

IMPORTANT PHONE NUMBERS:

MANOR COLLEGE MAIN NUMBER: (215) 885-2360

TO REPORT CRIMINAL OR SUSPICIOUS ACTIVITIES:

(215) 885-2360 x 292

SNOW CLOSING NUMBERS: 405 (day classes) and

2405 (eve classes) *School closings are only broadcast on KYW 1060 AM radio station, available online at kyw1060.com.*

(To sign up for text message notification, see School Closing section)

To contact a Campus department from **outside** of the Manor College phone system:

1. First dial the Manor College Main Number: (215) 885-2360

2. When asked, enter the appropriate extension number:

Admissions (Full-Time):	ext. 203, 204, 205, 206, 213, 299
Admissions (Part-Time):	ext. 230, 233
Allied Health Department:	ext. 220
Athletic Director:	ext. 306
Athletics:	ext. 271
Bookstore:	ext. 269
Business Division:	ext. 254
Bursar's Office:	ext. 218
Campus Ministry:	ext. 296
Career and Transfer Center	ext. 280
Counseling Center:	ext. 279
Dean of Academic Affairs:	ext. 243
Dean of Students:	ext. 278
Dental Health Center:	ext. 281, 282, 284, 285, 287, 288, 289
Development Office	ext. 215, 216
Dining Hall	ext. 270
Finance Office:	ext. 217, 219
Financial Aid Department:	ext. 207, 208, 209, 210
Health Services Office	ext. 241
Human Resources	ext. 273
Information Technology Department:	ext. 274
Learning Center:	ext. 267

Liberal Arts Department:	ext. 246
Library:	ext. 238, 240
Main Desk/Receptionist:	ext. 200
Maintenance Department:	ext. 290, 291
President's Office:	ext. 202
Public Relations Department:	ext. 234, 235, 237
Registrar's Office:	ext. 244, 245, 312
Residence Hall Coordinator:	ext. 295
Safety and Emergency Coordinator	ext. 316
Security Office (emergencies, info):	ext. 292
Security Services	ext. 459
Student Life Office:	ext. 276, 277
Ukrainian Heritage Studies Center:	ext. 238, 293, 294
Pay phone outside the Dental Health Center:	(215) 576-9010

The Manor College Seal

The College colors, blue and white, are incorporated into the seal with the center circle in white and the outer circle in blue. The center circle is divided into three parts:

Top: The Greek symbol, Chi-Rho (Christ) is flanked on either side by the Greek letters, Alpha and Omega. Curving over the Chi-Rho are the words: *"I am the Way, the Truth, and the Life."* John 14:6

Left: Oak leaf encircled with the words: Saint Macrina, fortitude. Saint Macrina was the sister of Saint Basil and the foundress of the Sisters of Saint Basil the Great.

Right: Flaming pillar encircled with the words: Saint Basil, love. Saint Basil is the father of Eastern Christian monasticism. He regarded love as central to Basilian monasticism.

Outer circle: In blue with the words: Manor College, 1947, Fox Chase Manor, Jenkintown, PA. Manor was founded in 1947 by the Sisters of Saint Basil the Great.



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Manor College, reserves the right to change terms and conditions stated in this handbook at any time. This handbook is not to be considered as the basis of any contract between the student and the College.



Letter from the Dean of Students

Dear Manor Students,

Welcome to Manor College. Thank you for selecting a college committed to your spiritual, social and intellectual growth. **You are an important and unique member** of our Manor College Community.

This Handbook is designed as a guide to provide you with direction as you interact with Manor's community:

- To help acquaint you with campus life.
- Provide valuable information about Manor College.
- Serve as a source of information about the services and opportunities available to you.
- Inform you about school policies essential for community living
- Complement the Manor College Catalog.

Manor College recognizes that human development extends beyond the intellectual; it touches the total person. The administration, faculty, and staff are available to offer you advice, encouragement, support and assistance. We strongly encourage all students to develop a responsible lifestyle according to the late Pope John Paul II's "*Ex Corde Ecclesiae*" (*From the Heart of the Church*). The Holy Father challenges you to continue the search for truth and meaning throughout your life, since the "*human spirit must be cultivated in such a way that there results a growth in its ability to wonder, to understand, to contemplate, to make personal judgments, and to develop a religious, moral and social sense.*"

May God bless you with success in all your endeavors.

Cordially,

Sister Marie Francis Walchonsky, OSBM.

Sister Marie Francis Walchonsky, OSBM
Dean of Students

MANOR COLLEGE - History

Manor College is a private, Catholic, co-ed, independent institution of higher learning founded in suburban Montgomery County in 1947 by the Byzantine Ukrainian Sisters of Saint Basil the Great. In 1959, Manor was chartered and incorporated in the Commonwealth of Pennsylvania as Manor Junior College. The College was approved by the State Council of Education Department of Instruction on June 17, 1964.

As an institution of higher learning related to the Ukrainian Catholic Church of the Eastern tradition, the College is committed to the preservation of its spiritual and ethnic heritage. Manor College is sponsored and administered by the Sisters of St. Basil the Great, whose heritage and tradition are the pursuit of truth and the building of a Christian community. Manor reflects this heritage and tradition. The College is legally governed by a 21 member Board of Trustees, consisting of lay men and women from the business and professional communities and religious Sisters of the Order of Saint Basil the Great.

Mission Statement

The primary purpose of Manor College is to provide its students with an education based upon the Judeo-Christian tradition. Recognizing that human development requires the integration of the intellectual and spiritual dimensions of the person, Manor strives to provide its students with a personalized education that promotes a wide breadth of learning and enables students to develop fully as individuals.

Manor professes that its students should possess an understanding of basic scientific, humanistic and ethical principles. To foster growth in these areas, students are encouraged to develop a sense of inquiry, critical thinking and elective communication skills. Acknowledging that a complex technological society demands professional competency, Manor offers both liberal arts and career-oriented transfer and Associate degree programs. To develop the career competencies required, students are provided opportunities for laboratory, clinical and internship experiences.

Because of the importance that moral, social and aesthetic values have in human life, the curricula also provides for the development, clarification and appreciation of these values. The various academic disciplines, and the manner in which they interrelate, are emphasized in order to allow the students to develop a global vision of humanity and the world.

In keeping with its mission, Manor College is committed to offering learning experiences which are sensitive to the needs of its students, as well as to the needs of the professional, business, health and public sectors of the community which it serves. Manor supports the concept of life-long learning and, through its day and evening continuing education curricula, is committed to serving the part-time student both in its degree and non-degree programs.

Through a participatory form of government, Manor encourages communication among all the constituencies of its academic community. The College is governed by a Board of Trustees, consisting of both lay and religious members. The College confers the Associate in Art and the Associate in Science degrees in the liberal arts, transfer and career-oriented programs. Certificates and Diplomas are likewise conferred in various areas of study. In light of its Basilian tradition, Manor provides students equal opportunity, without discrimination, to benefit from its educational experience.

One of the marks of an educational institution is service to the community. Given the college's resources and capabilities, Manor's community service reflects its philosophy, educational program, ethnic heritage and tradition.

Philosophy

Manor believes that the ideals and values of the Judeo-Christian tradition are an integral part of human existence that give purpose and meaning to education and should illuminate every field of study and college life. Fundamental among these values are life and human dignity.

Manor believes that education heightens a person's self-awareness in his/her relationship to others, to the world and to God. Manor also believes that education will help generate a commitment to a peaceful world, which alone can inspire confidence in the present and hope for the future.

The intrinsic relationship of theory and practice, and the social responsibility of the educated person are emphasized. In its academic, student and institutional support programs, Manor is committed to providing those services, experiences and programs which will enhance and strengthen this educational process.

Heritage

Manor College seeks to foster an awareness and appreciation of the Ukrainian heritage and culture through its on-campus Ukrainian Heritage Studies Center, which was established in 1977. The UHSC encompasses four major areas: academic studies, a Ukrainian library, a museum collection of Ukrainian traditional arts, and an archives division.

WHERE DO YOU GO FOR??

<i>Academic Advising and Course Selection:</i>	The Department Office of your major can provide the name of your advisor
<i>ATM</i>	Dining Hall
<i>Billing, Questions regarding payment of tuition and fees</i>	Bursar's Office
<i>Car Lockout</i>	Security Services Office
<i>Career Services</i>	Career and Transfer Center
<i>Certification of Enrollment for Deferring/ Repayment of Student Loans</i>	Registrar
<i>Change of Official Mailing Address</i>	Registrar
<i>Change in Major</i>	Your advisor
<i>Clubs, Information/ Sign-up</i>	Student Activities Office
<i>Computers for Student Use</i>	Learning Center, Library, and Computer Labs
<i>Help Desk</i>	IT Office
<i>Wireless Hot Spots</i>	All three buildings on campus
<i>Counseling, Personal</i>	Counseling Center
<i>Dental Cleaning (low cost)</i>	Dental Center

<i>Drop/Add a Course</i>	Registrar
<i>Financial Impact of Changing your Course Load</i>	Financial Aid Office
<i>Enrollment Verifications</i>	Registrar
<i>Financial Aid questions</i>	Financial Aid Office
<i>Health Insurance Information</i>	Student Activities Office
<i>Health Services</i>	Residence Hall, Room 107
<i>ID Cards</i>	Security Services Office
<i>Locker assignment</i>	Student Activities Office
<i>Lost and Found</i>	Security Services Office
<i>Manor sweatshirts, and other logo clothing</i>	Bookstore
<i>Mailbox, US Postal Service</i>	In front of the Library Building
<i>Pay phone</i>	In front of Dental Center
<i>Photocopying</i>	Inside the Library
<i>Prayer and Religious Services</i>	Our Mother of Perpetual Help Chapel
<i>Recycling</i>	Large bins in Faculty mailrooms in Library and Academic Building; smaller bins throughout campus
<i>Registration</i>	Registrar
<i>Spiritual Counseling</i>	Campus Ministry
<i>Work-Study job availability</i>	Financial Aid Office
<i>Picking up Work-Study payments</i>	Bursar
<i>Tennis</i>	Check with Athletic Director
<i>Transcripts</i>	Registrar Office
<i>Transfer Assistance</i>	Career and Transfer Office
<i>Tutoring</i>	Learning Center
<i>TV</i>	Student Lounge and Manor Café'
<i>Ukrainian Heritage information & exhibits</i>	Ukrainian Heritage Studies Center
<i>Updating your contact information</i>	Registrar Office
<i>Updating your emergency contact Information</i>	Security Services Office
<i>Vending Machines</i>	Manor Café, 1 st Floor of Library Building, and Residence Hall Lounge. Snacks are also available in the Bookstore.
<i>Withdrawal from a Course/ College</i>	Registrar
<i>Financial impact of withdrawal from a Course/ College</i>	Financial Aid Office

FACILITIES

Manor College property/campus includes three buildings: the Basileiad Library, Mother of Perpetual Help Hall, and St. Josaphat Hall, the grounds, and the parking lots and any vehicles rented or leased by the College. **NOTE: Visitors to the campus seeking access to campus buildings and facilities for special events must do so through an individual host, a sponsoring department or Security. A contact person from the College is always needed.**

Basileiad Library Building - Also known as the Administrative Building.

Mother of Perpetual Help Hall - Also known as the Academic Building.

St. Josaphat Hall - Houses the Residence Hall, Ukrainian Heritage Studies Center, the Dental Health Center, Security and Maintenance.

• Academic Departments:

• **Dean of Academic Affairs Office and Assistant Dean of Academic Affairs Office:** Basileiad Library Building -THIRD FLOOR/BALCONY/MEZZANINE: Handles all academic concerns.

• **Allied Health Division:** Basileiad Library Building - FIRST FLOOR / GROUND LEVEL: Offices for advisors and faculty in the Allied Health and Sciences Division (Allied Health, Science Transfer, Veterinary Technology)

• **Business Division:** Basileiad Library Building -THIRD FLOOR / BALCONY / MEZZANINE: Offices for advisors and faculty of the Business Division. (Accounting, Business Administration, Information Systems Technology, International Business, Management, Marketing, Paralegal, Legal Nurse Consultant)

• **Liberal Arts Division:** Basileiad Library Building -THIRD FLOOR / BALCONY: Offices for advisors and faculty of the Liberal Arts Division. (Early Childhood Education, Psychology, Liberal Arts, Communications, Catechist/Educator Development)

• Admissions: Basileiad Library Building - FIRST FLOOR

Full-Time: Recruits and handles all facets of admission for all full-time students.

Part-Time: A resource location and recruitment center for all part-time students.

• **Athletic Field:** Located between the Academic Building and Forrest Road.: Home field for Manor College soccer games.

• **Athletic Office:** Academic Building - SECOND FLOOR, behind the stage in the gymnasium/ auditorium: Offices for the Athletic Director and coaches for all Manor sports programs.

- **ATM:** Academic Building - FIRST FLOOR, inside the Manor Café - Abington Bank ATM
- **Auditorium/Gymnasium:** Academic Building - SECOND FLOOR
- **Bookstore: Academic Building** - FIRST FLOOR: Textbooks and school supplies, snacks, and clothing and gift items bearing the College name and logo.
Hours: Monday through Friday 9-5. Closed for lunch from 1-2.
Open until 7pm Monday through Thursday, until 5 on Fridays, during the first two weeks of fall and spring semesters and the first week of summer I and II. See General Campus Information and Policies for additional information.
- **Bursar's Office:** Basileiad Library Bldg - FIRST FLOOR: Responsible for billing and processing tuition payments. Distributes work-study payments.
- **Campus Ministry Office:** Academic Building - SECOND FLOOR: Shares an office with the Administrative Assistant to the Dean of Students, next to the Student Life Office. Coordinates prayer services and liturgies throughout the year in Our Mother of Perpetual Help Chapel. Organizes community service/outreach programs, retreats.
- **Career and Transfer Center:** Academic Building - SECOND FLOOR, across from the gym: Provides information and assistance such as guidance in the college transfer process, career testing, resume writing, and job search.
Job postings - A bulletin board with job postings is located across the hall from the Career and Transfer Center and can also be found online at www.collegecentral.com/manorcollege.
- **Chapel (Our Mother of Perpetual Help Chapel):** Academic Building - SECOND FLOOR: Available for private or group devotions and meditations at all times. Liturgies offered on major Church holy days and as posted.
- **Classrooms**
 - **13, 14** (known as Seminar Rooms): Basileiad Library Bldg - *FIRST FL.*
 - **41** Located next to the computer lab in the Library, *SECOND FL.*
 - **15** Veterinary Tech Lab across from Learning Center - Academic Bldg, *FIRST FL.*
 - **16, 17 (Lab)** In the alcove inside the Dining Hall - Academic Building, *FIRST FL.*
 - **18** Radiology Lab next to the Learning Center - Academic Building, *FIRST FL.*
 - **20, 21, 22** (Computer Lab) - Academic Building, *SECOND FL.*
 - **Studio** Vet. Tech. Distance Learning Studio - Academic Bldg, *2nd FL.*
 - **23** Computer Lab/ Multimedia Classroom - Academic Building, *SECOND FL.*

- **28, 29** Computer Labs - Academic Building, *SECOND FL.*
 - **31** Chemistry Lab - Academic Building, *THIRD FL.*
 - **32** Biology Lab - Academic Building, *THIRD FL.*
 - **33 - 39** Academic Building, *THIRD FL.*
 - **Continuing Education:** Basileiad Library Building - *FIRST FLOOR*: Coordinates non-credit courses and workshops.
 - **Counseling Center:** Academic Building - *SECOND FLOOR*: Provides free, confidential support counseling during the fall and spring semesters.
 - **Dental Health Center:** St. Josaphat Hall: Provides dental care for Manor and the surrounding community at fees less than private practices. Serves as hands-on learning site for Manor students enrolled in the Expanded Functions Dental Assisting Program (EFDA) and the Dental Hygiene Program. *For an appointment, call (215) 887-7617.*
 - **Development & Alumni Relations Office:** Basileiad Library Building - *FIRST FLOOR*: Responsible for fundraising for program development, campus improvement, new equipment and capital campaign projects. Manages alumni contact and support programs.
 - **Dining Hall - The Manor Café:** Academic Building - *FIRST FLOOR*: A fully-staffed cafeteria, complete with a large flat screen television, open for fall and spring semesters, providing hot and cold food selections for students, faculty and staff. See menus online at: <http://manor.edu/cafeteria/index.html>
- Meal hours:**
Monday through Friday
Breakfast 7:30 am to 10 am
Lunch/Dinner 11:00 am to 7:00 pm **Friday until 5:00 pm**
- Note:** Meal hours may be altered due to inclement weather.
- **Faculty Conference Room** - Basileiad Library Building - *SECOND FLOOR*
 - **Finance Department:** Basileiad Library Building - *FIRST FLOOR*: Responsible for all College funds and coordinating fiscal planning and budget.
 - **Financial Aid Department:** Basileiad Library Building - *FIRST FLOOR*, Room 15: Awards financial aid and college work-study positions on the basis of demonstrated financial need.
 - **Health Services Office:** St. Josaphat Hall - *FIRST FLOOR*, Suite 107: Nurse's Office and storage center for all medical records.
 - **Hot Spots for Wireless Laptop Computers:** The Basileiad Library, Academic Building, Manor Café' and Residence Hall
 - **Information Technology, Director's Office:** Academic building - *SECOND FLOOR*: Maintains technology network throughout campus. Establishes student technology access, "user I.D.," and directory space. Monitors

Internet use for violations to campus electronic communications systems policies. (Located between classrooms 28 and 29.)

