



**2020-2021
STUDENT HANDBOOK**

REVISED 8/7/2020

Welcome from the Senior Vice President for Student Life and Enrollment Management

Welcome to Utica College!

You have made a great choice in choosing to attend Utica College! You are now a Pioneer. Utica College provides you, our student, with a wide range of learning opportunities, both inside 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. 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 pages on the Utica College Web site, 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

It is our promise that we will inspire you to create for yourself a future that's beyond your imagining. This begins with **you** becoming 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!

Most campus offices are open Monday through Friday from 8:30 a.m. until 5:00 p.m. However, should you have questions or concerns outside of these hours, faculty and staff often can be contacted via email! If you live on campus, you can also contact a member of the Residence Life staff. For emergencies, call Campus Safety at 315-792-3046 or by dialing 611 on campus.

Statement of Principles Regarding Expression on Campus

Utica College is a community committed to the pursuit of knowledge, meaningful academic experiences, and intellectual growth. In order to serve these goals, we recognize that we have a responsibility to create an inclusive community in which all of its members feel valued, as well an obligation to build a community that affirms, cherishes, and sustains freedom of expression. We acknowledge that this balance is sometimes difficult to maintain and that, even though there are some clear legal precedents regarding protected forms of expression, the boundaries of allowable expression are nonetheless sometimes unclear, situation-specific, and subject to contestation, particularly in moments of crisis. Further, we contend that it is frequently precisely those ideas that challenge, frustrate, trouble, and offend some members of the community that may most advance the pursuit of knowledge. Therefore, the faculty and students, the administration and staff, and the Board of Trustees of the College have a duty both to maintain a system of tolerance and civility so that all of us feel empowered to participate in the sometimes-difficult discourse of an academic community, and to protect the precious heritage of freedom of thought and expression.

As an institution of higher education Utica College has a mission and a responsibility to encourage the widest possible discussion of ideas that bear on the development of our students and the enhancement of the larger society. In the classroom this principle is essential to the academic enterprise. Outside of the classroom, in both curricular and extracurricular venues, the goals of our purpose as an academic institution are best served by breadth of discussion and tolerance for controversy and disagreement. We embrace the intellectual challenge of confronting difficult, complex, and controversial ideas. This must be balanced with the necessity of providing an environment that is free of harassment to members of our student body and our larger community, so that a sense of marginalization and powerlessness does not frustrate the very goals we pursue. As we recognize and seek to expand the rich diversity of our students and employees and the varying cultures, backgrounds, and experiences we bring to the College, we find it essential to articulate our commitment to creating, maintaining, and promoting an environment where our similarities and differences are respected and valued.

In all of our principles we should also be mindful of the fact that we are an academic community that exists for the specific purpose of developing, testing, and teaching advances of knowledge and understanding. While we must be tolerant of the purveyors of a wide array of views, the College has no good purpose to be served by the advancement of factually inaccurate information. Ideas, beliefs, values, and aesthetic judgments that are offered up to the College community, or that are current in the wider public discourse, will be scrutinized and judged by the College community according to the standards of evidence and reason, and may be subject to repudiation and rejection based on that evaluation.

To these ends Utica College urges community members to recognize the following principles:

- We must encourage the widest possible discussion of ideas, with the understanding that the ideas with which some members of the College community disagree should not be silenced but are best met by other viewpoints and engaged argumentation;

- Speech or other forms of expression intended to harass, threaten, cause fear of physical injury, or otherwise incite violence or other criminal action against an individual or group will not be tolerated and may be subject to sanction;
- The College's mission is best served by proactively creating opportunities through which community members can engage more fully on topics of curricular and societal interest and are empowered to do so in forums and through processes that allow for discussion and debate.

We know that our understanding and use of these principles will necessarily evolve over time as our experiences as a community and as individuals change and grow. We put forth this Statement of Principles not as an end in itself, but as a dynamic document intended to reflect and affirm the values and principles most integral to who we are as an educational institution and the experiences we believe all of our members deserve to have.

Utica College, in adopting this Statement of Principles, also acknowledges its duty to take steps to protect the physical safety of our community. Nothing in this Statement shall serve to limit the college's ability to make decisions designed to meet that obligation.

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 Center for Student Success.

Academic Offices

Office of Academic Affairs

315-792-3122
Room 201, DePerno Hall

The Office of Academic Affairs oversees the College's academic programs, faculty, and related educational activities. The offices of the Provost and Senior Vice President for Academic Affairs as well as the Senior Associate Provost and Dean of Graduate Studies are located in 201 DePerno Hall. Also part of the Office of Academic Affairs, the Associate Provost for Online

and Extended Studies, has an office in 207 DePerno Hall. For more information about Academic Affairs, see the related Web page at www.utica.edu/academics.

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 the Natural Sciences, Mathematics, Humanities, Social Sciences, and Performing and Fine Arts.

Undergraduate majors in the Division of Natural Sciences and Mathematics include animal behavior, biochemistry, biology, chemistry, computer science, geosciences, mathematics, neuroscience, physics, psychology, and psychobiology. Undergraduate majors in the Division of Humanities and Social Sciences include communication and mass media, English, foreign languages, political science, history, international studies, liberal studies, philosophy, psychology, and sociology/anthropology. Graduate programs include masters programs in data science and liberal studies.

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 including the Film@UC film series, the Jackson Lunch Hour series, and the Asa Gray Biological Society seminar series, Applied Ethics Institute, History Brown Bag Talks, Pizza and Politics, Nexus talks, Geotalk, and gallery events at the Barrett Art Gallery. Contact information for the school dean and program chairs, coordinators and directors, minors and concentrations, as well as information about co-curricular activities sponsored by the school of arts and sciences, can be found at www.utica.edu/academic/as

School of Business and Justice Studies

315-792-3055

Room 102 ECJS Building

Room 115 Robert Brvenik Center for Business Education

The School of Business and Justice Studies houses undergraduate programs in accounting, business administration, business economics and finance, construction management, criminal justice, cybersecurity, fraud and financial crime investigation, criminal intelligence analysis, economics, health care management, business management, public relations, public relations and marketing, and sports management.

The School also offers graduate programs in accounting, cybersecurity, financial crime and compliance management, economic crime and fraud management, healthcare administration, general 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, associate deans, program chairs 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 professional preparation programs in nursing, psychology-child life, therapeutic recreation, wellness and adventure education with specializations in physical and health education and corporate wellness, and health studies, graduate health-related programs include nursing, occupational therapy (both traditional day and weekend formats), and a pre- and post-licensure doctor of physical therapy programs. Undergraduate and graduate programs in teacher preparation are also housed in this school.

Contact information for the school dean and program chairs, directors and coordinators, 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

315-792-3824

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

Office of Graduate and Professional Studies

315-792-3335

Room 120 White Hall

The Office of Graduate and Professional Studies (OG&PS) is designed specifically to support the day-to-day needs of graduate and professional students at Utica College. The Office supports a quality, streamlined student experience through its connections with a variety of faculty and administrative resources. The Office of Graduate and Professional Studies coordinates the Graduate Academic Standing Review in accordance with policies outlined in the Graduate Catalog plus provides support related to graduate student research such as theses and capstone projects.

The Office of Graduate and Professional 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, (315) 792-3335, or in person at Room 120 White Hall.

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. <http://www.utica.edu/academic/opportunities/honors.cfm>

Independent Study

The faculty of each school, department, or subject area defines its own concept of independent study, but it is understood that students only undertake individual projects *beyond subject matter covered by the courses listed in the catalog*. Normally open to juniors and seniors only, independent study may be taken for a total of no more than 18 credit hours toward a degree. Independent study courses usually are numbered 290, 390, or 490, may be offered for variable credits, and can be repeated, providing the projects are not the same. Disciplines may add individual criteria and requirements.

In order to register for independent study, students must obtain and complete a registration form and a study plan form (available on the Registrar's Forms Page at <http://www.utica.edu/academic/registrar/forms.cfm>) and have them signed by the faculty member who will supervise their projects, by the coordinator of the subject area in which they will be working, and by the appropriate school dean. School and department independent study guidelines are available in the appropriate school offices. The study plan is, in effect, a contract between the student and the faculty member who will supervise the student's work. It must specify the nature, title, goals, and methods of the student's project; the means of evaluation to be used by the student's faculty supervisor; and the number of credit hours the student will receive for successfully completing the project. The completed forms must be filed with the Office of the Registrar when students register for the course.

Independent study is limited to matriculated students only.

Pre-professional Programs

The College offers a pre-law preparatory and advising program and a pre-professional medical program. Please visit https://www.utica.edu/academic/opportunities/preprofessional_programs.cfm

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, whether through semester-long or short term faculty-led programs. Students are encouraged to plan early in their college careers for study abroad and to consult with staff in the Office of International Education on options suitable for their specific majors. Utica College offers many unique locations around the world to choose for a study abroad experience.

For further information on all study abroad programs go to
www.utica.edu/academic/international/studyabroad.cfm

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

Courses that are listed in the catalog, but that are not offered regularly, may be taken on a tutorial basis under extraordinary circumstances, and are designated by the word "Tutorial" in the course title when appearing on a student's transcript.

Information on registration procedures for courses students need to take on a tutorial basis is available in the appropriate department or school office or from the Office of the Registrar. The forms are also available on the Registrar's Forms Page at <http://www.utica.edu/academic/registrar/forms.cfm>.

Young Scholars Liberty Partnerships Program

Room 121A Addison Miller 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
The Cynkus Family Welcome Center

The Office of Admissions introduces and recruits 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 applying for the Utica College Ambassador Position. For additional information on Admissions and related opportunities, see www.utica.edu/admissions

Office of Graduate Admissions

315-792-3010
410 Clark City Center

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, MBA in professional accountancy as well as online programs in business administration (MBA), cybersecurity and cyber policy and risk analysis, financial crime and compliance management, health care administration. Masters in Nursing (including Family Nurse Practitioner, Nursing Leadership, Nursing Education) and the post-professional doctor of physical therapy.

The graduate admissions office is a one-stop center when exploring graduate degrees at UC and applying for acceptance into on-campus graduate, online graduate and certificate programs. Graduate admissions also works with faculty and administration to examine new advanced degree possibilities.

The Miller Analogies Test, a graduate entry examination, is administered by graduate admissions. The cost is \$100. To schedule an exam, please call Lynn Cope at 315-792-3010.

Additional information regarding graduate admissions may be found at www.utica.edu/graduate.

Office of International Education

315-792-3082

Room 252, Addison Miller White Hall

The Office of International Education (OIE) develops programs and provides support services for Utica College students and faculty going abroad as well as 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.

All international students and scholars 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/student.cfm for additional information.

The Center for Career and Professional Development

315-792-3087

Room 115, Hubbard Hall

The Center for Career and Professional Development 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 Center establishes and maintains contact with recruiters from many fields in the public, private and not-for-profit sectors. Students and alumni are encouraged to connect with those contacts through career and volunteer fairs, networking events, and the online career management system, UC Career Connect, which is accessible through the Center for Career and Professional Development website at www.utica.edu/careerdevelopment

For graduate school-bound students, The Center 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 College Admissions Test) resources.

The Center also houses the Campus Employment Office, which provides support to students interested in working on campus at the undergraduate and graduate levels. Campus Employment administers the campus employment portal, where students are able to apply for posted jobs. Likewise, this office assists students with understanding the campus employment process, including the completion of paperwork to begin employment.

For additional information about The Center, its services, and extensive online resources, visit www.utica.edu/careerdevelopment

Center for Student Success

315-792-3179

Room 117, Hubbard Hall

The Center for Student Success is responsible for Success Coaching, Financial Aid, and Student Accounts. Each Utica College student is assigned a Care Team. Care Teams are led by the student's faculty advisor, and also consist of their Success Coach, Financial Aid Counselor, and Career Coach.

Success Coaching

Success Coaches are specifically charged with fostering student success through providing services that support and guide students in their personal and academic lives. The Success Coach is responsible for initiating proactive interventions with first year, residential, commuter, online, and hybrid students through on-going, structured student contact, programming focused on academic and transition issues, and regular communication with and referrals to offices and academic divisions across campus. Success Coaches assist in increasing graduation rates and retention while ensuring that students are on track to graduate in a timely fashion. In addition, Success Coaches serve as a liaison between the student, faculty members, and on campus resources.

More information about the Success Coaches can be found at www.utica.edu/studentsuccess.

Student Wellness Center

Counseling Center

315-792-3094

Room 204, Strebel Student Center

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 to 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. Additionally we are here to support faculty/staff learn ways to more effectively support, communicate and/or work with difficult or struggling students. Counseling Center staff are also available after hours for mental health emergencies. They can be reached by contacting Campus Safety at (315) 792-3046.

Additional information about services provided, as well as links to online resources, can be found at www.utica.edu/counseling.

Student Health Center

315-792-3094

Room 204, Strebel Student Center/ Student Wellness Center

We are all about keeping you healthy! The Student Health Center provides confidential medical care for students with acute short-term illness, testing and preventative healthcare. Call our office to set up an appointment or visit www.utica.edu/student/health for more information and to learn about our clinic services.

