

Manor College 2008-2009

ADDENDUM to STUDENT HANDBOOK



*August 2008
Published by the Manor College
Student Life Department*

*Greetings to All
Manor College Students,*

*The contents of these pages
are updates and revisions to
the Manor College Student Handbook.
Please refer to the page number next
to each revision.*

*All students are responsible for
reading and knowing the contents
of the Student Handbook and
this Addendum.*

*It is critical to your success to
familiarize yourself with this
information and the guidance
and directives it contains.*

Addendum to Student Hand Book 2008

*The following information pertains
to all Manor College students.*

1. Academic Advisement (Page 26)

Every matriculated student is assigned a faculty advisor under her/his program of study. The advisor meets with each student prior to registration in order to assist with course selection. The academic advisor is also available as needed throughout the semester to provide academic counseling.

2. Appropriate Attire (Page 29)

All students are expected to wear appropriate, modest, attire while on campus and in the classrooms. Clothing should not be offensive (degrading to other persons, profane, sexually explicit statements, etc.). Wearing pajamas while on campus and to class is not acceptable and will prohibit entrance to classrooms.

3. Conduct within the Cafeteria (Page 30)

Students are required to clean up after themselves while dining in the cafeteria. This is littering.

Appropriate language and respectful behavior is expected at all times. If this is not done that student will be subject to a sanction and may possibly lose the privilege of dining in the cafeteria.

4. Student ID Cards (Page 33)

All students are required to visibly wear their student identification card. It is critical that our security staff be aware of who is on the campus at all times. Manor students are identified by wearing the student identification card that has been issued.

5. Trespassing: Enjoy the College Campus -ONLY.

ALL students should remain on the Manor College property grounds. This includes three buildings: the Library, the Academic Building and the Residence Hall.

ALL students are not permitted to go on any property or grounds beyond the library.

Please do not go beyond the three buildings named above for any reason (i.e, eat or smoke).

ANY student who does this will be considered as trespassing.

Trespassing is against the law so please be mindful! The owners and occupants of those properties have every right to contact the local authorities if they see you on their property.

The only exception is students enrolled in the Veterinary Technician program who have scheduled assignments off campus.

Your cooperation is expected and appreciated.

6. Aggressive Behavior (Page 40)

Including but not limited to: verbal, written (inclusive of text messages, emails, etc.) or physical intimidation, including the use of gestures and symbols; making a bomb threat; assault, and stalking. These behaviors do not have to be repeated in order for the college to invoke disciplinary action and sanctions.

7. Theft/Attempted Theft (Page 41)

The unlawful taking or attempted theft of personal or College property, including taking food and merchandise from the cafeteria, bookstore or vending machines. Possession of stolen property is also a major violation.

8. Administrative Hearing-Contact by Dean of Students or Designee (Page 45)

Notification timeline to student: Communication and necessary contact (s) with student made in regards to an incident by the Dean of Students or designee will be done within a reasonable time concerning the hearing date.

9. Medications (Page 56)

It is against the Manor College Drug and Alcohol Policy for students to share or sell their prescription medication to others or to be in possession of prescription medication that is not expressing labeled for their use.

*The following information pertains to all students
who reside in the
St. Josaphat's Residence Hall.*

1. Mandatory Information Sessions (Page 48)

During the academic year students will be required to attend mandatory information sessions. These sessions are:

**Sexual Assault and Date Rape
Drug and Alcohol Abuse
Sexually Transmitted Diseases and HIV**

2. Appropriate Behavior (Page 48)

- Students are expected to dialogue with staff, faculty, and other students in a non aggressive, non combative manner.
- It is expected and required that students listen thoughtfully and respond respectfully. If a student is found to disregard this, appropriate actions and sanctions will be taken.

3. Visitation Hours for All Guests (Page 49)

Visitation Hours by guests daily from:

**Monday-Thursday 12 noon - 10 PM
Friday-thru Sunday 12 noon – 12 midnight**

4. Guest Policy (Page 53)

The college views *any* visitation within the Residence Hall by resident students and guests as a privilege.

5. Overnight Guests (Page 57)

Overnight guests are welcome in the Residence Hall Thursday thru Saturday only. All overnight guests must be signed in by 12 midnight and present the required picture identification.

