WELCOME FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN FOR STUDENT SUCCESS

Welcome to Utica College!

Utica College provides you, the student, with a wide range of learning opportunities, both within and outside of the classroom. We encourage you to take full advantage of what Utica College has to offer. While your college experience here will be, and should be, a time of excitement and exploration, don’t be surprised if you encounter some stress and uncertainty as you try to balance the challenges of your academic, co-curricular, and work commitments. Our faculty and staff are here to help you integrate these experiences as you develop new interests, skills and competencies.

The Student Handbook is your guide to the broad range of student support services and resources available to you, as well as providing information about opportunities for being fully involved at Utica College in a variety of ways. Many college policies and procedures, including those outlining our expectations for student conduct, our community standards, and related responsibilities, are also outlined here. As a member of our learning community, you are expected to become familiar with and adhere to these policies, procedures and guidelines.

Throughout the handbook, you will find links to appropriate webpages on the Utica College website, including the Utica College catalog, to ensure you are accessing the most updated information. The Student Handbook is divided into several sections:

- Academic Offices, Programs and Related Resources
- Getting Involved: Life Outside of the Classroom
- Finances and Financial Resources
- Health and Safety
- Living and Dining on Campus
- Other Campus Offices and Services
- Policies, Procedures, Rules and Regulations
- Where to Go for Information and Assistance
- What to See and Where to Stay in Central New York
- Commonly Called Numbers

We encourage you to become actively engaged in contributing to the quality of life at Utica College by participating in campus events and organizations, community service, and student leadership roles. Utilize all of the resources and opportunities available to you, and make the most of your time at Utica College!
Academic Offices, Programs and Related Resources

Utica College has a dean for each academic school, as well as coordinators and directors for its majors and programs. These positions are held by faculty members who offer students guidance and support and assist them with administrative aspects of their respective academic areas. The Utica College Web site lists academic schools, the majors and minors that fall within each school, and contact information for program chairs, coordinators, directors and individual faculty members. For administrative questions and guidance regarding particular fields of study, please consult the Utica College website at www.utica.edu/academic.

All instructors provide personalized assistance to students planning their academic programs and are available to consult personally with individual students who are enrolled in their classes. In addition, each student is assigned a faculty adviser who monitors the student’s progress toward fulfilling graduation requirements and the selection of courses. Students who have not been assigned a faculty adviser should contact the appropriate academic school or the Office of Student Success.

Academic Offices

Office of the Provost/Office of Academic Affairs
315-792-3122
Room 201, DePerno Hall

The Office of the Provost oversees the division of Academic Affairs, which is responsible for the College’s academic program, faculty, and related educational activities. The offices of the Provost and the Associate Provost are located here. For more information about Academic Affairs, see the related Web page at www.utica.edu/academic.

School of Arts and Sciences
315-792-3028
Room 286 Gordon Science Center

The School of Arts and Sciences is home to academic programs in Natural Sciences and Mathematics, Humanities and Fine Arts, and Communications and Social Sciences.

Majors in Natural Sciences and Mathematics include biology, chemistry, computer science, geosciences, mathematics, and physics. Humanities and Fine Arts majors include English, liberal studies, and philosophy.

Majors included in communications and social sciences are communication arts, foreign languages, government and politics, history, international studies, psychology, and sociology/anthropology.

In addition to these academic programs, the School of Arts and Sciences also sponsors and manages a number of important cultural and co-curricular activities at Utica College. Contact information for the school dean and program chairs, coordinators and directors, as well as information about co-curricular activities
sponsored by the school of arts and sciences, may be found at www.utica.edu/academic/as

School of Business and Justice Studies  
315-792-3055  
Room 102 ECJS Building

The School of Business and Justice Studies houses undergraduate programs in accounting, business economics, construction management, criminal justice, cybersecurity, economic crime investigation, economics, health studies management, journalism, management, public relations, public relations-journalism, and risk management and insurance.

The School also offers graduate programs in criminal justice administration, cybersecurity, economic crime management, economic crime and fraud management, and professional accountancy. In addition, the School oversees a number of important co-curricular activities at the College. Contact information for the school dean and program chairs, coordinators and directors, as well as information about co-curricular activities sponsored by the school of business and justice studies, may be found at www.utica.edu/ssm

School of Health Professions and Education  
315-792-3075  
Room 230 Addison Miller White Hall

The School of Health Professions and Education is home to undergraduate health related programs in nursing, psychology-child life, therapeutic recreation, and health studies, masters programs in occupational therapy (both traditional and in a weekend format), and two doctor of physical therapy programs. A minor and certificate program in gerontology and undergraduate and graduate programs in teacher education and educational leadership are also housed in this school.

Two Institutes, the Institute of Gerontology and the Institute for Excellence in Education, are also housed in the School of Health Professions and Education. Contact information for the school dean and program chairs, coordinators and directors, as well as information about co-curricular activities sponsored by the School of Health Professions and Education, may be found at www.utica.edu/hhs

Office of Online and Extended Studies  
315-792-3001  
Clark City Center

The Office of Online and Extended Studies offers support services, student success initiatives, and innovation for Utica College’s suite of online and non-traditional programs. Our mission is to provide Utica College students, faculty, and staff with a broad range of online services, and help lead the way for future development in both the online and non-traditional learning space. For contact information and more information regarding programs offered, please consult the Online and Extended Studies site at www.utica.edu/oes
The Office of Graduate Studies (OGS) is designed specifically to support the day-to-day needs of campus-based graduate students while enhancing the experience and success of all graduate students after they complete the admissions process until they graduate. The mission of OGS is to provide a quality, streamlined graduate experience by supporting graduate students and faculty, administering effective and consistent policies and procedures, and connecting graduate students to each other and Utica College. The Office of Graduate Studies provides support for on-campus graduate students and coordinates graduate research policies and procedures, including coordination of the IRB application process for research involving human subjects. The office supports the Graduate Student Organization (GSO) and is looking for ways to improve communication among all graduate students. The Office of Graduate Studies staff are available to assist with questions when answers are not easily found, connecting students with the appropriate office as needed. For more information or assistance, please visit www.utica.edu/ogs or contact the office at ogs@utica.edu or (315) 792-3335.

Special Academic Programs and Opportunities

Honors Program
The Honors Program offers intellectually talented students the opportunity to participate in an enriched course of study fully integrated with the regular academic program.

Independent Study
UC offers the opportunity for independent study to students who wish to pursue individual projects beyond subject matter covered by the courses listed in the College catalog. Independent study courses normally are limited to juniors and seniors.

For information on independent study procedures and requirements, consult faculty in the appropriate school or the Office of the Registrar at www.utica.edu/registrar

Pre-professional Programs
The College offers a pre-law preparatory and advising program and a pre-professional medical program.

Research Assistantships
Research assistantships are by invitation only. Assistantships are offered as variable credit courses to students planning graduate study. The position provides experience in the research techniques of the student’s chosen discipline.

Study Abroad
The goal of study abroad is to encourage students to broaden their horizons and prepare themselves for the global marketplace. Utica College offers many unique locations around the world to choose for your study abroad experience.
Teacher’s Assistant Positions

A teacher’s assistant generally assists a faculty member with the administrative tasks associated with teaching a particular course. This position provides a student with the opportunity for increased interaction with a faculty member, greater exposure to a specific subject matter, and insight into the aspects of teaching. Interested students should contact individual faculty members concerning available positions, specific requirements, and opportunities to receive academic credit.

Tutorial Study

Under extraordinary circumstances, courses that are listed in the College catalog but which are not offered regularly may be taken on a tutorial basis. Information on registration procedures for courses taken through tutorial study is available in the appropriate department office, school office, or from the Office of the Registrar.

Young Scholars Liberty Partnerships Program

Room 125 White Hall

The Young Scholars Liberty Partnerships Program is a collaborative project between Utica College and the Utica City School District that was launched in 1993 in Utica, New York. Students in the Young Scholars LPP attend Utica City Schools and participate in a comprehensive program providing academic, social, and cultural enrichment. For additional information about the Young Scholars Liberty Partnerships Program, see www.utica.edu/yslpp

Academic Resources and Student Support Services

Office of Admissions

315-792-3006
Room 122, Addison Miller White Hall

The Office of Admissions primarily recruits and introduces prospective students to the College, processes applications, and selects students for admission to UC. The office encourages current students to get involved in the admissions process. Students can do this by volunteering for the Utica College Ambassador Program (UCAP) and/or the UC Telecounseling program. Ambassadors give tours of the campus, talk to prospective students, host students during weekday overnight visits, and assist with Admissions events. Telecounseling volunteers call accepted students to answer questions and share what life at UC is like from a current student’s prospective. Work study or student employment positions are also available. For additional information on Admissions and related opportunities, see www.utica.edu/admissions
Office of Graduate Admissions  
315-792-3010  
Room 120, Addison Miller White Hall

Utica College’s graduate programs prepare professionals to meet the present and future challenges posed by the increasing complexity of our global society and to assume the leadership roles necessary to guide their organizations through the ever-changing information and technology age. Many UC undergraduates choose to continue their education in one of the UC advanced degree programs such as those in education, physical therapy, occupational therapy and liberal studies. As such, the graduate admissions office is a one-stop center when exploring graduate degrees at UC and applying for acceptance into on-campus graduate and certificate programs.

The Office of Graduate Admissions also works with faculty and administration to examine new advanced degree possibilities. Additional information regarding graduate admissions may be found at www.utica.edu/graduate.

Office of International Education  
315-792-3082  
Room 252, White Hall

The Office of International Education (OIE) develops programs and provides support services relating to Utica College students and faculty going abroad and international students, faculty, and scholars at Utica College. OIE staff assists international students in their cultural adjustment to the United States and offers a personal level of support on a daily basis. The OIE provides academic, personal, financial, and immigration counseling, as well as programming events throughout the year. In addition, the OIE coordinates the application process for international students.

All international students must contact the Office of International Education as soon as they arrive on campus to complete necessary forms required by the United States Citizenship and Immigration Services (USCIS). OIE advisors must be consulted before students plan to travel, seek work positions, or make changes in their academic schedule. See www.utica.edu/academic/international for additional information.

Office of Career Services  
315-792-3087  
Room 206, Strebel Student Center

The Office of Career Services offers a full range of services designed to help students and recent alumni explore how their interests, skills, and values relate to possible career paths, understand the importance of proper planning and preparation in goal setting, and assist in the successful transition from academic to professional life.

The office establishes and maintains contact with recruiters from many fields, including business, healthcare, law enforcement and human services, in addition to local, state, and federal governments. Students and alumni are encouraged to
connect with those contacts through career and volunteer fairs, networking events, and the online job board, which is accessible through the Career Services website at \textit{www.utica.edu/careerservices}.

For graduate school-bound students, Career Services provides individual counseling and assistance throughout the application process. The office also maintains graduate school guidebooks, including GMAT (Graduate Management Admission Test), GRE (Graduate Record Exam), LSAT (Law School Admission Test), and MCAT (Medical School Admissions Test) resources.

For additional information about the office, its services, and extensive online resources, visit \textit{www.utica.edu/careerservices}.

\textbf{Office of Student Success}

\textit{315-223-2555}

\textit{Room 111, Hubbard Hall}

The Office of Student Success is specifically charged with fostering student success through providing services that support and guide students in their personal and academic lives. This is accomplished through the coordination of services provided by the Office of Opportunity Programs, Office of Learning Services, the Academic Coaching Experts (ACEs), the Office of Counseling and Student Development, Orientation, and Tutoring. Working closely with academic programs and student services, the dean for student success identifies potential barriers to student achievement and facilitates institutional change to remove them. In general, for students who have any questions or concerns of this nature, contacting the Office of Student Success would be a wise first step. More information about the Office of Student Success and related services can be found at \textit{www.utica.edu/studentsuccess}.

\textbf{Academic Coaching Experts}

The Academic Coaching Experts (ACEs) are staff members of the Office of Student Success, and their offices are located in North and South residence halls. The ACEs provide academic advising and coaching services for first year students and programming to help students make the transition to college life.

\textbf{Office of Counseling and Student Development}

\textit{315-792-3094}

\textit{Room 202, Strebel Student Center}

\textit{counseling@utica.edu}

Counseling is an outlet to explore feelings, examine beliefs, gain new perspectives, and work toward making healthy changes. Individual counseling services are available for UC students, with the aim of supporting students so that they are able gain the maximum benefit from their whole experience at UC. Throughout the year, counseling staff also offer programs on topics such as stress management, healthy relationships, and making responsible choices in college.

Additional information about services provided, as well as links to online resources, can be found at \textit{www.utica.edu/counseling}.
Office of Learning Services
315-792-3032
Room 109 Hubbard Hall

Utica College recognizes its responsibility to provide equal access to opportunity for students with disabilities under Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The College will provide reasonable adjustments and/or accommodations for our students to meet the equal access/non-discrimination nature of the federal mandates.

The Office of Learning Services provides advisement, advocacy, and academic support to students who identify themselves as having a disability. The office is located in Hubbard Hall Room 109.

To initiate recognition and consideration as a student with a disability, students should:

- Self-disclose their disability by contacting the director of learning services, preferably in person.
- Request accommodations.
- Submit appropriate documentation to verify eligibility. Eligibility is determined on an individualized basis, and is based upon documentation of a disability that currently substantially limits some major life activity.

Questions related to this process should be directed to the director of learning services at (315) 792-3032. Additional information about services for students with disabilities may be found on the Utica College Web site at www.utica.edu/learning.

Office of Opportunity Programs
315-792-3209
Room 109 Hubbard Hall

The Office of Opportunity Programs handles the administration of a variety of academic programs including HEOP (Higher Education Opportunity Program) and CSTEP (Collegiate Science and Technology Entry Program). The office coordinates the pre-freshman Summer Institute, the College’s tutorial program, and a full range of study skills workshops.

Information about HEOP, CSTEP, and services provided by Opportunity Programs staff can be found at www.utica.edu/opportunityprograms.

Math and Science Center
Learning Commons, Frank L. Gannett Memorial Library

The Math and Science Center offers individual tutoring and assistance to students with math and science problems. Students can stop in for tutoring. Although hours may vary each semester, the center usually is open afternoons and evenings on Sundays through Fridays. For additional information, see www.utica.edu/mathscience.
Writing Center

*Learning Commons, Frank L. Gannett Memorial Library*

The Writing Center is a peer tutoring facility offering individual responses to writers of all levels. Hours vary during each semester, and walk-ins are welcomed. For information regarding the Center staff, services, hours, and related links, see [www.utica.edu/writingcenter](http://www.utica.edu/writingcenter) or e-mail wcenter@utica.edu.

**Tutoring Services**

**315-792-3209**  
**Room 109, Hubbard Hall**

In addition to services provided by the Math and Science Center and the Writing Center, tutorial services are free of charge to all Utica College undergraduate students and are coordinated by the Office of Opportunity Programs. Tutor request forms and other tutoring forms are available at [www.utica.edu/tutoring](http://www.utica.edu/tutoring) or in room 109 Hubbard Hall.

On-line assistance through Smarthinking tutoring services is available on a 24 hours a day, 7 days a week basis at [www.utica.edu/smarthinking](http://www.utica.edu/smarthinking).

**Services for Students with Disabilities**

**315-792-3032**  
**Room 109, Hubbard Hall**

Questions related to services for students with disabilities should be directed to the Office of Learning Services in 109 Hubbard Hall (315-792-3032). Additional information about the Office of Learning Services and services for students with disabilities may be found on the Utica College Web site at [www.utica.edu/learning](http://www.utica.edu/learning).

**Office of the Registrar**

**315-792-3195**  
**Room 123, Addison Miller White Hall**

The Office of the Registrar handles a variety of administrative tasks involving student records, which include transcripts, registration, academic records, degree and enrollment certification, and applications for degrees. Information about staff, services provided, forms, and procedures may be found at [www.utica.edu/registrar](http://www.utica.edu/registrar).

**Transcripts and Registration**

Transcripts and registration are handled by the Office of the Registrar, which also handles other administrative tasks involving student records, including degree applications, academic records, and certification requirements. Each year online registration for the fall semester takes place in April, and online registration for the spring semester takes place in November.

There is a $5 fee for each official transcript, although unofficial transcripts are available at no charge on line via students’ BANNER account. At the conclusion of each semester, all final grades will be available on-line via students’ BANNER account. The Office of the Registrar does not mail grade reports automatically. If you require a grade report to submit to your employer for reimbursement purposes,
please send an email to registrar@utica.edu with your Utica College ID number to request the grade report. The grade report will be mailed to you. Please visit the Office of the Registrar pages on the College’s Web site for more information.

