

STUDENT LIFE

RESIDENCE HALLS

A major part of the college educational experience is for students to learn to live on their own. Utica College provides on-campus housing to enhance intellectual, social, and cultural development through the experience of living with other individuals who bring a variety of social and cultural backgrounds to the community.

UC's Residence Life program is intended to complement the student's academic career. The professional and paraprofessional (student) residence hall staffs are dedicated to the intellectual, cultural, and social growth of each resident student. Residence hall activities and staff counseling services are provided to help students benefit from this facet of the total college experience in a living and learning environment.

Each room in the residence hall is furnished with twin-sized beds, desks, chairs, dressers, closets, a floor lamp or wall light, and draperies. Students are expected to supply their own study lamps, blankets, bedspreads, bed linen, towels, pillows, and other personal items. Included with the housing information packet is a "packing guide" that outlines other recommended items to bring or not to bring to campus. Washing machines and dryers are available in each residence hall. Vending machines are located in each hall with the exception of Alumni Hall.

Room and board are contracted for two semesters except for seniors graduating at mid-year or students leaving for affiliations/internships. All freshmen are required to live in College residence for their first two years, unless residing at home. Housing forms will be mailed to accepted students in February or once they have paid their Accepted Candidates Deposit. Room assignments generally are made prior to new students' arrival on campus, and the name(s) and phone number(s) of the assigned roommate(s) are mailed to students in early to mid-August.

Students who live in the residence halls are required to contract for both room and a residential meal plan. Charges are payable before the room can be occupied. Room charges and meal plan costs are listed in the "Schedule of Tuition, Fees, and Deposits" section of this catalog.

The College reserves all rights concerning assignment of rooms, termination of occupancy, and the alteration of charges when necessary. New students' rooms are assigned by the director of residence life in the order in which room and board applications and deposits are received after students have been officially admitted to the College. Married student housing or housing for UC students' children is not available.

All resident students have specially designated free 24-hour parking on campus while school is in session. Resident students must register vehicles at the Office of Campus Safety, and abide by posted and written vehicle guidelines.

It is understood that willful damage or mutilation of residence hall facilities or any act or acts that could put the safety or security of other students living in the residence hall in jeopardy will carry severe penalty not excluding dismissal from the College.

HOUSING POLICY

UC's goal is to offer students diversity in housing while maintaining the College's resident student population at a level that permits UC to maximize student services. The following housing policies have been adopted to achieve that aim. Under normal circumstances, these policies will be respected in the assignment of residence hall space:

1. Housing assignments for returning residential students are processed on a seniority basis by academic class standing. A \$200 room deposit is required prior to the room selection process. The schedule for housing is established by the Office of Residence Life including deadlines for deposits. All returning residential students may apply for housing during the month of April provided their room deposits have been paid. See the "Schedule of Tuition, Fees, and Deposits" section of this catalog for amounts.
2. Returning students may apply in groups for rooms in Alumni Hall or New Hall. Selection for Alumni Hall, New Hall, and Tower Hall is based not only on seniority, but also on academic performance and disciplinary history. A limited number of single rooms are available in North and South Halls. Rooms in Burrstone House are assigned primarily to two students, and limited double-single rooms may be available. Each of these accommodations will be assigned on a seniority basis. Double occupancy rooms are the most common housing accommodations available at Utica College.
3. When a vacancy occurs in an apartment, in a suite, or in a double room, a student has the following options:
 - the Office of Residence Life will assist the student in finding a compatible roommate to fill the vacancy; or
 - the student may move to another room to fill an existing vacancy; or
 - the student may pay the additional costs to lease the room as a double-single for the remainder of the semester (if space is not needed).
4. Exceptions to the above procedures may be granted by the director of residence life.

5. Students desiring to withdraw from the College's student housing need to request permission from the College's Office of Residence Life and/or the dean of students. Students who reside on campus beyond the second week remain responsible for the payment of all rent until the end of the occupancy term. Charges for board will be on a pro-rated basis through the ninth week of each semester. Requests to withdraw must be given not less than seven days prior to the intended withdrawal date. Housing contracts are binding for an entire academic year. Exceptions are granted by the director of residence life or by the vice president for student affairs and dean of students.

CONDUCT

Mature, responsible conduct at all times and in all relationships is expected of each Utica College student. Within the limitations that govern an ordered, intellectual community, the College offers all students freedom of inquiry, freedom of expression, and freedom of action. Freedom is not to be interpreted as license, for a corollary of freedom in a democratic society is responsibility. Each student is therefore expected to assume the obligations of responsibility as a citizen in this College community.

It is Utica College's policy under ordinary circumstances that pending action on charges, the status of students will not be altered or their rights to be present on campus and to attend classes suspended. However, the College reserves the right to immediately alter a student's status and deny access to campus whenever it is deemed necessary for reasons relating to the student's physical or emotional safety and well-being, or for reasons relating to the safety of students, faculty, or property. In such cases, students may be suspended pending disciplinary action.

The College expects students to conduct themselves in accordance with the Utica College Code of Student Conduct, outlined in detail in the Student Handbook.