Permission from the roommate, written request from the host student *and* **authorization from the Resident Coordinator** is necessary. Forms are available at the security desk and in the Resident Coordinators office.

**The written form and request must be made at least
24 hours in advance.**

All overnight guests will be issued a visitors/guest pass. This pass must be with the guest at **all** times while on campus. Student will be billed \$10 if the pass is lost or not returned.

An individual may stay in the Residence Hall not more than two consecutive nights and a maximum of only four overnight stays are allowed **per semester**.

For example: Sally Smith is the guest of Jayla Cruz, resident who lives in the dorm. Sally has stayed over night with Jayla on October 1st and October 2nd. She came again November 5th and November 12, as an overnight guest of Sarah Falls, who lives in the dorm as well. *Sally* does not qualify for any more over night visits for the rest of the fall semester.

6. Quiet Hours (page 58)

Conduct and Outside Noise after 10:00 PM

Expectation of Residence Hall students while on Manor College Grounds (this would include sitting or riding in a vehicle):

Students are to refrain from using abusive and profane language, engaging in provocative or sexual activities, participating in the distribution and or taking of any illegal substance, including alcohol at *all times*.

Students are not permitted to congregate outside of building *unless* leaving the grounds after 12: 00 midnight.

Noise is considered too loud when a student is in the parking lot and it can be heard inside of the Residence Hall or any other building.

During mid terms and finals the Residence Hall quiet hours will be enforced 24 hours. Guests must leave the Residence Hall by 8:00 PM. No overnight guests will be allowed in the Residence Hall.

7. Minor Violations (Page 43)

9. Loss of privilege from dining in the cafeteria

Remember: 3 minor violations = 1 major violation.

8. Major Violations (Page 43)

Disorderly Conduct

Disturbing Meetings: Includes disruption of classes

9. Bag Checks (Page 59)

Bag checks can and will be done at anytime and will include students and visitors to the Residence Hall. This includes book bags, gym bags, luggage, laundry hampers, pocketbooks, boxes, grocery bags, and any item(s) brought within the dorm that cannot clearly be seen and identified. These checks are on going throughout the year and students as well as visitors are randomly selected. All checks are recorded with student and or visitors name, time, and date by Security.

General Campus Policies

Alcohol and Drug Policy (Page 26)

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Manor College has an official drug-free campus policy. The College complies with the Federal, State and local laws, including those which regulate the possession, use or sale of controlled substances.

Alcoholic beverages are not permitted on campus at any time. Both on campus and at all Manor College-sponsored activities, this policy prohibits, regardless of the age of student, the possession, consumption, or sale, distribution of alcohol, and the possession, use, sale or manufacture of illegal drugs or drug paraphernalia, as well as the unauthorized distribution or sale of prescription drugs or possession of prescription drugs not prescribed to the student. Indications of the presence of marijuana use such as, but not limited to, the odor of marijuana, lack of cooperation with room search or other obstructions, attempts to mask or eliminate odors during or prior to a search or other behaviors designed to avoid detection are considered major violations of this policy. Being on campus intoxicated or under the influence of a controlled substance is also a violation of this policy. Students who have a guest on campus are responsible for her/his conduct and for advising the guest of the Manor College Alcohol and Drug policy.

Any drugs or drug paraphernalia found on the Manor College campus will be turned over to the proper authorities and, if deemed appropriate, the person involved will be turned over to the proper authorities as well. Manor College will not protect students from possible legal consequences of alcohol or drug possession and use.

Because of the possible devastating effects of alcohol and drug abuse on the individual student including assault behaviors, alcohol poisoning, vulnerability to sexual assault, academic failure, injury and even death, Manor College is very serious about enforcement of its Alcohol and Drug Policy. **All first alcohol violations will result in mandatory alcohol education. (For other sanctions that may be applied, please refer to Sanctions for Major Violations, p. 42 & 43.)** In addition to strict enforcement, because our concern is the overall well-being of the student, we encourage the student who may be abusing alcohol and other substances to seek free confidential counseling through the Manor College Counseling Center.

Note: As per the provisions of the Family Education Rights to Privacy Act (section 99.31) notification will be made to the parents or legal guardians of any student under the age of 21 who violates the Manor College Alcohol and Drug Policy.

Revised May 2008