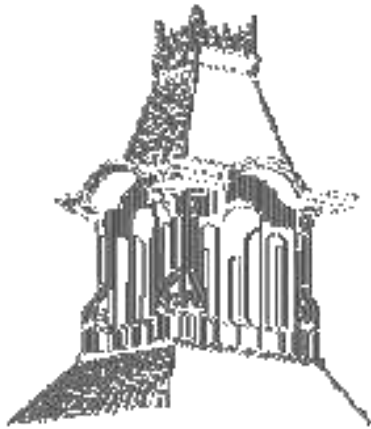


# CHOICES/CHANGES HANDBOOK



## A GUIDE TO RESIDENTIAL LIVING

**2011 – 2012**  
**OFFICE OF HOUSING & RESIDENCE LIFE**  
INDIANA UNIVERSITY OF PENNSYLVANIA



**OFFICE OF HOUSING & RESIDENCE LIFE**  
Indiana University of Pennsylvania

Indiana, Pennsylvania 15705-1038

(724) 357-2696  
(724) 357-5762 FAX  
[www.iup.edu/housing](http://www.iup.edu/housing)

*IUP is a member of the  
Pennsylvania State System of Higher Education*

## Important Phone Numbers & Website Addresses

University Police	724-357-2141	<a href="http://www.iup.edu/police">www.iup.edu/police</a>
Escort Program	724-357-2141	<a href="http://www.iup.edu/police">www.iup.edu/police</a>
Health Service	724-357-2550	<a href="http://www.iup.edu/healthcenter">www.iup.edu/healthcenter</a>
Counseling Center	724-357-2621	<a href="http://www.iup.edu/counselingcenter">www.iup.edu/counselingcenter</a>
Residential Computing Helpline	724-357-2596	
Office of Housing and Residence Life	724-357-2696	<a href="http://www.iup.edu/housing">www.iup.edu/housing</a>
Alice Paul House (Sexual Assault Services)	724-349-4444	
The Open Door (24-hour Crisis Hotline)	724-465-2605	<a href="http://www.theopendoor.org">www.theopendoor.org</a>
Emergency	9-911	

## Residence Hall/Apartment Main Office Numbers

Crimson Suites	724-357-1010
Elkin Hall	724-357-2319
McCarthy/University Towers	724-357-7742
Northern Suites	724-357-5097
Putt/Delaney Hall	724-357-2270
Suites on Maple-East/Ruddock Hall	724-357-6596
Suites on Pratt/McCarthy/UT	724-357-2386
Wallwork Suites	724-357-2738
Whitmyre	724-357-2355

**Phone numbers appearing BOLD can be dialed from an on-campus phone. When dialing from an off-campus or cell phone, you must dial the area code and prefixes.**

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## HOW TO USE THIS HANDBOOK

This handbook has been designed with you, the student, in mind, and is full of valuable information:

- Important information on policies and services at IUP
- Important phone numbers
- Study tips to help you succeed academically
- Practical suggestions on how to get along with your roommate, academic success, safety and security, how to confront someone about noise, tips on responsible use of alcohol, etc.

Because of the importance of the information presented in this handbook, you are strongly encouraged to read through the entire publication BEFORE you get too far into the semester. The earlier you read, the better. You will be held responsible for all of the information in this handbook. After you have read through all of the information, utilize the table of contents and index to refer to specific sections throughout the year. If you have any questions about any of the information, please ask your residence director or graduate residence director.

In addition, please remember that you are also responsible for understanding the policies and procedures outlined in the student handbook, The Source: A Student Policy Guide and the Housing License Agreement and the Dining Services Contract.

The Source: A Student Policy Guide can be accessed on the Web at: <http://www.iup.edu/studentconduct/>.

If you would like a hard copy, please contact the Office of Student Conduct in 401 Sutton Hall, (724-357-**1264**).

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## **A MESSAGE FROM THE Office of Housing & Residence Life**

August 2011

Dear Resident:

On behalf of the staff in the Office of Housing and Residence Life (OHRL), I welcome you to your residence hall community at IUP.

The staff in OHRL will be working with you and other residents to promote the development of residential communities in which courtesy, respect and consideration for others are considered paramount. Our goal is to develop residential communities which support and enhance the academic mission of the university and promote safe, clean, and comfortable living environments.

Out-of-classroom learning experiences will account for a significant amount of your education at IUP. We encourage you to use your time in university-owned housing to participate in activities, develop new friendships, and learn more about yourself and others who live in your community.

Living on campus will provide you with many new freedoms and personal choices, e.g., decisions about when to sleep, study, eat, relax, etc. Responsibilities also accompany these freedoms. You will be expected to be considerate and respectful of other residents, to do your part to promote a safe and secure environment, and to commit yourself to your academic course work and other activities which promote learning.

We look forward to working with you throughout the year and helping to make your residential experience a rewarding, positive and enjoyable experience.

Best wishes for a successful year!

**Michael Lemasters**

Associate Dean and Students and  
Director of Residence Life

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# **STATEMENT OF MISSION, VISION, AND VALUES**

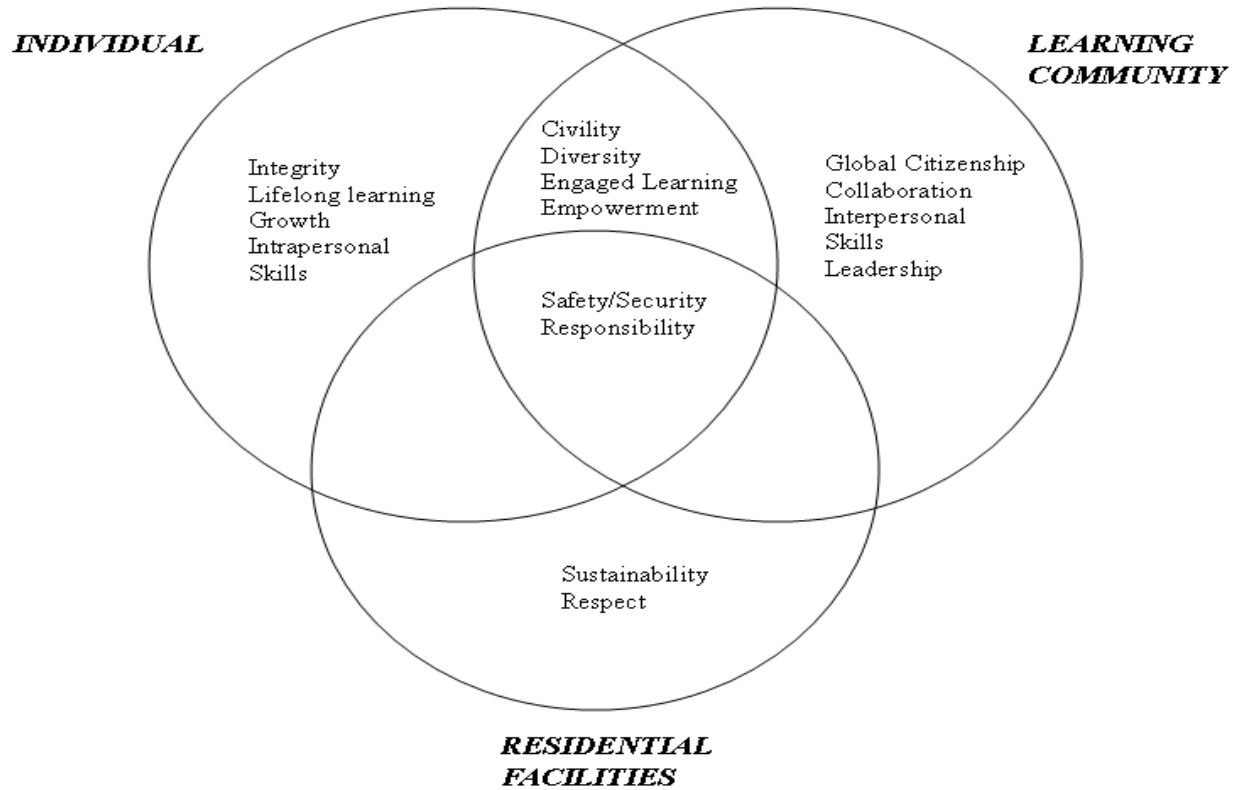
## **OHRL MISSION**

The Office of Housing and Residence Life is to provide attractive, comfortable, and well maintained residential facilities, supported by a highly trained professional staff that fosters a variety of engaging living learning experiences designed to promote the development of students.

## **OHRL VISION**

The Office of Housing and Residence Life strives to integrate the living environment to support IUP's academic mission while managing the seamless delivery of residential support services

*Office of Housing and Residence Life  
Values*



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## IUP CIVILITY STATEMENT

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

***To strengthen the university for academic success***, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

***To foster an environment for personal growth***, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

***To contribute to the future***, I will strive for the betterment of the community: myself, my university, the nation, and the world.

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## **THE 3R'S: RIGHTS, RESPONSIBILITY, RESPECT**

To make the most of your education, keep in mind that you'll be learning important skills both inside and outside of the classroom. In the residential buildings, you'll learn how to get along with a wide variety of people if you choose to remain open to diversity, to be curious, and to share your similarities and differences with others. If you close yourself off from new persons and ideas, you'll deprive yourself of valuable learning. Even when you disagree with other people, if you try to understand a new perspective, you'll learn the basis for your differences.

IUP is a place where learning can and does occur inside and outside of the classroom when you let yourself be curious and excited by new people, perspectives, and information! As a member of the residential community, you have additional challenges related to sharing a living space with a variety of people with diverse academic interests, backgrounds, cultures, races, lifestyles, and experiences. As a member of this community, you have both rights and responsibilities.

### ***You have the right:***

- to study and sleep in your room.
- to live in a supportive and stimulating community where your individuality is valued and your uniqueness is respected and appreciated.
- to involve yourself and others in promoting the health, safety, and security of all residents.
- to enjoy access to a variety of facilities and services provided by the university.

### ***You have the responsibility:***

- to consider the needs of other residents and balance them with your own needs. Just as you expect other community members to be respectful of your needs, you are responsible for demonstrating consideration of their needs.

- to promote care of the physical facilities, equipment, and services provided by the university.
- to communicate with other residents and staff members. Communication is an important aspect of building relationships with others and of seeking assistance in addressing academic and personal issues.
- to let other residents know when they are disturbing you. When other people infringe upon your rights, you are responsible for asking them to alter their behavior out of respect for you. If others don't respond to your request, staff members will assist you.
- to demonstrate a commitment to the IUP community by getting involved! Getting to know other residents, participating in activities, and joining your hall council are all ways to have fun and make your mark on IUP!
- to promote campus safety and security by locking your room door at all times, reporting missing or stolen keys, removing props from outside doors, walking with other people at night, not holding the door or allowing others to follow you into a building, and reporting suspicious persons and activities to University Police and/or residence life staff members.
- to demonstrate respect for all individuals, and to enjoy the benefits of meeting people who are both similar to and different from you.
- to commit yourself fully to academic course work and projects while promoting a living environment that allows other students to devote sufficient time and energy to their academic pursuits!

***Respect is the key!*** As you choose to act in accordance with your rights and responsibilities, you'll be creating experiences that will assist in your growth and development.

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## **WELCOME TO THE COMMUNITY!**

Fostering a sense of community among students is a critical element in insuring satisfaction with and success in a residential environment. Community begins with a sense of belonging with other members of the group, either at the floor or building level. Other important elements of community include:

- acquaintanceship, familiarity, and trust
- contributions and achievements which are recognized and respected
- cooperation and respect for each other's rights
- respect and enhancement of the physical environment.
- resolution/management of interpersonal and intergroup conflicts
- participation in planning and sponsoring programs and activities

### **You can take on an active role in the development of your floor and hall community by:**

- establishing an open, honest relationship with your roommate(s)
- participating in floor meetings
- communicating your likes, dislikes, and needs while respecting the likes, dislikes, and needs of others
- working to maintain a clean, comfortable, and attractive living environment
- sharing your ideas and opinions with the Residence Hall Council
- working with your community assistant and hall mates to plan and develop social and educational programs for your community

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## **“I WISH I HAD KNOWN”**

- I'd miss my family
- That making new friends takes time
- That nobody cares that I was a big shot in high school
- That it takes more work to get A's and B's in college
- That it is important to balance my checkbook
- That knowing how to keyboard is a big help
- That no one would tell me when to study
- That I'd change so much during my first year at college
- That cramming for exams isn't the best way to learn
- That I would lose track of the rest of the world unless I kept up with current affairs
- That there are no brothers or sisters to yell at when things are not going well
- That I'd be exposed to so many different types of people
- That I'd gain ten pounds if I ate ice cream at every meal
- That I'd miss my dog
- That my roommate has as much stuff as I do
- That at times I'd need to force myself to study
- That I'd have to face my prejudices
- That I'd have to read so much
- That my phone bill could wipe me out
- That I might grow apart from special people
- That it is harder to catch up when I fall behind in my classes
- That I'd want to change my major three times
- That a lot of learning happens outside of the classroom

*- Adapted from an unknown author*

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## ACADEMIC SUCCESS TIPS

- Make a connection with your PACER's, they can help connect you with many academic success resources.
- Go through your syllabi from all your courses and record all due dates on your calendar now.
- Plan two hours of study time for every hour you spend in class.
- Study difficult or less interesting subjects first. The more you put them off, the harder it will be to give them needed attention.
- Avoid scheduling marathon study sessions or all-nighters. You will retain much more information with frequent and shorter study periods with occasional breaks.
- Never dwell on your failures, as you can do nothing about them and they use up valuable time. Look for what your mistakes can teach you for future improvement.
- Keep your watch five minutes ahead to avoid late arrivals and get a head start on the day.
- Place index cards in your pocket, purse, wallet, or wherever to write down ideas or notes to remember.
- Have a light lunch so you don't get sleepy in the afternoon and become non-productive.
- If you have to wait, use the time to relax, read, plan, or do something that you would have had to use other time for.
- Plan in the evening so you can get a good start on the next day's activities.
- Prioritize your tasks/work so that the things that are "most critical" to complete are finished first. Completing these tasks first will help to reduce tension and anxiety created by interruptions and distractions.
- Take advantage of short periods of free time to review your notes, make an outline, or summarize material.
- Visit the Center for Student Success website for more information at <http://www.iup.edu/success>.