Mid-Semester Progress Reports

Reports indicating the level of achievement at mid-semester are entered by faculty into Banner where they may be viewed by students through Banner Web for students. Students should not consider these mid-semester reports as official grades; they are designed to identify those who may benefit from academic counseling. These grades will not print on a transcript when students request their transcripts. The grades may be standard letter grades, or they may be “MS” – Midterm Satisfactory or “MU” – Midterm Unsatisfactory. Students who do not receive a mid-semester progress report should not assume that their performance in any given course is satisfactory, but should check with their instructors if they are in doubt.

Campus Store

315-792-3197
Room 101, Strebel Student Center

As an on campus, one-stop-shop, the Pioneer Campus Store offers a wide range of services to the Utica College community. Commuter and residential students, faculty, staff, and guests will find what they need. In addition to traditional new and used textbooks, students have access to the popular text rental program as well as a growing selection of digital textbooks. The Pioneer Campus Store also offers academic supplies, study aids, collegiate apparel, gifts & accessories, snack foods, beverages, and other convenience items. The Pioneer Campus Store is much more than an outlet for course materials.

**Hours of Operation:** When school is in session, the store is open Monday – Friday 9:00 a.m. to 5:00 p.m. with extended hours at the beginning of each semester. The store is closed on weekends with the exception of special events. The store’s website is available 24/7 at [www.utica.bkstr.com](http://www.utica.bkstr.com)

**Textbooks:** The Campus Store is proud to offer multiple course material options to Utica College students. Aside from traditional new and used textbooks, students are offered a very popular and cost-saving rental option as well as a large selection of digital textbooks.

**Rental Option:** Renting a textbook will save students up to 50% off the new price. To rent, students must be at least 18 years old, possess a valid ID, and provide a credit card as collateral. For more information, visit [www.rent-a-text.com](http://www.rent-a-text.com)

**Digital Option:** As technology advances, the way students learn must also advance. Digital textbooks are the wave of the future. The Campus Store offers a large selection of textbooks on our Cafescribe® digital platform. For more information about digital textbooks and the future of digital learning, visit [www.connectyourthoughts.com](http://www.connectyourthoughts.com).

**General Merchandise:** The Campus Store offers a wide selection of supplemental items such as academic supplies, which include writing instruments, paper,
supplies, folders, notebooks, desk accessories, calculators, computer supplies, and dorm supplies. The store also offers a wide variety of collegiate apparel items, gifts and accessories, snacks and beverages, health and beauty aids, and other convenience items.

**Gift Cards:** Gift cards are available for purchase in the Campus Store and on the store’s website, and can be redeemed for items in the bookstore as well as on the website. Gift cards cannot be redeemed for their cash value. Please contact the store for additional information.

**Refund Policy:** The refund policy varies by item. Please contact the store for additional information.

**Payment types:** The Campus store gladly accepts all major credit cards, debit cards, cash, check, gift cards (issued by store), and financial aid (when available from school).

For more information, contact the Campus Store at (315) 792-3197 or [www.utica.bkstr.com](http://www.utica.bkstr.com)

**Frank E. Gannett Memorial Library**

315-792-3041

library@utica.edu

The Frank E. Gannett Memorial Library provides a physical and virtual focal point for learning, teaching and research. Library hours and information regarding resources and services can be found on the [Library Introduction for Students](http://www.utica.edu/academic/library/) research guide.

Your UC ID card and Banner ID number are required for many library services

**Library web pages:** [http://www.utica.edu/academic/library/](http://www.utica.edu/academic/library/)

- The library website provides links to all of the library’s online resources and services including [Research Guides, Databases, Course Reserves, Interlibrary Loan, writing guidelines](http://www.utica.edu/academic/library/) for APA, MLA and other styles, and [contact information](http://www.utica.edu/academic/library/) for all library staff and service points.

**Research Help:**

- **Information Desk:** In person, by phone, email, or chat - reference librarians are available to answer research questions. Whether students are online or on campus, reference librarians are here to help! Students can also get in-depth help by scheduling a research appointment. For online students, research appointments can be conducted by phone.

- **Ask Us 24/7:** research help via live chat with an academic librarian 24 hours a day, 7 days a week.

- **Online video tutorials, subject guides and citation help** are available for those interested in sharpening their research skills.
Electronic and Print Resources:

- **Library resources** include print and electronic books, several thousand print and electronic journal subscriptions, and approximately 100 research databases.

- **Note to online students:** along with access to electronic books and journal articles, UC library books and journal articles can be shipped to you upon request via document delivery. Use the *ILLiad* request form.

Interlibrary Loan (ILL) and Document Delivery:

- Need a resource that the library doesn't own? UC’s ILL service will get you a copy from another library, free of charge. Use the *ILLiad* request for

Circulation and Reserves:

- Check out books, reserve materials and laptops.
- Reserve a study room
- Access electronic reserves online.

Learning Commons for on campus students:

- **Information Desk** for reference and research help: in person, by phone, email, or chat - all of our librarians are available to answer your research questions. Walk in, or schedule an appointment - we are here to help!
- Writing Center - tutors
- Math and Science Center - tutors
- Computers and technical assistance
- Printers, copiers, microfilm reader/scanner
- Color printer
- Scanners at several workstations
- Library classroom (The Kelly Teaching and Learning Center) with 18 workstations and two large-screen TV monitors for presentations and instruction.

Study and Groups:

- Group study rooms each equipped with a computer workstation and large screen TV/monitor.
- Quiet Study Areas (2nd floor)
- Conversation Allowed Areas (1st floor)
Technical Support is responsible for the operations of all computer labs, media related request, faculty/staff computers, and networking on our Utica campus. Technical Support does not help students with their personal computers, except in the case of assisting a student with connecting to the Utica College network. The College’s eleven academic computer laboratories are in the Faculty Center, Gordon Science Center, Hubbard Hall, the lower level of the Frank E. Gannett Memorial Library, Strebel Student Center, and the Economic Crime and Justice building. All labs are Windows based computers with the exception of the Ray Simon Convergence Media Center Classroom located in the Faculty Center building. Classes are taught in all computer labs except the lab located in Strebel or the Library. All labs are available for use when they are not reserved. All College owned computers are equipped with word processing, spreadsheet, presentation, and are connected to the Internet and laser printers. The use of the College’s computing facilities must be consistent with computer policies, federal and state laws, and the code of student conduct.

Technical Support’s hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m. For more information pertaining to Labs, Technical Support, or to report issues, please see iits.utica.edu

Media Center
792-3153
Room 216, Hubbard Hall

The Media Center provides audio-visual support to the faculty and students in the classrooms, as well as to a wide variety of special events held on campus. The Center houses the video collection (VHS, DVD and audio recordings) that are used in classes. Media Center staff maintains all the audio-visual equipment in classrooms, Library Listening and Study Rooms, and smart rooms on campus. To request services for classroom presentations, please complete the online request form at www.utica.edu/request and select Media Center. To see a list of the film resources that are available, visit www.utica.edu/movies For general information about the services provided by the Media Center staff, see www.utica.edu/mediacenter.

Getting Involved: Life Outside of the Classroom

Strebel Student Center

Strebel Student Center serves as the focus for a great number of campus activities by functioning as a meeting place, by housing some student organization offices, and by serving as the location of club and organization-sponsored events.
Strebel Student Center also serves as an informal place for activities such as watching movies and television, snacking and socializing. The Center houses the offices and facilities as listed below.

**What's in Your Student Center**

**First Floor:** Ellen Knower Clarke Lounge, Micro-Art Gallery, Office of Campus Safety, Office of Student Activities, Pioneer Pub, Strebel Auditorium, Strebel Computer Lab, Campus Store, Legacy Yearbook Office

**Second Floor:** Dining Commons, Office of Campus Dining Services, Office of Career Services, Office of Counseling and Student Development, Student Health Center, Office of Student Affairs, Student Organization Suite (Student Senate, Utica College Programming Board, Inter-Greek Council), WPNR-FM Studios and Offices

**Offices**

**Office of Student Affairs**

315-792-3100  
Room 205, Strebel Student Center

The Office of Student Affairs houses the offices of the dean of students. This office is responsible for coordinating and overseeing all functions of the Offices of Student Activities, Campus Safety, Career Services, and Residence Life, and works closely with the Office of Student Success, other student support services such as Counseling and Student Development, the Student Health Center, Learning Services, Opportunity Programs and the auxiliary services of the UC Campus Store, Facilities Management and Dining Services. The Dean of Students and the Vice President for Student Affairs (who is located in the Office for Student Success) are the chief administrators regarding the College’s alcohol policies, student conduct codes, and other student-related policies, rules, and regulations. The dean of students currently oversees the administration of student conduct processes when violations of these policies, rules and regulations occur.

The Office of Student Affairs is also responsible for the College’s emergency loan fund. The Dr. Jacob Oser Student Emergency Loan Fund provides students with small, short-term loans to cover emergencies. An Emergency Relief Fund is also available to assist student impacted by natural disasters or similar emergencies. Additional information about the Office of Student Affairs may be found at [www.utica.edu/student](http://www.utica.edu/student).

**Office of Student Activities**

315-792-3037  
Room 103, Strebel Student Center

The Office of Student Activities schedules all student activities and emails a daily newsletter, the Daysheet, which is a listing of all campus activities. Students seeking information about joining a club or getting involved in an organization on campus should visit or call the office. The office manages Pioneer Place, the online portal for all clubs and organizations on campus. The office also issues all original and replacement student identification cards. Centro schedules and bus passes are also available in this office. Additional information about office hours and services
provided by the Office of Student Activities can be found at www.utica.edu/student/activities.

ID Cards

All full-time and part-time students must have a valid UC student ID card. The card is the official College identification for students and should be carried at all times. Students must present their UC ID to any College official (e.g., safety officers, residence life personnel, etc.) upon request. Students who are distance learners may request an ID card by logging on to www.utica.edu/oes/newstudentinfo.cfm. All other students may obtain ID cards by visiting the Office of Student Activities.

The ID card is required to use the library and other College facilities. In addition, the ID card serves as a meal card for students who are on a College meal plan and provides entry to residential students for the hall in which they live. Loss of a card should be reported immediately to the Office of Student Activities. A fee of $20 is charged for a replacement card. Damaged cards will be replaced at no charge if the pieces are returned.

Student Organization Mailboxes

Student organization mailboxes are located in the Student Organization Suite on the 2nd floor of Strebel. Incoming mail and on-campus announcements are delivered daily to these boxes.

Voter Registration

Voter registration forms can be obtained from the Office of Student Activities. To register to vote, complete the form and mail it to the correct registration office printed on the form.

Van Service

A student-operated van service shuttles between campus and various designated sites. The schedule changes frequently to meet student needs. The schedule can be found on the bulletin board outside the office or at https://www.utica.edu/student/activities/bbvanschedule.cfm.

Opportunities for Getting Involved

Student Involvement

Utica College believes strongly in the concept that a great deal of what students learn in college takes place outside of the classroom. Therefore, at UC, students, faculty, and staff members work side by side to provide a rich variety of social, cultural, and recreational activities. A student who participates fully in campus life can expect to be exposed to various ideas and issues, music and art forms, and styles of life. This is, of course, in addition to simply having a good time.

UC students have a great deal of autonomy in scheduling the kinds of activities in which they wish to participate. The Student Senate is responsible for allocating funds collected through the student activities fee, and these funds are used for anything from booking a major concert to purchasing equipment to be used in a wilderness trek. UC employs professional staff members to advise students in these matters, but the College’s faculty and staff members know that active student
participation in the planning of extracurricular activities adds a vibrant quality to UC’s activities program and helps students develop and practice leadership, decision-making, and related skills.

Students also are active in the governance of UC as a whole. All College-wide committees dealing with such issues as curriculum and academic standards have student members with full voting privileges.

UC is rich with opportunities for student participation in activities. The College seeks students who wish to take a step beyond the classroom and become full contributors to the quality of campus life.

By participating in these activities, students can:

- Meet and learn to work with many types of people;
- Hold leadership positions and have expanded responsibilities;
- Gain experience in group activities;
- Develop contacts for future activities and possible references;
- Explore various career opportunities;
- Practice skills and apply classroom learning; and
- Discover their own capabilities and interests.

A number of opportunities for students to get involved are described below.

Admissions Ambassadors

Students may apply through the Office of Admissions to become Ambassadors for Utica College. This is an honorary program, consisting of student volunteers who represent the College through interactions with new and prospective students and their families. Ambassadors assist the admissions staff by providing more personalized and in-depth information to persons interested in attending UC. They conduct campus tours, assist at various Admissions events, host prospective students for weekday overnight visits, and, in special cases, travel to cities throughout the Northeast to represent UC at various functions. For more information, call the Office of Admissions at 792-3006 or see the Admissions Web page at www.utica.edu/admissions.

Reserve Officers Training Corps (ROTC)

Army ROTC Office, Hubbard Hall, room 112
315-792-5282

Air Force ROTC Office (SU)
315-443-2461

The Reserve Officers Training Corps programs of the United States Army and the United States Air Force are available to UC students through Syracuse University. For information regarding the ROTC program, scholarships, and course offerings, contact the appropriate ROTC office by consulting the ROTC Web page at www.utica.edu/veterans/rotc.cfm
Volunteer Opportunities

The Office of Career Services promotes volunteerism through hosting a Volunteer Fair each semester which is open to all students and alumni. Participants will have the opportunity to meet representatives of local organizations. This office assists students to secure volunteer opportunities in order to experience the satisfaction of helping others throughout the local community, develop a network, and build a well-rounded résumé. Information about the Volunteer Fair and participating organizations may be found at www.utica.edu/student/career/cs/volunteerfair.cfm.

Athletic Activities and Facilities
Office of Athletics and Physical Education
315-792-3051
Harold Thomas Clark Jr. Athletic Center

The Office of Athletics and Physical Education is responsible for coordinating, overseeing, and supervising all sports and athletic programs including physical education classes and activities, club sport, intramural sports, and intercollegiate athletics. Intercollegiate sports participation is encouraged for as many students as possible, with an emphasis on competitive excellence, sportsmanship, and positive attitudes.

Eligibility requirements for participation in College activities are printed in the College catalog and may be found at www.utica.edu/academicregulations. For a list of UC's team sports, information on athletic activities and facilities, facility hours and reserving facilities for use, and contact information for athletics staff, contact the Office of Athletics and Physical Education or see www.ucpioneers.com

Governing Bodies, Programming Boards, and Activities

All-College Governance

All-college governance groups include the Faculty Senate, the Professional Staff Advisory Council, and Student Senate. Information about these governing bodies may be obtained from the offices of the College's president, academic deans, or vice president for student affairs and/or the dean of students.

Student Senate

The mission of Student Senate is to enhance student life by breaking down barriers of diversity, by promoting the values of education, and by empowering students through involvement in Student Senate, student clubs and organizations. The Student Senate serves as a liaison between students and the College administration in all issues pertaining to student life and allocates the student activities fee fund in a fair and unbiased manner. By listening to students' issues and concerns, the Student Senate serves as the voice for students at Utica College. Moreover, the Student Senate encourages school spirit and pride through programming in an effort to build a cohesive community. In April and again in September, elections are held for Senate representatives from the classes, academic divisions, and residential living areas on campus, off campus, and commuter populations. Elections for executive officers and class officers are held every spring semester.
The Classes

The Freshman, Sophomore, Junior, and Senior classes each elect officers and a council. The classes sponsor a variety of social, recreational, and educational activities throughout the year.

Finance Committee

This committee hears club budget requests and recommends annual budget and supplemental appropriations to the Student Senate.

Inter-Greek Council (IGC)

The IGC serves as the governance body for the fraternity and sorority systems. The Inter-Greek Council of Utica College exists to enhance Greek life through involvement in the College community, by establishing new member and recruitment policies conducive to the pre-established rules of the College, through involvement in community service projects, by enforcing Inter-Greek Council rulings through disciplinary action when IGC or College policy has been violated, and by establishing guidelines for the Greek population within boundaries that will not affect the uniqueness of each organization. The Greek letter social and/or service organizations that currently are recognized by the Inter-Greek Council can be found at http://www.utica.edu/igc or https://pioneerplace.utica.edu/

Residence Hall Association (RHA)

The purpose of the Residence Hall Association is to bring residents together and promote a positive residential community. The RHA provides a forum for residents to exchange ideas about programming, develop leadership skills, engage in community service, and work together in an effort to further skills, engage in community service, and work together in an effort to further improve the quality of life in the residence halls. Additional information about the Residence Hall Association may be found on-line at www.utica.edu/rha

Residence Hall Conduct Board (RHCB)

The Residence Hall Conduct Board is a student hearing board and an integral part of the student Conduct system. Its purpose is to reinforce behavioral expectations of the Utica College community and to do so fairly and consistently. The RHCB serves the College residential community by determining if a violation of the Code of Student Conduct has occurred in the residence halls and by imposing sanctions when appropriate. Questions about the RHCB may be addressed to the Office of Student Affairs or found at www.utica.edu/student/conduct.

