.-4 p.m. |
| June 1 | (Wed) | Summer Session I begins |

RESIDENCE LIFE STAFF

| | |
|----------------------------------|-----------|
| Residence Life - Main Office | Ext. 5881 |
| Residence Director, Angela Hall | Ext. 5372 |
| Residence Director, Brescia Hall | Ext. 5374 |
| Residence Director, Ursula Hall | Ext. 5371 |

The residence life staff at CNR is comprised of both professional and paraprofessional employees: Area Coordinator of Residence Life & Housing Operations, the Residence Directors and Resident Assistants.

Area Coordinator of Residence Life & Housing Operations

The Area Coordinator of Residence Life & Housing Operations is the lead member of the residence life professional staff. The Area Coordinator works with the residence life staff to create a welcoming, supportive and safe environment for all resident students that supports their academic work. S/he is responsible for planning and implementing housing selection, residence life staff selection, and works with other College departments and off-campus resources to create engaging, educational programming for resident students.

Residence Director (R.D.)

Residence Directors have a Bachelor's or Master's Degree in Student Affairs or a related area. There are three R.D.s at CNR, residing in the residence halls for which they are responsible. The R.D.s responsibilities include supervising the resident assistants of their buildings, maintaining the physical facilities of their residence halls, maintaining and supporting community standards, and helping you to meet the challenges that you may encounter. Your R.D. has been trained to assist you with problems involving personal, educational, and/or career decisions. They are here to help you, so please feel free to get to know them!

Resident Assistant (R.A.)

Resident Assistants are full-time students who work to create a community environment in the residence hall through personal interaction with their peers and through the sponsoring of creative programs designed to enhance the moral, spiritual, intellectual, physical, and social development of each resident. In so doing, each R.A. supports each resident's search for values and identity in a context of responsibility and sensitivity to the needs and rights of others. In addition, they are responsible for identifying and processing your maintenance and housekeeping needs and enhancing communication by maintaining the bulletin boards and distributing important information from various campus offices. Your R.A. can help you with many concerns such as personal issues, roommate conflicts, and questions about CNR and/or the community. They are also responsible for interpreting and enforcing the College's policies and procedures. Although R.A.s have a tremendous responsibility, they also live with you. Take advantage of them as a resource and friend!

Duty

The residence life staff at CNR is responsible for campus coverage during evenings and weekends to help ensure your safety and security. There are two R.A.s on duty every day from Sunday to Thursday from 5 p.m. to 9:00 a.m. and two R.A.s on Duty from Friday to Sunday all day. On weeknights when they are on duty, R.A.s are required to be in the residence hall office from 9-11 p.m. and in their room with the door open or in a common area in their buildings during all other times (except when on building rounds). Residents are welcome to take this opportunity to stop by and get to know the R.A.s. There is also an R.D. on duty every night from Sunday to Thursday from 5 p.m. to 9 a.m. and all weekend.

At night, the R.A.s on duty conduct rounds of the residence halls to check on the condition of the buildings and to ensure no unusual or prohibited activities are occurring. If you need assistance in the evening, you should check the Duty bulletin board located in your residence hall lobby and contact the R.A. on duty. The R.D. on duty can be contacted through the R.A. on duty or security. If you cannot reach the R.A. on duty, please contact the switch board at (914) 654-5204 or ext. 5204 from a campus phone for assistance. The RD is available for emergencies and to assist the R.A. staff in difficult situations.

THE RESIDENCE HALLS

Angela Hall provides suite-style housing arrangements for senior and graduate students. Angela also houses Counseling and Health Services, the School of Nursing administrative offices and the Learning Center for Nursing (LCN).

Brescia Hall features a spacious, formal living room with a stage on the main floor. In addition, Brescia Hall houses several Academic Offices.

Ursula Hall is a contemporary facility, featuring central living rooms on each floor. In addition, Ursula is equipped with a wheelchair ramp and modified bathroom facilities for students with accommodations. Ursula also hosts the Honors Living Learning Community, Creating Opportunities for Science and Math Living Learning Community and a Nursing Living and Learning Community. The lower level houses the Wellness Center Annex, and a Living Learning Community Group Space with a kitchen.

Most rooms at CNR are double occupancy, although some single occupancy rooms are available. The rooms have venetian blinds or shades on the windows and are furnished with a bed, dresser, desk, and desk chair – per resident. *CNR does not provide linen or maid service.*

The Maintenance and Housekeeping Department provides routine cleaning of hallways, bathrooms, lounges, and kitchens. However, each resident is personally responsible for the cleanliness and good order of the entire residence hall. A vacuum cleaner and other materials are provided in each building for your use.

All buildings have kitchenettes and microwave ovens, but cooking utensils (pots, pans, etc.) are not provided. In addition, the residence halls are equipped with public access computer stations, community televisions, DVDs, vending machines, and coin/card-operated washers and dryers.

Please note that The College of New Rochelle does not provide storage for students' belongings.

Living Together

The College attempts to pair roommates based upon individual interests. While no perfect pairing formula exists, the prime factor in any successful living combination is the effort you put into it. The following issues should be considered when pondering your living situation:

- You and your roommate have a mutual responsibility to decide what the living conditions of the room will be. Consider that you both have a need for study time and private time in the room, as well as for social time. It is important to discuss your feelings regarding visitors and visitation times for guests in your room.
- Rooming together on common ground does not imply that everything is common property. Each roommate has an obligation to respect and protect the personal possessions of the other person. Discuss such things as the use of electronics and borrowing one another's clothes.
- It is often helpful to begin the year by developing a Roommate Contract (see your R.A. for assistance). Please don't forget to update it from time to time!
- Occasionally, conflicts between roommates arise. Some roommates can resolve conflicts by talking about their feelings, listening to each other, and by addressing little irritants as they arise. Sometimes, the assistance of an R.A. is required to resolve a conflict. Their training has prepared them to help you work things out. Another person who can help is your R.D. As you and your roommate become more skilled at conflict resolution, you'll need the staff less often for this purpose.
- These same considerations apply to floor mates. Building a positive relationship with both your roommate and floor mates can give you a support group of friends to share both the pressures and the fun of college.