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## **CIVILITY AND CITIZENSHIP**

Part of the mission of the Office of Housing and Residence Life is to encourage the development of civility and citizenship in the members of the residential community. Civility describes the set of behaviors and attitudes that individuals display which demonstrate sensitivity to and concern for the welfare of the larger community and all its members. Individuals demonstrate civility when they understand that they do not live or function in isolation from other people, but rather their actions affect others just as they are affected by other persons' behaviors. Civility encompasses manners, moral conduct, and active citizenship.

Citizenship is the status that individuals have as a member of a community, including rights, privileges, and responsibilities. Active citizenship describes individuals who involve themselves in the governance of a community by raising issues, voting, and generally exercising their responsibilities to maintain a positive community.

The Office of Housing and Residence Life provides the following opportunities for residential students to develop civility and active citizenship:

**Educational programs** – Residence life staff and volunteer leaders sponsor programs throughout the residential community which promote academic success, active citizenship, social interaction, and personal wellness.

**Leadership opportunities** – Residents may serve in leadership capacities as community assistants (CAs), Peers Assisting Community Education of Residents (PACERs), office workers (OW), residence hall association (RHA) members, judicial board members, etc. Some of these positions require a successful application and interview process, while others simply require the desire and enthusiasm to participate.

**Service learning projects** – Residents may involve themselves in the Indiana community by volunteering to assist in local agencies such as “Big Heats/Little Hands” and the local Humane Society. The Residence Hall Association often sponsors food and clothing drives to benefit persons in the local community. Also, there is a specialty floor in Suites on Maple West for students interested in service learning projects.

**Residential environment** – Each residential building contains common areas that provide space for students to gather for meetings, to study, and to interact socially. Interaction is a key element in fostering the understanding that each resident is a part of a larger community and, as such, has responsibilities to other people. Interaction also encourages an understanding of the differences and commonalities amongst individuals. This understanding promotes behaviors that affirm each community member’s dignity and fosters mutual respect.

**Disciplinary system** – Residents who engage in behaviors that demonstrate incivility and/or violate university policy are challenged by residence life staff to assume responsibility for their choices and to learn ways to avoid similar behavior in the future. Staff members promote student success in this area through individual attention and discussion on how to interact respectfully and with civility.

The development of civility and active citizenship will enhance the personal and vocational success of residents and will ultimately promote the betterment of IUP and our society. Residence life staff will actively promote the opportunity for each resident to become a civil, active citizen of the IUP residential community. However, it is the responsibility of each resident to decide to embrace these opportunities and to respond positively to the challenges that may arise as a member of the residential community.

**Technology Civility** – In support of the academic mission of the university, Indiana University of Pennsylvania provides students

with in-room network connections through the Residential Network (ResNet). To ensure all university members have access to these computing resources, it is the responsibility of every residential student to use the ResNet network and associated resources responsibly and in compliance with all federal, state, local, IUP, and Housing and Residence Life laws, regulations and policies.

The Office of Housing and Residence Life provides the following expectations for residential students to develop civility in technology:

Academic Freedom-Acknowledge that copyright laws protect intellectual property.

- Do not copy or distribute contractually protected and/or copyrighted computer software or electronic information
- Do not copy or distribute contractually protected and/or copyrighted media (e.g., music, video, images).

Information Integrity-Use information appropriately and respect the privacy of others.

- Do not tamper with or make unauthorized changes to someone else's computer account
- Do not circumvent the system security
- Do not give out your password or let others use your account
- Do not use someone else's account
- Do not read another's electronic mail
- Minimize the possibility of information misuse, corruption, or loss

Equal Access-Use computing resources responsibly.

- Connect only one device to a network jack
- Limit using applications that require a high portion of bandwidth (e.g., music, video, images)
- Limit excessive printing
- Limit multiple log-ins



- Do not use university resources for commercial purposes or charge for any service provided through university technology resources

Civility-Communicate respectfully and civilly and promote a diverse, tolerant, and open environment.

- Do not display offensive materials, child pornography, or sexually oriented web pages or graphics
- Do not use words to embarrass, intimidate, threaten, harass, or create a hostile, offensive environment.

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## **ROOMMATE RELATIONSHIPS**

The Office of Housing and Residence Life is dedicated to helping each resident develop intellectually and emotionally and to grow and learn in the residential community. A major component of the daily living experience centers on interactions with a roommate.

Whether you are a returning student, a new student living with a friend from high school, or meeting your roommate for the first time, the quality of the relationship you develop with your roommate is a major factor in determining how satisfied you are with college, and it can be an important influence on your academic achievement. The purpose of this section of the handbook is to help you and your roommate establish a relationship based on respect for the rights of each other.

### **Roommate Bill of Rights**

You have a responsibility to your roommate! By keeping in mind the following values and by demonstrating thoughtful consideration, you can make your residential living experience all the more satisfying.

## **Basic rights of a roommate/suitemate(s)**

1. The right to study in one's room free from undue interference such as unreasonable noise and other distractions that inhibit the exercise of this right. The university believes your room and residence hall/apartment building should provide you with an environment that allows you to achieve your primary goal: academic success.
2. The right to sleep without undue disturbance from noise, roommate's guests, etc. The university believes your right to sleep in your room during reasonable hours takes precedence over any activity that may interfere with this right.
3. The right to expect that a roommate will respect your personal belongings. Being willing to share will strengthen any relationship, but your personal property is just that--personal. What, when, and with whom you choose to share is your decision.
4. The right to live in a clean, safe, and healthy environment. IUP expects all residents to maintain such conditions in their rooms and in common areas such as hallways, restrooms, and lounges.
5. The right to free access to one's room without pressure from a roommate.
6. The right to privacy.
7. The right to entertain a guest(s) with the expectation that guests respect the rights of the host's roommate and other residents. IUP believes the right to privacy, especially at night, takes precedence over the right to entertain guests in one's room. Your roommate may not have an overnight guest without your consent. (See the section on "Visitors" in this handbook, or refer to your Residence Hall/Apartment contract for policy statement.)
8. The right to settlement of conflicts. Residence life staff members are available for assisting in settling roommate conflicts.
9. The right to be free from fear of intimidation and physical and/or emotional harm.

10. The right to expect reasonable cooperation in the use of "room shared" appliances (telephone, refrigerator, microwave, television, etc.) and a commitment to honor agreed-upon payment procedures.
11. The right to live in a secure environment. The level of security in any residential building depends largely on the residents of that building. Residents have an obligation to each other to help insure a secure living environment.

This section of the handbook has been designed to help roommates communicate. Communication is the key to building a positive relationship with your roommate. Essential to your discussions with each other are attitudes of openness, honesty, and respect for personal differences.

There are five topic areas: Background basics, Emotions, Habits and preferences, Together again (for returning roommates), and Reactions. We suggest that you first reflect alone on these areas and on your responses to the uncompleted sentences. Afterwards, get together with your roommate(s) and share your answers. Be honest, open, and kind. Have fun!

### **Background basics**

This first section deals with your background. Try to share more than just facts; sometimes taking a step beyond produces better understanding. Listen carefully to others and let them share fully. They will do the same for you. Discuss each question and take turns responding to each item.

1. My hometown is...
2. The high school activities I participated in were...
3. My friends back home are...
4. The greatest thing that happened to me in high school was...
5. High school was...
6. The most difficult thing in high school was...
7. What I want to tell you about my family is...

8. The thing I will miss least about home is...
9. The thing I will miss most about home is...
10. I chose IUP because...

## **Emotions**

Your particular emotional style is an area you may not have considered before. This section will help you begin thinking about it. It will also help you tune in to your roommate's emotions. Take your time here, and respond honestly. Discuss each question before moving on to the next one.

1. Most of the time, my moods tend to be...
2. When I want to have fun, I...
3. Things that make me angry are...
4. When I am down or upset, I need...
5. I express my anger by...
6. Silly things I like to do are...
7. Things that excite me or make me happy are...
8. Times I need to be left alone are...
9. Attitudes or feelings I have trouble dealing with are...
10. It's hard for me to...

## **Habits and Preferences**

This section deals with the similarities and differences of roommates. We are all unique individuals, so answers to these questions, in most cases, will not be the same. Don't let differences disturb you. There will probably be areas that require negotiation and understanding.

For each of the following questions, respond with one of the following answers: (A)lways, (U)sually, (O)ften, (S)ometimes, or (N)ever.

1. Do you consider yourself organized?
2. Are you generally in a good mood?
3. Do you like to study in your room?

4. Do you like to study with music playing?
5. How often do you clean your room?
6. Do you like to keep your room neat?
7. How often do you watch TV?
8. What time do you tend to go to sleep?
9. Can you sleep with the lights on?
10. Do you consider yourself an open person willing to share your thoughts and feelings?
11. How do you feel about your roommate borrowing your personal possessions?
12. How do you feel about sharing your food with your roommate?
13. How often would you mind if your roommate had overnight guests of the same sex?
14. How often would you mind if your roommate had overnight guests of the opposite sex?
15. When you get upset, do you like to talk about it?
16. Do you consider yourself a religious person?
17. Do you drink alcoholic beverages?
18. Are you an avid party-goer?
19. Do you smoke substances other than cigarettes?

### **Together again (for returning roommates)**

This section is geared toward roommates who already know each other. Try to answer with responses that are new to your roommate/friend. Be ready--you may learn more about each other than you expect.

1. I would like to become more...
2. I remember the time we...
3. The best place I ever vacationed was...
4. One thing I disliked about living with you last year...
5. I have always wanted to tell you...
6. The thing I regret most about last year...
7. My dream house would have...
8. My parents' favorite piece of advice is...
9. Something I admire about you is...

10. A college education is...

11. One goal I have for this year at IUP is...

## **Reactions**

You and your roommate(s) have just completed three or four sections of topics ranging from hometowns to your morning routines. This final section will tie together many similarities and some differences. There may be areas where you will have to compromise. By reacting openly now, you'll set the stage for future communication about your needs and wants.

1. Some things I think we have in common are...
2. Some things I see as being different about us are...
3. Things I have discovered about myself are...
4. Areas I feel we will need to work on/be aware of...
5. Things I think we will gain by living together are...

## **Hints on being a good roommate**

The list of things you can do to be a good roommate is endless. Here are some hints on how you can improve yourself as a roommate:

*Increase awareness of yourself.* This is probably the most useful skill anyone has. It's one you should be using the rest of your life. Consciously try to become more sensitive to your "inner self".

*Increase your communication skills.* Learn to listen carefully. Most of us have learned to listen selectively so we can influence or win arguments. Strive for understanding by listening for words and identifying feelings without evaluating or reacting immediately. Describe only what you see, hear, and feel.

*Learn to be a more effective communicator.* Try to describe your feelings accurately. Practice expressing yourself, especially your needs, in a direct, assertive manner without getting nasty.

*Learn to deal with conflict.* This most important skill unfortunately goes directly against what most of us have been taught about being polite and "getting along" with others. A common experience between roommates is a reluctance to discuss each "little" issue or irritation as soon as possible, especially when it occurs. Unfortunately, failure to discuss this "little" issue or irritation often results in a larger conflict later on. You are strongly encouraged to discuss with your roommate "little" issues or irritations as they happen. Dealing with conflict is learning to identify and to confront-  
-to be specific and to remain pleasant. It is learning to be assertive without being aggressive. If you need help, feel free to contact your community assistant, PACER, or residence director.

Congratulations! You have just had the first of many open and honest conversations with your roommate. From the information you have shared and learned about one another so far, you have taken a big step in developing one of many special relationships. Remember, you and your roommate(s) are continually changing. It is important to communicate these changes to each other.

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## **CONFLICT MEDIATION**

When large numbers of people live in close proximity, conflicts will arise. It is normal for people to disagree about personal habits and preferences, beliefs and values, interests, social activities, and cultural issues. If these disagreements create problems for one or more individuals, then the conflict needs to be resolved. If left unmanaged, conflicts typically escalate and can result in verbal arguments, disruptive behavior, emotional distress/abuse and even physical assault. However, conflict can lead to positive results for everyone involved if it is managed effectively. Resolving conflict can build trust and confidence, increase creativity, and create greater openness and honesty in relationships. Plus, working through conflict feels great!

When you have a conflict with someone, you are encouraged to talk directly with that person to try to reach a reasonable solution. If this conversation doesn't resolve the issue, or if you are unwilling or unable to talk with the person(s), promptly contact a residence life staff member (community assistant, PACER, residence director) and explain the conflict and your desire to have them mediate a discussion with the other involved person(s). Before you meet with the residence life staff member, think through the following issues:

- With whom do you have a conflict?
- What do you want as a solution to the conflict?
- What do you think the other person may want from you?
- What are your feelings going into the mediation?
- Can you think of possible solutions to the conflict that would work for both you and the other person(s)?
- Is there anything constructive that you want to make sure to say to the other involved person(s)?

When you meet with the residence life staff member for the mediation session, her/his role is to help you and the other persons find a solution to the conflict, not to find the solution for you. You must be an active, positive participant in the mediation process. The residence life staff member will facilitate the following steps to help you and the other involved persons work through the conflict:

1. **Assess the Commitment Level of Involved Parties** - For conflict mediation to be effective, all involved persons must be willing to have the issues mediated.
2. **Conduct the Mediation in a Comfortable, Neutral Environment** – Mediation should occur in a location that is comfortable and neutral for all involved persons.



### 3. **All Participants Must Agree to Follow Basic Ground Rules**

- Typical ground rules for mediation include a willingness to:

- 1) Agree to work towards finding a solution to the issue
- 2) Avoid name calling
- 3) Avoid interrupting when others are speaking
- 4) Keep voices even
- 5) Be honest
- 6) Treat one another respectfully throughout the mediation
- 7) Treat information that is shared confidentially
- 8) Agree to abide by the resolution.