Utica College Programming Board (UCPB)

This board plans and implements a wide variety of social and cultural activities. Much of the work is done by students planning film, lecture, concert, special events, comedy, and coffeehouse events. The events calendar and contact information for UCPB can be found at http://www.utica.edu/ucpb

Student Clubs and Organizations

Utica College is home to over 80 student clubs and organizations that include students with a wide range of interests. All student groups and clubs at Utica College are organized and operated by students; therefore, the level of activity
varies from year to year based on student participation. Clubs and organizations in which students participate include academic, major and career-related clubs, cultural organizations, honorary societies, political/social consciousness organizations, recreational clubs, religious organizations, and organizations with special interests.

Utica College maintains an online student organization portal called Pioneer Place, which can be accessed at https://pioneerplace.utica.edu. A list of currently registered clubs and organizations can be found here, in addition to events coming up and more information about how to get involved. All currently enrolled students have access to Pioneer Place with their Utica College usernames and passwords.

Organizations listed on Pioneer Place are all recognized by the Utica College Student Senate and the Office of Student Activities. Students looking for organizations specific to their major but do not find that organization on Pioneer Place are encouraged to contact their department or school office or the Office of Student Activities for further information.

Fraternities and Sororities
Fraternities and sororities are affiliated with the Inter-Greek Council (IGC). The IGC establishes and enforces policies governing the fraternities and sororities. The council also approves fraternity and sorority programs and events. Recruitment is conducted on an independent basis by each organization. Students may join a Greek organization after their first semester at UC provided they are in good academic and conduct standing. For additional information go to www.utica.edu/student/activities/organizations/igc

Religious Activities and Organizations
Utica College respects and protects each student’s freedom to worship and to affiliate with religious organizations. A number of campus organizations offer a variety of religious activities and services to UC students. Those organizations can be found on Pioneer Place; for questions or additional information, please contact the Office of Student Activities or the Office of Student Affairs.

Starting a New Organization
Establishing a new student organization on the Utica College campus is a relatively simple procedure. Organizers must identify five interested students and a faculty/staff advisor and complete and submit a student organization registration form (available on the Pioneer Place Web site). Organizations will then work with Student Senate to have the new organization recognized. For additional information about the process for recognizing new organizations, talk with one of the professional staff members in the Office of Student Activities, and consult the Club and Organization manual at www.utica.edu/student/activities/Club&OrgManual/contents.cfm

Student Media Organizations
Ampersand
Students combine their practical and creative abilities to produce Ampersand, the college’s literary magazine, an impressive collection of Utica College students’ literary and artistic work. Under the guidance of a faculty advisor, student editors
oversee its production from submission and selection of materials to design and publication. Published once a year, students may submit poetry, artwork, photography, and short stories. Students who wish to volunteer to work on Ampersand should inquire at the School of Arts and Sciences.

The Legacy

This is the Utica College yearbook. There is a large staff of UC students who design, layout, and assemble photos each year, working to produce beautiful books so the Senior Class can cherish their UC memories for years to come. Students are needed to help with photography, layout, writing, proofreading, and artwork. For more information, contact the Office of Student Activities at www.utica.edu/student/activities/legacy.cfm

The Tangerine

Utica College’s weekly student-run campus newspaper is a great place to improve your writing, editing, and photography skills, as well as put into practice the web design and social media principles you learn in your classes. There are many opportunities for students to participate in both the editorial and advertising areas.

Students of all majors are welcome to interview for paid staff positions as writers, editors, layout designers, reviewers, and photographers, and in advertising sales, and can take a one-credit course to earn credit by writing for the Tangerine. For more information, contact Professor Patricia Louise, faculty adviser, at plouise@utica.edu or http://www.uctangerine.com/

WPNR-FM

WPNR-FM is a fully licensed radio station operated entirely by students under the advisement of a designated Chief Operator among the Communication Arts faculty. “The Voice of the Pioneers” operates year round, 24 hours per day. The programming includes a variety of music genres, news, talk, and sports. Opportunities to students will range from learning how to be an on-air radio personality to broadcasting Utica College Athletics. Each semester students may take a 1 credit course (COM 130) up to a total of 4 times for a more advanced on-air learning experience. Prospective students within a 15-20 mile range of campus can find WPNR-FM on 90.7 of their radio dial, but anyone can listen to Pioneer Radio by clicking on the Listen Live link located at www.utica.edu/wpnr

Campus Events and Cultural Activities

One of the characteristics of a vital, healthy organization is that it celebrates its traditions together. As a relatively young institution, Utica College has developed a surprising array of traditions, and sponsors a variety of social, cultural, and recreational programs and events on campus throughout the academic year.

Because of Utica College’s culturally diverse population, activities reflecting that diversity and creating an opportunity to share varied experiences are encouraged and strongly supported. Our goal is to provide an environment where differences are valued. Many special programs and events are sponsored by fraternities, sororities, and student club and organizations. Information about
those events may be found at [www.utica.edu/student/activities/eventschedule](http://www.utica.edu/student/activities/eventschedule) and [https://pioneerplace.utica.edu/](https://pioneerplace.utica.edu/)

In addition, the College hosts an array of special events including Homecoming/Alumni and Family Weekend, Holiday Dinner, Convocation, and Commencement. For information on these and other events, please see [www.utica.edu/instadvance/marketingcomm/events](http://www.utica.edu/instadvance/marketingcomm/events)

**Campus Theme Committee**

One of Utica College’s most enjoyable traditions is the “Campus Theme,” a year-long opportunity for all members of the College community to explore issues of great social importance from a variety of viewpoints. Events sponsored by other campus organizations, offices, or programs may all participate in and be recognized for “theme related” activities. The theme committee reviews proposals for theme sponsored events and contributes, as approved, to the funding of events that foster the campus theme. Faculty, staff, and students are invited to participate in and suggest public events, including presentations by nationally recognized public figures, classroom discussions, FILMS@UC, and/or topic for All-College forums. Information about the Campus Theme committee and the theme for the current academic year may be found at [www.utica.edu/theme](http://www.utica.edu/theme)

**The Arts at Utica College**

**The Edith Langley Barrett Fine Arts Gallery**

*Library Concourse*

*Gallery Director 792-5289*

*Docent’s Desk 223-2554*

Barrett Art Gallery is centrally located on campus in the Library Concourse, lower level between the Library and DePerno Hall. Fall and spring semesters exhibit works from regional, national, and international artists as well as groups of artists. Opening receptions are a time for students and the college community to gather with the regional community to celebrate the arts and learn with art from heritage and the most recent. The gallery and Student Senate, co-sponsors regional artists and crafts persons in one-day activities in both semesters; as well as periodic student-only treasure and scavenger hunts inspired by the arts of the college owned art collection on the campus. Student Employment opportunities provide for many areas of developing and providing exhibits, hospitality, traditional, online marketing, and activities with fellow students.

The gallery is open in the course weeks of fall and spring semesters and on occasion with special events in the concourse. More information about the gallery and hours of operation can be found at [www.utica.edu/gallery](http://www.utica.edu/gallery)

**FILM@UC**

This weekly film series – sometimes thematic, sometimes eclectic – challenges our assumptions about and enhances our appreciation of motion pictures. FILM@UC presents critically acclaimed independent, foreign language, experimental, and classic films throughout the semester, and regularly features distinguished filmmakers discussing and showing their work. Events take place in Macfarlane
Auditorium and are free of charge. Students, faculty, staff, and the public are welcome to attend. Descriptions of these films and related programs may be found at www.utica.edu/film.

Harry F. and Mary Ruth Jackson Lunch Hour Series
Sponsored by Utica College's Social Cultural Committee, this hour of poetry readings, musical programs, and dramatic performances is held each Wednesday at 12:30 p.m. in the Library Concourse. Music performances are held in the Library Concourse; reading programs are held in Macfarlane Auditorium. All programs are free of charge and are open to students, faculty, staff and the public. Audience members are invited to bring bag lunches, or they can purchase refreshments available during the performances. Interested students should check the cultural arts section of the UC Web site for details on specific programs www.utica.edu/jackson.

Micro-Art Gallery
The gallery provides members of the College community with an opportunity to exhibit original works of art, works in progress, or part of their art collection. Located in the Strebel Student Center next to the UC Bookstore, the gallery serves to encourage first-time exhibitors, non-professionals, and students willing to display their artistic efforts. The gallery is also used to promote upcoming events and the activities of Utica College clubs and organizations. To inquire about reserving the galleries, contact Student Activities at (315) 792-3037.

Music and Readings
Entertainment by local rock, blues, jazz, and folk performers is often provided in the Strebel Student Center throughout the year. Musical presentations are given by the UC Band and visiting artists. At least one major concert is sponsored by UC each year.

Theatre Activities
Every semester students have the opportunity to participate in a theatrical performance. Opportunities exist for all students to participate as actors, technicians, and/or student designers, and academic credit may be received for participation in theatrical activities. Shows that are performed alternate between comedies and dramas, although a classic or musical may occasionally be performed. Some students have also developed individual projects based on their interests. Twice a year Utica College also sponsors a trip to Syracuse Stage, our local regional theatre.

Utica College Choir
The Utica College Choir performs a variety of choral music, from classical to Broadway to spirituals. Choir is offered as a 1 credit course (MUS 110) and can be taken up to four times for credit. Students may also participate in choir without taking the course for credit.

Utica College Concert Band
The Utica College Concert band rehearses on Monday nights in the Library Concourse. Membership is open to staff, students, and community members, and
may be taken for liberal arts credit. The band performs on campus and in the Utica-Rome area for various functions.

**Lectures and Seminars**

Utica College provides a number of lecture and seminar series every semester, which are listed below. Additional information regarding lectures, seminars, performances and other events may be found on the Cultural Events Calendar page at [www.utica.edu/culture](http://www.utica.edu/culture).

**Asa Gray Biological Society Seminar Series**

This free lecture gives students an opportunity to participate in discussions of a biological nature. Sponsored by the Asa Gray Biological Society, the seminars are open to the College community and the general public.

**Distinguished Visiting Lecturers Series**

This series focuses on a general topic and each lecturer speaks on his or her area of expertise as it relates to the topic. Each division coordinates lectures for the series.

**Geotalk**

The Geotalk series is designed to foster an awareness of the world, its lands, and its people by sharing information on the geographical aspects of various countries including cultures and terrain.

**Nexus**

This seminar series provides an opportunity for UC faculty to discuss their research and scholarly pursuits. Faculty, students, and community members come together to explore new findings and viewpoints.

**Where To Go For Information**

The *Daysheet*, distributed daily via email to the Utica College Community and available online at [www.utica.edu/daysheet](http://www.utica.edu/daysheet)

Office of Student Activities
*Room 103, Strebel Student Center*
315-792-3037
[http://www.utica.edu/student/activities/](http://www.utica.edu/student/activities/)

Office of Marketing and Communications
*Champlin House*
315-792-3047
[http://www.utica.edu/instadvance/marketingcomm/](http://www.utica.edu/instadvance/marketingcomm/)

**Finances and Financial Resources**

**Offices**

Office of Student Employment
792-3353
*Room 250, Addison Miller White Hall*

The Office of Student Employment is responsible for processing students who apply for work study positions at Utica College. Information about student
employment and services this office provides may be found at www.utica.edu/studentemployment

Office of Student Financial Services
315-792-3179
Room 117, Hubbard Hall

The Office of Student Financial Services is responsible for the administration of financial aid funds, answering questions and providing payment options to assist Utica College students in fulfilling financial obligations to the College. With over 90 percent of students receiving some form of financial aid, student financial counselors work with students from the financial aid application through the billing process. Additionally, a detail account specialist is on hand for the convenience of the students who are making payment as well as cashing checks (payroll or personal checks with a $50 limit). For information about financial aid and related resources and services, see www.utica.edu/sfs

Part-Time Employment Opportunities

Federal Work-Study Program
315-792-3353
Room 250, Addison Miller White Hall

The Federal Work-Study Program is a federally subsidized program designed to assist students in meeting their college costs. Employment opportunities exist both on campus and with local community service agencies. The number of students able to participate in the program varies from year to year based on the annual allocation of campus-based aid received by the College. Preference must be given to those students who show the greatest need, as determined by the Office of Student Financial Services. Students must be enrolled at least half-time at Utica College and be in good academic standing to qualify. A minimum GPA of 2.0 is required. For more information, see www.utica.edu/hr/studentemployment/payroll.cfm

On-Campus Internships
315-792-3353
Room 250, Addison Miller White Hall

There are a limited number of positions on campus during the academic year that provide students a higher level of employment responsibility. Students are selected for employment on the basis of their ability to perform the work required in the position. Interns receive a paycheck for their work. Interns are selected by the hiring departments. For more information, see www.utica.edu/hr/studentemployment/payroll.cfm

Resident Assistant (RA) Positions
315-792-3285
Office of Residence Life, North Hall

Resident Assistants (RAs) are residence life student paraprofessional staff members who live-in and assist with the management of the residence halls. For their services, RAs receive credit for their room charges and a stipend. RAs
are usually upper-class students who usually have previously lived in campus residence halls, and they receive extensive training in working with residential students. RAs are appointed for a one-year term by the director of residence life. For more information, see www.utica.edu/student/reslife/positions.cfm

Student Payroll
315-792-3353
Room 250, Addison Miller White Hall

Some students who are not eligible for the Federal Work-Study Program may qualify for a student payroll position. Students must be enrolled at least half-time at Utica College and be in good academic standing to qualify. A minimum GPA of 2.0 is required. Eligibility for Student Payroll is determined by the Office of Student Financial Services or by the Office of Student Employment. The Office of Student Employment maintains a waiting list of students who were not offered employment through the Office of Student Financial Services and who wish to be considered for a job if funding becomes available. For more information, see www.utica.edu/hr/studentemployment/payroll.cfm

Tutoring Positions
315-792-3209

A student with a demonstrated proficiency in a particular subject may serve as a tutor for that subject. Visit the Office of Opportunity Programs for more details at www.utica.edu/student/development/tutoring

Health and Safety
Office of Campus Safety
Room 207, Strebel Student Center

All campus emergencies should be reported immediately to the Office of Campus Safety. Campus Safety officers can be reached any day, 24 hours a day, by dialing 315-792-3046 or 611. This puts the caller in direct communication with the officers through the duty phone.

The College requires students to conduct themselves in accordance with federal, state, and local laws and to respect personal and institutional property and the personal dignity of all members of the College community. Conduct that violates these requirements, or the regulations that follow, will subject the violator to disciplinary action and may result in dismissal from the College.

Please keep in mind that the safety and the security of community members and their property is the highest priority for Campus Safety staff. While the Office of Campus Safety is dedicated to making Utica College the safest place possible, each of us must assume responsibility for our own personal protection.

For additional information about Campus Safety and the services they provide, see the Campus Safety Web page at www.utica.edu/safety.
Reporting Emergencies

Any student, faculty member, or employee can report a crime or other emergency 24 hours a day, 7 days a week.

- Call 611 or 315-792-3046. This puts callers in direct communication with the Office of Campus Safety and the College’s safety officers on patrol (through their hand-held radios). A crime can be reported 24 hours a day every day. The Office of Campus Safety will respond to and investigate all reports of crimes, then will notify the proper police agencies in accordance with mandated reporting procedures.

- Tip Now provides an option for anonymous reporting of a crime or suspicious activity by texting 315-505-8470 or emailing utica@tipnow.com. All texts and emails are completely anonymous.

Failure to produce identification when directed by a safety officer is a serious breach of College regulations and will result in disciplinary action. Any person hindering campus safety officers in the execution of their duties is subject to College discipline and/or arrest by local police agencies.

Personal Security Recommendations

Although the number of crimes committed at the College is relatively low, there are safety tips and precautions that students can follow to reduce their vulnerability.

