



DESALLES UNIVERSITY

2016-17  
STUDENT HANDBOOK  
and  
CAMPUS GUIDE

DeSales University  
Office of Student Affairs  
2755 Station Avenue  
Center Valley, PA 18034  
610.282.1100  
[www.desales.edu](http://www.desales.edu)

*DeSales University reserves the right to amend any administrative policy and academic or disciplinary regulations in the Student Handbook, without giving prior notice to persons who might be affected. The provisions of this handbook are not to be regarded as an irrevocable contract between the University and the students or between the University and the parents of the students. During the academic year, the University reserves the right to change the services, policies, procedures that are set forth in the handbook as they become necessary. At the date of publication, the information provided in the handbook was as complete and accurate as possible.*

**REV 8/30/2016**

*“The measure of love is to love without measure.”*

St. Francis de Sales

## **HISTORY OF DE SALES UNIVERSITY**

On January 28, 1961, His Excellency, the Most Reverend Joseph McShea, was appointed Bishop of the Allentown Diocese by His Holiness, Pope John XXIII. This Diocese is composed of five counties in northeast Pennsylvania: Berks, Carbon, Lehigh, Northampton and Schuylkill. One of the first actions of Bishop McShea was to make a study of the educational facilities of the Diocese. Since the Allentown diocese had been split off from the Archdiocese of Philadelphia, it already possessed a well-organized elementary and high school educational system. It was evident, however, that the system needed to be enlarged. Bishop McShea announced that there would be a drive to obtain funds for the expansion of the high school system, and at the same time, he called attention to the fact that there was no Catholic college for men in the Diocese. At the request of the Bishop, the Oblates of St. Francis de Sales agreed to assume the responsibility for establishing a liberal arts college to serve this need.

Planning for the new college began in April 1962 and the charter for Allentown College of St. Francis de Sales, with full power to award the Bachelor of the Arts and Bachelor of Science degrees, was granted by the Commonwealth of Pennsylvania on May 27, 1964. Classes began for freshmen in September 1965. Allentown College was fully accredited by the Middle States Association of Colleges and Schools during the 1969-1970 academic year. In September 1970, the College became a coeducational institution. ACCESS, the College's continuing education department, was established in the fall of 1977. In the spring of 1988, the College opened the Easton campus, an extension of its ACCESS evening degree program.

The College's course offerings continued to grow. A Master of Science in Nursing degree was introduced in 1984; the Master of Science in Management Information Systems in September 1988; and an M.Ed. program in the summer of 1989. In August 1991, the College began its MBA program. Physician assistant studies and criminal justice are also offered on the master's level. In the fall of 1998, the College became the first Catholic college in the country to offer a major in marriage and family studies. The University now offers two

doctoral programs, one in physical therapy and one in nursing practice. In addition, DeSales is one of only two universities in the country to offer internships at the Vatican.

On March 1, 2000, Allentown College received official notification from the Pennsylvania Department of Education that its application for university status had been approved. In addition, the department approved the use of the name “DeSales University” (DSU). The College’s Board of Trustees voted in favor of these changes on April 13, 2000. The name and status changes, effective January 1, 2001, were made in recognition of the institution’s academic excellence, faculty commitment, Catholic heritage and continued growth in graduate education.

Today, the University has more than 2,000 undergraduate students, both traditional age and adult learners, and more than 1,000 graduate students. There are more than 30 undergraduate majors and 8 graduate programs, and the campus has grown to 18 major buildings on 500 acres.

*“Each day we have to begin again with renewed courage.”*

St. Francis de Sales

## DE SALES UNIVERSITY CHARACTER CODE

As a member of DeSales University, I will conduct myself in a *respectful* manner with *dignity* and *honesty* in the Salesian tradition of *humility* and *gentleness*.

*“Let us be who we are and be that well.”*

St. Francis de Sales

## **DE SALES UNIVERSITY MISSION STATEMENT**

It is the mission of DeSales University to provide men and women with quality higher education according to the philosophy of Christian humanism as developed by Saint Francis de Sales and his spiritual heirs. The University imparts knowledge about, and develops talents for, personal, familial, and societal living. DeSales University enriches the human community and enhances the dignity of the individual through its educational endeavors. In its work, the University fosters a vital and respectful dialogue between Roman Catholic faith and human culture.

# STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs contributes to the mission of the University by:

- Promoting a total campus environment that fosters the academic, spiritual, social and moral development of each student.
- Emphasizing personal responsibility, deep respect for others, leadership development, concern for the common good and service to Church and society as standards and expectations for student life.
- Developing programs, activities, practices and policies that reinforce these values and offer students opportunities for personal growth, self-assessment and success in all aspects of their lives.

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# ACADEMIC CALENDAR

## FALL 2016

August 21–23	Sun.–Tues.	Freshman Orientation
August 21	Sunday	Opening Mass of the Holy Spirit
August 23	Tuesday	Advising Day
August 24	Wednesday	First day of class
September 1	Thursday	Conferral of degrees/ Last day for dropping and adding courses (day and ACCESS) Internship registration deadline
September 5	Monday	Labor Day holiday
September 19	Monday	Last day to make up incompletes of previous semester
September 17	Saturday	Constitution Day
September 26	Monday	Last day for credit/audit and pass/fail option change
October 10 & 11	Mon., Tues.	Pacer Weekend
October 12	Wednesday	Mid-terms Deadline for submitting application for winter graduation
October 14	Friday	Mid-term grades due by noon
October 24–28	Mon.–Fri.	Consultation with advisors
October 26	Wednesday	Last day for withdrawal from courses with W, WP, WF
Oct. 31, Nov. 2, 4, & 7	Mon., Wed., Fri., Mon.	Preregistration
November 22	Tuesday	Thanksgiving holiday begins after last class
November 27	Sunday	Residence halls open at 2:00 p.m.
November 28	Monday	Deadline to submit Double Major, Change a Minor, Completion of Minor forms to Registrar for Winter graduation
December 9	Friday	Last day of class
December 12–17	Mon.–Sat.	Semester exams
December 17	Saturday	Last day of semester
December 19	Monday	All grades due by 2:00 p.m.

## Spring 2017

January 16	Monday	Advising Day
January 17	Tuesday	First day of class
January 21	Saturday	Conferral of degrees—AM Commencement Ceremony
January 22–26	Sun.–Thurs.	Heritage Week
January 25	Wednesday	Last day for dropping and adding courses (day & ACCESS) Internship registration deadline
February 20	Monday	Last day for credit/audit and pass/fail option changes
February 28	Tuesday	Mid-term Deadline for submitting application for May graduation
March 1	Wednesday	Friday, March 3– 3:00 p.m. classes meet today
March 2	Thursday	Mid-term grades due by noon
March 6–10	Mon.–Fri.	Spring break
March 12	Sunday	Residence halls open at 2:00 p.m.
March 16	Thursday	Last day for withdrawal from courses with W, WP, WF
March 27	Monday	Deadline to submit Double Major, Change of Minor, Completion of Minor forms to Registrar
April 3–7	Mon.–Fri.	Consultation with advisors
April 10, 12 & 13	Mon., Wed., Thurs.	Preregistration
April 13	Thursday	Classes will follow the M class schedule
April 14–17	Fri.–Mon.	Easter vacation
April 17	Monday	Residence halls open at 2:00 p.m.
April 18	Tuesday	Last day to make up incompletes of previous semester
April 23	Sunday	Academic Excellence Celebration
May 5	Friday	Last day of class
May 8–13	Mon.–Sat.	Semester exams
May 13	Saturday	Last day of semester
May 15	Monday	All grades due by noon
May 19	Friday	PM Baccalaureate
May 20	Saturday	Conferral of degrees—AM Commencement Ceremony
June 1	Thursday	Deadline for submitting application for September 1 conferral of degrees

# CAMPUS PHONE DIRECTORY

Dial extension 1901 from any campus phone, this will take you to the automated speak attendant.  
Then speak the name of the person or department and it will connect you.

<u>Department</u>	<u>Location</u>	<u>Extension</u>
Absences		Your Instructor
Academic Affairs	Dooling 152	1342
Academic Resource Center	Dooling 23-24	1239
ACCESS	Dooling 158-165	1216
ACCESS/Bethlehem		610.253.9999
ACCESS/Lansdale		215.361.0423
Alumni Relations	Chappuis	1694
Athletics	Billera Hall	1204
Auxiliary Services	University Center	1427
Billing	Dooling 246	1343
Blackboard		4357 (HELP)
Box Office	Labuda	1276
Cable TV Service		4357 (HELP)
Campus Environment/Facilities Services	Buckley House	2241
Campus Ministry	McShea Student Union	1313
Campus Store	University Center	1325

**Dial extension 1901 from any campus phone, this will take you to the automated speak attendant.  
Then speak the name of the person or department and it will connect you.**

<u>Department</u>	<u>Location</u>	<u>Extension</u>
Career Development Office	Dooling 121-122	1367
Center for Service & Social Justice	McShea Student Union	1889
Change of Address	Dooling 157	1354
Character U	McShea Student Union	1599
Choral Director	Dooling 176	1751
Commuter Life	McShea Student Union	1886
Computer & Technical Support		4357 (HELP)
Conference Services	University Center	1360
Copy Center	University Center	1201
Counseling Center	McShea Student Union	1462
Dean of Students	McShea Student Union	1261
Disability Services	Dooling 26	1453
Dining Services	University Center	1321 or 1322
Distance Education/Instructional Technology	Dooling 40-1	2290
Emergency Management Office	McShea Student Union	1513
Escort Service	Lawless Hall	1250
Financial Aid	Dooling 142	1287

**Dial extension 1901 from any campus phone, this will take you to the automated speak attendant.  
Then speak the name of the person or department and it will connect you.**

<u>Department</u>	<u>Location</u>	<u>Extension</u>
Fitness Center	Billera McShea Student Union	1617 1793
Food Court	University Center	2246
Fundraising	Chappuis 106	1783
Health Center	McShea Student Union	1776
HELP Line/Technical Support		4357 (HELP)
Human Resources	Lawless Center	1485
ID Cards (Paws Pass Office)	University Center	2273 (CARD)
Institutional Advancement	Chappuis 100	1364
International Learning	McShea Student Union	1510
Internships	Dooling 122A	1367
IT- Technical Support		4537 (HELP)
Keys/Access Cards	McShea Student Union	1513
Leave of Absence	Dooling 152	1342
Library	Trexler Library	1253
Lost and Found	Lawless Center	1250
Mailroom	McShea Student Union	1441
Minstrel Office	McShea Student Union	1378



**Dial extension 1901 from any campus phone, this will take you to the automated speak attendant.  
Then speak the name of the person or department and it will connect you.**

<u>Department</u>	<u>Location</u>	<u>Extension</u>
Occupational, Safety & Health Office (OSHO)	Lawless Center/McShea Student Union	1717
Operator	Buckley House	0
Parking Authority	Lawless	1862
Paws Pass Office (ID Cards)	University Center	2273 (CARD)
Payroll	Dooling 235	1256
Pennsylvania Shakespeare Festival	Jacquier Center	610.282.9455
Police	Lawless	direct dial 610.282.1002 or 1250 from any on campus phone
President's Office	Chappuis	2030
Public Relations	Chappuis	1219
Radio Station - WACR AM 640	University Center	1298
Registrar	Dooling 157	1212
Residence Halls Front Desk/On-Call Phones	Off-Campus dial Aviat Hall Brisson Hall Chappuis Hall Conny Hall DeChantal Hall Donahue Hall Tocik Hall Welsh Hall University Heights	610.282.2634 + Hall Extension 6300 3100 3300 4100 6100 7300 5100 6400 7000
Residence Life	McShea Student Union	1442

**Dial extension 1901 from any campus phone, this will take you to the automated speak attendant.  
Then speak the name of the person or department and it will connect you.**

<u>Department</u>	<u>Location</u>	<u>Extension</u>
Salesian Center for Faith and Culture	Salesian Center	1464
Student Affairs	McShea Student Union	1261
Student Conduct	McShea Student Union	1886
Student Engagement and Leadership	McShea Student Union	1843
Student Life	McShea Student Union	1348
Study Abroad	McShea Student Union	1510
Telephone Service		4357 (HELP)
Transcripts (Academic)	Dooling 157	1354
Transcripts (Co-Curricular)	McShea Student Union	1417
Transfer Student Contact	McShea Student Union	1886
Treasurer's Office	Dooling 246	1225
University Police	Lawless	direct dial 610.282.1002 or 1250 from any on campus phone
Web Advisor		4357 (HELP)
Yearbook Office	McShea Student Union	1261

# NOTICE OF NON-DISCRIMINATION

The following statement represents no change in DeSales University's long established policies but is printed to meet the requirement of IRS Ruling 75-50 of December 8, 1975 and Title IX of the 1972 Education Amendments.

*DeSales University will accept and make available to all students, faculty members or employees on a non-discriminatory basis, without regard to age, sex, race, color, disability, veteran status, national origin, or ancestry, all the rights, privileges, programs, and activities generally accorded or made available to students, faculty members, and employees. DeSales University does not discriminate on the basis of age, sex, race, color, disability, national origin, ancestry or veteran status in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.*

*Students and employees can raise concerns and make reports of discrimination without fear of reprisal or retaliation. Anyone with questions, concerns or complaints about discrimination in the workplace are required to bring these issues to their immediate manager or the director of human resources at ext. 1485.*

*Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.*

*It is the policy of DeSales University not to discriminate on the basis of sex in its activities or employment policies as required by Title IX of the 1972 Education Amendments. To access DeSales University's Title IX policy on sex discrimination (**Keeping Our Campus Safe**), please visit [www.desales.edu/TitleIX](http://www.desales.edu/TitleIX). Inquiries regarding compliance with Title IX may be directed to the associate vice-president for administration and planning, who serves as Title IX Coordinator, can be contacted at phone 610.282.1100 extension 1332, or at [peter.rautzhan@desales.edu](mailto:peter.rautzhan@desales.edu), DeSales University 2755 Station Avenue, Center Valley, PA 18034-9568; or the director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.*

*“Just as humility perfects us with respect to God, gentleness perfects us with respect to our neighbor.”*

St. Francis de Sales

## CAMPUS AND STUDENT SERVICES

### ACADEMIC RESOURCE CENTER

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*Ann Koefer, director, ext. 1294*

The Academic Resource Center (ARC) offers academic assistance including help with writing assignments, textbook mastery, and time management. In addition, peer and professional tutoring in content areas are based on availability and coordinated through the ARC. The ARC also sponsors workshops for students on methods of studying more effectively and provides services for students with documented disabilities who seek reasonable accommodations. Students may sign-up for services by visiting <http://tutor.desales.edu>. For additional information, please visit the ARC in Dooling 23 (on the lower level of Dooling Hall).

### ACADEMICS

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Academic policies and regulations are under the jurisdiction of the provost/vice president for academic affairs whose office is located in Dooling Hall. Details concerning these matters may be found in the *Undergraduate Catalog* under the heading “Academic Regulations.” Students are particularly advised to read the sections entitled “Academic Due Process” and “Academic Honesty Policy.”

The Undergraduate Academic Affairs Committee is a standing committee of the University that advises the provost/vice president for academic affairs and the president on matters of undergraduate academic policy, curriculum, academic regulations, and the library. It

recommends academic dismissal of deficient undergraduate day students, hears student appeals for requests for waivers of academic regulations which have been denied by the Dean of Undergraduate Education, and considers cases of dispute or controversy concerning student academic freedom, integrity, and academic due process.

For more about Academic Affairs policies and procedures, see the DeSales University [Undergraduate Catalog](#).

## **ACCESS**

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*Deborah Booros, dean of lifelong learning, ext. 1550*

ACCESS is an accelerated degree program for adult learners with opportunities for traditional students. Students may earn 6 credits in an 8-week period. ACCESS courses are offered totally online and in a hybrid format (one night per week). Hybrid courses run Monday through Thursday, from 6:00 p.m. to 9:00 p.m., and on Saturdays from 8:00 a.m. to 11:00 a.m. Each of the three-hour courses includes an online component consisting of various activities to keep faculty and students engaged beyond the face-to-face environment. Students complete online assignments, including reading additional articles, viewing movies, video material, and websites, and participating in discussion forums and blogs. In addition to eight 8-week sessions, ACCESS offers three 6-week online summer minimesters, and a 3-week online wintermester. Students may enroll in day classes, evening, weekend and online classes, or any combination. Courses are available at three convenient campus locations: the main campus in Center Valley, the Bethlehem Area Campus in Bethlehem Township, and the Lansdale Campus, located at 815 Sumneytown Pike, Lansdale. All three locations are easily accessible via major highways.

ACCESS Offices are open:

Monday to Thursday	8:30 a.m. to 7:00 p.m.
Friday	8:30 a.m. to 4:30 p.m.

## **ADMINISTRATIVE DIRECTIVES – SEE OFFICE OF STUDENT CONDUCT SECTION**

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## **AIDS POLICY - SEE UNIVERSITY POLICIES SECTION**

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## **ALACOQUE CAMPUS MINISTRY CENTER**

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The Alacoque Campus Ministry Center is a gathering place for campus ministry evening programming and events. The second floor of Alacoque serves as the residence of a member of the campus ministry staff.

Alacoque House is named for St. Margaret Mary Alacoque, VHM, a nun who helped spread devotion to the Sacred Heart of Jesus in the late 17th and early 18th centuries.

## **ALCOHOL AND DRUG POLICY - SEE UNIVERSITY POLICIES SECTION**

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## **ATHLETICS AND RECREATION/INTRAMURALS**

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*Scott Coval, director, ext. 1351*

Students may participate in a full and active program of intramural and recreational sports in the Sport and Recreation Center of Billera Hall. The facility includes four regulation basketball courts, four volleyball courts, a state-of-the-art fitness center, and an aerobics studio, which is open to all members of the University community. Outdoor facilities include an all-weather track and field complex, turf fields for lacrosse and field hockey, as well as soccer and softball fields. Baseball, tennis, and lacrosse venues are excellent, and the cross country course, which traverses the campus, is one of the best in the eastern United States.

DeSales University is a member of the National Collegiate Athletic Association (NCAA) Division III, the Eastern College Athletic Conference (ECAC), the Middle Atlantic Conference (MAC) and the Lehigh Valley Association of Intercollegiate Athletics for Women (LVAIAW). The University sponsors a 19-sport intercollegiate athletic program, offering competition in baseball, basketball, cross country, lacrosse, soccer, indoor and outdoor track and field, golf, and tennis for men; and in basketball, cross country, field hockey, soccer, softball, tennis, indoor and outdoor track and field, and volleyball for women.

### **Intramural Sports**

The intramural sports program consists of two main types of activities: sports leagues and one-day events. There are approximately eight different leagues and a one-day event which occurs each month. The leagues and events are separated into divisions for men, women, and co-ed. Examples include but are not limited to football, soccer, volleyball, dodgeball, basketball, ultimate Frisbee and softball. Examples of our one-day events include but are not limited to Nerf football, 3x3 basketball and fitness activities. Specific information pertaining to any intramural activity can be found in the intramural office located in Billera Hall or on the bulletin board outside the office. Also check us out on Facebook – DeSales Intramurals.

## **AVIAT HALL**

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Dedicated in 2000 and opened for occupancy in fall 2001, Aviat Hall is named for St. Leonine Aviat, who with Fr. Brisson and Mother Chappuis, co-founded the Oblate Sisters of St. Francis de Sales. Her ministry was primarily in education and social work to female industrial workers in southern France in the late 19th and early 20th centuries. Aviat Hall provides housing to first-year students in suite-

style accommodations (two double rooms that share a bathroom). The two-story facility contains four wing lounges, two study/meeting rooms, and an extended visitation main lounge.

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## **BICYCLE REGISTRATION PROGRAM – SEE UNIVERSITY POLICE**

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### **BILLERA HALL**

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Billera Hall is a state-of-the-art recreational facility which boasts a total of 82,500 sq. ft. Billera Hall comes complete with a fitness center with weights and aerobic areas, a gym with 3 full basketball courts, a running track and roll down curtains that can separate the large space into 3 smaller stations as needed for basketball, volleyball, or tennis. As one large space, the courts can be used for lacrosse, baseball, or track practice. A balcony overlooks the action providing spectators with clear views of all sporting events. Outdoor facilities include a soccer field, turf field for lacrosse field, softball field, baseball field, and track. DeSales University boasts 19 varsity athletic teams as well as a thriving intramural program. DeSales University is a member of the NCAA Division III MAC Freedom Conference. Fitness center hours differ and are posted outside the respective areas. ID must be presented at all times.

#### **Billera Hall & John Compardo Fitness Center Hours**

Monday through Thursday	7:00 a.m. to 11:00 p.m.
Friday	7:00 a.m. to 9:00 p.m.
Saturday	10:00 a.m. to 6:00 p.m.
Sunday	2:00 p.m. to 10:00 p.m.

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## **BLACKBOARD – SEE IT SERVICES**

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### **BRISSON HALL**

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Brisson Hall, originally known as Tucker Hall, was the first building used to house students. Built as the first of two residence wings for the Oblate Seminary, Tucker Hall was lent to the college for use in 1965, the first year. Fr. Alexander Pocetto, OSFS, retired senior vice president of the University, was the first resident advisor. Tucker Hall was named for Fr. J. Francis Tucker, OSFS, the first American Oblate and the Royal Chaplain to the Principality of Monaco. Brisson Hall was renamed in 2000 for Fr. Louis Brisson, the co-founder of the Oblates of St. Francis de Sales—a priest, chaplain, educator, inventor, and social worker. Purchased in 1994, renovated in 1997, Brisson Hall houses upper-class students in double rooms with men and women on separate floors. The two-story hall contains a common bathroom on each floor, a lounge on the second floor, and an extended visitation main lounge on the first floor. In addition to housing students, the ground floor of Brisson Hall houses part of the University’s TV/film department.

## **BUCKLEY CENTER**

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The administrative office of facilities services is located in Buckley Center. This building is named after the Most Rev. William Buckley, OSFS, the former Provincial of the American Province and Superior General of the Oblates.

## **CAFÉ MCSHEA – FEATURING SANDELLA’S**

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Café McShea is located in the McShea Student Union and is open 7 days a week. The hours of operation will be 7:30 a.m. to 1:00 a.m. on weekdays and 7:30 a.m. to 1:00 a.m. on Saturday and Sunday. Students may use their flex dollars, Paw Bucks or cash to make their purchases. Café McShea will feature Sandella’s which is a flatbread café concept, serving wraps, panini’s, quesadillas, grilled flatbreads, salads and rice bowls. Café McShea is also your location to find all of your convenient items, from toothbrushes to shaving cream, we got it all!

## **CAMPBELL HALL**

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Campbell Hall, located in the Brisson area of campus, is used for classroom space for underclassmen during the day and in the evenings. The highlight of Campbell Hall is the Gates Distance Learning Center. The Gates Distance Learning Center allows two-way audio and visual transmission via phone lines, permitting the University to receive and transmit courses from one college to another.

This building is named for Alvina and Robert Campbell. Mr. Campbell was a close friend of the college community and a generous benefactor. He was the president of PP&L. His wife, Alvina, was a long-time member of the Board of Trustees and is a generous benefactor and supporter of the University.

## **CAMPUS MINISTRY**

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*Magdalene Riggins, director, ext. 1313*

*Sr. John Marie Schaubert, OSFS, assistant campus minister, ext. 1759*

*Rev. Timothy McIntire, OSFS, university chaplain, ext. 1466*

Campus Ministry exists to empower the student community of DeSales University to mature in their baptismal commitment to Jesus Christ and to His Church. Our ministry seeks to help all students realize, develop, and share their God-given talents for the good of their community and their world and to advance the Kingdom of God. Through opportunities for meaningful and faithful liturgical worship, the celebration of the Sacraments, devotional and private prayer, retreats, religious education, small faith-sharing groups, and pastoral counseling, students are assisted to develop spiritually and personally into balanced, well-rounded leaders and people of faith. While DeSales University is proudly a Roman Catholic institution in the Salesian tradition, we recognize and wish to serve the spiritual and religious needs of the student community, including those of others faiths and of no particular faith. Weekend retreats are scheduled and other evening programs are sponsored and advertised for those interested in personal growth. Confessions are heard regularly. Spiritual



direction is also available. The RCIA process, for those wishing to receive the Sacrament of Confirmation in the Catholic Church, is instituted as student need dictates.

**Sunday Mass in Connelly Chapel (with exceptions)**

8:00 p.m. during academic year

**Daily Mass in Wills Hall Chapel**

Monday to Friday at 5:00 p.m.

**Holy Days of Obligation in Wills Hall Chapel**

Vigil at 5:00 p.m.

Monday, Wednesday and Friday at 12:05 p.m. and 5:00 p.m.

Tuesday and Thursday at 12:30 p.m. and 5:00 p.m.

**Sacrament of Reconciliation**

Wednesdays at 7:15 p.m.

Any priest by appointment.

**Pro-Life Club:** Mondays at 7:00 p.m.

**LIFT – Ladies in Faith Together:** Wednesdays at 6:00 p.m.

**Men’s Group:** Tuesdays at 7:00 p.m.

Contact Campus Ministry for a list of non-Roman Catholic places of worship or log on to the Campus Ministry Website at [www.desales.edu/campusministry](http://www.desales.edu/campusministry).

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**CAMPUS PHOTOGRAPHY FOR OFFICIAL UNIVERSITY USE – SEE UNIVERSITY POLICIES SECTION**

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**CAMPUS STORE**

[www.desalesshop.com](http://www.desalesshop.com) - ext. 1325

The campus store offers a wide variety of textbook options including new, used, rental and digital. Price match for textbooks. The campus store also has office supplies, gift items, stationery, sportswear, toiletries, snacks, electronics, and a variety of other items. The campus store accepts Discover, MasterCard, American Express, VISA, and 3D accounts.

During the academic year the operating hours are:

Monday, Tuesday, Wednesday, Thursday 9:00 a.m. to 5:30 p.m.

Friday 9:00 a.m. to 4:00 p.m.

Saturday 11:00 a.m. to 3:00 p.m.

Evening hours are posted in accordance with the ACCESS and graduate schedules.

## **CAREER DEVELOPMENT CENTER**

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*Kristin A. Eicholtz, director, ext. 1367*

*Melanie Vallone, assistant director, ext. 2778*

*Kathy Krause, secretary and internship coordinator, ext. 1738*

The Career Development Center is dedicated to helping DeSales' students explore major and career options, obtain experiential education, and achieve post-graduation success in an evolving global world. Students, as early as their freshman year, are encouraged to visit the Career Development Center and learn ways in which they can receive guidance during all four years. Informational and networking opportunities are available each semester by way of workshops, career fairs, and programs.

In addition, the Career Development Center oversees the University Internship Program (for all majors except: sport management, nursing, and physician assistant. Individual departments handle these majors). Students who plan to do an internship for academic credit should attend a mandatory orientation in the Career Development Center. Dates and times for orientations are posted in the office and on our website: [www.desales.edu/career](http://www.desales.edu/career)

Internships can be sought for academic credit the summer entering sophomore year. Externship (job shadow) opportunities are also available and can take place as early as second semester freshmen year.

## **CENTER FOR SERVICE & SOCIAL JUSTICE**

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*Jaime Gerhart, director, ext. 1889*

*Michelle Christel, graduate assistant, ext. 1643*

The Center for Service & Social Justice helps all members of the University community put their faith into action by providing volunteer service opportunities. In light of Catholic social justice teachings, the center works to create and foster vibrant commitment to community service through meaningful outreach activities and opportunities for reflection. A variety of experiences are available for individuals and groups, both on and off campus. The programs promote genuine human interaction between the members of the University community and our neighbors in the Lehigh Valley and beyond.

## **CHAPPUIS HALL**

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Chappuis Hall is a multi-purpose building "up the hill" on Campus. First floor administrative offices include the Office of the President and the Office of Institutional Advancement. The second floor provides female underclassmen housing of two-room suites that share a

bathroom.

Completely renovated in the summer of 2013, the lower level is home to the DeSales Doctor of Physical Therapy Program.

This building is named for Mother Mary DeSales Chappuis (1793-1875). She is credited with revitalizing the "Spiritual Directory of St. Francis de Sales." A nun of the Order of the Visitation of Holy Mary, Chappuis is also credited with co-founding the Oblates of St. Francis de Sales with Fr. Louis Brisson. To honor their partnership, Chappuis and Brisson Halls are mirror images of one another located on each side of Connelly Chapel in one of the signature views of campus.

Originally built in 1967 as Lawless Hall in the Brisson Seminary complex, Chappuis Hall became a residence hall in 1993 when DeSales purchased the Oblate seminary property.

### **CHARACTER U/FIRST-YEAR EXPERIENCE**

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*Chad Serfass, director of the DeSales Experience, ext. 1599*

The mission of the Character U Program is to facilitate the adjustment, development, and success of first-year students through the acquisition of Salesian character traits: gentleness, humility, patience, and love of knowledge. Character U is a resource for first-year students at DeSales University to help facilitate their transition from high school to college. The program integrates the spiritual teachings of Saint Francis de Sales with current research in character development, guided self-exploration, and service opportunities. Upper-class students serve as peer mentors who contact the first-year students in the summer and journey with them throughout the academic year.

Each month, special programming and activities reflect character traits taken from *The Golden Counsels of Saint Francis de Sales*.

September:	Patience	February:	Love
October:	Trust and Cooperation	March:	Forgiveness
November:	Perseverance	April:	Hope

### **CHORAL ACTIVITIES**

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*J. Bennett Durham, coordinator of choral activities & liturgical music, ext. 1751*

DeSales University is home to a flourishing choral program. Our three ensembles provide a quality artistic experience for both the campus and the surrounding community. Students have the opportunity to participate in the following:

**The University Chorale**, a large mixed ensemble, is open to all DeSales students (except theatre majors). Students in Chorale develop basic musical and vocal skills through engaging repertoire from a variety of styles and time periods. The University Chorale performs in two major concerts each year—*Gaudeamus*, a highly anticipated Christmas program in early December, and a spring concert in late April.

**Schola Cantorum**, an advanced chamber choir, is selected by audition from the membership of the University Chorale. Students in Schola perform a diverse selection of repertoire from all time periods. Schola is featured in *Gaudeamus* and the spring concert, as well as other important events throughout the year. Eligible students in Schola may receive an annual choral scholarship for their participation.

**The Liturgical Choir** provides an essential ministry to the campus community with its musical leadership of campus Masses on Sunday evenings. In addition to leading service music, the choir performs repertoire from many cultures and time periods throughout the history of Christian worship. Liturgical Choir is open to all students, including theatre majors, by audition. Eligible students in Liturgical Choir may receive an annual choral scholarship for their participation.