4. **Confront the Conflict/Define the Problem** – Determine the source of the conflict(s) through uninterrupted discussion by each involved person.

5. **Understand the Various Perspectives** – Each person should listen carefully to one another, ask clarifying questions, and try to understand the other person(s)' perspective.

6. **Look for Similarities** – Find issues that involved persons can agree upon based on similarities in concerns, perspectives, desired outcomes, etc.

7. **Focus on the Future** – Identify ways to resolve the source(s) of conflict. Be creative. Talk through a variety of possibilities and agree on one that works for all involved persons. Develop a written agreement that states all negotiated items that is signed by all.

After developing and agreeing to a resolution, you and the other person(s) are responsible for implementing the agreement. You should keep the residence life staff mediator informed of how the situation is unfolding and enlist his/her help promptly if new issues or concerns arise.

As you can see, clear, honest, respectful communication (speaking and listening) will go a long way to resolve disagreements! To make the most out of living in the residence halls and apartments, be sure to seek assistance in resolving conflicts quickly, so that small conflicts don't become big ones.

Sources:

Johnson, David W. and Roger T. Johnson. Reducing School Violence Through Conflict Resolution. Virginia: Association for Supervision and Curriculum Development, 1995.

Nelson-Jones, Richard. Human Relationships: A Skills Approach. California: Brooks/Cole Publishing Company, 1990.

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## **PERSONAL SAFETY**

Safety and security start with you! IUP is a relatively safe community. However, like any community, crimes can and do occur here. The university promotes campus safety and security in various ways -- by educating students about safety and security issues, locking external residence hall/apartment building doors 24 hours a day, evaluating and upgrading security equipment, providing electronic surveillance cameras, and providing escorts upon request.

Your university I-Card is specially programmed so that it can be swiped through the card reader(s) at your building (and your hallway and suite door in the Suites) to allow you access. Instructions on how to use your I-Card are posted at each reader. Since all campus residential buildings are locked 24 hours a day, you are advised to carry your I-Card at all times when leaving your residence. (NOTE: If your I-Card is lost or stolen, you should report it immediately to the I-Card office in the HUB, Monday-Friday, 8:00am-6:00 pm and Saturday, 10:00 am-2:00 pm or University Police during evenings and weekends. You will be issued a replacement I-Card or temporary access card at that time.) Your guests will need to access your building by calling you from an entry telephone and awaiting your escort to your room/suite.

In order to help eliminate the unsafe practice of propping doors, all exterior access doors in your building have been alarmed. Exterior access doors which have an immediate alarm will sound as soon as the door is opened. These doors should only be used in an emergency. All main exterior access doors are equipped with a delayed alarm. Should one of these doors be propped or held open for a specified length of time, an alarm will sound which can only be silenced by completely unpropping and securing the door. Surveillance cameras are installed at all exterior entrances and most hallways as an added safety measure. Students who are identified exiting immediate alarmed doors in non-emergency situations will be held accountable through the university judicial system.

If you live in a traditional residence hall (Elkin, McCarthy or Whitmyre), all shower units there are equipped with a security apparatus comprised of a cord connected to a device which, when pulled, activates an alarm in that specific restroom, as well as another alarm and a yellow strobe light in the corridor immediately outside of the restroom. These alarms will sound for one minute and shut off automatically. However, the strobe light will continue to operate until the device in the shower area has been reset. A staff member in your building can explain to all floor residents how to reset the device, which will stop the strobe light from flashing and enable the device to be activated again when needed. Please realize that the device cannot be activated again unless it has been reset. **NOTE:** The sound of these alarms is distinctly different from the sound of the fire alarm system or exterior door alarms in your building.

This security device has been installed for you to use in the event of an emergency. If you feel that you need immediate assistance while using this facility, you should pull the cord to sound the alarms which can be heard easily by others in the area who can provide assistance. The intention of this device is to provide a safer living environment for all residents. Please do not hesitate to use it if the need arises. However, you should realize that activating this alarm

system unnecessarily will defeat its intended purpose and confuse residents in the area. In addition, it will also be viewed as a violation of residence hall policy and will result in a referral to the judicial system. A finding of "in violation" for falsely activating a security device is likely to result in a student's disciplinary removal from university housing and/or suspension from the university.

In addition to the efforts of the Office of Housing and Residence Life, you are strongly encouraged to promote your own safety and the safety of others through your daily behavior. The following precautions are important for you to incorporate into your daily routine:

### **In the residence halls/suite/apartment buildings**

1. Lock your door when you are sleeping and whenever you leave your room/apartment, even if it is just for a short time! (It only takes a thief a few seconds to commit a crime!)
2. Don't lend your room/apartment key or I-Card to anyone.
3. Don't prop open any exterior doors to residential buildings and remove props if you see them.
4. If you lose your room/apartment key or I-Card, report it to your hall/area office immediately.
5. Be concerned about others. If someone calls for help, check it out or contact a residence life staff member for assistance.
6. Ask strangers their purpose for being on your floor or in your building.
7. Escort your guests in the building. Additionally, overnight guests must be registered via your community assistant, or building office.
8. Report unusual happenings to your community assistant or the building office, or University Police.
9. In the event of an emergency, call 9(911), then call University Police at **7-2141** if dialing from an on-campus phone. If dialing from a cell phone call (724)357-2141.

- 10.If you observe a crime being committed, contact University Police immediately (724-357-**2141**), then inform your community assistant.
- 11.Don't use the shower or laundry facilities alone during late night or early morning hours.
- 12.Your room/suite door has a peep hole. Don't answer your door without first identifying the person who is knocking.
- 13.Avoid intoxication. You are more vulnerable when you are under the influence of alcohol or any other drug!
- 14.If you witness vandalism, report the vandal(s) to your community assistant.
- 15.Remember that your residence hall/apartment/suite building is not just a place where you sleep and study; it is also your home and community. Part of being a responsible community member is taking pride and ownership in your environment by reporting instances of vandalism, as well as situations you observe which negatively affect the building's overall safety and security. Your guests, friends, and roommates should be encouraged to develop a similar attitude toward their environment.

### **On campus**

1. During the hours of darkness, travel in groups of two or more people.
2. If you are alone, call University Police (724-357-**2141**) to be escorted by an officer.
3. Avoid dark, deserted areas. Stay away from bushes, dark entryways, or other potential hiding places.
4. Avoid short cuts through unpopulated areas.
5. If you encounter an emergency on campus, look for a blue light emergency telephone. These telephones are located at various locations on campus and are designated by a blue light. Simply pick up the receiver or push the call button--without dialing any numbers, you will immediately be connected to the University Police desk.

6. In case of sexual assault:

- Seek medical attention immediately at the University Health Center or the Indiana Regional Medical Center. All care is strictly confidential.
- Contact the Alice Paul House (724-349-4444). This agency will provide you with an advocate who will counsel and assist you. All information is strictly confidential.
- Contact a member of the residence life staff so that your community assistant and residence director may be supportive of you and provide assistance. Your residence director can also arrange for you to change rooms if you desire to do so.
- Contact University Police at 724-357-**2141** to report the assault and discuss your legal options.

### **To prevent theft**

1. University Police will engrave your valuables upon request. Speak to your community assistant about sponsoring the Operation ID program on your floor. The Operation ID program provides students the opportunity to engrave their driver's license number on each of their valuables.
2. Keep your room/suite door locked at all times.
3. Never leave possessions unattended, such as laundry, books, keys, etc.
4. Use locks to secure bicycles. For maximum security, use a standard U-lock design. Cable and chain locks can be easily cut by thieves. To increase chances of recovery in the event of theft, students are also encouraged to register their bicycles with University Police.
5. If you have a vehicle on campus, keep it locked and store valuables out of sight.
6. If you have a non-factory/after-market installed CD player, remove the faceplate when the vehicle is parked.
7. Inform friends and relatives NOT to send you cash through the mail.
8. Do not give your mailbox key or combination to anyone.

To view crime statistics for IUP, visit the Office of Public Safety's website at [www.iup.edu/police](http://www.iup.edu/police).

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## VISITATION/GUESTS

University housing facilities are open only to residents of that building, to university officials, and to guests who have a legitimate reason for being in the building. All visitors should use the building entrance telephone to contact a resident. The following policies apply to guests who visit students living in the residential buildings:

1. A guest or overnight guest is one who is not assigned to the respective room or comes into the residence hall/apartment building to visit a specific resident upon the request of that resident. Guests may also be persons who are invited by the hall council or university officials for a specific event taking place in that facility.
2. A guest is limited in his/her visit to the time and location for which s/he was invited. When visiting a specific resident, **a guest must be accompanied by that resident during the entire period of time s/he is in the building.** Overnight guests staying between 12:00 midnight and 5:00 a.m., limited to two per resident, can visit up to three consecutive days, but no more than nine nights in any given month, and only in the assigned room of the host on a space available basis. Advance consent of all residents of the room/apartment must be obtained, and an Overnight Guest Permission/Registration Form must be completed **before** the guest arrives.
3. Every guest is subject to university rules and regulations and is the responsibility of the resident-host while present in the building. The university reserves the right to deny access or

to remove any guest if it has been determined that such person has disturbed, endangered, or disrupted the activities of any resident.

4. Students are encouraged to confront any unfamiliar person they encounter in the building in order to ascertain the identity of that individual and the reason for his/her presence. Individuals who do not qualify as guests (as defined above) should be asked to leave the building. Residence life staff and/or university police may be contacted for assistance.
5. **The right to study/sleep and privacy supersedes the right to visitation.**

### **Guest host responsibilities**

*It is the responsibility of the host or hostess to insure that visits by guests do not infringe on the rights of his/her roommate or violate residence hall/University policies and procedures.*

### **Cooperation is the key**

Your willingness to accept your responsibilities as a host (as they are outlined here and as listed on the Overnight Guest Permission/Registration Form) helps to create a residential environment that is secure and comfortable. Your willingness to respect the rights of other residents (and, in particular, those of your roommate) helps to develop and maintain positive relationships with other individuals in your residential community. Please do your part to help! **YOU ARE RESPONSIBLE FOR YOUR GUESTS!** Judicial Charges may be filed against you for the actions of your guests.

### **Visitors and parking on campus**

All visitors desiring to park a vehicle on the IUP campus between 7:00 a.m. and 5:00 p.m., Monday through Friday, must register for a temporary permit at the Parking Services and Visitor Center, located in University Towers. Visitors can also utilize a Pay & Display space without a pass if the space is paid for. Between 5:00 p.m.



and 7:00 a.m. on weekdays and at any time on Saturdays or Sundays, visitors may park in any non-reserved parking area or area that does not have any overnight restrictions. Please read the signs at the entrance of each parking lot for any restrictions.

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## **NOISE**

Like roommate relationships, residents have primary responsibility for maintaining reasonable conditions for study and sleep in the residential community. According to the Residence Hall/Suite/Apartment Housing License Agreement and Dining Services Contract, "Excessive noise is a violation of the right to study and/or sleep." With this in mind, certain behaviors are prohibited based on their inherent, disruptive nature. These include:

- noise from the residential buildings that disturbs classroom and other normal university activities
- stereo speakers set in or near windows in order to amplify sound to the outdoors
- screaming and/or yelling in hallways, stairwells, outside windows, etc.
- sports activities in the hallways
- slamming doors
- musical instruments that are amplified (e.g., electric guitars, drums, horns) or other musical instruments that can be heard outside of your room

### **Residence hall/suite/apartment policies**

Minimum courtesy and quiet hours have been established by the Office of Housing and Residence Life. Courtesy hours are in effect 24 hours a day. Quiet hours are from 10:00 p.m. to 8:00 a.m.

Sunday - Thursday, and 12:00 midnight to 8:00 a.m. Friday and Saturday.

**Courtesy hours** require students to be considerate of the needs of others at all times and to comply with requests for maintaining a reasonable level of quiet. Ideally, students will continually monitor their own behavior so confrontation is not necessary. **Quiet hours** require that noise is reduced so that nothing can be heard from within rooms when the doors are closed.

In addition, a **24-Hour Quiet Period** goes into effect prior to and during final examinations. This is designed to provide residents with an atmosphere to prepare for their examinations if they desire to study in the residential buildings.

### **Intensified Study Floor**

One residence hall has been specially designated for students who wish to live in a quieter environment. The Intensified Study Floor is located on the 4<sup>th</sup> floor of Northern Suites. Whereas other floors have set quiet hours during the late evening and night hours, the intensified study floor maintains a 24-hour a day quiet status to accommodate students who want an environment which reflects their intensified academic focus and commitment. Residents on this floor may have the opportunity to establish one "courtesy" hour per day when quiet hours are relaxed.

### **Basic truths**

Fundamental to the successful management of noise in the residential environment is an acceptance of the following basic truths:

1. It is a rare person who likes to get up in the middle of the night and go down the hall or upstairs/downstairs to ask someone to quiet down. Most people don't even enjoy doing so in mid-evening or afternoon.
2. Many students come to the university with little or no

experience in expressing desires or needs which meet with the disapproval or rejection of peers. Many students may be either too aggressive or too nonassertive. Staff members may need to help them confront others.

3. On some floors, considerable peer pressure is applied to be tolerant of noise. On other floors, the pressure supports quiet and consideration. Many individuals new to the floor are reluctant to state an opinion that may conflict with the general community feelings.

### **Three kinds of noise problems**

1. **Naive insensitivity** -- There are situations in which noisemakers don't realize they are bothering anyone; they are usually willing to stop when informed. Examples: bouncing something on the floor which disturbs neighbors below; a loud stereo in the middle of the afternoon after a difficult test; yelling down the hall to another resident.
2. **Cultural clashes** -- Cultural clashes often develop when a difference in lifestyle exists and ignorance or prejudice inhibit communication. Examples: roommates who keep very different hours; students who like different music, activities, and friends.
3. **Intoxicated persons** - This type of noise problem is frustrating because individuals making the noise often seem uncooperative and are sometimes abusive. Example: a stereo going on suddenly late at night; yelling in the hallway; "forgetting" to quiet down when requested to do so.