For students living on campus:

- Always lock your doors when leaving your room, even for a moment.
- Never leave valuables lying around unattended or in plain view.
- Never allow anyone into your room unless you know who they are.
- Avoid walking alone, and avoid dark, unlit areas.
- Never loan another individual any key(s) that has been issued to you by the College.
- Report any suspicious persons or activity to the Office of Campus Safety immediately.
- Always use available peepholes.
- Never prop open any exterior doors to the halls.
- Close and lock all windows when you leave your room, especially if you are on the first floor.
- Store all easily removable valuables out of sight, preferably in a locked drawer or closet. Don’t leave valuables on top of your dresser.
- Require identification and authorization from all service people who wish to enter your room.
- When going to the shower, lock your room door and keep your key with you in the shower. Do not leave it in the pocket of clothing outside the shower stall.
For students living off-campus:

- Avoid leaving large amounts of cash around the house. If this is unavoidable, conceal it well.
- Set your telephone ring tone to “low” when you are going to be away.
- Avoid listing your address when you advertise something for sale.
- Stop deliveries of mail, newspapers, etc. when leaving your home for a period of time.
- Ask a neighbor to watch your home and to report suspicious activity to the police department.
- Use a timer to turn on room lights, TV, or radios at night.
- Double check before you leave home to be certain all doors and windows are locked, gas is turned off on your stove, and all appliances (e.g., irons) have been turned off or unplugged.
- Hide or give someone outside of your home a key to your apartment, in case of emergency.
- Consider conducting a safety analysis of your home to review smoke detectors, combustible material, fire extinguishers, poisonous substances, and electrical wiring.
- Avoid leaving notes on your door saying you are out.

For both on and off campus students, the Office of Campus Safety suggests making a record of serial numbers, models, brand names, and a description of all valuables. Stolen property cannot lawfully be reclaimed unless it can be positively identified.

Campus Safety Enforcement of Policies and Laws

**Alcohol and Other Drugs**

Campus Safety personnel enforce New York state law and campus regulations regarding underage possession and consumption of alcoholic beverages, illegal drugs, and weapons. No alcoholic beverages are allowed in common areas of the College such as residence hall lounges and campus grounds. Students of legal drinking age may have alcoholic beverages in their residence hall rooms as long as possession and use are consistent with New York state law and College regulations.

Student organizations may request permission from the vice president for student affairs and or dean of students to hold an event where alcohol is served. At all such approved events, sponsoring organizations must comply with New York state alcoholic beverage control laws. The frequency of these events is controlled by the vice president for student affairs in consultation with the dean of students.

Illegal drugs are not permitted on campus. Possession and use of drugs may result in arrest and action through the College’s conduct system. Violations of the New York state alcoholic beverage laws and New York state drug laws may result in arrest and action through the College’s conduct system.

Utica College makes available to all students and employees of the College...
a substance abuse prevention program consisting of educational programs, counseling, and referral to off-campus agencies. For more information about such programs, see the “Regulations on the Use of Alcohol” section of the Student Handbook.

Fire Equipment and Fire Alarms

This equipment is maintained for the student’s protection and safety in compliance with the laws of the state of New York. Violation or abuse of this equipment will result in severe disciplinary action by the College and/or criminal prosecution.

If you discover fire or smoke, pull the nearest fire alarm and quickly call 611 or (315) 792-3046 and give your name, the building, floor, and room where you have discovered fire and/or smoke. 911 is available and should be used in serious situations. The 911 operator cannot trace your location, so speak clearly and slowly when telling your situation and state your exact location on campus.

If the fire alarm sounds, take the following steps:

- Move quickly, but do not run. Do not stop to collect valuables.
- Before opening a door, feel it near the top for heat. If it is cool, open it slowly. If smoke is present, close the door and use another route.
- Always close the doors behind you to limit the spread of fire and smoke. If you must go through heat or heavy smoke, remember they rise.
- Crawl, keeping your face very close to the floor. This procedure applies when opening doors; stay low and reach up to turn the knob. If you are trapped, stuff a sheet under the door to keep smoke out.
- Open a window slightly at the top and bottom to let air in, and yell for help.
- Once you’re out of danger, move well away from the building. If a meeting place has been arranged, go there. Do not leave the scene or rescuers may believe you are trapped in the building.
- Do not reenter the building under any circumstances unless you are notified by a fire official or College employee that it is safe to do so.

Fire drills will be held periodically each semester. Failure to vacate the premises during a fire drill will result in disciplinary action. Serious sanctions will be imposed upon anyone who remains in a building when a fire alarm is sounding and/or who tampers with fire safety equipment.

Firearms and Dangerous Instruments

Possession of firearms or other dangerous weapons is not permitted on campus. Any person who possesses a firearm on College property is in violation of the penal law of the state of New York and is guilty of a misdemeanor. Firearms are not permitted in the residence halls at any time. It is a violation of New York state law to possess weapons in residence halls even if residents are licensed to possess such weapons.
Any person who possesses a gravity knife, switchblade knife, cane sword, billy club, blackjack, bludgeon, metal knuckles, sandclub, chukka sticks, nightsticks, slingshot, or BB gun is in violation of the penal law of the state of New York and is guilty of a misdemeanor. These instruments are not permitted in the residence halls or elsewhere on campus.

The operation of motor vehicles in the College community and the use of campus parking facilities are privileges extended to faculty, staff, and students. These privileges carry with them the obligation to observe all regulations. Habitual violators of campus traffic and parking rules will be subject to action through the conduct process, which may result in having privileges revoked.

For specific information regarding campus parking regulations and registering a motor vehicle, see www.utica.edu/finance/environment/safety/pvr

Reporting Incidents and Maintaining Statistics

Campus Safety Office personnel submit accurate reports of crimes to the director as they occur. All incident reports or crimes involving students or the residence halls are immediately reported to the appropriate administrators, including the dean of students and vice president for student affairs. They are also immediately reported to the director of residence life if the student resides in the residence halls or the incident occurs in the residence halls.

The Office of Campus Safety maintains a close working relationship with all local police agencies. As part of this working relationship, criminal activity occurring on campus is reported to these agencies. Through frequent contacts with police agencies, off-campus criminal activities and violations of penal law are monitored by the Office of Campus Safety.

All incidents reported to the Office of Campus Safety are tracked in a weekly incident activity report. Each crime that occurs on campus is filed and categorized for compilation reporting in accordance with the law.

Through multiple media sources such as the College’s website, flyers, the College’s Daysheet, and articles in the student newspaper, the campus community is informed of safety concerns and urged to promptly report crimes to the Office of Campus Safety and police.

Tip Now provides an option for anonymous reporting of a crime or suspicious activity by texting 315-505-8470 or emailing utica@tipnow.com. All texts and emails are completely anonymous.

For information on general security procedures and practices, see the Campus Safety webpage at http://www.utica.edu/finance/environment/safety/

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In November 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was signed into law. The law requires each institution receiving Title IV student aid assistance to set forth its policies on crime prevention issues and to give statistics on the number of specific crimes that have occurred
on campus and the number of arrests or persons referred for campus disciplinary
action for various violations.

In compliance with the law, the Office of Campus Safety annually publishes and
distributes to the campus community a safety awareness brochure that contains
these campus safety policies and resources as well as the statistics on campus
crime. To view a copy of this publication, visit the Campus Safety segment of the
Utica College Web site at www.utica.edu/finance/environment/safety/media/
campussafety.pdf

Additionally, 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 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 the campus crime
statistics is www.ope.ed.gov/security.

The Office of Campus Safety also keeps mandated records for reporting certain
crimes in compliance with the Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics Act. These records are categorized and provided
annually in the Campus Safety Information and Statistics Report. These detailed
statistics are also available on the U.S. Department of Education crime statistics

Office of Environmental Health and Conservation
315-792-3743
Room 279, Gordon Science Center

This office is responsible for developing, implementing, and maintaining
an overall Environmental Health and Safety Plan. Additionally, the office leads
campus environmental sustainability efforts. The Office of Environmental
Health and Conservation executes policies and procedures that relate to the
health and safety of employees, students, and visitors at Utica College. Areas of
greatest concern are laboratories, student employment, accident reporting and
investigation, exposure control plan, and the Hazard Communication, Hazardous
Waste, and Radiation Safety programs. Persons involved in such activities must
comply with local, state, and federal regulations and all rules and guidelines issued
by the College. For information about this office’s responsibilities and services
as well as sustainability and recycling information, see www.utica.edu/finance/
environment.

Student Health Center
315-792-3094
Room 204, Strebel Student Center

The Student Health Center provides medical care for students with acute short-
term illness. Visit www.utica.edu/student/health for more information about the
Student Health Center.
All full-time undergraduate and graduate students must carry health insurance, which covers medical services not available at or through the Student Health Center.

Immunization Requirements
All full- and part-time graduate and undergraduate students must provide proof of immunization for measles, mumps, and rubella or proof of immunity as demonstrated by positive titers for measles, mumps, and rubella. All students must show proof of vaccination against meningitis or sign a waiver form declining the vaccination. Visit http://www.utica.edu/student/health/media/Immunizations.pdf for more information and to print the form.

Absences
For information regarding notifying faculty and staff about absences for medical reasons, see provide link to information in catalog

Local Health Services and Facilities
The cost of these services is the responsibility of the student.

Hospitals
- Faxton St. Luke’s Healthcare, Champlin Avenue, New Hartford, NY
- St. Elizabeth’s Hospital, 2209 Genesee Street, Utica, NY

Urgent Care
- Faxton St. Luke’s Urgent Care, 1676 Sunset Avenue, Utica, NY
- Slocum-Dickson Clinic Urgent Care, 1729 Burrstone Road, New Hartford, NY
- Genesee Urgent Care, 1904 Genesee Street, Utica, NY

Emergency Telephone Numbers
Oneida County Emergency .................................................................911
Ambulance .....................................................................................797-4111
Fire Department (main campus) .....................................................724-5151
Fire Department (Burrstone House and Champlin House) .............733-6666
Police (main campus) .................................................................735-3301
Police (Burrstone House and Champlin House) .............................733-6666

Living and Dining on Campus
Residence Life and Housing
315-792-3285
Office of Residence Life, Room 149, North Hall

The Office of Residence Life manages seven College residence halls: North Hall, South Hall, Alumni Hall, Boehlert Hall, Tower Hall, Bell Hall, and Burrstone House. The office processes all requests for on-campus housing, assigns rooms to students, and coordinates all billing associated with campus housing and residential student meal plans. First and second year students are required to live in Utica College residence halls, unless they reside at home with a parent or guardian within commuting distance of the College.
The health, safety, and welfare of each residential student is the core of the residence life program. Residence hall programs are designed and implemented to help each student benefit from this facet of the total college experience. For more information about living on campus, see the residence life Web page at www.utica.edu/reslife

On-Campus Housing

The seven College residence halls are managed by the residence life staff. Students must contact the Office of Residence Life to request on-campus housing. Rooms are assigned on a space-available basis. Students indicate their preferences through the MooseMatch process or by filling out the Resident Information Form. A more detailed explanation of room assignment procedures can be obtained in the Office of Residence Life and on-line at www.utica.edu/reslifeforms/

The residence life staff consists of approximately 33 resident assistants (RAs) who are student paraprofessional staff members, as well as four area coordinators (ACs) and the director of residence life, who are full-time professional staff members. Staff members are responsible for student life in the residence halls, including peer counseling, planning and assisting residents in organizing activities, and providing remedial action in order to assure to the greatest degree possible the safety, rights, and general welfare of all residents. Policy governing the residence halls is set by the Office of Residence Life, the vice president for student affairs, and the dean of students. For specific residence life policies, consult the College catalog, the residence life webpage and the student housing agreement which can be found at http://www.utica.edu/student/reslife.

Laundry: Laundry facilities are available in each residence hall and in each section of Alumni Hall. The cost of laundry is included in the room rate. Any necessary repairs should be reported using the College’s online work order system at www.utica.edu/student/reslife/forms/workorder.cfm.

Keys: Students are advised to lock their doors, especially whenever they leave their rooms. Keys are the property of the College and should not be loaned out or given to anyone. Students who lose keys must report the loss to the Office of Residence Life. For student safety, the lock will be changed and the student must bear the cost. Lock change costs vary and will be added to the student’s tuition account.

Mail: Students will be assigned their own mailbox. Resident students are responsible for checking their own mail for College information and regularly emptying their mailbox. Mailboxes are located in North Hall, South Hall, Boehlert Hall, Tower Hall, Bell Hall, and Strebel Student Center. Students who have not been assigned a mailbox should check with the Office of Residence Life. Students who reside in Alumni Hall and Burrstone House generally are assigned a mailbox in Strebel Student Center. Mail should be addressed as noted at right.
**Packages**: Students receiving packages will receive a message to their college email account advising them to obtain the parcel at the College mailroom in Gordon Science Center during office hours, typically 8:30 am – 5:00 pm Monday through Friday.

**Student’s Name**
Name of Hall, Mailbox Number, Utica College
1600 Burrstone Road Utica, NY 13502-4892

**Telephones**: The Front Desk telephone numbers of each residence hall are printed in the “Frequently Called Numbers” section of this handbook. Each residential room is assigned a phone number, and students must provide their own telephones. Room phone numbers are turned on if and when a student selects to activate their phone. Students can activate their room phone numbers by visiting the Residence Life home page at www.utica.edu/reslife. Students receive full local telephone service, including voicemail. Students are responsible for College-wide voicemail information and must set up their own voicemail.

Long distance calling cards are available at the **Office of Student Financial Services** during regular business hours. For repair service of telephone lines only, students can call the College telecommunications coordinator at 792-3144.

**Off-Campus Housing**
There are a variety of apartments located near the UC campus. Students can obtain information from the Utica area Yellow Pages under the listing “Apartments” and from apartment ads in the local newspaper, the Observer-Dispatch, which can also be accessed online at www.uticaod.com. Students seeking roommates or apartments often post signs on bulletin boards around the campus. In addition, students may contact the **Office of Residence Life** for information maintained by Residence Life regarding housing currently available in the area.

The Office of Residence Life and Utica College assume no responsibility for determining whether these listings comply with local building codes or ordinances. They have not been inspected by the College. Students are cautioned to inspect the condition of the property, looking especially for fire safety measures (smoke detectors, carbon monoxide detectors, fire extinguishers, fire exits, etc.). If the property is in the City of Utica, students should ask the landlord to provide written proof of current rental registration with the city of Utica, which does inspect rental properties for fire safety complaints. Local jurisdictions do not yet have such a requirement for rental properties. Students are also advised to review the landlord’s lease very carefully before signing, as leases vary significantly in their terms and conditions (whether certain utilities are included, etc.). The Office of Residence Life and Utica College assume no responsibility for the condition of those properties, and cannot intervene in disputes that may arise between students, tenants and landlords of off-campus properties.
If students live off campus, they are asked to be a good neighbor and respect those who live in the community around them. Please keep houses, apartments and yards clean and maintain an appropriate and reasonable noise level.

Campus Dining Services
315-792-3178
Room 209, Strebel Student Center

Services at the Dining Commons, the Pioneer Pub, Le Bistro, Common Grounds, Subway, and Trax Snax are provided by Sodexo. This office also provides special services that include all campus catering, bag lunches, birthday services complete with a personalized cake, meals for students who are ill, and the preparation of doctor-approved special diets. Some of these services require a fee and/or advanced notice. Arrangements for any of the above services may be made at the Office of Campus Dining Services.

The Dining Commons, located on the second floor of the Strebel Student Center, offers a variety of cutting-edge American entrees, ethnically inspired foods, vegetarian selections, and much more. Students may select from stations such as the Produce Market, Fresh & Healthy, Chef’s Table, the Grille, and the Spice Station. Special festive meals are offered at least once per month to observe holidays, special events, and ethnic history celebrations. Residential meal plans, Declining Balance, cash, VISA, AMEX, Discover and MasterCard are accepted at this location.

Hours of operation and a complete listing of menu items may be found online at www.uticadiningservices.com

All resident students are required to subscribe to a meal plan. Resident students may choose from the following five plans:

- The Platinum Plan, featuring unlimited meals in Strebel Dining Commons, $200 Declining Balance and five guest meals per semester.
- The Gold Plan, featuring unlimited meals in the Strebel Dining Commons, $100 Declining Balance and five guest meals per semester.
- The Block 140 Plan, 140 Meals per semester in Strebel Dining Commons, $200 Declining Balance and five guest meals per semester.
- The 10 Roll Over Plan, 10 meals per week in Strebel Dining Commons, $200 Declining Balance and five guest meals per semester.
- The 7 Roll Over Plan, 7 meals per week in Strebel Dining Commons, $300 Declining Balance and five guest meals per semester.