## **CLUBS AND ORGANIZATIONS – SEE STUDENT ENGAGEMENT AND LEADERSHIP**

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### **CO-CURRICULAR TRANSCRIPTS**

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*Valeria Billowitch, data & student services coordinator, ext. 1417*

The co-curricular transcript is a comprehensive record of a student's leadership experiences and campus involvement while an undergraduate at DeSales University beginning in 2005. It is a supplement to a student's academic transcript.

The co-curricular transcript is a valuable tool for preparing a résumé and can be shared with prospective employers and graduate or professional school admissions committees. Also, it is a good document for a student to use in reviewing his/her co-curricular activity goals throughout the college experience.

At the end of the fall semester, the student affairs office will send a letter to the advisor of each registered club/organization on campus requesting confirmation of their members. Each advisor will determine whether a student is a member in good standing. When the completed sheet is returned to the student affairs office, the student's membership in the club or organization is entered onto the student's account. Information pertaining to the student's activities, appear on WebAdvisor, under "Academic Profile" Click on "Co-Curricular Activities." Students may view their total profile at any time.

If an activity is not listed on a student’s record, the student must complete a [“Co- Curricular Transcript Entry and Validation Form.”](#) This form must be completed by the student, validated by the advisor of the club or organization, and returned to the student affairs office. If the student would like an official Co-Curricular Transcript, they must complete a [“Co-Curricular Transcript Request/Release”](#) and return this form to the student affairs office. Please allow at least 2 weeks for processing. A student is responsible for sending his/her Co-Curricular Transcript to any person, organization, or institution.

The transcript records participation of a DSU undergraduate student in the following areas:

Academic Organizations	Character U–First-Year	Leadership
Athletics	Experience	Musical Organizations
Awards	Clubs	Publications
Campus Ministry	Community Service	Student Government Association

Only the student and authorized University personnel have access to the student’s Co-Curricular Transcript.

### **COLLEGIATELINK**

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CollegiateLink is DeSales University one stop shop for student involvement. DeSales student organizations, campus events, campus forms, SGA funding and elections can all be found on the site. All members of the DeSales community can access CollegiateLink through MyDSU.

### **THE COMMONS**

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The Commons located in McShea Student Union, is open 24 hours a day. The Commons offers students flat screen TV’s, free pool, ping-pong, table soccer, and board games.

### **COMMUTER LIFE**

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*Jennifer Bunting, assistant to the dean of students and commuter life contact, ext. 1886*

There are more than 500 full-time commuting students attending DeSales University. All commuters are encouraged to become part of the mainstream of university life and are urged to participate actively in student activities and programs.

Commuter/off-campus students must register their vehicle(s) at [www.permitsales.net/desalesu](http://www.permitsales.net/desalesu) .

All full-time traditional students have full access to all of the campus resources and are encouraged to participate in all student activities. Here are a few of the highlights:

- Take advantage of studying in Trexler Library, by the fireside in the University Center or McShea Student Union.
- Computers are available in the University Center, McShea Student Union, Dooling Hall and Trexler Library for your use.
- Each student is assigned a campus mailbox located in McShea Student Union. You are expected to check it regularly.

- All commuting students are invited to dine in the University Center Food Court, Gambet Center’s Pulse Café, Café McShea featuring Sandella’s, or the Skylight Lounge located in Dooling Hall. Check with Paws Pass Office for more information on commuter meal-plan options.
- You are encouraged to visit the residence halls and may opt to become a residential student at any time.
- Join a club and spend time outside of the class room and get involved. We have a Commuter Club to get you started.

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### **CONMY HALL**

Built in 1966, Conmy Hall was the first residence hall for Allentown College. The residence is named for Fr. John Conmy, OSFS, the provincial superior of the Oblates at the time of the college’s founding. Fr. Conmy served for years in the spiritual formation of new Oblates, leaving his distinctive Salesian mark on many of the priests and brothers who have served the University. Fr. Conmy passed away on April 21, 2006. Renovated in 2012, Conmy Hall houses first-year men in four-person suites (two double rooms that share a bathroom). The three-story hall contains lounges/study spaces on each of the six wings, as well as an extended visitation main lounge. Because the building houses first-year students, it is designated as an alcohol-free living area.

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### **CONNELLY CHAPEL**

Connelly Chapel is located at the top of the hill in the Brisson area of campus. It is nestled between Chappuis and Brisson Halls and serves as the main chapel on campus. Mass is celebrated on Sundays at 8:00 p.m. The chapel is also used for other spiritual, cultural, and educational events. This chapel was named in honor of John and Josephine Connelly who chose to share their good fortune by establishing the Connelly Foundation with the simple but clear purpose of providing charitable grants to institutions in Philadelphia and the surrounding Delaware Valley. Their generous contribution was used to renovate the chapel.

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### **COUNSELING CENTER – SEE WELLNESS CENTER**

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### **CONSENSUAL RELATIONSHIPS – SEE UNIVERSITY POLICIES SECTION**

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### **CYBER BULLYING – SEE UNIVERSITY POLICIES SECTION**

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### **DEAN OF STUDENTS**

*Linda Zerbe, dean of students, ext. 1272*

*Jennifer Bunting, director of student conduct & assistant to the dean of students, ext. 1886*

*Valeria Billowitch, data and student services coordinator, ext. 1214*

*Lois Weber, administrative secretary, ext. 1261*

This office supervises and coordinates all aspects of non-academic life on campus including career development, counseling, campus ministry, residence life, health center, student conduct, student development, solidarity, student engagement and leadership, and the Center for Service & Social Justice, as well as special programs such as the DeSales Experience, Character U, the First-Year Experience, and L.E.A.DSU. Because of their professional preparation and extensive contact with students, student affairs personnel serve as consultants for University policy as it relates to student life. The dean of students, whose office is located in McShea Student Union, has ultimate responsibility for all aspects of student affairs and for fostering an atmosphere which supports student development and promotes the goals of the University.

## **DE CHANTAL HALL**

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Built in 1971 and dedicated in 1973, DeChantal Hall is named for St. Frances Jane DeChantal (1572- 1641), a close associate and spiritual disciple of St. Francis de Sales. A widowed mother of six children, DeChantal, in her middle age, joined with de Sales to found the Sisters of the Visitation of Holy Mary for widows and laywomen who did not wish or were not able to live the austere life of religious orders of the time. DeChantal Hall provides housing to upper-class students in suite-style accommodations (two double rooms that share a bathroom) with men and women in separate wings. The two-story facility contains four area lounges and an extended visitation main lounge.

## **DEMONSTRATION POLICY – SEE UNIVERSITY POLICIES SECTION**

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## **DE SALES DAILY**

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Campus announcements can be found online at *The DeSales Daily* ([www.desales.edu/dsudaily](http://www.desales.edu/dsudaily)), the online newsletter for DeSales students, faculty, and staff. Once each day, you'll get an e-mail containing a link to the day's announcements.

Follow *The DeSales Daily* on Twitter @DSUDaily.

All members of the DeSales community are encouraged to submit DeSales related announcements. Please see the [submission guidelines](#) <<http://blogs.desales.edu/dsudaily/about/>> for more information. Check out *The DeSales Daily*.

## **DE SALES EXPERIENCE IN CHARACTER AND LEADERSHIP**

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*Chad Serfass, director, ext. 1599*

DeSales University is on the vanguard of student development. The DeSales Experience in Character and Leadership allows students to explore areas of character development, leadership, service, academics, and much more. This not only helps students develop their character, their strengths, and their personality, but it is also beneficial addition to their resumes.

## Requirements

- Completion of Character U, the first-year experience at DeSales University
- Leadership experience
- 40 hours of community service
- Completion of a career experience
- Completion of one academic course
- Completion of the Senior Success Series
- Good student conduct record upon graduation

## DINING SERVICE

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*Rich Jacoby, general manager, ext. 1321*

The food court is located in the University Center and is currently operated by the Sodexo, Inc. Students must use their PAWS PASS to access their meal plan to pay for their food. All resident students must purchase one of the available meal plans. Commuter/off-campus students who plan on eating in the food court may purchase a full meal plan, open a PAWS BUCKS (cash available using your PAWS PASS) or have no plan at all and pay cash in the food court. Meal plans and I.D. cards are non-transferable and may only be used by the owner of the card. Students who misuse PAWS PASS and meal plans will be subject to disciplinary action. Students with special dietary needs are encouraged to meet with the general manager of dining services to discuss fulfilling the special need. Students who are ill and confined to their rooms will be provided with meal services upon authorization by the Health Center.

Meal hours in the University Center are as follows:

### Monday – Friday

Breakfast	7:00 a.m. – 10:00 a.m.
Continental Breakfast	10:00 a.m. – 11:00 a.m.
Lunch	11:00 a.m. – 2:00 p.m.
Continuous Dining	2:00 p.m. – 4:30 p.m.
Dinner	4:30 p.m. – 7:30 p.m.

### Saturday and Sunday

Continental Breakfast	9:30 a.m. – 11:00 a.m.
Brunch	11:00 a.m. – 2:00 p.m.
Continuous Dining	2:00 p.m. – 4:30 p.m.
Dinner	4:30 p.m. – 7:30 p.m.

Café McShea is located in the McShea Student Union and is open 7 days a week. Starting this fall, 2015 the hours of operation will be 7:30 a.m. to 1:30 a.m. on Monday through Friday, and 7:30 p.m. to 1:00 a.m. on Saturday and Sunday. Students may use their flex dollars, Paw Bucks or cash to make their purchases. Café McShea features Sandella's which is a flatbread café concept, serving wraps, panini's, quesadillas, grilled flatbreads, salads and rice bowls. Café McShea is also your location to find all of your convenient items, from toothbrushes to shaving cream, we got it all!

## DIRECTORY INFORMATION – SEE UNIVERSITY POLICIES SECTION

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## **DISABILITY SERVICES**

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*April N. Thompson, director, ext. 1453*

Students with documented physical, psychological, or cognitive disabilities who seek reasonable accommodations should contact the coordinator of disability services at ext. 1453. Please visit [www.desales.edu/disability](http://www.desales.edu/disability) for more information.

### **Grievance Procedures for Section 504 and ADA**

DeSales University has an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and their implementing regulations. Section 504 states that “no otherwise qualified individual in the United States, shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” (PL 93-112, 2973)

Individualized accommodations shall be provided to qualified students with disabilities for the purpose of providing equal access to academic and non-academic services.

Complaints should be addressed to the Section 504 compliance officer who has been designated to coordinate ADA compliance efforts:

Mr. Peter Rautzhan  
Associate Vice President of Administration and Planning  
Section 504 Compliance Officer  
DeSales University  
2755 Station Avenue  
Center Valley, PA 18034  
610-282-1100, Ext. 1332

1. A complaint should be filed in writing. This complaint should contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 60 days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of complaint. The Section 504 compliance officer shall conduct the investigation. This investigation shall be an informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relative to a complaint.
4. A written determination report as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Section 504 compliance officer and a copy of the report shall be forwarded to the complainant no later than 60 days after the complaint is filed.

5. The Section 504 compliance officer shall maintain the files and records of the DeSales University relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be submitted in writing within fourteen (14) days of the receipt of the determination report to the provost of DeSales University.
7. The right of a person to a prompt and equitable resolution of the complaint filed here under shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

This procedure shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards.

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## **DISCIPLINARY PROCESS – SEE OFFICE OF STUDENT CONDUCT SECTION**

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### **DONAHUE HALL**

Opened for occupancy in August 2008 and dedicated on September 17, 2008, Donahue Hall is named in memory of Fr. Bernard F. Donahue, OSFS, (1930-2008) distinguished professor of politics at DeSales University from 1966 through 1999. Donahue Hall provides housing to upper-class students in suite-style accommodations (two double rooms that share a bathroom) with men and women in separate wings. The three-story facility contains six area lounges and an extended visitation main lounge (wireless).

### **DOOLING HALL**

One of the oldest buildings on campus is Dooling Hall. Ground-breaking ceremonies were held for DeSales Hall on May 17, 1964. The building was renamed Dooling Hall in honor of Fr. J. Stuart Dooling, OSFS, first president of Allentown College of St. Francis de Sales. Dooling Hall is the main academic building consisting of four wings and a central area and is home to the majority of liberal arts classrooms. Dooling Hall houses the academic resource center, ACCESS office, academic affairs office, admissions and financial aid offices, Career Development office, the registrar and treasurer's office.

Dooling also houses the Academic Computing Center where students can check email, surf the web, type papers, create their own homepages and more. A commuter lounge is located on the first floor of this building. Scheduling for all rooms in Dooling Hall is arranged through the registrar's office. The building is open between the hours of 7:00 a.m. and 11:00 p.m.

### **E-MAIL – SEE IT SERVICES**

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### **E-MAIL POLICY – SEE UNIVERSITY POLICIES SECTION**

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## EMERGENCY PROCEDURES

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### Calling in an Emergency on Campus

EMERGENCIES SHOULD ALWAYS BE REPORTED TO THE UNIVERSITY POLICE AT **EXT. 1250** FROM ANY ON CAMPUS PHONE OR **610-282-1002** FROM AN OFF-CAMPUS OR CELLULAR PHONE.

Questions about the University's emergency operations and evacuations plans may be referred to Dennis Rasley, director of Emergency Services at ext.1513.

### How to contact DeSales University Police:

**From any on-campus phone, dial "911" or ext. 1250**

**From any off-campus or cellular phone, dial 610-282-1002**

\*These numbers are staffed 24/7/365 by communications center personnel\*

### Emergency Notification

In the event of campus emergencies or school closings, DSU uses the Campus Emergency Alert System (CEALS). The CEALS uses overlapping technologies to get emergency information out in a timely manner and consistent with our responsibilities under the Clery Act. Emergency information is broadcast via the following systems:

- E2Campus: text, e-mail, PC pop-up messages for all computers connected to the DSU wired network, Facebook and Twitter.
- "Big Voice:" outdoor mass notification siren and public address speaker array.
- Visiplex: mass notification system consisting of blue strobe lights, LED signboards, and speakers. Currently installed in Dooling Hall, Gambet Center, Lawless Center, Chappius first floor and lower level, Billera Hall, Hurd Science Center, Labuda Center, McShea Student Union, University Center, Campbell Hall, Trexler Library, Brisson TV/Film Areas, Brisson Dance Studio, and the University Village.
- University web page: can be modified during emergencies to convey important announcements.
- Channel 7: messages can be delivered using this in-house TV channel to all TVs connected to the DeSales University CATV network.
- Campus telephone system: short messages may be added to the University's telephone answering system at 610.282.1100.
- WFMZ Channel 69 News StormCenter: school closing information is submitted to the local TV station and can be found on their station as well as numerous radio stations broadcasting in the Lehigh Valley area.

## **E2Campus**

The most important way to get emergency messages is e2Campus! All students and employees are expected to enroll in the e2Campus system. You will need your email address, cell phone number, and the name of your cell phone carrier. When signing up for this system, you have the option to register up to two cell phone numbers as well as two e-mail addresses.

- Go to <https://www.e2Campus.net/my/desales/signup.htm> .
- Choose one of the optional groups that represents your affiliation with DeSales University.
- Create your e2Campus account.
- You are asked to choose an “opt-out date.” In other words in which year do you want to stop receiving e2Campus messages from DeSales University?
- Remember to record your user name and password in a safe place so you can easily get back into the system to make changes.
- You can register up to two cell phone numbers and two e-mail addresses for your DeSales University e2Campus account.
- Immediately after creating your e2Campus account, you will receive a verification code via text message on your cell phone(s) and an e-mail message in your e-mail account(s) containing a verification link. Follow the instructions provided by e2Campus to validate your device(s) and e-mail account(s). Once you have validated your cell phone and/or e-mail account, you will receive the following message: “YOU HAVE SUCCESSFULLY SIGNED UP.”
- You are now signed up for e2Campus at DeSales University!

## **Emergency Actions**

Emergency action signs are posted in all classrooms near the door as follows:



DESALES UNIVERSITY

## **Campus Emergency Instructions**

### **BUILDING EVACUATION**

- ✓ Stay calm, do not rush, and do not panic.
- ✓ Use the nearest safe stairs and proceed to the nearest exit. DO NOT use the elevator.
- ✓ Evacuate a minimum distance of 50 feet from the building.
- ✓ Please proceed to the designated Area of Rescue if you need assistance exiting the lower level or upper floors.
- ✓ Do not re-enter the building until instructed by University Police.

### **LOCKDOWN**

- ✓ Close and lock all doors.
- ✓ Move away from, and out of sight of the door.
- ✓ Turn off all light sources and switch cell phones to silent mode.
- ✓ Remain quiet.
- ✓ Seek concealment underneath a desk or behind another piece of furniture.
- ✓ Stay away from windows and remain as low to the floor as possible.
- ✓ Remain in your area until directed by University Police.

### **SHELTER IN PLACE**

- ✓ Remain at your current location.
- ✓ Close all windows and doors.
- ✓ Turn off all heating and air conditioning units in your area, if possible.
- ✓ Stay calm and wait for further instructions via the Campus Emergency Alert System.

### **SEVERE WEATHER**

- ✓ Move to the center of an interior room with no windows, or a hallway on the lowest floor possible.
- ✓ Move to an interior stairwell if all rooms have windows.
- ✓ Stay in place until the danger has passed.
- ✓ Stay calm and wait for further instructions via the Campus Emergency Alert System.

## **Students with Special Needs**

Students who think they will require assistance during an evacuation should make their need known in writing to the coordinator of learning and disabilities services, who will share the information with residence life, university police, and emergency services. This may include but is not limited to requests for accommodation due to hearing impairment or limited mobility. Students who may need assistance are also encouraged to speak directly with their RA regarding their needs.

In certain situations, students **may or may not** be asked to evacuate campus. You should have a plan of where you would go if asked to evacuate campus on short notice. You would only be asked not to leave campus if an incident had occurred off campus which may affect your safety.

## **ESCORT SERVICE – SEE UNIVERSITY POLICE**

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## **FACILITIES SERVICES**

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Facilities Services at DeSales University is comprised of administration, maintenance, grounds, housekeeping and custodial services. Facilities Services is dedicated to providing a clean and healthy environment for the entire DeSales community. The hours of operation are Monday through Friday, 7:00 a.m. to 11:30 p.m. You can request service during the hours of 7:30 a.m. to 4:30 p.m. by calling ext. 2241 or by going to the DeSales University Facilities Services website and filling out an online work order request. If you have an emergency request outside of the hours of operation, please contact University Police at ext. 1250.

## **FERPA (FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT) – SEE DIRECTORY INFORMATION IN THE UNIVERSITY POLICIES SECTION**

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## **FINANCIAL AID**

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*Joyce Farmer, director, ext. 1208*

The Office of Financial Aid advises students and their parents in matters concerning the financing of a university education. Specific details regarding application procedures, available federal and state programs, and university scholarships may be found in the *Undergraduate Catalog* at [www.desales.edu](http://www.desales.edu) or in the Office of Financial Aid.

## **FROMENTIN HOUSE**

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Fromentin House is named for Fr. Charles Fromentin (1861- 1940), one of the French pioneers who brought the Oblates to America. He was the first provincial of the English-speaking province of the Oblates in America, in Wilmington, Del., and the first religious superior and principal of the Salesianum School in Wilmington, an Oblate high school opened in 1903. Fr. Fromentin was the first general councilor in Rome for the English-speaking province of the Oblates.

## **GAMBET CENTER FOR BUSINESS AND HEALTH CARE**

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Gambet Center for Business and Health Care Education includes state-of-the-science simulation laboratories, globally integrated classrooms and administrative operations for undergraduate and graduate health care and business degree programs.

The Center is a showcase of green architecture featuring environmentally advanced design consistent with the Leadership in Energy and Environmental Design (LEED) certification standards of the U.S. Green Building council.

This building is named for Fr. Daniel G. Gambet, OSFS, president emeritus of DeSales University. As founding academic dean from 1965 to 1972 and president from 1978 to 1999, Fr. Gambet helped foster educational initiatives that were truly innovative in the Lehigh Valley, including the creation of the first accelerated degree program for adults. In addition to his leadership of DeSales, he served on the board of directors of the PPL Corporation and Lehigh Valley Hospital Network. Fr. Gambet is a trustee of the Trexler Trust and a director of the Keystone Nazareth Charitable Foundation.

### **Gambet Center Café**

The Gambet Center Café, located on the first floor of the Gambet Center, serves fresh, warmed, baked goods, Starbucks Coffee, freshly made salads and sandwiches, beverages, and a wide selection of ‘Heat N Eat’ meal bowls. The Café accepts PAWS BUCKS and Flex Dollars as well as cash.

Hours of Operation:

Monday through Thursday	7:30 a.m. to 8:00 p.m.
Friday	7:30 a.m. to 1:00 p.m.

## **HAZING POLICY – SEE UNIVERSITY POLICIES SECTION**

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## **HEALTH CENTER – SEE WELLNESS CENTER**

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## **HELP DESK – SEE IT SERVICES**

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## **HOUSING OPERATIONS**

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*Jonathan Osborne, associate director of residence life for housing operations, ext. 1425*

### **On-Campus Living**

The majority of traditional day students live in residence at DeSales University. Living on campus provides the opportunity to become part of a values-centered community, to participate actively in campus activities and residential programs, and to learn a great deal

about yourself and others. Our living options include ten residential communities for traditional day undergraduates (See alphabetical listing of handbook for building descriptions.)

- Aviat Hall (first-year students, single-gender or co-ed by wing)
- Brisson Hall (upper-class students, co-ed by floor)
- Chappuis Hall (upper-class women)
- Conmy Hall (first-year men)
- DeChantal Hall (upper-class students, co-ed by wing)
- Donahue Hall (upper-class students, co-ed by wing)
- Tocik Hall (first-year women)
- Welsh Hall (upper-class students, co-ed by wing)
- University Heights (townhomes for upper-class students, co-ed by unit)
- University Village (co-ed by unit)

In addition to our traditional residence hall experience, undergraduate students may choose from two other specialized living options.

First, students living in our wellness community (substance-free housing) are committed to the healthy development of their bodies and minds. Each resident signs a contract indicating his/her choice to abstain from drug/tobacco use and refrain from bringing the effects of alcohol use into the community. Wellness living areas are offered to both first-year students in Aviat Hall and upper-class students in DeChantal Hall.

Additionally, upper-class students seeking a more independent living environment may apply for residency in the University Heights or University Village apartments. Residency in the University Heights and University Village is a privilege extended to upper-class students in good academic and disciplinary standing with the University.

### **First-year Students**

DeSales University seeks to provide on-campus housing for the entire traditional undergraduate student body and encourages students to live on-campus for the entire four years of their undergraduate education. We view the resident student experience as an important part of our teaching/learning mission and, as a university, provide professional mentoring for this experience. In addition, the freshman resident experience is seen as an integral part of the Character U program for first-year students. This program should accompany the residential living experience throughout the entire first year for new students. Except for unusual circumstances, freshmen share a room with one or two first-year roommate(s) in Conmy, Tocik, or Aviat Halls, all of whom will participate in Character U. During the freshman year, students are required either to live on-campus or to commute from home. Starting in the sophomore year, DeSales University respects the right of any student to live off-campus in the various neighborhoods of the Lehigh Valley.



## Housing Selection (Upper Class)

Housing selection is conducted by the Office of Housing Operations. Beginning with the spring semester of the freshman year, priority for selecting rooms is based upon class standing, beginning with rising seniors (i.e., current juniors), then rising juniors, then rising sophomores. Rising sophomores, juniors and seniors, who meet posted academic and behavioral standards, have the ability to apply for housing in the University Heights in groups of eight students of the same gender. Rising juniors and rising seniors, who meet posted academic and behavioral standards, have the ability to apply for housing in the University Village in groups of 5 students of the same gender.

<b>2016-17 Room Rates Per Semester</b>	
University Village	\$3,750.00
Brisson Hall Singles	\$3,250.00
Donahue & Welsh Hall Doubles	\$3,200.00
University Heights Doubles	\$3,100.00
Aviat, Conmy, Chappuis, DeChantal & Tocik Hall Doubles	\$3,000.00

The University reserves the right to consolidate spaces or move a student from one room to another as needed. This will occur with notice to the affected students and in a time frame that respects the academic nature of a student's schedule.

Room selection for the following academic year takes place during the months of March and April. A completed housing application is required to participate in housing selection every year. Once a room is assigned and the contract is signed online, a fee will be assessed if the lease is broken for any portion of the academic year. The housing application will be due on a specified date in the process, which will be posted on the Housing Operations MyDSU page. Students who complete their application after this date will be placed at the end of the room selection process and may not be guaranteed housing. Students who have any holds on their account (i.e. financial holds, academic holds, etc.) cannot participate in housing selection until the hold is removed by the department that has initiated it. While every effort is made to honor a student's housing preference, the University reserves the exclusive right to make assignments and reassignments of any room at any time.-

Due to the more independent living environment, residency in the University Heights and University Village is a privilege extended to sophomore/junior/senior students in the University Heights and junior/senior students in the University Village that are in good academic and behavioral standing with the University. Good academic standing is defined as a specific cumulative grade point average by credit in the Undergraduate Catalogue. Applicants must also have a disciplinary record that reflects a history of respect for the philosophy and regulations of residence life. Students are not permitted to live in the University Heights or University Village if they are currently on disciplinary or residential probation through the office of student conduct. Students may apply to live in the University Heights or University Village as long as the probationary period ends prior to the start of occupancy.

DeSales University views the senior resident experience as an important step toward independent living in the world. The University provides professional mentoring and training for this transition year, including the Senior Success Series.

### **Graduate Student Housing**

Full-time graduate students may apply for campus housing in University Heights 1-8. These units are comprised of 4 single bedrooms as well as a common kitchen, living room and 2.5 bathrooms. Two additional units have semi-finished kitchens and upgraded units. These units may be mixed gender. Students may choose from a 4, 8, 12 or 16 month lease. Those students who apply for graduate housing and are not offered a space will be placed on a wait list and offered spaces as they open throughout the year. The wait list from the previous year ends when new applications are taken, and a new wait list is generated once offers are made for the upcoming summer/fall semesters. More information about graduate housing can be found on the Housing@MyDSU site.

### **Housing Contracts**

Housing and Meal Plan Contracts are issued for the full academic year. Therefore, students living on campus for the first semester are automatically obligated for the second semester charge. Please contact the associate director of residence life for housing operations to determine if you are eligible for release from your housing contract based on health/medical or financial hardship. If a student is removed from residence for disciplinary reasons, there will be no refund of the room charge for the current semester. Any student not fulfilling the length of the lease agreement, even if approved for release, will be charged a release fee for breaking the lease.

All students living in University residences must participate in one of the University's residential meal plans.

- All incoming first-year students (freshmen and transfers) are required to select the 7-meal plan or the 7+ meal plan for the fall semester, but will have the option to select the plan of their choice for the spring semester (see Paws Pass).
- Spring semester transfer students will be able to select a 5 or 7-meal plan.
- Students residing in the University Village may choose a 3 or 3+ meal plan.

An outline of the housing and meal plan contract is available through Housing@MyDSU.

### **Conditions of Occupancy**

All on-campus residents must be matriculated, full-time (minimum 12 credits per semester), traditional day students in good disciplinary standing at the University. If space allows, part-time, traditional day students may be eligible for housing as well. Others may reside in University housing only after receiving the written permission from the associate director of residence life for housing operations. Additionally, full-time graduate students are eligible to live in the University Heights, Units 1-8.

### **Safety & Security (See Residence Life)**

#### **Room Changes**

Most students go through an adjustment period when learning to live with a new roommate or share a room for the first time. The key to this transition is establishing effective communication. Students encountering roommate concerns are encouraged to approach the

roommate directly. If the concern persists, students are then expected to talk with their RA, who is trained to assist roommates with communication and conflict resolution. The RA may arrange a mediation, with the goal of helping roommates constructively express concerns regarding the sharing of the room and reach mutually agreeable compromises where appropriate. The Residence Hall Director (RHD) may also assist with this process.

In some situations, the RHD may deem a change of rooms the most appropriate resolution. Room changes are not permitted during the first or last two weeks of each semester so as not to impede the student academic calendar and to allow for an administrative occupancy assessment to take place. Students requesting room changes must complete a Room Change Request Form, which must be authorized by the appropriate RHD(s). Unauthorized changes will result in a monetary fine and return to the original room. The director of housing operations, in consultation with the office of student conduct, reserves the right to mandate a room change for disciplinary reasons.

### **Vacancies**

Occasionally, resident students may have a vacancy in their assigned room. Should this occur, the vacancy will be shown immediately as an open space to other students and may be seen through the Housing@MyDSU portal; and the University retains the right to use the space to house another student as needed, require consolidation with another student, or bill the room at an adjusted single rate.

When a potential occupant visits a room with a vacancy, the current occupant(s) may not intentionally dissuade the student from moving into the room. A violation of this policy will result in disciplinary action. The resident with the open space is expected to keep all University-owned furniture fully assembled and to have the room clean and ready for a new occupant at any time. The University also reserves the right to consolidate spaces within residential communities as needed. Consolidation may occur when there are two vacancies in different rooms on the same floor. Students with specific concerns about new roommates should make these concerns known to their RA or RHD.

### **Break Occupancy**

The Housing and Meal Plan Contract does not include occupancy during vacation periods (Thanksgiving, winter, spring, Easter breaks). Student housing is not offered during the summer months. Residence Halls normally close at 6:00 p.m. on the last day of class before a break period (4:00 p.m. at the end of a semester) and open at 2:00 p.m. the day before class begins (see [housing calendar](#) for exact dates/times.) Please note that the University reserves the right to use residence hall rooms during vacation and holiday periods; therefore, students may be required to remove their belongings during these periods. Should this need to occur, residence life would provide advance notice to affected students.

Students may be charged an hourly fine for remaining in residence beyond the posted closing time. All students are expected to make appropriate arrangements to vacate campus residences according to posted break periods. The University does not house residents who are registered for ACCESS classes outside of the traditional day student academic schedule. As a last resort, international students or students who live over 300 miles from the University may request break housing through the housing office. Any other requests such as in-season athletes, students with on-going academic commitments such as University internships, or student teaching, should be

submitted by the student's sponsoring faculty/staff advisor to the housing office by the posted deadline. Students may be charged an additional fee of \$70 per day, as specified by the Housing and Meal Plan Contract, if permitted to stay in campus residence outside of the contract period. Students who are approved to stay during break periods may not possess/consume alcohol and may not have visitors at any time. All residents are strongly encouraged to remove any valuables during break periods. Please note that campus services, including dining, may be unavailable or extremely limited during break periods.