### **Confronting noise**

Living in a residential community requires cooperation and respect for the rights of others. All of us share in the responsibility for creating a climate conducive to academic success. Students are expected to speak up and confront other individuals who are

infringing upon their right to study or sleep. Community assistants are also available to help maintain a reasonable level of quiet on the floor. However, they should not be expected to be the sole policy enforcers on the floor. No staff member can be available 24 hours a day to handle every possible noise situation that may arise in the building.

At the same time, students are encouraged to practice the skills they need to be self-sufficient adults. When asked to confront a noise situation, community assistants are likely to ask you if you have made any attempt to resolve the situation. If you have and did not receive an acceptable response from the student creating the noise, the community assistant will assist you in intervention. If you have not made an attempt to resolve the situation, the community assistant will probably encourage you to discuss the matter with the student in question first.

Students who continually disrespect the rights of others and/or refuse to cooperate with requests to keep the noise level down are referred to the residence director for disciplinary action. Repeated violations could lead to a student's loss of eligibility for on-campus housing.

### **Tips on confrontation**

- 1) Make sure you are calm and objective when you confront. Don't confront when you are angry or upset. (Try to take deep breaths before you confront. Doing so will help you to relax.)
- 2) You almost always have time to plan a strategy and/or consult with someone before confronting – take advantage of it.
- 3) Share your fears about confronting with your roommate/a friend/your community assistant/or your residence director – let them help you to develop the skill. (It's difficult for most of us to confront another person.)
- 4) Be specific and clear in your confrontation. Let the individual know that you are concerned about their behavior, not him/her as an individual. Describe what behavior (e.g. loud stereo) is

disturbing you.

- 5) Show concern for the individual. Try not to embarrass him or her.
- 6) Always talk one-on-one. Be simple and direct. If there is a crowd, ask the person you know to be the room occupant or the one making the noise to go to a quieter place so you can talk.
- 7) Be well-informed, consistent, non-judgmental, open, calm, confident, and positive.
- 8) Don't avoid confronting out of a fear to confront – this usually results in an escalation of the problem and makes it even more difficult to confront later.
- 9) Remember, not every confrontation will result in good feelings.
- 10) *Always* report any verbal abuse, physical threats, and/or refusal to comply with your request to your community assistant.
- 11) Never put yourself at physical risk. Call *University* Police (724-357-2141) if necessary.

**\*\*Special Note:** When confronting intoxicated people about noise, address yourself to those who are the **most sober**, even if they are not the occupants of the room. State your request clearly, concisely, and simply. Give the noisemakers time and privacy to complete the task. Don't take offense if they fail. Ask again--they may have forgotten or been distracted. From their point of view, they are just having a good time, and you are spoiling it. Alcohol is not a friend of logic. All the reasoning in the world will not achieve half of what a calm and friendly, but firm and clear, request may achieve.

### **If you are confronted about noise...**

Please respond by eliminating and/or lowering the noise coming from your room. **Noise annoys!** Together we can make the residential communities an enjoyable place to sleep, study, and socialize.

## ALCOHOL

As a college student, you will be faced with many new situations. One of these will be whether or not to use alcohol. It is our hope that this section will empower you to make responsible, legal decisions regarding alcohol use.

It is important to remember that if you choose to drink before you are 21, you are breaking the law. The university also has specific policies regarding alcohol use. Students who drink alcohol while under the age of 21 are held accountable through both the court system and the university judicial system. The following information explains these laws and policies in more detail.

### **The law**

- Commonwealth of Pennsylvania law prohibits the possession and consumption of alcoholic beverages by individuals under the age of twenty-one.
- Pennsylvania law also prohibits the sale of alcoholic beverages by anyone unless they have the proper license issued by the Pennsylvania Liquor Control Board.
- Indiana Borough ordinance prohibits alcohol in open containers on public/state property.

### **University regulations**

The possession, sale, and/or consumption of alcohol within traditional university residence halls is prohibited. Violators are subject to disciplinary action. Persons over the age of 21 may only possess and/or consume alcohol in the university-owned apartments in University Towers. However, large quantities of alcohol such as kegs or beer balls are not permitted in any residential building.

### **Other rules and regulations**

- Alcohol beverage containers (full or empty) may not be displayed in student rooms or displayed in other areas of the residence halls.

- Alcohol related neon signs or posters may not be placed in student windows or displayed in other areas of the residence halls.
- Alcohol beverages are generally not permitted on university or student cooperative association grounds or in buildings.
- Alcohol beverages are not permitted in gymnasiums or athletic fields.
- The advertising of alcohol beverages to boost attendance at an event is prohibited.
- University Police will be contacted for all incidents involving alcohol.
- Furnishing alcohol to anyone underage is against the law and will be confronted by University Police and residence life staff.
- **ANY STUDENT FOUND IN VIOLATION OF FURNISHING ALCOHOL TO MINORS WILL MINIMALLY BE SUSPENDED FROM THE UNIVERSITY.**

## **Alcohol and the IUP Community: Is it Really What it Seems?**

Despite popular belief, not all students drink or party often. In fact, according to a 2010 survey conducted at IUP, 46.3% of residential students reported they do not drink. The overwhelming majority (81.3%) either does not drink, or if they do, they have no more than four drinks. In addition, the majority (85.2%) also reported they go out at most once a week, but typically much less often. Overall, the majority of IUP residential student make lower-risk choices about alcohol use.

Nationally, more and more residence hall students are choosing not to drink. The decision not to drink is always okay. If you choose not to drink, here are some tips:

- Decline drinks politely but firmly.
- Don't apologize or make excuses for not drinking.
- Insist on your right to abstain.
- Don't be afraid to ask for soda, coffee, tea, or juice.

### **Responsible drinking**

If you are 21 or older, then you must decide

- 1) whether to drink or not drink?
- 2) how to drink responsibly?

For the person who makes the decision to drink, it is important to know that alcohol is a drug, and like any other drug, it can affect your judgment, your decision making abilities, and your physical coordination. There is always some level of risk for physical and social problems whenever you drink. The only truly safe BAC (Blood Alcohol Content) is zero. In order to reduce your risk, it is important to consider the following guidelines:

- Do not make drinking the primary focus of any activity.
- Recognize another's right to drink or not to drink.
- Avoid encouraging or reinforcing irresponsible behavior.
- Remember that the right to drink is limited by society through laws governing drinking age, etc.; respect these laws.
- Set a limit on how many drinks you are going to have, and stick to it.
- Drink slowly; don't gulp your drinks.
- Do not participate in drinking games.
- Use a shot glass to measure the alcohol you are mixing into a drink.
- Do not use alcohol in conjunction with any medications.
- Discourage anyone under the influence of alcohol from driving; utilize a designated driver program.
- Never mix alcohol with any other drugs.
- Seek help if you think you have a drinking problem. If you think someone else may have a drinking problem, encourage him/her to seek help.
- Never supply alcohol to someone who is under 21.

### **How will alcohol affect you?**

The same amount of alcohol can affect different people in different ways. Factors that determine the way alcohol will affect you include:

**What type of beverage you drink.** A 12-ounce beer, a 4-ounce glass of wine, and a 1-ounce shot of hard liquor all contain the same amount of alcohol. Diluting alcohol with water or fruit juices will slow absorption into the circulatory system, while mixing it with



carbonated beverages may increase absorption into the circulatory system.

**How fast you drink.** If you sip a drink and do not have more than one drink per hour (with standard alcohol content listed above), the alcohol will not have a chance to build up in your bloodstream.

**Your gender.** Alcohol affects women faster than men. Men have an enzyme in their stomach that helps them break down alcohol faster than women. Women have less body fluid than men and thus alcohol becomes less diluted in their system. Women are also more susceptible to the effects of alcohol when they are taking birth control pills, due to the hormonal effects of these drugs.

**How much you weigh.** The same amount of alcohol has a greater effect on a lighter person than it does on a heavier one.

**Whether or not you have eaten.** Eating, especially high-protein foods like cheese and meats, will slow down the absorption rate.

**Your mood, attitude, and drinking experience can determine the impact alcohol will have on your body.** If you are tired or upset, alcohol will have a stronger impact than usual.

**Alcohol abuse on campus contributes to numerous problems:**

- **poor grades**
- **social conflicts**
- **harassment/abuse**
- **noise**
- **accidents and injuries**
- **poor health**
- **vandalism**
- **violence**
- **sexual assault**
- **death**

## How to detect a drinking problem:

Basic indicators of a problem drinker (any one or more may be present):

- drinking and being drunk takes precedence over other activities or precedes other activities
- frequently drinks to a state of intoxication
- consistently skips classes because of hangovers
- has blackouts and loss of memory from drinking
- frequently drinks alone to escape from reality, boredom, and loneliness
- emphatically denies having an alcohol problem when approached about his or her behavior
- suffers from chronic hangovers and wants to drink to relieve the hangovers
- while under the influence of alcohol, does something s/he would not do otherwise

It is important to remember that college students can have a problem with alcohol without being an alcoholic. If someone close to you seems to have an alcohol problem, don't be afraid to talk with him/her. Show concern and support without preaching or criticizing. Have a positive attitude and be sincere about your feelings. Be prepared to offer alternatives and specific advice as to what kinds of professional help are available. The problem drinker is usually the last to know s/he has a problem.

Do you wonder about your alcohol use? How do you compare to other IUP students? Learn more by getting an alcohol Check-Up. It's easy to do. Visit [www.iup.edu/atod/E-chug](http://www.iup.edu/atod/E-chug).

The Alcohol, Tobacco, and Other Drugs Office is available to assist IUP students who may be experiencing problems with alcohol or have a friend or family member who is having problems. The Office is located in the Suites on Maple East, Center for Health & Well-Being (724-357-**1265**). Residence hall staff can identify other sources of help; the staff is also available to discuss specific situations or the general issue of alcohol use and abuse.

### **Dealing with the intoxicated:**

There is no way to sober up quickly. It takes time for a person to metabolize the alcohol in the bloodstream. A cold shower, black coffee, oxygen, or exercise will have little effect. A general rule of thumb is that it takes at least as many hours to sober up as the number of drinks that have been ingested.

### **Recognizing alcohol poisoning:**

Medical attention can mean the difference between life and death for someone who has consumed too much alcohol.

Often people laugh or joke when someone has had too much to drink. But this is something that needs to be taken seriously. The size of the person, what and how much they were drinking, and the past experiences a person had with alcohol are factors that should be considered.

If someone is vomiting, incoherent, has blue lips or finger nails, is having difficulty breathing, and/or can't walk under his/her own power (and/or is "passed out"), the situation should not be taken lightly. It is time to seek help. Call 9-911 NOW.

While you are waiting for help to arrive turn the person on their side to keep them from choking if they vomit. Never leave them alone.

Continue to check to make sure they are breathing and if necessary (and if you know how) administer CPR.

Blood Alcohol Content (BAC) continues to rise even after a person stops drinking.

**"Sleeping it off" is not a good choice for someone who is exhibiting the signs of alcohol poisoning.**

**Please call for emergency assistance if someone exhibits the signs of alcohol poisoning.**

**University Police 724-357-2141**  
**Emergency 9-911**

**Much care must be executed with an aggressive drunk who wants to fight everyone:**

1. Approach him or her through the use of reason.
2. Attempt to get the person to leave and go home with someone s/he knows.
3. If the person continues to be combative and/or is hurting others, call the police to avoid further damage and to protect the individual as well.

### **Resources on campus**

Counseling Center

**724-357-2621**

### **Resources in Indiana**

Open Door Counseling and Crisis Center,

334 Philadelphia Street

(724) 465-2605

Alcoholics Anonymous

(724) 349-4061

Private physicians

see local phone directory

Area religious/spiritual leaders see local phone directory

### **The Substance-Free Lifestyle Floor (SOAR Floor)**

The Substance Free Lifestyle floor is designed for students who choose not to use alcohol or other drugs, either on or off campus.

This floor provides a supportive place for students who elect to live substance-free lives, whether it be for medical, religious, athletic, and/or other personal reasons. The Substance-Free Lifestyle floor is located on the second floor of Suites on Maple East.

Students living on the Substance-Free Lifestyle floor have access to trained undergraduate, graduate, and professional staff members to assist and advise them in community living. A variety of social

activities and educational programs are held to enable students to develop new skills in a healthy environment. Programming specific to chemical health may include topics such as health concerns, issues specific to students in recovery, adult children of alcoholics, codependency, stress management, relapse issues, and 12-step philosophy. Social activities include the annual semi-formal, scary-oke, and pancakes during finals. There is also a floor council which provides student leadership and programming for the floors. Council membership is open to any interested students.

A major goal of the program is to assist students in developing methods to stay alcohol/drug free. Other goals and directions of the program are defined by Substance-Free Lifestyle members.

Any student may apply to live on the Substance-Free Lifestyle floor. However, individuals with special needs, such as those recovering from an addiction to alcohol or other drugs, are given preference in placement. Each student must make a written commitment not to use alcohol or other drugs. This commitment is taken very seriously by the Substance-Free Lifestyle community. Those found in violation of the contract face removal from the Substance-Free Lifestyle floor, and relocation to another hall/floor.

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## **FIRE SAFETY**

### **A. Upon Moving Into Your Building**

1. Familiarize yourself with the location of all fire alarm pull stations and fire safety equipment on your floor.
2. Familiarize yourself with the location of all exits throughout the building.

### **B. Upon Discovering Smoke or Flames**

1. Vacate your room, closing all windows and closing/locking your door if time permits.

**NOTE:** If you are in your room when the building alarm sounds, check your door and door knob to determine if they are hot. If either are hot, do not attempt to leave your room. Keep your door closed. Hang a highly visible object (like a bed sheet) out of your window, call 911 (from a cell phone) or 9-911 (from a phone plugged into your room jack) and shout for help out of your window to attract attention.