Immunization Requirements

- MMR (measles, mumps and rubella)
- Meningitis

All full and part-time graduate and undergraduate students must provide proof of immunization, prior to attending any classes, for measles, mumps, and rubella or proof of immunity as demonstrated by positive titers for measles, mumps, and rubella. For more information visit <https://www.utica.edu/student/health/media/Health%20Form%202018.pdf>

All students must show proof of vaccination against meningitis within the last 5 years or sign a waiver form declining the vaccination. For more information and to print the form visit https://www.utica.edu/student/health/media/Meningitis_Response_Waiver_Form.pdf

Absences

Instructors establish the attendance requirements for each of the courses they teach. Instructor expectations regarding absences (for any reason) and parameters for making up late or missed work may differ, and are usually outlined in the syllabus for each class. If a student incurs excessive absences in a course, his or her grade may be lowered or he or she may receive an F for the course. Only the instructor can excuse a student from class.

In the event that a student has been/will be absent from class for reason due to illness, injury, or family emergency, students are responsible for notifying their instructors and for consulting with each of them to explore whether and how they may be able to make up the missed work. Courtesy absence notices may be sent to instructors from the Office of Student Affairs if the student has been or will be absent for three or more consecutive class days due to an illness, injury, or family emergency, if the office is notified of this by the student, their parent or guardian, a UC professional staff member, or a health care professional (with the student's consent). Similarly, with the student's consent, the Student Health Center may verify to an instructor that the student was seen on a specific date for medical reasons. Absence notifications from these offices are not intended to be and do not constitute an official excuse for missing class.

Although religious holidays are not reflected in the academic calendar, Utica College does recognize the right of each student to observe religious holidays and other religious commitments. If a student wishes to observe religious commitments that will conflict with class times or other class-related activities, it is the student's responsibility to notify their professors

well in advance in order to work with faculty members to find an accommodation that satisfies both the learning goals of the class and the religious commitment of the student.

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 as amended. 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 administers the Higher Education Opportunity Program (HEOP), the Collegiate Science and Technology Entry Program (CSTEP), and the pre-freshman Summer Institute for HEOP and CSTEP students. Additionally, the office provides a full range of study skills workshops for program students.

Information about HEOP, CSTEP, and services provided by Opportunity Programs staff can be found at www.utica.edu/opportunityprograms. Both programs are supported by grants from the New York State Department of Education.

Learning Commons

Learning Commons, Frank L. Gannett Memorial Library

The Learning Commons is located on the first floor of the Gannett Memorial Library, and is home to Tutoring Services, which includes course subject-specific and writing tutoring.

Tutoring Services: Subject Tutoring

Tutoring Services at the Learning Commons offers peer-to-peer tutoring to students taking introductory courses in math, science, foreign languages, criminal justice, cybersecurity, and a variety of other subjects. Students can both make an appointment online through Navigate or simply drop in without an appointment. Although tutoring hours may vary each semester, the center is usually open in the afternoons and evenings Sunday through Thursday, as well as Friday afternoons. A current schedule of tutors and the courses for which they can provide assistance is posted each semester on Navigate and on the Tutoring Services website: www.utica.edu/tutoring. Note: All tutoring will take place online in Fall 2020. For specific instructions on how to access tutoring in Fall 2020, please visit the website address provided above.

Tutoring Services: Writing Tutoring

Writing tutors at the Learning Commons offer individual responses to undergraduate writers of all levels and all majors. Hours vary during each semester, and drop-ins are welcomed. For information regarding the staff, services, hours, and related links, see www.utica.edu/tutoring.

*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

Office of the Registrar

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

The Office of the Registrar is committed to enhancing a culture of high performance and improving the student experience. Our team has specialized expertise within service areas including enrollment, academic records, degree certification and diplomas, grade collection and recording, transfer credit processing, student-athlete and veteran certification, classroom and

event scheduling, curriculum and catalog, and much more. Information about staff, services provided, forms, and procedures may be found at 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.

Utica College offers online transcript ordering via the Parchment Exchange. The following link will take you to the transcript request

page: <http://www.utica.edu/academic/registrar/Transcript/transcripts.cfm> Please note, unofficial transcripts are available to current students at no charge online via students' BANNER account. At the conclusion of each semester, all final grades will be available online 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 from your Utica College email to registrar@utica.edu with your Utica College ID number to request the grade report. Please visit the Office of the Registrar pages on the College's Web site for more information on transcripts and registration.

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

The Utica College Campus Store is a one-stop-shop for all of your academic needs and more. As a trusted partner of Utica College, we bring together educational content, products, and technology to prepare the next generation of learners and educators. Our Campus Store is open year round and you can shop any time at <http://www.utica-shop.com>. The <http://www.utica.edu/bookstore> site will help explain these offerings and the benefit they provide the Utica College community.

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-shop.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 80% 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

Digital Option: As technology advances, the way students learn must also advance. The Campus Store offers a large selection of textbooks on our BryteWave digital platform. For more information about digital textbooks and the future of digital learning, visit <http://www.brytewave.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.edu/bookstore

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* research guide.

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

Library web pages:

- The library website provides links to all of the library's online resources and services including **Research Guides, Databases, Course Reserves, Interlibrary Loan, RefWorks** - a

citation management tool, as well as style guides for APA, MLA and other styles, and **contact information** 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 remotely.
- *Ask Us 24/7:* research help via live chat with an academic librarian 24 hours a day, 7 days a week. There are also Online video tutorials available.

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 distance students:* along with access to electronic books and journal articles, UC library books and journal articles can be shipped to you upon request. 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 form

Circulation and Reserves:

- Check out books, reserve materials and laptops.
- Reserve a study room
- Access electronic reserves in your learning management system (Engage, Canvas).

Learning Commons for on campus students:

- **Information Desk** for reference and research help: in person, by phone, email, or chat.
- Computers and technical assistance
- Printers, copiers, microfilm reader/scanner
- Color printer
- Scanners at several workstations
- Library classroom (The Kelly Teaching and Learning Center) with workstations and two large-screen TV monitors for presentations and instruction.
- Tutoring Services are available in the Learning Commons. Subjects include writing, math, sciences, and many others. Online tutoring options are available. See the Tutoring Services webpage for updated information.

Study and Groups:

- Group study rooms each equipped with a computer workstation and large screen TV/monitor.
- Quiet Study Areas (2nd floor)

Integrated Information Technology Services

Integrated Information Technology Services (IITS)

315-792-3115

Room L120, Frank E. Gannett Memorial Library (Lower Level)

Technical Support is responsible for the operations of all computer labs, faculty/staff computers, software, classroom AV / technical equipment, classroom and event support and networking on our Utica campus.

Technical Support Services does not provide technical support with student's personal computers, except in the case of assisting a student with connecting to the Utica College network. The College's twelve general computer laboratories are in the Gordon Science Center (G260), Hubbard Hall (H217), Frank E. Gannett Memorial Library (L100, L108, L109, L207, General Library Area), Strebel Student Center (S102), Thurston Hall (T205), Clark City Center (CCC106, CCC 116) and the Economic Crime and Justice Studies building (E212). There are also six specialty computer labs in Faculty Center (FB01), Hubbard Hall (HB3, HD10), Gordon Science Center (G271A) and Thurston Hall (T202, T204).

All labs are Windows based computers. Classes are taught in all computer labs except the lab located in Strebel and the first floor of the Frank E. Gannett Memorial Library. All labs are available for use when they are not reserved and the building is open. All College owned computers are equipped with word processing, spreadsheet, and presentation software. Lab computers are connected to the Internet and laser printers. The use of the College's computing facilities must be consistent with College policies, federal and state laws, and the code of student conduct.

Technical Support Services hours of operation are Monday through Friday, 8:30 a.m. to 5:00 p.m. For more information pertaining to Labs, Technical Support, or to report issues, please see www.utica.edu/iits

Classroom and Event Support

792-3115

Room L120, Frank E. Gannett Memorial Library (Lower Level)

The Classroom and Event Support team works with the Help Desk to provide audio-visual support to faculty, staff, students and off-campus guests in our on-ground classrooms, as well as working closely with the Office of College Events and Conference Programs in planning support for a wide variety of special events held on campus.

Classroom and Event Support staff maintain all audio-visual equipment in classrooms, event halls, conference rooms, and study rooms on campus. . To request services for classroom support such as technical assistance or to schedule temporary equipment loans, please complete the online request form found at www.utica.edu/iits and select 'Request Technology, Classroom and Event Support'.

Getting Involved: Life Outside of the Classroom

Strebel Student Center

Strebel Student Center serves as the hub of activity for Utica College. In addition to hosting many activities, lectures and cultural events, Strebel Student Center also serves as a gathering place for students, staff, faculty and alumni.

Offices

Office of Student Affairs

315-792-3100

Room 103, Strebel Student Center

The Office of Student Affairs consists of the Assistant Vice President of Student Affairs & Dean of Students and Campus Life and the Dean for Diversity and Inclusion.

Reporting to the Senior Vice President for Student Life and Enrollment Management, the AVP of Student Affairs & Dean of Students and Campus Life is responsible for coordinating and overseeing all functions of the Center for Career and Professional Development, Counseling and Health Services (Wellness Center), Student Conduct and Community Standards, and Student Living and College Engagement as well as working closely with other student support services such as with the Learning Services, Opportunity Programs, Center for Student Success and the auxiliary services of the Dining Services, Facilities Management and UC Campus Store.

Reporting to the Vice President for Diversity, Equity and Inclusion & Chief Diversity Officer, the Dean for Diversity and Inclusion works collaboratively with students, faculty, staff and administrators on efforts to conceptualize, implement, assess, and cultivate a diverse, equitable and inclusive community, advance inclusion, and reduce barriers to success and participation for all members of the College. The Dean for Diversity and Inclusion also serves as a Deputy Title IX Coordinator, Chairs the Diversity Committee, and is adviser to the K. Della Ferguson Womyn's Resource Center.

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 students impacted by natural disasters or similar emergencies. Additional information about the Office of Student Affairs may be found at www.utica.edu/student.

Office of Student Living and College Engagement (SLCE)

315-792-3285

Room 206, Strebel Student Center

The Office of Student Living and College Engagement is the place to go to get involved on campus. They advise many of the major organizations on campus, including Student Government Association, Utica College Programming Board, Inter Greek Council, and the National Society for Leadership and Success. There are over 90 clubs and organizations on campus, including 11 Greek organizations. This office supports the work of all of the organizations on campus through leadership training & development, room reservations, and working with service providers on campus to ensure our students have high quality events. All of our student organizations can be found on Pioneer Place, the College's student organization portal, which is managed out of this office.

Student Living and College Engagement is also involved in major campus traditions such as Orientation, Homecoming, and the Holiday Dinner. This office also produces the Daysheet, the newsletter of everything that is going on here at UC, and they house all transportation options for students including tickets for the local Centro Bus and local shuttles to the mall and Consumer Square. This is the office to visit -- when you don't know who to ask, they always find an answer.

Additional information about office hours and services provided by the SLCE office can be found at www.utica.edu/student/activities.

Voter Registration

The Office of Student Living and College Engagement works closely with other offices on campus as well as local organizations to ensure that students are properly educated about the registration process and are able to vote in local and national elections on a timely basis.

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 of Student Living and College Engagement or at <https://www.utica.edu/student/activities/bbvanschedule.cfm>

Opportunities for Getting Involved

Student Involvement

The Student Government Association (SGA) is responsible for allocating funds collected through the student activity fee. Some of the things this money is allocated to include:

- Cultural events
- Support for clubs and organizations
- Equipment for student use
- Fun and Entertainment

UC employs professional staff members to advise students in the allocation of student funding, but strongly encourages active student participation. Student involvement adds a vibrant quality to UC's activities and helps students develop leadership, decision-making, budgeting, and related skills.

Admissions Ambassadors

Students may apply through Campus Employment to become Ambassadors for Utica College. This elite position on campus consists of students who represent the College through interactions with 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 and assist at various Admissions events. Ambassadors also call students to answer questions and share their UC experience from the perspective of a current student. For additional information, call the Office of Admissions at (315) 792-3006 or visit utica.edu/admissions.

Reserve Officers Training Corps (ROTC)

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 **Center for Career and Professional Development** promotes volunteerism through hosting an annual Volunteer Fair which is open to all students and alumni. Participants will have the opportunity to meet representatives of local organizations to secure volunteer opportunities in order to experience the satisfaction of helping others, 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, 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.

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

College Governance

College governance groups include the Faculty Senate, the Professional Staff Advisory Council, and Student Government Association. Information about these governing bodies may be obtained from the offices of the College's president, academic deans, or the Office of Student Living and College Engagement.

Student Government Association (SGA)

The mission of the **Student Government Association** is to enhance student life by breaking down barriers to diversity, promoting the values of education, and empowering students through involvement in the Student Government Association, student clubs, and organizations. The Student Government Association 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 Government Association serves as the voice for students at Utica College. Moreover, the Student Government Association 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 residential and off-campus populations. Elections for executive officers and class officers are held every spring semester.

The Classes

The First Year, 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 Government Association.