### **Off-Campus Housing**

DeSales University requires that students enrolled in classes at the University and living off-campus follow all the laws of the municipality where they reside. This applies especially to zoning ordinances, i.e., number of persons living in a residence, parking restrictions, visitors, garbage collection, etc. We further inform students that once they leave the confines of the University, they are subject to civil procedures and penalties of the Commonwealth of Pennsylvania and local municipalities.

### **Housing Facilities**

#### ***APPLIANCES/ELECTRICAL***

All appliances must conform to fire safety regulations. Heat-producing appliances may not be used (see Prohibited Items). Refrigerators (up to 2 per room) and microwaves (1 per room) are permitted but must meet the following guidelines: refrigerators may not be larger than 4.7 cubic feet and microwaves may not be more than 700 watts. Electronics and appliances must be plugged into surge strips for their protection as specified below. Do not overload electrical outlets by using non-breaker or multi-outlet devices, such as adapters and cubes.

Only UL listed and approved, fused power strips with cords 12 feet or less and UL listed and approved extension cords are permitted for use in the residence halls. Use of extension cords should be kept to a minimum. Power strips and extension cords should not be used to replace permanent wiring or be used in series to gain greater length. Electrical cords should not be routed unsafely under carpets, in pathways or through doorways. Electrical cords/wires of any type are not to be secured in place by tacking or nailing. All electrical cords must be in good condition with no signs of fraying, slicing or taping. If an appliance has a three-pronged plug, only a three-pronged extension cord should be utilized.

#### ***DAMAGE***

Vandalism or behavior that could lead to damage of the residence halls is prohibited. Individuals found responsible for such behavior will face disciplinary action, including financial restitution. Damage to university facilities or property due to vandalism or recklessness will be billed to the responsible student(s).

Residents are expected to immediately report damages, as well as any information regarding who is responsible for causing them, to residence life or facilities. Students can also anonymously report acts of vandalism online through the [facilities services webpage](#). When individual responsibility is not determined and reported by the residents, all residents of that living area (room, wing, height, floor or building) will be billed collectively for such damages.

Structural modifications, painting, or repair of damages in the residence halls by a student or other non-University personnel is not permitted. For this reason, bed risers, over-the-door hangers and other items that could cause injury or damage to facilities are prohibited.

Certain residence halls require specific closing procedures for their area. Residence life will inform students of specific procedures to avoid damages.

### **DECORATION**

Room decorations must comply with fire safety regulations. Accordingly, rope lights and lava lamps are not permitted and objects may not be hung from the ceiling or pipes. Live trees, wreaths and highly flammable decorations are also prohibited. Large posters and banners should not be utilized in lounges, corridors or the exterior of room doors, except on designated bulletin board areas. Decorations that are offensive to the University community and the University mission are unacceptable and will be removed. All decorations must be removable without damage to surfaces. For that reason nails, scotch tape, duct tape, and adhesive stickers of any kind are discouraged. Over-the-door hangers are also prohibited. Candles, incense, and other similar decorative items are not permitted (see Prohibited Items).

Students are permitted to decorate their private rooms, as well as the exterior of University Heights units for holidays. Holiday decorations, including spray snow on windows, must be removed in a timely manner or students will be billed for their removal. The University does not supply ladders or extension cords for the purpose of decorating/removing decorations.

### **FURNITURE**

Students are responsible for the condition of all university-issued furniture in their assigned room during the period of occupancy. If the furniture is damaged in any way, the occupant(s) will be charged for repair or replacement. In the University Heights, occupant(s) are responsible for the condition of all furniture in their assigned room, as well as the common area of their unit.

University-issued furniture may not be removed from private student rooms. When furniture from private rooms is left in common areas, the entire community will be billed a removal fee unless the individual responsible is known. **Conversely, lounge furniture may not be removed from the lounge or used in private student rooms. If lounge furniture is found in a student's private room at any time, the occupant(s) will be subject to disciplinary action. In addition, the students will be charged for the entire replacement costs of the furniture.**

Students may not set any University-owned furniture on crates, blocks, bed risers, etc. or use University-owned furniture for anything other than its intended purpose. University-owned furniture should remain fully assembled at all times (**unused pieces from de-lofted or un-bunked beds may be disassembled and stored in the student's room.**) Students who violate these guidelines may also be subject to disciplinary action.

Room furniture is arranged to comply with existing health and fire safety codes. Any additional furniture or carpeting brought into the rooms by the students must be clean and fireproof. Students are prohibited from bringing wooden or upholstered furniture found in the trash or bought at thrift stores due to the high risk of infestation. Students are discouraged from bringing these items from home as well. Any costs for eradication stemming from non-University furniture items will be at the expense of the resident student. Furniture that supplements what the University provides must be removed by the room occupants and disposed of at the end of the academic year. Occupants who fail to remove these items will be charged up to \$50 for the removal of each piece of furniture or carpeting.

### ***LOUNGES/LAUNDRY ROOMS***

The lounges and laundry rooms in each residence hall are for the residents of that building only. The main lounges for each residence hall are intended as reception areas for visitors of students residing in that building and are open 24 hours a day for visiting/studying purposes. Vending machines and microwaves are located in the main lounges of each residence hall.

Any concerns or repair needs for washers/dryers or vending machines should be reported to facilities services using the [online work request](#). Residents who lose money in a vending machine should go to the front desk of their building and fill out a reimbursement form including the amount lost and in which machine. Reimbursements will be issued by facilities services through campus mail.

### ***MAINTENANCE AND CLEANING***

Students are responsible for the cleanliness and condition of their rooms during their occupancy. Room inventories are taken prior to arrival and after departure to assess damages (see Damage). Additional facilities inspections may occur throughout the academic year as well.

Students are expected to immediately report to their Resident Advisor and facilities any items in their living area that are damaged or broken during occupancy. Repair needs and other maintenance concerns (heating/cooling, plumbing, electrical, etc.) should be reported by submitting an [online work request](#). The appropriate personnel in facilities will respond and address the issue accordingly. Students do not need to be present, as facilities personnel may obtain access to our for the purpose of repair or inspection.

Students are expected to maintain clean and orderly rooms and assume full responsibility for cleaning their rooms and furnishings. Access to a vacuum cleaner is provided in each residence hall and can be signed out at the front desk. Housekeeping personnel clean the bathrooms and the sink areas in each private room once every 2 weeks.

During University holidays, this timeline may be extended slightly. Cleaning continues on this cycle during mid-terms and final exams unless the occupant(s) of the room request that cleaning be postponed. The cleanliness of sinks and bathrooms will be ensured by the housekeeping staff during break periods as well.

If the cleanliness or condition of a student room is deemed unacceptable by residence life, housing operations, or a member of the facilities staff, the University may cease to provide housekeeping services until students living in that area can bring living conditions to a minimum safe and acceptable standard. Cleanliness and safety standards are determined at the discretion of the University's Emergency Services Office, in consultation with residence life, housing operations, and facilities staff. If a student room continues to be a health and safety risk to members of the surrounding community, the occupant(s) may face fines and disciplinary action.

Housekeeping and maintenance personnel may begin routine work in the common areas of the residence halls starting at 7:00 a.m. Due to the unique nature of student's sleep and academic schedules, facilities personnel generally will generally access student rooms from mid-morning throughout the evening.

At time of check-out, student rooms must be thoroughly cleaned and returned to their original condition and configuration. Students must remove all posters, tape, pictures, etc. from doors, walls, and ceilings, empty drawers, dust furniture, empty waste baskets, place all trash in waste bags provided and deliver them to the designated area, sweep/vacuum floors, and clean the bathrooms. Failure to follow posted closing procedures will result in the assessment of damage charges at the end of the academic year. Room furniture is arranged to comply with existing health and fire safety codes. Any additional furniture or carpeting brought into the rooms by the students must be removed by the room occupants and disposed of at the end of the academic year. Occupants who fail to remove these items will be charged up to \$50 for the removal of each piece of furniture or carpeting.

### ***PATIOS/OUTDOOR AREAS***

University housing and residential policies apply to outdoor common spaces including all recreational areas (basketball/volleyball courts, horseshoe pits, picnic areas) adjacent to University residences. Occasionally, these common areas may be used for intramural activities which are scheduled in advance through the athletic department. The patios at the University Heights offer the opportunity for students to bring grills and patio furniture from home. Grills are prohibited in all other living areas. Swimming pools of any size are not permitted on University property. Open burning, including the use of fire pits of any type, is strictly prohibited.

University-issued furniture is not permitted in patio/outdoor areas and occupants will be charged for the replacement of any university-issued furniture left outside. Grills must meet all standard safety measures and propane tanks/lighter fluid may not be kept indoors. Grills must be used at least 10 feet from the building. Students will be charged a fee of up to \$50 per item for removal of grills or patio furniture left behind at check-out.

### ***TRASH AND RECYCLING***

Resident students are responsible for separating and discarding their own trash and recyclables from their rooms. Each residence hall wing, as well as each unit in the University Heights and University Village, has receptacles designated for both

trash and recycling. Residents in the University Heights and University Village are responsible for removal of their own trash and recycling to the appropriately labeled outdoor dumpsters. All trash and recycling receptacles in the residence halls are emptied on a regular basis by facilities personnel. Students are encouraged to contact residence life or facilities if the trash and recycling in their building is not being addressed regularly.

DeSales University utilizes single-stream recycling, which allows for most paper products to be placed right in the same bins with co-mingled recyclables. Recyclables are then picked up by a contracted service and are sorted on sight at a [single-stream recycling facility](#). It is imperative that students properly separate all items that are able to be recycled as described below.

Specifically, the following items **ARE** able to be placed in single-stream recycling bins:

Plastic bottles (#1-7), glass bottles/jars, aluminum cans/foil, tin/steel cans, office paper, junk mail, newspaper, magazines, phone books, flattened cardboard (i.e. pizza box), brown paper bags, cartons/paperboard (i.e. cereal box), paper dairy/juice containers.

At risk of contamination, the following should **NOT** be placed in single-stream recycling (always place in receptacles labeled ‘trash only’):

- food/liquid waste
- plastic bags
- plastic wrapping
- plastic packaging film
- foam cups/containers.

Recyclables that have been contaminated are unable to be recycled. Please be sure to sort items appropriately.

### ***VENDING MACHINES – SEE LOUNGES/LAUNDRY ROOMS***

See Residence Life Section for more information on residence life policies.

### **HURD SCIENCE CENTER**

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The Hurd Science Center is a 36,000 square foot facility located on Station Avenue (on the Brisson Campus side) across the street from the Dooling Hall parking lot. The center is named in honor of Mrs. Priscilla Payne Hurd a generous benefactor of numerous buildings and programs throughout the Lehigh Valley. The building houses modern equipment in large 24-seat laboratories designed specifically for the various science disciplines offered at DeSales. It also features a 99-seat lecture hall, conference rooms, faculty offices, and small individual laboratories for faculty and student research.



## **IACocca TV/FILM STUDIOS – SEE LABUDA THEATRE**

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### **INTERNATIONAL LEARNING**

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***Brian MacDonald, director, ext. 1510***

The DeSales University Office of International Learning advances the mission of the University to provide men and women with quality higher education according to the philosophy of Christian humanism and to impart knowledge about, and develop talents for, personal, familial, and societal living by acting as a resource for the DeSales University community regarding international education.

The Office of International Learning will develop and strengthen the international programs that help DeSales students, faculty, staff, and the community, achieve a global perspective. We are dedicated to the belief that through international learning DeSales University students enrich their general education, acquire knowledge and experience for their later success, and develop the skills needed to become competent and engaged citizens of the world.

The Office of International Learning offers assistance to students seeking international experiences and services related to international travel including:

- Study abroad
- International service-learning programs
- Courses with an international travel component
- International spring break trips
- International student services
- Passports
- Visas
- Travel health and safety
- Travel logistics

The Office of International Learning is located in the McShea Student Union, Room 117. For more information please contact Brian MacDonald, director of international learning at [brian.macdonald@desales.edu](mailto:brian.macdonald@desales.edu). Walk-ins are also welcome.

## **INTOLERANCE POLICY – SEE UNIVERSITY POLICIES SECTION**

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## **INTRAMURAL SPORTS – SEE ATHLETICS**

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## **INVOLUNTARY WITHDRAWAL POLICY – SEE UNIVERSITY POLICIES SECTION**

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## **ISENRING CENTER**

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Isenring Center houses the campus facilities department and is named for Fr. John James Isenring, OSFS (1862-1923). He was one of the French pioneers who brought the Oblates to America. He was the first master of novices for the first Oblates in America and was one of the first faculty members at Salesianum School in Delaware.

## **IT SERVICES (INFORMATION TECHNOLOGY)**

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*Patricia Clay, director, ext. 1436*

### **MyDSU Accounts**

All DeSales University students are provided with MyDSU accounts, giving access to the MyDSU portal, Student email (desales.edu Gmail), WebAdvisor, Blackboard, and various other campus technology services. This account is generated with the student's first and last initial plus the last 4 digits of their student ID numbers (e.g. ab1234). Duplicate accounts will have a number appended (e.g. ab123456). Each student has a default password assigned, typically their numeric birthdate followed by "Dsu" (e.g. 010195Dsu). The IT Department suggests that you change your initial password for security purposes on the MyDSU login page, by first enrolling in the Password Reset application: <https://passwordreset.desales.edu/specopspassword/enrollment/Enroll.aspx>.

After enrolling in this application you can now reset your initial password:

<https://passwordreset.desales.edu/specopspassword/reset/Reset.aspx> that is also found on the MyDSU login page.

The Password Reset application allows you to reset your own password at any time, by answering your own challenge questions. Help with MyDSU access problems is available from the University's Help Desk, ext. "HELP" (4357) - 24 hours a day, 365 days a year. Students may also chat with a Help Desk representative from the MyDSU login page.

### **BLACKBOARD**

Blackboard is a web-enabled learning management system supporting DeSales courses having online content. The extent to which Blackboard is used in a particular course is at discretion of the instructor. Students may log on to DeSales' Blackboard application through the MyDSU portal using their user ID and password. To fully utilize Blackboard, students must use a personal computer running a currently supported Windows or Mac operating system and an up-to-date browser (Firefox, Chrome, Internet Explorer or Safari). Tablets and mobile phones can be used to access some functions of Blackboard, but these devices will not have the same capabilities as a full computer.

A more detailed description of technical requirements for using Blackboard in online and hybrid classes may be found at:

<http://www.desales.edu/techrequirements>.

For assistance with Blackboard-related issues, contact the DeSales Help Desk at any time at ext. "HELP" (4357) or [helpdesk@desales.edu](mailto:helpdesk@desales.edu) or through other communications options available in the MyDSU portal.

## **E-mail**

All students are assigned a personal DeSales e-mail account with an initial default password. Because course instructors, faculty advisors, and administrative staff send important information to students' e-mail accounts, students are expected to monitor their accounts daily. Students are requested to change their default password at the first opportunity and to record the account information in a safe place. DeSales e-mail is provided by Gmail, and is accessible via MyDSU and mobile devices. Review mobile setup instructions in MyDSU, click "Help Desk" and then "Setting up Email". Assistance with e-mail problems is available from the University's Help Desk—ext. "HELP" (4357) – 24 hours a day, 365 days a year.

## **Help Desk**

The DeSales Help Desk provides a single point of contact for many of the services needed by students, including telephone repair, residence hall room maintenance, cable TV service, network connections, and application support. These services can be accessed by calling ext. 4357 ("HELP") and choosing the appropriate option.

### **Option 1**

- Instructors with Smart Classroom problems
- Log in issues
- Application issues such as e-mail, WebAdvisor, Blackboard, web issues
- RESNET
- Problems with telephone, voice-mail, and cable TV

### **Option 2** - Requests for custodial, maintenance, and housekeeping services

The Help Desk is staffed 24 hours a day, 365 days a year.

Option 2 is by design voice mail only. Students requesting medical or safety emergency assistance should call the University Police at extension 1250.

Help Desk chat is accessible from the main <https://portal.desales.edu> site and the Help Desk tab.

## **RESNET**

RESNET is designed to provide students who live in the University's residence halls a high-speed connection to the Internet from their rooms using their personally owned computers. It is the student's gateway to a variety of University resources that support academic success and enrich student life. Accessing RESNET requires a Network Interface Card (NIC), a standard feature on most current laptop and desktop personal computers or a wireless connection. There are conditions that must be met before connecting computers to RESNET. They are:

1. The computer's operating system updates must be current.
2. Virus protection software (e.g., McAfee, Norton, etc.) must be installed.

3. Virus protection software updates must be current.

When signing on to RESNET for the first time, students will be prompted for their DeSales MyDSU username and password, and then asked to electronically sign the “*RESNET Acceptable Use Policy*” statement. The University’s network support staff will assist with connection problems. Students are responsible for providing anti-virus software, NIC and possibly patch cords. **Student owned wireless routers (WAP) are not permitted in student residences.** Wireless printers may not be used as they interfere with proper functioning of the network. Wireless access is available in every building on campus. More RESNET information, including recommended computers, comments on file sharing, and a discussion of spyware, can be found on the on MyDSU, click “HelpDesk” then “RESNET” on the left of screen. Help with RESNET connection problems is available from the University’s Help Desk—ext. “HELP” (4357) – 24 hours a day, 365 days a year. Non-urgent wireless connection issues may also be reported through MyDSU, click “HelpDesk” and then “Report Wireless Connection Issues.”

### **WebAdvisor**

WebAdvisor provides students with online access to information required to manage their academic affairs. For example, using WebAdvisor, a student can:

1. Register for classes.
2. Check financial account balances.
3. Review financial aid status and awards.
4. Obtain course grades.
5. Print “unofficial” academic transcripts.
6. Monitor progress toward degree completion requirements.
7. Obtain mailbox assignment and combination.

WebAdvisor gives students access to important information 24/7 with any computer connected to the Internet. DeSales WebAdvisor is located in MyDSU, bottom right of the page. If additional assistance is needed, students are asked to contact the University’s Help Desk, ext. “HELP” (4357) - 24 hours a day, 365 days a year.

### **Wireless Service**

Wireless service is available and students can log on to their online courses, access library resources, research academic projects, send/receive e-mail, and surf the Internet. Wireless access points are available in every building on campus. In the Library, students may use their own laptops or borrow a wireless laptop at the circulation desk. A valid DeSales MyDSU ID and password are required for authentication during the one-time wireless user registration process. Detailed connection instructions can be found on MyDSU click MyDSU, click “Help Desk” and then “Wireless Network Access” on the left of screen. Students should use the “DeSales” network for their phones and laptops only. Help with wireless connection problems is available from the University’s Help Desk, ext. “HELP” (4357) - 24 hours a day, 365 days a year. Non-urgent wireless connection issues may also be reported through MyDSU, click “HelpDesk” and then “Report Wireless Connection Issues.”

## **JACQUIER CENTER**

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Jacquier Center, housing the offices of the Pennsylvania Shakespeare Festival, is named for Fr. Louis Henry Jacquier, OSFS (1873-1946). He was another French pioneer who brought the Oblates to America. He was the first assistant provincial, the first community treasurer, and the first resident priest in the first Oblate parish in America located in Salisbury, Md. He was also one of the first faculty members at Salesianum School.

## **KEYS & ACCESS CARD POLICY – SEE UNIVERSITY POLICIES SECTION**

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## **LABUDA CENTER FOR THE PERFORMING ARTS AND ALBERT M. IACocca TV/FILM STUDIOS**

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*John Bell, division head, ext. 1480*

The Division of Performing Arts operates out of the Labuda Center. This state-of-the-art venue is home to our theatre, dance, and TV/film departments. The Labuda Center boasts three stages, a 30 by 45 foot dance studio with a sprung wooden floor, and a TV/Film studio equipped with a full lighting system, tracked draperies, green screen capacity, three digital cameras, a modular, digital set, and control booth. The production facilities include two spacious dressing rooms, a scene shop, costume shop, and an electric shop. The Iacocca Studio features the latest television and film equipment. The Main Stage Theater is the primary performance space for the theater and dance programs. Its auditorium seats 473 in an orchestra and balcony arrangement. The Schubert Theater is a 200-seat, black-box performing space that offers a non-proscenium experience with the furthest seat no more than 25 feet from the stage.

The Labuda Center was named for Monsignor Felix Labuda, pastor of Sts. Cyril and Methodius Church in Bethlehem, who was the major contributor for the building. The dedication and first production were held on February 26, 1982.

The Albert M. Iacocca TV/Film Studios were named in honor of Albert M. Iacocca, the late co-owner of Yocco's restaurants and benefactor of the University.

## **LAWLESS CENTER**

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Lawless Center was named for Father Thomas Lawless, an early Oblate who, as provincial treasurer, played an important role in the founding of DeSales University. He was also the 8th principal of Salesianum School, and his ideas and ideals of education have made a great impact upon the Catholic school system in the US. The Offices of University police are located in the Lawless Center. University police provide 24-hour coverage and are responsible for security and law enforcement on the campus of DeSales University. Students, employees, and visitors are encouraged to report all incidents, emergencies, and crimes directly to this department. **Call Ext. 1250 or 911 from any campus phone or dial direct 610.282.1002 for assistance.**

## **LIBRARY – SEE TREXLER LIBRARY**

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## **LOST AND FOUND**

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Inquiries concerning lost and found articles should be directed to the University Police Department (610.282.1002 or ext. 1250 from a campus phone) located in Lawless Center.

## **MAIL**

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*Margaret Huber, mailroom supervisor, ext. 1441*

Most campus mail is sent through student mailboxes which are located in McShea Student Union. Each year all traditional day students including commuter students receive a mail box and **MUST check their mailbox a minimum of once a week**. Students may obtain their mailbox assignment and combination on WebAdvisor.

Appropriate slots for inner campus and outgoing mail are located in the McShea Student Union mailroom. You may also drop off mail in the Campus Store, located in the University Center. Campus mail is a private system and its inter-campus use is therefore regulated by the University. The University determines what material may be distributed through its system.

Parcels may be picked up in the McShea Student Union mailroom weekdays between 9:00 a.m. and 4:00 p.m. Student ID is required.

Student mail should be addressed as follows:

Name of Student  
DeSales University  
2755 Station Avenue  
Center Valley, PA 18034

## **MARECHAUX HOUSE**

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Marechaux House was named in honor of Fr. Joseph Marechaux, OSFS, who served as chaplain to the Sisters of Divine Compassion in White Plains, New York. This was the first temporary foundation of the Oblates in the United States. The first permanent community was established in 1903 in Wilmington, Del.

## **MCSHEA STUDENT UNION**

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On September 22, 1974, the building was dedicated in honor of Bishop Joseph McShea (1907-1991), first Bishop of the Diocese of Allentown, whose idea it was to build a Catholic college in the Diocese. The union provides an opportunity for relaxation, out-of-class discussions, socializing, meetings, and recreation. The union is overseen by the director of student engagement and leadership, who is the building manager. During office hours Monday through Friday, members of the Office will handle all issues within the building.

In addition, a work-study attendant will be stationed at the front desk of the union. This student will oversee the Commons along with the Fitness Center during the day on weekdays and on nights and the weekends there will be one attendant at the front desk of McShea and one in the Fitness Center. Times will vary and will be posted.

Housed within the facility are the student's mailboxes, meeting rooms, and the following offices:

- Access Key Office
- Campus Ministry
- Center for Service & Social Justice
- Choral Activities
- Counseling Center
- Dean of Students Office
- DEMO
- DeSales Experience
  - Character U - First-Year Experience
  - Senior Success Series
- EMS
- Housing Operations
- International Learning
- *The Minstrel*
- Office of Student Conduct
- PACE
- Public Safety Office
- Residence Life
- Student Activities
- Student Government Association
- Student Development
- Student Engagement and Leadership
- Student Health Center
- Vice President for Student Life
- Yearbook Office

Bulletin boards, Channels 7 and 50, and monthly calendars carry information concerning activities and events in the union.

During the academic year, the union is open 24 hours/7 days a week. The union is card-access during the following hours:

<b>During Academic Year:</b>	Monday through Friday	7:00 p.m. to 7:00 a.m.
	Friday to Monday	7:00 p.m. to 7:00 a.m.

### **Café McShea featuring Sandella's**

Café McShea is located in the McShea Student Union and is open 7 days a week. The hours of operation will be 7:30 a.m. to 1:00 a.m. on weekdays and 7:30 a.m. to 1:00 a.m. on Saturday and Sunday. Students may use their flex dollars, Paw Bucks or cash to make their purchases. Café McShea will feature Sandella's which is a flatbread café concept, serving wraps, panini's, quesadillas, grilled flatbreads, salads and rice bowls. Café McShea is also your location to find all of your convenient items, from toothbrushes to shaving cream, we got it all!

### **The Commons**

The Commons located in center is open 24 hours a day. The Commons offers students flat screen TVs, free pool, ping-pong, table soccer, shuffleboard and board games. Check with the desk attendant regarding night time activities and event.

### **Bulldog Fitness Center**

Students, faculty and staff are permitted to use the fitness room during normal operating hours. Visitors may use the fitness center with a DSU student or employee present. Fitness Center is card access.

### **Kender/Danko Room**

A variety of activities, meetings and events are scheduled throughout the year in the Kender/Danko Room(s) through the Auxiliary Services Office.

### **The Residence Life Lounge**

The Residence Life Lounge is a 24-hour student lounge located in McShea Student Union adjacent to the residence life offices. The lounge is available for studying, socializing, group meetings, and student programs. Six computer work stations and a network printer are also available for student use.

### **MEDICAL AMNESTY – SEE UNIVERSITY POLICIES SECTION**

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### **MISSING PERSON’S POLICY – SEE UNIVERSITY POLICIES SECTION**

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### **MOTOR VEHICLE REGISTRATION – SEE PARKING AND MOTOR VEHICLE OPERATIONS**

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### **NON-DISCRIMINATION POLICY – SEE UNIVERSITY POLICIES SECTION**

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### **PACE**

Peers Advising Counseling Educating (PACE) is a small, supervised group of students who are specially trained through Bacchus Initiatives of the National Association of Student Personnel Administrators. PACE, under the advisement of the Counseling Center, provides individual counseling services as well as educational programming on a variety of topics. For information, you may contact them directly at [pace@desales.edu](mailto:pace@desales.edu) or at ext. PACE (7223).

### **PARENTAL NOTIFICATION**

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The Office of Student Life, the vice president for student life, or his/her designee at their discretion, may contact parents or emergency contact of students.



## **PARKING AND VEHICLE OPERATIONS**

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*ALL MOTOR VEHICLE REGULATIONS ARE IN EFFECT 24 HOURS DAY, 12 MONTHS A YEAR, UNLESS OTHERWISE STATED. ALL REGULATIONS AND POLICIES ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE UNIVERSITY.*

The motor vehicle must be absolutely under control at all times. Courtesy to other drivers and considerate concern for pedestrians are basic prerequisites for the privilege to drive on campus. The privilege to drive on campus will be revoked whenever it appears that an operator is guilty of reckless or inconsiderate driving, or willfully disobeys regulations governing the use, or parking of a motor vehicle.

All motor vehicles operated on any University property, either regularly or temporarily, must be registered with Parking Authority and are subject to all the parking and other motor vehicle regulations issued by the University.

All students, faculty and staff will be held responsible for the violations of any vehicle registered to any member of their family or other visitors.

Parking on University-owned property is a privilege not a right. Under Pennsylvania law the University may have unauthorized vehicles removed from its property and held until the towing and storage charges have been paid (75 Pa. C. S. 3353).

### **Duty to Report Accidents**

The operator of a motor vehicle involved in any accident resulting in personal injuries in any degree, or damage to any property must immediately, by the quickest means of communication possible, notify the University Police. Failure in this regard may result in suspension of motor vehicle privileges.

### **Vehicle Registration**

All motor vehicles parked on campus must be registered and display the current DSU registration permit. Permits must be attached to the inside of the registered vehicle's rear window. Place it so that is visible from outside the vehicle in the lower left corner of the rear window. Only the current permit may be displayed: **NO EXCEPTIONS!** Permits either improperly placed or not clearly visible will result in a citation being issued to the vehicle operator. All motor vehicles operated or parked on DSU property must display a current license plate and inspection sticker. Students who operate more than one vehicle must register each additional vehicle. As a courtesy, there is no charge to register the first and second vehicle. Each additional vehicle thereafter will cost \$10.00 per permit sticker.

One vehicle can be registered by going online to: [www.permitsales.net/desalesu](http://www.permitsales.net/desalesu). When registering, you will need to have your student ID number and vehicle information and registration card. You'll receive a confirmation email after you finish, and a second email with a link to print your temporary parking permit. Expect to receive your permanent decal sticker to arrive via US Postal

Service in approximately seven calendar days. If you apply for your permit after arriving on campus, be sure to enter your school address as the mailing address.

To register a second vehicle, please bring the registration card to the University Police Administration Office located on the second floor of the Lawless Center.

DeSales University police officers have the authority to issue citations in the event a motor vehicle infraction occurs. These regulations have been established to ensure fair and equitable access to parking for all members of our University community, as well as visitors. The parking regulations are strictly enforced.

### **Parking Regulations**

- All vehicles must be registered and displaying a current DSU parking permit. Any vehicle that is not registered is subject to fines and towing.
- Parking on campus lawn is prohibited.
- Parking on any driveway or walkway is prohibited. Parking in other posted areas such as in front of dumpsters or within 15 feet of fire hydrants is also prohibited.
- Exceeding a posted time limit will result in a fine.
- Misuse of a permit will result in a fine.
- Resident students are prohibited from parking in Gambet Center, Dooling Hall, Trexler Library and University Center lots at all times, and in the McShea Student Union lot and Billera Hall front lot between 7:00 a.m. and 5:00 p.m. - Monday through Friday.
- Resident students are allowed to park in their assigned residence hall lot and Labuda Theatre lot.
- Commuters are allowed to park in the following lots:
  - Billera Hall
  - University Center
  - Gambet Center
  - Dooling Hall
  - Trexler Library
  - McShea Student Union
  - Labuda Theatre
  - Brisson/Chappuis Halls
- Parking in a yellow striped area or fire zone is **strictly forbidden** regardless of the duration and will result in a fine.
- Unauthorized parking in designated handicap spots will result in a fine being issued.
- Parking in the Hurd Science Center is prohibited to all students.
- Wills Hall parking is reserved for the Oblates of St. Francis DeSales, their staff and guests only.
- Parking at the Gambet Center is for faculty/staff who work in the Gambet Center and commuter students only.
- All violations on a ticket are subject to fine acceleration as stated at the bottom of the ticket.
- Permits are only valid for the vehicle to which they were issued. Violations of this may result in multiple fines.