- **Learning Center:** Academic Building - FIRST FLOOR: Provides professional and peer tutoring - learning assistance/academic support - to all enrolled students at no charge. Offers assistance in and support for most of the courses offered at the College as well as general academic skills (time management, note taking, test preparation, reading, writing, math). The Learning Center also houses a computer lab, including nine networked PCs and a printer. Hours are posted throughout the campus and on the College website.
- **The Basileiad Library:** Basileiad Library Building - SECOND FLOOR: Currently houses: nearly 50,000 books and bound periodicals; over 100 periodicals and newspapers; a special Law Library; a Ukrainian Library and Archives; Internet-accessible computers for student use; a printer connected to all student use computers; a **photocopier** for student use. Copies may be made at the prevailing rate. The Library is also a wireless hotspot.

Hours:*

Monday - Thursday: 8:00 am - 9:30 pm

Fridays: 8:00 am - 5:00 pm

Saturdays: 10:00 am - 2:00 pm

Sunday: CLOSED

* Library hours are subject to change. Please consult the Library's webpage for current hours and closures.

- **Lockers:** Academic Building - FIRST FLOOR, underneath the stairwell outside the Dining Hall: Available to all students, free of charge, on a first come first serve basis. Sign-up for a locker in the Student Life Office.
- **Lost and Found:** Security Services Office in the Residence Hall, St. Josaphat Hall - FIRST FLOOR, RM 103
- **Mailbox:** A US Postal mailbox is located in front of the Basileiad Library Building.
- **Mail Room (faculty and staff):** Basileiad Library Building - FIRST FLOOR AND Academic Building - SECOND FLOOR; both have a copier for faculty and staff use.
- **Maintenance Office and Garage:** St. Josaphat Hall - GROUND FLOOR, on the side of the building facing the Basileiad Library.
- **President's Office:** Basileiad Library Building - GROUND FLOOR: The President of Manor College is responsible for the general operation of the College.
- **Public Relations Office:** Basileiad Library Building -THIRD FLOOR / BALCONY:

Responsible for media relations and advertisements via newspapers, radio and television, as well as all Manor publications. Assists other Manor offices with event planning, and the creation of recruitment and promotional materials.

- **Reception Desk** - Basileiad Library Building - FIRST FLOOR, MAIN ENTRANCE
- **Recycle Bins:** Basileiad Library Building - FIRST FLOOR: FACULTY/STAFF MAILROOM
Mother of Perpetual Help Hall - SECOND FLOOR: FACULTY MAILROOM/COPY ROOM AND THROUGHOUT CAMPUS, NEAR WASTE RECEPTACLES
- **Registrar's Office:** Basileiad Library Building - FIRST FLOOR: Responsible for processing student registrations. Location for officially adding or withdrawing from classes. Maintains student academic records and issues verification of enrollment letters for students. Issues grade reports and official transcripts. See website for information on ordering transcripts.
- **Residence Hall:** St Josaphat Hall - See **Residence Life**
- **Restrooms:** Academic Building - FIRST FLOOR, across from the Bookstore: Mens' and Women's
Library Building - FIRST FLOOR, across from Allied Health Department Office: Men's and Women's
FIRST FLOOR, next to main desk: Handicap access restroom
SECOND FLOOR, inside the Library: Men's and Women's
- **Security Dept, Main Desk:** St. Josaphat Hall, Residence Hall - FIRST FLOOR
- **Security Services Office:** St. Josaphat Hall, Residence Hall - FIRST FLOOR, Room 103
- **Student Life Office:** Academic Building - SECOND FLOOR, OPPOSITE MOTHER OF PERPETUAL HELP CHAPEL: Works with students to encourage participation in various clubs and campus activities. Home base for Student Senate and MACRINIAN yearbook staff. Location for information regarding: student activities, student clubs, orientation, student health Insurance and student lockers.
- **Student Lounge:** Academic Building - FIRST FLOOR: A place for students to gather, to socialize between classes, to study or watch television.
- **Tennis Courts:** Far end of the parking lot: For use by the Manor College community at no charge. **Hours:** Open daily from 7:00 am - dusk.
- **Ukrainian Heritage Studies Center:** St. Josaphat Hall - SECOND FLOOR: Promotes Ukrainian culture, tradition, heritage and folk art. Houses a Ukrainian Folk Art collection. Conducts workshops, lectures, educational programs and tours on campus and in the community. Sponsors art exhibits, special museum displays and other cultural events in the Manor community and the Delaware Valley.

Tours are available by appointment by calling (215) 885-2360, ext. 293.

- **Vending Machines:** Academic Building - FIRST FLOOR, inside the Dining Hall; and the Basileiad Library - GROUND FLOOR. An assortment of snack and beverage machines is available on a year-round basis. Any problems with the vending machines (i.e. broken machine, lost money, etc.) should be reported to the Student Life Office.

STUDENT LIFE

The Student Life staff is here to assist you in all NON-ACADEMIC areas of college life and to help you feel right at home at Manor. The Student Life staff is guided by our belief in the following Mission Statement:

The Student Life Department, in union with the administration, faculty and staff of Manor College, assists students in acquiring an education based upon the Judeo-Christian traditions, the educational traditions of the Ukrainian Sisters of Saint Basil the Great, and the Manor College Mission Statement. Therefore, the Student Life Department is an integrated component in the development of all students.

The Student Life staff strives to know each student personally. Through extracurricular activities and services, students are encouraged to grow and mature spiritually, intellectually, and socially.

The goal of all programming, services, discipline, and activities is to encourage students to develop fully as individuals, to respect life and human dignity, to develop respect and sensitivity for self and for others, to value honesty, and to develop an awareness for a just society in today's world.

Student Life consists of the following departments, all of which are overseen by the Dean of Students:

- Athletics Department
- Campus Ministry Department
- Counseling Department (*comprised of the Career and Transfer Center and the Counseling Center*)
- Health Services Department
- Office of the Dean of Students
- Residence Life Department
- Security Department
- Student Activities Department

DEAN OF STUDENTS

The Dean of Students is the principal administrator directly responsible for the coordination and oversight of all non-academic services and has primary authority in all matters regarding discipline.

The goal of the Dean of Students and the Student Life staff is to encourage all Manor College students to cultivate a responsible lifestyle and community values inherent in the Catholic Basilian mission of REVERENCE (to regard with honor), RESPECT (thoughtful consideration of others and treating others with care) and SERVICE (contribution of one's time and talents to help another), while concentrating on the specific awareness of the "ETHNIC DIVERSITY" (traditions, customs and culture) of the Manor College community.

ATHLETICS DEPARTMENT

Manor College offers intercollegiate competition in both men's and women's soccer and basketball and women's volleyball. Our team mascot is the Blue Jay, and our teams are known as the Manor College Blue Jays. We compete as part of the National Junior College Athletic Association (NJCAA). All teams host an open try-out period prior to the start of their season. Students may also serve as team managers or statisticians for the athletic program. To be eligible to participate on an intercollegiate team in the NJCAA, each athlete must enroll full-time and remain full-time throughout his/her term of competition. Athletes must also be in good academic standing and maintain the credit/GPA requirements established by the NJCAA.

Any students interested in participating on an intercollegiate team should contact the Athletic Director or a member of the coaching staff.

CAMPUS MINISTRY DEPARTMENT

Campus Ministry is a call to grow in relationship with God, oneself and others. Campus Ministry works to nurture the development of religious faith and practice at Manor.

- *Campus Ministry is responsible for the total person . . .*

People need sensitive persons who will help them gain insight into understanding and clarifying their "priorities." To achieve this goal,

the Campus Ministry Department coordinates weekly lunchtime prayer gatherings in the Chapel, as well as guided prayer meditations, on-campus evening and weekend retreats.

- *Campus Ministry is rooted in relationships . . .*

Relationships between God and each individual; between the individual and his/her College community; between the Campus Minister and individuals who dare to fulfill themselves for our Lord's sake. Campus Ministry works to build this relationship with God through the Divine Liturgy, which is held in the College Chapel; through the Sacrament of Reconciliation; and through our involvement with the Young Adult Ministry of the Philadelphia Archdiocese. Also, a variety of spiritual brochures, books, pamphlets and flyers are available on tables near the Chapel for students to take.

- *Campus Ministry is a call to community . . .*

By coming together in the spirit of service to one another, we develop the tight bonds and common goals of a community. Students are offered the opportunity to work with numerous outreach programs and agencies, including PHILADELPHIA CARES, Meals on Wheels, Project Rainbow, and AID for FRIENDS, and on various community service projects suited to the student's interests, abilities and time constraints.

THE COUNSELING DEPARTMENT

The Counseling Center offers a variety of services to assist students in making a successful transition to college life. Personal support counseling helps students dealing with personal problems, such as difficulty adjusting to college, relationship issues, stress, test or public speaking anxiety, and substance abuse, which interfere with their optimal academic achievement.

Personal counseling provided by the Counseling Center staff is free of charge to Manor students and confidential, with specific exceptions based on the protection of life and as defined by law. When appropriate, referrals are made to community resources, such as mental health or substance abuse clinics, private therapists or support groups.

The Career and Transfer Center

Career Counseling is available to help students with career decision-making and job search strategies. The Career and Transfer Center maintains a job bulletin board and an online website listing part-time, full-time, and summer jobs, as well as internships and volunteer opportunities. The Manor College online job website is www.collegecentral.com/manorcollege. The Career and Transfer Center also hosts Job Fairs.

Transfer Counseling provides assistance with selection of a four-year college or university to those Manor graduates going on for a Bachelor Degree or with the selection of a diploma or certificate program to those in an Allied Health program. The Career and Transfer Center hosts Transfer Fairs each semester, bringing admissions representatives from area colleges, universities, radiologic technology programs and nursing programs to Manor's campus. The Center houses a large selection of college catalogs, application forms, and other resource materials. It also disseminates information about Dual Admissions and other articulation and course equivalency agreements which Manor College maintains with area colleges. Students are urged to take advantage of Dual Admission transfer opportunities as they save time and money. In most cases, Dual Admissions Agreements require that students take specific courses at Manor which allows for smooth transfer and entry with full Junior status at the four-year transfer institution. **For information about Dual Admission agreements, see APPENDIX I, the Manor College webpage, or stop in the Career and Transfer Center.**

The Counseling Center and The Career and Transfer Center are open during the fall and spring semesters only and are closed on College holidays, breaks and over the summer.

HEALTH SERVICES DEPARTMENT

The Health Services Department is staffed by a Board Certified College Health Nurse. The services provided address the health needs of Manor College resident and commuter students. There is NO physician on campus. In addition to addressing the medical needs of students, the nurse also reviews all medical records and makes available information on a variety of health awareness and other general issues.

The Health Services Coordinator's office is located in the Residence Hall on the first floor, Suite 107. Hours are posted outside the office door.

NOTE: All information regarding a student's health record is confidential.

RESIDENCE LIFE DEPARTMENT

The Residence Life Department values the philosophy of educating the total person, and Residence Life staff are challenged to create an environment which is an educationally, culturally, spiritually and personally enriching experience for all residents. Thus, the Resident Coordinator (RC) and the Resident Assistant (RA) positions are vital within the College, as they involve direct contact with the resident students. The Resident Assistant (RA), the cornerstone of the hall to which he or she has been assigned, is a dedicated and trained individual who is available for information, counsel, support and encouragement.

Residence Life staff members:

- *Bring out individual identities and strengths.*
- *Help students weather the inevitable changes in their values, ideas, maturity and intellectual achievement.*
- *Work together to organize various learning experiences for the residents.*

It is the Residence Life staff members who prevent on-campus living from becoming an impersonal experience where residents are just another face in the crowd. For more information on Residence Life, please turn to the section of this handbook entitled: ***RESIDENCE LIFE.***

SECURITY DEPARTMENT

At Manor College, personal responsibility for one's self and one's actions, as well as respect for the rights of others, is fostered by students, faculty and staff. Manor College has a well-lit campus, safe parking, and Security Officers on duty 24-hours a day, seven days a week, both in the Residence Hall and on foot patrol throughout the entire campus, as well as daily Abington Police patrols. Furthermore, the campus is equipped with electronic security cameras and a monitoring system. In addition to the Security Staff, the Resident Coordinator and Resident Assistants are trained to handle a variety of situations.

Students, faculty, staff and guests are encouraged to report any criminal, unusual or suspicious activities to the Campus Security Department as soon as possible at ext. 292 or 215-885-2360 x 292.

STUDENT ACTIVITIES DEPARTMENT

Student Clubs:

College is certainly a rewarding experience, but one way to make it truly memorable is to get **involved**. This is the time of your life to discover new interests, try different things, and interact with diverse people. Research shows students that are involved with campus clubs and extra-curricular activities have a more satisfying college experience and tend to achieve greater academic success. Working from the belief that God has blessed each person with individual gifts, and that our role as a Catholic College is to provide our students with opportunities to express those gifts and develop fully as individuals, Manor College offers a variety of clubs to fulfill academic, artistic, cultural, and service interests. To establish a campus club, the approval of the Dean of Students is required, and all clubs must comply with the Manor College Mission Statement.

Academic Clubs:

Alpha Beta Gamma Honor Society (ABG): ABG is an International Business Honor Society established in 1970 to recognize and encourage scholarship among college students in business curricula. Membership provides: recognition of individual academic achievement; leadership opportunities through chapter officer positions; and eligibility for over \$500,000 in scholarships to four-year colleges reserved for ABG members. To be eligible for membership in ABG, a student must be enrolled in a business curriculum; must have completed 15 credit hours with at least 12 hours of his/her work taken in courses leading to a degree recognized by his/her institution; must have demonstrated academic excellence by attaining a 3.0 GPA or its equivalent in business courses as well as a 3.0 overall average. Each year at Manor College, ABG participates in Breast Cancer Awareness activities and fundraising campaigns during the month of October. *For more information, contact Lucia Montelone, ABG advisor.*

Legal Studies Student Association: LSSA is an organization for students involved in the Legal Studies and Paralegal programs. LSSA aims to educate students about the legal profession while providing opportunities for networking with students, employers and legal professionals from many diverse backgrounds. LSSA sponsors numerous events designed to educate and assist the surrounding community with legal issues, such as wills and trusts preparation, identity theft prevention, and drunk driving. LSSA is also a sponsor for The Career Wardrobe, a local non-profit that provides free professional clothing for women seeking employment. *For further information, please contact Mary Sims, LSSA advisor.*

Phi Theta Kappa Honor Society (PTK): PTK is the official Honor Society of two-year colleges, and recognizes scholastic achievement, leadership, and service. Some of the benefits of membership include eligibility for more than \$37 million in transfer scholarships, provided exclusively to Society members by more than 700 four-year institutions. To be eligible for membership students must be enrolled in an accredited institution offering an associate degree program; have completed at least 12 hours of coursework that may be applied to an associate degree (part-time students may be eligible); must generally have a grade point average of 3.5; must receive an invitation to membership from the chapter at the college where presently enrolled; and must adhere to the moral standards of the society. PTK is active in service campaigns including raising money for solar cookers in Darfur and ShelterBoxes for Haiti. *Please contact Marlynn Alkins for more information regarding PTK membership.*

Student Association for the Dental Hygienists' Association (SADHA): An association for Dental Hygiene Students, SADHA seeks to cultivate, promote, and sustain the art and science of dental hygiene; to represent and safeguard the common interest of the members of the dental hygiene profession; and to contribute toward the improvement of the oral health of the public. *For further information, please contact Donna Eastabrooks, SADHA advisor.*

Technology Club: An organization welcoming all students interested in exploring technology and its impact on academics, professions, social networks, etc. Discover current and future technology trends in areas such as computer animation and graphic design, and explore professional opportunities in various technology fields. *For more information, please email Norma Hall, Director of Computer Science Education at (nhall@manor.edu).*

The Vet Tech Club: The student chapter of the North American Veterinary Technician Association or SCNAVTA is an active professional association. Students are urged to participate in the numerous events scheduled throughout the year. Events include dog washes, horseback riding trips, participation in numerous fundraisers for rescue organizations and collection drives for animals in need. *Any Veterinary Technology students seeking more information about this club should contact Beverly Bisaccia, Education Coordinator for Vet Tech.*

Artistic Clubs:

"Le Cirque de Livre" Book Club: The Le Cirque de Livre is dedicated to spending evenings sharing good stories and good fellowship. The Le Cirque de Livre will meet monthly, and share one book each semester. No grades, no pressure, just the exploration of current literature that will entertain, challenge, and occasionally, blow your mind. *For more information please contact Beth Lander, Library Director.*

The MACRINIAN Yearbook: This group publishes the annual Manor College yearbook, the MACRINIAN. Students are involved with all aspects of publication, including photography, design, writing, and editing. Named in honor of Saint Macrina, the MACRINIAN is a full-color publication distributed after Graduation ceremonies each May. *For more information contact Patti McEnery, Director of Student Activities.*

Music Ministry: Working in cooperation with Campus Ministry, the Music Ministry players gather for weekly jam sessions of music, friendship, and fun. (Snacks too!) Music Ministry hosts multiple coffeehouses throughout the year to bring the community together in a spirit of unity and celebration. Music Ministry plays a variety of spiritual and contemporary music, and welcomes musicians of all skill levels to join. *For more information, please contact Norma Hall, Music Ministry advisor.*