Closings

When the residence halls close for vacations you must leave your residence hall by the posted time unless you have made prior arrangements with your R.D. *Failure to vacate by the specified closing time may result in a fine.* Additional room fees may be assessed for periods of illegal occupancy. Before you leave, you must abide by the following guidelines listed below. It is important that you:

- Remove all garbage from your room (sweep the floor, remove tape, stickers and decorations).
- Unplug all appliances (except your refrigerator for vacations of one week or less in duration).
- Close and lock your windows, leaving your shades or blinds open.
- Turn off all lights.
- Lock your door.

When the residence halls close at the end of the fall and spring semesters you are required to vacate your room no later than 24 hours after your last exam. Times for check-out are posted in each residence hall. Check-out involves assessing the condition of your room, returning your key, signing out on the room condition form, and completing a Withdrawal from the Residence Hall form (if you are a non-graduating resident terminating residency). In addition, you should follow the Mail Center guidelines regarding the forwarding of any mail. If you are withdrawing from the College, you must return the College issued laptop to the Office of Information Systems.

Failure to check-out with an R.A. may result in a fine. **Rooms are expected to be left in suitable condition.**

When moving out/withdrawing make sure the proper furniture is in the room and in its original configuration. Failure to leave your room in the condition stated above may result in a fee. After closing, your residence hall staff will conduct a final inspection of each room and common area. Any additional damages found will be charged to your account. Therefore, it is required that the last person to check-out of a room lock the door so the room will be found in the condition in which it was left. Please note that only R.D.s can assess damage. R.A.s cannot assess damage and therefore do not have the authority to tell you whether or not you will be charged for a damage in your room.

Consolidation

Consolidation is the Office of Residence Life’s process of merging empty spaces to fill any open spaces. Residence Life reserves the right to move/consolidate residents to fill vacancies that may occur throughout the year. The consolidation policy is intended to make the best use of residential space and to be fair to students who have already paid for a single room. Therefore, we require any student identified as living alone in a room designated as a double, for whatever reason, to take one of the following actions:

1. Move in with another student who is currently living alone in a double room; or
2. Find a student in a similar situation to move into your double; or
3. Call your R.D., request a new assignment, and consolidate with the assigned new roommate. The R.D. will then notify each student of their consolidation partner, identify who is expected to move, and the date by which the move must be completed.

Intersession Housing

Intersession Housing is based on availability and provided to students who need to reside on campus in fulfillment of College academic and athletic requirements. Generally, a section of one residence hall may be set aside for intersession housing. Intersession housing includes the time between New Year’s Day and the beginning of the Spring Semester. The College reserves the right to use any or all rooms for this purpose. If your room will be used for intersession housing you will be notified in advance. Eligibility for intersession housing (offered at an additional cost) includes international student status, CNR course enrollment, campus employment or out of state residency (usually outside of the tri-state area). Intersession housing, when available, must be reserved in advance at the Office of Residence Life, located in SSC 228. You must also pay for intersession housing in advance at the Bursar’s Office. Overnight guests are prohibited during intersession housing.

Openings

You are required to check-in at your residence hall upon your arrival on campus. At the initial time of check-in, you will receive your room key, room condition form, as well as any addi-

tional opening information. Procedures for other/holiday check-ins throughout the year will be posted throughout your building. The time of check-in varies and you will be notified.

Your room condition form was assessed by your R.A. prior to your occupancy. Please check it for accuracy, note any necessary changes, and sign the form to indicate your agreement as to the condition of your room. If there is any deviation from your room condition form at the time of check-out, you will be assessed additional charges by your R.D.

Resident Assistant Selection

R.A. Selection is a process that allows the Office of Residence Life to interview, evaluate, and assess students who are interested in becoming an R.A. This process usually takes place in the spring semester. There are occasions when a position may be available in the spring semester. Please look for flyers around your residence hall or stop by the Main Office of Student Services, located in SSC 231 to ask for more information.

Room Selection

The Room Selection process is coordinated through the Office of Residence Life and is based on a lottery number process that takes student cumulative GPAs into consideration. This process of selecting a new room for the upcoming academic year takes place after registration in the spring semester. In order to choose a room on Housing Selection Day you must be registered for classes in the upcoming fall semester and have completed and handed-in all of your paperwork, which includes your Housing Agreement and your Emergency Card.

Senior Week Housing

All graduating seniors are eligible to remain, free of charge, on campus during Senior Week. At times it is necessary to consolidate the housing accommodations for seniors during this time period. If this occurs, you will be notified by your residence hall staff of the specific procedures to follow.

Vacation Housing

Vacation housing is generally available during Intersession, Spring Break, and Summer Sessions I and II and provided to students who need to reside on campus in fulfillment of College academic and athletic requirements. When the residence halls officially close, please make sure you sign out of the residence hall.

RESIDENTIAL COMMUNITY STANDARDS

Brescia and Ursula Hall each share identical policies. Angela Hall has different policies due to the nature of that population. These policies are articulated at the beginning of each semester. Angela Hall residents should be familiar with basic campus policies and note the differences. It is expected that your behavior conforms to the community standards as articulated in the various policies or procedures. Any violation of these standards will be subject to administrative and/or judicial action. If you have any questions about residence hall policy, you should contact your Residence Director. All sanctions for violations of Residential Community Standards can be found in Student Judicial Process section of this Student Handbook, Section VIII: Judicial Sanctions.

Section 1:

ALCOHOL for RESIDENCE HALLS

The College has developed comprehensive alcohol and drug policies that may be found in the Alcohol Policy and Guidelines section of this Student Handbook.

- A. Individual students are bound by federal and New York State Law as it pertains to alcoholic beverages and/or controlled substances. Alcohol is not permitted in Brescia or Ursula Hall. Angela Hall has special alcohol guidelines.
- B. Alcohol bottles/containers are not allowed to be used for decorative purposes in areas where alcohol is not permitted. Alcohol paraphernalia will be confiscated if found in possession of students who are violating the alcohol policy. This includes all empty bottles/containers whether used for consumption or for decoration.

Violations of alcohol/drug policies will be processed judicially. The College reserves the right to disclose to parents and guardians violations of institutional policies or rules in addition to the local, state, and federal laws governing the use or possession of alcohol or a controlled substance if the student is under 21.