2. Time permitting, go immediately to the nearest fire alarm pull station, lift cover, and pull handle down to activate the building alarm.
3. Vacate the building as quickly and safely as possible by the nearest accessible exit. Keep all fire doors closed! If you encounter smoke while exiting, keep as low to the floor as possible.

### **C. Upon Hearing the Building Alarm Sound**

1. Assume there is an actual fire or other emergency somewhere in the building.
2. Vacate your room, closing all windows and closing/locking your door if time permits.
3. Vacate the building as quickly and safely as possible by the nearest accessible exit. Keep all fire doors closed! If you encounter smoke while exiting, keep as low to the floor as possible.

### **D. Elevators**

1. Do not attempt to use an elevator after the building alarm has sounded.
2. If an elevator stops with you inside, do not attempt to pry the doors open or climb out of the top. Wait inside for assistance.

### **E. After Vacating the Building**

1. Leave the immediate area surrounding the building.

2. Staff will instruct you to remain at a safe distance from the building. You should remain in this location until further instructions are given by emergency personnel or staff.
3. When directed to return to the building by emergency personnel please do so in an orderly fashion. To allow residents to quickly return to the building after an alarm we ask that you use the stairs. If you have a condition that requires use of the elevator, please wait in the lobby area and once most persons are in the building the staff will direct you to the elevator

### **Fire drills**

1. Fire drills are conducted no later than two weeks after the start of each semester and once per month while buildings are occupied during summer terms to familiarize occupants with the sound of the fire alarm, the available emergency exits, and the proper procedure for evacuating the building, as well as to ensure that fire alarm equipment is functioning properly.
2. Before you spend a night in any building, make it a point to find out where the emergency exits are located. Don't consider elevators as a means of leaving a building. Plan two routes out of the building in case your primary means of escape is blocked by smoke or fire.
3. These exercises may seem to be unimportant at the time, but they are critical to your safety! Fire victims have been discovered in closets when a safe exit was close by. Victims have been found under beds and crouched in shower stalls. If these people had been more familiar with escape routes, or had not delayed their evacuation from the building, perhaps they could have saved themselves.

### **Protect yourself and your possessions**

Defective or missing fire protection and safety equipment should be reported immediately to the building office.

Be alert. Your safety depends primarily on your own awareness and response. Remember, do not panic!

## **Typical hazards to avoid**

**Smoking** – IUP residential buildings, including apartments and suites, are Smoke-Free.

**Overloading electrical circuits** -- Do not use octopus-type plugs which can overload circuits, leading to possible shorts which can cause fires. Surge protectors that provide protection from power surges, power spikes, or any other electrical interference for computers and other electronic equipment are strongly recommended. In addition, UL listed outlet strips with built-in 15 amp fuses or circuit-breakers for all other electrical equipment are highly recommended.

**Electrical appliances** such as curling irons and hair dryers should be unplugged after use and not stored until they are cool enough to touch. Appliances may also overload circuits and cause fires. Appliances with worn or frayed electrical cords should be discarded.

**Rubbish and trash** should be disposed of as soon as possible. Surplus materials should be taken home or stored in an off-campus storage area. All IUP furniture must remain in the room/apartment/suite.

## **Prohibited items**

- a. Cooking is not allowed in residence halls and suites, except for microwave ovens and MicroFridge-type appliances. Among those cooking devices prohibited in residence halls and suites are broilers, toasters, toaster ovens, toasters, popcorn poppers, hot pots, hot plates, electric grills (aka George Forman Grills), electric skillet, electric woks, hot dog and hamburger cookers, deep fryers, and immersion coils. University Towers residents are permitted to use toaster ovens



and electric grills. (NOTE: For information related to the types of appliances that are allowed, please see the “Appliances” section later in this handbook).

- b. Explosive or flammable substances may not be stored in residential buildings.
- c. Octopus-type electric plugs are prohibited.
- d. Room heating devices, including all portable space heaters (except in extreme weather conditions as determined by the University), kerosene or oil lamps, and alcohol burners are prohibited.
- e. Fireworks, smoke bombs, sparklers, etc. are not permitted.
- f. Door decorations in the hallway which extend beyond the door frame and those made of flammable materials are prohibited.
- g. Incense, candles, potpourri burners, oil/candle warmers, fog machines, and halogen lamps are prohibited.

### **Fire safety features**

- 1. All residential buildings are equipped with fire protection systems which include heat and smoke detectors and have a direct communication link to University Police. All residential buildings also have a sprinkler system in all student rooms, suites, and common areas.
- 2. Fire extinguishers are designed to fight small fires.
  - a. Identify where they are located and what kind of fires they are designed to extinguish.
  - b. Do not block access to extinguishers.
  - c. Report all extinguishers that are missing, low charged, damaged, or that have been used.
  - d. Do not tamper with extinguishers for any reason!
- 3. Fire doors prevent fire and smoke from spreading and lead to a potentially safe escape route.
  - a. Keep fire doors closed at all times. Report any that are in need of repair or that have been propped open.
  - b. Do not block access to fire doors.
- 4. Fire escape routes are meant to provide an exit from fire.
  - a. Know how to find them--even if it is dark and smoky.

- b. Keep them free of obstructions (such as plants, bicycles, and storage boxes).

## **Responsibility**

**Fire alarms** -- Evacuate the building as quickly and safely as possible by the nearest accessible routes. Failure to do so may lead to personal injury/harm and is grounds for disciplinary and/or police action.

### **Pulling a false alarm:**

- a. is a criminal offense.
- b. may lead to serious criminal charges and civil liabilities.
- c. may lead to fatalities.
- d. causes building occupants to ignore genuine alarms; and
- e. is a temptation resisted by mature persons.

Do not pull an alarm or discharge a fire extinguisher unless it is absolutely necessary. Pulling a false alarm is a first-degree misdemeanor punishable by up to five years in prison. Discharging a fire extinguisher is a third-degree misdemeanor punishable by up to one year in prison. You can't afford it!

**Arson** is a criminal offense, as well as an act of violence!

**Due to the extreme danger that fires pose in a residential community, any resident who: a) ignites any facility, furnishings and/or equipment; b) interferes or tampers with a fire detection system or safety equipment including sprinklers, heat or smoke detectors, fire extinguishers, and fire alarm pull stations and/or covers; c) causes a false alarm to sound; or d) interferes with fire officials will be subject to immediate removal from university housing, and to further applicable university and/or civil action.**

**Persons having information related to arson or tampering with fire equipment should notify a university staff member immediately.**

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## **DINING SERVICES/ARAMARK**

**Facebook** IUP Dining – become a fan and stay up to date on all the latest dining news and specials!

### **Dining Services**

Meal Plans are designed to make your life easier. We offer everything from restaurant-style dining to a convenience store to enhance your dining experience, not to mention a great place to meet with your friends. We continuously create new tastes as they come along—offering traditional American cuisine, international fare, popular national brands (Quizno’s®, Chik-fil-A®, Starbucks®), healthy eating including low-fat, low-carb, and vegetarian/vegan meal options.

### **Foster Dining Hall**

Meet your friends for breakfast, lunch, or dinner at our comfortable, all-you-care-to-eat residential dining facility. We are open seven days a week Monday through Friday serving breakfast, lunch, and dinner. Saturday and Sunday we serve brunch and dinner. Here you will find a wide variety of foods from Mediterranean cuisine to international delights and American favorites.

*Accepts meal plan, flex dollars, cash, and credit/debit cards.*

### **HUB Rock II Food Court**

Conveniently located next to the Hadley Recreation Center, the HUB Rock II offers fast, friendly service, convenience and variety. Check out our pizza concept, **Pi2 – Eat Square!, The Works, Tuscan Market, Grille Works, Salad Garden** and **Chick-fil-A®**.

*Accepts meal cash credit (up to \$4.88) at Pi2, The Works, Tuscan Market, Grille Works & Salad Garden. Also, FLEX dollars, cash, and credit/debit cards. Chick-fil-A accepts FLEX, cash and credit.*

### **Folger Food Court**

Folger Food Court is home to **Starbucks®**, **Quiznos®**, **JUMP Asian and Sushi**, **WRAPS**, the **Fireplace** brick oven pizza and **Home Zone**. Home of IUP Wing Nights!

- Starbucks®, Quiznos®, JUMP Asian and Sushi accept *flex dollars, cash, and credit/debit cards only*.
- Home Zone, Wraps, Fireplace accept *meal cash credit (up to \$4.88)*

### **Foster MunchBox**

No time for breakfast, lunch or dinner? Grab a boxed meal at the MunchBox. Munch on your way to class or work.

*Accepts meal plan, flex dollars, cash, and credit/debit cards.*

### **Java City**

With two locations on campus—Foster Dining Hall and Stapleton Library—Java City distinguishes itself with a combination of great coffee, specialty and espresso drinks and plenty of snacks!

*Accepts flex dollars, cash, and credit/debit cards.*

### **Eberly Café**

The Eberly Café is open for "business"! Whether you work or go to class in Eberly, or even if you're just passing by, be sure to stop by the Eberly Café for deli sandwiches, piping hot gourmet soups and more.

*Accepts flex dollars, cash, and credit/debit cards.*

### **The Oak Room**

Located on the lower level of Foster Hall, the Oak Room is the perfect place to get away from the office or classroom. Enjoy all-you-care-to-eat fine dining at an affordable price! You can also

reserve a private dining room for your most confidential lunch meetings.

*Accepts flex dollars, cash, and credit/debit cards.*

### **P.O.D. (Provisions On Demand) Convenience Store**

Located in Wallwork Suites, it's the place to stop for all your snacking and convenience needs. Grab-n-go meals available too!

*Accepts meal plan, flex dollars, cash, and credit/debit cards.*

### **MEAL PLAN OPTIONS**

Students living in the residence halls are required to choose from one of the following meal plans:

Plan A/F	19 meals <b>per week</b> + \$150 flex dollars
Plan B/F	14 meals <b>per week</b> + \$200 flex dollars
Plan B	14 meals <b>per week</b>
Plan C/F	<b>Any</b> 165 meals <b>per semester</b> + \$200 flex dollars
Plan D/F	<b>Any</b> 10 meals <b>per week</b> + \$200 flex dollars
Plan K/F	<b>Any</b> 125 meals <b>per semester</b> + \$200 flex

**Note:** One (1) meal may be used per meal zone, up to three (3) meals per day

### **Flex Dollars**

Five (5) of the six (6) meal plan options for residents include flex dollars which provides the ultimate in flexible dining. Flex is accepted at all of our dining locations! It works on the same principle as a bank debit card in that each time you make a purchase the total is subtracted from the balance in your flex account. Use your flex to treat a friend to dinner or to pay the difference if you exceed your \$4.88 Meal Cash Credit.

### **Meal Cash Credit**

Trade a meal from your meal plan for a \$4.88 meal cash credit at specified locations at the HUB and Folger.

## **Guest Meals**

Each meal plan includes five (5) guest meals per semester that can be used at Foster Dining Hall and Punxsutawney. Simply notify the cashier that you would like to use a guest pass.

## **Special Dietary Needs**

A dietician is available for consultation for students who need to follow specific diets for health reasons. Individually prepared meals can be provided. In addition, nutritional information is available on our web site for menu items in each dining facility.

## **Meal Zones**

There are four (4) specific meal zones:

- Breakfast      7:00 am – 11:00 am
- Lunch            11:00 am – 4:00 pm
- Dinner           4:00 pm – 7:30 pm
- Late Night      7:30 pm – 11:00 pm

## **Boxed Meals**

Students who are away from IUP during the day (i.e., student teaching, internship, field trip, or other credit-bearing activity) can have BOXED MEALS prepared for them. To request this service, students must contact the Meal Card office in Foster Hall lobby (724-357-2347). Arrangements must be made at least 24 hours in advance.

## **“MEAL FOR THE ILL” DINING PASS**

Residents who cannot make it to one of the dining areas due to illness can have another student pick up a meal for them. A signed verification form must be obtained by the residence director of your building from your hall office. This form will permit a student to take food out of the dining area for another student who is ill.

**Do not give your I-Card to another person to pick up meals for you. It will be confiscated.**

## **Miscellaneous Meal Plan Information**

- The meal plan contract is for the FULL academic year – Both Fall & Spring semesters
- Meal plan changes are permitted through the **FIRST WEEK OF CLASS** during the fall and spring semesters AND must be submitted in writing to the Office of Housing & Residence Life -- E-mails accepted  
[iup-dining@iup.edu](mailto:iup-dining@iup.edu)
- Weekly meal plans DO NOT carry meals over from week to week
- Unused flex dollars will carry over to the spring semester
- Flex balances remaining at the end of spring are forfeited
- Financial aid can be used to purchase flex dollars if all other fees are paid

For **DINING HOURS** and Foster menus go to our web site at [www.iup.campusdish.com](http://www.iup.campusdish.com)

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## **Center for Health and Well-Being**

Location                      Center for Health and Well-Being  
Suites on Maple East Ground Floor  
Corner of Maple Street and Pratt Drive  
(across from Folger Food Court).  
901 Maple Street, Indiana, PA 15705.

Phone:                      724-357-WELL (9355)

Website:                    [www.iup.edu/chwb](http://www.iup.edu/chwb)

Services: Health Service  
The Counseling Center  
Alcohol, Tobacco and Other Drugs  
Health AWAREness  
Haven Project  
Recreation  
Nutrition Connection

Hours: All services are open M-F from 8am-12pm and 1-4:30. Health Service clinical care hours are 9am-4pm.

Wellness Fee: Full time undergraduate students pay a wellness fee that allows them to access all services. Part time undergraduates and graduate students pay a community wellness fee that provides limited services. The Health Service may charge additional fees for some services. Visit [www.iup.edu/chwb](http://www.iup.edu/chwb) for detailed information.