CAMPUS SAFETY

The Office of Campus Safety is dedicated to ensuring the personal safety and well-being of Utica College's students, employees, and guests. Safety officers are responsible for maintaining order and safety both within campus buildings and throughout the campus grounds, and for providing protection from theft, misuse, and vandalism for personal and campus property.

Safety officers are also responsible for enforcing the College's safety rules and regulations. Officers conduct themselves with the highest degree of professionalism, and are committed to maintaining good campus and community relations.

The staff at UC believes that an informed public is a safety-conscious public. Each year the Office of Campus Safety publishes and distributes to the campus community a safety awareness brochure that contains campus safety policies and resources as well as statistics on campus crime required by the Jeanne Clery

Disclosure of Campus Security Policy and Campus Crime Statistics Act. To view a copy of this publication, visit the Campus Safety segment of the Utica College Web site (www.utica.edu).

Upon request, the Advisory Committee on Campus Safety will provide all campus crime statistics as reported to the United States Department of Education. The College contact authorized to provide these statistics for Utica College is the vice president for student affairs and dean of students, who can be reached at (315) 792-3100. Any person requesting campus crime statistics will be provided a hard copy, by mail, of information required under 20 USC §1092 (f) within 10 days of the request. The United States Department of Education's Web site address for campus crime statistics is <http://www.ope.ed.gov/security>.

CAMPUS DINING SERVICES

The Office of Campus Dining Services operates the Strebel Dining Commons and the Pioneer Café, both located in the Strebel Student Center, and Le Bistro, located in the Gordon Science Center. Four residential meal plan memberships are available:

Gold Plan* - unlimited access to the Strebel Dining Commons plus \$50 of Declining Balance per semester**

Platinum Plan* - unlimited access to the Strebel Dining Commons plus \$150 of Declining Balance per semester**

11 Meal Plan - any 11 meals per week in the Strebel Dining Commons plus \$150 of Declining Balance per semester**

120 Block Plan - any 120 meals per semester in the Strebel Dining Commons plus \$200 of Declining Balance per semester**

In addition, several plans are available for commuter students. For more information contact the Office of Campus Dining Services at (315) 792-3178.

The last day to change a meal plan is the last day of add/drop each semester.

The office also offers special services including: catered events; bag lunches; a birthday service complete with a personalized cake, plates, and forks; picnics for groups of 40 or more; a serveware and equipment loan program; meals for ill students; and the preparation of doctor-approved special diets. Some of these services require a fee and/or advance notice; students interested in a particular service should contact the Campus Dining Services office for further information.

ACADEMIC SUPPORT SERVICES CENTER

The Academic Support Services Center staff provides a wide range of counseling services for students focusing on personal, vocational, and academic concerns. Located in Room 109, Hubbard Hall, the Academic Support Services Center is staffed by counselors whose services are available to all students without cost. It is the staff's belief that, periodically in people's lives, a combination of factors may come together that inhibits their ability to meet their desired goals. Counseling services are designed to help students regain control over those factors. While personal counseling is available through the Center, referral to off-campus agencies and/or counseling services is also obtainable through the counseling staff.

Planning an academic program will be among a student's highest priorities, and the Academic Support Services Center staff can be one of his or her most valuable resources. For students who have yet to decide on a major, the counseling staff is available to help them examine the variety of academic programs and advise them as to which major will best match their interests and meet their career goals. For students who have chosen an academic discipline, the counseling staff, in conjunction with faculty advisers, will provide advice to ensure that students complete all of the requirements for graduation.

In addition to the personal and academic counseling services described, the Academic Support Services Center provides support services for students with physical, emotional, or learning disabilities. The staff also works closely with the Office of Opportunity Programs regarding referrals for tutoring services, which that office coordinates. In general, for students who have any questions or concerns of a personal or academic nature, contacting the Academic Support Services Center would be a wise first step.

ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The College recognizes its obligation under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations for students with certified disabilities.

To be eligible for accommodations, students with physical or learning disabilities must provide the Academic Support Services Center with:

- In the case of physical disability, relevant and current medical documentation.
- In the case of learning disability, a written evaluation, including a discrepancy analysis, completed by a licensed psychologist or certified learning disability specialist, indicating the specific learning disability or disabilities.

Questions related to this policy should be directed to the coordinator of learning services in the Academic Support Services Center, Room 109, Hubbard Hall, (315) 792-3032.

HEALTH CENTER

All full-time students must submit a completed health form to the Student Health Center. The deadline for receiving health forms is August 1 for the fall semester and January 1 for the spring semester. **Students who do not submit a health form cannot receive health care from the Student Health Center.**

When the College is in session during the fall and spring semesters, all full-time matriculated students who have a completed health form on file are entitled to health care services at the Student Health Center, located downstairs in the Strelbel Student Center. The Student Health Center is open Monday through Friday, from 8:30 a.m. to 5:00 p.m. The Student Health Center provides medical care for students with acute short-term illnesses. All student records are confidential. No information can be released to anyone, including parents or legal guardians, without a signed release from the student. The center is staffed by a secretary, a nurse practitioner, and a licensed practical nurse. A doctor is on staff and available for appointments. Contact the Student Health Center to schedule appointments.