Alcohol Guidelines for Angela Hall

- A. No resident may have in their possession more than one liter of hard alcohol OR more than twelve 12 oz. cans/bottles of beer OR more than two bottles of wine (open or closed) in their room at one time. Unauthorized containers will be confiscated. Residents may only bring alcohol to their own room and ONLY if both residents of that room are 21 years of age or older.
- B. Alcoholic beverages may not be consumed or carried in open containers in the corridors, lounges, stairwells, lobbies, parking lots, and public areas of the Residence Halls.
- C. Public intoxication will result in disciplinary action. This also applies to guests.
- D. Kegs, beer balls, beer pong, funneling, and other potentially dangerous drinking games are strictly prohibited.
- E. If you are under 21, but live in Angela Hall, you are not allowed to have alcohol in your room. No one under the age of 21 can drink alcohol in any room in Angela Hall.
- F. Anyone under the age of 21 found in Angela Hall in the presence of alcohol is in violation of the CNR alcohol policy. They, as well as their host, will be held judicially responsible.

Section 2:

BREACH OF PEACE/CAMPUS DISRUPTION

All policies on breach of peace/campus disruption can be found in the College Rules for Maintenance of Public Order section in this Student Handbook.

Section 3:

CARD ACCESS TO RESIDENCE HALLS

Your CNR I.D. card provides both your identification as a CNR student and/or resident, as well as access to the halls. It is imperative that you carry your I.D. card with you at all times. It is also strongly recommended that you carry a second form of identification with you. This will be essential in providing access during restricted hours in the event you have lost your CNR I.D. card.

The residence halls are locked at all times. As a resident student, you have access to all residence halls from 8:00 a.m. until Midnight (unrestricted hours). However, to ensure the security of each building, your I.D. card will only be operable in your particular residence hall from Midnight until 8:00 a.m. (restricted hours). To enter a building, slowly pass your card through the scanner located outside the building entrance. The door will click and then allow you to enter. Please remember to enter and exit through the designated door and pass through the door in a timely fashion. If you exit through the wrong door, or if you stand in

the doorway for an extended period of time, an alarm will be activated in the Security Office. Please also remember that each resident must swipe their card as they enter the building (even if you are in a group of fellow resident students and regardless of the time).

Restricted Hours

If you wish to enter another residence hall after Midnight, use the outside extension phone and call the person you wish to visit. That resident will let you into the building and must phone Security to notify them. In addition, you need to pass your card through the scanner to demonstrate that you are a resident.

During restricted hours, any current resident visiting another resident of the opposite sex must be in a common area. Exception: If the host is an Angela Hall resident who is a senior (87+ credits) or 23 years of age or older, then the usual guest policy procedures must be followed.

Forgotten CNR I.D. Cards

It is your responsibility to carry your card at all times. If you have forgotten your I.D. card, you can call a friend in the building by using the outside extension phone. Your friend will then be required to contact Security to inform them of the situation and pass their card through the scanner. Since it is not the responsibility of your residence hall staff to provide building access, you will be fined a lockout fee of \$7.00, if an R.A. or R.D. is called to let you into the building. **Note: You may not call Security to let you into the building. Security is NOT permitted to let students into the Residence Halls.**

Lost/Stolen CNR I.D. Cards

If you lose your I.D. card you must report it immediately to the Safety/Security Office to ensure both the security of your residence hall and of your meal and/or auxiliary service accounts. Security should fill out a report with you at this time.

Replacement

A replacement card may be obtained between 8:00 a.m. - 4:00 p.m., Monday through Friday at the Security Office. If it is over a weekend, you must wait until Monday to receive a replacement card. The cost of a replacement access card is \$25.00 if the card is lost. The cost of replacing a broken card, provided you have all of the pieces with you, is \$10.00. If your card is stolen, there will be no charge for replacement if you provide a police report.

Violations

Violations of the Card Access procedures include, but are not limited to:

- A. Giving your card to someone else,
- B. Not using your card during restricted hours,
- C. Using someone else’s card,
- D. Using a card to let someone in without notifying Security,
- E. Allowing another resident(s) to enter with you during restricted hours,
- F. Failure to use your assigned card for access,
- G. Allowing entry to or exit from the building under false pretenses,
- H. Allowing a guest in during non-visitation hours.

Section 4: COMMON AREA RESERVATIONS

If you want to have a meeting or party on your floor, wing, living room, or lounge you must check with your R.D. at least one week in advance, who can then give you information and guidelines covering times, available areas, restrictions, and any pertinent building policies. Once you have determined the specifics regarding your event you must visit the Main Office of Student Services, located in the Sweeny Student Center, Room 231.

Section 5: COMPUTER GUIDELINES FOR RESIDENTS

All policies on computer use can be found in the Computing and Network Policy section of this Student Handbook and on the CNR webpage. Students are required to report problems with their College laptop and/or room data jacks immediately to the Office of Information Systems. Damages to data jacks will be assessed to the residents of the room.

Residence Hall Public Access Computer Guidelines

Public access computer stations are provided in the lounges of each of the residence halls. The following guidelines have been established for their use:

- The computers are available only for resident students. Residents of each particular residence hall take priority for use of those computers.
- Downloads are prohibited, including but not limited to music, movies, games, and other unauthorized or copyrighted material.
- Consideration needs to be shown during mid-terms and final exams.
- Food and beverages are not permitted near or around the computers.
- Students are required to sign onto the computers, using their CNR student network ID.
- You may save only to the external drive. It is recommended that you save frequently and that you backup any important documents.
- When all computers are occupied in the residence halls, academic computing services are available at the lab in the Mooney Center with extended hours during final exams.

If you encounter any technical difficulties, please contact Information Systems Help Desk at extension x5012 or via email at helpdesk@cnr.edu. In the event your concern requires on-site technical support, an appointment will be arranged. In the interim, it would be appreciated by your fellow residents if you put a note on the computer so others do not try to use it and that you contact an SD staff member. Your courteous and respectful use of the residential computing facilities will enhance our community.

Section 6: DAMAGE ASSESSMENT

Students are held responsible for damage, misuse, or theft of any College property. The cost of damage to public areas of the residence halls will be divided among the residents of the wing, floor, or building involved (if the individuals responsible for the damage are not identified) at the discretion of your R.D. Appeals of individual room and common area charges must be made, in writing, within thirty (30) days of the billing date to the Dean of Students.