Insurance: The wellness fee is not an insurance plan. All students are strongly encouraged to have a health insurance plan. Students who are not insured may wish to consider contacting the health service for more information.

Ambulance: Students who are enrolled are offered ambulance service without any cost to them. The student will be asked to submit the cost of an ambulance to his/her insurance company. However, if the



student does not have insurance, the wellness fee will cover the cost of the ambulance trip.

### **Health Service**

Phone: Clinical 724-357-2550  
Administrative 724-357-6475

Website: Web address: [www.iup.edu/healthcenter](http://www.iup.edu/healthcenter)  
Email: [health-inquiry@iup.edu](mailto:health-inquiry@iup.edu)

Hours: Monday-Friday 9:00a.m.-4:00 p.m.

Appointments: Appointments are available for physicals and gynecological exams. Walk-in services are also available during regular hours.

Additional costs: Fees for visits or special services, or Fees products are charged to the student account (students do not pay for services at the health service). Fees must be paid promptly at the Bursar's office in accordance with campus policy.

Medications: Prescription medications are not included in the wellness fee. Students have the choice of requesting a prescription, or receiving the medications at the health service and incurring a fee.

Sick or Injured: The health service provides care for sprains, strains, minor suturing, and minor illness. Referrals will be provided for care that extends beyond the scope of services offered at the health service. There is a \$10.00 visit fee for most illness or injury visits.

Emergencies: If your injury or illness happens when the health service is closed and you require immediate attention, dial "911" (9-911 from a campus phone). If your illness or injury does not require immediate attention, visit the service during regular hours.

Minor Colds or Wounds: Students who have a minor cold or scrape are encouraged to use the self-care area. Students who pay either fee will not be charged for supplies or medications at the self care area.

Sexual Health:

- Emergency Contraception
- Pregnancy testing
- Sexually Transmitted Infections (STI) Testing
- Students may want to call the PA Department of Health regarding free HIV and STI testing (724-357-2995)
- Contraceptive care

Confidentiality: Patient care at the Health Service is confidential. Unless authorized by the student or justified under the law, information about patient care for an IUP student is a confidential matter. Students are encouraged to involve parents and/or spouses/partners in important health care decisions. Health Service clinical personnel are happy to consult with the family of IUP students when permission is granted for the consultation. Please visit [www.iup.edu/healthcenter](http://www.iup.edu/healthcenter) for additional information (link to policies and procedures/confidentiality).

Physicals: Many different types of physicals can be provided at the health center (\$40.00). Options include women's annual exams, athletic physicals, Nursing and Allied Health, driver's license, teacher certification, child development, and other routine physicals. Some pre-employment physicals can be provided. Inquire with the health service to determine if the physical you need can be provided.

Allergy shots: Student provides the serum and instructions

Van Rides: Students who need a ride to a medical appointment (dental, optical, pharmacy, rehabilitation, mental health, laboratory, etc.) may come to the health service and the van service can transport you to

appointments within 3 miles of campus. The van does not run during hazardous weather.

Immunizations: Measles, mumps, rubella, polio, and tetanus toxoid-diphtheria immunizations are required. Students living in residence halls are required to have the vaccination for meningococcal meningitis or to sign a waiver form stating that they do not wish to have the vaccination. The meningitis vaccination is available at the Health Service. We also encourage you to consider immunization against varicella (chicken pox), and hepatitis.

### **The Counseling Center**

The Counseling Center offers group and individual counseling services for students. They also provide consultation to students, employees, family and friends. Outreach educational workshops can be scheduled for upon request. All services are confidential.

Phone: 724-357-2621

Website: [www.iup.edu/counselingcenter](http://www.iup.edu/counselingcenter)

## **Alcohol, Tobacco and Other Drugs**

The Alcohol, Tobacco, and other Drugs (ATOD) office provides support for students with concerns related to alcohol and other drug use including smoking cessation assistance, and individual and group programming for students.

Phone: 724-357-1265  
Atod-oasis@iup.edu

Website: [www.iup.edu/atod](http://www.iup.edu/atod)

## **Health AWAREness**

The Health AWAREness office provides information and referral services to students about health related topics. Health AWAREness conducts peer education programs in residence halls, student organization meeting, and other settings.

Phone: 724357-4799  
[Health-awareness@iup.edu](mailto:Health-awareness@iup.edu)

Website: [www.iup.edu/healthawareness](http://www.iup.edu/healthawareness)

## **The Haven Project**

The Haven Project assists students who experience sexual violence including sexual assault, dating violence and stalking. Working with the Alice Paul House, 24 hour advocacy services are available. The Haven project also provides educational workshops.

Phone: 724-349-4444  
Website: [www.iup.edu/havenproject](http://www.iup.edu/havenproject)

### **Recreation**

Recreation provides an opportunity for competition, conditioning, and a break from the stress of work and academics. Participants have an opportunity to learn new skills by participating in our many offerings of classes. For a schedule of open recreational opportunities, fitness classes and aquatics hours, visit our website.

Phone: 724-357-9355

Website: [www.iup.edu/recreation](http://www.iup.edu/recreation)

### **Nutrition Connection**

Nutrition Connection services are sponsored by the Department of Food and Nutrition with support from Center of Health and Well-Being and Student Cooperative Association. Nutrition Connection offers nutrition assessment and intervention through individual counseling. Services are provided by students who have completed coursework in wellness and clinical nutrition and who are currently enrolled in FN 463 Nutrition Counseling.

Phone: 724-357-4797

Website: [www.iup.edu/foodnutrition/nutritionconnection](http://www.iup.edu/foodnutrition/nutritionconnection)

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## **DISCIPLINE/JUDICIAL SYSTEM**

### **"Office of Student Conduct"**

As a student living in IUP's residential buildings, you have the responsibility to learn about expectations the university has concerning your behavior. It is important for you to familiarize yourself with the policies in effect at IUP so that you can make informed choices. The following resources will assist in your learning:

1. Student Behavior Regulations stated in the Student handbook, *The Source: A Student Policy Guide* ([www.iup.edu/studentconduct](http://www.iup.edu/studentconduct)).
2. The terms of your "Residence Hall Housing License Agreement and Dining Services Contract," "Suite Housing License Agreement and Dining Services Contract." or "Housing License for Apartment Living" (You signed this agreement prior to moving into your room/apartment, and by doing so you agreed to abide by university and residence life policies.)
3. Your assistant/graduate/residence director and your community assistant.

Take some time to learn about the policies. If you have questions about the purpose of a policy, ask your assistant/graduate/residence director or your community assistant for information. You are encouraged to understand the rationale for each residence life policy.

You must decide whether or not to behave according to stated policies. If you decide to violate a policy, you can expect to experience consequences in response to your decision. University Staff, including residence life staff will ask you to alter your behavior to benefit yourself and others. You may meet with your residence/graduate director to discuss your decision, to determine an action plan to assist you in making more appropriate decisions in the future, and to receive appropriate judicial sanctions. This action plan will be individualized and determined by your

assistant/graduate/residence director based on the circumstances. Judicial sanctions may include (but are not limited to):

- a period of disciplinary warning or probation
- a stayed removal from the residential building, suites or apartments
- an alcohol or marijuana educational workshop
- a chemical health assessment
- and/or an educational assignment that is designed to help you gain new information and insight (for example, completing a judicial educator module, writing a paper, creating a bulletin board, reading pertinent materials, etc.).

You may be referred to the formal judicial system if an incident is confusing and requires investigation, if your behavior has the potential to harm yourself or others, and/or is disruptive to the residential community. In such a situation, a judicial hearing is scheduled by the Office of Student Conduct, 307 Pratt Hall. A hearing time is established when a designated university official or a judicial board (composed of faculty, staff, and students) will review information concerning your behavior, meet with you and other involved persons to hear your comments, and decide whether or not your behavior constituted a policy violation. If your behavior is determined to have violated one or more policies, the hearing officer or the judicial board decides on university judicial sanctions or consequences appropriate to your case. The full range of possible consequences are listed in *The Source: A Student Policy Guide*, following the list of university policies, and student behavior regulations. Violations of University Policy may carry Judicial Fines and Other Fees for service. You are encouraged to familiarize yourself with this information.

If, as a result of an Informal Resolution Conference (IRC) or hearing, you are found "in violation" of one or more policies and placed on a sanction of disciplinary probation or above, your parent(s)/guardian(s) will automatically receive a copy of the decision sanction letter unless you are 21 years of age or older or



you can provide the hearing officer/judicial board with documentation that you are financially independent. We encourage you to talk with your family if you do get involved in disciplinary problems while at IUP.

Remember that in all cases involving alcohol and other drugs, the assistant/graduate/residence director/hearing officer will notify your parent/guardian unless you meet the exemption criteria as listed above.

The Office of Student Conduct maintains student disciplinary files in all cases where a student is found “in violation” of one or more of the student behavior regulations or terms of the residence hall, suite, or apartment contract, either through an informal resolution conference (IRC) or a formal judicial hearing (Administrative Hearing). These records are maintained for seven (7) years after the last sanction end date. The university will not release a student's disciplinary records without the written consent of the student.

Remember, based on choices you make, you determine whether or not you receive disciplinary action as a student at IUP. Knowledge and understanding of IUP policies and sound decision-making in regard to these policies will assist you in being a positive, productive member of the residential community. Complete information on the IUP disciplinary system can be found in *The Source: A Student Policy Guide*.

For more information, visit the Office of Student Conduct’s website at: [www.iup.edu/studentconduct](http://www.iup.edu/studentconduct).

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## IT SUPPORT CENTER

IT Support Center provides students with a place to go for advice and assistance concerning the problems and issues related to computers and other technology on the campuses of IUP. This office provides information related to virus protection, personal web pages, passwords, desire2learn, wireless networking, computer lab information, computing tips, computer purchasing information, and much more.

- Additional information concerning IT Support Center can be found on the web at <http://www.iup.edu/itsupportcenter>
- E-mail can be sent to the IT Support Center at: [it-support-center@iup.edu](mailto:it-support-center@iup.edu).
- Feel free to call the IT Support Center helpdesk at 724-357-4000 if you have any questions or comments.

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## IUP DICTIONARY

### **ALL-NIGHTER**

A combination of late studying, lots of coffee and no sleep resulting in students feeling physically, mentally, and emotionally exhausted. An unhealthy way of completing an assignment and/or making it through a class.

### **ARD (ASSISTANT RESIDENCE DIRECTOR)**

A graduate student enrolled in the Student Affairs in Higher Education program at IUP committed to promoting positive learning experiences in our residential buildings. There is an ARD working and living in Putt/Delaney, Suites on Maple/Ruddock Hall, Wallwork Hall, and Suites on Pratt/McCarthy/University Towers. There are two ARDs at the Punxsutawney Campus as well.

## **CA (COMMUNITY ASSISTANT)**

Students employed and trained by the Office of Housing and Residence Life to assist other students living in the residence halls. CAs are interested in providing growth and challenging experiences for students living on campus.

## **CBOARD ACCOUNT**

Beginning in the Summer of 2011 students can add money to their I-Card through a web portal. These funds added to the I-Card may be used for all vending services on campus: laundry, parking, copiers, and soda machines. Money can be added to the card online by way of either a checking account or a credit card. For more details visit <http://www.iup.edu/icard>

## **COMMON AREA BILLING**

Common area billing results when vandalism occurs on a residence hall/apartment/suite building floor/wing and the responsible person(s) is not identified. To avoid common area billing charges (based on the cost of labor and materials to correct a problem), residents are encouraged to report persons responsible for acts of vandalism or damages. These charges are divided equally between all occupants living on a floor or wing to cover the cost of damages which cannot be attributed to any specific person(s). Service costs associated with additional cleaning of common areas such as corridors or lounges may be incorporated into common area billing if a specific individual(s) is not identified as responsible. Residence hall staff will determine when the condition of a common area warrants cleaning beyond normal wear and tear.

## **COPs (COMMUNITY-ORIENTED POLICING)**

The COPs program is designed to assist building positive relationships between police officers and the university community. Police officers are assigned to work specifically within the residence halls and apartments to develop relationships with students and staff as well as deter crime. COPs officers serve as resources to students as well as provide programming activities in the halls.

## **DORM**

A word mistakenly interchanged with the term "residence hall", dorms are living areas where no additional learning outside the classroom takes place--buildings where staff merely "monitor" or "patrol" instead of assisting others in learning new things, developing new perspectives, building communities, and learning to accept and appreciate individual differences. **There are no dorms on the IUP campus...**only residential buildings!

## **GRD (GRADUATE RESIDENCE DIRECTOR)**

A graduate student enrolled in the Student Affairs in Higher Education program at IUP committed to promoting positive learning experiences in our residential buildings. There is a GRD working and living in Elkin and Whitmyre Halls.

## **HEAD CA (HEAD COMMUNITY ASSISTANT)**

A student who has at least one full year of experience as a community assistant who is chosen to function as a leader, resource person, and positive role model for other community assistants on staff.

## **"HOLD THE DOOR"**

Phrase used by individuals wanting to enter a residence hall/suite/apartment building without an I-Card for access. This is one reason why students can experience thefts and security problems.

## **HUB -- (HADLEY UNION BUILDING)**

Where things are happening! Contains the PNC Bank, bookstore, dining area, campus recreation services, racquetball and volleyball courts, fitness center, aerobic classes, indoor golf simulators, meeting rooms, information desk, I-Card office, computer lounge, and more!

## **INCIDENT REPORT**

Form used by staff members to record information regarding the alleged violation(s) of student behavior rules and regulations. Incident reports usually result in an informal resolution conference (IRC) with the assistant/graduate/residence director, and/or a referral to the judicial system. Additional information on incident reports and the discipline/judicial system can be found elsewhere in this handbook.

## **OHRL (OFFICE OF HOUSING AND RESIDENCE LIFE)**

Information area for questions regarding on-campus housing and/or dining services. Located in G-37 Ruddock Hall or visit website at <http://www.iup.edu/housing/>.