The Spirit Squad: A club that combines cheerleading and dance, the Spirit Squad performs at all home basketball games to encourage sportsmanship and school spirit. Try-outs are held each fall and all students are welcome to audition. *For more information contact Patti McEnergy, Director of Student Activities.*

Theater Guild: “All the world’s a stage,” including Manor College, where the Theater Guild brings drama to life. The Theater Guild has staged full-length productions (including dinner theater); one-act festivals; student-written/directed showcases; and evenings of scenes. Plays are only staged when participation and interest in the Theater Guild is high. *For more information contact Patti McEnergy, Director of Student Activities.*

The Zeppo Literary Magazine: The Zeppo is an annual publication featuring the short stories, poems, artwork, and photography of talented students, faculty, and staff. The Zeppo is published each May. *For more information contact Patti McEnergy, Director of Student Activities.*

Cultural and Global Awareness Clubs:

D.I.V.A.S. (Determined, Inspired, Vivacious & Academically Successful): Open to women of all colors, the DIVAS mission is to promote positive self-esteem, individuality, healthy conflict resolution skills, self-control, and mature, nurturing relationships. Meetings include discussions dealing with issues affecting all women, particular their impact on women of color. *If you’re a DIVA, please contact Carol King, Advisor for the DIVAS.*

International Club: Open to all students, the International Club strives to celebrate diversity on campus by promoting activities which explore cultures and traditions from around the world. The International Club also aims to increase awareness about humanitarian and global issues, such as human trafficking and disaster relief efforts. *For more information, contact Maria Zin, Library Assistant or Chrystyna Prokopovych, Curator for the Ukrainian Heritage Studies Center.*

Model United Nations: The Model UN team provides the opportunity for students who learn about international politics, global issues, debate, negotiation, and collaboration. The Manor Model UN team has attended various conferences throughout North America including conferences in Boston, Philadelphia, and Montreal, Canada. Team members are selected based upon grades, public speaking skills, and the ability to write well and do thorough research. Team size is limited, so membership is competitive. *For more information contact Patti McEnergy, Director of Student Activities.*

Students United for Nature (SUN): SUN is an environmental awareness club on campus that is open to all students interested in improving and preserving the world. SUN coordinates the campus recycling program, and hosts awareness activities, including film screenings and guest speakers. *For more information, please contact John Stahura, SUN advisor.*

Service Organizations and Clubs:

Admissions Ambassadors: A student group which works with the Admissions Department to assist with Open House activities, speak with prospective students, lead campus tours, and help with any special recruiting events. *For more information, please contact Mike McDevitt, Admissions Counselor.*

Campus Ministry: Manor College, as a Catholic College, offers everyone who comes to Manor an opportunity to connect with God. Rooted in service to God, self, and the community, Campus Ministry hosts weekly prayer gatherings in the Chapel, evenings of meditation, and extensive service outreach including Aid for Friends, Blessed Margaret of Costello Home for Crisis Pregnancies, area nursing homes, and Project Rainbow. Campus Ministry also sponsors coffeehouses and supports the projects of Rotaract and the Student Senate. *For more information, please contact Jackie Terrizzi-Meyers, Campus Ministry Coordinator, or see the Campus Ministry Section under "Student Life".*

Rotaract: Open to all students, Rotaract is the college and young professional forum for Rotary International, an international service organization. Rotaract's philosophy is Service above Self. In addition to community service, Rotaract provides excellent networking opportunities, as well as potential for grants, international travel, and internship contacts. Rotaract has launched campaigns to raise money and awareness for international humanitarian causes, such as Lupus, Muscular Dystrophy, Polio, and ShelterBoxes for Haiti, while locally volunteering their time and talents at Impact Thrift Stores and area nursing homes. *To get involved with this active club, please contact Rotaract advisors Norma Hall or Mary Sims.*

Student Senate: The Manor College Student Senate is a volunteer organization open to all students which encourages leadership and responsibility by providing the opportunity for initiating and executing their own program of activities. Senate leadership activities include Fondue Fridays, the annual Halloween Bash, the Involvement Fair, and Blood Drives. **See the APPENDIX II for the Student Senate Constitution.**

Primary sign-up for clubs is during Involvement Week held in September, but students are welcome to join throughout the year. Any ideas for new clubs or activities should be brought to the Director of Student Activities. Any event or program that a student club wishes to schedule needs to be cleared through the Office of Student Life to ensure there are no conflicts with previously scheduled events.

The Student Activities Department also has information regarding:

- **Student Activities Calendar:** A free planner is given to all students which lists important dates, activities, and sporting events happening on campus.
- **Student Health Insurance:** Manor College offers information on three different student health insurance plans:
 1. An accident and sickness insurance plan with Collegiate Insurance Resources.
 2. An accident and sickness insurance plan with Sentry Life Insurance Company
 3. Individual health insurance plans with Aetna Healthcare

There is no obligation to purchase any of these insurance plans if you believe you already have adequate coverage through your family or some other insurance plan. These plans are only provided as options that you may choose from when selecting your health insurance provider. Enrollment packets for these plans are available in the Student Life Office.

- **Student Lockers:** Free of charge and available on a first-come, first-serve basis to any commuter student who wishes to have one.
- **Lunchtime Activities Series:** Special activities (i.e. Karaoke, Caricatures, Game Shows, Bingo, etc.) are held once a month during the lunchtime hours. All lunchtime activities are free of charge.
- **New Student Orientations:** Manor College offers three, New Full-Time Student Orientations each year: one session in January, and two in the summer months. Orientations are also scheduled for incoming Part-Time students. Our Orientations are designed to acquaint new students with various personnel, locations, and policies of Manor College.

International Students

The Manor College Student Life staff will be happy to assist international students with any questions they may have and help them with obtaining information regarding off-campus housing (if not staying in the Residence Hall), banking, shopping and other area resources.

The U.S. Department of State and U.S. Immigration and Customs Enforcement require all international students submit proof of health insurance coverage valid in the United States. The Manor College Admissions Office has information on a health insurance plan available to international students.

All international students residing in the Residence Hall are required to complete the International Student Absence Form prior to leaving the Residence Hall overnight (including holiday and semester breaks). The International Student Absence Form may be obtained from the Residence Hall Coordinator or a RA. **It must be returned to and signed by the Residence Hall Coordinator or a Residence Hall Assistant prior to the student leaving the Residence Hall.**

If an international student will be traveling outside of the United States for any period of time or for any reason, he or she **must** receive approval on his or her I-20 form from the Vice-President for Enrollment Management **prior to departure**. Questions regarding visas or immigration matters should be directed to the Vice-President for Enrollment Management.

CAMPUS INFORMATION AND POLICIES

Manor College, rooted in the Basilian tradition of the pursuit of learning and truth, strives to promote in its students a responsible lifestyle, encouraging respect, reverence, and service to others. The policies of the College reflect that goal, seeking to create an academic community of diverse individuals, respecting their own integrity, revering the dignity of others, and extending themselves in service.

ACADEMICS

The Dean of Academic Affairs and the Assistant Dean of Academic Affairs handle all academic concerns, including, but not limited to: academic standing, change of degree, change of curriculum, withdrawal from the college, transfer of credits from other institutions, academic probation, academic dismissal, diocesan scholars, change of status, graduation requirements, and Dean's List.

For a complete listing of Academic policies, please refer to the Manor College Catalogue.

Academic Advising – 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. Students not aware of the name of their advisor should contact the department office of their major. Majors fall in these three departments: 1-Allied Health, Science and Math, 2-Business, or 3- Liberal Arts. Department secretaries can provide the needed information.

Academic Honesty – Manor College expects that its students will uphold the principles of truth and honesty in the performance of all academic work. Plagiarism (the unacknowledged use of another person's words or assistance) and academic cheating (falsifying data, submitting without instructor's approval work in one course which was done for another, actually doing another student's work, and/or the use of any unauthorized aid) are prohibited.

Digital plagiarism (cutting, pasting and copying sections of an article written by another; downloading papers from a “paper mill” web site and submitting the work as written by the student; utilizing any graphics or audio or video clips without permission; and submitting any work with an electronic source without correct citation) is strictly prohibited and a violation of fair use and intellectual property rights.

The Assistant Dean of Academic Affairs will be formally notified of any violations of this policy. The penalty for the first violation will be a grade of F for the assignment. Any subsequent violations will result in a grade of F for the course and possible dismissal from the College.

Academic Probation and Dismissal – Any student who fails to maintain a 2.0 (C) average for a given semester incurs probationary status. Students who fail to maintain a 2.0 average in their area of specialization incur probationary status. Students who have a cumulative GPA below 2.0 after completing two semesters at Manor will be dismissed from the College unless the Director of the Learning Center, the Director of Counseling, the Academic Advisor and the Assistant Dean of Academic Affairs decide to allow the student to continue with probationary status.

Academic progress is reviewed at midterm of each semester, fall and spring, for prior semester probation students and candidates for graduation and at the end of each semester for all students by the Assistant Dean of Academic Affairs, who notifies the Director of Financial Aid of any student in jeopardy of probation or dismissal. **NOTE: PLEASE CHECK WITH THE FINANCIAL AID OFFICE TO DISCUSS THE IMPACT ON FINANCIAL AID.**

Attendance – Regular attendance in all classes and laboratory sessions is the responsibility of the student. The student assumes the responsibility for academic loss incurred through absenteeism. Manor College does not recognize a “cut” system. Faculty members are expected to submit “Academic Alert” forms for students with excessive absences.

Dean's List – To be eligible for the Dean's List, students must carry a minimum of 15 academic credits per semester and have a semester GPA of 3.5 or higher. Matriculated part-time students are eligible after they have accumulated 12 Manor College academic credits and have a GPA of 3.5 or higher.

Disabilities, Services for Students with – In accordance with Section 504 of the Rehabilitation Act of 1973, Manor College does not discriminate against an otherwise qualified individual based on a physical or mental disability. Manor College will make reasonable academic adjustments that do not change or diminish the outcomes, measures, standards, or grading policies of a course or program.

To be eligible for appropriate accommodations the student must present to the Assistant Dean of Academic Affairs, current documentation, prepared by an appropriate professional, which establishes a disability as defined by the ADA. The Assistant Dean will review the materials and discuss proposed accommodations with the student. A signed copy of the agreed upon accommodations will be given to the student and to involved faculty. A copy will be retained in the Assistant Dean's office, Room 33 in the Library Building. Disability related information is confidential and will not be shared without the student's written consent. Requesting accommodations is the responsibility of the student. Accommodations are in effect for one semester. Students who want continued accommodations must first register for classes for the semester in question and then meet with the Assistant Dean of Academic Affairs to discuss accommodations appropriate to the classes shown on the student schedule.

Accommodations may include, but are not limited to: extended time for testing, testing in a distraction-free environment, note taker, recording lectures, and/or academic support through the Learning Center. Due to the individualized nature of accommodations, academic adjustments, auxiliary aids, and/or services are determined on an individual and course-by-course basis.

Drop/Add – Course Change – A period of one week following registration is allotted for course changes. Courses may be dropped or added during this period by obtaining a drop-add form from the Registrar’s Office. Drop/Add is not official unless the form is received and processed by the Registrar during the Drop/Add period.

NOTE: PLEASE CHECK WITH THE FINANCIAL AID OFFICE TO DISCUSS THE FINANCIAL AID IMPLICATIONS IF YOUR TOTAL NUMBER OF CREDITS WILL DROP BELOW 24 FOR THE ACADEMIC YEAR (FOR FULL-TIME STATUS, AND BELOW 12 CREDITS PER ACADEMIC YEAR FOR PART-TIME STATUS).

Electronic Communications Systems User Policy – Manor College is pleased to offer its users access to a variety of electronic communications systems. Our goal in providing this access to College users is to promote excellence in higher education by facilitating resource sharing, innovation and communication in support of the College mission. College users are defined as students, faculty, staff, alumni and authorized guests. Electronic communications systems include e-mail, computer networks, Internet access, voice mail and telecommunications systems.

The electronic communications systems and the communications transmitted through them are the property of Manor College and are subject to acceptable use compliance. The smooth operation of these systems relies upon the proper conduct of College users, who must adhere to acceptable use guidelines.

The use of the College’s electronic communications systems is a privilege, not a right. The College reserves the right to deny systems access, or to cancel systems access, at any time. All users are expected to use these networks in an appropriate and ethical manner. Appropriate use includes use for instructional, educational and research purposes.

By using the Manor College Electronic Communications Systems students agree to abide by the Manor College Electronic Communications Systems Policies and Guidelines. **See APPENDIX III for the Manor College Electronic Communications Systems Policies and Guidelines.**

Grade Appeal Policy – A student may appeal a final course grade within thirty (30) days (ten days for Accelerated courses) from the date the Registrar mails the grades to students.

The student is encouraged to resolve the issue by speaking with the instructor who has given the grade. If a conversation does not resolve the issue, the student may appeal in writing to the Program Director with any relevant materials. The Program Director should respond, within ten (10) days of receiving the request, with a written statement to the student detailing the reasons for the grade.

If consultation with the Program Director does not lead to a resolution satisfactory to the student, the student may, within ten (10) days, or five (5) days (for Accelerated), of the Program Director's response, appeal in writing to the Chair of the appropriate division, stating the reasons for the disagreement and presenting evidence in support of appeal.

If the decision of the Chair remains unsatisfactory to the student, the student may, within ten (10) days, or five (5) days for Accelerated, of the Chair's written response, appeal in writing to the Assistant Dean of Academic Affairs. The Assistant Dean will review the issue and the evidence and reach a verdict. The Assistant Dean will notify the student in writing of the final decision.

Graduation – Commencement is held annually at the end of the spring semester. Students who complete their degree requirements in the summer session, or at the end of the fall semester, receive their diplomas at the spring commencement following the completion of their degree requirements. See *Graduation* under *General Campus Policies*.

Grievance Procedure – Academic

1. Students should speak with the faculty member directly or with their advisor regarding the complaint they have about any instructor, to try and resolve the situation.
2. If a student finds that the problem was not resolved, the student writes his/her complaint in a letter and gives it to the Director of the Program Director under which the instructor teaches. The Program

Director contacts both the student and the instructor involved to try and resolve the issue. The Program Director notes what was done and dates the memo which is then attached to the letter of complaint and filed.

3. If the student feels the complaint was not resolved, he/she may petition the Division Chair for a meeting at which the student presents in his/her own writing a letter of complaint. The Division Chair will meet with the faculty member involved. The faculty member may write a reaction to the student complaint. The Division Chair will attempt to resolve the issue. All actions are to be put in writing, dated and attached to the letter.

4. The student may petition the Dean of Academic Affairs in writing regarding the complaint if he/she feels the matter has not been resolved satisfactorily. The Dean will request all records and dated action notations regarding the dispute from the Chair and Program Director and advising file. The Dean will meet with the student and the faculty member involved to resolve the complaint. The decision of the Executive Vice-President and Dean of Academic Affairs is final.

Leave of Absence – Students who have an urgent need to discontinue their studies are allowed to have a leave of absence from the College of up to 60 days with approval by the Assistant Dean of Academic Affairs. At the end of the leave of absence period a student may return to classes without being formally readmitted. A leave of absence can be requested through the Assistant Dean of Academic Affairs. A student must have a written request for a leave of absence. The student is still responsible for tuition and fees during a leave of absence.

Repeating a Course – Students may repeat a course in an attempt to improve their grade. Both matriculated and non-matriculated students at Manor will be allowed to repeat a course only once. All courses attempted will appear on the transcript. However, the original grade will be deleted from the GPA and CUM calculations for CUM recalculation by the Registrar's Office. **NOTE: CHECK WITH THE FINANCIAL AID OFFICE REGARDING THE FINANCIAL AID POLICIES REGARDING REPEATING A COURSE.**

Withdrawal From a Course – A student may withdraw from a course before the 10th week of class and for Accelerated Courses, before the

fourth week. The exact date will be stated on the academic calendar each semester. After the announced date the student must petition the Assistant Dean of Academic Affairs to withdraw from a course. A withdrawal is not official unless the form is received and processed by the Registrar during the withdrawal period. A student may be required to make up credits for withdrawn coursework in order to make satisfactory academic progress to receive continuation of financial aid.

NOTE: PLEASE CHECK WITH THE FINANCIAL AID OFFICE TO DISCUSS THE FINANCIAL AID IMPLICATIONS OF WITHDRAWAL FROM A COURSE, IF YOUR TOTAL NUMBER OF CREDITS WILL DROP BELOW 24 FOR THE ACADEMIC YEAR (FOR FULL-TIME STATUS AND BELOW 12 CREDITS PER ACADEMIC YEAR FOR PART-TIME STATUS).

FINANCIAL AID

STUDENTS MUST NOTIFY THE FINANCIAL AID OFFICE IF THERE IS ANY CHANGE IN THEIR ENROLLMENT STATUS.

Changes Which Impact Financial Aid – The following changes may have significant impact on financial aid eligibility and award:

- Dropping, adding or withdrawing from a course, if the total number of courses taken in the semester changes
- Failing one or more courses
- If GPA falls below 2.0 (C) for the academic year.
- Being dismissed from the College
- Withdrawal from College

Students withdrawing from or failing to pass one or more courses will be responsible for completing additional coursework to meet Satisfactory Academic Progress requirements for financial aid. See below.