**Section 7:
DISHONESTY**

Policies on dishonesty can be found in the Student Handbook on the College Intranet under Code of Conduct and/or in the Academic Catalogs.

**Section 8:
FAILURE TO COMPLY**

Failure to comply will result in a meeting with your R.D. or other College administrator and may result in judicial action. Examples include, but are not limited to, failing to comply:

- A. With directions, verbal or written, of a College official or a R.A. acting in performance of his or her duties;
- B. With any legitimate disciplinary restrictions or behavioral contracts;
- C. With providing proper identification (I.D. Cards) when requested by an official representative of the College;
- D. With the proper procedures for checking out of your room for breaks, vacations, or when leaving;
- E. With judicial sanctions. This may result in further sanctions, including but not limited to, increased probation, monetary fines, and removal from residence.

**Section 9:
FIRE SAFETY**

Each residence hall conducts one scheduled, unannounced fire drill per semester. A map is located near your door which identifies where all the exits are found.

- 1. You must leave the building immediately and report to your designated station, (which is given to you by your R.A. during your first floor meeting) during drills and alarms. Due to the seriousness of the situation, if you remain in the building during an alarm or drill, a judicial meeting will take place where sanctions and health and safety fines will be assessed.

The following is a list of situations that will result in a judicial meeting:

- A. Tampering with, disturbing, misusing, or rendering useless any type of fire/safety equipment (e.g. fire extinguishers, smoke detectors, automatic fire alarm system, exit signs, emergency lighting);
- B. Making a false report of an emergency to any campus or off-campus official;
- C. Having in your possession incense or being in the presence of candles, open burners, halogen lamps, etc. (see Section 12 of the Residential Community Standards);
- E. Smoking restricted areas.

**Section 10:
FURNITURE**

Room furniture or window screens should not be removed from your room, nor traded between rooms. If you encounter a problem, please contact your R.D. Unauthorized removal of room furniture and/or window screens will result in a charge to the occupants of that room. Your room furniture is part of the damage assessment process when you move out. Furnishings in common areas are used by all residents of the hall and must not be removed to your room.

- A. Appropriation of such furnishings for your personal use will be regarded as theft and you may be assessed a fine or referred to the judicial system.

**Section 11:
GUEST POLICY-VISITATION**

Visitation hours are as follows for Brescia, Angela and Ursula Halls:

Sunday-Thursday 11:00 a.m. - 12:00 Midnight

Friday-Saturday 11:00 a.m. - 2:30 a.m.

The following guidelines apply to guests, including overnight guests during visitation hours:

1. You are allowed up to three adult male or female visitors at a time. Arrangements for more than three guests must be made in advance.
2. You may have guests only in your own residence hall.
3. In accordance with the academic nature of the community, children/infants, defined as anyone under the age of 17 are not permitted in the residence halls as guests or for purposes of babysitting. Individual requests for exceptions should be made directly to your R.D. in advance.
4. Your families are also guests in your residence hall and therefore are required to follow the established guest procedures.
5. You may not sign in a guest for another person.
6. Commuter students of The College of New Rochelle are considered guests in the Residence Halls. Commuter students must be signed into the residence halls by a resident and are required to follow the established guest procedures.
7. You will be held judicially and financially responsible for the behavior of your guests.
8. Guest Rules:
 - A. You must escort your guest(s), male or female, at all times, including programs, lounges, bathrooms, etc.
 - B. You must sign your guest in and out with the receptionist. When the desk is not staffed, sign your guest in and out with security, using the phone at the reception desk or front door and dialing ext. 5204.
 - C. Both guests and hosts will be documented and processed through the judicial system if guests fail to leave when guest hours end or if guests are found to violate policies.

Individual requests for guest privileges during non-visitation hours must be made directly to your R.D.

Guests - Overnight

You are permitted to have overnight guests of the same sex in your room. Angela Hall has special rules due to the nature of that population. **The only exception in Angela Hall is that seniors or those over age 23 may have overnight guests of the opposite sex. All other policies and procedures that are listed within this book must be followed.**

All other overnight guests are permitted within the following guidelines for Brescia and Ursula Hall:

1. Overnight guests must be of the same sex as the resident signing them in (i.e., female guests in female student housing, male guests in male student housing).

2. No guest may remain overnight for more than two (2) nights, in any given seven-day period without prior approval from your R.D. If the host is a senior or 23 and older and a resident of Angela Hall, the guest may stay for up to three (3) nights in a seven-day period.
3. Overnight guests must have the verbal permission of all residents assigned to the room.
4. *You must register your overnight guest with the R.A. on duty no later than 11:30 p.m. Sunday-Thursday and 2 a.m. Friday-Saturday.* This means that you may not call in overnight guest(s) to Security after visitation hours, unless you had already registered your guest as “overnight” with the R.A. on duty. The R.A. will log it into the Guest Registry and contact Security to inform them of the guest.
5. When an overnight guest is leaving, if the reception desk is not staffed, security must be notified and the Overnight Guest Pass must be slid under the staff office door. Overnight guests must be signed out of the residence hall by 11:00am. If a guest plans on staying after 11:00am, he/she must re-sign in with security at that time.

Guest Procedures

When the Front Desk is Not Staffed

Your visitor(s) should call you at your room to inform you of his/her visit.

You are required to:

1. Greet your visitor(s) at the front door of the residence hall.
2. Contact Security at ext. 5204 by using the extension phone at the front door to inform them of your name and name(s) of the visitor(s) you are accepting into the building.
3. Slowly pass your card through the scanner to signify that you are a resident and that you are accepting full responsibility for your visitor(s). *If a guest swipes your card, it is a Card Violation.*
4. By using the extension phone at the receptionist desk, you are to phone Security at ext. 5204 to inform them of the departure of your guest(s).
5. All guests must be signed out even if they plan on entering the building again throughout the night.