## **PACER (PEERS ASSISTING COMMUNITY EDUCATION OF RESIDENTS)**

PACERs serve to assist both first and second semester students and new transfer students living in the Suites with their academic adjustment and personal acclimation to college and campus.

## **RCC (RESIDENTIAL COMPUTING CENTERS)**

Computer labs located within the residence halls for the use of building residents and the escorted guests of residents who live in the specific residence hall.

## **RCF/ACF/SCF (ROOM/APARTMENT/SUITE CONDITION FORM)**

A form detailing the initial condition of a residence hall room, apartment or suite. This form is completed at check-in and reviewed at check-out to compare the condition of items in the room at check-out, and to document any damages in student rooms.

## **RD (RESIDENCE DIRECTOR)**

Professionals who have earned a Master's Degree typically in Student Affairs/College Student Personnel/Counseling or related field. Individuals committed to promoting positive learning

experiences outside of the classroom. Residence directors live in the residence halls, monitor building operations, supervise student staff, present programs, serve as judicial hearing officers and respond to crises.

### **RESNET (RESIDENTIAL NETWORK)**

ResNet (or residential network) is a grouping of network connections within the residence halls that allow residential students to access the World Wide Web as well as available university network services. ResNet access is through ports (one per student) in each of the on-campus rooms or apartments. The ResNet phone number is 724-357-**2596** or visit our website at <http://www.iup.edu/resnet/>

### **RHA (RESIDENCE HALL ASSOCIATION)**

The governing body of all students living in IUP residence halls and apartments. The residence hall association executive board includes the presidents of each individual building Hall Council. The RHA office is located in Ruddock Hall, room G-10. The RHA office phone number is 724-357-**2599**.

### **RHC (RESIDENCE HALL COUNCIL)**

Hall councils provide an opportunity for students to work together to improve and enhance life on campus and in their building through programming, policy advisement, and other activities. Each community has its own council.

### **RESIDENCE HALL**

More than just a building with rooms to sleep in...a living area staffed with individuals who plan and facilitate programs in order to promote educational development and personal growth experiences.

### **URSA (University Records and Scheduling Assistant)**

URSA is an IUP student’s tool for class registration, schedule planning, and management of student and financial records. This is also the way that students access their grades and official transcripts. URSA can be found at [www.iup.edu/ursa](http://www.iup.edu/ursa).

## **VANDALISM**

Intentional and malicious damage/destruction to property. A reason why people have to walk eight flights of steps because the elevator is broken, find a mess in the bathrooms, and have to pay increasing housing costs. These are irresponsible behaviors which are annoying to others and often dangerous.

To give you a sense of the cost of vandalism to students, here are the repair/replacement costs of selected items in the residence halls/apartments (based on 2010-2011 prices):

Hallway light shade	\$51.08
Toilet paper dispenser	\$45.75
Hallway mirror	\$87.71
Exit sign	\$81.93

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## **OTHER POLICIES AND SERVICES**

### **APPLIANCES**

Students who reside in any of the suite style buildings, as well as University Towers, are advised to use the appliances provided by the university. Any other personal appliances used by residents in these buildings cannot exceed 1,000 watts.

The following applies only to students residing in traditional residence hall (Elkin, McCarthy, & Whitmyre). Refrigerators, microwaves, and MicroFridge units can be used in student rooms. MicroFridge units and microwaves are the only food preparation appliances permitted within the resident's room.

Due to power consumption needs, only ONE of the following four options is permitted in each student room:

- a. One MicroFridge, OR
- b. One microwave (not to exceed 700 watts), OR
- c. Two small refrigerators (not to exceed two amps each),  
OR
- d. One microwave (not to exceed 700 watts) AND one small refrigerator (not to exceed two amps).

The following applies to students residing in any residential building to ensure effective pest control, food must be kept in tightly closed metal or plastic containers and must be removed during break periods when the residential buildings are closed.

The following are among the additional appliances **permitted** in student rooms: clock, computer/monitor, coffee maker, curling iron, electric blanket, fan (portable), hair dryer, heating pad, printer, scanner, stereo, DVD player, television, and VCR.

The following are among the appliances **not permitted** in student rooms: air conditioner (unless medically authorized), ceiling fan, fog machine, electric potpourri burner, electric space heater (except in extreme weather conditions as deemed by the university), halogen lamp, hot plate, hot pot, iron (not allowed to be used in student rooms, but use permitted in designated areas within the building), oil/candle warmers, popcorn popper, electric grills (aka George Foreman Grill), toaster and toaster oven. [*Note: electric grills (aka George Foreman Grills), toasters and toaster ovens are permitted in University Towers.*] The appliances listed above as being permitted/not permitted are fairly comprehensive but not all-inclusive. Any questions pertaining to whether an appliance is permitted/not permitted should be directed to the Office of Housing and Residence Life.

All appliances must be plugged in within the room and must not exceed amperage limits of circuits in the room. Octopus plugs are



not permitted. To protect computers and other electronically sensitive equipment, surge/noise outlet strips are strongly recommended. For other electrical equipment, the university highly recommends UL outlet strips with built-in 15 amp fuses or circuit breakers. The university reserves the right to confiscate unauthorized or dangerous appliances or to restrict their use if safety/power consumption issues arise.

In all suite-style buildings, heating/cooling vents should not be blocked. Blocking them causes poor air flow throughout the suite, as well as a foul odor if a vent is blocked by a trash can.

Residents in the suite-style buildings are advised that thermostats have a 2-3 degree variance.

## **BICYCLES**

Bicycles on campus are a convenience, but not a necessity. Most students can walk across the entire campus within 15 minutes. For those who choose to ride, bike racks are available outside of many residential and academic buildings. Students who bring bicycles to campus must lock them inside their community bike room or lock them on a bike rack. University Police recommends that students use a steel, u-shaped bicycle lock rather than a chain or cable lock. Chain or cable locks are easily broken, while u-shaped locks are very strong and often come with theft protection insurance.

**BUILDING ACCESS** ([See earlier section on personal safety](#))

## **CABLE TELEVISION**

Each residence hall room, apartment, and suite is wired to receive cable television. The cost of cable programming is included in the housing fee. Students must bring their own coaxial cable to connect their television unit. The cable television system provides residents with a variety of local stations and satellite channels such as

Discovery, The Learning Channel, ESPN, ESPN 2, BET, and MTV. Residents are advised that they cannot subscribe to any premium channels or pay-per-view services. Any problems with cable television reception can be reported directly to IUP Telecommunications at 724-357-2714.

## **CONSOLIDATION POLICY**

Due to limited space within our residential buildings, at certain times during the academic year it may become necessary to consolidate residents by reassigning them to new rooms/suites. Generally, implementation of the consolidation policy will only occur during the consolidation period (7<sup>th</sup> – 10<sup>th</sup> weeks of both the fall and spring semesters). The purpose of the policy is to ensure spaces for incoming students and rectify the inequitable condition which exists when many students end up living alone (without roommates) in rooms traditionally designated as double rooms/suites. Students living in a room/suite with a vacancy will receive correspondence from the Office of Housing and Residence Life describing your options. Students required to move due to the consolidation policy will be required to move within 72 hours of receipt of their email.

Generally, students will not be required to move into other buildings, or other suite types. The Office of Housing and Residence Life will make efforts to keep students affected by the Consolidation Policy within the same building and floor (if available spaces exist).

Students with vacancies are encouraged to seek out roommates or a new room/suite during Open Room Change Period (week three – week six of each semester).

## **“DIAL 58”**

*Dial 58* has been established so that harassing or abusive phone calls can be traced for residential students. The following is very important information concerning the use of *Dial 58*:

After you receive a harassing telephone call, follow the steps below:

1. Hang up your telephone.
2. Immediately pick up the phone and get a dial tone.
3. Dial 58. (you will hear a confirmation announcement from Verizon indicating the call has been traced).
4. Hang up your telephone, and then call University Police at **724-357-2141**.
5. Write down everything you remember about the call including the day and time the call was received, and any details about the call (what did the caller say, what were the distinguishing characteristics of the voice, etc.).
6. Report this incident to the residence life staff.

The number of the last call you received will be the number that is traced; that telephone number will be reported to Verizon. If you receive another call before you activate *Dial 58*, you will be tracing the second call, not the harassing call. The system will only trace the very last call received so if you do call someone else after the call you **WILL NOT BE ABLE TO TRACE THE LAST CALL**.

If/when the person alleged to be making the call is identified, University Police will file a judicial referral. Criminal charges may also be filed by University Police.

"Hang up calls" are not always considered harassing or abusive. Particular attention should be paid to the number of calls you receive, and the time of day they take place. **Remember, Dial 58 can only be used for harassing calls. This is not an automatic call-back option (like \* 69)**. There is a \$1 charge for using *Dial 58*. You will receive a bill for this service.

Making a harassing/abusive telephone call is a violation of the IUP Student Behavior Regulation of C-7b harassment. It is also a crime, punishable by imprisonment or a fine, for anyone to make an obscene/harassing telephone call. Caller ID is a feature inherent to all residential telephone lines. Most caller ID capable telephones keep a history log of incoming calls. If your telephone does not

have that capability you may want to purchase a caller ID box to assist you in keeping a record of incoming calls.

## **E-MAIL**

All IUP students are provided with an e-mail account with [username@iup.edu](mailto:username@iup.edu). To find out the username and account information, students should log in to URSA (University Records and Scheduling Assistant). It is important that students use this account given that a great deal of university information is shared through this format.

## **ELEVATORS**

Elevators are designed for the convenience of residents and staff and represent the sole means of travel to upper floors for persons with mobility limitations. Abuse and misuse of elevators can result in damages and possible shutdowns of several days or longer, depending on the damaged part(s), representing an extreme inconvenience to all members of the residential community. In order to assist in maintaining the elevators in proper working condition:

- Do not press the elevator call button more than once.
- Do not attempt to stop the elevator between floors anytime, unless it is an emergency.
- Do not overload the elevator.
- Do not hold the elevator door open.
- Do not pull the emergency stop button needlessly.

If you observe anyone abusing an elevator, please report the incident to a residence life staff member. Otherwise, you may soon be inconvenienced with a lack of elevator service!

Students are advised that the elevators in all residential building are equipped with surveillance cameras to monitor activity in them 24/7.

## **EMERGENCY ALERT INFORMATION (REVERSE 911)**

The Emergency Alert Information System (Reverse 911) is maintained solely for the purpose of notifying the University Community in times of critical emergency situations and providing response instructions.

Your cell phone number and other phone numbers listed are strictly CONFIDENTIAL and will not be shared.

Please refer to the following instructions on how to Sign-up for Reverse 911 --

- Go to [www.iup.edu/ursa](http://www.iup.edu/ursa)
- Click below the Key - "Log on to Secure Area"
- Login to URSA by entering your Banner ID and password, then click Log in
- From the main menu, click on "**Emergency Alert Information (Reverse 911)**"
- Click on "Add Information" (or "Decline For This Term")
- You must enter at least one contact phone number. You also have the option to provide secondary phone numbers.
- Enter appropriate information and click "Add Information"
- You will receive a prompt indicating your information was successfully added.
- Click on "View Information"
- Click on "Test Text Message"
- You should receive a test text message. If not, please contact the number below.
- You are done!

\*\* If your cell phone number or carrier changes, please make sure you update the new information.

If you have any questions, please call 724-357-**3201**

## **ETHERNET**

Each resident has a 10/100 MB or gigabit Ethernet connection activated for his/her computer. An Ethernet connection is a high-

speed computer connection that gives the user's PC access to IUP's intranet and to the Internet. Residents can use this connection to access their campus e-mail account and schedule for classes, use IUP's electronic card catalog system, and browse the World Wide Web. An Ethernet Adaptor needs to be installed/connected to your computer to access this connection. You will also need a category 5 or 6 networking cable to attach your Ethernet Adaptor to the data port. For more information on the in-room Ethernet connections, call the Resnet helpdesk at 724-357-2596

## **HEALTH/SAFETY INSPECTIONS**

Inspections of student rooms/apartments/suites are made by residence life staff on a periodic basis to monitor compliance with health and safety standards. Certain items or conditions may endanger the health and safety of building occupants and/or are violations of the Residence Hall Housing License Agreement and Dining Services Contract and, therefore, must be removed or corrected.

Advance notice will be given prior to scheduled inspections. Health/safety violations include such items as flammable materials, candles, halogen lamps, incense, faulty electrical cords, circuit overload, pets, excessive trash, general unclean conditions and blockage of direct exit from a room. If a violation is found in your room/apartment/suite, you will be given a specified number of days to improve the situation, after which a follow-up inspection will occur. Failure to correct or remove the violation in the established time frame will result in disciplinary action.

## **KEYS (APARTMENT/ROOM)**

During check-in, each resident receives one key to his/her room/apartment. Students are advised to lock their door and carry their keys with them **at all times** and will help you avoid lock out fees ([see our lock out policy](#) listed below). Leaving keys unattended creates a security risk! Any tape or sticker on your key or key chain that indicates your building and/or room/apartment/suite number should be removed. Doing so will help to deter anyone who may

happen to find your key from using it to gain entrance to your room/apartment/suite. Never give your key to anyone!

### **KEYS (LOST OR STOLEN)**

Students who do not have their key(s) on their person and need to gain access to their room/apartment/suite may obtain a spare room/apartment/suite key at their building office. Only one spare key is available per room/apartment/suite. Keys can only be signed out for a 15- minute time period unless otherwise indicated by the assistant/graduate/residence director. Students should report lost or stolen room/apartment/suite keys immediately to their building office or to a staff member. **For security reasons, an emergency lock core change will be initiated for students who report lost or stolen room/apartment/suite keys.** Students will be billed for lock changes through the normal university billing process.