- If you must use an unregistered vehicle obtain a temporary permit from DSU Police.
- Visitors must register with DSU Police.
- All traffic laws of the Commonwealth of Pennsylvania are applicable, and must be followed at all times.
- The use of 4-way flashers is not a valid reason to park illegally.
- Because you have parked illegally in the past and did not receive a ticket is not a valid excuse to continue to park illegally.
- Incorrect advice is not a valid excuse for illegal parking.
- A short period of time is not a valid excuse for illegal parking.
- The parking permit was taped on and fell off is not a valid excuse.
- Ignorance of these rules and regulations is not a valid excuse for violations.

**The University reserves the right to remove, at the owner's expense, any vehicle in violation of these regulations.**

**NO PARKING TICKETS WILL BE VOIDED OR EXCUSED BY ANYONE OTHER THAN DESALES UNIVERSITY POLICE DEPARTMENT PARKING AUTHORITY PERSONNEL.**

### **Parking Appeal Process**

If you would like to appeal your citation you must first pay the fine.

Appeals must be submitted within five (5) calendar days of the violation. Appeal forms are available online through MyDSU or at University Police in the Lawless Center. On MyDSU select *Departments & Offices*. On the left side of the page under *Police and Public Safety* select *Parking*. Under *Parking* select *Resolving Tickets*. Click on [Parking Violation Appeal Form](#) and you may print a copy of the form. Completed forms can either be emailed to [parking.authority@desales.edu](mailto:parking.authority@desales.edu) or dropped off at University Police. You will be informed of the appeal decision by email through your DeSales email account. **Appeal decisions are final.**

If your appeal is granted the fine will be refunded to your student account.

### **Payment of Parking Fines**

- Parking violations must be paid within five (5) calendar days of the date and time of the citation. Payment can be made by credit/debit card 24 hours a day 7 days a week online at: [www.permitsales.net/desalesu](http://www.permitsales.net/desalesu) Follow the link at the bottom of the page to view and/or pay fines.
- Parking fine payments can also be made by cash or check at the Bursar's Office located on the second floor of Dooling Hall.
- Payments of fines after five (5) calendar days of the date and time of the citation will receive a late fee of \$30.00.
- If the fine is left unpaid for fifteen (15) calendar days, your student account will automatically be charged and/or a Pennsylvania State traffic citation may be issued. A separate bill will be sent to your home address.

## PAWS PASS

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The Paws Pass is the official identification card for DeSales University and provides access to many University resources. Your Paws Pass is non-transferable and must be presented to a DeSales University official upon request. This is an **all-in-one card** and should be carried with you at all times while on campus.

Your Paws Pass is used for:

- Photo ID
- Library Card – to check out books from Trexler Library and access library databases while off-campus.
- Access your meal plans – allows you to swipe Dining Dollars and DeSales Meals in any of our dining service venues.
- Access Paw Bucks (pre-paid debit account) – provides a convenient way for students to make purchases without using cash.
- Access your Residence Hall – to gain entry into your residence hall and identification purposes when visiting a different residence hall.
- Make vending and copy purchases – vending machines located throughout campus and copy machines located in Trexler Library.
- Make purchases at off-campus participating merchants
- Campus Bookstore – purchase books, supplies, and all your DSU merchandise using Paw Bucks.

Your first Paws Pass is issued to you at no cost. However, if you need a replacement ID the cost is **\$35.00** for every time the card needs to be replaced. DeSales University is **not** responsible for loss, theft, damage, or misuse of your Paws Pass. **Lending or punching a hole in your card is strictly prohibited.** Lost, stolen, misplaced cards must be reported to the Paws Pass Office, located in the University Center by calling 610-282-1100 ext. CARD (x2273). If the loss occurs after normal business hours, report the card missing to University Police located in Lawless Center or call ext. 1250. University Police will issue you a temporary card that needs to be returned to the Paws Pass office on the next business day.

### PAW Bucks

Paw Bucks is a declining pre-paid debit account accessed with your Paws Pass. This account gives students a safe and secure way to make on-campus purchases without using cash. All DeSales students are encouraged to open a Paw Bucks account. If you lose your Paws Pass, your Paw Bucks are secured until you get a replacement card.

To open a Paw Bucks account, stop by the Paws Pass Office located in the University Center during normal business hours (Mon-Fri: 9am-5pm) or the Bursar's Office, located in Dooling Hall – 2<sup>nd</sup> Floor. Deposits can be made to your account at the load stations in the University Center or Gambet Center. We now have an online feature to add money, check balances, or deactivate your card. To add money online, visit <https://eacct-dsupawspass-sp.blackboard.com/eAccounts/AnonymousHome.aspx>

Paw Bucks can be used at all campus eateries, vending machines, copy machines, at participating off-campus merchants, and at the Campus Store. These places will have a sticker with the Paws Pass logo. If you would like to transfer student credit to your Paw Bucks account, visit the Bursar's Office during normal business hours. The Paws Pass Office cannot transfer student credit. **Paw Bucks cannot be calculated into a student's financial aid.**

Paw Bucks carry over from semester to semester until you officially graduate or separate yourself from the University. A refund request may take up to 30 days to process. DeSales University will not refund Paw Bucks with less than \$5 remaining on the balance. **No refunds will be given in January, February, August, or September.**

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## **PERSONAL PROPERTY**

The University is not responsible for loss of or damage to personal property either in residence halls or elsewhere on campus. Students are responsible for securing their own insurance protection against such losses. Resident students are urged to lock room doors at all times.

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## **POLICIES – SEE UNIVERSITY POLICIES SECTION**

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## **POSTINGS – SEE UNIVERSITY POLICIES SECTION**

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## **PRINTING AND DUPLICATING SERVICES**

### **Minuteman Xpress Copy Center**

Minuteman Xpress, located in the University Center's Campus Store, is here to serve the needs of the entire college community. If you have any questions, please call ext. 1201.

<b>Hours:</b>	Monday, Tuesday, Wednesday, and Thursday	9:00 a.m. to 5:00 p.m.
	Friday	9:00 a.m. to 4:00 p.m.

### **Printing Services**

- Copying (black and white, and color, up to 11" x 17")
- Binding (GBC and spiral binding)
- Brochures
- Class projects (including papers and presentations)
- On-site lamination from business card size to 11" x 17"
- Large format mounted posters up to 40" x 60"

- T-shirts and other imprinted promotion items
- If you don't see it on our list, call us and we will get it done!

### **Turnaround Time**

- For smaller quantity copy jobs, while you wait and same day service are available.
- Outsourced services listed above normally require 24 hours lead-time. Please plan accordingly.
- A University account number is required at the time of ordering for all University work that is to be charged to a department.
- Cash, checks and all standard credit cards are available for all non-University projects.

### **Library**

There are two copy machines located on the first floor of the Trexler Library. They accept paper money which is added to your Paws Pass card. Instructions on how to swipe your Paws Pass card are located at each machine. Copies are \$.10 per page.

### **PROTECTION OF MINORS – SEE UNIVERSITY POLICIES SECTION**

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### **RELEASE FROM MEAL PLAN – SEE UNIVERSITY POLICIES SECTION**

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### **REGISTRAR'S OFFICE**

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*Thomas Mantoni, registrar, ext. 1223*

*Melissa Lenhart Young, associate registrar, ext. 1349*

The Office of the Registrar, located in Dooling Hall room 157, schedules all the courses offered through the University, and maintains the permanent records of all students, past and current.

### **Hours of Operation**

Monday through Friday	8:30 a.m. to 4:45 p.m.
Telephone:	610.282.1100, ext. 1416
Fax:	610.282.2206

### **Academic Transcripts**

Official transcripts are available online only. Current students should order on "MY DSU" under applications: eTranscripts.

Unofficial transcripts are available at no charge by visiting the Registrar's Office during regular office hours.

## **RESIDENCE LIFE**

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*Main Reception, ext. 1442*

*Melinda Quinones, director of residence life, ext. 1411*

*Marcus Washington, assistant director, ext. 1512*

*Deirdre Parkinson, residence hall director (University Village, Welsh), ext. 1573*

*Phillip Vitale, residence hall director (University Heights & Donahue Hall), ext.1426*

*Britney Amore, residence hall director (Tocik & Aviat Halls), ext. 1548*

*James Herrightly, residence hall director (Conmy Hall, Office Coordinator), ext. 1398*

*Nicholas Lowry, residence hall director (DeChantal, Brisson & Chappuis Halls), ext. 1488*

### **Mission**

In support of the DeSales University mission, the Office of Residence Life is committed to providing residence halls that are safe, secure, and conducive to the learning and growth of each resident. In accordance with Salesian spirituality, the residence life staff strives to create a welcoming living environment in which students' rights and responsibilities are protected, differences are celebrated and appreciated, constructive social interaction is valued and advanced, and students are challenged to be contributing members of the community.

### **Staff**

The main focus of the residence life staff is to promote the Salesian mission of the University and the educational mission of our department through programs, services, and interaction with students. Our staff takes pride in developing supportive relationships that challenge students to develop into successful self-advocates and vibrant community members.

The professional residence life staff oversees all aspects of housing and residence life, including the supervision of the residence hall staff, housing operations, residential education, and enforcement of residence hall regulations. The Residence Hall Directors (RHDs) are responsible for daily operation of their assigned housing area, including overseeing the resident advisor staff, and responding to housing, facilities, security, behavioral and counseling issues.

The Assistant Resident Director (ARD) is a leadership position that is held within the Resident Advisor position. The undergraduates who are accepted to this position have the primary objective of further developing transferrable skills of RAs as leaders, motivators and role models for their residents. They are also charged streamlining administrative responsibilities within the Office of Residence Life and serving as a liaison between the Office of Residence Life and all other student development offices.

Resident advisors (RAs) are upper-class student leaders who live on each wing of the residence halls and within the University Heights, offering assistance to residents encountering personal or living-related concerns. RAs build community among their living

area, help students adjust to the college living experience, and assist in creating an environment conducive to academic success. While RAs do handle violations of college policy, their primary focus is to maintain residence hall environments that are safe and enjoyable for our students. RAs are considered paraprofessional University employees.

### **Residence Life Education**

By living on campus, students will:

- Understand how to make responsible choices.
- Be able to communicate effectively with peers to solve problems.
- Understand the rights and responsibilities of living in a community and be able to respect and value others' differences.
- Grow intellectually, through academic experiences outside the classroom.
- Enhance leadership abilities through campus involvement.
- Understand Christian Humanism and explore their faith/ beliefs.

Our educational program centers on the six fundamental learning outcomes above, while also incorporating the developmental needs of college students. Each month, RAs develop and implement programs and activities to educate residents and promote a sense of community in each living area. Students in all living-areas are highly encouraged to attend, offer suggestions, or even become involved in planning programs.

In addition to educational programs, RAs hold periodic floor meetings for the purpose of distributing essential University and residence life information and discussing matters of common concern. All resident students are expected to attend and are accountable for the information disseminated at these meetings.

### **Safety & Security**

The safety and security of our students is of the utmost importance. The safety measures described in this section have been put in place to best safeguard our residential facilities and the students who live there.

Accordingly, all keys to student rooms are issued through a patented system which prevents keys from being duplicated commercially. The exterior doors of all residence halls, the University Village, as well as the entrance to each University Height unit, are locked and alarmed, and are accessible by card access only to residents of that building. Additionally, all building main entrances and lobby areas are monitored by security cameras 24 hours 7 days per week to ensure the safety and wellbeing of our resident students. Security screens are in place on all first floor residential windows, as well as windows adjacent to rooftop areas.

Each traditional residence hall has a front desk that is staffed during evening hours (7 days per week - 8:00 p.m. to 12:00 midnight on weekdays, 8:00 p.m. to 2:00 a.m. on Friday and Saturday) by the RA on-call to assist with monitoring the security of the building. All guests (non-DeSales' students) must be signed-in by their host using our online guest registration form available on MyDSU under the WebAdvisor heading. In order to obtain a temporary parking pass and avoid ticketing, guests must register their vehicle with



University police at Lawless. All guests, including DeSales students visiting other residence halls, must carry valid photo ID on their person and must be escorted by their resident host at all times (see visitation). In addition to residence life staff, University Police officers also complete routine patrols of the exterior of the University Heights and all other residential areas on campus.

Each residence hall room window has a screen which is not to be removed at any time. Residents will be held accountable for not having screens in their windows. If a screen becomes missing or damaged, it should be reported to an RA immediately. At no time should a person or object move through the window in or out of the building.

Some residence hall windows are equipped with security screens for the safety of the residents in the building. These screens are traditionally installed on first floor windows, or on windows adjacent to a building rooftop. Each security screen is equipped with a security tag to indicate if the screen has been opened or tampered with. Students are prohibited from opening security screens for any reason, and are subject to disciplinary action and a monetary fine if found responsible.

### **Residence Hall Front Desk/On-Call Phone**

From off-campus or a cell phone, dial 610.282.2634 then enter 4-digit extension.

<b>Residence Hall</b>	<b>Extension</b>
Aviat Hall	6300
Brisson Hall	3100
Chappuis Hall	3300
Conmy Hall	4100
DeChantal Hall	6100
Donahue Hall	7300
Tocik Hall	5100
Welsh Hall	6400
University Heights	7000

While the University takes all necessary measures to safeguard our campus, students themselves are ultimately responsible for taking appropriate action to ensure their personal safety and the security of their property. The University is not responsible for loss or theft of personal property or for damage or destruction of such property by fire, water, or any other cause. Students should ensure that they are covered under their parent/guardian's insurance policy and arrange for additional coverage if necessary.

Students are urged to keep their room doors locked at all times and to keep any items of value properly secured. The University does provide information to interested students regarding the rental of room safes, as well as engraving of valuable items such as laptop computers or bicycles.

Students who compromise the security of the residence halls in any manner will be subject to serious disciplinary action. Propping exterior residence hall doors/exterior doors at the Heights, removing security window screens, failing to register or escort guests inside residential areas, and failing to report the loss of a key or ID card immediately is considered a breach of residence hall security. Students are asked to report security concerns, including theft from student rooms, to Residence Life or University Police immediately.

## **Emergency Procedures**

### ***Calling in an Emergency on Campus***

EMERGENCIES SHOULD ALWAYS BE REPORTED TO THE UNIVERSITY POLICE DIAL EXT. 1250 FROM ANY ON CAMPUS PHONE OR DIRECT DIAL 610.282.1002 FROM AN OFF-CAMPUS OR CELLULAR PHONE.

### ***How to set up your wireless phone to University Police***

Open “New Contact”...type “DSUPD”...type “6102821002”...”...save contact and then test by calling DSUPD.

### ***Emergency Notification - E2Campus***

The most important way to get emergency messages is e2Campus! All students are **required** to enroll in the e2Campus system. You will need your email address, cell phone number, and the name of your cell phone carrier. When signing up for this system, you have the option to register up to two cell phone numbers as well as two e-mail addresses.

- Go to <https://www.e2Campus.net/my/desales/signup.htm> .
- Create your e2Campus account.
- You are asked to choose an “opt-out date.” In other words in which year do you want to stop receiving e2Campus messages from DeSales University?
- Remember to record your user name and password in a safe place so you can easily get back into the system to make changes.
- You can register up to two cell phone numbers and two e-mail addresses for your DeSales University e2Campus account.
- Immediately after creating your e2Campus account, you will receive a verification code via text message on your cell phone(s) and an e-mail message in your e-mail account(s) containing a verification link. Follow the instructions provided by e2Campus to validate your device(s) and e-mail account(s). Once you have validated your cell phone and/or e-mail account, you will receive the following message: “YOU HAVE SUCCESSFULLY SIGNED UP.”

- You are now signed up for e2Campus at DeSales University!

### ***If ... Severe Weather Warning (e.g. Tornado)***

Go to the lowest floor in an area with no windows—usually the interior of the building. The following spaces are considered safest. Students should go to these areas and await further information via the Campus Emergency Alert System (CEALS).

- Brisson Hall – basement (TV/film area)
- Chappuis Hall – basement (PA Program area)
- Conmy/Tocik Halls – first-floor suite bathrooms, laundry room, and stairwells
- Welsh Hall – first-floor suite bathrooms, trash rooms, and central stairwell
- Aviat Hall – first-floor suite bathrooms, laundry room, and central stairwell
- DeChantal Hall – first-floor suite bathrooms or trash rooms
- Donahue Hall – first-floor suite bathrooms, trash rooms, and wing end stairwells
- University Heights – first-floor bathroom, second floor bathrooms if needed
- University Village – first-floor suite bathroom

### ***If ... Shelter-in-Place (potential Hazardous Material/Chemical)***

- Close and lock all windows and exterior doors.
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Keep listening to CEALS until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk.

### ***If ... Lockdown (potential or actual violent perpetrator)***

- Always “figure out” first.
- If possible, you want to get away from the attacker: “get out” then “call out.”
- If you are stuck and cannot get away from the attacker: “hide out,” “keep out,” “spread out.”
- If all else fails you may have to “take out” the attacker.

### ***If ... Evacuation (any time the alarm sounds, possible fire or other emergency)***

- Proceed to the nearest exit and meet with a resident advisor at the designated evacuation location for your hall (see below).
- Remain at least 150 feet from the building until notified that it is safe to return to your room.
- Once the immediate crisis has passed, RAs will go through the building roster and identify who is present or not accounted for.
- Students should locate an RA and check in when the “All Clear” has been confirmed.

- RAs will assist in determining any students who may need medical attention, counseling, or potential relocation of housing.

### ***Designated Evacuation Locations***

Each residence area has a designated evacuation point at least 150 feet from the building. The designated evacuation points are:

- Aviat Hall – Middle row of parking lot behind Welsh Hall
- Welsh/Donahue Halls – Middle row of parking lot behind Aviat Hall
- Brisson/Chappuis Halls – Back row of the Brisson Hall parking lot
- Conmy/Tocik Halls – Basketball court area toward McShea Student Union parking lot
- DeChantal Hall – Outside the side entrance of Labuda Theatre
- University Heights – Grassy area by Marian Shrine statue
- University Village – McShea Student Center grassy area/parking lot

In certain situations, students may be asked to evacuate campus or not leave campus. CEALS will update you. You should have a plan of where you would go if asked to evacuate campus on short notice. You would only be asked not to leave campus if an incident had occurred off campus which may affect your safety.

### **Fire Safety**

Residence life and the Emergency Services Department are committed first and foremost to the safety and well-being of our students. All fire-related incidents are reported each year in the University's joint [Annual Fire Safety and Security Report](#).

All campus residence halls and the University Heights townhouses and University Village have a centralized automatic fire alarm system. The fire alarm systems in all residence halls, the University Village, and the University Heights townhouses are state of the art systems. These fire alarms systems are connected to a central computer located in the DeSales University Police Department and are monitored 24/7. All fire alarms systems send out a page to notify campus police of an alarm. The campus fire alarms systems meet or exceed NFPA 72, The National Fire Alarm Code.

All student rooms, hallways and lounges in all residence halls and the University Heights townhouses are equipped with smoke detectors that are hard-wired with battery back-up. All smoke detectors in Aviat, Brisson, DeChantal, Donahue, Welsh, University Heights, and University Village are tied into a centralized fire alarm system and are monitored electronically. When fire or smoke is detected in any area, all detectors in the building will sound.

**In Chappuis, Conmy, and Tocik only smoke detectors in hallways and lounges are tied into the centralized fire alarm system and are monitored electronically. Room smoke detectors in these residence halls are standalone units and sound locally and do not activate the building fire alarm system.**

All campus residence halls are equipped with visual strobe lights for compliance with ADA. All strobe lights flash when the fire alarm system is activated. Activation of a fire alarm is either manual (alarm pull stations) or automatic (smoke detectors, sprinklers); which sounds alarms throughout the building. All campus buildings are equipped with manual alarm pull stations which are located at the building exits. All fire alarm systems have secondary (backup) power either generator, battery or both.

All fire alarm systems and their component parts (pull stations, strobe lights, smoke/heat detectors and sounders) are thoroughly inspected per NFPA code annually by a certified technician.

### ***On Campus Student Housing Sprinkler Systems***

Six of the eight residence halls (Aviat, Conmy, DeChantal, Donahue, Tocik, Welsh and University Heights 1-6) have automatic wet pipe sprinkler systems. Brisson, Chappuis, and University Heights 7-12, do not have sprinkler systems. All sprinkler systems are thoroughly inspected per NFPA code annually by a certified technician. Our sprinkler systems comply with NFPA 25 and 13.

### ***On-Campus Student Housing Fire Extinguishers***

Each corridor is equipped with fire extinguishers. All fire extinguishers are multi-purpose ABC dry chemical. You are not required to use a fire extinguisher. Only do so if you are comfortable with using one and you can do so without putting yourself in danger. Fire safety equipment is inspected monthly and annually by certified technicians. All fire protection equipment meets the NFPA fire code. Students should take note of the location of fire safety equipment and emergency exits in their residential area.

As part of the room inventory process, students will be asked to verify the presence of an accurate evacuation route floor plan on the interior of their room door, and to check the condition of fire safety equipment in their room, including but not limited to smoke detectors and sprinkler heads. Any damaged or missing items should be immediately reported to residence life or the Emergency Services Department, ext. 1513.

The University's Emergency Services Department, in conjunction with residence life staff, will conduct mandatory floor meetings at the start of the year to review all fire and emergency procedures. Training events will also be conducted routinely throughout the year. Students, as well as all guests, are required to evacuate buildings during fire alarms and to follow posted procedures for fire and other emergencies. Lack of cooperation will be considered a serious matter, and students who refuse to evacuate the building will be subject to disciplinary action.

When the alarm sounds:

1. Close windows, leave drapes/blinds open and turn off appliances.

2. Close door but leave door unlocked.
3. Leave hall as quickly and quietly as possible through the nearest exit.
4. Move to designated evacuation location 150 feet from building (See “Emergency Procedures.”) and check in with a residence life staff member or University official.
5. Return to the building only after the incident commander has granted permission.

**If you are trapped by smoke and/or fire and you can’t evacuate, seek shelter in a room with a window, seal the space under the door with anything available, open the window and shout for help while waving a piece of clothing to get attention. If you have a cell phone call DSUPD at 610.282.1002. Tell the dispatcher there is a fire in your building and that you are trapped. Be sure to tell the dispatcher where you are located so that you can be rescued.**

If batteries are removed or smoke detectors are found disconnected, damaged, or covered in any manner, residents will be charged for repair or replacement. In compliance with the Life Safety Code Handbook of the NFPA, personal belongings and University-issued student room furnishings may not be left in common areas (lounges, hallways, or stairwells) in order to maintain safe, clear egress out of the building in the event of an emergency or fire. Candles incense, hookahs, and fire pits are not permitted and such items will be confiscated. (See “Prohibited Items.”) A candle with a burnt wick is considered evidence of burning candles. Smoking is strictly prohibited inside all University buildings. Smoking is permitted outside in designated smoking areas or a minimum of 15 feet away from the building (see smoking).

Tampering with fire extinguishers, alarms, exit signs, and other safety equipment or failure to follow fire safety regulations is considered a serious offense against the University community. Any student found responsible for violating these regulations may face disciplinary action, ranging from confiscation of prohibited items and a monetary fine to a maximum penalty of expulsion from the University.

### ***University Village Cooking Safety Procedures***

- Be on alert! If you are sleepy or have consumed alcohol don’t use the stove or stovetop.
- Stay in the kitchen while you are frying, grilling or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- If you are simmering, baking, roasting or boiling food, check it regularly, remain in the suite while food is cooking and use a timer to remind you that you are cooking.
- Keep anything that can catch fire – oven mitts, wooden utensils, food packaging, towels or curtains – away from your stovetop.

### ***Students with Special Needs***

Students who think they will require assistance during an evacuation should make their need known in writing to the director of learning and disabilities services, who will share the information with residence life, university police, and emergency

services. This may include but is not limited to requests for accommodation due to hearing impairment or limited mobility. Students who may need assistance are also encouraged to speak directly with their RA regarding their needs.

### **Weekends Away**

Students who plan to be away from campus for a weekend or a short period of time are encouraged to leave a destination and cell phone number with their roommate or RA. While the University assumes no responsibility in such circumstances, the availability of that information may be helpful in the event of an emergency.

## **RESIDENTIAL STUDENT POLICIES**

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At the heart of the Salesian tradition of the Catholic faith is the belief in the common good. DeSales University believes that successful residential communities are formed when students realize that they must balance or even compromise their individual preferences for the common good of all residents. Because DeSales University is first and foremost a learning community, the following regulations and guidelines are designated to ensure a high quality of residential life and to prevent behavior that is an infringement on the rights or dignity of others, detrimental to person growth and the common good, or in basic discord with the mission of the University. For these reasons, residential policies apply not only to students residing on campus, but extend to other DeSales students or guests visiting on-campus residences. Violation of residential regulations may lead to a referral to the Office of Student Conduct, including disciplinary action as appropriate.

### **Alcohol and Other Drugs**

All students are expected to be conversant and comply with the policy on alcohol and illegal drugs at DeSales University. The University's alcoholic beverage policies are strictly enforced in the residence halls. Excessive noise or reasonable suspicion of a policy violation is reason to knock and enter a student room. Contraband kept in student rooms or bathrooms is considered in plain view and may be confiscated without a University search warrant.

The regulations outlined below are strictly enforced on University property, including all on-campus residences.

1. It is prohibited for anyone to sell illegal drug substances.
2. It is prohibited for anyone to use or possess illegal drug substances.
3. It is prohibited for anyone to possess paraphernalia that may be used in conjunction with the use or sale of illegal drug substances.
4. It is prohibited for a student under the age of 21 to purchase, possess, consume, or be in the presence of an alcoholic beverage. The only exception is that a student whose roommate is 21 years or older may be in his/her room if his/her roommate is in possession of or consuming an alcoholic beverage.
5. It is prohibited for any student to be in the presence of any other person illegally possessing or consuming illegal drugs or alcoholic beverages.

6. Alcoholic beverages are prohibited in all public areas of University residences including but not limited to hallways, stairwells, laundry rooms, lounges, public restrooms, as well as outside of all University residences, including outdoor areas/patios at the University Heights.
7. It is prohibited to possess or dispense beer in a keg, beer ball, or anything else leading to excessive consumption. Bars, keg refrigerators, beer pong tables, and other physical items used for storing, serving, or consuming large quantities of alcohol are also prohibited.
8. Students under 21 years of age are not permitted to possess empty containers of alcohol (cans or bottles) or alcohol-related paraphernalia as these items are considered acceptable evidence of illegal alcohol consumption.
9. It is prohibited to possess or dispense “homemade” alcoholic beverages.
10. Intoxication is not permitted.
11. It is prohibited for anyone to play drinking games.
12. It is prohibited for anyone over the age of 21 years to consume/possess alcoholic beverages with individuals under the age of 21 present (except one’s roommate).
13. It is prohibited for anyone over the age of 21 years to provide alcohol to minors or to “host” alcoholic gatherings with students under the age of 21 present.
14. A resident who is 21 years or older may have no more than one case of beer (up to 30 12oz. servings), one gallon of wine, OR one 750 ml liquor bottle in his/her possession or room.
15. The possession and use of any alcoholic energy drinks (for example, Four Loko, Joose, Sparks) on campus is prohibited regardless of whether or not the student who possesses or consumes is of legal age.

### **Gambling**

Gambling, including online wagering, is not permitted on University property. Support resources are available for students who may be concerned with their gambling behaviors.

### **Hall Sports**

Due to the risk of personal injury or property damage, all sports activities involving balls, sticks, Frisbees, or other potentially injurious objects are prohibited in the residence halls. Students engaging in hall sports may be subject to disciplinary action as well as financial restitution for any damages to University property.

### **Noise**

Residence life actively supports the academic success of our students and encourages an atmosphere conducive to study in all University residences. Each resident student is expected to be considerate of others by moderating the use of stereos, TVs, radios, videogames, or other entertainment items. Noise that significantly disturbs other residents is not permitted at any time. Outside antennas, amplified sounds, and sounds directed out of windows are prohibited. Upon request of staff or fellow students, students are expected to reduce noise and keep from disturbing others. Students may be required to remove stereos, musical instruments, or other amplified equipment from rooms and may be subject to disciplinary action if a violation occurs.



Quiet hours are in effect in all residences Sunday through Thursday from 10:00 p.m. to 9:00 a.m. and Friday and Saturday from midnight to 9:00 a.m. Loud talking in hallways and lounges, as well as outside of the residence halls and in parking lots, is prohibited during this time-period. Disorderly conduct that disturbs others is not permitted at any time. Residents who violate the noise policy will be subject to disciplinary action. Residents will be held accountable for noise caused by their guests.

### **Pets**

Only fish are allowed in the University residences. Students are allowed 1 tank per room, and the tank may not exceed 10 gallons. Students must unplug and clean tanks and take fish home during December break. Stones, sand, marbles, or other decorative items used in fish tanks may not be disposed of in sinks or toilets. All other animals are prohibited in the residence halls.

### **Prohibited Items in Residence Halls**

The use or possession of fireworks, firearms, ammunition, explosives, dangerous chemicals, knives, or weapons of any kind is not permitted in University residences. This includes pellet/air-soft guns that can cause damage to facilities or be mistaken for actual guns. Also, natural trees, motorcycles, gas-driven vehicles, drones, hover boards, gasoline, butane, propane, and other flammable gases and liquids are prohibited in the residence halls. Candles, incense, fire pits, hookahs, kerosene/alcohol/oil lamps, halogen lamps, lava lamps, sun bulbs, and any appliances containing heating elements that do not have an automatic shut-off switch (hot plates, toasters, toaster ovens, space heaters, electric grills, etc.) are not permitted.

In addition, residents are not permitted to use bed risers or over-the-door-hangers, have waterbeds, pools, street signs, construction barriers, University banners, or University-issued lounge furniture in student rooms. Electrical signs are not allowed in the windows, and signs or other materials may not be hung outside of windows or off buildings. Prohibited items may be confiscated and residents subject to disciplinary action.

### **Restricted Areas**

Students and their guests are not permitted to access roofs, attic spaces, maintenance areas, boiler/mechanical rooms, construction sites, or other posted areas. Students found doing so may be subject to disciplinary action.