First semester students are required to choose one of the unlimited plans. Commuter students are not required to have a meal plan but may choose from the following plans:

- Declining Balance Dollars - add any amount of money to your account and your student ID card will act as a debit card. Each time you make a purchase, the total cost of your meal is subtracted from the dollar balance in your account. Please check out our website to see the bonus offers.
Money added to your card is tax exempt. Visit Campus Dining’s Web site at www.uticadiningservices.com to purchase declining balance dollars or to check your balance.

- Commuter Advantage Plan, featuring any 60 meals you choose per semester in the Dining Commons and $125 in Declining Balance.
- Commuter Advantage Plan, featuring any 35 meals you choose per semester in the Dining Commons and $250 in Declining Balance.

All Declining Balance dollars will carry over from fall to spring semester, but will not carry over from spring semester into the following fall semester. Additional Declining Balance dollars may be purchased at any time with cash, check, VISA, MasterCard, and AMEX at the Office of Campus Dining Services in the Strebel Student Center, by calling (315) 792-3178 or visiting www.uticadiningservices.com

The student ID card serves as the student’s meal plan membership card. If a student loses his or her ID card, it is that student’s responsibility to report the loss to the Office of Campus Dining Services immediately. The student must then purchase a new ID card from the Office of Student Activities from 8:30 a.m. to 5:00 p.m., Monday through Friday.

More information about menus and services are available online at www.uticadiningservices.com. The Office of Campus Dining Services welcomes comments and suggestions, and the management staff is available to answer students’ questions and handle students’ special dietary needs. A committee of student representatives works with the dining services staff to discuss student concerns and enhance services to best meet students’ needs.

Hours of operation and a complete listing of menu items may be found at each location or online at www.uticadiningservices.com

Additional Dining Opportunities

Sodexo offers a variety of alternative dining options as well. Hours of operation and complete listing of menu items may be found on line at https://uticacollege.sodexomyway.com/home.xhtml

Common Grounds
Gannett Library, First Floor

Utica College’s newest retail operation is located in the Gannett Library. It features Aspretto Coffee, gourmet sandwiches, salads, soups and homemade pastries.

Le Bistro
Gordon Science Center, First Floor

Le Bistro, located in the Gordon Science Center, features We Proudly Brew Starbucks Coffee. Other menu items include sandwiches, grab and go salads, homemade soups, and desserts.Declining Balance, cash, VISA, MasterCard, Discover and AMEX are accepted at this location.
Pioneer Pub  
*Strebel Student Center, Bottom Floor*

The Pioneer Pub, located on the first floor of the Strebel Student Center, features Subway, Homemade Pizza, and Made to Order Entrée’s. Declining Balance, cash, VISA, MasterCard, Discover and AMEX are accepted at this location. Pub food and local ice cold favorites are served while enjoying live entertainment. Check with dining services for special programming.

Trax Snax  
*North Hall, First Floor*

Our C-store in North Hall features beverages, grocery items, frozen foods, grab and go sandwiches and salads all available without leaving campus!

Other Basic Services  
*Mailboxes and Stamps*

United States mailboxes are located in front of Strebel Student Center and White Hall (last pick-up at 5 p.m.). Stamps are available in the Office of Student Activities. The post office closest to UC is Kernan Station. Other post office locations can be found at: [http://www.yellowpages.com/utica-ny/usps-united-states-post-office-utica-main-office](http://www.yellowpages.com/utica-ny/usps-united-states-post-office-utica-main-office)

*Newspapers*

The *Tangerine*, UC’s campus newspaper, is distributed most Fridays during the academic year. The *Observer-Dispatch* is the local daily paper. Copies of the *Observer-Dispatch* and *The New York Times* are on file in the library. Free alternative papers, such as the *College Crier* and *Phoenix*, may be found in the Strebel Student Center lobby.

*Radio Stations*

There are a number of radio stations with a variety of formats, including Utica College’s WPNR (90.7 FM), in the Utica area. Updated information regarding radio stations in the Utica and the surrounding area can be found at [www.ontheradio.net/cities/utica_ny.aspx](http://www.ontheradio.net/cities/utica_ny.aspx)

*Television*

Large screen TVs are located in the North, South, and Burrstone residence hall lounges, as well as in Bell, Tower and Boehlert Halls. TV’s may also be found in the Dining Commons, the Ellen Knower Clarke Lounge in the Strebel Student Center, the Economic Crime and Justice Studies Building and Romano Hall. A large projection TV is located in the Pioneer Pub. All TVs are equipped with cable. Cable is provided by Time Warner.

Information about local stations and their offerings can be found at: [http://tvlistings.aol.com/listings/ny/utica/time-warner-cable/NY31443%7CX](http://tvlistings.aol.com/listings/ny/utica/time-warner-cable/NY31443%7CX)

*Other Campus Offices and Services*

There are some offices on campus with which students may periodically have contact as they work on campus or have specific issues they need to address. College offices are open Monday through Friday from 8:30 a.m. to 5:00 p.m. during
the academic year, and from 8:30 a.m. to 4:30 p.m. during the summer. Offices are closed during College-recognized holidays.

Office of the President of the College
315-792-3222
Room 200, DePerno Hall

The President's welcome and information about the history, mission, and strategic plan for the College, as well as information about the President, can be found on the President's Web page at www.utica.edu/president.

Office of Advancement
315-792-3219
Champlin House

The Office of Institutional Advancement is responsible for key areas tasked with advancing core institutional priorities and enhancing the reputation of the College. Those areas include all development programs (prospect research, annual fund, major gifts, corporate and foundation relations, grants and stewardship), alumni programs and the National Alumni Association, parent relations, corporate programs and conference/meeting services, and marketing and communications (including public relations, media relations, and publications). For information about staff, projects, or offices within Advancement, see the Advancement Web page at http://www.utica.edu/instadvance

Office of Alumni and Parent Relations
315-792-3025
Champlin House

The Office of Alumni and Parent Relations oversees the day-to-day operations of the College's Alumni Association, which is governed by the National Alumni Council. The office coordinates services and activities for alumni including alumni regional events, alumni clubs, the annual homecoming weekend, alumni awards and other volunteer opportunities for alumni. In addition, the online resources for parents and the Parents Council are coordinated by Alumni and Parent Relations staff. To learn more about the staff and the ways in which this office connects with and serves Utica College alumni and parents, see www.utica.edu/alumni and www.utica.edu/parents.

Office of Marketing and Communications
315-792-3047
Champlin House

The Office of Marketing and Communications is responsible for the College's graphic identity and for publicity, promotion, and advertising. It also coordinates editorial, design, and printing service for various College publications. The office also produces a biannual cultural events calendar, the Pioneer alumni magazine, and Inside UC, the employee newsletter.

The staff maintains contacts with the media by holding press conferences, arranging interviews, and issuing press releases to publicize UC events, faculty
promotions and achievements, and student honors and activities. Information about marketing and communications may be found at www.utica.edu/instadvance/marketingcomm.

Office of Financial Affairs
315-792-3011
Room 203, DePerno Hall

The Office of Financial Affairs coordinates all physical plant activities including buildings, grounds, housekeeping, and maintenance. Student accounts, college budgets, the Copy Center, and environmental health and conservation are also the responsibility of this office. Information regarding any of these aspects of the office may be found at www.utica.edu/finance.

Office of Human Resources/Payroll
315-792-3276
6 Rhoads Drive

The Office of Human Resources serves dedicated faculty and staff, who are committed to the mission of the college. Being part of Utica College means being part of a community which is friendly, supportive, highly educated, and diverse. The staff of the Office of Human Resources provides services and support that enhances and encourages professional growth and lifelong learning for employees while pursuing the mission and values of Utica College.

Utica College is an equal opportunity, affirmative action institution that does not unlawfully discriminate on the basis of a person’s race, religion, creed, color, sex, age, national origin, disability, sexual orientation, marital or familial status, pregnancy, military status, veteran status, predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other protected class or status. For additional information about human resources, see their Web page at www.utica.edu/hr

Office of Institutional Research
315-792-3228
Room 121, Addison Miller White Hall

The Office of Institutional Research conducts research and performs analysis on behalf of many offices, enabling them to make informed decisions. It supports the College’s Strategic Planning Committee, serves as a liaison with the College’s accrediting agency, and federal and state bodies, and coordinates information standards and processes between offices. The office regularly conducts research, such as surveys of student opinion about services and classroom experiences, and makes input available to College decision-making groups as appropriate. Information regarding information gathered and maintained by this office may be found at www.utica.edu/plananalysis

Policies, Procedures, Rules, and Regulations

While this section provides information regarding many of the Utica College policies most pertinent to students, it does not fully encompass all Utica College policies and procedures. Because policies and procedures are regularly reviewed
and updated, additional information on policies detailed in this handbook, or the most current version of these or other policies and procedures of the College, may be found in the Online Policies and Procedures Manual, available at www.utica.edu/policies. Links for specific policies are also provided in each section.

Federal, State, and Local Laws
UC and its official representatives cannot condone conduct that is contrary to federal, state, or local laws or ordinances. Each student is expected to comply with regulations that apply to him or her as a citizen of the state of New York and the city of Utica. The Office of Campus Safety will cooperate with law enforcement agencies when appropriate in dealing with legal infractions.

NOTE: The regulations outlined in this section of the handbook are mandated by law or UC policy for the safety of all, and cooperation is essential.

Student Rights and Responsibilities
Utica College is an academic community in which all persons – students, faculty, administration, and staff – share responsibility for its growth and continued welfare. As members of the College community, students can reasonably expect that the following rights will be respected by all College offices, programs, employees, and organizations. Utica College further encourages all members of the College community to endorse, support, and abide by the following statement of values that this community has deemed fundamental to its mission and integral to its growth.

1. Speech/Expressions/Press
Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct or any local, state or federal law. Students in turn have the responsibility to respect the rights of all members of the College to exercise these freedoms.

2. Non-Discrimination
Students have the right not to be discriminated against by virtue of the student’s race, color, sex, pregnancy, religion, creed, ethnic or national origin, citizenship status, physical or mental disability, age, marital status, sexual orientation, genetic predisposition, domestic violence victim status or status as a disabled veteran or as a veteran or the Vietnam era or any other protected category under applicable local, state or federal law. This covers admissions, employment and access to and treatment in College programs, services and activities. Students have the responsibility not to discriminate against others in their individual roles or as members of student organizations.

3. Assembly/Protest
Students have the right to assemble in an orderly manner and engage in peaceable protest, demonstration, and picketing which does not disrupt the functions of the College, threaten the health or safety of any person, or violate the Code of Student Conduct.

4. Religion/Association
Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in College facilities.
designated for such purposes provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of the College community to free exercise of their religious convictions and to free association with organizations of their choice.

5. Privacy/Search/Seizure
Students have a right to privacy consistent with Utica College policies and procedures. Students have the responsibility to respect the privacy of other members of the College community in person and in their place of residence.

6. Academic Pursuits
Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.

7. Quality Environment
Students have the right to expect a reasonably safe environment supportive of the College’s mission and their own educational goals. Students have the responsibility to protect themselves, exercise reasonable behavior, and take precautions to avoid risk.

8. Governance/Participation
Students have the right to establish representative governmental bodies and to participate in College governance in accordance with the rules and regulations of the College. Students who accept representative roles in the governance of the College have the obligation to participate responsibly.

9. Fair Process
Students have the right to fair process before formal conduct sanctions are imposed by the College for violations of the Code of Student Conduct, as outlined in the Code of Student Conduct. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists or as provided for in Utica College policies and procedures.

10. Confidentiality
Students have the right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act, also known as the Buckley Amendment. These include the rights to view and challenge the content of specified records, to control the release of personal and academic information to third parties, and to suppress all or some information categorized as “directory information” by legislation.

Code of Student Conduct
Utica College is a community committed to the principles of civility and fairness in pursuit of a purposeful academic experience. Students (residential, commuter, and online), staff, and faculty can expect that every interaction will
be governed by the values of the college - lifelong learning, ethical behavior and integrity, honest communication, and the well-being of others. These are integral components of Utica College. The Code of Student Conduct articulates the connection between student behavior and these norms and expectations of the college community.

Each student is responsible for his/her conduct from admission to Utica College to graduation. Students are expected to know and uphold the Code of Student Conduct, as well as abide by local, state, and federal law. When the Code is not upheld, students will face action through the conduct process. While most alleged violations of the Code of Student Conduct occur while the student is on-campus, students involved in off-campus incidents may also be charged through the College’s Conduct process. This occurs when the alleged incident adversely affects members of the College community, interferes with the daily lives of local residents, and/or jeopardizes the College’s positive public relationship with the community/public.

Please be aware that, as noted in the Code of Student Conduct, instances of academic dishonesty may be referred to the Academic Standards Committee by the Office of Student Affairs, and instances of academic misconduct may be referred by the Academic Standards Committee to the Office of Student Affairs for possible action through the student conduct process.

Student Conduct Process

The Utica College student conduct system is intended to support the mission of the College through educating students about appropriate behavior and fostering a community where academic success can occur. In addition, we seek to inspire the development of future leaders and responsible citizens by engaging students in responsible and ethical decision-making.

Utica College strives, through its student conduct system, to fairly and equitably address behavior that has a negative impact on the members of the College community in order to:

- Foster a sense of community that allows every member to comfortably live, work, and study in an atmosphere of mutual respect;
- Protect the rights of all members of the College community;
- Hold students accountable and responsible for their actions;
- Provide a conduct process in which there is the opportunity for participants to experience personal growth and appreciation for the responsibilities of living in a community;
- Assist students in developing alternatives to inappropriate behavior.

For information about the student conduct process, please see the student conduct webpage at www.utica.edu/student/conduct. Questions about the Utica College student conduct process and procedures can also be addressed to the Office of Student Affairs, room 205 Strebel Student Center, (315) 792-3100.
Jurisdiction

The College has jurisdiction over all alleged violations of the Code of Student Conduct by any student(s) or student organization(s) that may be brought to its attention. Jurisdiction extends to alleged misconduct that takes place on College-owned or controlled property and alleged misconduct that takes place at any College sponsored event. Jurisdiction may extend to alleged misconduct that has a significant impact on the educational mission and well-being of the College or well-being of a student or student organization that takes place at any location off campus.

Housing Policy

Utica College’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:

- Housing assignments for returning residential students are processed on a seniority basis by academic class standing, as well as on their academic performance and conduct history. 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 spring semester provided their room deposits have been paid. See the “Schedule of Tuition, Fees, and Deposits” section of this catalog for room charges.

- Returning students may apply in groups for rooms in Tower, Bell, Burrstone, Alumni, or Boehlert Hall. Selection for Alumni Hall, Boehlert Hall, Tower Hall, and Bell Hall is based not only on seniority, but also on academic performance and conduct history. A limited number of single rooms are available in Tower, Bell, North, and South Halls. Rooms in Burrstone House are assigned primarily to two students. Each of these accommodations will be assigned according to the current housing selection guidelines. Double occupancy rooms are the most common housing accommodations available at Utica College.

- When a vacancy occurs in the apartment, in a suite, or in a double room, a student has the following options:
  - the student may move voluntarily to another room to fill an existing vacancy; or
  - the Office of Residence Life will assist the student in finding a compatible roommate to fill the vacancy; or
  - the student may be moved by the Office of Residence Life to another room to fill an existing vacancy; or
  - the student may pay the additional cost to lease the room as a double-single for the remainder of the semester (if space is not needed).
• Exceptions to the above procedures may be granted by the director of residence life.

• Students desiring to be released from the College’s student housing requirement or academic year housing agreement need to request permission from the director of resident life. Release requests should detail a medical necessity or significant change in financial situation. Students who will be departing the College, or leaving student housing for an approved internship, affiliation, or study abroad program must notify the Office of Residence Life before the end of the prior semester. Students who reside on campus beyond the second week remain responsible for the payment of all housing charges 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 agreements are binding for an entire academic year. Exceptions are granted by the director of residence life.

Residence Hall Guidelines

The following guidelines are necessary to assist with the safety, well-being, and overall administration of the residence halls. Each student is responsible for knowing and following the guidelines, and for complying with requests of staff members in their efforts to maintain a reasonable degree of order throughout the residence halls. Any changes that may occur in these guidelines will be clearly posted and/or distributed in student mailboxes, or through Utica College e-mail.