STUDENTS ARE STRONGLY ADVISED TO CHECK WITH THE FINANCIAL AID OFFICE BEFORE MAKING ANY OF THE ABOVE CHANGES IN ORDER TO DETERMINE THE IMPACT ON THEIR FINANCIAL AID AWARD.

Satisfactory Academic Progress Policy - *Requirements for Current Students Receiving Financial Aid*

Requirements for Full -Time Attendance

1. For a full-time student to receive Federal Financial Aid, State

Financial Aid or Manor Financial Aid (including grants, loans and campus employment), the student must maintain a minimum of a 2.0 cumulative grade point average (GPA) and complete a minimum of 24 credits per academic year. This requirement also applies to incoming transfer students.

Requirements for Part-Time Attendance

1. For a part-time student to receive Federal Financial Aid, State Financial Aid or Manor Financial Aid (including grants, loans and campus employment), the student must maintain a minimum of a 2.0 cumulative grade point average (GPA) and complete a minimum of 12 credits per academic year.

2. For a part-time student to continue to receive a PHEAA State Grant, the student must have completed 24 credits after four semesters (attended on a part-time basis).

These requirements also apply to incoming transfer students.

***For example:** If a student takes four courses equaling 12 credits in the fall semester, but only satisfactorily completes three courses (with a cumulative GPA of 2.0), he or she has earned 9 credits for the semester. The student must then take and satisfactorily complete (with a 2.0 or better cumulative GPA) 15 credits in the spring semester to achieve the required 24 credits for the academic year. REMEMBER, CLASSES WITH A ZERO IN FRONT OF THE COURSE NUMBER, SUCH AS EN 075, ARE INCLUDED IN THE CREDIT COUNT, BUT DO NOT COUNT TOWARDS GPA.*

NOTE: A student with unsatisfactory academic progress (see above) may:

1. Enroll in summer courses to make up the credits and/or improve the GPA. To make up credits, the student may take courses at another college during the summer, under special circumstances and with the approval of the Assistant Dean of Academic Affairs, but only credits taken at Manor College can improve the GPA, as credits may transfer, but grades do not.

The student may have to pay out-of-pocket for these courses if their financial aid award for the academic year has been spent.

2. Be awarded certain types of financial aid for one semester only and meet the above requirements by the end of that semester.

When minimum standards of Academic Progress are not achieved:

A student will be placed on financial aid suspension until the requirements are met. The student will be notified in writing of the financial aid suspension. Any further academic work will be paid for out-of-pocket by the student.

FAFSA – Students must fill out a FAFSA form every year they will be in attendance at Manor College for any part of the year. While the deadline for submitting completed FAFSA applications for Manor is April 1, students are urged to get their FAFSA forms submitted as soon as possible after January 1. This may help in getting more federal money. Tax returns do NOT need to have been completed before FAFSA is filled out. The application form allows students to enter “estimated” information based on their most recent return. When tax returns are completed, revised information must be entered. All schools require FAFSA for financial aid decisions. Students applying to transfer in the fall, must still complete FAFSA as soon as possible after January 1 of that calendar year. Application is on-line at www.FAFSA.ed.gov.

GENERAL CAMPUS POLICIES**Alcohol and Drugs**

Manor College Alcohol and Drug Policy – 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. Because of the 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. The College complies with Federal, Commonwealth, and local laws, including those which regulate the possession, use or sale of controlled substances.

Alcoholic beverages are prohibited at all time. All first alcohol violations will result in mandatory alcohol education. Both on campus* and at all College-sponsored or College-related activities, whether on or off campus, this policy prohibits, *regardless of the age of the student*, the possession (including containers, whether full or empty), consumption,

sale, or distribution of alcohol, and the possession, use, sale, distribution 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 intoxicated or under the influence of a controlled substance either on campus or at any College-sponsored or College-related activity, whether on or off campus, is also a violation of this 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. **All first drug violations will result in dismissal from the College.**

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. For other sanctions that may be applied under this policy, please refer to Sanctions for Major Violations.

*** NOTE: FOR THE PURPOSES OF THIS POLICY, "THE CAMPUS" INCLUDES ALL COLLEGE BUILDINGS, GROUNDS, PARKING LOTS AND ANY VEHICLES RENTED OR LEASED BY THE COLLEGE AND ANY VEHICLES PARKED ON COLLEGE PROPERTY."**

Voluntary Seeking of Help – In addition to strict enforcement, because the concern of Manor College 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. A student who seeks help out of concern for his or her substance use through the Counseling Center, not in response to a sanction for a disciplinary violation, will be assisted with referrals for rehabilitation and/or other services and supported in their recovery process. These contacts are **strictly confidential** and do NOT become part of the student's academic or disciplinary record.

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.

LEGAL SANCTIONS – Detailed information about the applicable legal sanctions is available in the complete Drug-Free Campus Manual, which is available on Manor’s website and, in hardcopy format, in the Counseling Center Office. The Pennsylvania Liquor and Penal Code prohibits minors from attempting to purchase, consume, possess, or transport any alcoholic beverages, and prohibits others from selling or furnishing alcoholic beverages to minors. The penalty for anyone who is at least 18 years of age and distributes drugs to anyone under the age of 21 is imprisonment and/or fine up to twice what is otherwise specified by law, with a minimum **prison sentence of one year**. Federal, State, and Local laws regulate the possession, use and sale of controlled substances. The sanctions for violating these laws, in many cases, consist of mandatory imprisonment along with substantial fines. Sanctions vary with the nature of the offense and the type and quantity of the drug involved. For example, under Federal law, simple possession of a controlled substance carries a penalty of imprisonment of no more than one year, plus a fine between \$1,000 and \$5,000. If the substance contains a cocaine base and the amount exceeds 5 grams, the offender may be imprisoned for not less than five years and not more than 20 years, fined or both.

ALCOHOL AND DRUG USE – As an alcohol and drug-free campus, Manor College is committed to the safety of its students and seeks to educate them regarding the dangers and consequences of substance abuse. The following information is provided as an adjunct to the extensive materials available in the Counseling Center and on the Manor College webpage under Drug Free Campus Manual.

HEALTH RISKS OF ALCOHOL AND DRUG ABUSE – The abuse of alcohol and drugs is progressive – the longer the person continues the abuse, the greater the damage and the higher the likelihood of developing addiction. Chronic alcohol use may reduce life expectancy

by 15 years, with the leading causes of death being heart disease, cancer, accidents, and suicide (in decreasing order of frequency). Ninety-three percent of those alcoholics admitted to treatment had at least one important medical problem in addition to their alcoholism.

- *Short-term*, or acute, effects of alcohol abuse include: increased heart rate, loss of muscle control, impaired judgment, painful hangovers, and *possible death from alcohol poisoning*.
- *Long-term*, or chronic, abuse of alcohol leads to problems with the digestive system, including the liver, the heart and circulatory system, the central nervous system, and emotional problems.

The effects of drug abuse vary with the various substances, but all have the risk of death by accidental overdose and dependency is progressive. Detailed information about the health risks of drugs and alcohol is available in the complete Drug-Free Campus Manual.

Health Risks of Some Commonly-Abused Drugs

Stimulants

amphetamines—heart problems, hallucinations, malnutrition, dependence and even death
cocaine—confusion, depression, hallucinations, convulsions, coma, death, destruction of nasal membranes, lesions in lungs, dependence

Depressants

barbiturates, tranquilizers, methaqualone—confusion, loss of coordination, dependence, coma, death

Cannabis

marijuana, hashish—confusion, loss of coordination, damage to lungs, dependence

Hallucinogens

LSD—hallucinations, “flashbacks,” possible birth defect
PCP—depression, hallucinations, confusion, irrational behavior. Overdose can result in convulsions, coma and death.
mescaline, MDA, DMT, STP, psilocybin—hallucinations, panic, “flashbacks”

Narcotics

heroin, morphine, codeine, opium—lethargy, apathy, loss of judgment and self-control, malnutrition, infection, hepatitis, and

dependence. Overdose can cause convulsions, coma, and death.

Deliriants

aerosol products, lighter fluid, paint thinner, amyl nitrate, etc.—
loss of coordination, confusion, hallucinations, damage to lungs, brain, liver, and bone marrow, psychological dependence. Overdose can result in coma and death.

DRUG AND ALCOHOL COUNSELING AND REFERRAL SERVICES –

Manor College strives to educate the “whole person” – intellectually, physically, spiritually, and socially. As a Catholic College, it is specifically concerned about the threat presented by the abuse of alcohol and drugs to each of these aspects of the individual. Therefore, it seeks to provide prevention and supportive intervention. Professional and spiritual counseling are valuable resources offered to students by the College. Spiritual counseling is available through the Campus Ministry Department and professional counseling, evaluation and referral is available on-campus through the Counseling Center. Both are available at no charge to current students. Students who have received an alcohol-related disciplinary sanction are encouraged to seek counseling either through the Counseling Center or through their own private insurance, in order to help avoid subsequent infractions that might result in more serious consequences. Counseling services are confidential (except in cases when a student is deemed as an immediate danger to self or others).

As previously noted, a student who seeks help through the Counseling Center out of concern for his or her substance use, *not in response to a sanction* for violation of the Student Code of Conduct, will be assisted with referrals for rehabilitation and/or other services and supported in their recovery process. By law, use of personal counseling services does not appear on any student records. Professional counseling can help individuals with substance abuse concerns, as well as with the development of healthy coping strategies and interpersonal skills.

Seeking help for personal problems requires self-awareness and courage. It is often very difficult for people to acknowledge their own

addiction-related problems. Confidential, non-judgmental, objective feedback from a professional counselor can be extremely helpful. Counseling services are non-sectarian in nature and do not assume that the person seeking help has a specific religious belief. All are treated with respect and dignity. The counselors may make referrals to off-campus counseling resources, rehabilitation or detoxification programs, and 12 step (self-help) programs, including Alcoholics Anonymous and Narcotics Anonymous.

PREVENTION – Because the abuse of alcohol and drugs can have such devastating effects on the lives and academic performance of students, the Counseling Center and the Residence Hall offer prevention programs. In addition, information is provided about addictions, the legal, social, and health consequences of drug and alcohol use, and also about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The Counseling Center provides free brochures displayed in a wall rack and maintains a lending library with information about addictions and risk factors which are associated with the development of addictions (such as growing up in a dysfunctional family or having an alcoholic parent.)

If you have any concerns about drug/alcohol abuse, you may contact the Counseling Center at (215) 885-6299.

Animals in the Care of Manor College – Manor College owns animals for the purpose of educating veterinary technician students as required by the American Veterinary Medical Association for accreditation. In the event that a student has concerns or questions regarding the care and use of animals, the student should contact Jane Zegestowsky, Chairperson of the Institutional Animal Care and Use Committee (IACUC). The IACUC supports and enforces the Animal Welfare Act, which establishes criteria for the care and treatment of animals used in education.

Appropriate Attire – All students are expected to wear appropriate, modest attire while on campus and in classrooms. Clothing should not be offensive (degrading to other persons, profane, sexually explicit statements, etc.) Wearing pajamas to class or the Manor Café' is not acceptable.

Appropriate Behavior – Students are expected to conduct themselves in a manner that reflects decorum and the moral and ethical standards of behavior appropriate at a College based on Judeo-Christian values of respect for one's self and others. Inappropriate displays of affection, which could be offensive to others, are not acceptable. Students are expected to dialogue with staff, faculty, and other students in a non-aggressive manner, listening thoughtfully and responding respectfully. Failure to do so may result in a sanction.

Auditorium / Gymnasium Policy – Only sneakers or appropriate athletic shoes are permitted on the Gymnasium floor when the gym floor is not covered for an auditorium program. Food and drink are prohibited in the auditorium/ gymnasium at all times.

Bookstore

Refund Policy: Books are returnable *only* if:

- accompanied by the original receipt
- unmarked and undamaged (must be in saleable condition and in original, unopened wrapping.)
- returned during the DROP/ADD period with a copy of "Drop" notice
- the wrong book was purchased. Register receipt must be presented along with the textbook in original condition within 7 days of purchase and exchanged only for correct text.

Cash purchase - cash refunded. **Credit purchase** - refund credited to same credit card account. **Check purchase** - cash will be refunded after 10 business days from date of purchase. **Financial aid purchase** - refunds must be credited to original source of financial aid.

Buy back Policy: Buy back of textbooks occurs at the end of each semester, *before* the end of the last day of finals. The buy back rate is 50 percent of the original cost of textbooks meeting the following criteria:

- the textbook has been selected, by the faculty, for the upcoming term
- it is in good condition and has not been heavily marked
- it is the current edition
- it is not the fill-in or tear-out format

- the quantity purchased has not exceeded demand for the next term

Books not meeting the above criteria are considered wholesale books. Buy back prices for wholesale books are determined by national demand. Books with no market value, such as, old editions, damaged or heavily marked books, workbooks, lab manuals, will not be bought back.

Bulletin Boards and Fliers – Individual departments are responsible for reviewing material posted on the bulletin boards dedicated to their departments. All advertising materials for club events should include: the name of the sponsoring club, and the date, time and location of the event. **Anything posted inappropriately on any bulletin board will be removed immediately.** Posters and fliers may be posted throughout campus using masking tape, but should not be taped on the glass section of doors, or in any way impede vision nor may they be placed on the windshields of cars in the parking lot

Students may post fliers listing book sales only on the bulletin board outside of the Student Lounge. The bulletin board on the stair landing on the second floor of the Academic Building may be used by students only to post information related to transportation or housing requests/availability. **NOTE: SINCE THE TRANSPORTATION AND HOUSING BULLETIN BOARD IS OPEN TO THE MANOR COMMUNITY, MANOR COLLEGE DOES NOT ASSUME RESPONSIBILITY FOR THE CONTENT OF FLIERS POSTED THERE AND URGES STUDENTS TO USE CAUTION WHEN RESPONDING TO THESE ADVERTISEMENTS.**

Dangerous Materials – Possession or unauthorized use of flammable liquids or gases, explosives, acids, fireworks, pepper spray, or any other substance which are hazardous, dangerous or illegal is prohibited on the Manor College campus.

Dining Hall Policies – All students are required to clean up after themselves when finished eating in the Manor Café (Dining Hall). Not cleaning up after one's self constitutes littering. Appropriate language and respectful behavior is expected at all times. Disrespect to

dining hall personnel is a major violation. Manor Café trays are not to be removed from the Dining Hall. Resident students picking up food for another resident need a signed Meal Pass which can be obtained from the Residence Coordinator. This may only be done for a resident student who is unable to leave the Residence Hall due to illness.

Emergency Contact Forms – At Orientation, students are asked to complete emergency contact forms, so that next of kin may be contacted in case of emergency or incapacitation. The forms are kept in the Security Services Office while students are enrolled at the College. If any student has not filled out this form, she or he is urged to go to the Security Services Office to do so.

Graduation – There is one graduation ceremony in the academic year which takes place in May. The Dean of Students Office handles organizational aspects of the graduation ceremony. Students who will be graduating in May or who graduated during the previous summer or winter semesters, receive a mailing with graduation instructions including information about the one graduation rehearsal. Prompt response is requested. Attendance at rehearsal is mandatory. During rehearsal, graduates will be fitted with caps, gowns and tassels and given graduation invitations. **Please be sure that the Registrar has current mailing address, phone number and other updated contact information.** Modest dress for graduation is required. No jeans, sneakers, plunging necklines or very short skirts permitted. Low heels for women are strongly suggested due to tripping danger on the steps. Please call the Dean of Students Office with questions at 215-885-2360 ext. 277. Also see Graduation under Academic Policies.

Grievance Procedure – Non-Academic

1. Students should direct all grievances and concerns related to all **non-academic** matters to the Director of Student Activities, located in the Student Life Office.
2. An incident report (obtained from the Student Life Office) must be completed and filed with the Director of Student Activities.
3. The Director of Student Activities will present the incident report to the Dean of Students.

4. The Dean of Students will schedule a time to meet with all parties to discuss the situation and determine the action to be taken.
5. The student may appeal the decision before the Student Conduct Appeals Committee. (Refer to Appeal Procedure)

Harassment Policy – Every student has the right to an educational environment conducive to equal opportunity and free from discriminatory action. Harassment of individuals, on the basis of race, creed, color, national origin, citizenship status, sex, age, religion, disability, military leave or veteran status, or any other characteristic protected by law (“Protected Classifications”) is **strictly prohibited and will not be tolerated by the College.** Such conduct interferes with the ability of Manor College to maintain an academic environment conducive to equal opportunity and is injurious to the parties involved. It is the intent of this policy to define the obligation of all members of the Manor College community to refrain from engaging in the harassment of other members of the Manor College community, and to set forth a procedure for any student who believes he or she has been subject to harassment in violation of this policy.

Definition of Harassment – Harassment is unwelcome, offensive verbal, written, or physical conduct directed at an individual based on any of the Protected Classifications which unreasonably disrupts or interferes with the individual’s performance, or which creates an intimidating, offensive, or hostile environment. Examples of prohibited conduct include (but are not limited to):

- use of insulting epithets or nicknames
- the display of insulting pictures, cartoons, slogans, or symbols
- intimidation through physical violence or threats of violence
- unwanted “kidding” or “joking” or “teasing” or “practical jokes” about one or more of the characteristics protected by law attributed to the targeted individual. Such comments are not only in violation of the policy but are damaging and hurtful both to the individual to whom they are directed and the perpetrator.