### **Room Entry/Search Procedures**

Authorized University representatives may enter any room at any time for inspection, maintenance, or repair of facilities or to insure the safety of residents. The university's director of emergency services, as well as staff members in student affairs, residence life (including RAs), facilities, police, and emergency management may enter a room during each break period to do safety and security checks. They will check fire safety equipment, windows, heating units and ensure that doors are locked and electrical items are unplugged. They will open refrigerators to make sure that perishable items are removed. Any prohibited items will be documented and confiscated.

After being notified, any confiscated item(s), if unclaimed, will be donated or discarded after two weeks. The return of the confiscated items will be at the discretion of the directors of residence life and public safety according to university policy.

Any member of the student affairs staff (including RAs and professional residence life staff), as well as police personnel, may enter a room after knocking if there are reasonable grounds to believe that University policies or residence hall regulations are being violated. Rooms and student vehicles on University property may be searched only with the authorization of the dean of students or his/her designee. Searches will only occur if there is reasonable suspicion to believe that there is a violation of federal, state, or local laws, or University/residence hall regulations. Every effort will be made to have the occupant(s) present. The staff members conducting the search will leave an inventory of any items confiscated as a result of the search.

A student is not allowed to enter another student's room without permission from the occupant. University staff will provide access to a room only for the assigned resident of that room.

DeSales University takes the privacy and security of each student living in the residence halls seriously. At no time is any student or his /her guest allowed to enter another student's room via the shared bathroom adjoining the suites. The bathroom area is a common space between the two private rooms. Unauthorized entry to the opposite room is strictly prohibited without the direct consent of the students living in that space. Failure of you or your guest (whom you are responsible for in the residence halls) to adhere to this policy may result in disciplinary action and potential removal from the residence halls. **Additionally, unlawful entry into another individual's room is in violation of law and may result in legal action.**

### **Smoking**

In support of the health and safety of the university community, smoking is not permitted in any University building. In addition, hookahs are not permitted to be used or possessed anywhere on campus. Smoking outside of any University building must be a minimum of 15 feet from the building and its entry way. Students should dispose of cigarette butts in designated receptacles only. Smoking cessation services are available to interested students through our Wellness Center.

### **Solicitation**

Door-to-door sales or solicitations for profit or personal gain are prohibited in the residence halls. No outside businesses may be granted permission to use residence halls for sales purposes. Fundraising of any kind is restricted to the immediate University community and may not be undertaken in the residence halls by student clubs and organizations without the permission and approval of both student engagement and leadership and residence life. Forms must be filled out at least 14 business days prior to the actual event.

## Visitation

The Catholic philosophy of DeSales University, as well as the security needs and the community nature of residence hall living, dictates that guests of the opposite sex are permitted to visit on-campus residences, including the University Heights and University Village, only in accordance with the following policy limits:

Freshmen residence halls/floors:

Sunday through Thursday 10:00 a.m. to 12:00 a.m.

Friday and Saturday 10:00 a.m. to 2:00 a.m.

Upper class residence halls/floors, including the University Heights and University Village:

Sunday through Thursday 9:00 a.m. to 1:00 a.m.

Friday and Saturday 9:00 a.m. to 3:00 a.m.

The purpose of the visitation policy is to provide an environment conducive to privacy and quiet. DeSales students who do not reside in a particular residence hall are expected to call their host for entry into the building. All other guests (non-DeSales students) must be registered by their host using the guest registration form available on MyDSU under the WebAdvisor heading. In order to obtain a temporary parking pass and avoid ticketing, guests must register their vehicle with University police at Lawless. Guests may not move about the residence halls at any time without being escorted by their residential host. Students may not loan their University ID card to another student or guest at any time. Students found doing so will be subject to disciplinary action.

Resident students are held responsible for the conduct of their guests at all times. Any policy violation by a guest will be considered a violation by the host and may result in a guest being asked to leave the premises of the University or being issued a letter of trespass prohibiting their return to campus.

A resident must seek the permission of his/her roommate before having a guest in the room. If the presence of a guest is an inconvenience to a roommate, at any hour, the guest must leave the room. Overnight guests (including other DeSales students) must complete the guest registration process on MyDSU upon their arrival. Only overnight guests of the same gender are permitted. Each room may have up to four guests at a given time; however, guests may not stay for an extended period of time (more than two consecutive days, or more than eight total days in one academic semester). Residents and guests found to be using the window to gain entry into the building will be subject to disciplinary action. Failure to adhere to the visitation policy will be considered a serious violation of University policy and breach of residential security.

## Visits by Minors

**Daily Visits by Minors** - Persons under the age of 16 are not permitted to spend extended time in campus residences unless under director supervision of a parent/guardian. Minors (age 16 or 17) who are briefly visiting a resident student must be under the direct and continual supervision of their resident host at all times.

**Overnight Visits by Minors** - Guests under the age of 18 are not permitted to stay overnight in any campus residence unless registered with the Office of Student Engagement and Leadership for Sibling Weekend, part of an approved admissions/athletics overnight visit, or granted a special request through the Dean of Students Office. Approved individuals must carry an official visitor's pass and be in the presence of their resident host at all times. Requests need to be made 48 hours in advance of the visit.

### **Interpersonal Relationships**

Because the full expression of love through sexual union requires the commitment to a total living and sharing together of a husband and wife in marriage, the University believes that sexual union should occur only in marriage. The University encourages a deep respect for the individual person as created in God's image. It accepts the teaching of the Catholic Church on human sexuality and expects the spirit of that teaching to be the guide for interpersonal relationships and the sexual conduct of its students. The University reserves the right to determine when violations of this understanding require disciplinary response.

See Housing Section for more information.

### **RESIDENCE LIFE LOUNGE – SEE MCSHEA STUDENT UNION**

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### **RESNET – SEE IT SERVICES**

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### **SALESIAN CENTER FOR FAITH AND CULTURE**

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*Fr. Thomas Dailey, OSFS, director, ext. 1464*

Established in 2000, the Salesian Center for Faith & Culture is the first and only center for research and development at DeSales University. Its mission is to promote academic initiatives that integrate social concerns and gospel values in the tradition of Christian Humanism. The Salesian Center's activities include research on faith developments in the modern world, dialogue about how spirituality can impact our contemporary life, and partnership with various public sectors to make the link between faith and culture happen. On campus, the Salesian Center sponsors annual events for students, including the Heritage Week celebrations, the Center Valley Forum series, the Ruggiero Lectures, and the John Paul II Arts & Culture series. Students can also become members of the Salesian Center through enrollment in the Faith & Reason Honors Program or the Ryan Leadership Institute. Students may also participate in special research projects directed by the center. To learn more about these and other activities, visit [www.desales.edu/salesian](http://www.desales.edu/salesian)

### **SEX DISCRIMINATION POLICY (SEXUAL MISCONDUCT/SEXUAL HARRASSMENT) – SEE UNIVERSITY POLICIES SECTION**

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## **SKYLIGHT LOUNGE**

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The Skylight Lounge, located in the first floor lounge of Dooling Hall, serves fresh baked goods, Starbucks Coffee, soup, salads, sandwiches, chilled beverages, and a wide variety of snacks. The lounge accepts 3-D and Flex Dollars as well as cash.

Hours of operation:

Monday through Thursday	7:30 a.m. to 8:00 p.m.
Friday	7:30 a.m. to 1:00 p.m.

## **SMOKING POLICY – SEE UNIVERSITY POLICIES SECTION**

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## **SNOW POLICY – SEE UNIVERSITY POLICIES SECTION**

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## **SOCIAL GATHERING POLICY – SEE UNIVERSITY POLICIES SECTION**

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## **SOLIDARITY INITIATIVE**

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*Linda Zerbe, dean of students, Ext. 1261*

The Student Affairs Department provides monthly programs supporting solidarity called “Mondays in McShea.”

Solidarity is an action on behalf of the one human family, calling all of us to help overcome the divisions in our world. The DeSales Solidarity Initiative is to provide students, faculty, and staff with a new understanding of this human family, while encouraging them to “be who they are and be that well.” We inspire mutual respect, the development of friendships, and learning about the realities of each other’s lives through compassion and patience. We commit to fostering the “holistic” growth of the DeSales community by opening a dialogue and investing in the good of one’s neighbor.

### **Goals of the Solidarity Office:**

- Welcome and accept all to DeSales.
- Welcome, recognize, and respect cultural differences among the student body.
- Provide a comfortable environment where differences are met with love.
- Highlight those who have paved the path to equality.
- Teach one how to accept/love themselves while continuing their journey to “holistic” growth.

## STATUES

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The statues on campus are the work of Ben Fortunado Marcune, a local artist known for his *en plein air* paintings of Historic Bethlehem and Bucks County, as well as his portraits of business and civic leaders, college presidents, and performing artists.



### **Our Lady of Deliverance**

The Most Rev. Edward Cullen, D.D., Bishop of Allentown, blessed and dedicated the seven-foot bronze statue of Mary, Our Lady of Deliverance, on a scenic hillside plaza by University Heights, overlooking the DeSales campus, during an afternoon ceremony on October 7, 2004. The statue is a rendering of the famous Marian statue, which has been in Paris since the 1400s.

### **St. Francis de Sales and St. Jane de Chantal**

On Monday, June 18, 2012, the DeSales University community dedicated the bronze statues of St. Francis de Sales and St. Jane de Chantal which was installed in memory of Mary and Edward Driebe. These statues are located on the mall between Dooling Hall and Conny Halls are positioned so that they are facing each other.

Fr. Ken McKenna, OSFS, provincial superior of the Toledo-Detroit Province of the Oblates of St. Francis de Sales, blessed the St. Jane de Chantal statue, and Fr. James Greenfield, OSFS, provincial superior of the Wilmington-Philadelphia Province of the Oblates of St. Francis de Sales, blessed the St. Francis de Sales Statue.

### **Blessed Louis Brisson and Sr. Mary de Sales Chappuis**

On Wednesday, June 18, 2014, DeSales University celebrated the blessing of a new statue group in front of Connelly Chapel on campus. The cast bronze statues depict Blessed Louis Brisson, founder of two religious orders: the Oblates and the Oblate Sisters, and Sr. Mary de Sales Chappuis, co-foundress of the Oblates. The two are shown as teachers surrounded by three students

The Very Reverend James Greenfield, OSFS, provincial of the Wilmington-Philadelphia Province of the Oblates of St. Francis de Sales and a DeSales graduate, blessed the statues during the annual Oblate Convocation.

## **Jesus the Teacher**

Students, faculty, staff and friends of DeSales University gathered together on May 23, 2016 to watch the installation of Jesus the Teacher, the fifth and final bronze statue in a campus series by sculptor Ben Fortunado Marcune. The statue stands over 18 ft. tall and weighs approximately 5,000 lbs. The wind sweeping through his hair and robes symbolize the Holy Spirit.

## **STUDENT CONDUCT – SEE OFFICE OF STUDENT CONDUCT SECTION**

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## **STUDENT DEVELOPMENT**

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*Gregg Amore, associate dean of students for student development, ext. 1214*

*Chad Serfass, director of the DeSales Experience, ext. 1599*

*Jaime Gerhart, director, Center for Service and Social Justice, ext. 1889*

*Nicholas Luchko, director of student engagement and leadership, ext. 1843*

*Tracy Gallagher, assistant director of student engagement and leadership, ext. 1209*

The Office of Student Development is responsible for the supervision of the following areas: the DeSales Experience, which includes Character U, and the Senior Success Series, Office of Student Engagement and Leadership, Center for Service and Social Justice, and LEADSU. This office provides oversight and direction for the creation, implementation and articulation of programs that contribute to the developmental process outside the classroom and is responsible to create a campus environment conducive to identification and growth of the goodness in our students consistent with the mission of the University.

In conjunction with the **character.org**, the Office of Student Development serves as the state sponsor for the State Schools of Character program, promoting and evaluating character development initiatives in Pennsylvania schools.

## **STUDENT ENGAGEMENT AND LEADERSHIP**

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*Nicholas Luchko, director, ext. 1843*

*Tracy Gallagher, assistant director, ext. 1209*

*Matt McMonagle, grad assistant, ext. 1282*

The Office of Student Engagement and Leadership exists to enhance DeSales University's mission and to provide students with intellectual growth through campus engagement and leadership. We ensure fairness and quality in all the activities that we present. We also strive to represent students from every background and meet the needs of all of our students.

The Office of Student Engagement and Leadership include the following sections: student organizations, Student Government Association (SGA), Campus Activities Board, fall orientation, McShea Student Union, spring break international trips, DSU spirit, leadership development, L.E.A.DSU, DeSales student discounts and CollegiateLink.

## McShea Student Union

On September 22, 1974, the building was dedicated in honor of Bishop Joseph McShea (1907-1991), first Bishop of the Diocese of Allentown, whose idea it was to build a Catholic college in the Diocese. The union provides an opportunity for relaxation, out-of-class discussions, socializing, meetings, and recreation. The union is overseen by the director of student engagement and leadership, who is the building manager. During office hours Monday through Friday, members of the Office will handle all issues within the building.

In addition, a work-study attendant will be stationed at the front desk of the union. This student will oversee the Commons along with the Fitness Center during the day on weekdays and on nights and the weekends there will be one attendant at the front desk of McShea and one in the Fitness Center. Times will vary and will be posted.

Housed within the facility are the student's mailboxes, meeting rooms, and the following offices:

- Access Key Office
- Campus Ministry
- Center for Service & Social Justice
- Choral Activities
- Dean of Students Office
- DEMO
- DeSales Experience
  - Character U - First-Year Experience
  - Senior Success Series
- EMS
- Housing
- International Learning
- *The Minstrel*
- Office of Student Conduct
- PACE
- Public Safety Office
- Residence Life
- Student Activities
- Student Government Association
- Student Development
- Student Engagement and Leadership
- Vice President for Student Life
- Wellness Center
  - Health Center
  - Counseling Center
- Yearbook Office

Bulletin boards, Channels 7 and 50, and monthly calendars carry information concerning activities and events in the union.

During the academic year, the union is open 24 hours/7 days a week. The union is card-access during the following hours:

<b>During Academic Year:</b>	Monday through Friday	7:00 p.m. to 7:00 a.m.
	Friday to Monday	5:00 p.m. to 7:00 a.m.

## Café McShea featuring Sandella's

Café McShea is located in the McShea Student Union and is open 7 days a week. The hours of operation will be 7:30 a.m. to 1:30 a.m. weekdays and 7:30 p.m. to 1:00 a.m. Saturday and Sunday. Students may use their flex dollars, Paw Bucks or cash to make their purchases. Café McShea will feature Sandella's which is a flatbread café concept, serving wraps, panini's, quesadillas, grilled flatbreads, salads and rice bowls. Café McShea is also your location to find all of your convenient items, from toothbrushes to shaving cream, we got it all!



### **The Commons**

The Commons located in center is open 24 hours a day. The Commons offers students flat screen TVs, free pool, ping-pong, table soccer, shuffleboard and board games. Check with the desk attendant regarding night time activities and event.

### **Bulldog Fitness Center**

Students, faculty and staff are permitted to use the fitness room during normal operating hours. Visitors may use the fitness center with a DSU student or employee present. Fitness Center is card access.

### **Kender/Danko Room**

A variety of activities, meetings and events are scheduled throughout the year in the MAC through the offices in Auxiliary Services Office.

### **The Residence Life Lounge**

The Residence Life Lounge is a 24-hour student lounge located in McShea Student Union adjacent to the residence life offices. The lounge is available for studying, socializing, group meetings, and student programs. Six computer work stations and a network printer are also available for student use.

### **Trip Policy**

Only current full-time students, who paid the student life fee, may participate in student engagement and leadership sponsored trips. Some trips require an advanced sign-up and fee. If a student cannot attend a trip after they have already signed up, their money will be returned to them if 48-hour notice is given to the Office of Student Engagement and Leadership. Students are not permitted to “give” their seat to another individual if they cannot attend, due to waitlist procedures.

### **Student Leadership**

There are a number of different leadership positions to be involved in at DeSales. The L.E.A.DSU program is a perfect way for students to develop their leadership skills. Any sophomore or junior student can apply for L.E.A.DSU in the spring semester as long as they meet the criteria for eligibility. If selected, students will be mentored by members of the student affairs staff and attend workshops that will help enhance their present skills and develop new skills. L.E.A.DSU allows students to take that first step to realizing their potential as a DSU student leader. A guidebook on all student leadership opportunities is available in the Office of Student Life.

### **Spring Break International Trip**

Each year during spring break, the Office of Student Engagement and Leadership sponsors an international trip. This trip is open to all students who are in good academic and disciplinary standing. In the past, students have travelled to Italy, Greece, England, Scotland, and Ireland. Students meet with the staff of the Office of Student Engagement and Leadership on a consistent basis leading up to the trip to review the itinerary and prepare for the trip. Students are required to pay for the entire trip and have a valid

passport. Excursions, airfare, tour guide and some meals are included in the cost.

### **DeSales Student Organizations**

There are over 50 student organizations where students can grow both academically and socially.

Each fall the Office of Student Engagement and Leadership organizes an involvement fair, which allows student organizations to display their information to new students and recruit new members. Officers must contact the Office of Student Engagement and Leadership during the first week of the semester to reserve a table for the fair.

#### ***Registration***

At the beginning of the fall semester, all groups must register with the Office of Student Engagement and Leadership. Registration forms can be found on CollegiateLink at MY DSU. The University will automatically withdraw recognition from those groups that do not register with the Office of Student Engagement and Leadership.

#### ***Membership***

At the end of each semester, all groups must submit a membership roster on CollegiateLink which can be found at MY DSU . This roster should include all officers and members of the group. This information will be used to complete the co-curricular transcript. If a membership roster is not completed, the University will have no record of the group affiliation. Membership rosters can be picked up in the Office of Student Engagement and Leadership.

#### ***Developing Process***

Students interested in starting a student organization must meet the following criteria:

- There must be at least five students interested in forming the organization.
- The organization must comply with all University policies.
- The organization must respect and abide by the teachings of the Catholic Church.
- The organization must have a University staff or faculty member to serve as their advisor.

Students wishing to form a new organization must meet with the office prior to registering the club. For a complete list of registered student organizations, please log on to MY DSU and click on CollegiateLink.

#### ***Funding through SGA***

Decisions to allocate specific amounts to organizations are made by the SGA through budget hearings. This process will allow each organization to come before the SGA and present their goals for the year. After all the organization present their needs, the SGA will decide how much each organization is allotted. A full description of the process is available through the SGA vice president of the treasury.

## ***Fund Raising***

Fund-raising of any kind is restricted to the immediate University community and may not be undertaken without the permission of the organization advisor and the approval of the Office of Student Engagement and Leadership. The organization may fill out an event registration form on MY DSU, click on CollegiateLink.

## **STUDENT GOVERNMENT ASSOCIATION**

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The Student Government Association (SGA) maintains an office in McShea Student Union. Officers hold open, posted office hours. The SGA is comprised of executive officers, class officers, and senators.

Copies of the SGA Constitution are on file in the SGA office and are made available to any interested student upon request.

## **STUDENT LIFE GRIEVANCE PROCESS – SEE UNIVERSITY POLICIES SECTION**

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## **TELEPHONE SERVICE**

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Each student room is equipped with a telephone line with local calling which is included in the room charge. Phone is not provided. To call a student's room, dial 610.282.2634 and the four-digit extension.

## **TOCIK HALL**

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Built in 1966 and dedicated in 1967, Tocik Hall is named for Fr. John Tocik, OSFS, an Oblate priest active in leadership roles in secondary and higher education who was also a Lieutenant-Commander of the United States Navy. Fr. Tocik was primarily responsible for negotiating the alliance between the Oblates of St. Francis de Sales and the newly formed Diocese of Allentown to create Allentown College of St. Francis de Sales. He also served as one of the first trustees of the college. Renovated in 1992, Tocik Hall houses first-year women in four-person suites (two double rooms) that share a bathroom. The three-story hall contains lounge/study space on four of the six wings, as well as an extended visitation main lounge. Because the building houses first-year students, it is designated as an alcohol-free living area.

## **TREXLER LIBRARY**

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*Debbie Malone, director, ext. 1253*

The Trexler Library, dedicated to the memory of local industrialist Harry C. Trexler, is located in the center of campus. Built in 1988, the 36,000 sq. ft. facility hosts the 55-seat theatre-style Air Products Room, two computer classrooms, the McFadden Room which houses the Salesian collection, and ten group study rooms. The collection includes over 141,000 paper books and 130,000 electronic books, 265 newspaper and paper journal subscriptions, access to over 12,000 full text online journals, and over 8,000 educational streaming videos. The Trexler Library serves as both a University and a community library. The Library offers the DeSales academic community access to items from other libraries through the interlibrary loan program. Students may borrow

directly from other academic institutions in the Lehigh Valley Association of Independent Colleges consortium which, in addition to DeSales, includes Lehigh, Lafayette, Muhlenberg, Moravian, and Cedar Crest.

Library hours during the school year are:

Monday through Thursday	7:30 a.m. – 1:00 a.m.
Friday	7:30 a.m. – 9:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	Noon – 1:00 a.m.

Summer and holiday hours are posted on the library webpage at: <http://www.desales.edu/library>

Librarians are available for research assistance in person, online, or by phone whenever the library is open. Check the Library webpage for current contact information.

There are two copy machines located on the first floor of the Trexler Library. Both accept the Paws Pass card. Instructions on card use are posted at each machine. Copies are \$.10 per page which can be paid using Paws Bucks by swiping your Paws Pass. Paper money can be loaded to your Paws Pass via the loading station next to the copy machine.

## **TUCKER HOUSE**

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The faculty offices of the Department of Social Sciences are located in Tucker House. Tucker House was named for J. Francis Tucker, OSFS. Fr. J. Francis Tucker was one of the first students at Salesianum School, the first American Oblate, and first Provincial of the American Province. Fr. Tucker became widely known as an outstanding preacher who gave numerous retreats to thousands of high school students and to many priests, both Oblate and diocesan, throughout his active priestly ministry, many of these centered on Salesian spirituality. He was also a chaplain to Prince Ranier of Monaco and was instrumental in introducing him to Grace Kelly.

## **UNIVERSITY CENTER**

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The University Center is a 53,000 square-foot facility that features the main dining area, the food court, the Campus Store, a fireplace lounge, two outdoor patios and a 10,000 sq. ft. Gerald White Pavilion conference space. The building is wireless and is open from 7:00 a.m. through midnight when classes are in session. The conference space can host internal and external events (meetings, banquets, conferences, receptions, etc.) ranging in attendance up to 700. All equipment needed for an event is available in-house, such as audio and visual, a coatroom, tables & chairs, podiums, etc. All food and beverage needs can be handled by the DeSales Dining team. They offer served or buffet style meals and will cater the menu to the group's specific needs.

## **UNIVERSITY HEIGHTS**

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Named for its geographical location on campus, the University Heights began as a series of 6 town homes that were gradually expanded as the student body continued to grow throughout the 1980s. University Heights is now a three-building complex comprised

of 20 townhouse units. Each unit provides housing to a group of either 8 female or 8 male upper-class students in 4 double rooms. Each apartment also contains a large common lounge and laundry facilities. Due to the more independent living environment, residency in the University Heights is a privilege extended to sophomore, junior, and senior students who have shown themselves to be both academically and behaviorally successful during their time at DeSales. The University Heights is presently undergoing a multi-phase renovation.

## **UNIVERSITY POLICE – DIAL EXT. 1250 FROM ANY ON CAMPUS PHONE OR DIRECT DIAL 610.282.1002**

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*Steven Marshall, chief of police, ext. 1837*

The Office of University Police is located in the Lawless Center. University Police provide 24-hour coverage and are responsible for security and law enforcement on the campus of DeSales University.

University Police provide many services including criminal investigation, motorist assistance, an escort service, DSUTIP, self-defense training (R.A.D.) and crime prevention education. Officers conduct regular patrols, enforcing traffic and parking regulations. As commissioned law enforcement officers, they have powers of arrest and investigation.

### **Reporting Criminal Incidents and Other Emergencies**

Like any community, DeSales University experiences crime, accidents, injuries, and other emergencies. Any criminal offense, suspected criminal activity or other emergency on campus should be directly reported to the University Police by telephone or in person as soon as possible. **To contact University Police, dial ext. 1250 from any on campus phone or direct dial 610.282.1002.**

Additionally, the University has an Emergency Telephone Network that is directly connected to the University Police communications center. These exterior telephones are strategically located throughout the campus and have “Emergency” displayed on the box. They are bright yellow in color or have a blue light. For immediate police assistance, push the “Help” button. When this button is pushed, University Police are immediately dispatched to that particular location.

### **DSUTIP**

Criminal incidents and tips may be anonymously reported to the DeSales University Police Department by texting DSUTIP and your message to 50911. All information is kept confidential. Individuals may report all types of crimes, including drug activity, assaults and thefts. Please provide us with as much information as possible, including when the crime occurred. If known, also provide the name and description of the person(s) who committed the crime. If you wish to be contacted, please leave your name and telephone number.

**DSUTIP is not intended for in-progress crimes. If you are currently witnessing a crime or need immediate assistance on campus, dial ext. 1250 from any on campus phone or direct dial 610.282.1002.**

## **Crime Prevention**

The DeSales University Police request the support, cooperation, and involvement of all students in maintaining the campus as a safe place to live, work, and study. Members of the community must assume responsibility for their own safety and the security of their personal belongings by taking simple, common sense precautions. Students are encouraged to do the following: walk in groups at night; lock doors at all times; do not lend keys; lock ground floor windows; use the escort service; and report suspicious persons and activities to police. Students who receive harassing telephone calls, tests, emails, or other electronic communications should not engage in any type of conversation, and report the incident to University Police.

The prevention of crime is a primary goal of the DeSales University Police Department.

## **Programs**

- ***R.A.D.*** - In an effort to educate students in the area of self-defense, University Police provide women with the opportunity to attend Rape Aggression Defense (R.A.D.) classes. This comprehensive course begins with awareness, prevention, risk education, and avoidance while progressing onto the basics of hands-on defensive training. Classes are designed for all women, regardless of their physical fitness ability. For more information or to register for a class, please call ext. 1740.
- ***Escort Service*** - University Police offer an escort service for all members of the University community from sunset to sunrise seven days per week. Additionally, escorts are also provided for sick or injured members of the community 24 hours per day. To request this service, dial extension 1250 from any on campus phone or direct dial 610.282.1002.
- ***Bicycle Registration Program*** - Everyone is encouraged to register bicycles with the University Police Department. This program enables found bikes to be identified and returned to registered owners. Registration forms are available from the University Police Department located in the Lawless Center.

## **UNIVERSITY VILLAGE**

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The first two houses of the University Village were completed in 2014. The University Village houses are named in memory of Oblates who have served the University. The Father James Finnegan OSFS House and the Father John Harvey OSFS House are the first of nine apartment-style residence halls that will make up the University Village.

The University Village houses junior and senior students in suites with full kitchens, laundry facilities, and full and half baths. Each building also has a suite that provides an ADA-accessible residential environment for students with disabilities.

## **WEBADVISOR – SEE IT SERVICES**

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## **WEBMAIL – SEE IT SERVICES**

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## **WELLNESS CENTER**

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### **COUNSELING CENTER**

*Wendy Krisak, director, ext. 1462*

*Denise Mikuta, counselor, ext. 1551*

The center provides personal counseling services, which are designed to help students develop their full potential and overcome obstacles to their educational and/or personal growth. Counselors offer confidential assistance to any student who is experiencing difficulties of a personal, emotional, or social nature, or who simply feels the need for support and/or encouragement. The use of this service is never made a part of academic or any other permanent record. Unless a student is perceived to be imminently dangerous to self or others, all meetings are completely confidential. The center's goals are promoted through outreach programming, faculty/staff and student workshops, training programs, social media sites, and other special programming events.

### **HEALTH CENTER**

*Reception Desk, ext. 1776*

*Tammy Lippincott, director, ext. 1221*

*Andrea Grube, health educator & assistant director, ext. 1232*

The Health Center is open from 9:00 a.m. to 4:00 p.m. Monday through Friday during the fall and spring semesters. Physician care is available from 8:15 a.m. to 8:45 a.m. on Monday, Wednesday, Thursday and Friday, by appointment or walk-in unless otherwise posted. All "walk-in" patients are requested to arrive at 8:00 a.m. to assure appointment availability. Nurse practitioner and registered nurse care is available on weekdays from 9:00 a.m. to 4:00 p.m. on a walk-in basis.

Most care at the Health Center is free of charge. Health Center physician charges are covered by the student life fee.

Laboratory tests, hospital care including x-rays, and many prescription medications are referred to outside facilities and billed to the student by the provider. Every effort is made to access care consistent with the student's medical insurance coverage. Students are responsible for arranging their own transportation for any medical services off campus.

Students have the primary responsibility to care for their own health needs. The center is not designed to take the place of the student's personal physician or to treat illness or injury of a lasting and serious nature. Under certain circumstances, the University reserves the right to require a student to return home in order to insure that proper physical and mental health care can be received and to insure the safety of the University community.

The University Health Center requires a complete medical history, including immunization records, for all new students. The required form, which is sent to the student at the time of admission, must be completed and on file with the University.

### ***Health-Related Absences***

Students missing class because of illness are responsible for notifying their instructors. Faculty may call the Health Center to verify a student's treatment only if the student agrees to a release of information. In cases of serious illness involving hospitalization or strict bed rest, the director will notify the Academic Affairs Office. In all cases, the students must communicate with faculty. The Health Center never initiates such contacts and no health excuses are ever written. If a student is too ill to remain in residence, that decision will be made in consultation with the Health Center physician. However, the professor will make the final decision regarding health-related absences. Students who are seen in the Health Center because of illness will have their visit noted on the daily log.

### ***Health-Related Emergencies***

In most instances health-related emergencies are handled by ambulance transport to Lehigh Valley Hospital Center, or St. Luke's Hospital. Students must arrange their own transport back to campus after a hospital visit or stay.

### ***IMPORTANT TELEPHONE NUMBERS***

ON CAMPUS EMERGENCY	University Police dial ext. 1250 from any on campus phone or direct dial 610.282.1002.
OFF CAMPUS EMERGENCY	911
HEALTH CENTER	610.282.1100, ext. 1776

### ***Health Care Resources after Hours***

In the event of an emergency, dial ext. 1250 from any on campus phone or direct dial 610.282.1002.

### ***Area Hospitals***

#### **Lehigh Valley Hospital**

178, 1299 S. Cedar Crest Blvd., Allentown  
610.402.800 or emergency room 610.402.822

**Directions:** Take 309 North. Where the road divides, stay left. That puts you on I78W/309N. Go about 3-4 miles to the Cedar Crest Blvd. Exit 55. At the traffic light at the bottom of the exit ramp, turn left. Go to the second traffic light at the entrance to the hospital and turn right into the hospital campus. Bear right where the drive divides. This will take you to the front of the hospital.