While all students living in the residence halls have responsibility for the development of adequate community life for all, it is the special responsibility of the residence life staff to assist residents in maintaining order in the residence halls. Staff members represent the division of student affairs in the residence hall, and their request for cooperation and compliance with policies should be taken seriously. Incidents of failure to cooperate with the residence life staff will be referred to the coordinator of student conduct systems and may ultimately be dealt with through the student conduct system. While the College wants to offer as much freedom as possible within the residence halls, the College also must expect responsible participation on the part of all students. For further information, contact the Office of Residence Life or the Office of Student Affairs. Students are also urged to review their housing agreement, available on-line at [www.utica.edu/HousingAgreement](http://www.utica.edu/HousingAgreement).

General Regulations

Check In

When students arrive on campus the resident assistant will have previously inspected each room. To avoid being held responsible for previous damages, each student must complete a room condition report. This is the opportunity for students to point out to staff members any conditions or damages that existed prior to moving into the room. Rooms will be inspected on a regular basis for damages, and students will be billed accordingly if damages are found. Students may check
out of their rooms together with a residence life staff member or use an express checkout option when moving out of their rooms. Using the express checkout option, however, means a student waives their right to appeal any assessed repair or cleaning charges.

**Electrical Appliances**

Because of the risk of overloading circuits or creating fire hazards, certain electrical appliances are not permitted in the residence halls. These include but are not limited to, immersion heaters or other similar coil devices, toasters or toaster ovens, broilers, grills, griddles, hot plates, hot pots, electric frying pans, heating coils, space heaters, air conditioners, and sun lamps. In addition, in North Hall, South Hall, Boehlert Hall, Burrstone House, Bell Hall, and Tower Hall the following appliances are provided in the kitchen areas:

- a microwave, sink, stove, and an oven. Appliances that are permissible for use in all students’ rooms include: radios, stereo equipment, televisions, VCRs, small refrigerators (no larger than 3.0 cubic feet), electric hair dryers, razors, coffee makers, popcorn poppers, and irons. The Office of Residence Life provides a “packing guide” of suggested items to bring to campus and a list of items to leave at home. The guide will be mailed to new students with student housing forms prior to students’ arrival on campus, and is available on the Office of Residence Life Web page. If in doubt about an electrical appliance, check with the residence life staff.

**Fire Regulations**

All College residence halls are smoke-free. If students or visitors to the residence halls wish to smoke, they must do so outside at designated areas. All necessary precautions against fire are expected of each student.

Fire alarms and equipment (hoses, extinguishers, smoke detectors, sprinklers, etc.) are not to be used except in case of the emergency for which they were intended. Tampering with any safety devices or equipment is a serious offense. The failure of such equipment, if misused or damaged, becomes a threat to the safety of all. For further information, see the “Fire Equipment” listing in the “Campus Safety” section of this handbook.

Fire drills will be held at least once each semester and may be either announced or unannounced; all persons in the building at the time of the fire drill are required to participate by immediately vacating the premises by the nearest exit. Fire drill instructions will be provided early in the first semester.

**Fire Safety**

The best approach to fires is prevention. Check all your electrical appliances such as radios, TVs, stereos, computers, and lamps to see that cords are not frayed and that plugs are in good condition. Only multiple plug strips with a circuit breaker may be used when decorating your room, suite, or apartment; other extension cords are not permitted. Be sure that posters, draperies, and other flammable items are not located over or near light fixtures and lamps. Posters, fishnets, and tapestries are not permitted on the ceiling or hanging in any door entrances. Candles, incense, and lofts are strictly forbidden for safety purposes.
Residence life staff members will review these regulations with you, and are responsible for their enforcement. Check all posted fire safety information on the back of your room door. When an alarm sounds, evacuate by way of the nearest exit.

You must leave the building, even if the alarm is determined to not be fire related. Failing to evacuate a building during a fire alarm is viewed as a very serious offense, as you needlessly risk endangering yourself and others. Students who choose not to evacuate face conduct action and sanctions ranging up to removal from housing and/or the College.

Additionally, the activation of false alarms is extremely serious. (The same is true of tampering with any other life safety equipment.) This inconveniences other residents and may pull the fire department away from actual emergencies. Students face disciplinary action for falsely activating an alarm, and may be removed from housing and/or the College. Students may also face the minimum penalty in New York state for activating a false alarm, which is a fine of up to $1,000 and/or one year in prison. Any student who is responsible for a fire alarm, whether the activation is accidental or willfully caused by the student, will be assessed the $50.00 fee from the City of Utica as charged to the College.

Firearms and Weapons
Firearms, spring-loaded and air-propelled pistols, BB and pellet guns, and all other weapons are prohibited from residence halls and UC premises. New York state law prohibits any firearms on campus, under severe penalties. For more information, see the “Firearms and Dangerous Weapons” listing in the “Campus Safety” section of this handbook.

Firecrackers
Firecrackers, sparklers, fireworks, and other explosive materials cannot be used or kept in the residence halls or on UC property; in fact, such materials are illegal in New York State.

Gambling
Gambling of any kind is not permitted in the residence halls.

Hall Sports
Sports are not permitted in the residence halls. This includes, but is not limited to, the throwing of balls, tossing Frisbees, hackey-sac, rollerblading, and the use of squirt guns. Hall sports can damage facilities, activate fire alarms or sprinkler systems, and injure other residents.

Motor Vehicles
Automobiles belonging to students must be registered with the Office of Campus Safety within 48 hours of their arrival on campus. Resident students are required to use parking spaces designated for their use rather than other campus lots which are for the convenience of faculty, staff, commuting students, and visitors. For further information, refer to the “Campus Safety” section of this handbook and/or the Parking and Traffic Regulations brochure published by the Office of Campus Safety.
Pets
Because of city and state health regulations, students are only allowed small tanks with fish in the residence halls. No other pets are allowed.

Room Changes
Students must receive approval by their area coordinator or the director of residence life in order to change rooms. The Office of Residence Life dictates specific times when room changes may be made. Students who change rooms without permission may be subject to action through the Student Conduct Process and will be held responsible for damages in their designated room/suite.

Solicitors
No personal soliciting, door-to-door selling, or poll-taking is allowed on campus by members of the College community or by external individuals or organizations without the written permission of the Vice President for Financial Affairs and Treasurer. Exceptions are routinely made for course research projects, and student organizations and College groups may contact the Student Activities office to reserve a table in the Strebel Student Center or in Addison Miller White Hall. External groups and commercial vendors may reserve a table in the Strebel Student Center only, through the Office of Student Activities. No personal soliciting, door-to-door selling, or poll-taking is allowed in the residence halls by residents, other members of the College community or by external individuals or organizations. Exceptions may be granted only by the director of residence life.

If a student is approached by a salesperson or solicitor, this should be reported immediately to a College staff member. The complete Solicitation Policy is available in the Club & Organization Manual, in the Office of Financial Affairs and Treasurer, or on-line at www.utica.edu/policies.

Social Regulations Open Hall Policy
The College has determined that UC will have open halls. This means that students can have friends in their rooms at times of their choosing, as long as the rights of others are being respected. Through common courtesy, roommate(s) should be informed ahead of time, if possible, of anticipated visitors. Each student is responsible for his or her guest’s behavior, and any damages incurred will be billed to the student. All guests must be invited, signed in, and escorted at all times. Cohabitation between members of the opposite sex is not permitted in the residence halls. All overnight guests must be signed in at the front desk of the residence halls and cannot stay longer than a 72-hour period. Area Coordinators can limit the number of guests per room/apartment. Area Coordinators also have the right to restrict a guest (for up to 72 hours or until the Office of Student Affairs can be notified) from visiting a certain room or hall. UC provides safety officers during the night in most buildings. This policy is under constant review by the Director of Residence Life and the Dean of Students.
Alcoholic Beverages

Resident students are allowed to have alcohol in their rooms with the following restrictions:

- All state and local regulations apply to the consumption of alcohol in the residence halls. UC cannot condone the use or consumption of alcohol by students under the 21-year-old New York state drinking age. Students who are 21 years old or more may possess a maximum of one case of beer per student. The amount of liquor allowed per student of legal drinking age is at the area coordinator's discretion. Guests are not allowed to bring alcoholic beverages into the residence halls.

- Students of legal drinking age may consume alcoholic beverages in the privacy of their rooms or in the room(s) of students who are also 21 years of age. No open containers of alcohol are allowed in public areas (hallways, lounges, residence hall lawns, etc.).

- North and South Halls, as primarily first year student buildings, are considered to be “dry” buildings. Students regardless of age are not permitted to bring alcohol into the buildings or have alcohol in their rooms.

- Neither beerballs nor kegs are allowed in the residence halls. Items which may encourage high consumption, such as funnels, beer-pong tables, etc., are not permitted in or outside of the residence halls.

- Students living in the residence halls need to be especially responsible for their own behavior at all times. Intoxication and public drunkenness, especially when it leads to destruction, quiet hour violation, injury, or unacceptable behavior, will not be tolerated.

- Students who are of the 21-year-old drinking age will be held responsible, under New York state law, should they provide a minor with alcoholic beverages. UC cannot assume any additional liability, other than that which now exists, for the safety of the residents. Students are expected to learn their limits and accept responsibility for their behavior.

Planning Events

The residence life staff plan a variety of programs based on the needs of their residents that they hope will be of interest and enjoyment to the students. The staff welcomes new ideas for events.

Quiet Hours

Every student living in the residence halls is here for one reason – to earn a degree in the field that he or she has chosen to study. In order to ensure adequate quiet for studying and sleeping purposes, UC has quiet hours as designated in the residence halls. However, 24-hour courtesy hours always are in effect. A student should not play radios, TVs, and/or talk at a level that will disturb others. At any time, including day time hours, if a student or staff member requests someone to lower the volume of any of the above mentioned, it is expected that the person do so. During finals, 24-hour quiet hours will be in effect.
Public Areas

Since students never know who is going to walk through the front doors and into the lobby, it is expected that students act in a way appropriate for UC students. Any conduct that is inappropriate may be reproved by a staff member.

Maintenance of Property and Services

Maintenance of College Property

Each student is responsible for the condition of his or her room and the furniture for the time that he or she lives there. At the beginning of the semester, each room will be inventoried by the resident assistant. Students are to indicate any damages that the room already has incurred. At the end of the student’s occupancy, a staff member will review the room with the student. Student rooms/apartments are inspected by a professional staff member after the occupant’s departure. Normal wear and tear is taken into consideration during inspection. Students will be charged accordingly for any damages not listed on the inventory form. Failure to have a room form in UC files can result in the student(s) being charged for all damages in the room. Students who choose the express checkout option when moving out of their rooms. Using the express checkout option, however, means a student waives their right to appeal any assessed repair or cleaning charges.

Maintenance of Common Areas

In addition to responsibility for their rooms, students share responsibility for areas used in common (e.g., lounges, bathrooms, hallways, etc.). UC will make every effort to keep these areas well-equipped, clean, and in repair. When it is determined that resident students have deliberately damaged these common areas, the area coordinator is authorized to collectively charge students for such damages.

Personal Property

Each student is responsible for respecting personal property of others; another student’s personal possessions should not be borrowed without permission.

Public Area Furnishings

Furniture is provided for student use in the public areas (lobbies, study lounges, game rooms, etc.) for the use of all residents in the hall. Relocation of public area furnishings is prohibited and is considered to be theft.

Housekeeping

The care and cleaning of the rooms is the responsibility of the students. Brooms and vacuums may be borrowed upon request. Students in Alumni, Bell, Boehlert, Burrstone, and Tower Halls are expected to clean the bathrooms within their assigned living unit. Maintenance personnel will clean the hallways, common bathrooms, and public areas. However, students are requested to exercise care and consideration in maintaining these areas as they use the common facilities. Because of the type of building materials used, tape, nails, and tacks cause damage to wall surfaces. Such damage may be charged to the student.
Removal of Trash

Each room is furnished with a wastebasket. Students should empty their own wastebaskets into the centrally located pail on each floor. Large amounts of garbage should be placed directly in the outside hall dumpster. Students should not leave their wastebaskets outside their rooms. Recycling bins are located throughout the halls and should be used accordingly.

Repairs

Any repairs necessary to the building, the equipment, or the furnishings should be reported to a resident assistant or the area coordinator responsible for that building immediately. The area coordinator will submit a work order for repairs. Students should use the online work order system to report any room/suite damages. Repairs left unreported by students may be charged to those students.

Regulations on the Use of Alcohol and Other Drugs at Utica College

Alcoholic Beverages in the Residence Halls

Resident students are allowed to have alcohol in their rooms with some restrictions. See the Residence Life section of this handbook for additional information.

Use of Alcohol at Athletic Events

Utica College sponsors an extensive athletic program with the intention of providing a healthful and beneficial educational experience for athletic participants, and a satisfying and spirited experience for spectators. Consistent with this philosophy, alcoholic beverages are usually not permitted at any College-sponsored athletic event.

Alcohol is generally not permitted on campus, except at organized events approved in advance by the president of the College or his/her designee. Accordingly, “tailgate” parties or other pre- or post-game social events where alcohol may be served are not permitted on campus, unless they are sponsored by the College or an approved campus organization and have received approval in advance. At such events, alcoholic beverages may be served, in accordance with state law, only by a licensed distributor.

Because of the close association between tailgating and alcohol, no informal tailgating or similar events will be permitted on College property.

College organizations wishing to sponsor a social event in connection with an athletic event should contact the vice president for student affairs and/or the dean of students or, in the case of alumni groups, the chief advancement officer.

Promotion of Events Where Alcohol is Served

The following procedures govern the promotion of all events where alcohol is served. All student organizations promoting events where alcohol is served must have their ads approved by the assistant director of student activities. All individuals, clubs, and organizations which promote events on campus must have their ads approved by the Office of Student Activities prior to posting, and must adhere to the following guidelines:
• Advertisements, flyers, banners, etc. for events where alcohol will be served may not list specific drink specials, prices, brand names, or contain language which can be construed as to encourage intoxication. Such advertisements may, of course, include the name of the establishment where the event is being held and may also note the fact that drink specials will be in effect.

• Advertisements, flyers, banners, etc. for events where alcohol will be served must prominently display a message promoting safe driving practices, such as “Don’t Drink and Drive.” It is also recommended that such advertising contain a reminder that those who wish to consume alcoholic beverages must be 21 and be able to provide proof of age. The phrase “I.D. a must” or similar language is acceptable for this.

• Advertisements, flyers, banners, etc., which do not conform to the above mentioned regulations will be removed from College property. Persons or organizations will be held accountable for the violation. Moreover, such advertisements in the residence halls must only be displayed on designated bulletin boards, and larger publicity items (e.g. banners) are limited to one per lobby.

• It is expected that organizations promoting events in campus buildings will be guided by common sense and good taste. The College reserves the right to remove promotional materials which can be construed as racist, sexist, or otherwise offensive to members of the College community. The director of student activities will have the sole discretionary responsibility to make this decision.

• Advertisements must comply with the Utica College Posting Policy, and are not to be placed on public doors, car windshields, or windows, or distributed door-to-door by any organizations or vendors. Any individual or organization found to have violated the policy will have all posters removed from all halls, classrooms, and administrative buildings. As a penalty for violating the policy, the individual or organization may lose the privilege of posting for a period of time determined by the director of student activities. Repeated violations will result in more severe disciplinary action.

Utica College Annual Notice Regarding Drug and Alcohol Abuse Prevention Policies

Utica College is required by federal law to provide the following notice to all students and employees. This notice is provided via email to ensure that the distribution is as effective and efficient as possible.

Utica College is committed to protecting the safety, health, and well-being of all students, employees, and invitees in the Utica College workplace and the Utica College community at large. Alcohol and drug use and abuse can be very disruptive, often adversely affecting one's quality of work and performance and posing serious health risks to users and others, resulting in a negative impact on productivity and morale.
Utica College recognizes that early intervention and treatment, as well as a strong support system, improve the success of rehabilitation. Utica College has therefore established a drug and alcohol abuse and prevention program that balances the College’s respect for the individual’s choices with the need to maintain a drug-free environment and prevent alcohol and substance abuse. Utica College encourages individuals to voluntarily seek help with drug and alcohol problems.

Utica College policies concerning a drug-free workplace and drug and alcohol abuse prevention are consistent with all federal and state laws, regulations, and orders, including, but not limited to, the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 (as amended).

Policies and Procedures for Planning Events

Scheduling Rooms for Meetings and Activities
Student groups who wish to use a College room for a meeting or activity should do so by signing on to ems.utica.edu from any campus computer. Receipt of the electronic approval of a facilities request from the Office of Student Activities indicates confirmation and approval of the request for facilities and equipment. Sponsoring organizations requesting security must contact the Office of Campus Safety as soon as reservation confirmation is received from the Office of Student Activities.