Sexual Harassment – Sexual Harassment includes any unwelcome sexual advances, requests of sexual favors, and

communications (verbal, non-verbal, written, including via electronic means) or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's performance on the job or in the classroom, or creating an intimidating, hostile or offensive academic or living environment. Some examples of prohibited conduct include (*but are not limited to*):

- uninvited teasing, jokes, or remarks of a sexual nature
- uninvited pressure for a date or sexual relationship, or sexual favors
- sexually suggestive looks or obscene gestures
- uninvited and deliberate touching, leaning over, cornering, pinching
- actual or attempted sexual assault
- display of sexually suggestive or explicit pictures or objects
- sexually explicit or suggestive communications via email, text messaging, etc.

Enforcement of Policy – Any student that believes he or she has been subjected to harassment prohibited by this policy has a responsibility to immediately report that harassment to the Dean of Students who will be responsible for conducting an investigation of the complaint.

The Investigation

1. Once an incident report detailing the complaint of harassment has been filled out and provided to the Dean of Students, she or her designee will promptly, fairly, and confidentially investigate the complaint. Personnel conducting an investigation of a complaint will keep information confidential and disseminate information only on a "need to know" basis. Normally, the investigation will include interviews with the student filing the complaint, the alleged violator and other relevant persons, as may be necessary. All relevant evidence will be reviewed.

2. As soon as practicable after the investigation concludes, the Dean of Students will determine whether the evidence is sufficient to support a finding that the policy has been violated. The Dean of Students will inform the student filing the complaint and the alleged violator of the Dean of Student's findings and recommendations. Findings do not constitute a legal conclusion.

Action and Penalties for Violation – Violation of the Manor College policy against harassment will not be tolerated. If after investigation, Manor College concludes that there has been a violation of this Policy, appropriate action will be taken, up to and including dismissal.

Retaliation – No student who brings a complaint of harassment in good faith will be subject to any negative action for doing so, regardless of whether the complaint is ultimately determined to lack merit. Any student who retaliates against another student for making a complaint of harassment will be subject to disciplinary action that may include suspension or dismissal from school. Any employee who retaliates against a student for making a good faith complaint under this Policy will be subject to disciplinary action up to and including discharge.

Identification Cards – Identification cards are provided to all members of the Manor College Campus Community as an essential component of campus safety and security. ID cards are bar-coded and students must possess a card for use in the Basileiad Library; no library books will be issued without an ID card.

ID cards are issued by the Security Services Office, located in St. Josaphat Hall (Residence Hall), first floor, Room 103. Office hours, during the regular academic year, are Monday through Friday, 8:00am to 4:00pm. Security Services may be contacted at 215-885-2360 ext. 459 or via email security@manor.edu.

ID cards must be worn at all times. All members of the Manor College Campus Community must either display their ID card by a lanyard or clipped on an outer garment. If not visible, **cards must be produced, immediately, upon request.**

ID cards must not be defaced, tagged or altered. Lost, stolen, altered, damaged and/or defaced ID cards must be replaced **immediately** through the Security Services Office. After the second issue, the cost for replacement ID is \$5.

Immunization Policy – A medical form that includes immunization records must be completed and signed by a medical provider as well as the student or his/her parent. This form must be submitted upon admission to Manor College. Grades will be withheld until the completed form is filed with the Admissions Office. Be aware that certain immunizations are required for specific majors. Students are advised to follow the directions on the Medical Health Form or check with their program advisors.

Insurance – All students are encouraged to carry health insurance. Certain academic programs require health insurance. Student health insurance information is available through the Student Life Office. All those wishing to participate in Manor's intercollegiate athletic programs must carry some form of health insurance prior to the start of the season's practice. All international students must submit proof of health insurance coverage valid in the United States. The Manor College Admissions Office has information on a health plan available to international students.

International Students – See Student Activities Department

Library Policies – Eating is not permitted in the Library or Library classrooms. Bottled water is the only beverage allowed in the Library or Library classrooms.

Circulation Policy: All Manor students need a Manor College student ID in order to check books out of the Library. Student IDs are obtained, free of charge, through the Security Services Office in the Residence Hall. Books from the circulating collection may be charged out for a period of four weeks. All other materials, including periodicals, audio-visual material, reference books and reserve items must be used in the Library. Materials charged out may be renewed prior to their return date by either visiting the Library, or calling (215) 885-2360, ext. 238. Fines for overdue materials are 10 cents per day per item up to a maximum fine of \$20 per item. Books that are lost or damaged are billed to the borrower at their full replacement

value plus a processing fee of \$10. Books no longer in print and not obtainable through the normal channels will be assessed at \$25 per hardback and \$15 for paperbacks. If an acceptable replacement copy of the book can be obtained by the person who lost the book, then the library will accept the replacement copy in lieu of the cost of the book. Students will be notified of overdue materials by mail, e-mail, or a courtesy call to their home. When library materials are not returned, they are considered lost and borrowers are charged for their replacement. All circulation and patron records are confidential and will not be revealed to anyone but the authorized patron or his or her designees.

Behavior Policy: The library at Manor College is a place where students can study, do assignments, use the computers, or just have a quiet place to think. Students enrolled at Manor have a right to an atmosphere conducive to study. To this end, the following guidelines have been written.

1. Any behavior which is considered disruptive to the normal use of the library is strongly discouraged. This includes excessive noise, or excessively boisterous activity.
2. Any behavior which is not suitable in a public arena is not suitable in the library. This includes indecent exposure and excessive intimacy.
3. Any behavior which is considered to endanger the health of others is not permitted. This includes smoking.
4. Any behavior which infringes on the dignity of the individual is to be discouraged. This includes abusive and/or offensive conduct.
5. Any behavior which is destructive to any property is forbidden. This includes theft or mutilation of library materials or property.
6. The use of cell phones in the library is restricted to text messaging on phones that have been set to silent or vibrate.
7. The use of the computers in the library for game playing is restricted to those times when there are no other students waiting to use the computers.
8. There is to be no food of any kind in the Library. Bottled water is permitted.

If the event is considered to be a slight infringement, the student will be asked to cease the activity, and no further action will be taken.

If the event is considered to be a sufficiently serious infringement, the student will be asked to leave the library. If they do not do so willingly, a security officer will be called to remove the student and the student will be barred from the library for one month.

If the event is sufficiently serious, an incident report will be filed with the Dean of Students.

Medical Policy –

Notification of an emergency room visit will be made to the parents or legal guardians of any student requiring hospital treatment for medical or psychiatric emergencies.

Students who have a physical and/or psychological condition that may subject themselves or other people to a health risk or physical danger may be required by the College to follow certain guidelines in order to remain at and/or return to the College. These requirements may include, but are not limited to, obtaining proper medical treatment, and an official letter from a licensed physician/psychiatrist/psychologist.

Documentation will be reviewed by the appropriate staff member/s including: the Health Services Coordinator, the Dean of Students and the Director of Counseling.

Residents with highly communicable diseases (which may include, but are not limited to, Measles, Meningitis, Mumps, German Measles, and Chicken Pox) **MUST** leave the campus for the duration of the disease. Resident students will be assisted in making necessary arrangements to notify parents or guardian.

Residents with diseases of lower communicability (which may include, but are not limited to, hepatitis, HIV, AIDS) will be dealt with on an individual basis. ***NOTE: Prior to entering the Residence Hall, all residents are required to have a physician complete the Manor College Medical/Immunization form, including the Meningitis***

vaccination form. All residents are required to have the following: Tetanus/Diphtheria; MMR#1; MMR#2; PPD; Hepatitis B #1; #2; #3; Meningitis; and Rabies #1; #2; #3.

Non-Discrimination Policy – Manor College does not discriminate against anyone on the basis of race, color, sex, age, disability, ethnicity, creed or national origin, military leave or veteran status, or other characteristics protected by law. This applies to all aspects of the College's life including, but not limited to, hiring, recruiting, admission, educational programs, housing, counseling, financial assistance, career planning, health and other insurance benefits, services and athletics. This policy also prohibits all forms of ethnic intimidation. The College regards ethnic intimidation as any subtle or blatant acts, words or deeds that may reasonably be considered offensive towards any particular race, color, religion, national origin, or other legally protected characteristic of an individual or group. Any student or person who believes they have been subjected to discrimination or ethnic intimidation is obligated to report the matter to the Dean of Students for appropriate action. Violation of this policy will not be tolerated. If, after investigation, it is determined that there has been a violation, appropriate action will be taken up to and including dismissal.

A determination under this policy is not a legal conclusion.

Parental Notification – According to the Federal Education Rights and Privacy Act of 1974 (FERPA), all requests (from parents and/or legal guardians) to release any information about a disciplinary sanction, other than the effective dates of the sanction, must be accompanied by a written consent (waiver) from the student to authorize the Dean of Students or a designee to release the information. The following exceptions will involve automatic parental notification:

- 1) A student's suspension or dismissal from the College or Residence Hall
- 2) Medical or psychiatric emergencies requiring hospital treatment
- 3) Violation of Manor College Alcohol and Drug Policy by any student

Personal Property, Damage, Loss, or Theft – Manor College encourages a respect for private property, an attitude that should permeate the College community. The College is not responsible for damage or loss, through theft or otherwise, of the personal property of students. Students/parents/guardians are encouraged to acquire appropriate insurance for such losses prior to enrollment. In cases of clear evidence of theft, and of theft which involves the welfare of the community, the College reserves the right to take disciplinary action.

School Closing – *Emergency and weather related school closings* are sent via text message to all members of the College community who have registered with the **Manor College Text Messaging System**. Registration can be completed at any time at <http://www.manor.edu/StudentLife/security.htm>. Call the Security Services Office at 215-885-2360 ext. 459 for assistance.

Weather related school closings are ***only*** broadcast on KYW 1060 AM radio station, online at kyw1060.com, or by calling KYW directly at 1-215-925-1060. **MANOR'S SCHOOL CLOSING NUMBERS ARE: 405 (DAY CLASSES) and 2405 (EVE CLASSES)**

Smoking Policy – In accordance with Abington Township Ordinance No. 1497, all buildings on the Manor College campus are SMOKE-FREE effective September 1, 1991.

Smoking is permitted outside each building in specifically designated areas. Benches and ash containers have been provided for anyone who wishes to smoke outdoors. Students are asked to be respectful of others, as well as of the maintenance staff, by disposing of all smoking-related litter in the appropriate containers.

Solicitation – The sale of tickets or soliciting for events and activities other than those sponsored by Manor College is forbidden on campus. The Dean of Students or a designee shall render a decision as to what are legitimate College events.

Telephone Calls – Incoming calls to students are for emergency purposes only. Classes will not be interrupted in non-emergency situations. In accordance with FERPA regulations, no one, including a

family member, calling the campus in an attempt to contact a student will be informed of the student's whereabouts. In an emergency, however, a message may be left with a staff member and communicated to the student.

Tennis Courts – Available for use by the Manor College community at no charge. Participants must provide their own equipment. Absolutely no skateboards, bikes or rollerblades are allowed on the courts at any time. See the Athletic Director for more information. **Hours:** Open daily from 7:00 am - dusk.

Trespassing – ALL students should remain on Manor College property. This includes three buildings: the Basileiad Library, Mother of Perpetual Help Hall (the Academic Building), and St. Josaphat Hall (which houses the Residence Hall), the grounds and parking lots. Students are NOT permitted to go on any property or grounds behind the Library Building for any reason. ANY student who does so will be considered to be trespassing. Trespassing is against the law and the owners and occupants of the adjoining properties may contact the authorities. **The only exception is students enrolled in the Veterinary Technician programs who have scheduled assignments off campus.**

STUDENT DISCIPLINARY CODE

Student Code of Conduct – The Code of Conduct makes it possible for members of a diverse student body to live, interact, and learn together in ways that protect both individual freedom and support institutional values. To ensure the fulfillment of its mission, it is important that the Manor College community be sensitive to, and respectful of the rights of others. As members of the Manor College community, students are expected to be familiar with and to abide by these standards of behavior. They should demonstrate respect for College regulations and the laws of the Federal, Commonwealth, and local governments. Their conduct should be in accordance with the College Mission Statement, ideals and expectations. Students are expected to conduct themselves in a manner that reflects decorum and the moral and ethical standards of behavior appropriate at a College based on Judeo-Christian values of respect for one's self and others. Inappropriate displays of affection, which could be offensive to others, are not acceptable.

THE COLLEGE RESERVES THE RIGHT TO REQUIRE THE WITHDRAWAL OF A STUDENT WHO DOES NOT MAINTAIN THE REQUIRED SCHOLASTIC STANDARD OR WHOSE CONDUCT IS NOT IN COMPLIANCE WITH CIVIL LAW AND/OR CAMPUS REGULATIONS.

Philosophy of Discipline – The basic philosophy of discipline at Manor College is one of education, encouraging individual responsibility and fostering a respect for the rights of others. Through the disciplinary process, the College attempts to teach moral and ethical values and, in doing so, maintain the orderly operation of the College. The disciplinary process is intended to protect the rights of all members of the College community. Furthermore, it is intended to redirect the behavior of students into patterns consistent with the Manor College Mission Statement.

In keeping with this philosophy, the College encourages students to avail themselves of the services of the professional counselors in the Manor College Counseling Center. When an individual is willing to accept responsibility for his/her behavior and work toward change, potential disciplinary problems can be avoided.

Responsibility for Enforcement of Student Conduct Policies – The authority of execution and enforcement of student conduct rules and regulations resides with the President of the College and her designated representatives. The Dean of Students is the principal administrator directly responsible for enforcement of student conduct policies. While individual faculty and staff members are also encouraged to enforce College conduct regulations, the following individuals are, by nature of their positions, charged with special responsibility for enforcing student conduct policies: Dean and Assistant Dean of Academic Affairs, Residence Hall staff, and Security Officers.

For the safety of the entire community, students, faculty and staff are strongly encouraged to report violations of the Student Code of Conduct and to report suspicious behaviors. When students are proactive in bringing behaviors of concern to the Dean of Students, Residence Life staff, and Security, serious harm may be averted.

The Dean of Students is responsible for making public any changes, additions or corrections to the Code of Conduct and Student Life policies. The Dean of Students conducts an annual review of the Student Code of Conduct policies and procedures.

Disciplinary Policy

Students are responsible for reading and understanding the Code of Conduct and all Manor College policies.

Any student who commits, aids or attempts to commit any violation of the expected standards of behavior will be subject to disciplinary proceedings. This may result in sanctions being levied against the individual or individuals involved. An incident report will be completed for each violation and kept on file with the Dean of Students.

Students who are in a situation or area where College policy is being violated must make a reasonable, positive effort to remove themselves from that environment. Failure to do so will result in the sanction warranted by the violation.

Students must accept responsibility for any guests and will be held accountable for their guests' actions. Therefore, they must ensure that their guests comply with the behavioral standards of the Manor College community. Any guest who violates the College Code of Conduct will be barred from campus.

In cases where a local, Commonwealth or Federal law may also apply, students may be subject to civil or criminal liability. In certain cases where the College's interests as an academic community are impacted, disciplinary procedures may be instituted against a student charged with a violation of a local, Commonwealth or Federal law that is also a violation of the Code of Conduct; thus, both institutional charges and civil or criminal charges may result from the same event. College disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings and are unrelated.

MAJOR VIOLATIONS – Violations of the Student Code of Conduct at Manor College are not limited to this list. The College reserves the right to classify other behaviors and situations not specifically defined or discussed in this handbook as violations. In such cases, the Dean of Students or a designee may formally charge a student in writing with the specific nature of the violation.

Abuse of the Student Disciplinary and Appeals System

- failing to respond to a request by the to Dean of Students or a designee to appear for presentation of charges, to appear when requested during the investigation, or to appear when requested before the Appeals Committee
- falsification, distortion or deliberate omission of information provided to the investigation
- disruption of investigation or appeal hearing
- attempting to influence others not to provide information to the investigation or to appear before the Appeals Committee
- attempting to influence members of the Appeals Committee through intimidation, harassment or promises of reward

Aggressive Behavior – Behavior that provokes possible or actual physical harm; behavior that incites others to violence; actions which intentionally or recklessly harm others; threats to harm another person, including, but not limited to: verbal, written (inclusive of text messages, emails, etc.) or physical intimidation. Also includes the use of gestures and symbols intended to threaten or intimidate; making a bomb threat; and assault. A single occurrence of these behaviors may result in disciplinary sanction.

Alcohol Abuse – Possession of alcohol; detectable intoxication; being on the Manor College campus intoxicated; dispensing alcohol to others. (See Alcohol and Drug Policy for complete information.)

Dangerous Materials – Possession or unauthorized use of flammable liquids or gases, explosives, acids, fireworks, pepper spray, or any other substances which are hazardous, dangerous or illegal is prohibited on the Manor College campus.

Disorderly Conduct – A breach of peace. Disruption of any of the functions of the College, disturbing the peace, disruption a class or meeting. This can either be a minor or major violation.

Disrespect for Authority – Failure to cooperate with legitimate requests of College employees in the performance of their duties.

Drugs – The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or drug paraphernalia, as well as the unauthorized distribution of prescription drugs. *First offense will result in dismissal from the Residence Hall and/or the College.*

Ethnic Intimidation – Subtle or blatant acts, words or deeds, symbols or gestures, which may be offensive to an individual or group of a particular race, color, religion or national origin.