#### **St. Luke's Hospital**

802 Ostrum Street, Bethlehem  
610.954.4000 or emergency room 610.954.4500



**Directions:** Take 378 North towards Bethlehem. Proceed approximately four miles up and over South Mountain into Bethlehem/Fountain Hill. Route 378 becomes Wyandotte St. As you go down the hill into Bethlehem, look for Fiot Ave. on your left. Turn left onto Fiot Avenue. Proceed to Broadway, Turn right onto Broadway for a very short distance to Fiot St. Make a left on Fiot St. Stay on Fiot St. to Delaware Ave and turn right. Go a short distance to a traffic light. At the light make a left turn onto Ostrum St. (You should see signs for St. Luke's.) St. Luke's will be directly ahead of you. Doctor's Pavilion is on the right.

### ***Emergency Centers***

#### **Cedar Crest Emergicenter**

1101 S. Cedar Crest Blvd  
Allentown  
610.435.3111

**Open 7 days a week  
7:00 a.m. to 11:00 p.m.**

**Directions:** Take 309 North to 78 West. Exit at the Cedar Crest Blvd. exit and turn right. This walk-in emergency center is down the road on the right.

#### **Premier Immediate Medical Care**

15 South Main St  
Hellertown  
610.456.800

**Open 7 days a week  
9:00 a.m. to 9:00 p.m.**

**Directions:** Head northeast on Station Avenue. Turn right onto Hay St. Turn left at Taylor Drive. Taylor Drive turns into Apple Church Rd. Turn left at Leithsville Rd. (Route 412 North) and turn right into mini mall at 15 South Main St., Hellertown.

#### **Saucon Valley Medical Center**

4801 Saucon Creek Rd #110  
Center Valley, PA  
610.625.9090  
[svdoctor.com](http://svdoctor.com)

**Open 7 days a week  
Monday – Friday 8:00 a.m. to 8:00 p.m.  
Saturday – Sunday 9:00 a.m. to 5:00 p.m.**

**Directions:** Preston Lane to Route 378. Turn right onto Route 378. Turn left at Saucon Creek Rd.

### **WELSH HALL**

Dedicated on August 17, 2005, Welsh Hall is named for Bishop Thomas J. Welsh, the first Bishop of Arlington, Va., and the second Bishop of Allentown, Pa. During his 14 years of ministry to the people of this diocese, Bishop Welsh was an ardent supporter of education, a genuine, caring, and approachable pastor and an involved patron of DeSales University. Bishop Welsh passed away on February 19, 2009, at the age of 87. Welsh Hall provides housing to upper-class students in suite-style accommodations (two double

rooms that share a bathroom) with men and women in separate wings. The three-story facility contains six area lounges, a study/meeting room, a conference room (wireless), and an extended visitation main lounge (wireless).

### **WILLS HALL**

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On December 12, 1966, Wills Hall was dedicated in honor of F. Reed Wills and family, major benefactors from Allentown, Pa. Wills Hall is the residence for the DeSales University Oblates of St. Francis de Sales.

### **WIRELESS SERVICE – SEE IT SERVICES**

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### **WITHDRAWALS**

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- **Academic Withdrawals** – See Undergraduate Course Catalog
- **Involuntary Withdrawals** – See University Policies Section

*“ Let your heart be full of courage and your courage full of confidence in God, for He will never abandon you if you do not first abandon Him. ”*

St. Francis de Sales

## UNIVERSITY POLICIES

### AIDS POLICY

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*(Acquired immunodeficiency syndrome or acquired immune deficiency syndrome)*

This policy statement concerns the treatment of persons who have AIDS or a positive Human Immunodeficiency Virus (HIV) test. It applies to all students and employees of DeSales University. The policy is based on current medical recommendations and applicable federal and state law and shall be reviewed periodically to ensure that it reflects the most current information available from governmental authorities and medical researchers. Concern for a person who has AIDS and concern for the entire University community require a sensitive, intelligent, Christian approach to problems caused by the disease. To that end the University shall develop an on-going education program about AIDS, its symptoms, methods of transmission, types of behavior which increased risk of communication, preventive measures for avoiding infection, fears and inappropriate response to the disease, and moral issues which can inform one's conscience and influence personal choices.

**Statement of Non-Discrimination** - The University shall not discriminate in enrollment or employment against any person who has AIDS. The University reserves the right to require a student to withdraw if it is determined, through consultation with outside medical authorities and the student's physician, that such action is necessary for the welfare of the person with AIDS and/or the welfare of the University community. All decisions which affect access to facilities will be made on a case-by-case basis.

**Confidentiality** - Medical records retained in the Health Center are confidential and are restricted to the Health Center staff. In cases of identified risk, information concerning members of the University community who have AIDS shall be made available to the president of the University and, in the case of students, the dean of students. No information will be given to faculty, other administrators or parents without the written permission of the infected person.

**Testing and Reporting** - The University will not require antibody testing for admission or employment. Upon request a person will be referred to outside sources for testing. Employees and students who have AIDS or a positive HIV test are encouraged and expected to report this information to the Health Center director who will assist the person with referrals for appropriate care. The University will comply with all requirements regarding public health reporting for AIDS.

**University Laboratories and Health Center** - Supervisors and employees in these areas shall implement practices recommended by OSHA and the U.S. Public Health Service for safe handling and disposing of blood and body fluids.

## **ALCOHOL & DRUG POLICY**

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### **Philosophical Statement**

DeSales University has a deep concern for its students, faculty and staff and seeks to promote their well-being in all areas through its policies. The University expresses concern about illegal drug and alcohol use, not only because it is a violation of state and federal laws, but because it is a serious detriment to the mission and goals of the University.

### **Standards of Conduct**

The unlawful possession, use, distribution, dispensation, manufacture, or sale of alcohol, narcotics or illicit drugs, other than those medically prescribed, properly used and in the original container, is prohibited at DeSales University. All members of the University community shall be held responsible for their behavior and for respecting the rights of others.

DeSales University does not encourage the use of alcoholic beverages and is concerned about alcohol abuse. It recognizes, however, that individuals of legal age must be given the individual freedom to choose to drink. The University expects that individuals will make responsible decisions about the use of alcoholic beverages.

Responsibility for obeying laws and University regulations concerning alcohol and drugs rests directly with each individual. Any student, faculty, or staff member found in violation of federal, state and/or local law, or who violates the University's alcohol and drug policies, is subject to University disciplinary procedures, as well as criminal arrest and prosecution. Possible disciplinary sanctions include, but are not limited to, residential suspension, expulsion, participation in an alcohol or drug rehabilitation program, and dismissal. Sanctions may also apply to registered student organizations and to off-campus conduct involving activities sponsored or authorized by the University.

## Legal Statutes and Penalties

### I. ALCOHOL

The use, possession, or distribution of beverages containing alcohol on University property, including residence halls, is governed by the laws of the Commonwealth of Pennsylvania and by the University's alcohol policy. Alcoholic beverages are prohibited in all public areas of University residences including but not limited to hallways, stairwells, laundry rooms, lounges, public restrooms, as well as outside of all University residences, including outdoor areas/patios at the University Heights. The University alcohol policy is strictly enforced in all residence halls.

The following University rules apply on property owned or controlled by the University or as part of any University activity:

- The possession or consumption of alcoholic beverages by persons under 21 years of age is prohibited. Additionally, it is further prohibited for any student or employee to be in the presence of a person illegally possessing or consuming alcoholic beverages.
- Providing alcohol to or hosting alcohol gatherings with individuals under 21 years of age is prohibited
- Intoxication and the consumption of alcoholic beverages by students or employees so as to adversely affect academic or job performance and/or endanger the physical well-being of other persons and/or oneself, or which leads to damage of property is prohibited.
- It is prohibited to possess or dispense beer in a keg, beer ball, or anything else leading to excessive consumption. Bars, keg refrigerators, beer pong tables, and other physical items used for storing, serving, or consuming large quantities of alcohol are also prohibited.
- Students under 21 years of age are not permitted to possess empty containers of alcohol (cans or bottles) or alcohol-related paraphernalia as these items are considered acceptable evidence of illegal alcohol consumption.
- A resident who is 21 years or older may not have more than one case of beer (up to 30 12oz. servings), one gallon of wine, or one 750 ml. liquor bottle in his/her possession or room.
- Homemade alcoholic beverages are prohibited.
- Drinking games involving alcoholic beverages are prohibited.
- The possession and use of any alcoholic energy drinks (for example, Four Loko, Joose, Sparks) on campus is prohibited regardless of whether or not the student who possesses or consumes is of legal age.

The following represents a summary of relevant statutes from the Pennsylvania Crimes Code (Title 18) and the Pennsylvania Liquor Code (Title 47) for alcohol related offenses:

1. A person, under the age of 21, commits a summary offense if he/she attempts to purchase, purchases, consumes, possesses, or knowingly and intentionally transports any liquor or malt or brewed beverages.

- Maximum fine \$300 plus court costs and mandatory loss of your driver's license for 90 days for a first offense, one year for a second offense and two years subsequent offenses. Police officers making an arrest for this offense are obligated to notify the parents or guardians of the minor charged (Pa C.S.A. 6308).
2. A person is guilty of a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations if he/she is under the age of 21 and knowingly and falsely represents him/herself to be 21 years of age or older, for the purpose of obtaining any liquor or malt or brewed beverages. Maximum fine is \$500 plus court costs and loss of driver's license (Pa C.S.A. 6307).
  3. A person is guilty of a misdemeanor of the third degree if he/she knowingly, willfully, and falsely represents to any licensed dealer, or other person, that a minor is of legal age for the purpose of inducing a person to sell or furnish any liquor, malt or brewed beverages. The minimum penalty is a fine of not less than \$300 (Pa C.S.A. 6309).
  4. A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells or intentionally and knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than 21 years or age. Minimum penalty for violating this subsection is a fine not less than \$1000 for the first violation and a fine of \$2500 for each subsequent violation plus court costs (Pa C.S.A. 6310.1A).
  5. A person commits a misdemeanor of the second degree if he/she intentionally, knowingly or recklessly manufactures, makes, alters, sells or attempts to sell an identification card falsely representing the identity, birth date or age of another. Minimum penalty is a fine of not less than \$1000 for the first violation and a fine of not less than \$2500 for each subsequent violation (Pa C.S.A. 6310.2).
  6. A person commits a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violation if he/she is under 21 years of age and possesses an identification card that falsely identifies the person as being 21. It is also a violation to use the identification card of another individual. Minimum penalty is a fine not more than \$500 plus court costs (Pa C.S.A. 6310.3).
  7. It is unlawful for any person who is an operator or any occupant in a motor vehicle to be in possession of an open alcoholic beverage container or to consume any alcoholic beverages or controlled substances. This is a summary offense with a maximum penalty of \$300 (Pa C.S.A. 7513).
  8. A person is guilty of a summary offense if he/she appears in any public place under the influence of alcohol or a controlled substance. Penalty is a maximum fine of \$300 plus court costs (Pa C.S.A. 5505).
  9. A minor (under 21 years of age) shall not drive, operate or be in physical control of a motor vehicle while having alcohol in his/her system. This is a summary offense with a fine of \$100 (Pa C.S.A. 3718).
  10. A person shall not drive, operate or be in physical control of the movement of a vehicle while under the influence of alcohol or a controlled substance to a degree that renders the person incapable of safe driving. For an individual who is 21 years of age or older, the blood alcohol content is .08, for a minor under 21, the blood alcohol content is .02. It is a misdemeanor of the second degree for a first offense.

## II. DRUGS

DeSales University prohibits illegal drugs and drug paraphernalia on property owned or controlled by the University or as part of any University activity. Drug paraphernalia is defined as any legitimate equipment, product, or material that is modified for making, using, or concealing illegal drugs and includes, but is not limited to, bongs, roach clips, drug pipes and any items modified or adapted so that they can be used to consume drugs. Drug paraphernalia found on University property will be confiscated.

**Federal Law** - Federal drug laws prohibit the manufacture, distribution, dispensation and possession of controlled substances unless specifically permitted by statute. The government categorizes controlled substances according to Schedules I through V. Schedule I drugs have a high potential for abuse, with no accepted medical use. Schedule I drugs include, but are not limited to, heroin, marijuana, hashish, LSD and other hallucinogens. Schedule II drugs have a high potential for abuse, but some medical use, and include opium, morphine, codeine, barbiturates, cocaine and its derivatives, amphetamines, phencyclidine (PCP) and other narcotics. Schedule III, Schedule IV and Schedule V drugs have some potential for abuse, but less than Schedule I and II drugs, with Schedule III drugs having the most potential for abuse and Schedule V the least. Schedule III, IV and V drugs include chloral hydrate (IV), certain barbiturates (III and IV), benzodiazines (IV), glutethimide (III), other depressants and narcotics (III and IV), amphetamines (III) and other stimulants (III and IV). A complete listing of controlled substances and their classifications is contained in Title 21 of the United States Code at Section 812.

Penalties for the unauthorized possession, manufacture, sale, distribution or delivery of drugs varies according to the type and quality of drug, the existence of prior offenses and whether death or serious injury results from the drug involved. Special federal penalties apply to the sale or distribution of controlled substances to persons under age 21 or within 1,000 feet of school, college or university property.

**Commonwealth of Pennsylvania Law** - State law prohibits, among other things, the unauthorized manufacture, sale, delivery and possession of controlled substances. Consistent with federal law, Pennsylvania classifies controlled substances according to Schedules I through V. Penalties vary according to the type of controlled substance involved. For a simple possession of a small amount of marijuana (misdemeanor), persons may be subject to 30 days imprisonment and a \$500 fine. A person may be subject to a maximum of 15 years imprisonment and a \$25,000 fine for the manufacture, delivery or possession of a Schedule I or II controlled drug such as cocaine, PCP or LSD (felony). Sentences can be doubled for second and subsequent offenses. Sentences can also be doubled for distribution of controlled offenses to persons under the age of eighteen. Penalties range from a mandatory minimum sentence of seven years and a \$50,000 fine for subsequent convictions for the manufacture, delivery or possession of 100 grams or more of a Schedule I or II controlled narcotic drug.

## Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p><b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p><b>Second Offense:</b> Not less than 10 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more mixture	<p><b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment</p>
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	



## Penalties

<u>Drug/Schedule</u>	<u>Quantity</u>	<u>Penalties</u>
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
Flunitrazepam (Schedule IV)	1 gm or more	<b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	30 to 999 mgs	<b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	<b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

## Federal Trafficking Penalties - MARIJUANA

<b>DRUG</b>	<b>QUANTITY</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

## Controlled Substance Act

<u>Schedule of Controlled Substance Categories and Examples</u>	<u>Penalty For Felony Delivery and Obtaining Possession thru Forgery or Fraud</u>	<u>Penalty For Misdemeanor Possession</u>
<b>SCHEDULE I: Drugs with no accepted medical use in the U.S. and a high potential for abuse.</b>		
Heroin, LSD, Mescaline, PCP, Cocaine, Methamphetamine	Jail: 5 years to life Fine: Up to \$4,000,000	Jail: 1 year Fine: \$5,000.00
Marijuana & Hashish: 1,000 kg. or more	Jail: 10 years to life Fine: Up to \$4,000,000	
50 kg. to 999 kg.	Jail: 5 to 40 years Fine: Up to \$2,000,000	
Under 50 kg.	Jail: Up to 5 years Fine: Up to \$25,000	
<b>SCHEDULE II: Drugs with a high potential for abuse; with severe psychic or physical dependence possible, but also having an accepted medical use.</b>		
Morphine, Methadone, Amphetamine, Barbiturate	Jail: Up to 20 years Fine: Up to \$1,000,000	Jail: Up to 1 year Fine: Up to \$100,000
<b>SCHEDULE III: Drugs with less abuse potential than Schedule II; and an accepted medical use.</b>		
Codeine or Compounds, Tincture of Opium, Phendimetrazine	Jail: Up to 5 years Fine: Up to \$250,000	Jail: Up to 1 year Fine: Up to \$100,000
<b>SCHEDULE IV: Drugs with a lower potential for abuse and an accepted medical use.</b>		
Valium, Ativan	Jail: Up to 3 years Fine: Up to \$250,000	Jail: Up to 1 year Fine: Up to \$100,000
<b>SCHEDULE V: Drugs with a low potential for abuse and an accepted medical use.</b>		
Paracetamol	Misdemeanor Jail: Up to 1 year Fine: Up to \$100,000	Jail: Up to 1 year Fine: Up to \$100,000

\*\* The Controlled Substances Act (CSA), Title II of the Comprehensive Drug Prevention and Control Act of 1970. Federal law also allows for the possibility of loss of property and federal grants as defined by the Controlled Substances Act and regulation 21CFR 1300.11-1300.15.

## Health Risks

### I. Alcohol

**Short-term effects** - Alcohol is a depressant of the central nervous system which suppresses the part of your brain that controls judgment, resulting in a loss of inhibitions. It affects physical coordination, causing blurred vision, slurred speech and loss of balance. Alcohol is involved in a large proportion of fatal road accidents, assaults and incidents of domestic violence.

**Long-term effects** - Excessive drinking over time is associated with the following health problems and conditions:

- Liver diseases
- Neurological problems (dementia, stroke, and neuropathy)
- Cardiovascular problems (myocardial infarction, cardiomyopathy, atrial fibrillation, and hypertension)
- Psychiatric problems (depression, suicidality, and anxiety)
- Social problems (unemployment, lost productivity, and family problems)
- Gastrointestinal problems (pancreatitis and gastritis)

**Binge Drinking** - Most adverse health effects from underage drinking stem from acute intoxication resulting from binge drinking. According to the U.S. Department of Health and Human Services, immediate health effects of binge drinking may include:

- Alcohol poisoning, a medical emergency that results from high blood alcohol levels of alcohol that suppress the central nervous system and cause loss of consciousness, low blood pressure and body temperature, coma, respiratory depression, and death.
- Risky sexual behaviors, including unprotected sex, sex with multiple partners, and increased risk of sexual assault. These behaviors can result in unintended pregnancy or sexually transmitted diseases.
- Violence, including intimate partner violence and child maltreatment.

## II. DRUGS

<b>Substance Category &amp; Name</b> <i>(Examples of Commercial &amp; Street Names)</i>	<b>Intoxication Effects &amp; Potential Health Consequences</b>
<p><b><u>Cannabinoids</u></b></p> <p><b>Hashish</b> (Boom, chronic, gangster, hash, hash oil, hemp)</p> <p><b>Marijuana</b> (Blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, weed)</p>	<p>Euphoria, slowed thinking and reaction time, confusion, impaired balance/coordination, cough and coordination/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety; panic attacks; tolerance, addiction</p>
<p><b><u>Depressants</u></b></p> <p><b>Barbiturates</b> (<i>Amytal, Nembutal, Seconal, Phenobarbital</i>; barbs, reds, phennies)</p> <p><b>Benzodiazepines</b> (<i>Ativan, Halcion, Librium, Valium, Xanax</i>; candy, downers, sleeping pills, tranks)</p> <p><b>Flunitrazepam***</b> (<i>Rohypnol</i>, forget-me pill, Mexican Valium, R2, Roche, roofies, roofinol, rope)</p> <p><b>GHB***</b> (<i>Gamma-hydroxybutyrate</i>; G, Georgia home boy, liquid ecstasy)</p> <p><b>Methaqualone</b> (<i>Quaalude, Sopor, Parest</i>; ludes, mandrex, quad, quay)</p> <p>*** Associated with sexual assaults.</p>	<p>Reduced anxiety; feeling of well-being; lowered inhibitions; slowed pulse and breathing; lowered blood pressure; poor concentration/fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death</p> <p><i>For barbiturates</i>—sedation, drowsiness/depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal</p> <p><i>For benzodiazepines</i>—sedation, drowsiness/dizziness</p> <p><i>For flunitrazepam</i>—visual and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug's effects</p> <p><i>For GHB</i>—drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma, death</p> <p><i>For methaqualone</i>—euphoria/depression, poor reflexes, slurred speech, coma</p>
<p><b><u>Dissociative Anesthetics</u></b></p> <p><b><u>Ketamine</u></b> (<i>Ketalar SV</i>; cat valiums, K, Special K, vitamin K)</p>	<p>Increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting</p> <p><i>For ketamine</i>—at high doses, delirium, depression, respiratory depression and arrest</p>

<b>Substance Category &amp; Name</b> <i>(Examples of Commercial &amp; Street Names)</i>	<b>Intoxication Effects &amp; Potential Health Consequences</b>
<u><b>Dissociative Anesthetics (continued)</b></u> <u><b>PCP and analogs</b> (<i>Phencyclidine</i>; angel dust)</u>	<i>For PCP and analogs—possible decrease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression</i>
<u><b>Opioids &amp; Morphine Derivatives</b></u> <u><b>Codeine</b> (<i>Empirin with codeine, Fiorinal with codeine, Robitussin A-C, Tylenol with Codeine; Captain Cody, Cody, schoolboy; doors &amp; fours, loads, pancakes and syrup</i>)</u>  <b>Fentanyl</b> ( <i>Actiq, Duragesic, Sublimaze</i> ; Apache, China girl, China white, dance fever, friend, goodfella, TNT, Tango and Cash)  <b>Heroin</b> ( <i>Diacetylmorphine</i> ; brown sugar, dope, H, horse, junk, skag, skunk, smack)  <b>Morphine</b> ( <i>Roxanol, Duramorph</i> ; M, Miss Emma, monkey, white stuff)  <b>Opium</b> ( <i>Laudanum, paregoric</i> , big O, black stuff, block, gum, hop)  <b>Oxycodone HCL</b> ( <i>Oxycontin</i> ; Oxy, O.C., killer)  <b>Hydrocodone bitartrate, acetaminophen</b> ( <i>Vicodin</i> ; vike, Watson-387)	<i>Pain relief, euphoria, drowsiness /nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, death</i>  <i>For codeine—less analgesia, sedation, and respiratory depression than morphine</i>  <i>For heroin— staggering gait</i>
<u><b>Stimulants</b></u> <b>Amphetamine</b> ( <i>Biphedamine, Dexedrine</i> ; bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers)	<i>Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness /rapid or irregular heart beat; reduced appetite, weight loss, heart failure, nervousness, insomnia</i>

<b>Substance Category &amp; Name</b> <i>(Examples of Commercial &amp; Street Names)</i>	<b>Intoxication Effects &amp; Potential Health Consequences</b>
<p><b>Cocaine</b> (<i>Cocaine hydrochloride</i>; blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot)</p> <p><b>Methamphetamine</b> (<i>Desoxyn</i> ; chalk, crank, crystal, fire, glass, ice, meth, speed, peace, STP, X, XTC)</p> <p><b>Methylphenidate</b> (<i>Ritalin</i>; JIF, MPH, R-ball, Skippy, the smart drug, vitamin R); safe and effective for treatment of ADHD.</p> <p><b>Nicotine</b> (Cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, chew)</p>	<p><i>For amphetamine—rapid breathing/tremor, loss of coordination; irritability, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction, psychosis</i></p> <p><i>For cocaine—increased temperature /chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks</i></p> <p><i>For methamphetamine—aggression, violence, psychotic behavior/memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction</i></p> <p><i>For nicotine—additional effects attributable to tobacco exposure, adverse pregnancy outcomes, chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</i></p>
<p><b><u>Other Compounds</u></b></p> <p><b>Anabolic steroids</b> (<i>Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise</i>; roids, juice)</p> <p><b>Inhalants</b> (<i>Solvents such as paint thinners, gasoline, &amp; glues; gases such as butane, propane, aerosol propellants, &amp; nitrous oxide; nitrites such as isoamyl, isobutyl, &amp; cyclohexyl; laughing gas, poppers, snappers, whippets</i>)</p>	<p><i>For anabolic steroids—hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne; in adolescents, premature stoppage of growth; in males, prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics</i></p> <p><i>For inhalants—stimulation, loss of inhibition; headache; nausea or vomiting; slurred speech, loss of motor coordination; wheezing, unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, sudden death</i></p>

### Prevention and Assistance

Alcohol and drug abuse affect individuals in a variety of ways, which can significantly interfere with the mission of this University. Substance abuse can lead to dependency and addiction, with serious consequences for personal health and the overall quality of life.

Counseling services and educational programs are available through the counseling center, the campus ministry office and the health center. Confidential assistance will be offered to those who seek drug related counseling. Individuals, however, are always legally responsible for their own actions.

The Counseling Center offers counseling and psychological services, including individual and group therapy. The counseling center also offers referrals to community drug and alcohol treatment programs, including Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, and Adult Children of Alcoholics Network of the Lehigh Valley.

The following are prevention programs provided by the University:

- Alcohol Edu (Online alcohol education program that all incoming students are required to complete prior to coming to campus.)
- Alcohol Task Force ( comprised of faculty, staff, and students)
- Peer Counseling and Alcohol Awareness Campaign (provided by PACE)
- Alcohol Screenings (available in person and online)
- Freshman Orientation Programs
- Character U Presentations (national speakers on Drug and Alcohol)
- Disciplinary Sanctions (alcohol awareness workshop, alcohol intervention and assessment programs)
- Resident Advisor Training, Residence Hall Programming and the Wellness Living/Learning Community (sponsored by the Office of Residence Life)
- Wellness Fair (sponsored by counseling and health center)
- Current literature and resources available in the counseling and health center
- HEALTHY CHOICES Events

### **On-Campus Resources**

Counseling Center .....Ext. 1462  
 Health Center .....Ext. 1776  
 Campus Ministry .....Ext. 1313

### **Community Resources**

Alcoholic Anonymous ..... 610.882.0558	Treatment Center (Bethlehem) ..... 610.866.0918
Alcohol & Drug Dependence Center ..... 610.867.3986	Lehigh Valley Hospital (Cedar Crest Blvd.) ..... 610.402.8000
Caron Foundation ..... 1.800.678.2332	Narcotics Anonymous Hotline ..... 610.439.1998
Crime Victims Council Hotline ..... 610.437.6611	Sacred Heart Hospital (Allentown) ..... 610.776.4500
Crisis Intervention Hotline ..... 610.820.3127	St. Luke’s Hospital (Allentown) ..... 610.770.8300
Lehigh Valley Addiction (Allentown) ..... 610.439.0219	

### **CAMPUS PHOTOGRAPHY FOR OFFICIAL UNIVERSITY USE**

DeSales University and its representatives on occasion take photographs for the University’s use in publications, videos, websites, news media, social media, or other recruitment or promotional materials. Subjects include but not limited to, its students, faculty and staff, in situations appropriate to the image of an academic institution. This serves as public notice of the university’s intent to do so



and as a release of permission to the university to use such images as it deems fit. Students who object to the use of their photographs have the right to withhold their release by completing a form in the Communications Office. For more information, email [tom.mcnamara@desales.edu](mailto:tom.mcnamara@desales.edu).

## **CONSENSUAL RELATIONSHIP POLICY**

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Maintaining appropriate relationships between student - teacher and supervisor - employee is central to the mission of DeSales University and its sense of community. Personal ties should not interfere with the professional integrity of these relationships. Romantic and/or sexual relations by individuals between these groupings may appear to be consensual, but in fact are not always so. These situations often create a conflict of interest, and can lead to abuse of power. In addition, such relationships carry the appearance of bias or preferential treatment. They can endanger the sense of community, the openness of communication, or the presumption of fairness. All of this seriously threatens the foundation of the University's mission.

The Catholic faith clearly holds that sexual activity is appropriate only within the context of marriage, where two individuals as husband and wife, equal in status and mature in development, freely decide to share their lives in a life-long union. This is not the context of the relationship between student-teacher or supervisor-employee. Even romantic relationships that might be acceptable in other circumstances always pose the inherent risk that they will result in sexual harassment when they occur between members of the University community where a significant power or status differential between the parties exists. This includes, but is not limited to, any teacher, graduate student, administrator, supervisor, coach, program director, advisor, counselor, or residence-life staff member who has supervisory responsibility for students or employees.

Voluntary consent by a student or a subordinate in a dating relationship, even if present, is always suspect given the fundamentally asymmetrical nature of status and power. Professionalism is threatened by any relationship where one party has professional responsibility for the other. Such relationships place, or seem to place, the person with the power or status advantage in a position to favor or advance the other party's interests at the expense of others and implicitly make, or seem to make, obtaining benefits contingent on romantic or sexual favors. Participation in such relationships can ruin the careers and reputations of both participants in the relationship. Such participation can also adversely affect the University's sense of community, and the integrity of the learning environment. Faculty and supervisors need to understand that complaints of sexual harassment can follow them for years after the relationship ends. Professionalism within the University demands that those with authority neither abuse, nor seem to abuse, the power with which they are entrusted.

DeSales University takes the position that all such relationships are ill-advised and inherently unethical. Therefore, the University will not tolerate them.

## **CYBER BULLYING POLICY**

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Cyber bullying is defined as the use of electronic information and communication devices, to include but not limited to, email message, instant message, text messages, cellular telephone communication, blogs, chat rooms, and defamatory websites that:

1. <sup>[WL1]</sup>Threaten, harass, intimidate, an individual or groups of individuals or,
2. Place an individual in reasonable fear of harm to the individual or damage the individual's property or,
3. Have the effect of substantially disrupting the orderly operation of the school.

Violation of this policy is considered to be an act of intolerance and anyone found in violation will be subject to appropriate disciplinary action by the University. Please refer to the Intolerance Policy for more details.

## **DEMONSTRATION POLICY**

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### **Definitions**

1. Demonstration: a person or assembly of persons engages in a rally, march, sit-in, public speech, or other public manifestation of welcome, approval, protest, or disapproval but does not include social or athletic events.
2. Registered student organization: a student organization properly registered with the dean of students and the Student Engagement and Leadership office pursuant to the DeSales University Student Handbook.
3. Sound amplification equipment: any device used to amplify sound.
4. University department: any officially recognized section of the University's organizational structure.

### **General Statement**

DeSales University recognizes the rights of students, faculty, and staff members to freedom of speech and peaceful assemblage. While individuals have the right to freedom of expression, including the right to dissent or protest, this expression cannot interfere with the rights of others or disrupt the processes of the University. The University has an obligation to protect the right and freedoms of all members of the University community, including those choosing not to participate in a demonstration. Additionally, the University also has an obligation to protect its property.