Inter-Greek Council (IGC) / Fraternities and Sororities

The Inter-Greek Council (IGC) serves as the governance body for the social fraternity and sorority community at Utica College. The IGC seeks to maximize the experience of our fraternity and sorority members through participation in a variety of social and educational programs across campus and involvement in community service projects. Through their constitution and by-laws, IGC is responsible for developing quality recruitment and new member education policies and establishing guidelines for the social Greek community that will not affect the uniqueness of each organization but still hold them all to high standards.

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/college-community/living-campus/greek-life

The Greek letter social organizations currently recognized by the Inter Greek Council can be found at <https://www.utica.edu/student/activities/organizations/igc/igcmmission.cfm>

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 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

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 who plan concerts, special events, comedy, and coffeehouse events. Annual large events include Welcome Week (the first week of Fall semester), Homecoming,

Take Back Your Prom (November), Snow Daze (the first week of Spring semester), and Moose Madness (April). The events calendar and contact information for UCPB can be found at <http://www.utica.edu/ucpb> or on PioneerPlace.Utica.edu

Student Clubs and Organizations

Utica College is home to over 90 student clubs and organizations that involve and engage students with a wide range of interests. All student organizations 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 Student Government Association and the Office of Student Living and College Engagement. 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 Living and College Engagement for further information.

Even with all of our opportunities to be involved, students still look for and bring with them new interests. We make establishing a new student organization on the Utica College campus a 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 website). Organizations will then work with Student Government Association 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 Living and College Engagement and consult the Club and Organization manual at www.utica.edu/student/activities/Club&OrgManual/contents.cfm

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 Living and College Engagement** or the **Office of Student Affairs**.

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 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 Mary Christopher, faculty adviser, at mcchrist@utica.edu, visit the Tangerine website at www.uctangerine.com or follow us on: www.facebook.com/uctangerine https://twitter.com/uc_tangerine and www.instagram.com/uc_tangerine

WPNR-FM

WPNR-FM is a fully licensed educational radio station operated by students under the advisement of a designated Chief Operator and Adviser from the Communication and Media faculty. "The Voice of the Pioneers" operates year round, 24 hours per day. The format is primarily a 'modern college radio mix' of music; but also includes specialty programming, news updates, public service programming, and Utica College athletics. Volunteer and campus employment opportunities for matriculated students range from learning to be an on-air host to working in one of several radio station departments (e.g. music, sports, production, promotions, public service). 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 the local area can find Pioneer Radio on 90.7 FM of their radio dial, but anyone can listen to WPNR-FM by visiting their website www.PioneerRadio.org.

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 <http://www.utica.edu/student/activities/eventschedule.cfm> and <https://pioneerplace.utica.edu/> Events hosted by the Office of Diversity, Equity and Inclusion can be found at <https://utica.edu/diversity>

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 <https://www.utica.edu/news-events/events?topics=129>

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/instantadvance/marketingcomm/theme/index.cfm

The Arts at Utica College

The Edith Langley Barrett Fine Arts Gallery

Library Concourse
Gallery Director 315-792-5289

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 and cultural collections. Opening receptions are a time for students and the college community to gather with the regional community to celebrate the arts and learn with student docents as your guides. The gallery and Student Senate co-sponsor regional artists and crafts persons in one-day activities in both semesters. Student Employment opportunities provide experiences for our students to develop and host exhibits, hospitality, traditional and online marketing.

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

FILM@UC

Utica College's weekly film series - sometimes thematic, more often eclectic - presents critically acclaimed independent, foreign language, experimental, and classic films throughout the semester. 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.

Professor Harry F. and Mary Ruth Jackson Lunch Hour Series

Sponsored by Utica College's Social Cultural Committee and by the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature, this series features readings by acclaimed authors and musical performances from jazz to classical, by regional, national, and international artists. Readings and performances are usually held on Wednesdays at 12:30 p.m. Music performances are held in the Library Concourse and reading programs 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. Interested students should check the Lunch Hour Series web page for details on specific programs: <http://www.utica.edu/academic/as/culture/jackson/>

Theatre Activities

Every semester students have the opportunity to participate in a theatrical performances. 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 vary and can include comedy, drama, musicals and more. Some students have also developed individual projects based on their interests. At least twice a year Utica College also sponsors a trip to Syracuse Stage, our local regional theatre. For information about auditions, working with theatre crews or Syracuse Stage, please contact Laura Salvaggio at ImSalvag@utica.edu.

Utica College Choir

The Utica College Choir performs choral music from a variety of genres including classical, pop, musical theatre and 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. Membership is open to Utica College faculty, staff and alumni as well.

Utica College Concert Band

The Utica College Concert 60 piece ensemble 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.

Utica College String Ensemble

The String Ensemble meets on Tuesday evenings and can be joined for fun or taken as a one credit class. Membership is open to Utica College faculty, staff, alumni and their families, as well as local high school students with approval of the ensemble director. For more information, please contact Laura Salvaggio at lsalvag@utica.edu.

Lectures and Seminars

Utica College provides a number of lecture and seminar series every 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.

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.

GeoTalk

The GeoTalk series fosters an awareness of the world, its lands, and its people. Faculty members share insights, pictures, and stories from their time in various countries, 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

The *Student Engagement Calendar* can be found online at www.utica.edu/student/activities/#cal

Office of Student Living and College Engagement

Room 206, Strebel Student Center
315-792-3285
<http://www.utica.edu/activities>

Office of Marketing and Communications

Champlin House
315-792-3047
<http://www.utica.edu/marcomm>

Finances and Financial Resources

Offices

Office of Campus Employment

315-792-3365
Room 115, Moses G. Hubbard Hall

The Office of Campus Employment, located with The Center for Career and Professional Development, is responsible for processing students who apply for campus employment positions at Utica College. Information about campus employment and services this office provides may be found at www.utica.edu/directory/campus-employment.

Center for Student Success

315-792-3179
Room 117, Hubbard Hall

Financial Aid and Student Accounts

Financial Aid and Student Accounts are 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. 95% percent of students receive some form of financial aid.

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. Members of the Financial Aid and Student Accounts team also assist students with FAFSA completion and foster increased financial literacy.

For information about Financial Aid and Student Accounts, as well as related resources and services, see www.utica.edu/sfs

Part-Time Employment Opportunities

Federal Work-Study Program

315-792-3365

Room 115, Moses G. Hubbard 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. Only students with Federal Work-Study are eligible to apply for employment, with the exception of the following positions: Lifeguard, Athletic Game Operations Assistant, Skate Sharpener, Tutor, Teaching Assistant, Van Driver, Tangerine Worker, WPNR Radio Station Worker, Admissions Ambassador, and Scribe. 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.

Professional Readiness Employment Program (PREP)

315-792-3365

Room 115, Moses G. Hubbard Hall

The Center for Career and Professional Development has developed a high-impact campus employment program that engages full-time undergraduate students by giving them the opportunity to complete meaningful work in a mentored employment setting. Students are selected via a competitive application process and must submit a résumé and undergo an interview. In this program, students will secure positions that will help them develop career-relevant skills and abilities that will be helpful to them as they prepare to transition to the workplace after graduation. Students must have at least sophomore standing and a GPA of 2.5 or higher to apply.

On-Campus Internships

315-792-3087

Room 121, 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. A student receiving course credit for being an intern cannot also be paid for their work. Paid 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 Student Living and College Engagement (SLCE), Room 206, Strelbel Student Center

Resident Assistants (RAs) are Student Living and College Engagement 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 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 Executive Director of Student Living and College Engagement. For more information, see www.utica.edu/student/reslife/positions.cfm

Student Payroll

315-792-3353

Room 121, 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 Employment. For more information, see <https://www.utica.edu/directory/campus-employment>

Tutoring Positions

315-792-3209

A student with a demonstrated proficiency in a particular subject, with a recommendation from his/her professor, 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

315-792-3046

Room 112, 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.

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/academic/uticaonline/idcard.cfm. All other students may obtain ID cards by visiting the Office of Campus Safety.

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 Campus Safety. A fee of \$20 is charged for a replacement card. Damaged cards will be replaced at no charge if the pieces are returned.

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 an incident 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.

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.

The Office of Emergency Management

*(315) 792-3472
Room 106 Boehlert Hall*

The Office of Emergency Management (OEM) is responsible for the development, implementation, and maintenance of policies and programs related to emergency preparedness at Utica College. Coordination and integration of activities necessary to build and sustain UC's emergency response capabilities is a priority focus. Specifically, to prepare for, respond to, recover from, or mitigate against, threatened or actual disasters or emergencies impacting campus. Vital to the success of emergency preparedness is a synchronic relationship between local first responder and emergency organizations and all Utica College stakeholders (Faculty, Staff, & Students).

Emergency Management focuses on, but is not limited to, crisis and emergency response, law enforcement coordination, management of risk, regulatory compliance, and the safe efficient travel of UC community members. Emphasis on the unification of the functional areas of Utica College that focus on community safety is a priority. This effort includes both local and "away from" UC campus resources.

Shad M. Crowe, the Director of Emergency Management can be reached at smcrowe@utica.edu

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 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 dean of students 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.

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 are immediately reported to the appropriate administrators, including the director of student conduct & community standards and the dean of students. 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.

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 Campus Safety Committee 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 <http://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 Web site at <http://ope.ed.gov/security/>

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 concentration are laboratory safety, 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.

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	315-797-4111
Fire Department (main campus)	315-724-5151
Fire Department (Burrstone House and Champlin House)	315-733-6666
Police (main campus)	315-735-3301
Police (Burrstone House and Champlin House)	315-733-6666

Living and Dining on Campus

Student Living and College Engagement (SLCE)

315-792-3285

Room 206, Strebel Student Center

<http://www.utica.edu/student/activities/>

<http://www.utica.edu/student/reslife>

The Office of Student Living and College Engagement manages seven College residence halls: North Hall, South Hall, Alumni Hall, Boehlert Hall, Tower Hall, Bell Hall and Pioneer Village. 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. All students are required to live in college residence halls for their first two years unless residing at home with their parents or legal guardians who live within a 30 mile radius, they are a transfer student who has lived on campus for two years at another institution, or they will be 21 by August 1st.

The health, safety, and welfare of each residential student is the core of the residence life program. 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 SLCE staff. Students interested in living on campus must complete a residence hall agreement, located on the residence life website. Rooms (singles, doubles, and triples) are assigned on a space-available basis. First-year students are encouraged to provide roommate preferences using our MooseMatch process. A more detailed explanation of room assignment procedures can be obtained from the SLCE Office or on line at www.utica.edu/reslife

The Student Living staff consists of:

- **32 Resident Assistants (RA's)** - Student paraprofessional staff members.
- **Three Area Coordinators (AC's)** - Professional staff members responsible for specific residence halls.
- **Assistant Director for Student Living** - responsible for room assignments, oversight of Themed Housing, and directly supervises the Area Coordinators.
- **Executive Director of Student Living and College Engagement** - responsible for the oversight of both the Student Living and College Engagement programs.

The Student Living staff is responsible for student life in the residence halls, including:

- Peer counseling.
- Planning and assisting residents with organizing activities.
- Assuring student safety.
- Providing an educationally conducive environment to live.

For more information about living on campus and specifics about policies and procedures, please visit the website at <http://www.utica.edu/student/reslife>.

Laundry: Laundry facilities are available in each residence hall and in each section of Alumni Hall, as well as each apartment in Pioneer Village. The cost of laundry is included in the room rate. Any necessary repairs should be reported by contacting your Area Coordinator.

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 must be carried at all times. Students must present their UC ID to any College official (e.g., safety officers, Student Living personnel, etc.) upon request.

Keys: Students are advised to lock their doors, especially when they leave their rooms. Keys are the property of the College and may not be loaned out or given to anyone. Students who lose keys must report the loss to the Office of Student Living and College Engagement (Strebel 206) ASAP. 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 and Packages: Students receiving mail and 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. Packages should be addressed as follows:

Student's Name
Name of Hall, Utica College
1600 Burrstone Road Utica, NY 13502-4892

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 Student Living and College Engagement for information maintained by Student Living regarding housing currently available in the area.

The Office of Student Living and College Engagement 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 compliance. 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 Student Living and College Engagement 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, Tres Habaneros, 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 entrees from a brick oven pizza station, with made to order pasta. Fresh made to order sandwiches and salads, a grill station that features burgers and fries, and the new Wok 360 that specializes in stir fry and gourmet specialty sandwiches.

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 <https://uticacollege.sodexomyway.com>

All resident students are required to subscribe to one of the following two meal 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.

All residential students living in the Pioneer Village only, may choose an unlimited plan or one of the following:

- Pioneer Village Orange Plan: 185 meals per semester, plus 5 guest passes. Only residential students in the Pioneer Village may purchase this plan. Approximately two meals per day.
- Pioneer Village Blue Plan: 90 meals per semester, plus 5 guest passes. Only residential students in the Pioneer Village may purchase this plan. Approximately one meal per day.

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 <https://uticacollege.sodexomyway.com> to purchase Pioneer Orange and Blue plans, 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 <https://uticacollege.sodexomyway.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 Campus Safety from 8:30 a.m. to 5:00 p.m., Monday through Friday.