Falsification – Making a statement intended to deceive a College representative, including, but not limited to: dishonesty, fraud, using false identification, altering official documents, misrepresentation. Forging, altering or using College documents or instruments of identification with intent to defraud the College or any other person or institution.

Fire and Safety Equipment Violations – Tampering with safety equipment including, but not limited to, removing batteries from smoke detectors, turning off hallway/stairwell lights, tampering with fire extinguishers or AED. Causing a false fire alarm, arson (setting any kind of material on fire), etc. Smoking in a campus building. Strict disciplinary action will be taken.

Gambling – Games of skill or chance involving illegal gambling for money or other item of value including prizes, whether on campus or at College-sponsored activities. Excepted are events officially approved by the College.

Harassment – See Harassment Policy under General Campus Policies

Lewd Speech or Behavior – Explicit or vulgar speech or behavior that is sexual or provocative in nature, including the distribution of such materials on campus or via electronic means.

Sexual Assault – By law, sexual assaults are classified as forcible and non-forcible sexual offenses. Forcible sexual offenses are defined as any sexual act directed against another person forcibly and/or against the person's will; or not forcibly when the victim is incapable of giving consent. These offenses include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Non-forcible sexual offenses are determined as unlawful, non-forcible sexual intercourse and include incest and statutory rape.

Sexual Harassment – See Harassment Policy under General Campus Policies.

Stalking – A pattern of conduct, repeated actions toward, or repeated communications with another person, including following the individual without proper authority, under circumstances intended to create fear of bodily injury or to cause substantial emotional distress to such other person.

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

Trespassing – See Trespassing under General Campus Policies.

Vandalism – Vandalism is defined as the deliberate, attempted, or actual destruction, reckless damage, misuse or defacement of College property or the property of a member or guest of the Manor College community on College premises. Vandalism causing damage to an educational facility may also be a violation of Commonwealth law.

Weapons – Possession of firearms and/or weapons of any type, including concealed weapons for which the carrier has a legal permit are STRICTLY PROHIBITED on campus. Students are required to contact Campus Security immediately to report their knowledge of the presence of any weapon.

SANCTIONS FOR MAJOR VIOLATIONS – Sanctions will be determined by the Dean of Students or a designee in accordance with the Manor College Student Disciplinary Code. Each offense will be evaluated based on severity, circumstances, impact on the community, extent of damage, etc. Students who fail to complete their sanctions in the allotted time may receive further sanctions. **NOTE: A student's record of major and minor violations is cumulative over the course of the student's time at Manor. Persons, groups, or organizations found responsible for the commission of a major violation can expect to receive one or a combination of the following sanctions:**

First Violation (Major Offense)

1. Fine ranging from \$100 - \$400
2. Community Service: If community service sanction is not completed by the designated deadline, the assigned hours will be converted to a fine of \$15 per hour.
3. Residency Probation
4. Suspension from the Residence Hall
5. Ban from the Residence Hall
6. Dismissal from the Residence Hall and/or College (No refunds are given for tuition, room, board or fees for the remainder of the semester in which a student is dismissed. Check with the Financial Aid Office regarding the impact of dismissal on Financial Aid.)
7. Parental notification*
8. Notification of legal authorities
9. Restitution (see Definition of Terms)
10. Police Intervention: Portable Breath Tester (PBT) administered, citation issued (\$400-\$500 fine) and possible license suspension.
11. Mandatory Alcohol Education. Student will be responsible for the cost.
12. All drug violations will result in automatic dismissal from the Residence Hall and the College.

Second Violation (Major Offenses)

1. Fine ranging from \$200 - \$500
2. Dismissal from the Residence Hall and/or College (No refunds are given for tuition, room, board or fees for the remainder of the semester in which a student is dismissed. Check with the Financial Aid Office regarding the impact of dismissal on Financial Aid.)
3. Parental Notification*
4. Notification of legal authorities
5. Restitution
6. Police Intervention: Portable Breath Tester (PBT) administered, citation issued (\$400-\$500 fine) and possible license suspension.

* *Such notification is allowed under the Federal Education Rights to Privacy Act (Section 99.31). See Parental Notification Policy under General Campus Policies.*

MINOR VIOLATIONS

1. Disorderly conduct
2. Failure to produce I.D. within 3 days
3. Congregating in the stairwell
4. Littering
5. Failure to attend mandatory meetings**
6. Repeated violation of General Courtesy Policy**
7. Violating Quiet Hours**
8. Violating Visitation**
9. Violating Guest Policy**

** For definitions, see Residence Life Section.

SANCTIONS FOR MINOR VIOLATIONS – The accumulation of 3 minor incidents will convert to a major incident requiring major sanction/s. ***A student's record of major and minor violations is cumulative over the course of the student's time at Manor College.***

Persons, groups, or organizations found responsible for the commission of a minor violation may have one or a combination of the following sanctions levied:

1. Verbal warning
2. Written reprimand
3. Fine not to exceed \$50.
4. Community Service: If community service sanction is not completed by the designated deadline, the assigned hours will be converted to a fine of \$15 per hour
5. Residency Probation
6. Restitution

DEFINITION OF TERMS:

- **Dismissal from the Residence Hall** - permanent separation of a student from the Residence Hall. **NOTE: STUDENT REMAINS RESPONSIBLE FOR ATTENDING ALL CLASSES AND COMPLETING ALL COURSE WORK AFTER DISMISSAL FROM THE RESIDENCE HALL.**
- **Dismissal from the College** - permanent separation of a student from the College.
- **Restitution** - compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
- **Residency Probation** - a set period of time during which any additional offense will cause dismissal from the Residence Hall. Residency probation will remain in effect until the end of the current academic year (September - May).
- **Suspension from Residence Hall** - total separation of a student from the Residence Hall for a defined period of time, after which a student may be eligible to return. Conditions for returning to live on campus may be specified. **NOTE: STUDENT REMAINS RESPONSIBLE FOR ATTENDING CLASSES AND COMPLETING ALL COURSE WORK DURING THE PERIOD OF SUSPENSION.**

- **Suspension from the College** - separation of a student from the College for a definite period of time, after which a student may be eligible to return. Conditions for readmission may be specified.

DISCIPLINARY PROCEDURE

1. **Incident Report** - When an alleged violation of the Student Code of Conduct is committed, an incident report is written up with the date, location, nature and details of the event, and names of participant/s and any witnesses involved. The report is submitted to Dean of Students and/or a designee who will initiate an investigation, interviewing and gathering written accounts from witnesses and other involved parties.
2. **Notification of Student** - The student who has allegedly committed the violation will be notified in writing of the date and time of the Administrative Hearing by the Dean of Students and/or a designee within a reasonable time of the completion of the preliminary investigation of the incident. This hearing will be held in a timely manner based on the schedules of the persons involved.
3. **Administrative Hearing** - An Administrative Hearing will be held in front of the Dean of Students and/or designee/s to give the student an opportunity to hear the charges. The student will be given an opportunity to respond to charges and accept or deny responsibility. Other persons involved, or witnesses who can provide specific information regarding the alleged incident and whose presence is requested by the charged student, may be invited by the Dean of Students and/or a designee for further clarification.
4. **Decision** - The Dean of Students and/or a designee will then render a decision. She reserves the right to impose sanctions for the offense as deemed appropriate and will inform the student in writing of the decision, sanction/s and any administrative action taken. A record of the decision along with the student's written response becomes part of the student's disciplinary record and is maintained on file in the Dean of Students' office. Only College dismissal shall appear on the student's transcript as part of the student's permanent academic record. All other disciplinary actions shall become part of the student's disciplinary record.

5. **Right to Appeal** - The student may appeal the decision before the Student Conduct Appeals Committee. The Appeal Procedure will apply if, and only if, the student can demonstrate that their case fits under the criteria listed in Appeal Procedure #2, listed below.

APPEAL PROCEDURE – Students found in violation of the Student Code of Conduct may appeal the administrative decision to the Student Conduct Appeals Committee. The Student Conduct Appeals Committee consists of a chairperson, one faculty member, one staff member and two students. One member of the Committee will serve as recording secretary.

1. The student must submit to the Dean of Students a written request for appeal **within two class days** of the notification of their sanction. The student must include her/his email address to receive the Dean of Student's response in a timely manner. It is the student's responsibility to check her/his email during this time frame for the response. If the student who is appealing would like to request that witnesses appear before the Committee, the witnesses' names must be included in the petition letter. A maximum of two witnesses are allowed and they should be persons who can give specific input to the case, not merely offer support or character reference. The Dean of Students will forward this request to the Chair of the Student Conduct Appeals Committee.
2. For an appeal to be heard, students must be able to demonstrate **one or both** of the following in the letter to the Dean of Students:
 - a. They did not receive a hearing consistent with the established disciplinary procedures listed above in the section entitled "Disciplinary Procedure."
 - b. New evidence is available. The student must include in the appeal request letter documentation of new evidence that was not provided for the Administrative Hearing.
3. The Chair of the Student Conduct Appeals Committee will make a decision regarding the request within two class days and notify the student in writing of the decision. It is the student's responsibility to check her/his email during this time frame for

the response. If a hearing is allowed, it will be held in a timely manner. **The decision of the Appeals Committee to grant or deny an appeal shall be final.**

4. Attendance at the appeals hearing is limited to the individuals on the Student Conduct Appeals Committee, the Dean of Students and/or a designee, the individual/s who filed the charges against the student, the student appealing the charge/s and witnesses allowed by the Committee.
5. Following testimony by the student who requested the appeal, the witnesses will be called separately to testify privately in the presence of the Student Conduct Appeals Committee.
6. If the student fails to appear for the hearing, the Student Conduct Appeals Committee shall automatically uphold the original decision and sanction.
7. The Student Conduct Appeals Committee shall render their decision by a majority vote and the Chair will notify the student and the Dean of Students of the decision at the conclusion of the appeals hearing.
8. The student who appealed is expected to assert in writing his or her agreement to abide by the sanction imposed. The decision and the student's written response will be included in the student's disciplinary record, which is maintained by the Dean of Students. **Only College dismissal shall appear on the student's transcript as part of the student's permanent academic record. All other disciplinary actions shall become part of the student's disciplinary record.**
9. A written record of the appeals hearing proceedings will be prepared by the Appeals Committee and filed with the Dean of Students.
10. Notification of parent/s or legal guardian/s regarding the charge, the sanction, and the findings of the Appeal Committee by the Dean of Students will be according to FERPA guidelines.

NOTE: Any individual who retaliates or attempts to retaliate against a complainant, witness or member of the Student Conduct Appeals Committee will be subject to disciplinary action. Please see Abuse of the Student Conduct System under Major Violations for more information.

RESIDENCE HALL FACILITIES – St Josaphat Hall, FIRST, SECOND AND THIRD FLOORS

PARKING: All students residing in the Residence Hall **MUST** register their vehicles with the Residence Hall Coordinator.

MAIL DELIVERY: Mail is delivered daily to students, except on weekends. Large packages and boxes can be picked up from the College Receptionist in the Library Building.

FACILITIES: LOWER LEVEL

- Vending Machines:** An assortment of snacks and beverages are available.

FIRST, SECOND AND THIRD FLOORS each have a bathroom, kitchen, laundry, and a trash chute:

- Kitchens** - Equipped with stove, microwave, refrigerator and eating area. Students are responsible for maintaining an orderly kitchen.
- Laundry** - Coin-operated washers and dryers are available for student use. Each student supplies his/her own laundry products.
- Trash Chute:** Students are responsible for emptying their personal trash. Bottles and large boxes may **NOT** be put in the trash chute since this causes blockage. Large amounts of trash should be deposited directly into the trash dumpster located on the side of the Residence Hall.

FIRST FLOOR

- Rooms:** Student Rooms (101, 102, 105, 106,) Health Services Office, and Security Services Office.
- Co-Ed Social Lounge:** Open 24 hours to all Residence Hall students. Equipped with vending machines, furniture, a TV and DVD/VCR for use by students and their guests. No furniture or electronic equipment shall be removed from the lounges for private use. ***Any groups interested in using this lounge for programs must obtain permission from the Residence Hall Coordinator.***
- Computer Room (Room 104):** Open 8am to 12 midnight. Equipped with computers for use by residents. A printer is also available. Students should supply their own paper and may ask a resident assistant for help with loading.

SECOND FLOOR

- **Rooms:** 201 - 222.
- **Residence Hall Coordinator's Office:** Center for coordination of all activities regarding the Residence Hall. Office hours for the Residence Hall Coordinator are posted outside the office door.
- **Sun Porch:** Furnished with modern outdoor furniture where students can socialize and relax without leaving the Residence Hall. **Hours:** Open daily from 10am – 10pm.

THIRD FLOOR

- **Rooms:** 301 - 323.
- **Lounge:** TV lounge, open 24-hours for studying and socializing.
- **Residence Hall Coordinator's Apartment:** Private living quarters for the Residence Hall Coordinator.

RESIDENCE LIFE

Admittance – In order to be admitted to the Residence Hall, students MUST submit a COMPLETED and official student medical form. An emergency contact person is REQUIRED and MUST be a parent or legal guardian. Students are required to update this information with the Residence Coordinator as changes occur.

Alcohol and Drug Policy Instruction – The Alcohol and Drug Policy will be presented by the Dean of Students to all incoming students and parents during Freshman Orientation in August. In addition, Resident Assistants will review the Manor College Alcohol and Drug Policy with ALL resident students at floor meetings.

There are 2 MANDATORY educational programs on Drug and Alcohol Abuse per academic year. Resident students not attending these sessions will receive a fine and a minor violation.

Baby Sitting – Baby sitting is not permitted in the Residence Hall under any circumstances. All children under the age of thirteen must be supervised by the visiting adult at all times and are not permitted to stay in the Residence Hall overnight under any circumstance.

Bag Checks – Security officers will conduct random bag checks throughout the year. This policy applies to both students and visitors to the Residence Hall. Items checked will include book bags, gym bags, luggage, laundry hampers, pocketbooks, boxes, grocery bags, and any containers brought into the dorm when the contents cannot be clearly seen and identified. All checks are recorded by the security officer with student or visitor name, time and date.

Cable Television – Basic cable is provided to each room free of charge by Manor College. If, during the academic year, a resident discovers that he/she is having difficulties with his/her cable service, the resident must contact the Residence Hall Coordinator. If a resident arranges for repair on his/her own, the service person will be sent away.

Conservation – It is important, especially during the coldest periods of the year, that students use electrical energy wisely. The following suggestions will assist in the conservation of heat:

- Make certain nothing is blocking the heater. Move all items 10-12 inches away from the heater.
- Keep all windows and curtains closed to keep out drafts.
- Use lights and personal electrical appliances sparingly.
- Make certain that the heat register is open by turning the knob to the left.

Disciplinary Policy Related to Suspension or Dismissal from the Residence Hall – Students suspended from the Residence Hall are responsible for providing their own housing during the suspension and any appeals process. No refunds are given for room or board for the remainder of the semester in which a student is dismissed. Students dismissed from the Residence Hall may purchase their meals in the Dining Hall. Students dismissed from the Residence Hall for disciplinary reasons will not be able to return to the Residence Hall for the remainder of their time at Manor College.

The Dean of Students' primary concern is the safety and welfare of all students attending Manor College. Therefore, if a disciplinary sanction results in a suspension or dismissal of a Residence Hall student from the Residence Hall or the College, at any time other than at the end of the semester, a phone call will be made to the parents/guardians or a

certified/return receipt requested letter will be mailed to the parents/guardians notifying them of the action that was taken. Resident students age 21 and over must have signed a disciplinary waiver in order for the Dean of Students to disclose to parents or guardians the full details for the suspension or dismissal.

Electrical Appliances – All appliances must be UL listed. Cooking is not permitted in the Residence Hall rooms (with the exception of Micro-Fridge use). All extension cords must be UL listed and surge protected with built-in circuit breakers. Overloaded extension cords and cords under rugs are not allowed.

Appliances permitted in resident rooms: Small lamps, heating pads, small fans, TV/VCR/DVD, computers, radios, electrical grooming aids, electrical power surge strips, micro-fridges provided by the College.

Appliances NOT permitted in resident rooms: Heating and immersion coils, space heaters, electric cooking devices (i.e. hot plates, skillets, toasters, toaster ovens, popcorn poppers, Foreman grills), air conditioners, electric blankets (unless medically necessary - doctor's note is required), free-standing halogen torchiere lamps, and electrical items with frayed wires. Ironing should be done in the service room - not resident rooms.

Emergency Contact Information – Students are required to inform the Residence Coordinator in writing and as soon as possible about any changes to the parent/ legal guardian contact information.

Family Visitation – Families may visit resident students in their rooms. The resident student must register his/her family members using the sign-in procedure at the Security Department Main Desk. Additionally, all family members age 13 and older MUST present a photo ID to enter the Residence Hall. If a family member does not have a picture ID card, they must still be signed in, but can only visit in the social lounge on the first floor. Please see the Residence Hall Coordinator for arrangements for overnight housing.

Fire Drills - Evacuation - Residence Hall – Resident students are responsible for familiarizing themselves with the Fire and Emergency Evacuation Procedures, as well as all emergency procedures listed in the handbook. Lives depend on every member of the Manor community knowing how to respond in emergency situations.