The freedom to assemble and exchange views is essential to University life. In order to provide an atmosphere in which open communication can occur without disrupting the academic mission or daily functions of the University, this policy is in effect to govern demonstrations. Public activities are subject to reasonable restrictions of time, place and manner, as described herein, with such restrictions being applied without discrimination to demonstration participants or the content of views being expressed.

The University will not tolerate improper actions by University community members, including visitors. Actions, which are improper, include, but are not limited to, the following:

- Actual or threats of physical violence, or other forms of harassment
- Destruction of University property or other private property

- Interference with entry to or exit from University buildings or facilities, including free movement by individuals
- Disruption of or interference with instructional activities, campus events or other University business
- Interference with the rights of others to the freedom of speech and assembly
- Unauthorized entry to a University facility and failure to leave when requested by a representative of the University
- Possession of firearms, explosives, chemicals, or fire extinguishers
- Failure to comply with the orders of directives of University officials, police or other law enforcement agencies acting within the scope of their duties.

## Policy

This policy applies to all demonstrations held on University property or at University-sponsored events.

1. Demonstrations may be held in the following areas in accordance with the listed guidelines:
  - a. **Free Speech Area**  
The Free Speech Area is located in the grassy area between the Trexler Library and McShea Center. Reservation to use this area must be made at least 72 hours in advance with the dean of students' office to facilitate orderly scheduling of the area. Individuals may demonstrate in the Free Speech Area between the hours of 8:00 a.m. and 7:00 p.m., Monday through Saturday. Until an organization receives confirmation of its event request, the event may not be advertised.
  - b. **Restricted Areas** - The following areas may be used by a registered student organization or University department with an approved permit:
    1. Indoor facilities
    2. Intramural fields and other recreational areas
    3. Parking lots
    4. Residential areas of the campus
  - c. **Prohibited Areas** - No unauthorized demonstration shall take place in the following areas:
    1. The health center and its adjacent sidewalks and grounds
    2. All streets and driveways used for vehicular traffic
    3. Wills Hall and its adjacent grounds
    4. Connelly Chapel and its adjacent grounds
2. All student groups and University departments desiring to sponsor a demonstration in a designated restricted area must register and submit a permit application to the dean of students' office.
  - a. In order to secure assistance in planning and obtaining University facilities and in order to protect the rights of all members of the University community, demonstrations must be registered not less than 36 hours in advance. Under compelling circumstances, the 36 hour requirement may be waived by the president of the University or the vice president of student life.
  - b. The following information must be submitted:
    1. Desired location

2. Desired date and times
  3. Route of march, if applicable
  4. Estimated attendance
  5. Names, addresses and telephone numbers of organizers
  6. Names of sponsoring student organization or university department
  7. Names of speaker(s)
- c. DeSales University reserves the right to disapprove applications for permits. The University will use its best efforts to approve permits, but the health, safety, and welfare of all concerned will be considered. The permit will not be given if the requested space is not available or if the University, using its best efforts, cannot make appropriate security arrangements to ensure the health, safety, and welfare of students, staff, and guests. Organizers may be requested to reschedule the event or modify arrangements. The dean of students reserves the right to determine the time and place of any public demonstration.
- d. Until an organization receives confirmation of its event request, the event may not be advertised.
3. The use of sound amplification equipment within 50 feet of University buildings, or in a manner obstructive or disruptive of University functioning, is prohibited.
  4. The sponsoring organization or departments are responsible for maintaining the peaceful demeanor of the assembly. The sponsoring group shall be responsible for all expenses and damages incurred to the University, including any additional security expenses deemed necessary by the University.
  5. Unlawful action or activity will not be permitted or condoned.

## **Violations**

If a demonstration violates any section of the student handbook or this policy, it shall be subject to immediate cancellation with the disbanding of all participants by order of the dean of students or her/his designee. If demonstrators fail to disband within 30 minutes, the University may choose to do either or both of the following:

1. To obtain a court injunction against them to suspend their activities. Thereafter, violators will be subject to prosecution in accordance with the laws of the Commonwealth of Pennsylvania.
2. To ask participants for their University identification cards:
  - Those who produce identification cards will be immediately suspended from the University pending a disciplinary hearing
  - Those that do not produce identification cards will be assumed to be non-students. All non-students will be subject to criminal arrest. Individuals may be charged with trespassing on private property and/ or disorderly conduct.

After notification of suspension or trespassing, participants have five minutes to start a movement to cease and desist. Failure to do so will result in expulsion for students involved. These students and non-students will be subject to criminal prosecution.

## **DIRECTORY INFORMATION**

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The University uses its discretion to disclose directory information about students upon request unless specifically informed by the student in writing that this type of information should not be released. Directory information includes:

- Student's name
- Address & telephone number (local and permanent)
- Major field of study
- Sports and activities participation
- Most previous school attended
- Weight and height of members of athletic teams
- Photographs
- Birth date
- E-mail address
- Dates of attendance, degree, and awards
- High school attended

Written requests to withhold the release of directory information must be submitted to the Office of the Registrar no later than September 15. This request will be honored for one year. Written notice must be received annually to renew the request.

### **Annual Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with

whom the University has contracted; a person serving on the Board of Trustees; a student serving on an official committee or assisting another school official in performing his/her professional responsibilities.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA:

**Family Policy Compliance Office**  
US Department of Education  
600 Independence Avenue, SW  
Washington DC 20202-4605

## **E-MAIL POLICY**

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DeSales University provides students with a DeSales e-mail address to enable faculty, staff, and administrators to communicate more effectively and efficiently with students. Appropriate use of e-mail is essential to the success of this mode for contacting students.

The following points are only part of the complete *DeSales University Student E-mail Policy* and are intended to inform students about the key components of e-mail usage. A copy of the full version of the *DeSales University Student E-mail Policy* is available in MyDSU.

### **Responsibility for checking your e-mail regularly**

- E-mail is an official mechanism of communication within DeSales University.
- Students are expected to check their e-mail on a frequent and consistent basis (minimally once per week—preferably five times per week) in order to stay current with University-related communications.
- Students have the responsibility to recognize that certain communications may be time-critical. “I didn’t check my e-mail,” an error in forwarding mail, or e-mail returned to the University with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official University communications via e-mail.

### **Using other e-mail accounts**

Students wishing to have e-mail redirected from their official DeSales University address to another e-mail address (e.g., @aol.com, @hotmail.com), they may do so, but at their own risk.

The University will provide a mechanism that allows students to forward their official University e-mail to another e-mail address. The University will not be responsible for the handling of e-mail by outside vendors. Having e-mail redirected does not absolve a student from the responsibilities associated with official communication sent to his or her DeSales University account.

### **If you don't have access to e-mail**

Students have the right to request that the University not communicate with them by e-mail, but instead use an alternative form of communication. A student who does not own a computer or have access to the Internet might request an alternative form of communication. To request this, the student must notify the registrar's office in writing that he or she wishes not to be communicated with by e-mail, and specify the form of communication and the location at which the student will receive that communication. Requesting and using an alternative form of communication does not absolve the student of the responsibility to frequently monitor and respond to University communications.

### **Privacy, security, and confidentiality**

The University will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the University can assure neither the privacy of an individual's use of the University's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby.

The computer networks and e-mail servers that support members of the DeSales community at all locations are the property of the University. E-mails resident on University servers, whether personal or related to the business of the University, are the property of the University and not the property of the e-mail account holder be they students, faculty, administrative staff, or consultants. Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

The University reserves the right to filter e-mail to reduce the quantity of spam. The University is not responsible for any e-mail that may not be received due to the filtering of e-mail.

### **Educational uses of e-mail**

Faculty will determine how electronic forms of communication (e.g., e-mail) will be used in their classes. The *DeSales University Student E-mail Policy* will ensure that all students will be able to comply with e-mail-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official DeSales University e-mail accounts are being accessed, and faculty can use e-mail for their classes accordingly.

### **Student Personal E-mail Use**

University student e-mail may be used for incidental personal purposes provided that, in addition to the foregoing constraints and conditions, such use does not: 1) directly or indirectly interfere with the University operation of computing facilities of e-mail services or 2) burden the University with noticeable incremental cost. Email records arising from such personal use may, however, be subject to the restrictions set forth above.

## **Prohibited Usage**

Prohibited uses of electronic mail include, but are not limited to:

- Personal use of the e-mail system that creates a direct cost for the University.
- Use of the University's e-mail resources for personal monetary gain or for commercial purposes that are not directly related to University business.
- Sending copies of documents in violation of copyright laws
- Inclusion of the work of others into electronic mail communications in violation of copyright laws.
- Sending files, pictures, and/or videos containing pornographic material.
- Capture and "opening" of electronic mail except as required in order for authorized employees to diagnose and correct delivery problems.
- Use of electronic mail to harass or intimidate others or to interfere with the ability of others to conduct University business.
- Use of electronic mail systems for any purpose restricted or prohibited by laws or University regulations.
- "Spoofing," i.e., constructing an electronic mail communication so it appears to be from someone else.
- Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization.
- Any offensive or disruptive messages, including any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, gender, religious or political beliefs, national origin, or disability.
- Forwarding or sending viruses.

## **Disciplinary Action**

Students and non-student users who violate this policy in any way will be subject to appropriate disciplinary action based upon the facts and circumstances of each infraction.

## **HAZING POLICY**

At DeSales University we believe in the dignity of life and hold a deep respect for each individual person as a creation of God. Hazing is contrary to these beliefs and will therefore not be tolerated in any form.

DeSales University defines hazing as any activity suspected of someone affiliating with or joining a group that humiliates, degrades, abuses, or endangers, regardless of the persons willingness to participate. Furthermore, this definition includes any action which results in the disruption of the educational process, the impairment of academic performance, or failure to properly fulfill obligations to University sponsored groups or organizations.

DeSales University unconditionally opposes all forms of hazing and adheres to Pennsylvania Penal Law which defines hazing as follows:



*“Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include but not be limited to, any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor drug or other substance, or any other forced physical activity which would subject the individual to extreme mental distress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. (Penal Law, P.S. 5325) “Any person who causes or participates in hazing commits a misdemeanor of the third degree.” (Penal Law, P.S. 5353)*

Any violation or suspected violation of this hazing policy should be reported to any of the following: the Student Affairs Office, the Director of Athletics, or the Director of Student Engagement and Leadership. In addition, students may also report incidents of hazing to University Police dial ext. 1250 from any on campus phone or direct dial 610.282.1002.

Any person or organization in violation of this policy will be subject to University disciplinary action.

## **INTOLERANCE POLICY**

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Intolerance, harassment, or any other conduct that diminishes the dignity of a human person is incompatible with our fundamental commitment as a Catholic university in the Salesian tradition. Every person shall be treated with respect and dignity. No person shall be subject to any sexual, racial, psychological, physical, verbal, or other similar harassment or abuse. Those who treat others with such intolerance will be subject to appropriate disciplinary action by the University.

## **INVOLUNTARY WITHDRAWAL POLICY**<sup>[WL2]</sup>

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A student may be required to withdraw temporarily from the University if his/her behavior constitutes a danger to himself<sup>[WL3]</sup> or others or to property, if it disrupts the academic or community life of the University, or if the student's physical or mental health problems cannot be safely or properly managed in the University setting.<sup>[WL4]</sup>

When it is determined that a student must leave the institution for any of the reasons stated above, he/she will be urged<sup>[WL5]</sup> to withdraw from the University voluntarily. If the student does not accept this option<sup>[WL6]</sup>, the vice president for student life, in consultation with the provost, may require an involuntary administrative withdrawal. Recommendations of the dean of students, director of counseling, and director of student health center will be considered in making the decision.

After the student is notified of administrative action, the withdrawal shall take place immediately. Any appeal to the decision must be made to the President; however, the student must leave campus pending the outcome of the appeal.

The student shall be informed in writing of all conditions pertinent to withdrawal, including tuition refund, requirements for professional evaluation and treatment, restrictions prohibiting the use of campus facilities and services, and requirements for possible re-enrollment.

### **KEYS AND ACCESS CARD POLICY**

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The DeSales University Emergency Services Department is responsible for the implementation of the following key/access card policy and to provide documented accountability of all key/access card transactions (e.g., issuance, return, loss, or theft) on the DeSales University campus. It is the responsibility of the student to review the DeSales University Key Policy located online at: [www.desales.edu](http://www.desales.edu) on the MyDSU portal under the “Policies & Procedures” tab.

Receipt of a University key carries implied responsibility. By possessing a key, the key holder agrees not to compromise the security of any area or building on the DeSales University campus and further agrees to secure each door upon leaving their designated area.

The following acts are examples of violations of the DeSales University Key Policy and are prohibited:

- Loaning keys
- Improper transfer of keys
- Unauthorized duplication of keys
- Altering keys, locks, or mechanisms
- Damaging, tampering, or vandalizing any University lock or hardware
- Propping open secure doors
- Admitting unauthorized person(s) into the building
- Failure to return a key/access card when requested by University Police or the Emergency Services Department or upon departure from the University
- Failure to report lost key(s)

The DeSales University Emergency Services Department, in coordination with the Housing Operations Office, is responsible for the issuance of room keys to students. If a student is reassigned to a different room after the semester begins, the Housing Operations Office shall notify the Emergency Services Department of the change. The reassigned student shall then appear in person at the Emergency Services Department, located in the McShea Student Union, to pick up their new key and sign the “Request for Access” form. The old room key shall be returned to the Emergency Services Department by the move-in completion date. If the old key is not returned to the Emergency Services Department by this date, the student’s account will be charged for a lock replacement to the old room.

## **Lost Keys/ID Cards**

If a resident student loses a University issued residence key, the student shall report the matter to the DeSales University Police Department who will inform the director of emergency services and/or access control assistant of the loss. The locksmith will change the door locks prior to the end of the next business day between the hours of 10:00 a.m. and 4:00 p.m.

If the student(s) are present in the room, the locksmith will issue a new key to the student(s). If the student and/or roommate(s) are not present, the locksmith will leave a tag on the door instructing the student(s) to pick up their new key at the DeSales University Police Department.

In the event of a lost key, residents in Aviat Hall, Brisson Hall, Chappuis Hall, Conmy Hall, DeChantal Hall, Donahue Hall,, Tocik Hall, University Heights, and Welsh Hall will be assessed a \$50.00 lock replacement fee on the student account of those responsible for the loss. Residents of the University Village will be assessed a \$250.00 fee on the student account of those responsible for the loss.

The roommate(s) of the student who lost their room key must also return their old key(s) prior to the issuance of a new key.

All keys remain the property of DeSales University. If keys are not returned at the end of the semester or when requested by University personnel the key holder may, when applicable, be assessed a fee for key replacement and/or re-keying of the area.

If a DeSales University ID card is lost, stolen or damaged, the student shall report the matter immediately to the DeSales University Police Department. The student should then report the lost card to the University Card Office to obtain a new ID card. A fee of \$35 will be billed to the student for replacement of the card.

If after hours, the student may contact the DeSales University Police Department to obtain a temporary ID card. This temporary card will contain funds for meals at the various dining venues throughout campus, as well as access permissions to their respective dormitories. Funds used will be billed to the student's University account.

All found ID cards should be forwarded to the Emergency Services Department.

## **End of the Year Key Return**

At the end of each academic year, resident students must return all issued keys prior to their departure from campus. All students who are released from their housing contract during the academic year must return their keys to the Emergency Services Department.

## **Key Drop Boxes**

Key drop boxes are provided for student convenience and are located in the following areas:

- Residence halls in the lobby areas
- University Heights at the entrance of Height 7
- University Village on the first floor of each building by the elevator

All keys not returned will be subject to a \$50 lock replacement fee/\$250.00 for University Village residents. All students who graduate or are no longer enrolled in classes at DeSales University must immediately return their ID card and/or keys to DeSales University's Emergency Services Department.

### **MEDICAL AMNESTY POLICY (GOOD SAMARITAN POLICY)<sup>(WL7)</sup>**

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Since the health and safety of students are of primary importance, students are encouraged not only to look out for their own well-being, but also for that of their peers. Additionally, it is imperative that someone calls for medical assistance when an individual experiences severe intoxication or serious injury after consuming alcohol and/or marijuana.

When a student's health and safety are threatened or appears to be in jeopardy, immediate action should be taken to prevent injury/illness/danger. However, students may be reluctant to seek help in such alcohol and/or marijuana related emergencies because of potential consequences for themselves, and for the person in need of assistance, under DeSales University's Code of Conduct. Since these alcohol and/or marijuana related medical emergencies are potentially life threatening, DeSales University seeks to reduce barriers that may discourage students from seeking assistance.

The Medical Amnesty Policy represents the University's commitment to increasing the likelihood that students will call for medical assistance when faced with an alcohol and/or marijuana- related medical emergency. The policy also promotes education for individuals who receive emergency medical attention related to their own use of alcohol and/or marijuana in order to reduce the likelihood of future occurrences.

#### **Policy**

A student who seeks emergency medical assistance related to his/her consumption of alcohol and/or marijuana will be immune from sanctions for violating the University's alcohol and drug policy provided that he/she completes a follow-up course of evaluation counseling and, if indicated, treatment. Failure to complete the prescribed course of evaluation counseling and treatment may result in the imposition of sanctions under the University's Code of Conduct.

A student who calls for emergency medical assistance on behalf of a fellow student experiencing an alcohol and/or marijuana related medical emergency will be immune from sanctions for violating the University's alcohol and drug policy regardless of whether or not the individual is under the influence/ possession of alcohol.

The Medical Amnesty Policy applies only to students who seek emergency medical assistance in connection with an alcohol and/or marijuana related medical emergency and does not apply to individuals experiencing an alcohol and/or marijuana related medical emergency who are found by University employees (e.g., university police, faculty, administrative staff, and residence life staff).

The Medical Amnesty Policy does not excuse or protect those individuals who repeatedly violate the University's alcohol and drug policy. In cases where repetitive violations of the University's alcohol and drug policy occur, appropriate action under the University's code of conduct will be taken on a case by case basis. In the event violations of the University's code of conduct occur, other than violations of the University's alcohol and drug policy for which an individual receives immunity under this policy, appropriate disciplinary action may be instituted under the University's Code of Conduct.

## **POSTING POLICY**

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- All postings/decorations must conform to the philosophy and objectives of DeSales University and student regulations.
- Postings/Decorations of any kind must have the prior approval of the Office of Student Engagement and Leadership. The office will stamp the original posting to verify approval and it will be signed and dated. Exceptions are the Athletic Department, Office of Residence Life and Safety Director who will stamp their own postings.
- Original postings should be approved before photocopying. There will be a limit of 15 flyers per event. Any unauthorized postings/decorations will be removed and the organizer will be contacted.
- Postings/decorations are **prohibited** on the following in McShea Student Union, Dooling Hall, University Center and Billera Hall:
  - Doors
  - Walls
  - Windows
  - Stairwells
  - Pillars
- All postings/decorations must have the event name, sponsor, contact, date, time, location, and email/website.
- All expired postings /decorations must be removed by the event sponsor within two days of the end of the event.
- All postings/decorations advertising alcohol or drugs are deemed offensive and will not be permitted.
- A copy of all postings will be kept on file in the Office of Student Engagement and Leadership and a representative of the office will check all boards once a week.
- There will be one representative from each group on campus that will be the contact for the Office of Student Engagement and Leadership. For each academic division, the administrative assistant will serve this role.
- DeSales University reserves the right to remove notices posted by those who are not members of the University community. This includes the following examples:
  - Alcoholic beverage companies or establishments
  - Tanning salons

- Tobacco companies
- Credit card companies
- Anything that is not in compliance with the University mission or contrary to Catholic beliefs.

### **Bulletin Board Usage**

- Where bulletin boards are provided pushpins and staples are to be used when available.
- Duct tape, glue and/or paste are strictly prohibited.
- Only one flyer per event per bulletin board will be allowed.

### **Posting in Buildings**

- **McShea Student Union**
  - In bathrooms above urinals or in stalls in clear plastic holders with prior approval of the Office of Student Engagement and Leadership.
  - Table tents throughout the building in clear plastic holders.
  - Bulletin boards – Each bulletin board in McShea is marked for a specific office by a blue or red marker. There are a number of general announcement boards.
  - TV's – Flyers via the Visix System - Please contact the data and student services coordinator.
- **Dooling Hall**
  - In bathrooms above urinals or in stalls in clear plastic holders with prior approval of the Office of Student Engagement and Leadership.
  - TV's – Flyers via the Visix System - Please contact the data and student services coordinator.
  - Flyers – Individual office and academic departments will monitor the bulletin boards in their area.
- **University Center**
  - TV's – Flyers via the Visix System - Please contact the data and student services coordinator.
  - Table tents – One placed on each table in the Dining Area.
  - Posters
    - Student groups are allowed to use poster paper from the Office of Student Engagement and Leadership. They are to be hung on the wall to the left of the entrance of the dining area. Masking tape or blue painters tape only must be used to affix these posters.
    - Posters are to be displayed for two weeks where ticket sales are included before the event. On all other cases, the poster may be hung for one week before the event and must be removed the next day after the event.
    - All posters are to be cut and approved by the Office of Student Engagement and Leadership.
  - Bulletin Boards – There are a number of general announcement boards.
  - Paint on the windows of the University Center is only allowed if prior permission is received from the director of auxiliary services.

- **Billera Hall**
  - TV's – Flyers via the Visix System - Please contact the data and student services coordinator.
- **Residence Halls**
  - Flyers – One flyer needed for each RA.
  - Please refer to the Residence Hall Decorating and Posting Policy in the Residence Life Section of the handbook.
- **The following areas on campus will be monitored by the administrators of that building.**
  - Tucker House, Buckley Center, Lawless Center, Hurd Science Center, Labuda Center for Performing Arts, Wills Hall, Chappuis Hall, Trexler Library, Campbell Hall, Gambet Center.

### **Postings Outside**

- Signage is prohibited on the following which are defined as outside grounds; lamp posts, street, way finding and building signs, sidewalks, exterior walls and utility poles, trees and other immobile objects considered part of the property.
- Outside signage must be freestanding and its design and location must receive approval by the Office of Student Engagement and Leadership.
- Chalking is not permitted on campus except outside of the McShea Student Union or DeSales University Center with permission from the Office of Student Engagement and Leadership.

### **Procedure**

Information about the time and location of the alcohol and/or marijuana related medical emergency will be recorded to enable any necessary follow-up in order to address issues of health and safety, vandalism, or chronic abuse of the alcohol policy.

In cases in which a student is transported to the hospital for an alcohol and/or marijuana related medical emergency and is unconscious or otherwise in serious physical jeopardy, parental notification by University officials may occur, not for the purpose of disciplinary action, but as a precautionary measure.

### **Note**

This policy only provides amnesty from violations of the DeSales University code of conduct. It does not grant amnesty for criminal, civil, or legal consequences for violations of federal, state, or local law.

### **MISSING PERSON'S POLICY**

It is the policy of DeSales University to treat all reports of missing students as serious incidents and to investigate such reports completely. The DeSales University Police Department will thoroughly investigate all reports of missing students, treating every report as one where the person reported missing may be at risk until significant information to the contrary is confirmed. This policy establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

The University encourages timely reporting of missing students to the University Police Department by all members of the DeSales community. This will assist in locating students who are reported missing and comply with federal law as stated in the Missing Person Procedures of the Higher Education Opportunity Act 2008.

### **Reporting Missing Students**

A student may be considered to be missing if the student's absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to: (1) absence from multiple classes; (2) indicators that a student may be a victim of foul play; (3) expressed suicidal thoughts; (4) indicators of drug dependency; (5) indicators that the student may be in a life threatening situation or has been with persons who may endanger his or her welfare.

The University Police Department strongly recommends to all members of the DeSales community that if there is a possibility that a student is missing, contact the University Police as soon as possible, by calling ext 1250.

Any university employee who receives information that a student may be missing must report this information to the University Police immediately whether the student is a resident or non-resident student.

Any student, who believes that another student is missing, should notify the University Police as soon as possible.

University Police will investigate all incidents of reported missing students and will exhaust all leads to locate resident students (those who live in on-campus facilities). In situations where the student is a non-resident (resides off campus), the University Police will notify the appropriate law enforcement agency in the jurisdiction where the student resides or was last seen. University Police will cooperate fully with the investigation, providing assistance as requested. When applicable, University Police will notify outside law agencies as soon as possible.

Upon receiving a report of a missing student, and conducting a preliminary check of the student's room and other areas on campus the student may frequent, University Police will notify the Vice President for Student Life or his/her designee.

### **Emergency Contact Information**

At the beginning of each academic semester, all students residing in on-campus housing will be notified of the following:

1. The student will have the opportunity, through WebAdvisor (accessed through "MY DSU") to identify an emergency contact person or persons whom will be notified within 24 hours of the determination by law enforcement that the student is missing;
2. This contact information will be confidential and will be accessible only to authorized university officials and it will not be disclosed except to law enforcement personnel involved in a missing persons investigation;



3. For students who are 18 years of age or older, this notification to the designated emergency contact person will be made within but no later than 24 hours after the student is determined to be missing. If a designated person has not been identified by the student, the Office of Student Affairs or the DeSales University Police will notify the student's custodial parent or guardian;
4. For students who are under 18 years of age and not emancipated, the Office of Student Affairs or the DeSales University Police shall notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing and will also notify the student's designated emergency contact person.

### **NON-DISCRIMINATION POLICY**

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The following statement represents no change in DeSales University's long established policies but is printed to meet the requirement of IRS Ruling 75-50 of December 8, 1975 and Title IX of the 1972 Education Amendments.

*DeSales University will accept and make available to all students, faculty members or employees on a non-discriminatory basis, without regard to age, sex, race, color, disability, veteran status, national origin, or ancestry, all the rights, privileges, programs, and activities generally accorded or made available to students, faculty members, and employees. DeSales University does not discriminate on the basis of age, sex, race, color, disability, national origin, ancestry or veteran status in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.*

*Students and employees can raise concerns and make reports of discrimination without fear of reprisal or retaliation. Anyone with questions, concerns or complaints about discrimination in the workplace are required to bring these issues to their immediate manager or the director of human resources at ext. 1485.*

*Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.*

*It is the policy of DeSales University not to discriminate on the basis of sex in its activities or employment policies as required by Title IX of the 1972 Education Amendments. To access DeSales University's Title IX policy on sex discrimination (**Keeping Our Campus Safe**), please visit [www.desales.edu/TitleIX](http://www.desales.edu/TitleIX). Inquiries regarding compliance with Title IX may be directed to the associate vice-president for administration and planning, who serves as Title IX Coordinator, can be contacted at phone 610.282.1100 extension 1332, or at [peter.rautzhan@desales.edu](mailto:peter.rautzhan@desales.edu), DeSales University 2755 Station Avenue, Center Valley, PA 18034-9568; or the director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.*

## PROHIBITED ITEMS ON CAMPUS

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The use or possession of fireworks, firearms, ammunition, explosives, knives, or weapons of any kind is not permitted on campus. This includes pellet/air-soft guns that can cause damage to facilities or be mistaken for actual guns. Drones, and hover boards are also not permitted. See Weapons-Free Policy for more information.

Prohibited items may be confiscated and students may be subject to disciplinary action.

## PROTECTION OF MINORS<sup>[WL8]</sup>

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This Policy establishes guidelines designed to provide a safe environment for minors when on the DeSales University campus, or while participating in University-sponsored activities off campus. This Policy is intended to apply to University-sponsored activities involving minors, and programs for minors sponsored by non-University organizations that operate in University facilities.

### Definitions

A **Minor** is any person under the age of 18, but, as such term as used in this Policy, excludes those currently enrolled as a student or employed by the University.

The term **Authorized Adult** shall refer to an adult who is authorized pursuant to this Policy to supervise minors participating in a Program. As noted below in this Policy, all University students, employees, independent contractors or volunteers acting as authorized adults must be in compliance with the requirements of the provisions of this Policy captioned “*Sustaining a Caring Culture.*” Although a parent or legal guardian may supervise their own minor children and their guests who are minors while visiting the campus or using campus facilities, a parent or legal guardian may not act as an Authorized Adult in a Program (including one in which his or her child participates) unless they are in compliance with the requirements outlined below under “*Sustaining a Caring Culture.*”

A **Program** shall include any organized activity or event that is designed to include participants who are minors, offered by an academic or administrative unit of the University, whether on- or off-campus, or by non-University organizations using campus facilities. Programs shall include workshops, summer camps (day or residential), and group visits, but shall exclude the following:

### Exempt Programs

- Performances or events open to the general public (such as liturgies, athletic competitions, plays, concerts, lectures);
- Visits, events, or workshops where participating minors are accompanied by their parent or guardian;
- Visits and tours for prospective students organized by the Office of Admissions;
- Visits by minors over the age of 16, including overnight stays in University housing facilities by candidates for admission, prospective student-athletes, or siblings of enrolled students, when hosted by enrolled University students; provided, however, that all such visitors shall be fully subject to the Student Code of Conduct while on campus.

**Responsible Dean or Vice President** shall refer to the Vice President or Dean having responsibility over an administrative or academic unit, respectively, and, as used in this Policy, the Director of Athletics. In the event a Program using University facilities is sponsored by a non-University organization, the Responsible Dean or Vice President will be the Director of Auxiliary Services authorizing the use of the facilities.

### **Presence of Minors on Campus**

The University reserves the right to condition, restrict or deny access to University facilities by minors at its sole discretion. All minors, including those participating in Programs, shall be subject to all University regulations while on campus, and may be asked to leave the campus if unable or unwilling to comply.

### **University-Sponsored Programs Involving Minors**

Unless they are Exempt Programs, all University-sponsored Programs involving the participation of minors must comply with the following terms and conditions, as well as any other applicable requirements of federal, state or local law or regulation.

1. **Program Registration.** All academic and administrative units of the University sponsoring a Program in which minors will participate, whether located on or off campus, shall be required to register such Program with the Responsible Dean or Vice President and the Office of Human Resources not later than thirty (30) days prior to the commencement date of the Program.

Registration shall be on forms approved by the Office of Human Resources, and shall require a description of the Program, a designation of the University employee having primary responsibility for the Program, a list of all persons who will act as Authorized Adults in connection with the Program (which information shall be updated as soon as it becomes available), together with evidence that the Program complies or will comply in all respects with the requirements of this Policy.

2. **Communication Plan.** All Programs shall establish a procedure for notification of all participants' parents/legal guardians in the event of an emergency, and obtain and keep accessible contact information for participants' parents/legal guardians, as well as emergency contacts in the event the parents/legal guardians are unavailable. All parents/legal guardians of participating minors shall be provided with contact information in order to reach participants while the Program is in session.
3. **Medical Emergency Plan.** All Programs must obtain: (i) authorization from all participants' parents/legal guardians to permit transportation of Program participants to University Health Services or local hospitals as deemed necessary; (ii) authorization for emergency medical treatment in the event the parents/legal guardians or their designated emergency contact are not available; and (iii) disclosure of any allergies or other medical condition or physical limitation that might impact participation in the Program. In the event any participants require administration of medicines while participating in the Program, necessary procedures shall be established with the guidance of a medical professional or the University Health Center prior to the start of the Program.