Most meetings, activities, and events are scheduled on a first-come, first-served basis; however, certain events may have priority over others. The office requests that when possible, events should be scheduled two months in advance. Individuals wishing to schedule events less than 60 days in advance may do so provided that the new event does not draw upon the same audience as the events previously scheduled for the same date.

Scheduling the use of Dining Commons, including the Faculty and Conference Dining Rooms, must be done with the Office of Campus Dining Services Monday through Friday from 10:00 a.m. to 4:00 p.m.

Event management meetings are held every Monday during the academic year. A representative from the organization(s) sponsoring the event should attend an event management meeting at least two weeks prior to the date of the event being planned.

For further information on scheduling a meeting, activity, or event, contact the Office of Student Activities at www.utica.edu/student/activities

Rules and Regulations for Campus Parties that Require Campus Safety
There are specific rules and regulations in place intended for any campus event hosted by a student organization in which there is a reasonable expectation that a large number of non-Utica College students will be in attendance. Such regulations include planning with, and the approval of, your adviser, the director of student activities, and the director of campus safety. If you or your organization is planning
on hosting one of these events, submit the Late Night form, which can be found at [www.utica.edu/student/activities/forms.cfm](http://www.utica.edu/student/activities/forms.cfm), and consult with the director of student activities for specific information regarding requirements you must meet prior to your party taking place.

**Additional Policies Regarding Programming and Events**

In addition to policies cited and reviewed throughout this handbook, policies such as the [Utica College Posting Policy](http://www.utica.edu/policies), the [Utica College Solicitation Policy](http://www.utica.edu/policies), and the [Policy on Political Activity](http://www.utica.edu/policies) may have implications for organizations and individuals as they plan and advertise programs on the Utica College campus. Students or student groups are urged to consult these policies before proceeding with their plans.

The specifics of these and other relevant policies can be found by contacting the Office of Student Activities and/or the Office of Student Affairs, or at [www.utica.edu/policies](http://www.utica.edu/policies)

**Utica College Policy on Smoking and Tobacco Use**

It is the policy of the College to achieve a smoke free environment in accordance with Public Health Law, Article 13E, Section 1399 paragraph 02a “Smoking shall not be permitted and no person shall smoke in any indoor area open to the public in all public and private schools including elementary and secondary schools, colleges, universities and other education and vocational institutions.”

As we learn more about the harmful effects of involuntary smoking, the public interest in non-smoking rules grows. There has been an increasing amount of new legislation on tobacco products and their use. Furthermore, based upon the negative health effects of smokeless tobacco and on the recommendation of the American College Health Association, it is also the policy of Utica College to restrict the use of smokeless tobacco as defined in the policy. For information about smoking and tobacco use on campus, including smoking cessation programs, see [www.utica.edu/smokingpolicy](http://www.utica.edu/smokingpolicy)

**Utica College's Policy on Unauthorized Distribution of Copyrighted Material and Unauthorized Peer-To-Peer File Sharing**

Utica College is committed to educating the Utica College community concerning unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Users of the Utica College computing network are prohibited from the unauthorized copying, distribution, alteration, use, or translation of copyrighted materials, software, motion pictures, music, or other media without the express written permission of the copyright holder.

Violation of this policy puts users at risk for losing computing privileges, being charged with a violation of the Utica College Student Code of Conduct and resultant disciplinary sanctions, being disciplined as an employee, and/or facing civil or criminal liability.

The following links on Utica College’s website set forth Utica College’s file-sharing policies and provide access and information to help users comply with those policies:
• Utica College policy on Copyright and Peer-to-Peer File Sharing: www.utica.edu/policies

• How you can legally access music, movies, games, software, and other copyrighted materials: www.utica.edu/legaldownloads

• Copyright laws, copyright protections and your rights: www.copyright.gov/title17/92chap5.html

• Peer 2 Peer and U @ UC, a tutorial: www.utica.edu/p2ptutorial

• While file sharing is not in and of itself illegal, unauthorized file sharing of copyrighted materials, including music and motion pictures, is a violation of copyright laws and can subject you to civil and criminal sanctions. In addition, downloading and/or using peer-to-peer software can be hazardous to your computer and the Utica College network, as many shared files can contain spyware or viruses.

• For the full disciplinary procedures as outlined in the Copyright and Peer-to-Peer File Sharing policy, please see www.utica.edu/sharingpolicy or the College’s established disciplinary procedures for faculty, staff, and students.

Utica College additionally takes its obligations pursuant to the Digital Millennium Copyright Act (DMCA) very seriously. If Utica College receives a notice concerning a possible infringement, the DMCA requires Utica College to take certain steps to ensure illegal file sharing or other copyright violations occurring on the Utica College network have been stopped. If Utica College receives such a notice about copyright-infringing material on your computer, your computer privileges will be temporarily suspended and you will be required to remove the infringing material from your computer.

Utica College’s Policy on Credit Card Marketing

Utica College permits advertising, marketing, and merchandising of credit cards on the Utica College campus only for those companies and organizations that adhere to the conditions of the College’s Credit Card Marketing Policy and as required by law. All companies and organizations wishing to market credit cards on the Utica College campus must obtain the written permission of the director of student activities. The full policy may be found here (insert link, which is http://www.utica.edu/policies/policies.cfm?id=78)

Utica College’s Policy on Hazing

Hazing is against New York State Law and is a violation of Utica College’s Code of Student Conduct. Hazing of any type will not be tolerated. Hazing includes, but is not limited to, any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.

All members of the Utica College community are covered under this policy; however, resolution of charges may differ depending upon whether the individuals involved are students or employees of the College. For additional information on the hazing policy, examples of activities that would be considered to be hazing, and
information on how to report potential hazing violations, see the Utica College’s Online Policies and Procedures Manual at http://www.utica.edu/policies

Utica College’s Policy on Hate Crimes

Utica College is committed to the maintenance of an environment that is supportive of its primary educational mission and free from exploitation and intimidation. The College will not tolerate actions of hatred based upon bias and prejudice of any type. Such acts include, but are not limited to, acts involving violence, intimidation, and destruction of property based upon bias and prejudice where victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation.

Any individual who believes she or he is a victim of hate or bias-related crimes is encouraged to notify the Office of Residence Life (either 792-3285 or through the area coordinator on duty), the Office of Campus Safety (792-3046) or the Office of Student Affairs (792-3100). Students also have the option of notifying local law enforcement authorities and will be assisted in doing so.

For the full policy on bias-related crimes, New York State laws and penalties for bias and hate crimes, and resources available for victims of such actions, see link to policy.

Utica College’s Missing Persons Policy

All students who reside on campus have the option to identify an individual to be contacted by Utica College no later than twenty-four (24) hours after it has been determined the student is missing. Students may register the confidential contact information by contacting the Office of Campus Safety and filling out a missing student contact form. Confidential contact information will be accessible only to authorized campus officials and law enforcement, as appropriate.

If someone has any reason to believe a student is missing, he or she should contact the Office of Campus Safety at (315) 792-3046 immediately. Utica College has established notification procedures to determine if a student is missing.

If it is determined a student has been missing, Utica College will notify the appropriate law enforcement agency and the confidential contact identified by the student no later than 24 hours after the determination is made. In addition, if the missing student is under the age of 18 and is not an emancipated individual, the Vice President for Student Affairs, the Dean of Students, or his/her designee is required to notify a custodial parent or guardian no later than 24 hours after the time that the student is determined to be missing.

No later than 24 hours after determining a student is missing, the Vice President for Student Affairs or his/her designee will notify the following college officials:

- President
- Provost
- Executive Vice President/Chief Advancement Officer
- Vice President of Financial Affairs
Utica College’s Policy on Sexual Harassment

Policy

Utica College has an obligation to create a work and learning environment for all employees and students that is fair, humane, and responsible – an environment that supports, nurtures, and rewards progress on the basis of such relevant factors as learning and work performance.

All members of the Utica College community have a responsibility to cooperate in creating a climate at Utica College where sexual harassment does not occur. We have zero tolerance for sexual harassment of our students, employees, faculty, and administrators. All members of the Utica College community are prohibited from engaging in sexual harassment.

Members of the Utica College community have a number of resources available to discuss sexual harassment concerns or questions. Available resources include, but are not limited to:

Title IX Coordinator/Deputy Title IX Coordinators:

- Title IX Coordinator: Lisa Green, Assistant Vice President of Human Resources & Personnel Development, 315-792-3736 or lcgreen@utica.edu
- Deputy Title IX Coordinator for Students: Alane Varga, Dean of Students, 315-792-3100 or avarga@utica.edu
- Deputy Title IX Coordinator for Athletics: David Fontaine, Director of Athletics and Physical Education, 315-792-3050 or dsfontai@utica.edu

Other Resources:

- Campus Safety: 315-792-3046
- Counseling and Student Development: 315-792-3094
- Office of Student Affairs: 315-792-3100

These resources afford employees and students the opportunity to discuss a concern or situation and the available options, and also offer employees and students the opportunity to gain information about the College’s formal sexual harassment complaint procedures.

For the full policy and additional information, please refer to Utica College’s Sexual Harassment Policy, which can be accessed at http://www.utica.edu/policies/policies.cfm?id=131.

There will be no retaliation against any individual for reporting sexual harassment or assisting the Title IX Coordinator, or anyone he/she has assigned to investigate, in the investigation of a complaint. Any retaliation against such individuals is subject to disciplinary or conduct action, including verbal and written reprimands, transfers, demotions, and dismissal.
Utica College’s Policy on Sexual Misconduct

Policy Statement:
Utica College is committed to the maintenance of an environment that is supportive of its primary educational mission and free from exploitation and intimidation. Utica College will not tolerate rape, sexual assault, or any other form of nonconsensual sexual activity, hereafter referred to more broadly as sexual misconduct.

Utica College’s policy on sexual misconduct articulates the College’s stance on sexual misconduct, defines sexual misconduct and the concept of consent, and outlines the procedure followed by the College in the event that an incident of sexual misconduct occurs. The College enforces this policy through internal disciplinary procedures, safety programs, and the exploration of and support for external prosecution of alleged offenders through the appropriate external judicial forums. The College supports this policy for students, faculty, and staff through its educational programs and counseling services.

All members of the Utica College community and visitors to the Utica College campus are covered under this policy.

Students who believe they are a victim of sexual misconduct are encouraged to notify the Office of Residence Life, the Office of Campus Safety, or the Office of Student Affairs. Employees, faculty, or other staff who believe they are a victim of sexual misconduct are encouraged to notify the Office of Human Resources. Visitors or invitees to the Utica College campus who believe they are the victim of sexual misconduct are encouraged to contact the Office of Campus Safety.

Counseling and supportive services for victims of sexual misconduct are available both on and off campus. The Counseling and Student Development office is staffed by professional counselors who are trained in crisis counseling and sexual assault issues, and is open during the normal business hours of the College. Employees, staff, and faculty are encouraged to also seek counseling through the Employee Assistance Program.

Individuals who wish to discuss issues of sexual misconduct with counselors not connected with the College are encouraged to call Oneida County’s YWCA Domestic and Sexual Violence Services (315/797-7740) for 24 hour crisis services, some short-term counseling, and assistance in dealing with medical and law enforcement authorities.

For any questions or additional information, contact the Office of Student Affairs, the Office of Residence Life, the Office of Campus Safety, the Office of Human Resources, or the Title IX webpage.

New York State Laws and Penalties for Sexual Offenses
The information provided in the Annual Campus Safety Information and Statistics Report is designed to provide the Utica College community with the applicable laws, ordinances and regulations concerning sexual offenses, as well as the corresponding penalties concerning commission of said offenses as required.
by New York State Education Law §6432. It is by no means legal advice. Anyone believing they have been a victim of a crime is urged to report that crime and seek help immediately.

Article 130 of the New York State Penal Code defines sex offenses under New York State Law. The text for the applicable laws and the offenses can be found at http://codes.lp.findlaw.com/nycode/PEN/THREE/H/130

Education Records and FERPA

Utica College fully complies with the Family Education Rights and Privacy Act (FERPA) and its implementing regulations. To see the College’s policies and procedures in accordance with the FERPA regulations and understand rights afforded to students with respect to their educational records, please see http://www.utica.edu/academic/registrar/ferpa.cfm

Questions regarding the types of FERPA information maintained by the College and the offices in which that information is maintained can be directed to the Office of the Registrar.

Confidentiality for Student Employees

Students employed by Utica College offices (student employees, resident assistants, or student interns) are considered employees of the College, and as such are sometimes required to handle confidential materials. Student employees complete a notice of employment which includes a statement of confidentiality. If a student knowingly reveals information learned in confidence while working in a College office, the College reserves the right to take disciplinary and/or employment action. Further information regarding expectations for student employees can be found at http://www.utica.edu/policies/policies.cfm?id=88

Students, Title IX and Section 504

Title IX of the Educational Amendments of 1972 is a federal law designed to eliminate sex discrimination in educational programs and activities. Section 504 prohibits discrimination on the basis of disability. All institutions receiving federal funds are required to comply with the laws in the admission and treatment of their students. Responsibility for enforcement rests with the Department of Education which has the power to withhold federal funds from any educational institution which practices discrimination based on sex or disability.

Both acts prohibit discrimination in:

- Admission to undergraduate public institutions;
- Admission to graduate and professional educational programs;
- Access to course offerings;
- Activities of enrolled students, including academic, extracurricular, and research activities;
- Career development and placement services;
- Financial aid (including student employment);
- Housing or the provision of other living facilities;
• Athletics;
• Health services; and
• Recruitment, hiring, and promotion practices of faculty, staff, and administrators.

What These Acts Mean to Students

Student Activities
• Students must be allowed equal access to or membership in any extracurricular or academic activity.
• Membership requirements for student activities must be the same for women and men. (Social sororities and fraternities are exempt from this regulation.) As members of organizations, students must be allowed to participate equally and may not be assigned or denied office or benefits on the basis of sex or disability.

Financial Aid
• Students must be given equal opportunities to receive financial aid, which includes scholarships, grants, loans, and participation in work-study programs.
• The College may not give an undue proportion of scholarships to one sex. Sex-restricted scholarships may be offered as long as the total amount offered to both sexes is equal.
• Complete financial aid programs are included in the College catalog.

Career Services
• Students must receive nondiscriminatory treatment in personal or academic counseling and in placement service.
• The College may not employ biased assessment or testing materials.

Athletics
Students must be provided with equal opportunities in athletics and access to athletic facilities.
Sports offered should serve the interest of members of the College community, both women and men.
Women and men must have comparable locker rooms, shower facilities, and sports equipment.

Housing
• Students must be provided with comparable housing facilities whether they are female or male.

Student Employment
• Students must be allowed equal access to all student employment and subsequent raises and promotions.
• Benefits for student employees must be provided equally.
Health Services

- Students must have access to health care on a nondiscriminatory basis.
- Medical, hospital, or accident insurance should be available to all students.
- Comparable services must be made available to both women and men.

Filing a Complaint – Title IX

The College has developed a grievance procedure to address concerns and/or complaints by members of the Utica College community. Information can be found on the Utica College website at www.utica.edu/titleix. For further information on this process, students are invited to call or visit:

- Title IX Coordinator: Lisa Green, Assistant Vice President of Human Resources and Personnel Development, 6 Rhoads Drive (315-792-3736 or lcgreen@utica.edu)
- Deputy Title IX Coordinator for Students: Alane Varga, Dean of Students, 205 Strebel (315-792-3100 or avarga@utica.edu)
- Deputy Title IX Coordinator for Athletics: David Fontaine, Director of Athletics and Physical Education, Clark Athletic Center (315-792-3050 or dsfontai@utica.edu)

For Further Information

For students who wish to read the publication Final Title IX Regulation Implementing the Education Amendments of 1972 Prohibiting Sex Discrimination in Education (US Government Printing Office: 1975 0-577-869), an electronic version can be found at www.utica.edu/titleix.

The Director of Learning Services has been designated the individual responsible for inquiries, complaints, and coordination of compliance under the Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973. For additional information on services provided for students with disabilities, please see http://www.utica.edu/student/development/learning/

The 504 ADA Compliance Officer for Utica College is Lisa Green, Assistant Vice President for Human Resources and Personnel Development (315-792-3276). For additional information on services provided to Utica College employees, see the Office of Human Resources.

Where To Go For Information and Assistance

Any of the Utica College resources listed below can be accessed through the Utica College Web site as well as by telephone. For the most current information about services and staff, or to contact offices, please consult the Utica College Web site at www.utica.edu.