More information about menus and services are available online at uticacollege.sodexomyway.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 <https://uticacollege.sodexomyway.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/>

Common Grounds

Gannett Library, First Floor

Common Grounds is located on the first floor of the Gannett Library. It features Utica Roasters Coffee, gourmet sandwiches, salads, soups, Holland Farms pastries and Bagel Grove Bagels

Le Bistro

Gordon Science Center, First Floor

Newly Renovated 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 three retail operations. Pioneer Café that specializes in Burgers, Fried Foods, Specialty Salads and Sandwiches and daily specials. Tres Habaneros which offers a selection of tacos, burritos, nachos, burrito bowls and many other options. The Pioneer Pub which is the home of House Selected Wines, Local Craft brews and a gathering place for friends and family to meet. Declining Balance, cash, VISA, MasterCard, Discover and AMEX are accepted at this location.

Trax Snax

Strebel Student Center, First Floor

Our C-store in Strebel Student Center features beverages, grocery items, frozen foods, grab and go food items 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 Living and College Engagement. 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>

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.

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

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

315-792-3053
Champlin House

The Division of Advancement is responsible for managing the relationships with the College's most important external constituents including alumni, parents, friends, corporations, foundations, and state and federal government officials. Members of the Advancement staff work to engage key stakeholders in the life of the College through campus and regional events, volunteer opportunities with students and faculty, and philanthropic support for UC's most important annual and capital priorities. Students are invited to learn more about Advancement and its staff by visiting <http://www.utica.edu/directory/advancement>

Office of Marketing and Communications

315-792-3047
Champlin House

The Office of Marketing and Communications is responsible for stewarding the College's brand so that it is well positioned to achieve its strategic goals, advance its reputation, and build support among various stakeholders. The office's responsibilities include overseeing visual standards and brand identity, strategic communications and messaging, institutional marketing and advertising, media relations, web content management, publication design, and project management for integrated communications campaigns. Information about marketing and communications may be found at www.utica.edu/marcomm

Office of Financial Affairs

315-792-3011
Room 203, DePerno Hall

The Office of Financial Affairs is responsible for providing effective stewardship of the financial affairs of the college. This includes responsibility for the oversight of financial operations, budgetary planning and control, student accounts, endowment and debt management, institutional risk and certain compliance and reporting matters. Offices under Financial Affairs include General Accounting, Purchasing/Accounts Payable, Financial Planning and Analysis, Payroll Processing, Student Accounts (within the Office of Student Success), Copy Center, and Mailroom. In addition the Office of Financial Affairs is responsible for establishing and maintaining the dining services and bookstore vendor relationships. Additional information may be found at www.utica.edu/finance.

Office of Human Resources/Payroll

315-792-3276

Room 124, Addison Miller White Hall

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, diverse and inclusive. The Office of Human Resources serves as a strategic partner, change agent, and employee advocate to provide expert support and encourage professional development.

Utica College is an equal opportunity, affirmative action institution that does not unlawfully discriminate on the basis of a person's race, creed, color, sex, pregnancy, ethnic or national origin, religion, marital status, age, sexual orientation, gender identity, gender expression, veteran status, disability, AIDS, citizenship status, genetic predisposition, domestic violence victim status, or protected status under applicable local, state, or federal law. For additional information about human resources, see their Web page at www.utica.edu/hr

Office of Institutional Effectiveness

315-792-3228

L124, Library Concourse

The Office of Institutional Effectiveness advances institutional quality by providing diverse College stakeholders with accurate and reliable information for evidence-based planning decisions. Operations include assessment, accreditation, institutional research, and financial and business analytics. Typical planning information includes historical and current demographic information about UC, comparisons to peer institutions, and summaries of qualitative and quantitative feedback gathered from faculty, staff, students, and alumni. This data is used for program planning and review, departmental and college-wide accreditations, and department specific projects and goals. The IE office also coordinates required college reporting to the federal Integrated Postsecondary Education Data System (IPEDS) and the New York State Education Department (NYSED), and also provides data to various prospective student college guides. Information regarding information gathered and maintained by this office may be found at www.utica.edu/ir/index.cfm

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 Complaint Process

Any student who has been treated unfairly will have the right to be heard fairly and promptly. The college recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal complaint can be submitted to assure impartial and equitable resolution.

This complaint process may not be invoked for matters that have independent appeal processes that are already established. Examples of these include but are not limited to: Student Conduct, Title IX, FERPA, Academic Appeals, Academic Integrity, Financial Aid.

The process is divided into an informal and formal process. Resolution may be reached at any stage of the process. Please see the student complaint process webpage for further details.

Academic Appeals

Academic appeals are petitions by students to change a decision rendered about an academic matter. For information on how to file an academic appeal see the Academic Appeals page on the College's website at www.utica.edu/academic/appeals.cfm

*Office of Student Conduct & Community Standards
(315) 792-3320
Room 105, Strebel Student Center*

The Utica College Student Conduct Program is intended to support the mission of the college through educating students about appropriate behavior and fostering a community where academic success can occur. The Program seeks to inspire the development of future leaders and responsible citizens by engaging in responsible and ethical decision-making. Students are treated with respect, and expected to take appropriate responsibility for their behavior, and the behavior of those around them.

The Student Conduct Program believes that every student has individual rights as a member of the Utica College community, but with those rights come responsibilities. Students are expected to be leaders, and should educate their peers on what is and isn't appropriate. Utica College strives, through its Student Conduct Program, 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.

Student Rights and Responsibilities

Utica College is an academic community in which all persons - student, staff, and faculty - 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 which 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. Students in turn have the responsibility to respect the rights of all members of the College to exercise these freedoms. For further information, see the Statement of Principles Regarding Expression on Campus, below.
2. **Tolerance and Civility**
Students have the right to, and responsibility to maintain, a system of tolerance and civility that allows everyone to feel empowered to participate in the sometimes difficult discourse of an academic community, and to protect the precious heritage of freedom of thought and expression. This must be balanced with the necessity of providing an environment that is free of harassment to members of our student body and our larger community, so that a sense of marginalization and powerlessness does not frustrate the very goals we pursue.
3. **Non-Discrimination**
Students have the right not to be discriminated against by any agent or organization of Utica College for reasons of age, color, disability, ethnic or national origin, gender, marital status, political or social affiliation, race, religion, sexual orientation, or veteran status. Students have the responsibility not to discriminate against others in their individual roles or as members of student organizations.
4. **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.
5. **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.

6. **Privacy/Search/Seizure**

Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on College property and within their campus residences. Students have the responsibility to respect the privacy of other members of the College community in person and in their place of residence.

7. **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.

8. **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.

9. **Governance/Participation**

Students have the right to establish representative governmental bodies and participate in College governance in accordance with the rules and regulations of the College.

10. **Fair Process**

Students have the right to a fair process before formal conduct sanctions are imposed by the College for violations of 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 conduct reasons, unless a significant threat to persons or property exists.

11. **Confidentiality**

Under the federal Family Educational Rights and Privacy Act, students have a right to (a) inspect and review educational records, (b) amend educational records, and (c) have some control of the information the College discloses related to their educational records. 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.

Statement of Principles Regarding Expression on Campus

Utica College is a community committed to the pursuit of knowledge, meaningful academic experiences, and intellectual growth. In order to serve these goals, we recognize that we have a responsibility to create an inclusive community in which all of its members feel valued, as well an obligation to build a community that affirms, cherishes, and sustains freedom of expression. We acknowledge that this balance is sometimes difficult to maintain and that, even though there are some clear legal precedents regarding protected forms of expression, the boundaries of allowable expression are nonetheless sometimes unclear, situation-specific, and subject to

contestation, particularly in moments of crisis. Further, we contend that it is frequently precisely those ideas that challenge, frustrate, trouble, and offend some members of the community that may most advance the pursuit of knowledge. Therefore, the faculty and students, the administration and staff, and the Board of Trustees of the College have a duty both to maintain a system of tolerance and civility so that all of us feel empowered to participate in the sometimes-difficult discourse of an academic community, and to protect the precious heritage of freedom of thought and expression.

As an institution of higher education Utica College has a mission and a responsibility to encourage the widest possible discussion of ideas that bear on the development of our students and the enhancement of the larger society. In the classroom this principle is essential to the academic enterprise. Outside of the classroom, in both curricular and extracurricular venues, the goals of our purpose as an academic institution are best served by breadth of discussion and tolerance for controversy and disagreement. We embrace the intellectual challenge of confronting difficult, complex, and controversial ideas. This must be balanced with the necessity of providing an environment that is free of harassment to members of our student body and our larger community, so that a sense of marginalization and powerlessness does not frustrate the very goals we pursue. As we recognize and seek to expand the rich diversity of our students and employees and the varying cultures, backgrounds, and experiences we bring to the College, we find it essential to articulate our commitment to creating, maintaining, and promoting an environment where our similarities and differences are respected and valued.

In all of our principles we should also be mindful of the fact that we are an academic community that exists for the specific purpose of developing, testing, and teaching advances of knowledge and understanding. While we must be tolerant of the purveyors of a wide array of views, the College has no good purpose to be served by the advancement of factually inaccurate information. Ideas, beliefs, values, and aesthetic judgments that are offered up to the College community, or that are current in the wider public discourse, will be scrutinized and judged by the College community according to the standards of evidence and reason, and may be subject to repudiation and rejection based on that evaluation.

To these ends Utica College urges community members to recognize the following principles:

- We must encourage the widest possible discussion of ideas, with the understanding that the ideas with which some members of the College community disagree should not be silenced but are best met by other viewpoints and engaged argumentation;
- Speech or other forms of expression intended to harass, threaten, cause fear of physical injury, or otherwise incite violence or other criminal action against an individual or group will not be tolerated and may be subject to sanction;
- The College's mission is best served by proactively creating opportunities through which community members can engage more fully on topics of curricular and societal interest and are empowered to do so in forums and through processes that allow for discussion and debate.

We know that our understanding and use of these principles will necessarily evolve over time as our experiences as a community and as individuals change and grow. We put forth this Statement of Principles not as an end in itself, but as a dynamic document intended to reflect and affirm the values and principles most integral to who we are as an educational institution

and the experiences we believe all of our members deserve to have.

Utica College, in adopting this Statement of Principles, also acknowledges its duty to take steps to protect the physical safety of our community. Nothing in this Statement shall serve to limit the College's ability to make decisions designed to meet that obligation.

Code of Student Conduct

Utica College 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.

The following behaviors are violations of the Code of Student Conduct:

1. Infectious Disease (eg. COVID-19), violating College requirements or public health orders in place to reduce the risk of spreading infectious disease. a. Failing to follow any and all applicable College, federal, state, and/or local public health orders. b. Failing to follow College policies, procedures, and any other requirements in place to help reduce the risk of contracting or spreading infectious diseases. c. Failing to comply with any additional or more specific actions to limit the spread of infectious disease, while participating in a program or activity, utilizing a service or benefit, or using College facilities. d. Failing to abide by face covering requirements. If College policy, procedures, or other requirements and/or public health orders require wearing face coverings, students are required to wear face coverings that cover the nose and mouth whenever indoors on campus and whenever outdoors on campus when physical distancing of six feet or more is not possible. This does not apply to: (1) offices when used only by one student with a closed door; (2) private living spaces such as the interior of an apartment or residence hall room and bathroom, but not including communal living spaces that are accessible to all students in a building such as shared kitchens, lounges, or bathrooms; or (3) when a specific activity the student is participating in cannot be reasonably done while wearing a face covering with this exception applying only as long as the duration of the activity, including but not limited to while brushing one's teeth in a communal bathroom, while eating in a College dining hall or center, or while exercising in the College recreation center or other College recreation facility. e. Failing to abide by gathering requirements. All on campus gatherings, public or private, must comply with applicable College policy, procedure, or other

requirements and the most restrictive public health order in place. All off campus gatherings, public or private, must comply with the most restrictive public health order in place. For example, if specific capacity or density limitations or guidelines are in place, students must abide by those parameters. Failure to comply with these requirements will result in a violation of the Student Code of Conduct and the appropriate charges will be applied. Interim suspension or expulsion from the College may be considered.

2. Academic dishonesty which includes, but is not limited to: plagiarism, cheating, misuse of academic resources or facilities, misuse of software, data, equipment, or networks, or any act that hinders the academic process.

3. Academic and professional misconduct which includes, but is not limited to: misuse of academic resources or facilities, behavior in and outside of the classroom, misuse of software, data, equipment, or networks, or any act that hinders the academic process.

4. Participating in any activity that disrupts or obstructs the normal operations of the College or its members, or leading/inciting others to disrupt scheduled and/or normal activities. Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

A. Disruptive Behavior

B. Insubordination to Faculty or Staff

C. Noise Violation

5. Physical harm or threat of physical harm to any person(s). Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

A. Aggressive behavior, including behavior that is perceived to be forceful, hostile or attacking, which may occur either in retaliation or without provocation.