4. **Supervision Plan.** All Programs must establish a plan for adequate supervision which shall take into consideration the following, non-exhaustive list of factors: the number and average age of participants, the Program activity, and whether overnight accommodations are involved. The Supervision Plan must specify the person having responsibility over all Authorized Adults serving in the Program, the proposed ratio of participants to Authorized Adults, the proposed number of Authorized Adults over 21, and provide a proposed breakdown of Authorized Adults by category of employees, students and volunteers. The Supervision Plan for any overnight program must specify curfews, rules pertaining to any visitors, and limitations of use of free time.
5. **Transportation Plan.** All Programs must establish a procedure for the pick-up and drop-off of participants, specifying times and locations, and providing that no participant shall be released to any person other than his or her parent or legal guardian without specific written authorization from such parent or guardian. Any Program providing for transportation of participants by Authorized Adults after drop off by parent or legal guardians to the campus or other site must be in all instances be reviewed and approved by the Office of Human Resources. Under no circumstances shall an Authorized Adult be permitted to be alone with a minor in a car or other vehicle.

### **Individuals Acting as Authorized Adults**

No student, University employee, parent or legal guardian, independent contractor or other volunteer shall serve as an Authorized Adult in any University-sponsored Program, unless and until the following requirements have been met:

**Self-Disclosure.** Each person proposed to serve as an Authorized Adult shall complete a self-disclosure form disclosing any and all convictions and shall agree to immediately disclose any arrest or conviction occurring thereafter.

**Background Check.** A successful background check will be required of each proposed Authorized Adult prior to his or her participation in a University-sponsored Program involving minors. All such checks pertaining to University-sponsored Programs shall be conducted by the Office of Human Resources or a contractor acting under the direction of the Office of Human Resources. Such background check shall include at a minimum a review of the Pennsylvania Criminal, or similar registries of the state or states of primary residence of such person, as well as a national sex offender search. All such checks shall be conducted in compliance with the applicable provisions of state or federal law.

**Training.** Each person proposed to serve as an Authorized Adult shall complete a training program on the protection of children from abuse, an online program contracted through *Virtus*, approved and administered by the Office of Human Resources.

**Acknowledgement.** Each person proposed to serve as an Authorized Adult shall certify that they have accomplished each of the above items and understand the tenets for professional excellence established for working with minors on campus in support of *Sustaining a Caring Culture*, a Code for Ethical Behavior at DeSales University.

### **Non-University Sponsored Programs**

Non-University organizations sponsoring Programs that use University facilities shall be required to execute and deliver the following prior to authorization by the Director of Auxiliary Services to make use of DeSales University facilities.

- A Facilities License Agreement setting forth the specific facilities to be used, the dates and hours of permitted access and other terms applicable to such use;
- Unless such program is determined by the Director of Auxiliary Services to be an Exempt Program, a certification that the Program meets all requirements for Programs set out in this Policy, including without limitation, the provision concerning training and background checks of the responsible party executing the Facilities License Agreement, the University reserves the right to request information pertaining and background checks for all individuals who will be present for such a program on the University premises;
- An Indemnification Agreement in a form acceptable to University Counsel defending and holding the University harmless against any and all claims arising from the actions of the Sponsor, its employees, volunteers, or participants and from any failure to conform to the requirements of this Policy.

### **Prohibited Conduct**

No Program or Exempt Program involving minors shall involve any of the following:

- Unobserved or unsupervised one-on-one contact between a minor and any Authorized Adult;
- Corporal punishment, inappropriate touching, horseplay;
- Hazing or bullying of any kind;
- Presence or consumption of tobacco, alcohol, or illegal drugs;
- Presence or use of or sexually explicit literature or other media of any kind;
- Presence or use of firearms or weapons of any kind;
- Gifts between Authorized Adults and minors;
- Inappropriate use of cameras, audio or video equipment, or computers;
- Any private communication not pertaining to Program matters between adults and minors by email, text messaging or social media; or
- Transportation of minors by adults except in conformance with a Transportation Plan.

### **Reporting of Inappropriate Activity, etc.**

All members of the University community are encouraged to report the presence of unaccompanied minors on campus, as well as any inappropriate conduct by a minor and/or an accompanying adult to the DeSales University Police Department at 610.282.1100 x1250.

All employees serving as Authorized Adults in University sponsored Program should be aware that they are mandatory reporters under Pennsylvania law and must report to the PA Department of Public Welfare's Childline all instances where they have reasonable cause to believe a child is suffering physically or emotionally from abuse, including sexual abuse, or neglect.

In order to ensure the University gives suspected abuse appropriate attention in an objective and consistent manner, it is not required that you obtain proof that actual abuse has occurred. If an individual is uncertain about whether abuse has actually occurred, he or she should still make a report to the appropriate officials. Do not directly question the minor or try to solicit information from the minor or suspected abuser, all suspected abuse should be reported as follows:

1. To report suspected abuses if a minor is in immediate danger, call campus safety at 610.282.1100 x1250 or 911.
2. To report suspected abuses if a minor is not in immediate danger, call:
  - a. Campus Safety; and
  - b. Pennsylvania Department of Public Welfare's Childline at 1.800.932.0313

Internal reports will be handled with discretion by the DeSales University Police in the event they become aware of or concerned about such abuse or neglect in cooperation with the PA Department of Public Welfare.

In addition, all employees serving as Authorized Adults in University-sponsored programs are "Campus Security Authorities" under the University's Policy on the reporting of crimes pursuant to the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") and should review the University Policy on Crime reporting available online at <http://www.desales.edu/docs/security/report>

### **Non-Retaliation**

Any person who makes a good faith report of child abuse may not be subjected to retaliation in any form. Retaliation will be considered a violation of University policy and will result in serious disciplinary action, up to or including dismissal.

### **RELEASE FROM MEAL PLAN**

Residential undergraduates are required to have a 5 or 7 meal plan, as stated in the housing contract application. Students may request an exemption from the university's mandatory meal plan if there is a financial hardship or verified medical condition.

Please contact the associate director of residence life for housing operations to determine if you are eligible.

## **SEX DISCRIMINATION POLICY (SEXUAL MISCONDUCT/SEXUAL HARASSMENT)**

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DeSales University is committed to a safe, ethical, values-centered, campus culture which promotes respect for persons' bodily integrity and the sacredness of human sexuality. In this way, our faculty and staff help our students to develop their minds and their characters. As a Catholic institution, DeSales University affirms the doctrine of the Catholic Church on the dignity of each person. In the tradition of Saint Francis de Sales and Saint Jane de Chantal, we seek to help all community members recognize the paramount importance of wholesome friendship as the cornerstone of relationships and to live well.

All members of the DeSales University community share responsibility for maintaining a safe and welcoming educational atmosphere at our campuses. The existence of sex discrimination, in any form and against anyone on our campuses, would threaten the safe environment that we work diligently to maintain.

**(The phrase “sex discrimination” refers to every kind of discrimination based on sex including sexual harassment and sexual violence and it refers to gender-based harassment. It also includes dating violence, domestic violence, and any other conduct based on sex that creates a hostile campus atmosphere.)**

Sex discrimination is not tolerated at DeSales University. This prohibition applies to conduct by students, faculty, administrators, staff and third parties (such as visitors and contractors on our campuses).

Any party involved with sex discrimination, will be provided with a document entitled *Keeping Our Campuses Safe* (available at [www.desales.edu/TitleIX](http://www.desales.edu/TitleIX) ). This document articulates DeSales University policy on sex discrimination and provides valuable information on procedures and resources for students, faculty and staff. Among other things, this document assists you in identifying what sex discrimination is, where you can report it, where you can turn for assistance and protection, how complaints are investigated, how the complaints are adjudicated, and how you and we may contribute to making DeSales a wonderful place for learning where sex discrimination does not occur.

At the University, identifying and eliminating sex discrimination, as well as assessing compliance with applicable law, is achieved through the work of an inter-departmental, inter-disciplinary team that collaborates for the well-being of the entire community. Members of this team include the Title IX Coordinators, the Dean of Students Office, the DeSales University Police Department (“University Police”), the Office of Human Resources, the Office of Student Conduct and the Clery Coordinator, with support from Academic Affairs, Residence Life, the Counseling Center and the Health Center.

For a full copy of the policy, please go to [www.desales.edu/TitleIX](http://www.desales.edu/TitleIX) .

## **SMOKING POLICY**

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In support of the health and safety of the university community, smoking is not permitted in any University building. In addition, Hookahs are not permitted to be used or possessed anywhere on campus. Smoking outside of any University building must be a minimum of 15 feet from the building and its entry way. Students should dispose of cigarette butts in designated receptacles only. Smoking cessation services are available to interested students through our Wellness Center.

## **SNOW POLICY**

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The policy governing cancellation of classes and closing of administrative offices is as follows:

*Classes will be conducted as usual unless an announcement to the contrary is made by the University president. Closing/delayed opening announcements will be made on the University's homepage ([www.desales.edu](http://www.desales.edu)), main telephone number (610.282.1100), text-messaging system (e2Campus), [www.wfmz.com](http://www.wfmz.com) , [www.readingeagle.com](http://www.readingeagle.com) ,and the following radio and television stations:*

### **RADIO STATIONS**

WAEB-AM 790 & FM B104  
WBYN-AM 1160 & FM 107.5  
WCTO-FM 96.1 (Cat Country)  
WEEX-AM ESPN 1230/1320 AM  
WLEV-FM 100.7  
WLSH-AM 1410  
WMGH-FM 105.5 (Magic)  
WODE-FM 99.9 (The Hawk)  
WRAW AM 1340 (Oldies-Cool Oldies)  
WRFY-FM Y-102  
WWYY-FM 107.7 (The Bone)  
WZZO 95.1

### **TELEVISION STATIONS**

WFMZ-TV – Channel 69  
DSU - Channel 7 (on campus)

## **SOCIAL GATHERING POLICY**

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If your organization is interested in hosting a social gathering on campus that involves alcohol, please read the following policy. If you have any questions please contact the director of Student Engagement and Leadership at 610-282-1100 ext. 1843.

### **Age Requirement and Commonwealth of PA Law**

At any event where alcohol is served, the sponsor must be at least 21 years old. Furthermore, at any event where alcohol is served, the sponsor is responsible for ensuring that all servers of alcohol comply with all the laws of the Commonwealth of Pennsylvania and the rules stated in this policy.



- a. Persons under 21 years of age will not be served alcoholic beverages at the event.
- b. Persons who are visibly intoxicated will not be admitted to the social gathering or served alcoholic beverages.
- c. Alcoholic beverages will not be sold at any party; furthermore, admission may not be charged at an event where alcoholic beverages are the only form of drink.
- d. Donations may not be collected to pay for alcohol served at an event.
- e. An appropriate number of signs must be displayed in the area(s) where alcohol beverages are served and at the entrance(s) to the party. The signs must clearly state: “The laws of the Commonwealth of Pennsylvania forbid us and/or any attendee from serving alcohol to persons under the age of 21 or to permit such persons to consume alcoholic beverages at this event. . . . Only invited guests are allowed to enter this event.”
- f. **At any event where alcohol is to be consumed, a professionally licensed bartender must be hired at the expense of the sponsoring group.**
  - Servers must be university-approved servers.
  - Servers must be sober and may not consume alcohol while on duty.
  - Servers must be clearly identified with a name badge while serving alcoholic beverages.
  - Servers will serve only one drink at a time to an individual.
  - **At no time is a student allowed to serve alcohol.** Exceptions to this rule may be made at the discretion of the administrator approving the function.
- g. Beer, wine, and wine coolers are the only alcoholic beverages permissible at student-sponsored events. Liquor is prohibited.
- h. **At any event where alcohol is to be consumed by more than 100 participants, a University police officer or other approved security company must be present at the expense of the sponsoring group.**
- i. Where alcoholic beverages are being served, adequate and attractively displayed supplies of food and non-alcoholic beverages must be provided.
- j. There will be no explicit or implied references to or drawings of alcoholic beverages in advertising for any campus party.
- k. The flow of individuals into the party area will be monitored to prohibit those visibly intoxicated from entering to insure compliance with the maximum capacity limit of the party area, and to check identification.
- l. If alcohol is served, guests 21-years-old and over 21 years must be identified by a University approved marking system, and **two forms of identification must verify their age:**
  - DeSales University ID
  - Valid driver’s license or acceptable alternative.
  - In addition, a 21-year-old and over 21 years list from the dean of students must be present. Guests of a DeSales University student must have state ID and sign in at the front desk of the event. When appropriate, students and guests will have their ID swiped for verification.

- m. Trash and recycling receptacles must be provided at all times.
- n. Those who do not abide by all the laws of the Commonwealth of Pennsylvania and the rules stated in this policy will be asked to leave and may be subject to University disciplinary procedures. If the event is occurring in another state, those rules will apply.
- o. Student Government Association's university-allocated funds to DeSales student organizations may not be used to purchase alcoholic beverages.
- p. An approved DeSales University wristband provided by the Office of Student Engagement and Leadership identifies all participants who are legally permitted to consume alcohol.
- q. Kegs, beer bong, and party balls are not permitted at student-sponsored events.
- r. DeSales University vehemently opposes drinking games and shots/shooters.
- s. Cups used for serving beer should be no larger than twelve ounces and must be clear and plastic.
- t. All events must be in an enclosed room in the DeSales University Center or McShea Student Union.
- u. At any event where alcohol is to be consumed and which lasts **less than two hours, alcohol will stop being served fifteen minutes before the events ends.** At any event where alcohol is to be consumed that lasts **less than four hours, alcohol will stop being served a half hour before the event ends. If an event exceeds four hours, alcohol will stop being served an hour before the event ends.**
- v. Alcohol is not to be served, consumed, or transported on any form of transportation when sponsored by the University. This includes coach buses, vans, and other University vehicles.
- w. Participants who bring unapproved alcohol into a University social gathering will be asked to leave and the alcohol will be confiscated.
- x. This policy is subject to change based on events that may occur.

### **STUDENT LIFE GRIEVANCE PROCESS**

An undergraduate student, who feels that he or she has a student life grievance against a staff member in the area of student life, should follow the procedure outlined below:

- The student should first discuss the problem or grievance with the staff member. If, following this discussion, the student is not satisfied and continues to believe that he/she has not been dealt with fairly, he/she may discuss the grievance with the dean of students. If the matter is not resolved at this level, the student has recourse to the Student Affairs Committee. This request should be presented in writing and include the pertinent information regarding the grievance.
- As a final appeal, the student may request the vice president for student life hear the grievance. The decision of the vice president will be final.

### **SUICIDE CRISIS INTERVENTION POLICY**<sup>[WL9]</sup>

Because of the University's ongoing concern for student health and well-being, and because suicide is the second leading cause of death among college age students, student affairs has instituted the following policy. When a student explicitly verbalizes a threat of

suicide, he/she is required to meet with the director of counseling or his/her designee for an assessment. If it is determined that the student is a threat to himself/herself, the following steps will apply:

1. A designated student affairs official will be called.
2. The director of counseling or designee will be contacted and meet with the student.
3. The student's parents may be notified.
4. The student may be asked to leave residence pending the outcome of an outside evaluation by a board-certified psychiatrist (M.D.)
5. If asked to leave residence, the student may be permitted to return to residence only upon:
  - a. Receipt of a written evaluation from a board-certified psychiatrist (M.D.) stating that he/she is not a danger to himself/herself or others and is able to return to the residential community under normal campus conditions.
  - b. Official clearance by the dean of students or his/her designee.
6. During a period of involuntary separation, the student will not be permitted to enter a residence hall except to remove needed belongings. An appointment must be made for this purpose with a University official or University police officer who will accompany the student. The student affairs official will notify the academic affairs office, and every effort will be made to help the student continue at the University without academic penalty.
7. The dean of students must receive a written clearance from a board-certified psychiatrist (M.D.) that the student is cleared and able to return to campus. The University reserves the right to impose reasonable requirements as a condition of the student's return: Academic-load adjustment, residence hall assignment, etc.
8. If the student does not meet the requirements of the institution, the University reserves the right to institute the Involuntary Withdrawal Policy (See University Policy Section).<sup>[WL10]</sup>

## **WEAPONS FREE POLICY**

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To ensure that DeSales University maintains a community safe and free of violence for all employees and students, the University prohibits the possession or use of weapons on University property. A license to carry the weapon does not supersede the University policy. Any student in violation of this policy will be subject to prompt disciplinary action, up to and including expulsion. All members of the community are subject to this provision, including contract and temporary employees, visitors, and vendors on University Property. "University Property" is defined as all University - owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the University's ownership or control. This policy applies to all vehicles that come onto University property. Weapons include, but are not limited to, firearms, explosives, knives, pellet or BB guns, tasers, stun guns, wooden or metal batons, bows and arrows (sharpened or hunting tips) and other weapons that might be considered dangerous or that could cause harm. In addition, sports equipment derived from or similar to weapons such as baseball bats, fencing swords, bows & arrows, javelins, paint ball guns should be confined to sports facilities for their use or kept locked in a personal vehicle. DeSales University reserves the right at any time to contact law enforcement authorities if there are reasonable grounds to believe that an employee, student, or a visitor has a weapon on University property.

*“What we are in God’s sight, that we are and no more.”*

St. Francis de Sales

## OFFICE OF STUDENT CONDUCT

*Jennifer Bunting, director, ext. 1886*

The University expects its students to conduct their lives in a responsible manner. Students who exhibit behavior which is inconsistent with the stated mission and goals of the University and the regulations which flow from them are subject to formal disciplinary procedures.

### GUIDELINES FOR THE OFFICE OF STUDENT CONDUCT

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1. DeSales University does not interfere with the resolution of issues being adjudicated by the civil authorities.
2. DeSales University reserves the right to invoke its own disciplinary procedures in addition to those of the civil authorities.
3. DeSales University reserves the right to dismiss from school students living off-campus who disregard the laws or ordinances of local municipalities or who act in ways that contradict the Christian humanist mission of the University.
4. In cases involving student misconduct off-campus, DeSales University reserves the right to exercise its discretion in taking disciplinary action. If found responsible, students are subject to the same sanction(s) imposed for on-campus violations.

### SERIOUS OFFENSES RESULTING IN POSSIBLE SUSPENSION FROM THE RESIDENCE HALLS AND/OR THE UNIVERSITY

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- Arson/possession of firearms
- Lewd or indecent behavior including violation of the University policy on Interpersonal Relationships
- Overnight visitation
- Sale or possession of drugs
- Sexual discrimination (sexual misconduct/sexual harassment)
- Tampering with fire safety equipment
- Tampering with residence hall security measures
- Vandalism

- Violence/assault

See Residential Student Policies in Residence Life Policies and Procedures for further details.

## **DISCIPLINARY OFFENSES**

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The following types of conduct are illustrative but not exhaustive of the kinds of behavior that subject a student to disciplinary action; the dean of students has reviewed and approved the sanctions associated with disciplinary offenses<sup>[WL11]</sup>, compound offenses and conduct history.

- **Actions which violate regulations governing the use of alcoholic beverages.**
  - Minimum - Alcohol intervention program
  - Maximum - Expulsion
- **Illegally possessing, using, distributing, manufacturing, selling, or being under the influence of other drugs, including possessing any type of paraphernalia.**
  - Minimum – Drug Intervention Program
  - Maximum - Expulsion
- **Behavior which constitutes a threat to security (window entry or exit; failure to register a guest, removing screens from windows etc.)**
  - Minimum - Community service
  - Maximum - Residential suspension
- **Harassing, stalking or hazing any person, including sexually harassing and cyber bullying.**
  - Minimum - Disciplinary probation
  - Maximum – Expulsion
- **Engaging in disorderly conduct, disruptive, lewd, or indecent conduct.**
  - Minimum - Community service
  - Maximum – Expulsion
- **Failure to comply with University quiet (study) hours.**
  - Minimum - Disciplinary warning
  - Maximum - Residential probation

- **Making, using, or possessing any falsified University document and/or official record; altering or forging any University document and/or other official record, including identification, meal, or access cards.**
  - Minimum - Disciplinary probation
  - Maximum – Suspension
  
- **Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others.**
  - Minimum - Disciplinary probation
  - Maximum – Expulsion
  
- **Providing misleading, false, or inaccurate information to any University official.**
  - Minimum - Disciplinary warning
  - Maximum – Suspension
  
- **Using, possessing, or storing weapons or fireworks.**
  - Minimum - Residential or disciplinary probation
  - Maximum – Expulsion
  
- **Sexual Misconduct**
  - Minimum - Suspension
  - Maximum – Expulsion
  
- **Smoking in smoke-free residence area**
  - Minimum - Community service
  - Maximum - Residential probation
  
- **Taking of University property or the property of others without permission.**
  - Minimum - Restitution and/or Community Service
  - Maximum -Disciplinary probation
  
- **Failing to comply with reasonable directives given by authorized persons (providing identification, reporting to an administrative office, completing previously assigned sanctions, etc.)**
  - Minimum - Community service
  - Maximum – Expulsion

- **Tampering with fire or other safety equipment or setting unauthorized fires.**
  - Minimum - Residential probation, community service, and restitution
  - Maximum – Expulsion
  
- **Violating the visitation policy.**
  - Minimum – Residential probation
  - Maximum - Residential eviction
  
- **Violating written University policy or regulations contained in any official publications or administrative announcements, including University Computer policies.**
  - Minimum - Disciplinary warning
  - Maximum – Expulsion

### **ADMINISTRATIVE DIRECTIVES FOR NO CONTACT**<sup>[WL12]</sup>

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An administrative directive is a written notification for a student to have NO direct and/or indirect contact either physical or verbal with another student(s). This letter would go to all students named in the directive. Indirect contact would include contact through friends, family, acquaintances, etc.

Failure to comply with an administrative directive will result in a charge of “Failure to Comply” and may result in an immediate removal from campus and possible criminal charges.

The University reserves the right to issue an administrative directive in situations deemed appropriate by the vice president for student life or his/her designee.

### **PARENTAL NOTIFICATION**

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The Office of Student Life, the vice president for student life, or his/her designee at their discretion, may contact parents or emergency contacts of students.

### **SANCTIONS**

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- **Administrative Letter** - Written letter of censure from the director of student conduct. The letter may include a sanction.
- **Disciplinary Warning** – A warning to a student that conduct was questionable and/or inappropriate and that further misconduct will result in more severe disciplinary action.
- **Restitution** - Repayment for theft or damage.
- **Fines** - Monetary payments.
- **Community Service Hours** - Work done throughout the University community in compensation for an offense.

- **Educational Workshops** - Workshops designed to enhance the learning experience in relation to the policy that was violated, i.e. alcohol, ethics, etc.
- **Loss of Privileges** - Denial of specific privileges for a specified period of time.
- **Residential Probation** - An official warning given for serious misconduct or in cases of repeated misconduct. Future violations may result in loss of residential and visitation privileges.
- **Disciplinary Probation** - A status between good standing and suspension from the University. It is ordinarily imposed for a period of not less than one semester and may affect financial aid for the following semester. It may also include such restrictions as denial of the opportunity to represent the University as an athlete or officer of a student organization. Future violations may result in loss of the privilege of residing in or visiting resident facilities and/or suspension from the University.
- **Residential Suspension** - Loss of the right to reside in or visit University residence hall areas, including residence hall buildings and parking lots, for a stated period of time. Recorded permanently on personal file.
- **Residential Eviction** - Permanent loss of the right to reside in or visit University residence hall areas, including residence hall buildings and parking lots. Recorded permanently on personal file.
- **Interim Suspension** - If the vice president of student life or the dean of students judges the nature of an offense to be such that the presence on campus of the accused student may be a threat to the common good, the vice president or the dean may suspend a student from the University or from the residence hall until a hearing can be held. This will also occur if a student has been charged with a felony by a law enforcement agency.
- **Suspension** - Separation of the student from the University for a stated period of time (minimum of one semester). The student will be barred from all University-owned property and will be barred from all University-sponsored activity. Recorded permanently on personal file and transcript.
- **Expulsion** - Permanent separation of the student from the University. The student will be barred from all University-owned property and will be barred from all University-sponsored activity. Recorded permanently on personal file and transcript.
- **Other** - A sanction deemed appropriate by the adjudicating official to enhance the learning experience in relation to the policy that was violated.



*“Consider what God is doing and what you are doing.”*

St. Francis de Sales

## DISCIPLINARY PROCESS

After gathering available information, the director of student conduct will contact the student who will be asked to set-up a meeting to discuss the information brought against him or her. The director of student conduct will then determine the seriousness of the incident and will decide if the case requires a formal hearing. If the case requires a formal hearing, the student may elect one of the following options:

- The case may be heard by the Judicial Affairs Committee.
- The case may be heard by the dean of students.

If the student requests the second option, under certain circumstances the dean may decline to hear the case. In this situation, the Judicial Affairs Committee will conduct the hearing.

If the case does not require a formal hearing, it will be adjudicated by the director of student conduct, who will then determine whether the student will be held responsible or not responsible for the alleged violation.

The student has the right to appeal to the Judicial Appeals Committee or the dean of students. The appeal must be sent to the Office of Student Conduct within five business days of when the decision was rendered.

### JUDICIAL AFFAIRS COMMITTEE

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The Judicial Affairs Committee hears cases of students who are accused of serious offenses.

**Membership** - The committee is made up of five members: two students selected by SGA, one administrator, and two faculty members chosen by the faculty and approved by the President. Members shall be selected with particular regard for their objectivity, judicial temperament and maturity of judgment. Members may be disqualified from participation in cases in which they may have an interest or bias incompatible with objective judgment. There must be at least one administrator, one faculty member, and one student in order for the hearing to occur. In matters concerning civil rights and Title IX cases, the students will not be on the committee. In

these cases, the Title IX Judicial Board will hear the case. Full policy located at [www.desales.edu/TitleIX](http://www.desales.edu/TitleIX). The committee will elect its own chairperson who will be responsible for maintaining the minutes of the committee and record of proceedings in each case. Hearings will be conducted in accordance with established procedures and disposed of by formal written opinion. Committee decision will be transmitted to the director of student conduct, who will maintain the records of each case.

## **DISCIPLINARY HEARING PROCEDURES**

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1. Members of the hearing body are introduced.
2. The student charged, and the complainant, are presented with copies of the hearing procedures.
  - a. Should a student not appear at the disciplinary hearing, the hearing will be conducted without his/her presence and a decision rendered.
  - b. If it is later ascertained that the student was ill or unavoidably detained, the decision may be set aside and a new hearing held.
3. The chairman reads the allegation or complaint.
4. The student charged makes a plea: responsible or not responsible.
5. The investigator presents evidence and/or witnesses.
6. The student charged presents evidence and/or witnesses in his/her behalf.
  - a. Advisor: the student charged may be accompanied by an advisor of choice who may be present during the hearing, but is only permitted to advise the student. The advisor is not permitted to question participants or present verbal statement or argument.
7. The hearing officer or member of the committee may ask questions of the complainant and then of the student charged.
8. The complaining party asks questions of the participants.
9. The student charged asks questions of the participants.
10. The complaining party presents concluding remarks.
11. The student charged presents concluding remarks.
12. All are excused from the hearing room except those members who will render a decision in the case.
13. Only information introduced as evidence during the hearing will be considered in determining responsible or not responsible. The following will be decided by majority vote:
  - a. Responsible/not responsible.
  - b. Sanction (penalty) to be given, including special requirements or stipulations. A student's past disciplinary record will be considered.
  - c. Length of time the sanction will be in effect.
14. Disciplinary decisions rendered by the Judicial Affairs Committee are submitted to the student affairs office within 24 hours, and all evidence and documentation will be maintained in the disciplinary files of the dean of students.
15. The decision and sanction is announced in the presence of the student(s) charged. This decision will also be submitted to the student(s) in writing by the student affairs office.
16. The disciplinary hearing is adjourned.

Due to the sensitivity of some cases, appropriate measures may be taken to protect all parties involved.

## **APPEAL PROCEDURES**

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The following procedures will be used in considering an appeal in student disciplinary cases:

1. Students desiring to appeal a disciplinary decision must submit a statement in writing with a justification for the appeal to the student affairs office within five business days after the day on which the student was notified of the resolution of the case. If the student needs extra time to prepare, it may be granted at the discretion of the dean of students if requested within 24 hours of receipt of the charge.
2. The appeal must concentrate on points of contention that justify appeal consideration. The ONLY grounds for appeal are as follows:
  - a. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.)
  - b. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
  - c. The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.
3. The jurisdiction rendering the original decision will be given a copy of the student's statement of appeal and will be required to submit a statement addressing the student's contentions and/or justifying the original decision.
4. The written material for a disciplinary appeal will be forwarded to the Judicial Appeals Committee or the dean of students for consideration.
  - a. Under certain circumstances, the dean may decline to hear the case. In this case, the Judicial Appeals Committee will conduct the appeal.
5. In considering an appeal, the Judicial Appeals Committee or the dean of students will:
  - a. Be given the statements of the parties involved (student appeal and statement of the disciplinary jurisdiction).
  - b. Consider the statements as submitted by the parties.
  - c. Render a decision by majority vote.
    - 1) Affirm the original decision.
    - 2) Reverse the original decision.
    - 3) Reduce the penalty. (The Judicial Appeals Committee may not increase the penalty unless additional evidence has been introduced since the original decision.)
6. The parties involved will be notified in writing of the decision within 72 hours of the decision unless the Judicial Appeals Committee or the dean of students desires to acquire additional information pertaining to the case. The Judicial Appeals Committee reserves the right to request a meeting with the student if they deem it necessary.
7. In matters concerning civil rights and Title IX cases, the students will not be on the committee. In these cases, the Title IX Appeal Board will hear the case. Full policy located at [www.desales.edu/TitleIX](http://www.desales.edu/TitleIX)

*DeSales University reserves the right to amend any administrative policy and academic or disciplinary regulations in the Student Handbook, without giving prior notice to persons who might be affected. The provisions of this handbook are not to be regarded as an irrevocable contract between the University and the students or between the University and the parents of the students. During the academic year, the University reserves the right to change the services, policies, procedures that are set forth in the handbook as they become necessary. At the date of publication, the information provided in the handbook was as complete and accurate as possible.*

REV. 8/30/2016