There are two hospitals in the area: St. Elizabeth and Faxton-St. Luke's Healthcare. The St. Luke's campus of Faxton-St. Luke's Healthcare is immediately across the street from the campus and provides 24-hour emergency care when the Student Health Center is closed. The cost of these services is the responsibility of the student.

All full time graduate and undergraduate students must carry health insurance. Utica College offers a relatively low cost health insurance plan for students who do not have alternate coverage. Health insurance covers medical services not available at or through the Student Health Center. Students who do not want the student health insurance must complete a waiver and submit it to the Business Office. Information on the student health insurance is available at the Student Health Center.

Students who are taking day classes on campus have 30 days from the start of classes to comply (see Academic Calendar). If students do not comply within 30 days, their registration will be dropped and they will be barred from attendance.

HEALTH INSURANCE

All full and part-time graduate and undergraduate students must comply with New York State Public Health Law #2165 and #2167. Students must provide the Student Health Center with proof of immunization or immunity to measles, mumps, and rubella as well as either proof of vaccination against meningitis or a waiver form for the vaccination. A brochure explaining the requirements and Utica College's policy can be obtained at the Student Health Center.

RELIGIOUS ACTIVITIES

Utica College respects and protects all students' freedom to worship, in any way they find most satisfying, and to affiliate with religious organizations as they see fit.

UC offers a variety of religious activities and services on campus:

The Jewish Student Union fosters the religious, cultural, and social aspects of Jewish community life at Utica College. It strives, through special projects, to increase the bonds of fellowship that unite all students.

The Newman Community at Utica College is the Catholic Church on campus with an appointed chaplain who serves as the pastor. Newman provides liturgical worship, cultural and educational activities, human development programs with community involvement, personal counseling, spiritual counseling, sacramental preparation, and religious services. The Newman Parish has a modern center on campus adjacent to Alumni Hall with facilities for Sunday worship and daily Mass, a Meditation Chapel, a library, a lounge, and a meeting room. The Center is open to all students regardless of their religious affiliation and it is available to campus organizations for a variety of activities. All students are welcome to be a part of Newman programs and to participate in activities.

The Protestant Chaplain provides opportunities for activities related to the various Protestant faiths.

WRITING ASSISTANCE

The Writing Center, staffed by a faculty member and peer tutors, offers individual tutoring. Attendance is voluntary. Students may attend regularly, or intermittently, whenever they would like a response to their writing. The Writing Center, located in Room 216, Hubbard Hall, helps writers help themselves.

MEDIA CENTER

The Media Center is located in the lower level of the Frank E. Gannett Memorial Library and is open seven days a week during the fall and spring semesters. It has a listening room where students may listen to pre-recorded plays, poetry, readings, lectures, languages, and music.

CAREER SERVICES

Career Services, located on the second floor of the Strebel Student Center, helps students select and pursue a career based on their interests and potential. Its services are available to all students and alumni. Career Services provides career information and counseling to help students gain a better understanding of themselves, and to successfully relate their aptitudes and interests to the employment needs of society.

Career Services establishes and maintains contacts with employment recruiters from business and industrial firms, public and private educational institutions, and local, state, and federal governments.

A career library containing occupational and educational data is available to help students become well-informed and prepared job candidates. Counselors will help students develop credential files so that they may present their qualifications effectively to prospective employers or graduate/professional schools. This service is also available to Utica College alumni. Individualized counseling and computerized career guidance are offered to the College community. Students are urged to take advantage of Utica College's career services as early as possible.

The Utica College Cooperative Education Program provides the opportunity to participate in a full-time or part-time paid work experience related to academic programs. Students can receive transcript recognition with zero credit for their co-op experience by registering for UCC 310-Cooperative Education, an all-college course. Volunteer placements also are available through an affiliation with the Volunteer Center of the Mohawk Valley. Placements are offered in educational, recreational, and community agencies.

Based on responses to recent alumni surveys, 95 percent of UC graduates are employed or continue their education in graduate or professional school within six months of graduation. Last year approximately 2,500 students and alumni visited the Career Services office for career-related guidance and services. In addition, nearly 750 students and alumni were served through career development workshops.

UTICA COLLEGE ALUMNI ASSOCIATION

Graduates of Utica College automatically become members of the Utica College Alumni Association upon Commencement. Students who have completed 60 hours at the College and whose class has graduated are considered members. The Association is governed by the National Alumni Council (NAC). The alumni members of the NAC have distinguished themselves through their professional or community work and their service to Utica College. NAC members coordinate services and activities for alumni and students, including: alumni regional events, volunteer events, an annual on-campus alumni reunion, student/alumni events, and alumni awards. Other volunteer opportunities in which graduates may become involved include the Alumni in Admissions Program, the Pioneer Career Network, career and networking events, and the Annual Fund campaign. The *Pioneer*, Utica College's alumni magazine, is sent to all alumni to keep them informed about the Utica College community.

The Office of Alumni and Parent Relations is located in Champlin House.