When the Front Desk is Staffed

Monday - Thursday 6:00 p.m. - Midnight
 Friday 6:00 p.m. - 2:30 a.m. (Saturday)
 Saturday 11:00 a.m. - 2:30 a.m. (Sunday)
 Sunday 11:00 a.m. - Midnight

At the first shift, during which the front desk is staffed, the information on visitors in each residence hall will be transferred from Security to the appropriate hall receptionist. **Residents must bring appropriate identification to the desk staff at this time for any guest who entered the residence hall when the front desk was not staffed.** Procedures are:

1. The Receptionist or R.A. must log every guest (male or female) into the guest registry.
2. The resident must show his/her I.D. and leave an appropriate up-to-date photo I.D. for the guest (whether male or female).
3. When the guest is leaving, the resident must accompany the guest back to the desk in order to retrieve the I.D. and to be signed out in the registry.

Appropriate forms of I.D. include a valid picture I.D. from another college, a driver's license, or a non-driver's license, etc. Credit cards, ATM cards, or other I.D.s without photos and/or validation dates will not be accepted. When guest hours end, all guests, with the exception of those who registered with the R.A. on duty as overnight guests, must report to the reception desk to sign out and retrieve their I.D.s.

By the end of visitation hours, all visitors should have vacated the residence halls. If there are names on the receptionists' records of residents who failed to sign-out their guest(s) or if there are I.D.s on file at the front desk, the individual resident in question will be contacted by the R.A. on duty. Failure to follow guest policy may result in a loss of guest privileges, fines, or judicial action.

If Security observes a resident violating the procedures of the Card Access system, a member of the Residence Life staff will be notified.

Guest Housing

Guests may be accommodated overnight on a limited basis in Guest Housing. The fee is \$25.00 per guest per night, including linens. You will be charged an extra \$5.00 per guest if the reservation is not made 24 hours in advance. The facility is available seven nights a week during the fall and spring semesters on a first come, first serve basis. There are two ways to request guest housing. It is preferable to make advance reservations by contacting the main office of Residence Life. Requests can be made the night of the visit and will be honored on a space availability basis. You must check in the guest with the R.A. on duty by 12:00 midnight.

On both weeknights and weekends, every guest should be accompanied by a resident student. You should show your CNR I.D. card in order to register your guest. The guest must also register his or her name and provide one of the following valid (not expired) forms of photo I.D. Photo I.D.s that are accepted are: Drivers License, College I.D., Photo I.D. from the DMV, passports and Military I.D.s.

Guest Housing policies include:

1. CNR students are not allowed in Guest Housing rooms.
2. Cancellations/requests for refunds must be made at least 24 hours prior to the scheduled reservation, otherwise the fee is forfeited.
3. You can register no more than two guests per night.
4. You are responsible for any damage incurred by your guest(s).
5. You and your guest(s) are expected to be aware of, and abide by, all Guest Housing policies and procedures.
6. Upon check-out please return your key and guest ID card to the R.D./R.A. or the Main Office of Residence Life in the SSC Room 231. Failure to do so, may result in lost key or lost card fines.

Violations thereof, as well as abuse of the Guest Housing facilities, may result in the suspension of Guest Housing privileges, fines, and/or judicial action.

The Guest Housing check-in and check-out hours are as follows:

| | |
|-----------|---------------------------|
| Check-in | 8:00 p.m.- 12:00 Midnight |
| Check-out | by 11:00 a.m. |

Section 12:

HEALTH & SAFETY

Hospital Transports – Students who need to go to the hospital may do so in a cab at their expense or an ambulance depending on the seriousness of the illness or injury. If the Residence Life staff and/or Security determine that an ambulance is necessary, they will call 911 to have one dispatched. Students who choose not to go to the hospital will have to make refuse the care and transportation directly to the EMT who arrives on the scene. Residence life staff is required to call the emergency contact person listed on your housing application anytime a student is transported to the hospital, whether by cab, private vehicle or ambulance.

Missing Student Contact and Notification Procedures – Please see the policy located on page 47.

Sexual Assault and/or Harassment – Please see the College’s Sexual Misconduct Policy.

Residence Halls Safety

Guidelines have been developed to ensure your personal health and safety in the residence halls. It is expected that all residents maintain a clean and safe room, and hall environment. The College reserves the right to enter any area/room for the purposes of pest extermination to ensure the health and safety of the community. The following unsanitary conditions that could present a health hazard are also unacceptable and will result in judicial meeting and sanctions. (Please note, this list is not comprehensive:)

- Dirty dishes left in room, bathroom and/or kitchen area.
- Used sanitary items left in bathrooms/showers.
- Excessive kitchen garbage.
- Personal garbage left in the bathroom or kitchen areas.
- Dirty stoves, ovens, sinks, counters, and/or tables.
- Failure to empty room garbage.
- Un-flushed toilets.
- Food left in open containers, and/or.
- Disposal of food in bathrooms.

Safety standards that must be followed include:

- No extension cords are allowed in the Residence Halls. You may only use power strips with built-in on/off switches.
- Fire safety equipment may only be used in emergency situations.
- Keep lights and electrical cords away from metal bed frames and metal bed frames away from electrical outlets.
- Bed linens and papers should be a safe distance away from electrical outlets and power strips.
- Hallway corridor doors should remain closed at all times.
- No cords or wires may be hung across or between rooms, or placed under carpets.
- Do not overload electrical outlets.

- Use U.L. (United Laboratory) approved strips in only approved ways.
- Personal appliances should not be left on in your absence.
- Prohibited items include, but are not limited to, candles (including decorative candles or candles with no wick), incense, cooking appliances, and extension cords.
- Hanging anything from the ceiling, or on or near heat (including lamps, light bulbs, and light fixtures) and/or smoke detectors, is a fire hazard and is prohibited.
- Refrigerators must be plugged directly into the wall.
- Live trees are prohibited.
- Door mats are not allowed in the hallway or in front of your room door

Because of the potential fire hazards, cooking equipment is not allowed to be used in individual resident rooms. Personal cooking appliances, such as U.L. approved coffee pots, popcorn poppers, and small toaster ovens, if brought to campus, must be stored and used in the kitchenettes only. All other cooking appliances such as hot pots, stoves, microwave ovens, hot coils, and electrical burners are strictly prohibited in the residence halls. These items will be confiscated and may result in judicial sanctions or fines. *There are two Health and Safety Checks scheduled throughout each residence hall every semester, but checks can be conducted at any time at the discretion of the Office of Residence Life. Signs will be posted, when possible, in each residence hall, in advance of scheduled Health & Safety checks. College personnel may enter your room for health and safety reasons at any time.*