Fire drills are conducted on a regular basis in the Residence Hall and planned by the Residence Hall Coordinator according to State law. In addition to knowing and following the directions given under Emergency Procedures, the following is information specifically for resident students:

1. **When the Fire Alarm is sounded, you and any guests MUST EXIT IMMEDIATELY – regardless of whether it’s a food fire, fire drill, or fire.**
NEVER listen to anyone suggesting staying behind in the room when the alarm is sounded. YOU MUST EXIT.
2. **ALL occupants of the building must immediately evacuate in a quick, calm, orderly manner, with a towel to cover the face to protect from smoke inhalation, and in winter, shoes and a coat.**
 - The first and third floor residents are to exit out the front door.
 - The second floor residents are to exit out of the rear (emergency) door.
 - Please refer to the fire map located in each room.
 - IF EXITS ARE BLOCKED, STAY NEAR A WINDOW AND YELL FOR HELP.
3. **Once you exit, YOU MUST GO TO THE TENNIS COURT. YOU MUST GET AWAY FROM THE RESIDENCE HALL BUILDING. Do not stand in front of the building. Do not go to your car. Do not attempt to leave campus, either on foot or in a vehicle.**
4. **Roll call will be taken at the tennis court to make certain everyone has exited the building.**
5. **No student is permitted to re-enter the building until the Residence Hall Coordinator or a designee has given the “all clear” signal.**

ANY STUDENT WHO DOES NOT EXIT THE BUILDING IN RESPONSE TO A FIRE ALARM WILL RECEIVE A SANCTION AND A FINE.

Fire Safety - Please see Dangerous Materials and Tampering with Safety Equipment under Major Violations.

- **ID cards must ALWAYS be left at the Security Department Main Desk.** No ID in the box could result in a SERIOUS TRAGEDY during a fire. It indicates a student is not in the building, when the student might actually be in her/his room sleeping. Avoidable tragedy could result.
- Open Flame Devices including but not limited to candles, incense, potpourri pots, and oil burning lamps, are prohibited in the Residence Hall, even if only for decorative purposes.
- Holiday Decorations: Natural Christmas trees and wreaths, because they are highly combustible, are prohibited. All holiday lighting must be UL listed. Holiday decorations that are considered excessive and a potential fire hazard are prohibited. (See the Residence Hall Coordinator for approval of any questionable decorations.)

General Courtesy – Standards of common courtesy and respect for the rights of others are essential. Student behavior that infringes on the rights of others is not acceptable. Each resident has the right and is encouraged to directly ask students who are engaging in disruptive or inappropriate behavior to stop. If the problem is not corrected, then the resident should contact a Residence Hall staff member. Violators will be held accountable. See Minor Violations.

Guest Policy – The guest policy provides resident students with the opportunity for informal social interaction and interpersonal growth. The College views *any* visitation within the Residence Hall as a privilege. This privilege, however, may be revoked if safety, privacy or any other concerns warrant such action. It is expected that each resident and her/his guests will conduct themselves with respect for the rights of others. All guests must adhere to General Campus and Residence Hall Policies. Resident students are responsible for the actions of their guests. The resident student must personally sign in his/her guest at the Security Department Main Desk. **If a resident student does not have an ID, they may not sign in a guest.** All guests (friends and family members) must leave a picture ID card at the Security Department Main

Desk when visiting in the resident's room. If a guest does not have a picture ID card, they must still be signed in, but can only visit in the social lounge on the first floor.

Overnight Guests

● **No overnight guests will be allowed in the Residence Hall during midterms and finals.**

● Overnight guests are welcome in the Residence Hall Thursday through Saturday only.

● All overnight guests must be signed in by 12 midnight.

Permission from the roommate, a written request from the host student and authorization from the Resident Coordinator are all necessary. Forms are available at the Security Department Main Desk and in the Resident Coordinator's Office. ***The authorization form and request form must be submitted at least 24 hours in advance.***

An individual who does not reside in the Residence Hall may stay in the Residence Hall no more than two consecutive nights and a maximum total of four overnight stays are allowed **per semester**, regardless of whose guest they are. *For example, if an individual stayed one night with 4 separate resident students in one semester, that person would not be allowed to stay overnight in the Residence Hall for the rest of that semester.*

Visitation

Hours:

- Monday-Thursday from 12 noon - 10pm
- Friday-Sunday 12noon -12 midnight

1. Female guests are not permitted to use the male restrooms and male guests are not permitted to use the female restrooms.

2. Male residents are permitted on the female resident floor(s) and female residents are permitted on the male resident floor only during visitation hours.

3. Only one visitor per person is allowed in each room. *Example: A double room may have only two visitors at a time.*

4. In the event of a predicted snowstorm, non-residents will not be permitted to be signed in for visitation.
5. Violations or misuse of policies will result in disciplinary action.
6. The Residence Hall Coordinator has the right to cancel visitation at any time.

Hall Sports – For safety, playing of sports and bouncing or throwing balls in the Residence Hall is prohibited.

Hallways and Stairwells – All hallways and stairwells should be kept clear and allow for easy passage at all times. Resident students and their guests are not permitted to socialize in the hallways and/or stairwells due to fire safety regulations. No personal property should be stored in the hallways at any time. An item not removed after one warning will be confiscated.

Housekeeping Personnel – Housekeeping is responsible for maintaining the public areas in the Residence Hall: hallways, lounges, kitchens, bathrooms, and stairwells. Housekeeping is not responsible for cleaning resident rooms or emptying waste baskets from resident rooms.

ID Cards – All residence hall students are required to possess a **Manor College Student ID card**. **RESIDENTS MUST LEAVE THEIR ID CARDS AT THE SECURITY DESK EVERY TIME THEY ENTER THE RESIDENCE HALL AND TAKE THE ID WITH THEM EVERY TIME THEY EXIT.**

In the event that a resident student has lost his/her ID card, a temporary ID card will be issued for a period of 48 hours (excluding weekends). After 48 hours, the student must return the temporary ID card to the SECURITY SERVICES OFFICE and either produce his/her current ID card or obtain a new ID card. Resident students who fail to return their temporary ID card will be denied access to the Residence Hall until they do so. After the third day with no ID, a minor sanction will result.

NOTE: IF A STUDENT DOESN'T HAVE A MANOR COLLEGE STUDENT ID, THEY CANNOT SIGN IN A GUEST.

Illness and Absence – Students are required to report all illnesses and absences to the Residence Hall Coordinator or Resident Assistant as soon as possible. If prolonged absence is necessary or planned, students must notify the Residence Hall Coordinator and the Dean of Academic Affairs. See Missing Person Policy.

Keys – Upon entering the Residence Hall, all residents are issued a room key. If the resident should lose his/her key, he/she must notify the Residence Hall Coordinator. If a key is broken off in the key core, the resident will be responsible for the cost of a new key core and key, plus any other costs involved. Total charge will be determined by the locksmith at time of service. **ROOM KEYS MUST BE TURNED IN IF THE RESIDENT IS PERMANENTLY EXITING THE RESIDENCE HALL OR EXITING AT THE END OF THE SPRING SEMESTER.**

Liability for Damages – Damage done to the College's property by resident students or their guests is the full responsibility of the resident students. Resident students causing damages will be charged for repairs and may be subject to further disciplinary action. When damage is in public areas and the resident(s) responsible for the damage cannot be ascertained, assessment will be in the following ways:

- Damage occurring on a specific floor is charged equally among all members of the floor.
- Damage occurring in public areas and the social lounge is charged equally among all members of the entire Residence Hall.

Lock-Outs – If a resident is locked out of his or her room, he or she must find the staff member on duty to unlock his or her door. Only in emergency situations will Security unlock a resident's door.

Main Entrance Access – For security reasons, the outside door will be locked at 12:00 midnight. Students must use the doorbell to enter the Residence Hall after midnight. All other access doors are locked and alarmed and are used for emergencies and fire drills only.

Mandatory Meetings – Residents must attend all mandatory meetings. Failure to do so is deemed a minor violation and will result in the appropriate sanction.

Meal Pass – See Dining Hall Policies.

Medical Policy – NOTIFICATION OF AN EMERGENCY ROOM VISIT WILL BE MADE TO THE PARENTS OR LEGAL GUARDIANS OF ANY STUDENT REQUIRING HOSPITAL TREATMENT FOR MEDICAL OR MENTAL HEALTH EMERGENCIES.

Residents who have a physical and/or psychological condition that may subject them or others to a health risk or physical danger may be required by the College to follow certain guidelines in order to remain in the Residence Hall and/or at the College. These requirements may include, but are not limited to, obtaining proper medical treatment, and being certified by a licensed, approved health care provider as being appropriate for communal living.

In order to return to the campus and/or the Residence Hall from an extended or serious illness or psychological crisis, a student must provide a doctor's note with signature and contact information, and any other required documentation. This will be reviewed by the appropriate staff member/s including: the Dean of Students, the Health Services Coordinator, the Residence Hall Coordinator, and the Director of Counseling.

Residents with highly communicable diseases (which may include, but are not limited to: Measles, Meningitis, Mumps, German Measles, and Chicken Pox) **MUST** leave the campus for the duration of the disease. Resident students will be assisted in making necessary arrangements to notify parents or guardians. Residents with diseases of lower communicability (which may include, but are not limited to, hepatitis, HIV, AIDS) will be dealt with on an individual basis.

Medical Form / Immunization Record – Prior to entering the Residence Hall, all residents are required to have a physician complete the Manor College Medical/Immunization Form, including the Meningitis vaccination form. All residents are required to have the following: Tetanus/Diphtheria; MMR #1; MMR #2; PPD; Hepatitis B #1; #2; #3; Meningitis; & Rabies #1; #2; #3. **NO STUDENT WILL BE ALLOWED TO MOVE INTO THE RESIDENCE HALL WITHOUT THE COMPLETED MANOR COLLEGE MEDICAL FORM.**

Medications – All students are responsible for their own over-the-counter and/or prescribed medications. All personal medications must be kept in a safe and secure place. It is against the Manor College Drug and Alcohol Policy for students to share with or sell their prescription medication to others or to be in possession of prescription medication that is not expressly labeled for their use.

Missing Person – Resident students should notify the Residence Hall Coordinator and Security of any planned absence from the Residence Hall of more than twenty-four hours. If a resident is missing for more than twenty-four hours, the Dean of Students and/or the Residence Hall Coordinator will notify the parents or legal guardian. Only in cases of special circumstances will the parents or legal guardian be notified prior to the twenty-four hours.

Moving Out – It is the resident's responsibility to officially check out of his or her room. All residents must arrange a checkout time at the end of each academic semester, if permanently exiting mid-semester, or for a room change. During this time the Residence Hall staff will note any damages on the Room Inspection Form.

- **Room keys must be turned in.**
- Rooms are to be left in the same conditions they were in upon entering.
- Refrigerators must be defrosted and cleaned.
- All trash must be removed from the room.
- Telephone service must be shut off.
- Resident/s will be charged for any room damages that occurred while they were occupying the room and for any missing keys or room furnishings.
- Checkout procedures are the responsibility of each resident. A friend or roommate **may not** check out for a resident.

FAILURE TO COMPLETE THE CHECKOUT PROCEDURE WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT.

Opening and Closing of the Residence Hall – Dates and times of the Residence Hall opening and closing will be posted in the Residence Hall.

No student may remain in the Residence Hall after a scheduled closing time or enter the Residence Hall before a scheduled opening time without special permission from the Residence Hall Coordinator.

Pets – Pets are not permitted in the Residence Hall with the exception of a small aquarium containing only fish. The Residence Hall Coordinator will remove any other pets immediately.

Quiet Hours – It is the responsibility of all residents to keep noise to a minimum. Each resident has the right to reasonable quiet for studying purposes and for rest. Residents have the right to request that other residents control their noise. If the student making noise does not comply with the request, the student who made the request should inform a Residence Hall staff member who will pursue the matter. Violators of this policy are subject to disciplinary action.

- **Quiet hours are daily from 10:00 p.m.- 9:00 a.m.**
- **Quiet Hours are in effect 24 hours during Midterms and Finals.**

The following should be practiced during Quiet Hours:

1. No shouting in or near the building.
2. Keep voices at a normal volume in hallways, bathrooms, stairwells, and on the benches outside of the Residence Hall.
3. No running or boisterous behavior in the halls or stairwells.
4. Walk softly while wearing heels.
5. No loitering or loud noise when leaving the lounge areas.
6. No loud conversations on the pay phone in front of the Dental Center.
7. No weightlifting during quiet hours.
8. No loud music that can be heard outside of residents' rooms.
9. To control noise after midnight, students are not permitted to congregate near the Residence Hall. When leaving the grounds after midnight, students are requested to do so quietly.

Noise is considered too loud when:

- It can be heard outside of a room with the door closed.
- It can be heard at the other end of the hallway.
- It can be heard on the floor above or below.

- It is produced inside the Residence Hall and can be heard outside.
- It is produced outside and can be heard inside the Residence Hall or any other campus building.

Conduct and Outside noise from 10pm to 9am

Expectation of Residence Hall students while on Manor College grounds (including sitting or riding in a vehicle): Refrain from using abusive and profane language, engaging in provocative or sexual activities, participating in the distribution and/or consumption of any illegal substance, including alcohol. (See Appropriate Behavior under General Campus Policies.)

Refrigerator Rentals – Residents **must** rent their Micro-Fridge from the College. Personal refrigerators are not permitted. Rentals will be handled during the first week of school. If a resident misses this time period, a new time must be rescheduled with the Residence Hall Coordinator. Billing for Micro Fridge rentals is handled by the Bursar.

Right of Entry – Residence Hall staff has certain rights to enter a resident's room without the resident's permission if there is reasonable cause to believe that the College rules are being violated and/or medical or maintenance emergencies need immediate attention. For safety reasons, during dorm closings, the Residence Hall Coordinator will enter every room to make certain that all electrical appliances have been removed from their outlets and check that all windows are properly secured and smoke detectors are working properly.

Room Assignments – The Residence Hall Coordinator makes room assignments according to students' requests whenever possible. Residents who find themselves without a roommate during the semester will be asked to accommodate another student or pay the private room fee. Private rooms, if available, are charged at a higher rate. Private room requests are granted based on the following criteria:

1. Sophomore status
2. Availability
3. At the discretion of the Residence Hall Coordinator

Room Changes – Room changes are allowed during the first two weeks of the fall semester and at any other time designated by the Residence Hall Coordinator. In order to change rooms, residents must fill out a Room Change Request Form at which time a Room Inspection Form will be completed. Keys must be returned to the Residence Hall Coordinator. Furniture cannot be removed from any room or public area. The Residence Hall Coordinator approves all room changes and has the right to make room/roommate changes for the welfare of the Residence Hall and its residents. No resident is allowed to move without going through the proper procedure.

Room Repairs – Requests for room repairs should be directed to the Residence Hall staff, who in turn will place a work order for repairs with the Manor College Maintenance Department.

Room Responsibility – Students are responsible for their room and furnishings. All rooms are furnished with a bed, dresser, desk, chair, bulletin board and message board. No furniture may be removed from the room. Items are not allowed to be screwed or nailed to walls, ceilings or doors. Beds are not permitted to be dismantled nor may mattresses be placed on the floors. For safety, no beds may be placed on each other or on furniture to form a “bunk bed”. Failure to comply with this policy will result in a fine.

Posters and other items to be displayed on walls and doors must be attached with masking tape only.

Room Security – Room Security is very important for the protection of all residents’ personal belongings. **It is mandatory that students keep their doors locked when leaving their rooms.** Resident students who fail to lock their room doors and whose rooms are subsequently used during a policy violation may receive sanctions according to the situation. **MANOR COLLEGE IS NOT RESPONSIBLE FOR THE LOSS, DAMAGE OR THEFT OF ANY PERSONAL BELONGINGS.**

Security Deposit – A \$200 security deposit is to be submitted to the Business Office prior to entering the Residence Hall. This deposit will be returned minus a \$75 room cleaning fee and any charges for damages to the room, when the student leaves the Residence Hall. Any unpaid fees

will be deducted from the security deposit. **IF A STUDENT IS DISMISSED FROM THE RESIDENCE HALL, THE SECURITY DEPOSIT WILL NOT BE RETURNED.**

Examples of charges that can be taken out of the security deposit:

Ripped/cut mattress	\$100
Painting - Room	\$180
- Ceiling	\$ 50
- One wall only	\$ 50
Patch Wall	\$ 50
Lost Room Key	\$ 10
Small screen replaced	\$ 75
Large screen replaced	\$150
Small glass window replaced	\$ 50
Large glass window replaced	\$100
Double face tape on walls, door, and ceiling	\$ 25
Bulletin board damage	\$ 20
Key Core Replacement	Per Locksmith
Failure to complete check-out procedure	\$200

All fees are subject to change.

Social Lounge – Open 24 hours to all Residence Hall students. After midnight, the volume of the television will be lowered and the Social Lounge door will remain open. Sleeping is not permitted in the Social Lounge.

Storage – The Residence Hall does not provide storage space for students' personal belongings.