B. Physical violence, including striking, shoving, or kicking another person, or attempting/threatening to do the same.

6. Harassment occurs if an individual engages in conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive, or persistent so as to interfere unreasonably with or limit the ability of another individual to participate in or benefit from the services, activities or privileges provided by the College, or has the purpose of creating an intimidating or hostile environment. Harassment may include conduct that occurs based on race, sex, color, ethnic or national origin, religion, age, sexual orientation, disability, or veteran status. Harassment is not limited to the categories listed above, and may include obscene or threatening behavior and/or verbal abuse. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated instances. The College reserves the right to discipline offensive conduct that is inconsistent with community standards even if it does not rise to the level as defined by applicable law.

7. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not

limited to, surreptitiously taking pictures of another person in a gym, locker room, restroom, or in any place where there is a reasonable expectation of privacy.

8. Conduct that threatens the mental or physical health and safety of any person(s). Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

- A. Endangering one's safety
- B. Endangering the safety of others
- C. Alcohol/drug use resulting in medical treatment
- D. Inhaling or ingesting any substance that could alter a student's mental state or have a negative impact on a student's well-being

9. Theft or damage to personal or institutional property or services. Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

- A. Theft
- B. Theft of services
- C. Vandalism
- D. Damage to property
- E. Possession or use of stolen property
- F. Misappropriation of funds

10. Misuse of college identification cards, records, or documents, including forgery, alteration, or fabrication.

11. Failure to comply/failure to act. Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

- A. Failure to comply with the directives of College officials or representatives in the performance of their duties
- B. Furnishing false information to a College official or representative
- C. Being present when a violation of the Code of Student Conduct or Residence Hall Agreement is occurring, and failing to leave and notify campus authorities that there is a violation(s) taking place
- D. Failure to carry Utica College ID and/or provide ID at the request of a College official

12. Unauthorized entry, use, or occupation of College facilities that are locked, closed, or otherwise restricted as to use. Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

- A. Unauthorized use/misuse of keys

- B. Trespassing
- C. Unauthorized use of property
- D. Providing unauthorized access to College facilities

13. Conduct that adversely affects the campus's quality of life or unduly disturbs one or more members of the college community. Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

- A. Solicitation
- B. Hallway sports
- C. Lewd/indecent behavior

14. Underage use, possession, purchase, or distribution of alcohol to underage persons, or being an underage person in the presence of alcohol being consumed. Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

- A. Underage possession/underage consumption of alcohol
- B. Underage persons in the presence of alcohol being consumed
- C. Providing alcoholic beverages to underage persons
- D. Hosting or participating in any activity that promotes mass or excessive consumption of alcohol
- E. Public intoxication
- F. Possession or being in the presence of alcohol paraphernalia including, but not limited to, empty containers
- G. Violating Residence Hall Alcohol Policy
- H. Suspicion of possession/use of alcohol

15. Use, possession, manufacturing, distribution, or sale of drugs or other controlled substances except as expressly permitted by law, or being in the presence of any of the above. Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

- A. Sale/distribution of illegal drugs
- B. Possession/use of illegal drugs
- C. Being in the presence of drugs or other controlled substances except as expressly permitted by law

D. Use of a prescription drug if the prescription was not issued to the student, or the distribution or sale of a prescription drug to a person to whom the prescription was not originally issued

E. Possession or being in the presence of drug paraphernalia, including, but not limited to, bongos or glass pipes

F. Suspicion of marijuana/illegal drug use

16. Unauthorized possession or use of firearms, explosive devices, fireworks, dangerous or illegal weapons (contact Campus Safety for specifications), or hazardous materials. This may include the use of anything as a weapon which was not intended for that purpose.

17. Interference with or misuse of fire alarms, fire prevention and detection equipment, or other safety and security equipment. Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

A. Tampering with fire, safety, or security equipment

B. Causing the false report of a fire

C. Intentional or reckless behavior that causes a fire

D. Interfering with or failing to follow emergency procedures

E. Fire safety violations including, but not limited to, candles and extension cords.

18. Violation of any college policy, rule, or regulation published in hard copy or available electronically on the Utica College website. Specific examples of how the College categorizes misconduct in this area include, but are not limited to:

A. Violation of the Residence Hall Agreement

(<https://www.utica.edu/student/reslife/agreement.cfm>)

B. Violation of the Hazing Policy

(<http://www.utica.edu/student/activities/organizations/igc/hazing.cfm>)

C. Violation of the Utica College Posting Policy

(<http://www.utica.edu/policies/policies.cfm?id=89>)

D. Violation of the Copyright and Peer to Peer File Sharing Policy

(<http://www.utica.edu/policies/policies.cfm?id=129>)

19. Violation of federal, state, or local laws. Students are expected to comply with all laws, whether or not they are on the college campus.

20. Off-Campus Disruption: Behavior that reflects negatively on the reputation of the College and its students as a result of a student's behavior anywhere off campus. Examples of off-campus disruption include but are not limited to damage to neighbors' and/or public property hosting large parties/noise ordinance violations, obstruction of public streets by crowds or vehicles, illegal parking, upkeep of rented apartment/areas, littering, etc.

21. Social Media - Although it is acknowledged that students use technology to connect, collaborate, and communicate with each other and that online forms of expression such as the value of open sharing, diversity of opinion, and civil debate are as important to student development as traditional oral and written expression; the College categorizes misconduct in this area to include, but not be limited to:

- A. Personal attacks, insults, or threatening language
- B. Plagiarized or copyrighted material
- C. Commercial promotions or spam

22. Bias Related Conduct - Conduct that adversely and unfairly targets an individual or group based on social identity categories (national origin, ethnicity, race, age, religion, gender, gender identity & expression, sexual orientation, disability, veteran status, color, creed, marital status or any combination of these characteristics); and speech or other forms of expression intended to harass, threaten, cause fear of physical injury, or otherwise incite violence or other criminal action against an individual or group. The act may be verbal, written or physical and occur on campus or within an area that affects the campus community.

23. Hate Crime - A person commits a hate crime when he or she commits a specified criminal offense and either intentionally commits the act or intentionally selects the person against whom the offense is committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.

24. Sexual Misconduct: Sexual Misconduct is a term used by this policy to refer to forms of non-consensual sexual activity or offenses. While sexual misconduct can be a criminal offense under New York State law, a person's conduct may violate Utica College's policy even if it does not violate State law. Thus, offenders may be prosecuted under New York State criminal statutes and/or be subject to disciplinary action by the College. The College may choose to pursue disciplinary action while criminal action is pending, even if criminal justice authorities choose not to prosecute. Sexual misconduct includes the following behaviors:

A. Sexual Assault is defined, consistent with federal law, as including non-consensual sexual intercourse and non-consensual contact which can be further defined as follows:

B. Non-Consensual Sexual Contact is any intentional sexual touching, however slight, for purposes of sexual gratification or with sexual intent, of any private body part or with an object, by a person upon another person that is without affirmative consent. This may include non-penetrative sexual assaults.

C. Non-Consensual Sexual Intercourse is any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by a person upon another person that is without affirmative consent. Non-consensual sexual acts include the following:

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without affirmative consent of the victim.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. In New York, the statutory age of consent is 17 years old.

D. Sexual Exploitation occurs when, without affirmative consent, a person takes sexual advantage of another to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, prostitution, observing or recording (whether by video or audio tape) of a sexual or other private activity (such as consensual sexual activity, undressing, or showering) without the consent of all involved; engaging in voyeurism; engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of such infection; or exposing one's genitals in non-consensual circumstances.

E. Affirmative Consent - In order for individuals to engage in sexual activity of any type with each other, there must be clear affirmative consent. Whenever the term consent is used in this policy, it should be understood to mean affirmative consent as defined here. Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of affirmative consent does not vary based on a participant's sex, sexual orientation, gender identity, or gender expression. Under this policy, "No" always means "No." At the same time, silence, or the absence of an explicit "no", cannot be assumed to indicate consent.

- Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity.
- Past consent to sexual activity cannot be presumed to be consent to engage in the same sexual activity in the future.
- Consent can be withdrawn at any time by expressing in words or actions that the individual no longer wants the sexual activity to continue and, if that happens, the other person must stop immediately.
- Affirmative consent cannot be obtained by use of physical force, compelling threats, intimidating behavior, or coercion. Coerced sexual activity violates this policy just as much as physically forced sex violates this policy. Coercion happens when someone unreasonably pressures someone else for sex.
- Consent cannot be given in the following contexts:
 - Incapacitation- this occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness, mental disability, being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. In order to give affirmative consent, one must be of legal age, which is 17 in the State of New York. Use of alcohol or other drugs does not, in and of itself, negate a person's ability to give affirmative consent. However, depending on the degree of

intoxication, someone who is under the influence of alcohol or drugs or other intoxicants may be incapacitated and therefore unable to consent. A person who has been drinking or using drugs is still responsible for ensuring that the other person provides affirmative consent to engage in sexual activity. An individual's incapacity may also be caused by consuming "date rape" drugs. Possession, use, and/or distribution of any of these substances (including Rohypnol, Ketamine, GHB, Burundanga, and others) is prohibited, and administering any of these drugs to another person for the purpose of inducing one to consent to sexual activity is a violation of this policy.

F. Coercion - Coercion is unreasonable pressure for sexual activity. The degree of pressure is such that it deprives the person of the ability to make a choice as to whether or not she or he wants to engage in sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When one person makes it clear to another that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

G. Force - Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent.

H. Predatory Drugs - A person under the influence of predatory drugs is also considered incapacitated. Predatory drugs, also called date rape drugs, include but are not limited to GHB (gamma hydroxybutyrate), Rohypnol, and Ketamine. These are odorless, colorless drugs that can easily be slipped into a drink. They can produce disorientation, loss of inhibition, and unconsciousness, and may also cause amnesia as an aftereffect. These drugs are fast-acting and more dangerous when combined with alcohol.

I. Dating Violence is the use of physical violence, coercion, threats, intimidation, isolation, or other forms of violence directed towards a person who is or has been in a social relationship of a romantic or intimate nature with another. Dating violence can be a single act or a pattern of behavior in relationships. The "intimate" relationship may be characterized as short or long-term relationships (current or former) involving a series of sexual encounters, dating, "hooking up," or similar interactions. The existence of such a relationship may be determined based on consideration of the length of the relationship, the type of relationship, and/or the frequency of interaction between the persons involved in the relationship.

J. Domestic Violence refers to physical or non-physical violence between spouses or former spouses, cohabitating romantic partners or individuals who were formerly cohabitating romantic partners, individuals who share a child in common, or others in a family relationship.

K. Stalking refers to a course of knowingly unwanted conduct directed at a specific person that would cause a reasonable person to fear for that person's safety or the safety of others, or suffer substantial emotional distress. Stalking involves repeated and continued harassment made against the expressed wishes of another individual, which causes the targeted individual to feel emotional distress, including fear and

apprehension. Stalking behaviors may include, but are not limited to, intentional pursuing, following, or observing another; repeated non-consensual (unwanted) communication or contact (including face-to-face, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.); or using "spyware" or other electronic means to gain impermissible access to a person's private information. Such behaviors may also include interference with the safety of any of the immediate family of members of the community.

*Instances of academic dishonesty may be referred to the Academic Standards Committee by the Office of Student Conduct & Community Standards, and instances of academic misconduct may be referred by the Academic Standards Committee to the Office of Conduct & Community Standards for possible action through the student conduct process. Behavior by a student may result in both academic action and action through the student conduct process. As these processes are separate, the decision rendered in one place will not determine the decision rendered in the other. Please refer to the College catalog for a complete description of the definition and procedures followed for cases involving academic dishonesty.

**Matters of professional misconduct are typically handled by the relevant academic department, unless the behavior is so egregious as to warrant it being referred to the Office of Academic Affairs.

***This document will be reviewed annually, and periodically revised and distributed to the College community. The responsibility for review and revision of this document falls under the purview of the Office of Student Conduct & Community Standards.

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 when it has a significant impact on the educational mission and well-being of the College or well-being of a student or student organization. Jurisdiction may also extend to off-campus incidents 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.

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 by academic class standing, as well as academic performance and conduct history (the Office of Student Living and College Engagement reserves the right to alter the returning student selection process as needed to accommodate a growing resident student

population). A \$200 room deposit is required prior to the room selection process. The schedule for housing is established by the office of Student Living and College Engagement, 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 the college catalog for room charges.

- Returning students may apply in groups for rooms in Tower, Bell, Pioneer Village, Alumni, or Boehlert Hall. Selection for Alumni Hall, Boehlert Hall, Tower Hall, and Bell Hall is based on class year, academic performance, and conduct history. A limited number of single rooms are available in Tower, Bell, North, and South Halls. Each of these accommodations will be assigned according to the current housing selection guidelines. Double occupancy rooms are the most common style of housing available at Utica College. As housing demand requires, some students may be assigned triple rooms.
- When a vacancy occurs in an 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 Student Living and College Engagement will assist the student in finding a compatible roommate to fill the vacancy; or
 - the student may be moved by the Office of Student Living and College Engagement 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 Executive Director of Student Living and College Engagement.
- Students desiring to be released from the College's student housing requirement or academic year housing agreement need to request permission from the Executive Director of Student Living and College Engagement by completing a Housing Release Application. 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 Student Living and College Engagement 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 second 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 Executive Director of Student Living and College Engagement.