Absence from exam/class

- Students must contact the course instructor directly regarding absences, and are encouraged to notify Student Health Center at x-3094 (if
appropriate) and the Office of Student Affairs at x-3100 if absent for more than three days.

- See the related section of the Utica College catalog for additional information

**Academic Advising**

- Student’s faculty adviser (Students who don’t have an adviser should see the school dean)
- Office of Student Success; Hubbard Hall, Room 111; x-2555

**Academic Records**

- Information available from individual faculty adviser or online at www.bannerweb.utica.edu with personal username and password.
- Office of the Registrar; White Hall; Room 121A; x-3393

**AIDS/HIV**

- AIDS Community Resources, 1119 Elm Street, Utica, N.Y.; 793-0661
- UC Student Health Center; Strebel, Room 204; x-3094

**Billing/Fees**

- Student Financial Services, Hubbard Hall, Room 117; x-3179

**Bus Service**

- See “Bus Services” section of the handbook for information on public transport systems
- Centro and Shortline bus schedules can be found in the Student Activities Office, Strebel; room 103, x-3037

**Cable Service**

- Time Warner; 1-888-683-1000

**Campus Information**

- *Daysheet* – daily information regarding campus activities, events, and announcements. Emailed daily to the Utica College community; also available online at www.utica.edu/daysheet.
- Office of Student Activities; Strebel, Room 103; x-3037
- WPNR-FM Radio Station (90.7); Strebel, Room 201; x-3066
- *The Tangerine*, Strebel, Room 202; x-3065
- Office of Marketing and Communications; Champlin House; x-3047

**Career Direction**

- Career Services; Strebel, Room 206; x-3087

**Changing Majors**

- School offices will have necessary paperwork

**Cheating/Plagiarism**

- Individual faculty member. See “Academic Honesty” in the College catalog
- Office of Student Success, Hubbard Hall, Room 111, x-2555
Check Cashing/ATM's
- Office of Student Financial Services, Hubbard Hall, Room 117; x-3179
  Monday-Friday, 10:30 a.m. to 3:30 p.m. Personal checks cashed up to $50.
- ATM’s – Two ATM machines on campus, located 2nd floor of Strebel
  Student Center, opposite the entrance to the Dining Commons,
  (Adirondack Bank); and White Hall main entry vestibule (First Source
  Federal Credit Union).

Computer Facilities
- Residential Networking (ResNet), North Hall (basement), x4585. Assists
  students with computer networking issues in the residence halls and
  network connectivity of gaming consoles. Contact ResNet at helpdesk.
  utica.edu before purchasing or installing any equipment.
- Computer Help Desk, Gannett Library, Room 378 (lower level), x3115
  or helpdesk@utica.edu. Walk-in support for Internet access and minor
  problems
- Media Center, Gannett Library, Room 368 (lower level), x3153. Assists in
  reserving computer equipment for in-class use.
- Computer lab locations and availability/schedule: see posted times
  outside of labs, outside of the Help Desk, or online at [www.utica.edu/labs](http://www.utica.edu/labs)

Counseling Services
- Counseling and Student Development, Strebel, Room 202, x-3032
- Career Services; Strebel, Room 206; x-3087. Career-related and graduate
  study counseling
- Office of Student Financial Services; Hubbard Hall, Room 117; x-3179.
  Financial aid counseling
- Office of Residence Life; North Hall, Room 149; x-3285. Difficulties with
  roommates or the residence hall environment

Disabilities, Services for People With
- Office of Learning Services; Hubbard Hall; x-3032. Services include learn-
  ing and study strategy development, referrals for diagnostic evaluations,
  and accommodations appropriate for students based on individual needs
- Parking areas for people with physical disabilities located in front of White
  Hall and Strebel Student Center, on the side of the Library, and behind
  Clark Athletic Center Parking permits available in Campus Safety Office,
  room 207 Strebel Student Center
- Elevators available in Strebel, Hubbard Hall, Gordon Science Center, Clark
  Athletic Center, Romano Hall and the Economic Crime and Justice Studies
  building.
- Map including accessible pathways and elevator locations available at
  [www.utica.edu/campusmap](http://www.utica.edu/campusmap)
Discrimination Concerns
- Office of Human Resources, 6 Rhoads Drive; x-3276. Coordinator of the College’s efforts to comply with Title IX and Education Amendments of 1972
- Office of Learning Services; Hubbard Hall, Room 109; x-3032
- Office of Student Affairs, Strebel, Room 205; x-3100
- Counseling and Student Development, Strebel, Room 202; x-3094

Distance Learning Questions/Concerns
- Graduate and Extended Studies, White Hall, Room 124; x-3001
- Utica Online information, www.utica.edu/gettingstartedonline

Domestic/Relationship Violence
- Counseling and Student Development, Strebel, Room 202; x-3094
- Sexual Violence and Domestic Violence Services Hotline; 797-7740
- Office of Campus Safety, Strebel, Room 201; x-3046
- Office of Student Affairs, Strebel, Room 205; x-3100

Drop/Add a Course
- Follow process on www.bannerweb.utica.edu after providing username and password
- Faculty adviser approval required
- Office of the Registrar for exceptions and assistance; White Hall, Room 121A, x-3393

Emergencies
- Office of Campus Safety; Strebel, Room 207; x-3046, x-3046/x-611 for direct 24-hour communication with Office of Campus Safety
- Oneida County-wide Emergency – 911 Emergency Telephones outside residence halls and Strebel Student Center.
- Office of Residence Life; North Hall, Room 149; x-3285; or RA or AC on call; may be reached by calling campus safety
- Emergency care is available at Faxton St. Luke’s Healthcare across the street from campus, 624-6000
- Utica Police; emergency calls, 735-3301
- New York State Police (Marcy barracks); 736-0122
- New Hartford Police (for Burrstone House and Champlin House); 724-7111
- New York Mills Police; 736-6623
- Utica Fire and Rescue; 731-2000
- New York Mills Fire and Rescue; 736-1453
- Kunkel Ambulance Service; 797-4111 24-hour emergency service 7 days a week
Financial Aid
- Office of Student Financial Services; Hubbard Hall, Room 117; x-3179; help with information, assistance, and planning.

GLBT Issues
- Counseling and Student Development; Strebel, Room 202; x-3094
- Gay Straight Alliance (student organization formerly UC PRIDE); Office of Student Activities; x-3037

Graduate Studies
- Career Services; Strebel, Room 206; x-3087
- School of Graduate and Extended Studies, White Hall, Room 124; x-3001

Graduation Requirements
- Office of the Registrar; White Hall, Room 121A; x-3195
- Faculty adviser (assigned to student)

Greek Life
- Office of Student Activities; Strebel, Room 103; x-3037

Grievances (Academic)
- Office of Student Success; Hubbard Hall, Room 111; x-2555

Grievances (Non-academic)
- Office of Student Affairs; Strebel, Room 205; x-3100

Hazing Concerns
- Office of Student Activities; Strebel, Room 103; x-3037
- Office of Student Affairs; Strebel, Room 205; x-3100
- Counseling and Student Development, Strebel Student Center, x-3094. Provides confidential counseling for personal concerns.

Health Concerns
- Student Health Center; Strebel, Room 204; x-3094. Short term acute health care, physician referrals, allergy injections and other services.

Hotlines
- Eating Disorders; 24-hour hotline, 1-800-931-2237
- N.Y. State HIV/AIDS Hotline: 1-800-541-2437, Monday-Friday, 8:30 a.m. to 4:45 p.m.
- Crisis Services, 24-hour hotline, 734-3456
- Sexual Violence and Domestic Violence Services: 24-hour hotline, 797-7740

Housing
- Office of Residence Life; North Hall, 1st Floor; x-3285. Information about on-campus housing and a listing of off-campus housing possibilities

ID Cards
- Student Activities Office; Strebel, Room 103; x-3037.
Independent Study
- Contact the course instructor to make arrangements.

International Students’ Concerns
- Office of International Education; White Hall, Room 252; x-3082

Intramural Sports
- Office of Athletics and Physical Education; Clark Athletic Center, 1st Floor; x-3281

Jobs, Student Employment
- Office of Student Employment; White Hall, Room 250; x-3353
- Career Services; Strebel, Room 206; x-3087

Leadership Development
- Office of Student Activities, Strebel, Room 103, x-3037 114

Lost and Found
- Office of Campus Safety; Strebel, Room 207; x-3046
- Computer Help Desk for items lost in computer labs

Motor Vehicles
- Office of Campus Safety; Strebel, Room 207; x-3046. Provides vehicle registration stickers and enforces campus traffic regulations.

Paper Writing Assistance
- Writing Center; Learning Commons, First Floor, Gannett Library

Parking/Traffic Regulations
- Office of Campus Safety; Strebel, Room 207; x-3046.

Psychological Services
- Counseling and Student Development, Strebel, Room 202, x-3094. Provides counseling and referrals.

Religious Concerns/Activities
- Fr. Paul Drobin is the contact for the Newman Community as the Newman Chaplain, x-3284. The Newman Community provides liturgical worship, cultural and educational activities, human development programs with community involvement, personal counseling preparation, and religious services. The Newman Center on campus is located adjacent to Alumni Hall with facilities for Saturday and Sunday worship, a meditation chapel, a library, and a meeting room. The Newman Center is open to all students regardless of their religious affiliation, and it is available to campus organizations for a variety of activities.
- See student clubs and organizations at https://pioneerplace.utica.edu/organizations

Scholarships
- Office of Student Financial Services; Hubbard Hall, Room 117; x-3179.
- Refer to the College catalog under the “Scholarships, Grants, and Awards” section for a complete listing of all available scholarships.
Sexual Assault
- Counseling and Student Development, Strebel, Room 202, x-3094. Provides counseling and referrals.
- Office of Campus Safety; Strebel, Room 207; x-3046. 24-hour contact, dial 611 or x-3046 for direct communication with campus security.
- Office of Human Resources, 6 Rhoads Drive; x-3276. Coordinator of the College’s efforts to comply with Title IX.
- Office of Student Affairs; Strebel, Room 205; x-3100
- Sexual Violence and Domestic Violence Services; 24-hour hotline, 797-7740
- Local Police emergency calls, 735-3301 (UPD dispatch) or 911

Student Clubs/Organizations and Involvement
- Office of Student Activities; Strebel, Room 103; x-3037

Study Abroad
- Office of International Education; White Hall, Room 252; x-3082

Suicide Prevention
- Counseling and Student Development, Strebel, Room 202, x-3094. Provides counseling and referrals
- Crisis Center: 24-hour hotline; 734-5456

Summer Sessions
- School of Graduate and Extended Studies; White Hall; x-3001 for information on UC Summer Sessions
- Registrar’s Office, White Hall; x-3393. Information on registering for summer sessions at other area colleges and forms for studying at another institution available at http://www.utica.edu/academic/registrar/forms.cfm
- Office of Student Success; Hubbard Hall, Room 111; x-2555

Telephone Service
- Billing and Repair; College Operator, x-3144

Test Anxiety/Preparation
- Office of Learning Services; Hubbard Hall, Room 109; x-3032
- Counseling and Student Development, Strebel, Room 202, x-3094.

Transcripts
- Office of the Registrar, White Hall, Room 121A; x-3393.

Tutoring
- Opportunity Programs; Hubbard Hall, Room 109; x-3209
- Smarthinking online tutoring; www.utica.edu/student/development/smart
Math and Science Center; Library, Main Floor. Walk-in tutoring in math and science.

Writing Center; Learning Commons, First Floor, Gannett Library. Walk-in English tutoring and paper writing assistance.

Yearbook

Office of Student Activities; Strebel, Room 103; x-3037

What to See and Where to Stay in Central New York

Utica and the Mohawk Valley

Utica and the Mohawk Valley have a good deal to offer UC students. The area features a variety of social, cultural, historical, natural, and recreational attractions. A number of shopping centers and malls are located throughout the Utica area. Utica also has a variety of restaurants offering a wide range of ethnic foods and taste experiences well worth exploring. There are many hotels and motels in the area for the convenience of visiting family and friends, as well as bus, train, airline, and travel services to get students to and from their destinations.

Following is a link that will provide you with information about how to enjoy your community and the surrounding area: http://www.utica.edu/instadvance/marketingcomm/community/attractions.cfm

The Welcome (College) Students Initiative is a campaign developed by the local Genesis Group’s College-Community Network. The initiative welcomes local businesses to offer discounts to area college students with presentation of their college ID. The program was launched in 2009, and over 50 businesses are currently participating. The list of participating businesses can be found at www.collegewelcome.org. The Web site also has links to all of the area’s college Web sites and a college community calendar of college events open to the public is accessible from that page as well. Students are encouraged to invite their favorite businesses to participate in the College Welcome Initiative, and the Web site has a link for businesses to get more information about signing up. You can stay up to date with the changes of the initiative if you “Like” the Facebook page found at www.Facebook.com/CollegeWelcome.

Area Colleges

Colleges and universities are great places to start when you’re looking for something to do. From lectures to concerts, art exhibits to athletic events, there’s an abundance of things going on, and, best of all, they’re usually free.

Utica

SUNYIT; 792-7100; www.sunyit.edu

Mohawk Valley Community College; 792-5400; www.mvcc.edu

Pratt at Munson-Williams-Proctor Arts Institute School of Art; 797-8260; www.mwpai.org

Utica School of Commerce; 733-2307; www.uscny.edu
Central NY Area

- Hamilton College (Clinton); (315) 859-4011; www.hamilton.edu
- Herkimer County Community College; (315) 288-0300; www.herkimer.edu
- Colgate University (Hamilton); (315) 228-1000; www.colgate.edu
- SUNY Morrisville; (315) 684-6000; www.morrisville.com
- Cazenovia College; (315) 655-8283; www.cazenovia.edu

Syracuse

- Syracuse University; (315) 443-1870; www.syr.edu
- Le Moyne College; (315) 445-4110; www.lemoyne.edu

Commonly Called Numbers

- 792 is prefix for 3000’s, 4000’s, 5000’s
- 223 for 2000’s
- Academic Coaching Experts (ACE’s) ............................................... 2498
- Academic Affairs ........................................................................... 3122
- Admissions .................................................................................... 3006
- Arts and Sciences ........................................................................... 3057
- Athletics ......................................................................................... 3051
- Bookstore ......................................................................................... 3193
- Business and Justice Studies ....................................................... 3055
- Campus Dining Services ............................................................. 3178
- Campus Safety ............................................................................... 611/3046
- Career Services ............................................................................ 3087
- Computer Help Desk ..................................................................... 3115
- Copy Center .................................................................................. 3145
- Counseling/Student Development ............................................. 3094
- Dean of Students .......................................................................... 3100
- Dining Services, Campus ............................................................ 3178
- Facilities ......................................................................................... 3045
- Financial Aid (Stud. Fin. Svcs) ....................................................... 3179
- Gym/Pool ....................................................................................... 3103/3280
- Health Professions & Education ................................................ 3075
- Human Resources ......................................................................... 3276
- International Education ............................................................... 3082
- Library ........................................................................................... 3041
- Lost and Found ............................................................................. 3046
• Mailroom/Operator ................................................................. 3144
• Maintenance/Repairs .............................................................. 3191
• Marketing and Communications ............................................. 3047
• Math and Science Center ....................................................... 3864
• Media Center (Audio/Visual) .................................................. 3153
• Newman Center ...................................................................... 3284
• Online and Extended Studies .................................................. 3001
• Opportunity Programs ............................................................ 3209
• Parent (and Alumni) Relations .................................................. 3025
• Pioneer Café ........................................................................... 3118
• President .................................................................................. 3222
• Provost ...................................................................................... 3122
• Programming Board ................................................................. 3037
• Radio Station-WPNR ............................................................... 3066/3069
• Residence Life ........................................................................ 3285/3035
• Res Net (Residential Networking) ............................................. 4585
• ROTC, Air Force ...................................................................... 315-443-2461
• ROTC, Army ............................................................................ 5282
• Student Activities ..................................................................... 3037
• Student Affairs ........................................................................ 3100
• Student Employment ............................................................... 3353
• Student Financial Services ...................................................... 3179
• Student Health Center ............................................................ 3094
• Student Records/Registrar ....................................................... 3393
• Student Senate ......................................................................... 3200
• Student Success ....................................................................... 2555
• Tangerine .................................................................................. 3065
• Veterans’ Affairs ...................................................................... 2447/3393
• Writing Center ........................................................................ 3809
• Yearbook .................................................................................. 3037
• Young Scholars ....................................................................... 3237