Other electrical appliances that should be left at home include halogen lamps, lava lamps, electric blankets, portable heaters, sun and heat lamps, large refrigerators, and air conditioners. **Students are required to use power strips in their rooms and not extension cords.**

Due to fire code regulations, gas operated vehicles may not be brought into the residence halls and bicycles may not be placed in laundry rooms, stairwells, entryways, or corridors. Bicycles are to be housed in your rooms. A \$30.00 fine will be assessed for any unauthorized bicycles or for any bicycles found in unauthorized areas. **In addition, any health and/or safety violation is subject to a minimum \$30.00 fine.**

Room inspections may be conducted by appropriate College officials, including Residence Life Staff/Security for reasons of health and safety and to locate unauthorized pets as well as dangerous weapons, articles, and substances. Personal belongings will not be disturbed. Prohibited articles may be confiscated and the occupant(s) of the room will be subject to judicial action. **In addition, the Residence Life Staff inspect all rooms during vacation times in order to insure that proper closing procedures have been followed.**

Section 13: HOUSEKEEPING & MAINTENANCE

College personnel may enter your room for health, fire safety, and maintenance reasons. Maintenance staff is authorized to work in the residence halls from 10:00 a.m. to 4:00 p.m., Monday through Friday (evenings and weekends as necessary). Whenever possible they will give notification of their presence in residence hall common areas (stairwells, bathrooms, and hallways) and keep a record of access into residents' rooms. It is your responsibility to allow College personnel into your room, and to report damages or needed repairs to your R.A. **Remember that all maintenance or housekeeping requests must go first through your R.A. to be processed efficiently and correctly. Please do not call in requests directly to House-**

keeping and Maintenance. The Housekeeping Staff is for the common areas only (kitchens, community bathrooms and lounges). It is expected that you remove your garbage to the appropriately identified containers. Personal garbage is not to be placed in the bathrooms or kitchen areas.

Section 14:

INTERFERENCE WITH THE RESIDENCE LIFE OF OTHERS

All students have the right to live in an environment that is conducive to learning. Any resident student interfering with the residential life of another resident student shall face judicial action. The following is a set of brief guidelines, but are not exhaustive:

- A. No person shall in any way create sounds inside or outside of the residence halls, which may be disturbing to students who may be sleeping or studying.
- B. No person shall enter shower areas or rest room facilities which are designated for use by the opposite sex.
- C. No person shall publicly display anything that may be found offensive, vulgar, or obscene to others living on campus.
- D. The residence halls have a 24 hour courtesy policy.

Section 15:

INTERFERENCE WITH THE STUDENT JUDICIAL SYSTEM

Please refer to this section of the Student Handbook for information regarding the judicial system at CNR. Anyone interfering with the student judicial system, including but not limited to, the list below will face further judicial actions.

- A. Falsification, distortion, or misrepresentation of information in a judicial hearing.
- B. Disruption or interference with the orderly conduct of a judicial hearing.
- C. Attempting to influence the impartiality of a member of a judicial panel or hearing officer prior to, and /or during the course of, a judicial hearing.
- D. Discouraging an individual's proper participation in, or use of, the judicial system.
- E. Harassment (verbal or physical), and/or intimidation of a member of a judicial panel or hearing officer prior to, during, or after a judicial hearing.
- F. Failure to comply with a sanction assigned as a result of a judicial hearing.
- G. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Section 16:

KEYS & LOCK-OUTS

You are given one key to your room at your initial check in to the residence hall. If you are locked out of your room, you are to contact the R.A. on duty in your building or the R.D. during their office hours to have one of them let you into your room for a fee of \$7.00. This fee must be paid at the time of the lock-out to the R.A. or R.D. handling the lock-out. Security does not respond to lock-outs. If you lose your room key, Residence Life will issue a lock change and you will be responsible for the cost of changing the lock.

**Section 17:
PET POLICY**

Pets are not allowed in the residence halls. This includes all types of animals and fish.

**Section 18:
POSTINGS**

- A. All bulletins and flyers must be posted on designated bulletin boards. Posting of bulletins except in assigned information areas is prohibited. Flyers posted in prohibited locations will be removed.
- B. All postings must be approved and stamped in advance of posting by the proper official. See Posting Regulations in the Student Handbook for additional information.
- C. Postings may not be hung on common area doors, walls or glass.
- D. To post a flyer in the residence hall, you must give the flyer to your R.A. or R.D. for proper posting in the enclosed bulletin boards.

**Section 19:
PROHIBITED ACTIVITIES & ARTICLES IN RESIDENCE HALLS**

Prohibited activities and articles in the residence hall include but are not limited to:

- A. Bicycles, except when stored in students' rooms or in designated areas where they do not block fire exit routes.
- B. Propping open residence hall fire or exit doors.
- C. Removing room screens, suspending articles from windows and/or ledges, or throwing objects out of windows, doors, etc.
- D. Running, playing ball, roller-skating, rollerblading, in-line skating, skate boarding, and bicycling are prohibited inside all Residence Halls.
- E. Posting signs or decorations, or other personal items in windows that are visible to the community.
- F. Tearing down decorations, flyers, room décor, or bulletin boards within the Residence Halls.
- G. Distribution of unapproved materials.
- H. Posting unapproved materials on the walls, staircases, doors, etc. in the buildings.
- I. Drawing, writing on, vandalizing, or damaging any wall, door, furniture or surface in the Residence Halls.

**Section 20:
QUIET HOURS**

As a member of a community, you are expected to be considerate of your roommate, floor mates, and hall mates at all times. In effect, there is a 24-hour consideration policy. It is recognized, however, that the perception of inconsiderate or excessive noise may vary from person to person, in which event your residence staff will make the final determination regarding an acceptable noise level.

Quiet hours: 11:00 p.m. - 8:00 a.m. Sunday - Thursday
1:00 a.m. - 8:00 a.m. Friday - Saturday

- A. During quiet hours, students are requested to refrain from congregating in the hall and bath areas, loud talking and laughing, pounding, running or playing loud music, radios, television, dancing or musical instruments.
- B. Extended quiet hours or 22 hour quiet hours occur during final exam periods. Information is posted around the final exam period with more information. The hours of 6:00 p.m.-8:00 p.m. are set aside as non-quiet hours during these times.