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 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 Student Living 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 Student Living staff will be referred to the Office of Student Conduct and Community Standards and may ultimately be dealt with through student conduct. 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 Student Living and College Engagement or the Office of Student Affairs. Students are also urged to review their housing agreement, available online at 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 Student Living 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, 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, small refrigerators (no larger than 3.0 cubic feet), electric hair dryers, razors, coffee makers (with automatic shutoff), popcorn poppers, and irons. The Office of Student Living and College Engagement provides a "packing guide" of suggested items to bring to campus and a list of items to leave at home. The list is available on the Office of Student Living and College Engagement web page. If in doubt about an electrical appliance, check with the Student Living 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 (unless issued by the College) are strictly forbidden for safety purposes.

Student Living staff members will review these regulations with you and are responsible for their enforcement. 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 conduct 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 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 in 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.

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, hacky sack, rollerblading, and the use of squirt guns. Hall sports can damage facilities, activate fire alarms or sprinkler systems, and injure other residents.

Parking Information:

All **residential students** are to park in **Lots E through I ONLY**, and walk to class. **Pioneer Village students** are to park in the **Pioneer Village lots ONLY**, and walk to class. **Lots A through D** are designated for **Faculty/Staff/Commuters ONLY**. Lots A and B fill up quickly, so prepare accordingly. **Lot J** is reserved for faculty/staff from the **Athletics Department ONLY**.

Regarding the **Clark City Center** parking, students are to park on the top level of the **Utica Place parking garage**.

Parking registration is **not required on an annual basis**. Stickers handed out will not have expiration dates, and will be valid for the entire time of attendance. Should any student have **changes to their vehicle information**, or **need a new sticker** for any reason, they will need to **come in and notify our office**.

Visitors to campus, or students needing **short-term passes**, can obtain a visitor pass for **up to one week** by **visiting the office of Campus Safety** during business hours. If the visitor is arriving after hours, the hosting student can stop in and request the pass on their behalf.

Please remember that, should you receive a ticket, you have **seven days to appeal or discuss** the violation. After this period **your ticket will be billed**, and **you are responsible for the**

fine. Speeding violations cannot be appealed under any circumstance. The campus speed limit is **fifteen miles per hour**, and it is of utmost importance to **exercise caution when driving on campus roads and in the parking lots.**

Pets

Because of city and state health regulations, students are only allowed small tanks (maximum of 10 gallons) of fish in the residence halls. No other pets are allowed. Service animals are excluded from this policy. Students who wish to request permission for a service animal or emotional support animal (ESA) must reach out to the Office of Learning Services. Students who will have an animal in residence (Service Dog or ESA), must connect with the Office of Learning services to discuss care and vaccinations before moving into the residence halls.

Room Changes

Students must receive approval by their Area Coordinator or the Executive Director of Student Living and College Engagement in order to change rooms. The Office of Student Living and College Engagement identifies 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. College groups may contact the Office of Student Living and College Engagement 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 Living and College Engagement.

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 Executive Director of Student Living and College Engagement.

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 online 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. All overnight guests must be signed in at the front desk of the residence halls and cannot stay longer than 3 consecutive nights or more than 6 nights in a month, subject to the consent of roommates. The College reserves the right to deny permission of a visitor. 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 North Hall and South Hall. This policy is under constant review by the Executive Director of Student Living and College Engagement 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.).
- No bulk alcohol dispensers (kegs, etc.) 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 Student Living and College Engagement 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 are always in effect. A student should not play radios, TVs, and/or talk at a level that will disturb others. At any time, including daytime 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 does 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 reprimanded 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 are taken into consideration during an inspection. Students will be charged accordingly for any damages not listed on the inventory form. Failure to have a room condition report in UC files can result in the student(s) being charged for all damages in the room. Students may 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 the 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. Students in Alumni, Bell, Boehlert, Pioneer Village and Tower 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 waste baskets 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 waste baskets outside their rooms. Recycling bins are located throughout the halls and should be used accordingly. Pioneer Village trash must be brought to and placed inside the dumpster located at the North end of the parking lot. No trash should be left in the hallway or outside the building doors for any amount of time.

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 Student Living section of this handbook for additional information.

Tailgating and the Use of Alcohol at Athletic Events

The Utica College Athletic Department, in conjunction with the Utica College Campus Safety Office, reserve the right to monitor, control, and modify all aspects of tailgating as it pertains to Utica College athletic events.

The designated tailgating area for all home sporting events will be parking lot "A" of the Utica College main campus. This area is generally reserved for home fans. In the tailgating area, spectators may use outdoor grills and the consumption of alcoholic beverages in a responsible manner for those of legal drinking age (21 years of age or older) is allowed. Any public intoxication or disorderly behavior will be grounds for dismissal from campus and the notification of local law enforcement. The cleanup and trash removal of tailgating locations is the responsibility of the individual, or individuals, hosting/utilizing the tailgate area (Trash cans are usually provided for all varsity football games). The failure to clean a tailgating location may result in a ban on tailgating for future Utica College athletic events.

Visiting institutions that wish to conduct tailgating will be directed to an appropriate area on campus, away from the competition site. Utica College does not allow for any fans (home or visiting) to set up a tailgate area near the Clark Athletic Center, Gaetano Stadium or The Todd and Jen Hutton Sports and Recreation Center, regardless of the intent of tailgating (ie. setting up a few tables to feed the visiting team). In addition, because of space constraints, indoor facilities and or the reservations thereof are not available for guest tailgates or gatherings.

Any questions or concerns may be directed to the Utica College Campus Safety Office (315-792-3046) or the Athletic Department (315-792-3051).

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 College Engagement. All individuals, clubs, and organizations which promote events on campus must have their ads approved by the Office of Student Living and College Engagement 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 Executive Director of Student Living and College Engagement 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, 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 Executive Director of Student Living and College Engagement. 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).

Utica College's Annual Notice Regarding Drug and Alcohol Abuse Prevention Policies may be accessed at

<https://www.utica.edu/policies/Annual%20Notice%20Regarding%20Drug%20and%20Alcohol%20Abuse%20Prevention%20Policies.pdf>

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 computer. The electronic approval of a facilities request from an EMS administrator indicates confirmation of the request; any additional requests for tables and chairs, catering, security, technology or other arrangements must be done through those respective departments and can be discussed at an event management meeting.

Sponsoring organizations requesting Campus Safety must contact the Office of Campus Safety and/or The Office of Student Living and College Engagement as soon as reservation confirmation is received.

Most meetings, activities, and events are scheduled on a first-come, first-served basis; however, certain events may have priority over others. Events should be scheduled at least 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 the same audience as the events previously scheduled for the same date.

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 Living and College Engagement 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 advisor, the Executive Director of Student Living and College Engagement, and the Director of Campus Safety. If you or your organization is planning on hosting one of these events, submit the Late Night Large Event Request form, which can be found at www.utica.edu/student/activities/forms.cfm, and consult with the Executive Director of Student Living and College Engagement 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**, the **Utica College Solicitation Policy**, and the **Policy on Political Activity** 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 Living and College Engagement and/or the Office of Student Affairs, or at 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 educational 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

Utica College's Responsible Use of College Computing Resources Policy

The rights, responsibilities, and limitations of academic freedom apply to the use of College computing resources. The use of College computing resources, like the use of any other College-provided assets, property, or services, is subject to the requirements and standards of legal and ethical behavior, as they evolve over time, within the College community. Legitimate use of a computer, computer system, phone device, or network does not extend to whatever is

technically possible. Limitations built into computer operating systems and networks are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

This policy is designed to protect the safety and individual rights of Utica College students and employees, comply with federal and state laws, safeguard the College from legal action, and provide an environment where the College network is safe and reliable.

<https://www.utica.edu/policies/policies.cfm?id=155>

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 the 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.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website and FAQ of the U.S. Copyright Office.

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 Executive Director of Student Living and College Engagement. The full policy may be found here.

Statement of Principles Regarding Expression on Campus

Utica College is a community committed to the pursuit of knowledge, meaningful academic experiences, and intellectual growth. In order to serve these goals, we recognize that we have a responsibility to create an inclusive community in which all of its members feel valued, as well an obligation to build a community that affirms, cherishes, and sustains freedom of expression. We acknowledge that this balance is sometimes difficult to maintain and that, even though there are some clear legal precedents regarding protected forms of expression, the boundaries of allowable expression are nonetheless sometimes unclear, situation-specific, and subject to contestation, particularly in moments of crisis. Further, we contend that it is frequently precisely those ideas that challenge, frustrate, trouble, and offend some members of the community that may most advance the pursuit of knowledge. Therefore, the faculty and students, the

administration and staff, and the Board of Trustees of the College have a duty both to maintain a system of tolerance and civility so that all of us feel empowered to participate in the sometimes-difficult discourse of an academic community, and to protect the precious heritage of freedom of thought and expression.

As an institution of higher education Utica College has a mission and a responsibility to encourage the widest possible discussion of ideas that bear on the development of our students and the enhancement of the larger society. In the classroom this principle is essential to the academic enterprise. Outside of the classroom, in both curricular and extracurricular venues, the goals of our purpose as an academic institution are best served by breadth of discussion and tolerance for controversy and disagreement. We embrace the intellectual challenge of confronting difficult, complex, and controversial ideas. This must be balanced with the necessity of providing an environment that is free of harassment to members of our student body and our larger community, so that a sense of marginalization and powerlessness does not frustrate the very goals we pursue. As we recognize and seek to expand the rich diversity of our students and employees and the varying cultures, backgrounds, and experiences we bring to the College, we find it essential to articulate our commitment to creating, maintaining, and promoting an environment where our similarities and differences are respected and valued.

In all of our principles we should also be mindful of the fact that we are an academic community that exists for the specific purpose of developing, testing, and teaching advances of knowledge and understanding. While we must be tolerant of the purveyors of a wide array of views, the College has no good purpose to be served by the advancement of factually inaccurate information. Ideas, beliefs, values, and aesthetic judgments that are offered up to the College community, or that are current in the wider public discourse, will be scrutinized and judged by the College community according to the standards of evidence and reason, and may be subject to repudiation and rejection based on that evaluation.

To these ends Utica College urges community members to recognize the following principles:

- We must encourage the widest possible discussion of ideas, with the understanding that the ideas with which some members of the College community disagree should not be silenced but are best met by other viewpoints and engaged argumentation;
- Speech or other forms of expression intended to harass, threaten, cause fear of physical injury, or otherwise incite violence or other criminal action against an individual or group will not be tolerated and may be subject to sanction;
- The College's mission is best served by proactively creating opportunities through which community members can engage more fully on topics of curricular and societal interest and are empowered to do so in forums and through processes that allow for discussion and debate.

We know that our understanding and use of these principles will necessarily evolve over time as our experiences as a community and as individuals change and grow. We put forth this Statement of Principles not as an end in itself, but as a dynamic document intended to reflect and affirm the values and principles most integral to who we are as an educational institution and the experiences we believe all of our members deserve to have.

Utica College, in adopting this Statement of Principles, also acknowledges its duty to take steps to protect the physical safety of our community. Nothing in this Statement shall serve to limit the college's ability to make decisions designed to meet that obligation.
www.publicrelations@utica.edu

Utica College's Policy on Hazing

Utica College defines hazing to include any action that intentionally or recklessly causes or poses a substantial risk of harm to the mental or physical health or safety of one or more persons. Subjecting any person to and/or encouraging any person to commit an act that violates human dignity, the Code of Student Conduct, or the law for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or organization is prohibited. The express or implied consent of participants or victims will not be a defense.

Hazing and abuse are expressly prohibited. These include, but are not limited to: forced consumption of alcohol or other substances, sleep deprivation, threats of harm, actual physical harm (e.g., paddling, beating, branding), performing any service or action under coercion or duress.

a) Physical Hazing

Several examples are paddling, beating, slapping, kicking, pushing; sleep deprivation, duck walking, and tearing clothes, consumption of alcohol, use of drugs, forcing the use of alcohol or drugs.

b) Emotional/Psychological Hazing

Several examples are cursing, yelling, humiliating, belittling; any morally degrading, illegal or indecent activity; any type of activity that is in violation of legal statutes or policies of the resident locale, i.e. college, city, state, etc.

1. Unapproved work and/or other activities: any road trip that would make it necessary for a prospective member to travel extreme distances or under hazardous conditions or any activity that would endanger a prospective member.
2. Requiring or accepting services from prospective members, including but not limited to visits, errands, buying food, gifts or personal items, being a personal chauffer etc.

Hazing poses substantial risks to the safety and well being of individual students and the University community. As such, violations of this policy will result in referral to Judicial Affairs and possible disciplinary action which may include, but not be limited to, any or all of the following:

- suspension or expulsion from the College, loss of recognition and privileges, referral to law enforcement, participation in educational programs, and other educational or remedial action appropriate to the circumstances.

Hazing is punishable under New York State Law as follows:

1. New York Penal Law 120.16; Hazing in the First Degree:

- A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes injury. Hazing in the First Degree is a class A misdemeanor.

2. New York Penal Law 120.17; Hazing in the Second Degree:

- A person is guilty of hazing in the second degree when, in the course of another person's initiation or affiliation with any organization, he intentionally or recklessly engages in conduct, which creates a substantial risk of physical injury to such other person or a third person. Hazing in the second degree is a violation.