Telephone Policy – Residents are permitted to have private phones in their room. Each room is equipped with a phone jack. Any damages to the phone jack are the responsibility of the student, as are all costs associated with repairs such as installation of new jacks or wires associated with phone company service calls. **MANOR COLLEGE IS NOT HELD LIABLE IN ANY WAY IF A ROOMMATE CHOOSES NOT TO PAY HIS/HER PART OF THE PHONE BILL.** If the phone company has to come to check a resident's phone line for any reason, the repair person **must** have clearance from the Residence Hall Coordinator. Without clearance from the Residence Hall Coordinator, the repair person will not be permitted into the Residence Hall. Telephone service MUST be shut off as part of the check-out procedure.

Window Screens – Window screens should not be removed nor tampered with. If a screen is damaged, the resident/s will be charged for the replacement of the screen.

SECURITY AND CAMPUS SAFETY

ACT NO. 73--1988 House Bill 1900

This Act requires institutions of higher education to provide students and employees with information relating to campus crime statistics and security measures and to provide similar information to prospective students and employees upon request. Manor College is pleased to comply with Pennsylvania Act No. 73 of 1988, the College and University Security Information Act. Manor College and the Department of Campus Security, in conjunction with Student Life also complies with the Commonwealth of Pennsylvania Act No. 73, College and University Security Information Act, the Higher Education Act on Campus Security, the Student Right-to-Know Act of 1990 and its Amendments of 1992, the Drug Free Workplace Act of 1988, and the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

EMERGENCY PROCEDURES

Manor College Security Department: 215-885-2360 ext. 292

STUDENTS SHOULD IMMEDIATELY NOTIFY THE MANOR COLLEGE SECURITY DEPARTMENT OF ALL EMERGENCIES.

CAMPUS EMERGENCY AND CRISIS PROCEDURE

The Dean of Students is responsible for campus emergency and/or crisis situations. The following are considered emergency or crisis situations: threats to the campus, fire and emergency evacuation, assault.

CONFIDENTIALITY IS MAINTAINED AT ALL TIMES IN EVERY SITUATION. However, for the health and safety of the student, notification of an emergency room visit will be made by the Dean of Students or a designee to the parents or legal guardians of any student requiring hospital treatment for medical or mental health emergencies.

NOTE: IN ORDER TO PROTECT STUDENTS' CONFIDENTIALITY, IT IS REQUESTED THAT STUDENTS REFER ALL MEDIA REQUESTS TO THE PUBLIC RELATIONS OFFICE.

THREATS – In the event a student receives information regarding any type of threat toward an individual or the campus community as a whole, they should contact the Manor College Security Department (215-885-2360 ext. 292) immediately, and provide all information to the responding officer.

LOCKDOWN – IF YOU RECEIVE A TEXT OR E-MAIL MESSAGE FROM MANOR COLLEGE, AND ARE ON CAMPUS, REMAIN CALM AND USE THE FOLLOWING GUIDELINES:

- Evacuation is **NOT** recommended.
- Go to nearest room/office and lock or block doors.
- Stay away from windows and doors.
- Keep down and stay quiet.
- Put cell phones on vibrate.
- **DO NOT** open the door.
- **IF POSSIBLE, CALL 911** and stay on the line until the dispatcher tells you otherwise.

FIRE / EMERGENCY EVACUATION

IN THE EVENT OF FIRE OR OTHER EMERGENCY, WHEN EVACUATION IS NECESSARY, REMAIN CALM AND USE THE FOLLOWING GUIDELINES:

- Exit building immediately.
- Use the nearest available exit – If exits are blocked, stay near a window and yell for help.
- Move quickly, quietly and calmly – **DO NOT RUN.**
- Assemble near the tennis court at the end of the parking lot.
- Stay away from all buildings and cars.
- Do **NOT** attempt to drive your vehicle.
- Be aware of any arriving fire and emergency vehicles.

MEDICAL EMERGENCY/NON-EMERGENCY

- Attend to the injured/ill person to determine the nature of the emergency.
- If you determine the situation is a non-emergency and you CAN safely leave the person, do so and call the Manor College Security Department (215-885-2360 ext. 292)

- If you determine the situation is an emergency and you **CAN NOT safely leave the injured person**, request assistance from a bystander - have them call 911 and then call the Manor College Security Department **(215-885-2360 ext. 292)**
- Callers should provide the following information to the Manor Security officer and/or the 911 operator:
 - Your identity
 - Location of the injured/ill person
 - Name of the injured/ill person (if known)
 - Location of phone from which you are calling
 - **STAY ON THE LINE UNTIL YOU ARE TOLD OTHERWISE.**

ALL COSTS INCURRED, INCLUDING TRANSPORTATION TO THE HOSPITAL, ARE THE RESPONSIBILITY OF INJURED/ILL PARTY.

LOCATION OF FIRST AID KITS

- ACADEMIC BUILDING – Student Life Office
- LIBRARY BUILDING – Reception Desk
- RESIDENCE HALL - Security Department, Main Desk

LOCATION OF AED EQUIPMENT

- ACADEMIC BUILDING – Second Floor near Gymnasium Entrance
- LIBRARY BUILDING – Main Entrance
- DENTAL HEALTH CENTER – Reception Desk

ASSAULT PROCEDURES

VERBAL ASSAULT: If an individual attempts to engage you in a verbal confrontation, please follow the steps below to prevent the confrontation from escalating into a physical assault:

1. Remain calm.
2. Maintain an adequate distance (at least an arm length away).
3. Watch your body language. Avoid glaring or intense eye contact. Make slow and deliberate gestures. Maintain a relaxed body position.
4. Avoid sarcasm and use a soft tone of voice.
5. If possible, try to safely remove yourself from the situation and suggest an alternate time for discussion. Also suggest the use of a mediator, such as the Manor College Counseling Center, the Residence Hall Coordinator, or another Manor College staff person.

6. Notify the Manor College Security Department (215-885-2360 ext. 292) to file an incident report.

PHYSICAL ASSAULT: In instances where a physical assault of a non-sexual nature has occurred, follow these procedures:

1. Notify a Manor College Security Officer (**215-885-2360 ext. 292**) or the Dean of Students (**215-885-2360 ext.278**).

2. You may request the Security Officer to contact the Police Department and/or an ambulance.

3. An incident report must be filed with the Dean of Students by all parties involved.

4. You may want to contact the Victims Service Center, 527 Swede Street, Norristown, PA at (610) 277-5200. This agency can provide services, at no charge, including assistance with the filing of a claim for reimbursement of medical expenses not covered by your insurance, and accompanying you to court proceedings and providing support.

5. You may also call the Pennsylvania Crime Victims Compensation Board at 1-800-233-2339.

NOTE: PLEASE BE ADVISED THAT YOU MUST REPORT THE CRIME WITHIN 72 HOURS IN ORDER TO BE ELIGIBLE FOR REIMBURSEMENT OF YOUR EXPENSES.

RAPE / SEXUAL ASSAULT - FOR THE VICTIM

1. You may seek help from the Counseling Center (215-886-6299), from the Security staff (215-885-2360 ext. 292), Residence Hall staff (215-885-2360 ext. 295), and/or the Dean of Students (215-885-2360 ext. 278). Your situation will be handled in confidence. (However, statements made to College staff are not covered by legal privilege and may become part of court testimony in case of a trial. To speak with someone who is immune from testifying, contact **VICTIM SERVICES (610-277-5200.)**

2. You may request staff to call an ambulance and/or the police.

3. You may also, on your own, call 911 for police assistance.

4. You may also, on your own, go to the Abington Memorial Hospital Emergency Room for medical treatment. You are strongly encouraged to seek medical treatment and to report the matter to law enforcement officials. It is not necessary for you to make any decision about charges at this time, but immediately following a sexual assault, crucial evidence must be collected. Additionally, reporting the crime may serve to protect others from the perpetrator.

5. For support and information, including how to get reimbursement for medical expenses, call **Victim Services Center of Montgomery County * (24-hour crisis line: 610-277-5200)**. WOAR (Women Organized Against Rape: 215-985-3333) is also a good resource.

6. Keep in mind that although it can be a difficult decision whether or not to report the crime, you can apply for reimbursement of medical expenses (including private counseling) through the Crime Victims Compensation Act **only** if the rape or other crime is reported within 72 hours.

*** All services provided by the Victim Services Center are free to Montgomery County residents, including Manor College Residence Hall students (no matter where the crime was committed). Services are also free to any student if the crime is committed on campus (or anywhere in Montgomery County). Expenses related to the crime, including medical and counseling expenses, are eligible for reimbursement through the Crime Victims Compensation Act. Victim Services Center can help you file a claim, or you may also call the PA Crime Victims Compensation Board at 1-800-233-2339.**

REFERRAL ORGANIZATIONS

BUCKS CO.: NETWORK OF VICTIM ASSISTANCE (NOVA) - 2370 York Rd. /
Jamison / 1-800-675-6900

CATHOLIC SOCIAL SERVICES - 227 N. 18th Street / Philadelphia /
(215) 587-3900

CORA - 8540 Verree Rd / Philadelphia / (215) 342-7660

CHESTER CO.: CRIME VICTIMS CTR OF CHESTER CO. - West Chester /
(610) 692-7273

DELAWARE CO. : WOMEN AGAINST RAPE - Media / (610) 566-4342

MONTGOMERY CO.: VICTIM SERVICES - Norristown / (610) 277-5200

PA CRIME VICTIMS COMPENSATION BOARD - Harrisburg / 1-800-233-2339

PHILADELPHIA DOMESTIC VIOLENCE HOTLINE - Philadelphia /
1-866-723-3014

WOMEN ORGANIZED AGAINST RAPE (WOAR) - 1617 JFK Blvd. /
Philadelphia / (215) 985-3315 / **HOTLINE: (215) 985-3333**

WOMEN'S CENTER OF MONTGOMERY CO.: 8080 Old York Rd, Suite 200 /
Elkins Park / (215) 635-7344 --- 400 Courthouse Plaza, 18 West Airy St. /
Norristown / **Hotline: (610) 279-1548** --- 1800 East High St., Suite 350 /
Pottstown / (610) 970-7363

APPENDIX I

Dual Admission Agreements

Dual Admission agreements grant admission to a four-year college or university to Manor students who complete an Associate Degree in specified majors. Conditions of the agreements vary according to the institution, but, in general, the following conditions must be met:

- Achieve a minimum GPA – varies with the institution
- Earn at least a “C” in all major courses transferred into the Bachelor Degree major
- Sign an “Intent to Transfer” form before the deadline. The forms are available from the Manor College Career and Transfer Center. Deadlines vary with the college.
- Must keep the same or related major, as specified in the agreements
- Follow the advising qualifiers (course requirements vary among the colleges, for the same major, specific courses must be taken at Manor in order to complete the degree in two years at the transfer college. Advisors and the Career and Transfer Center can help with course selection.)
- Must graduate from Manor with an Associate Degree
- Must enroll within one year of graduation from Manor College
- Must not have attended any other college between graduation from Manor and enrolling at the Dual Admissions college
- Manor students may sign only one “Intent to Transfer” form for Dual Admissions

For *most* of the Dual Admission Agreements, as long as the appropriate courses are taken (those specified in the agreements), the student will be able to graduate in two years at the four-year institution. Science majors usually require fall entry for the two-year completion target.

Manor has Dual Admissions Agreements for certain majors with:

- Cabrini College
- Chestnut Hill College
- Delaware Valley College
- Gwynedd-Mercy College
- Holy Family University
- Immaculata College
- Immaculata CLL (Center for Lifelong Learning)
- LaSalle University
- Peirce College (Paralegal major only)
- Rosemont College

NOTE: MORE AGREEMENTS ARE UNDER NEGOTIATION. CHECK THE MANOR WEBSITE FREQUENTLY FOR UPDATED INFORMATION.

Students are urged to meet with their advisors or visit the Career and Transfer Center as soon as possible in their academic careers at Manor to ensure proper course selection to maximize the transferability of their courses and their eligibility for Dual Admissions.

APPENDIX II

Student Senate Constitution

Preamble

We, the students of Manor College, recognize that the formation of character, moral values and social responsibility are fostered by individual self-discipline, integrity, and through the spirit of loyalty and cooperation in the College community, do ordain and establish this Constitution of the Student Senate of Manor College.

- Article I – **Name**

The name of this organization shall be the Student Senate of Manor College.

- Article II – **Purpose**

The purpose of the Student Senate is:

To encourage leadership and responsibility among the students by providing the opportunity for initiating and executing their own program of activities; To maintain active cooperation between the Administration of the College and the Student Body; To stimulate interest and participation in all activities within the College community.

- Article III – **Membership**

Student Senate membership is open to all students of Manor College.

- Article IV – **Officers**

Students must volunteer in the spring semester to serve as Officers for the next year. To be eligible to hold an Officer position, a student must have completed one full semester at Manor College, have a minimum GPA of 2.0, and have no major disciplinary violations.

- Article V- **Duties of the Senators**

The various duties of the operation of Student Government shall be divided and assigned by the Officers to the Senators as they shall deem fit.

- Article VI- **Term of Office**

The term of office for all Officers shall be one academic year.

- Article VII – **Meetings**

Meetings will be scheduled and coordinated by the Officers. The frequency of the meetings will be determined by the agenda of the Senate. Meetings may also be called by the Student Senate Advisor, the Dean of Students, or the Administration of Manor College.

- Article VIII – **The Student Senate Advisor**

The Advisor to the Student Senate is the Director of Student Activities.

- Article IX – **Resignation of Officers**

The resignation of an Officer from the Student Senate shall be in writing, addressed to the Student Senate Advisor. Following the resignation of an Officer, the Senate may:

1. Choose to continue their agenda with only the remaining Officers
2. Choose to appoint an eligible student to fill the vacant Officer position.

- Article X – **Amendments to the Student Senate Constitution**

This Constitution may be amended in the following ways:

1. Majority vote of the entire Student Senate at a meeting called for this purpose, and under the direction of the Student Senate Advisor.
2. By the Student Senate Advisor, with the permission of the Dean of Students.

APPENDIX III

Electronic Communications Systems User Policies and Guidelines

These policies and guidelines outline the responsibilities inherent in authorized access, requiring efficient, ethical and legal utilization of system resources. By using the Manor College Electronic Communications Systems students agree to abide by the Manor College Electronic Communications Systems Policies and Guidelines.

1. Acceptable use policies:

The following are considered violations of acceptable use and are prohibited:

1.1 Engaging in conduct that obstructs or disrupts institutional activities or the individual pursuit of learning, including but not limited to:

1.1.1 Vandalism, which is defined as any attempt to harm or destroy systems and/or the data contained therein. This includes, but is not limited to, the uploading or creation of computer viruses and inflicting damage or sabotage on the system.

1.1.2 Reading/listening to, or attempting to read/listen to, another user's electronic messages without authorization.

1.1.3 Degrading system performance.

1.1.4 Unauthorized use of an account.

1.1.5 Any activity that changes the nature of the computer or computer environment for subsequent users

1.2 Using the College's electronic systems to conduct any activity not related to the College's operation, including, but not limited to, advertising or soliciting other business.

1.3 Use for political lobbying.

1.4 Involvement in the violation of, or conviction for violation of,

federal, state or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations. This includes, but is not limited to, material protected by copyright, trade secret, obscenity and related laws.

1.5 Threats, harassment (including, but not limited to, sexual harassment), or libel or slander in an electronic message (file transfer, e-mail, social networking sites, or voice mail).

2. **Guidelines for Electronic Communications Access:** Users are expected to abide by the generally accepted rules of network and voice mail etiquette. These rules include, but are not limited to, the following:

2.1 Do not expect electronic communications to be private. Network maintenance may result in staff access to communications and even “deleted” information may be accessible. Electronic communications can reach unintended recipients. Electronic communications are subject to access by subpoena or other lawful order. Failure to log out appropriately may result in unauthorized use of a user’s account. The College may access communications for legitimate business purposes.

2.2 Do not use electronic networks to transmit confidential messages. The College encourages courtesy and professionalism in electronic messaging.

2.3 For security and safety reasons, do not reveal personal information over the electronic systems concerning any individual, including yourself. For example, do not disclose address, phone number, social security number, password or credit card information.

2.4 Do not use the network in such a way that would disrupt the use of the network by other users. Users are required to observe posted time limits for the use of public access computers, where applicable.

2.5 It is the policy of Manor College to abide by all laws concerning the use of copyrighted and patented material. This protected property shall be used with authorization only. When used in an authorized context, appropriate attribution must be given. The rules of academic honesty apply to information obtained on the Internet. Aside from sanctions by the College as described below, you could be subject to civil damages and criminal penalties, including fines and prison terms for violating copyright and patent laws.

3. **Disclaimer:** Every effort has been made to provide accurate information, however, errors can occur. By using the information contained in the electronic communications systems, the user/viewer willingly assumes all risks in connection with such use.

Manor College is not responsible for any errors or omissions in information contained in the electronic system and is not liable in whole or in part for damages resulting from any user(s)/viewer(s) use of, or reliance upon, this material.

Manor College assumes no liability for damages that may result from loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions or technical difficulties.

4. **Systems Problems:** Any problems with the college's electronic communications systems and/or any user policy violations, including unauthorized or improper use, should be brought to the attention of the Information Systems Manager at extension 274 or helpdesk@manor.edu.
5. **Resource Utilization:** Manor College has limited computing and electronic communications resources, including limited storage capacity. Users are reminded to respect these limited resources and to routinely delete or purge unnecessary data.
6. **Sanctions:** Violations of this policy may result in the cancellation of the user's account and electronic communications privileges and other disciplinary action.