The only exception to this is if you are residing in a quiet area requiring a higher standard of 24 hour quiet hours.

**Section 21:
RESIDENCE LIFE ACCESS TO ROOMS**

Residence Life reserves the right to enter any residence hall room at any time. Residence Life staff inspects residence halls throughout the year for reasons which include but are not limited to:

- A. Health and Safety Inspections
- B. Occupancy Checks
- C. Data jack/technology checks
- D. Closing and Opening checks
- E. Maintenance concerns or requests
- F. Emergencies

**Section 22:
ROOM CAPACITY**

The capacity of student rooms must not exceed the total number of residents assigned to that specific room plus three guests per resident. The capacity of suites may not exceed sixteen people, with no more than eight people per side. Gatherings in excess of these limits require prior approval from your R.D.

**Section 23:
ROOM CHANGES**

Room changes occur solely at the discretion of your R.D. Room changes will not take place during the first two weeks of any semester. The room change period will last for a maximum of two weeks. Please see the Residence Life Calendar for specific dates of room change periods. If you wish to change rooms, the first step is to talk to your R.A. He/she will go over your roommate contract with you and ask about your current living situation as well as the relationship you have with your roommate. Your R.A. will help you assess the situation and offer suggestions to help mediate any possible roommate conflicts that you may be experiencing. If the R.A. feels the best solution is still a room change, he/she will advise you to meet with your R.D.

Your R.D. may ask you some of the same questions that came up with your R.A. to ensure that all efforts have been taken to improve your present situation.

If your R.D. agrees that a room change would be in the best interest of all involved, they will facilitate the move. You then have five (5) days to complete the move and any Room Condition Forms associated with the move. Please note that failure to properly check out of your old room and into your new room may result in a fine. Failure to return any keys may also result in a fine. In addition, only one room change is permissible during the specified time frame.

**Section 24:
SALES PROMOTION**

Permission to sell any item or service on campus must be obtained from the Office of Residence Life. We ask that you discourage unauthorized sales promotions, and report violators to the Office of Residence Life, Security, or your R.D.

**Section 25:
SIGN-AWAY**

If you are going to be away from your residence hall for 24 hours or longer, it is recommended that you notify your R.A. or R.D. before you leave in case of emergency. You should indicate the date of your departure and destination, and leave this information with both the R.A. on duty and your R.A. While this information will not necessarily be shared, it assists the residential staff in accounting for your whereabouts and well-being. It is always recommended that you let someone, such as a roommate or the R.A. on duty, know where you can be reached in case of emergency.

**Section 26:
SMOKING POLICY**

In accordance with the Clean Indoor Air Act, smoking is prohibited in all residence halls, including in individual student rooms and in any common areas. Smoking is only permitted in designated outdoor areas on campus.

**Section 27:
STORAGE**

Storage is not available on campus. It is recommended that you make arrangements in advance with an independent storage company.

**Section 28:
VIOLATION OF COLLEGE REGULATIONS**

All students are responsible to know and abide by any regulations printed in the Student Handbook, College Catalogs, Residence Life Handbook, and any other regulations promulgated by the College. Violations of any College regulations may be handled judicially.

STUDENT RESOURCES

Auxiliary Accounts

An auxiliary account can be purchased by anyone who has an I.D. card. This account is separate from your meal card account, but can be used to purchase food. This account allows you to use the laundry facilities on campus at a discounted rate, as well as to make purchases in the mail room, the print shop, the book store and various vending machines on campus. Residents should be aware that if you place money on an auxiliary account and you run out of money for your meal plan, you may inadvertently use money from your auxiliary account. It is a good idea to keep track of your meal plan and auxiliary expenses.

Counseling and Health Services

Located on the first floor south wing of Angela Hall, the Office of Counseling Health Services is open during posted hours, Monday through Friday. Registered Nurses and Nurse Practitioners are available to deliver health care. Professional counselors are also available to assist you with personal counseling needs.

If an individual requires medical attention when the office is closed, please contact your R.A. or R.D. for assistance and notify the Health Services Office Staff in the morning. Primary care services as well as management of chronic and long term conditions are available, once a health form is on file (including those in the adult housing program). Services include, but are not limited to: treatment for minor illnesses, health screenings, laboratory work, immunizations, and allergy injections, as well as the provision of educational health programs. If medication needs to be prescribed, it may be purchased for a nominal fee.

Walk-ins are welcomed; however, appointments are encouraged.

Residence hall community outreach programs are available upon request.

Federal law mandates a comprehensive infectious waste management program in all health care facilities. The program requires the disposition of waste by a licensed individual in a way that will prevent injury or infection. Students who reside on campus and produce medical waste, such as insulin syringes, are required to be registered with the Health Services Office. The Health Services Office staff will follow established protocols in disposing of all hazardous waste in a safe manner.

Confidentiality

All health information is confidential and may only be released with the student's expressed written consent.

Career Development

The Office of Career Development offers workshops and support groups, as well as maintaining credential files. Job vacancy listings from local area employers as well as campus offices are available for your perusal. If you have received Federal work-study allocations, make sure to stop by Career Development early in the semester.

The Career Development Office, located in the SSC room 212, is open from 9:00 a.m. to 5:00 p.m., Monday through Friday (evening hours are available by appointment). Although no appointment is necessary to review job vacancy listings, you are strongly encouraged to arrange an appointment by walking over or calling ext. x5562 for private counseling.

Deliveries

When a personal delivery is to be made to the residence halls, the person making the delivery will use the extension phone outside your residence hall to call you. You should then go to the front door to retrieve your delivery.

Delivery persons, including food vendors, are not permitted to enter the residence halls. In the event there is no one available to accept the delivery, the item (except if it is perishable food) may be delivered to the Residence Life Office from 9:00 a.m. to 5:00 p.m., Monday through Friday.

Dining Services

All resident students are required to be on a meal plan. Students are billed through the Bursar Office. Undergraduate students pay \$1,700.00 per semester for the meal plan. All food account balances will be reset each semester. You will forfeit any money left on your food account at the end of each semester. If you have an auxiliary account, the balance will remain active until it is depleted. Dining services are available on a declining balance basis by utilizing your I.D. card. Your I.D. card is non-transferable, meaning you cannot lend it to a friend. It is important to realize that giving your card to someone else constitutes a card violation, as described under the Card Access Section.