Utica College and the Inter Greek Council have a zero tolerance hazing policy. Any accusations of hazing will be taken very seriously. Utica College will enforce this policy through internal disciplinary procedures, the external prosecution of alleged offenders, or both. Individuals who participate in acts of hazing will be held accountable under this policy, all other IGC policies, and the Code of Student Conduct.

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 Student Living & College Engagement (either 792-3037 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 <http://www.utica.edu/policies/policies.cfm?id=4>

Bias Response and Referral Network

The Bias Response and Referral Network (BRRN) has been established as part of Utica College's commitment to fostering an inclusive campus climate and supporting members of our community when bias-related incidents or hate crimes occur.

Additionally, complaints from sources outside of the Utica College community are also funneled through this process and will be handled accordingly.

Nonetheless, when a bias-related incident or potential hate crime is reported, the BRRN coordinates responses to individuals and/or communities who have been affected by bias-related behaviors and potential hate crimes. The BRRN will be responsible for receiving reports of bias-related incidents, reaching out to the person filing the report and others as needed and formulating an appropriate response to impacted parties. If necessary, the BRRN will also make a referral to the appropriate investigatory person, team, or office. The BRRN provides support resources to impacted parties, promotes education and dialogue, and affirms the College's commitment to diversity, equity, and inclusion, free speech, and academic freedom.

Based on the nature of the reported incident, the BRRN may expand the team to include additional campus representatives. You are welcome to reach out to a member of our community with whom you feel comfortable; however, if you would like for your complaint handled via this system, you must report the incident in written form by clicking the "Submit a Bias Incident Report" tab below, or you can visit the "Procedures for Reporting" tab for more options.

You may also wish to get in touch with the Behavioral Intervention Team, Title IX Coordinator, or one of the individuals or offices listed in the resources section of this webpage.

Please contact any member of the BRRN listed in the "Procedures for Reporting" tab for assistance or to learn more about this process.

The BRRN is **not** a crisis response team - if your safety is at stake, and/or there are threats of immediate danger, contact the Office of Campus Safety immediately at (315) 792-3046.

For more information visit <https://www.utica.edu/bias-incident-reporting>

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. Campus Safety will report the information to the Dean of Students and Campus Life, who is responsible for informing the Vice President for Student Affairs and Enrollment Management.

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 Dean of Students and Campus Life 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 and Enrollment Management or his/her designee will notify the following college officials:

- President
- Provost & Vice President for Academic Affairs
- Executive Vice President & Chief Advancement Officer
- Vice President for Financial Affairs
- Assistant Vice President for Marketing and Communications
- Vice President for Legal Affairs & General Counsel

Utica College's Policy on Sexual Harassment, and Sexual Misconduct

Important Note: As a result of recent changes to Title IX regulations, there will be changes in UC's policies and processes related to how we respond to reports of sexual misconduct. The entirety of the updates were not available at the time this handbook was finalized and printed, however they may be accessible by the distribution date. More information on this topic can be found by visiting the following web page: <https://www.utica.edu/college/tix/index.cfm> None of these changes will affect the support and resources we provide.

Policy

Utica College is committed to providing a learning and working environment in which all interpersonal relationships are based upon respect and dignity. Therefore, in accordance with Title IX of the Education Amendments Act of 1972 (Title IX), the Clery Act, and the Violence Against Women Act, Utica College will not tolerate sexual harassment or sexual misconduct, which are forms of discrimination on the basis of sex, that include any of the following when they impact or have the potential to impact the educational or employment environment of any members of the College community: sexual harassment; harassment based on gender identity, gender expression, or transgender status; sexual violence; domestic or dating violence; or stalking.

Utica College has an ethical and legal obligation to create a learning and working environment free from all forms of discrimination and harassment, including sexual assault, dating violence, domestic violence, stalking, or any other form of sexual misconduct, and is committed to fostering a healthy and safe environment in which every member of the College community can realize her or his fullest potential. This policy has been developed to reaffirm these principles, to define community expectations, to establish a mechanism for determining when those expectations have been violated, and to provide recourse for those individuals whose rights have been violated.

All members of the Utica College community have a responsibility to cooperate in creating a climate where sexual harassment and sexual misconduct do not occur. In addition to ensuring

legal compliance, this policy is designed to prepare members of the College community for that responsibility by creating an awareness of behavior that is considered to be sexual harassment or sexual misconduct, as well as fostering an understanding of the procedures Utica College will use to address such behavior in a way that protects reporting parties, witnesses, and responding parties.

Utica College endeavors to provide a fair, impartial, and prompt response when sexual harassment and/or sexual misconduct is alleged to have occurred within the College community. Reports of sexual harassment or sexual misconduct will be promptly and thoroughly investigated either through a process based on Title IX regulations, if applicable, or through an alternative investigative process.

Individuals who are found to have been engaged in sexual harassment or sexual misconduct will be sanctioned following guidelines established in the applicable handbook, contract, or policy. More specifically, any individual who engaged in such behavior will be subject to disciplinary action through the appropriate disciplinary process.

The College encourages any individuals covered by this policy who believe they are the victim of sexual harassment or sexual misconduct to make a report, in writing, to the Title IX Coordinator, or to make the report to someone who is identified in the policy as a non-confidential resource/responsible administrator. A student making a report should take steps to preserve evidence, as it may be helpful in criminal and/or College disciplinary proceedings. Individuals who believe they are a victim of sexual harassment or sexual misconduct have the option of filing a report with the College, with local law enforcement, or with both. Those wishing to notify local law enforcement authorities will be assisted in doing so. Because the standards for finding a violation of criminal law are different from the standards in this policy, criminal investigations or reports will not determine whether or not a violation of this College policy has occurred.

All individuals have the right to:

1. Make a report to the College, local law enforcement, and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and or criminal justice process free from pressure by Utica College;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the College courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Utica College, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of Utica College;
9. Access to at least one level of appeal of a determination;

10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process; and
 11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Utica College.
- Confidential Resources

All members of the Utica College community have a number of resources available to discuss sexual harassment or sexual misconduct concerns or questions. Individuals who have experienced sexual harassment or sexual misconduct are encouraged to seek support for their physical and emotional needs.

A student seeking confidential emotional or medical care may contact the following:

Utica College Student Counseling Center
Student Wellness Center, Room 204 Strebel Student Center
(315) 792-3094
counseling@utica.edu

Utica College Student Health Center
Student Wellness Center, Room 204 Strebel Student Center
(315) 792-3094
health@utica.edu

Safe Trax Coordinator
Jennifer Jones
Strebel Student Center Room 105B
(315) 792-3708
jkjones@utica.edu

Oneida County's YWCA Domestic and Sexual Violence Services
Campus Advocate (Office Hours on Campus): (315) 732-2159 ext. 312
24-Hour Hotline: (315) 797-7740

The health and counseling services noted above are available to Utica College students free of charge.

These resources afford students the opportunity to discuss a concern or situation and the available options. These resources also offer the opportunity to gain information about the College's formal complaint procedures under this policy. Reports made to these resources will not be reported to other College officials in any personally identifiable manner (reports made to some of these individuals may result in a report to College officials that an incident occurred, but will not result in the reporting of any personally identifiable information), and, as a result, any individual making a report solely to such confidential resources should not expect action to be taken by the College against any alleged perpetrator. Similarly, if a victim discloses actions constituting a violation of this policy through public awareness events, such as "Take Back the Night" or other event or forum, Utica College is not obligated to begin an investigation. Utica

College may, however, use the information to inform the need for additional education and prevention efforts.

Confidential reports of any form of sexual misconduct can also be made to off-campus resources, including:

Oneida County's YWCA Domestic and Sexual Violence Services
(315) 797-7740

Suicide/Crisis Services
24 Hour Hotline
(315) 732-6228

NYS Office of Victim Services
Hotline
1-800-247-8035

Crisis Services for Students at Liverpool, NY site:

Vera House
723 James St.
Syracuse, NY 13203
Phone: (315) 425-0818
24-Hour Hotline: (315) 468-3260

Sexual Assault Nurse Examination (SANE) services are provided to all area emergency rooms through Vera House.

Crisis Services for Students at St. Petersburg, FL site:

Suncoast Center, Inc.
PO Box 10970
St. Petersburg, FL 33733
Phone (appointments): (727) 388-1220
Hotline: (727) 530-7273

Crisis Services for Students, Faculty, Staff, and Contract Staff at Miramar, FL site:

211 Broward/First Call for Help (Information and Referral Line)
Dial 211 or (954)527-0211
www.211-broward.org

In addition to the resources listed above, Utica College shares a Memorandum of Understanding (MOU) with Mohawk Valley Health System, located in Utica, NY. This MOU ensures that any member of the College community who is a victim of sexual assault will have access to a sexual assault examination by a sexual assault nurse examiner or through a physical referral to a sexual assault nurse examiner.

A report to a Confidential Resource is not a report to the College and will not result in an investigation or disciplinary action.

Non-Confidential Resources: Responsible Parties (or Responsible Administrators)

Any person having a complaint of sexual harassment or sexual misconduct is encouraged to make a report to any one of the following non-confidential resources, who are considered "Responsible Administrators" for purposes of Title IX:

Title IX Coordinator

Lisa Green, Vice President for Human Resources & Personnel Development, (315) 792-3736, lgreen@utica.edu

Deputy Title IX Coordinator

Alane Varga, Dean for Diversity and Inclusion, (315) 792-3324, avarga@utica.edu

Deputy Title IX Coordinator

David Fontaine, Director of Physical Education and Athletics, (315) 792-3050 or dsfontai@utica.edu

Director of Campus Safety*

Musco Millner, (315) 792-3201, mumillne@utica.edu

Assistant Vice President for Student Affairs and Dean of Students

Timothy Ecklund, Ph.D., (315) 792-3100, trecklun@utica.edu

Executive Director of Student Living and College Engagement**

Scott Nonemaker, (315) 792-3285, sconema@utica.edu

*All personnel in the Office of Campus Safety are considered Responsible Administrators

**Area Coordinators and Directors who work in the Office of Student Living and College Engagement are also considered Responsible Administrators.

Students in Utica College's ABSN programs, or any other programs that exist in other physical Utica College locations, may also make a report to the site's assigned Success Coach. Success Coaches are also non-confidential resources who have been trained to engage the appropriate parties in order to assist others in reporting an incident.

Emergency access to the Title IX Coordinator is made available through contact with the Office of Campus Safety.

These individuals have been trained to receive and respond to allegations of violations of this policy. Complaints can be made to any of the Responsible Administrators by those who have been the victim of a violation of this policy or by a third party on a victim's behalf. While all employees are strongly encouraged to report incidents of sexual harassment or sexual misconduct, and certain other employees may be required to report them, if a complaint is made to anyone other than the Responsible Administrators listed above, the reporting party risks the possibility that it will not come to the attention of the proper College officials and may, therefore, not be acted upon. For this purpose, faculty and staff members are not Responsible Administrators unless they are named specifically, and one should not assume that information brought to the attention of a faculty or staff member not considered to be a Responsible Administrator will be reported to the College. On the other hand, unless a report is made to a Confidential Resource, one cannot be assured of confidentiality.

Although Responsible Administrators are specifically identified, all faculty and staff of Utica College who learn of a possible issue of sexual harassment or sexual misconduct are expected to bring reports to the attention of Responsible Administrators.

Non-Confidential External Resources: Law Enforcement

All persons covered by this policy have the right to involve state and/or local law enforcement in matters of sexual harassment or sexual misconduct. Utica College partners with law enforcement agencies in any way necessary to provide cooperative assistance as needed, whether or not the individual chooses to also make a report to the College. Following is contact information for those resources:

New York State Police (state police)
1-844-845-7269

Utica Police Department (local police)
413 Oriskany Street West
Utica, New York 13502
Phone: (315) 735-3301

New Hartford Police Department (local police)
8635 Clinton St., New Hartford, NY 13413
Phone: (315) 724-7111
For Students at Liverpool, NY site:
Liverpool Police number
Phone: (315) 457-0722
Onondaga County Sheriff (located in Liverpool, NY)
Phone: (315) 435-0722

For Students at St. Petersburg, FL site:
Pinellas County Police
Phone: (727) 582-6200

For Students at Miramar, FL site:
Miramar Police Department
(954) 602-4000

A reporting party who is not satisfied with the attempts to resolve the sexual harassment or sexual misconduct may seek resolution through other sources, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office for Civil Rights, or the U.S. Department of Education.

For any questions or additional information, contact the Office of Student Affairs, the Office of Student Living and College Engagement, the Office of Campus Safety, the Office of Human Resources, or consult the Title IX webpage.

Law Enforcement and Criminal Charges

A victim of a crime, including sexual misconduct, is encouraged but is not required, to report the incident to local law enforcement and pursue criminal charges. Members of the College community who want to pursue criminal charges may contact the Student Counseling Center, Office of Student Affairs, the Safe Trax Coordinator, or Campus Safety for assistance in making a report of a crime to local law enforcement, or may contact the local police department directly. The criminal process and the College's investigatory/disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or internal complaint with the College or both. Any internal College investigation

and/or hearing process will be conducted concurrently with any criminal justice investigation and proceeding that may be pending. Temporary delays in the College's internal processes may be requested by local law enforcement authorities for the purpose of evidence gathering. Any temporary delay shall not last more than ten (10) days, except when local law enforcement authorities specifically request and justify a longer delay.

The College will cooperate with any criminal proceedings as permitted by law. In criminal cases, including non-consensual sex offenses, the preservation of evidence is critical and must be done properly and promptly. Local law enforcement agencies can assist in filing a criminal complaint and in securing appropriate examination, including by a Sexual Assault Nurse Examiner. The New York State Police Sexual Assault Hotline, which can be reached at 1-844-845-7269, may also be of assistance in reporting an incident to law enforcement. Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter College property, and the College will abide by a lawfully issued order of protection. Utica College officials will, upon request, provide reasonable assistance to any member of the College community in obtaining an order of protection or, if outside New York State, an equivalent protective or restraining order, including providing that person with:

- a copy of an order of protection or equivalent when received by the College and providing that person with an opportunity to meet or speak with a Utica College representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the protected person or persons;
- an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
- assistance in contacting local law enforcement related to alleged violations of such order of protection.

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 the 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.

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.

Campus 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, Vice President for Human Resources and Personnel Development, 124 White Hall (315-792-3736 or lcgreen@utica.edu)
- Deputy Title IX Coordinator Alane Varga, Dean for Diversity and Inclusion, 103 Strebel (315-792-3100 or avarga@utica.edu)
- Deputy Title IX Coordinator 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, 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 315-792-3094 (if appropriate) and the Office of Student Affairs at 315-792-3100 if absent for more than three days.
- For additional information see <http://catalog.utica.edu/content.php?catoid=4&navoid=121&hl=%22absences%22&returnto=search#Absences>

Academic Advising

- Student's faculty adviser (**Students who don't have an adviser should go to their school office**)
- Center for Student Success; Hubbard Hall, Room 117; 315-792-3179

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 123; 315-792-3393

AIDS/HIV

- AIDS Community Resources, 401 Columbia Street, Utica, NY; 315-793-0661
- Student Health Center/Student Wellness Center; Strelbel, Room 204; 315-792-3094
- Planned Parenthood, 1424 Genesee Street, Utica, NY; 315-724-6146

Billing/Fees

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

Bus Service

- The College provides a shuttle bus during the day while classes are in session from the Strelbel Student Center to the Brvenik Center for Business Education in downtown Utica

- See "Bus Services" section of the handbook for information on public transport systems
- Centro and Shortline bus schedules can be found on line.

Cable Service

- Spectrum; 1-866-874-2389
- For more information see www.utica.edu/cable

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 Living and College Engagement; Strebel, Room 206; 315-792-3285
- WPNR-FM Radio Station (90.7); Strebel, Room 201; 315-792-3066
- *The Tangerine*, basement Hubbard Hall; 315-792-3065, 315-792-3055
- Office of Marketing and Communications; Champlin House; 315-792-3047

Career Direction

- Center for Career and Professional Development; Hubbard Hall, Room 115; 315-792-3087

Changing Majors

- School offices will have necessary paperwork

Cheating/Plagiarism

- Individual faculty member. See "Academic Honesty" in the College catalog
- Center for Student Success, Hubbard Hall, Room 117; 315-792-3179

Check Cashing/ATM's

- Local banks - see <http://www.usbanklocations.com/utica-banks-ny.htm>
- ATM's - Two ATM machines on campus, located 1st floor of Strebel Student Center, near the entrance to the Pioneer Cafe, (Adirondack Bank); and White Hall main entry vestibule (First Source Federal Credit Union).

Computer Facilities

- Computer Help Desk, Gannett Library, Room 120 (lower level). Call 315-792-3115, email helpdesk@utica.edu, or enter a support ticket online <https://iits.utica.edu>.
- AV Services for events, enter a request online at <https://iits.utica.edu>.
- Computer lab locations are listed online at <https://iits.utica.edu>, click User Services in the Menu, scroll down to the Computer Labs block.

Counseling Services

- Counseling Center/Student Wellness Center; Strebel, Room 204; 315-792-3094
- Center for Career and Professional Development; Hubbard Hall, Room 115; 315-792-3087. Career-related and graduate study counseling
- Office of Student Financial Services; Hubbard Hall, Room 117; 315-792-3179. Financial aid counseling
- Office of Student Living & College Engagement; Strebel, Room 205; 315-792-3285. Difficulties with roommates or the residence hall environment

Disabilities, Services for People With

- Office of Learning Services; 109 Hubbard Hall; 315-792-3032. Services include learning and study strategy development, referrals for diagnostic evaluations, and accommodations appropriate for students based on individual needs
- Parking areas for people with physical disabilities are located in our parking lots. There are additional designated parking spaces located in front of White Hall and Strebel Student Center, on the side of the Library, behind Clark Athletic Center and also next to the Todd & Jen Hutton Sports and Recreation Center (Dome). Parking permits may be obtained at the Campus Safety Office in 112 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

Discrimination Concerns

- Office of Human Resources, Addison Miller White Hall, Room 124; 315-792-3276. Coordinator of the College's efforts to comply with Title IX and Education Amendments of 1972
- Office of Learning Services; Hubbard Hall, Room 109; 315-792-3032
- Office of Student Affairs, Strebel, Room 103; 315-792-3100
- Counseling Center/Student Wellness Center; Strebel, Room 204; 315-792-3094

Office of Distance Learning Questions/Concerns

- Office of Graduate Studies, White Hall, Room 120; 315-792-3335
- Utica Online information, <http://www.utica.edu/enrollment/admissions/graduate/distance.cfm>

Domestic/Relationship Violence

- Counseling Center/Student Wellness Center; Strebel, Room 204; 315-792-3094
- Sexual Violence and Domestic Violence Services Hotline; 315-797-7740
- Office of Campus Safety, Strebel, Room 112; 315-792-3046
- Office of Student Affairs, Strebel, Room 103; 315-792-3100
- Office of Student Conduct & Community Standards, Strebel, Room 105; 315-792-3363

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 123, 315-792-3393

Emergencies

- Office of Campus Safety; Strebel, Room 112; 315-792-3046, 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 Student Living & College Engagement; Strebel, Room 206; 315-792-3285 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, 315-624-6000
- Utica Police; emergency calls, 315-735-3301
- New York State Police (Marcy barracks); 315-736-0122
- New Hartford Police (for Champlin House); 315-724-7111
- New York Mills Police; 315-736-6623
- Utica Fire and Rescue; 315-731-2000
- New York Mills Fire and Rescue; 315-736-1453
- Kunkel Ambulance Service; 315-797-4111 24-hour emergency service 7 days a week

Financial Aid

- Office of Student Financial Services; Hubbard Hall, Room 117; 315-792-3179; help with information, assistance, and planning.

GLBT Issues

- Counseling Center/Student Wellness Center; Strebel, Room 204; 315-792-3094
- UC Gender and Sexuality Alliance (student organization formerly UC PRIDE); Office of Student Living and College Engagement 315-792-3285

Graduate Studies

- Center for Career and Professional Development; Hubbard Hall, Room 115; 315-792-3087
- Office of Graduate Studies, White Hall, Room 120; 315-792-3335

Graduation Requirements

- Office of the Registrar; White Hall, Room 123; 315-792-3393
- Faculty adviser (assigned to student)

Greek Life

- Office of Student Living and College Engagement; Strebel, Room 206; 315-792-3285

Grievances (Academic)

- Center for Student Success; Hubbard Hall, Room 117; 315-792-3179

Grievances (Non-academic)

- Office of Student Affairs; Strebel, Room 103; 315-792-3100

Hazing Concerns

- Office of Student Living and College Engagement; Strebel, Room 206; 315-792-3285
- Office of Student Affairs; Strebel, Room 103; 315-792-3100
- Counseling Center/Student Wellness Center; Strebel, Room 204; 315-792-3094. Provides confidential counseling for personal concerns.

Health Concerns

- Student Health Center/Student Wellness Center; Strebel, Room 204; 315-792-3094. Short term acute health care, physician referrals and other services.

Hotlines

- Eating Disorders; 24-hour hotline, 1-800-931-2237
- Mobile Crisis Assessment Team (MCAT) 315-732-6228
- N.Y. State HIV/AIDS Hotline: 1-800-541-2437, Monday-Friday, 8:30 a.m. to 4:45 p.m.
- National Suicide Prevention LifeLine 1-800-273-8255
- Sexual Violence and Domestic Violence Services: 24-hour hotline, 315-797-7740
- Veterans Crisis Line 1-800-273-8255, press 1

Housing

- Office of Student Living and College Engagement; 315-792-3285. Information about on-campus housing and a listing of off-campus housing possibilities

ID Cards

- Campus Safety Office; Strebel, Room 112; 315-792-3046.

Independent Study

- Contact the course instructor to make arrangements.

International Students' Concerns

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

Intramural Sports

- Office of Athletics and Physical Education; Clark Athletic Center, 1st Floor; 315-792-3281

Jobs, Student Employment

- Campus Employment in the Center for Career and Professional Development; Hubbard Hall, Room 115; 315-792-3087
- The Center for Career and Professional Development; Hubbard Hall, Room 115; 315-792-3087

Leadership Development

- Office of Student Living and College Engagement, Strebel, Room 206, 315-792-3285

Lost and Found

- Office of Campus Safety; Strebel, Room 112; 315-792-3046

Motor Vehicles

- Office of Campus Safety; Strebel, Room 112; 315-792-3046. 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 112; 315-792-3046.

Psychological Services

- Counseling Center/Student Wellness Center; Strebel, Room 204; 315-792-3094. Provides counseling and referrals.

Scholarships

- Office of Student Financial Services; Hubbard Hall, Room 117; 315-792-3179.
- Refer to the College catalog under the "Scholarships, Grants, and Awards" section for a complete listing of all available scholarships.

Sexual Assault

- Counseling Center/Student Wellness Center, Strebel, Room 204, 315-792-3094. Provides confidential counseling and referrals.
- Office of Campus Safety; Strebel, Room 112; 315-792-3046. 24-hour contact, dial 611 or 315-792-3046 for direct communication with campus security.
- Office of Human Resources, Addison Miller White Hall, Room 124; 315-792-3276. Coordinator of the College's efforts to comply with Title IX.
- Office of Student Affairs; Strebel, Room 103; 315-792-3100
- Sexual Violence and Domestic Violence Services; 24-hour hotline, 315-797-7740
- Local Police emergency calls, 315-735-3301 (UPD dispatch) or 911
- Office of Student Conduct & Community Standards; Strebel, Room 105; 315-792-3363

Student Clubs/Organizations and Involvement

- Office of Student Living and College Engagement; Strebel, Room 205; 315-792-3285
- <http://www.utica.edu/student/activities/pioneerplacehelp.cfm>

Study Abroad

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

Suicide Prevention

- Counseling Center/Student Wellness Center; Strebel, Room 204; 315-792-3094. Provides confidential counseling and referrals
- Crisis Center: 24-hour hotline; 315-732-6228 or 844-732-6228

Summer Sessions

- Office of Graduate Studies, White Hall, Room 120; 315-792-3335 for information on UC Summer Sessions
- Registrar's Office, White Hall, Room 123; 315-792-3393. 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>

Test Anxiety/Preparation

- Office of Learning Services; Hubbard Hall, Room 109; 315-792-3032
- The Center for Student Success, Hubbard Hall, Room 117; 315-792-3179
- Counseling Center/Student Wellness Center; Strebel, Room 204; 315-792-3094

Transcripts

- Office of the Registrar, Addison Miller White Hall, Room 123; 315-792-3393.

Tutoring

- Opportunity Programs; Hubbard Hall, Room 109; 315-792-3209
- 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.

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 Committee made of representatives from the many colleges within the Mohawk Valley region. The initiative welcomes college students by hosting events throughout the year to help students get to know the area. The program was launched in 2009, and is still growing, showcasing area businesses, important figures, and attractions to the new college students and encourages their involvement in and affinity for the Mohawk Valley. More information can be found at www.thegenesisgroup.org, you can "Like" the Facebook page found at www.Facebook.com/TheGenesisGroupMV or follow @MoValleyGenesis on Twitter.

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

- SUNY Poly; 315-792-7500; www.sunypoly.edu
- Mohawk Valley Community College; 315-792-5400; www.mvcc.edu
- Pratt at Munson-Williams-Proctor Arts Institute School of Art; 315-797-8260; www.mwpai.org

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.edu
- 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

Area code is 315-

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
Center for Career and Professional Development	3087
Computer Help Desk	3115
Copy Center	3145
Counseling	3094
Dean for Diversity and Inclusion	3100
Dean of Students and Campus Life	3100
Dining Services, Campus	3178
Director Student Conduct & Community Standards	3320
Facilities	3191
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
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
Res Net (Residential Networking)	4585
ROTC, Air Force	315-443-2461
Student Living & College Engagement	3037
Student Affairs	3100
Student Employment	3383
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
Young Scholars	3237

UTICA

COLLEGE