Full meals may be purchased in the Dining Hall during specified meal times. Arrangements for special dietary needs can be made, in consultation with your physician, through the Director of Dining Services at ext. 5962. It may also be helpful to consult with Counseling & Health Services if you have any special dietary needs.

For your enjoyment and the enjoyment of your fellow students, it is expected that you return your tray to the designated area when you have finished your meal, and leave your table neat and inviting for the next person. Food, glasses, dishes, utensils, and trays are not permitted to be removed from the Dining Hall.

CulinArt Food Services Company manages the Dining Hall and also hosts special events such as holiday dinners, or buffets. They can provide catering for special occasions, and assist student groups that are planning parties. Hours of operation and menu selection are posted near the Dining Hall located in the first floor of the Sweeny Student Center.

Mail

You have an assigned mailbox in the Student Campus Center. The mail is delivered once a day, Monday through Friday. In addressing your mail, your family and friends should write:

Your Name
Your Box Number
The College of New Rochelle
29 Castle Place
New Rochelle, NY 10805

U.S. Postal Service Blue mailboxes are located in front of the Sweeny Student Center and throughout downtown New Rochelle. The New Rochelle Post Office is located on the corner of North Avenue and Huguenot Streets. You can mail packages; purchase money orders; and use express mail services at this location or contact the CNR Mail Center at ext. 5483 for a variety of on-campus services.

Parking

On-campus parking for resident students is not available. It is recommended that you leave your car at home.

Security

Security personnel can be reached by calling (914) 654-5204 or ext. 5204 from a campus phone. It is of the utmost importance that there is cooperation between students and staff in order to ensure your personal safety and the security of your property. Here are a few basic suggestions for helping us to help you be safe:

1. Keep your room locked whenever you leave, even if it's only for a few minutes.
2. Don't leave your wallet, purse, jewelry, lap tops or other valuables lying around unattended.
3. Please be particularly careful about your room key and I.D. card. Do not loan them, or set them down carelessly.
4. If you lose your room key or I.D. card, please report the loss to a Residence Life or Security staff member immediately.

You may want to leave valuables, such as jewelry which you don't use frequently, at home. **It would be a good idea to check your parents' homeowner's insurance to see if your belongings are covered on their policy.** The College does not provide insurance, so if you are not covered by your parents, it might be a good idea to take out your own. You are also strongly urged to catalog those valuables you bring to campus by preparing a written inventory of your valuables.

Telephones

Each student room comes equipped with a working phone jack and voice mail. You or your roommate must provide the phone. To activate your phone, all you need to do is contact the Help Desk at ext. 5012 (914-654-5012) or helpdesk@cnr.edu.

In addition, every floor has a campus phone which may be used for making and receiving calls to other extensions on campus. Several pay phones are located in each residence hall.

Televisions

Each room comes equipped with a cable television jack that provides access to basic and extended basic channels. If you bring a cable-ready television to campus, just make sure to bring a television cable to connect your T.V. to your room jack.

COMMUNITY RESOURCES

Banks

Bank of America 800-841-4000
 Chase 800-242-7324
 Citibank 800-627-3999
 HSBC 800-975-4722
 Ridgewood 914-576-3200
 Key Bank 914-712-2140

Pharmacies

CVS 914-235-7120

Taxis

Blue Bird 914-632-0909
 Green Team 914-576-1200
 Union 914-576-1600

Community Places of Worship

Contact the Office of Mission & Ministry for a listing of places to worship at 914-654-5592.

CAREER DEVELOPMENT NO SHOW POLICY

The **Office of Career Development** helps students make decisions and plans related to life and career directions. Our strategies and techniques are tailored to students' specific needs. We help students explore potential occupations, assess their abilities and interests to identify career options, utilize career planning and occupational databases, and learn job search strategies and skills. We offer help developing winning résumés and strong cover letters, and assistance honing students' interviewing proficiency.

By scheduling an appointment with a counselor in our office, a student is making a professional commitment. By registering for an Office of Career Development workshop or event, students acknowledge that they are aware of the event time, date, location, and pledge to attend and arrive on time.

No Show Policy

Canceling an appointment or event registration late or failing to show up can negatively impact your fellow students who could have taken advantage of that available slot.

How to cancel/reschedule

If you need to cancel or reschedule an appointment or event registration, our office requests a 24-hour notice. To cancel, please call 914-654-5562 or email careerdevelopment@cnr.edu.

No show

Students will be considered a "no show" if they miss their appointment with a career counselor or do not attend an event without calling or emailing to notify the office.

[NOTE: Arrival later than 15 minutes will be considered a missed appointment.]

Due to the professional nature of Office of Career Development appointments, the following policy will be enforced when students fail to show up for a scheduled Career Center appointment:

First No-Show

- If a student is a no-show for a scheduled appointment or event, they will receive an e-mail informing them that they have missed this appointment or event and that a second no-show will result in the loss of their ability to schedule further appointments or register for future events.

Second No-Show

- If a student is a no-show a second time, their ability to schedule appointments will be restricted for the remainder of the semester in which their second no-show occurred. In addition, their access to CareerLink (CNR's online job database) may be blocked for that same semester.

Appeal process

Any student wishing to appeal may **send an email** explaining why they cancelled late or did not show up for the appointment or event. They can provide any substantiating documentation (medical excuse, car towing receipt, accident report, etc.). Upon receipt of this information, the Office of Career Development staff will review the case and advise the student of the final decision.

THE ALMA MATER

Lyrics: C.J.Fields

Melody: Brahms, First Symphony Fourth Movement

We stand to salute you, The College of New Rochelle,
The campus, the classes that we've come to know so well.

We treasure your past
Which none has surpassed
Your banner, the white and blue.

Hail New Rochelle for the gifts that will bless us
Now and forever.

For our Alma Mater so proudly we sing in praise.
She stands as a beacon to light all our future days.
The truths we have shared with friends who have cared,
The values we've learned to revere.

Hail New Rochelle for the gifts that will bless us
Now and forever.