### **LIVING-LEARNING COMMUNITIES**

Students in living-learning communities reside in specially-themed residential buildings (or an intentionally clustered portion of the hall), and have opportunities to participate in learning activities designed specifically for them. Living-learning buildings include the Robert E. Cook Honors College in Whitmyre, Fine Arts in Putt Hall, Social Justice and Civic Engagement in Delaney, Wellness in the Suites on Maple East, Education in Ruddock Hall, Natural Sciences and Mathematics in Northern Suites, Leadership Development in the Suites on Pratt, Business in the Crimson Suites, and Global Awareness in Wallwork Hall. For additional information, please visit the IUP living-learning website at [www.iup.edu/livinglearning](http://www.iup.edu/livinglearning).

### **LOCKOUT POLICY**

Residents are responsible for their own key/I-Card and for their access to their room/suite. However, it is not uncommon for students to accidentally lock themselves out of their room/suite. A lockout will require the assistance of a Residence Life staff member. The policy for lockouts is as follows:

1. There is a two-week grace period at the beginning of each semester for students to get acclimated to their surroundings and become accustomed to carrying their key/card to access their room/suites. This grace period is the first two weeks of the semester. During the grace period, no charges will be assessed for lockouts.
2. An email will be sent to students just prior to the end of the grace period to let them know about the fee they will be charged if they are locked out.
3. Any student who has a lockout during the grace period is handed a written notice explaining the grace period and the policy and charges for a lockout after the grace period has ended.
4. After the grace period, a \$15 fee is assessed to a student's account if they required staff to assist them because of a lockout. Each lockout is consistently a \$15 fee.  
**NOTE:** *"Staff assistance" means a staff member signing out a key or encoding a temporary I-card for you to access your room/suite*
5. The lockout fee is waived if the student loses his/her key and is charged for a lock core change (\$50) within 24 hours of the change.

## **LOFT GUIDELINES**

All beds in residence halls, apartments, or suites can be bunked in order to allow for a more efficient use of vertical space in the room. Occasionally, residents elect to customize their room by utilizing a loft system. Although the Office of Housing and Residence Life allows residents to purchase or build a loft, IUP endorses no specific brand of loft, design or type of loft construction (aside from the safety guidelines listed online.) In addition, IUP assumes no responsibility for damages or injuries caused by the improper construction, assembly or use of the loft by the resident or a third party. Since all university furniture must remain in the room/apartment/suite, it is highly recommended that the loft incorporate the existing bed springs and mattress into the design.



All lofting and bunking needs to be completed by maintenance. If not done properly, lofting/bunking may create an unsafe condition for the residents, as well as damage to the floor/carpeting.

Students residing in suite-style buildings are advised that if lofting is done properly, the dresser in their room can be separated and conveniently installed under the bed.

## **MAIL**

Each resident has a mailbox located in Folger Hall. Residents should promptly return any mail not belonging to them to the mailroom office in Folger for correct delivery. **Tampering with, destroying, or opening another individual's mail is a federal offense and may result in arrest and prosecution and/or referral through the university judicial system.**

Please refer to the information you received this summer from Mail Services for more information concerning mail delivery.

When you leave IUP it is important that you fill out a "Change of Address" form. Doing so insures that you will receive your mail at home or at your new address. This form can be obtained from the Post Office in Folger.

The IUP Post Office is located on campus in the basement of Folger Hall. Students can purchase stamps, pick-up and mail packages, and rent a PO box at these locations.

## **MAINTENANCE PROCEDURES (HOW TO REPORT CONCERNS)**

Any maintenance problem should be reported to your building office immediately. Each problem is recorded in a maintenance log and routine work requests are sent to the Maintenance Department via an electronic work order. Requests are then prioritized by the Maintenance Department. The severity of the problem determines the amount of time it will take to complete your repair request,

although most non-emergency requests are completed within 5 days. NOTE: After normal working hours and on weekends, emergency work orders will be called into the Maintenance Department (or the maintenance on-call person) by residence life staff.

The IUP maintenance group is staffed from 7:00 a.m. to 11:00 p.m., Monday through Friday. In addition, maintenance employees are on-call from 11:00 p.m. until 7:00 a.m. each week night, as well as on weekends, to respond to emergency maintenance.

The maintenance group is committed to serving you promptly and efficiently. In order to complete your request as quickly as possible, the following procedures have been developed for the maintenance employee to announce their presence and enter your room for the purpose of performing work:

- Knock loudly (twice)...if no answer
- Unlock the door and announce presence.
- Slowly open the door and continue to announce presence while entering.
- Turn the lights on and enter the room.
- In the event of an uncomfortable situation, the maintenance employee will politely exit the room and return at another time.
- Please note that if you are in the room and do not respond, maintenance will key into the room.

If you are not present when the maintenance employee arrives to make the requested repairs, the employee will complete the work without you present. A Maintenance Notification Form will be left in the room updating you as to whether the repair has been completed or the work is still in progress.

If you feel the repair you requested is taking an unreasonably long time, please notify your building director. Do not record your concern in the maintenance log twice, as this just bogs down the process with unnecessary requests and creates a situation in which

the Maintenance Department may respond to concerns that have already been completed.

### **MARQUEE CHANNELS (15 & 17)**

The IUP Dining Channel (15) provides information on IUP Dining. The residence life marquee channel (17) provides information/advertisements important to residence hall students. If you have a television in your room/suite/apartment, you are encouraged to check these channels on a regular basis.

### **MURALS**

Students can paint murals in the hallways of their traditional residence hall floors with prior approval and permission from the Office of Housing and Residence Life. OHRL provides the paint and supplies. Anyone interested in painting a mural should see a residence life staff member or the hall office for the form and guidelines. Murals cannot be painted in student rooms, apartments, or offices. Please see you're A/RD for more information.

### **NEWSPAPER READERSHIP PROGRAM**

The Office of Housing and Residence Life participates in the Newspaper Readership Program. Under this program, the USA Today (Mon-Fri), New York Times (Mon-Fri), and Indiana Gazette (daily) are delivered to newspaper racks in the lobby of each residential building and made available to residents who are able to take a copy of any of the newspapers. Additional information about the Newspaper Readership Program can be found at <http://www.usatodayeducate.com/staging/index.php/readership>.

### **OHRL ON THE NET**

Visit OHRL on line for more information about staffing, residence halls, living options, dining services, judicial process, safety & security, etc: [www.iup.edu/housing](http://www.iup.edu/housing).

### **PARKING**

Since parking on campus is limited, residents are encouraged not to bring vehicles to the university. Local bus transportation is adequate for most students to travel around the Indiana community and is included in the student activity fee. All you have to do is present your I-Card to the bus driver. If a vehicle is needed for medical needs, a resident permit will be issued upon approval by the Parking Authority Review Board (PARB). To obtain a resident permit for academic reasons, an application form must be completed which may be obtained from the University Police Department.

Students not qualifying for a resident permit can purchase a Resident-Robertshaw permit, which allows overnight parking at the Robertshaw lot, rows 7 through 23 for \$100.00/semester. Reserved parking spaces at the IUP Parking Garage can also be purchased for \$212/semester or \$424/year and are available on a first come, first serve basis. All parking applications and appeals are submitted to the University Police parking coordinator, University Towers. For more information concerning parking, please visit <http://www.iup.edu/parking/default.aspx>.

## **PETS**

To protect the general health and safety of all residents, only small fish are permitted to be kept as pets. A maximum of one 10-gallon aquarium is permitted per room/apartment. Other pets are not permitted in any residential building, even on a temporary basis. Violation of this policy may result in disciplinary action.

## **POSTING SIGNS AND INFORMATION**

All posters and flyers must be registered with your residence director or his/her designee before they can be posted on a designated bulletin board/wall. Signs that incite violence or contain obscenities, defamatory speech, threats or promote the use and/or abuse of alcohol and/or other drugs will not be registered.

Unregistered or outdated materials will be removed from bulletin boards/walls by members of the building staff.

## **RECYCLING IN RESIDENTIAL BUILDINGS**

### **What to Recycle**

- Aluminum/metal containers
- Aerosol containers
- Corrugated paper (non-wax coated)
- Clear glass
- Colored glass
- Magazines
- Newspapers
- Office paper- white or colored copy/typing paper (including letterhead), computer paper (white or green bar), envelopes (plain, with cellophane windows, or stickers), pamphlets, post-it notes, posters, and wrappers from reams of paper
- Plastics (#1 or #2 plastics with a tapered neck)

### **What Not to Recycle**

- Carbon paper
- Manila and colored file folders
- Glossy paper
- Blueprint paper
- Hazardous material containers
- Wax coated corrugated paper
- Mirrors, windows, drinking glasses, dishes, light bulbs or heat resistant glass

### **Where to Recycle**

Rooms/apartments contain a standard trash basket with a blue plastic basket for recyclable trash (identified by the recycling symbol on the side.)

## **1. NON-RECYCLABLE TRASH**

Non-recyclable trash should be taken on an as-needed basis to the trash room in the building. NOTE: Residents of University Towers and McCarthy Hall should place non-recyclable trash in the dumpster closest to their building.

## 2. RECYCLABLE MATERIALS

Residents should take their baskets containing recyclable materials to the designated recycling area in their building on an as needed basis and deposit these items in the **designated recycling bins**. The following recycling bins are clearly labeled and located in each recycling area:

- **Aluminum/Metal** – All aluminum and metal containers may be recycled in the same bin. Aerosol containers may also be placed in this bin. Labels need to be removed, and containers should be rinsed.
- **Clear Glass** – Containers should be emptied, rinsed and with lids removed. Labels do not need to be removed.
- **Colored Glass** – Containers should be emptied and rinsed. Lids must be removed. Labels do not need to be removed. If in doubt as to whether glass is clear or colored, place in colored glass bin.
- **Magazines** – Any magazines or catalogs with glossy paper may be recycled in this bin.
- **Newspapers** – All newspapers, including inserts, may be recycled in this bin. Telephone books and IUP directories may be recycled with newspapers provided that the covers are removed.
- **Office Paper** – All recyclable office paper may be recycled in this bin. Paper clips and rubber bands should be removed. Removal of staples is preferred, but not required.
- **Plastics (#1 and #2)** – Containers should be emptied and rinsed. Lids must be removed. Labels do not need to be removed.

\* Corrugated cardboard may be given to the custodial staff.

## **REFUNDS (VENDING)**

Residents should report refund requests for snack, cash-to-card, and laundry machines to the residence hall office where they will be recorded in the refund log. Residence life staff will distribute funds to residents as they are received. For soda and juice machine refunds, residents should report refund requests directly to Pepsi-Cola by calling 1-800-796-7470, ext. 2142. Refunds will be made by mail from Pepsi-Cola through coupons for a free soda. Students will be contacted by the office when their money has been refunded. Students who experience problems making an I-Card purchase or with the cash-to-card machines should contact the Vending Office at **724-357-3028**.

## **REGULATIONS**

Failure to observe these and all other regulations described in 1) the Housing License Agreement and Dining Services contract, 2) the Choices and Changes Handbook for Residential Living and 3) The Source: A Student Policy Guide may result in disciplinary action.

The following are prohibited in and around Foundation for IUP suites and IUP traditional residence halls (Elkin, McCarthy & Whitmyre):

- Abuse/Harassment/Sexual Assault/Stalking – As defined in IUP “The Source: A Student Policy Guide” (Section C.7 – a,b,c, and d)
- Aerials – Objects including aerials, masts, and radio transmitting or receiving equipment
- Decorations – Decorations inside a room must be hung flush to the wall or ceiling and away from electrical and light fixtures. Door decorations cannot extend beyond the door frame into the hallway and must not include paper streamers; residents are expected to follow the Holiday Decorations Guidelines
- Dropping objects – Dropping objects from stairwells, exits, or windows
- Drugs – As defined in IUP “The Source: A Student Policy Guide” (section C.8 a,b,c and d)

- Electrical equipment – Tampering with or altering electrical equipment or wiring
- Engines – internal combustion engines
- Gambling
- Playing of musical instruments except in buildings with music practice modules
- Screens/Windows – Removing the screen from a window, disposing of any item from windows, hoisting items through a window, tampering with secured windows
- Sports – participating in sports activities in corridors or common areas
- Telephone misuse – placing of telephone calls using obscene or indecent language or to annoy another person
- Use of subwoofers
- Waterbeds
- Weights – weight-lifting equipment
- Any other reasonable rules and regulations as IUP may issue from time to time
- 

### **RESIDENTIAL COMPUTING CENTERS (RCCs)**

The Residential Computing Centers are for use by residents in that residence hall/area. Each of these facilities is under 24 hour surveillance. They are not staffed. There are RCCs in Elkin, McCarthy (lounge) and all suite buildings. Call the Resnet helpdesk at **724-357-2596** if you have a problem while in the lab.

If you should witness anyone tampering with any of the equipment or software in an RCC, please inform a residence hall staff member and/or University Police immediately (**724-357-2141**). Tampering with or vandalizing property in the RCCs will be prosecuted to the fullest extent of the law and judicially referred.

The RCCs are primarily for academic use. Email and gaming are not a priority. Students needing the computers for academic purposes have priority over students using computers for gaming or personal correspondence. Staff members reserve the right to remove a student from the RCC if necessary.



## **RESIDENTIAL COMPUTING (RESNET) GUIDELINES**

The university shall provide on campus housing residents with access to the university's computer networks and the Internet. This service is provided for students' educational, research and incidental personal use.

The student shall be held accountable for his or her own behavior and for any inappropriate activity originating from his or her room or computer. All passwords should be secure, and the student is responsible for the activity on his or her computer.

The student shall abide by all applicable laws (state and federal) and university policies.

The following actions and/or behaviors are expressly prohibited:

1. Computer dishonesty, including tampering with or making unauthorized change(s) to another person's or the university's computer account, attempting to circumvent system security to identify others' passwords or gain information from an individual's protected files, using an IUP address not registered to the user.
2. Unauthorized activity involving another individual's personal computer system or any system belonging to the university, including sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading someone else's electronic mail without his/her permission.
3. Connecting more than one device to a network jack without written consent.
4. Running or installing on any of the university's computer systems, or giving to another, a program which could result in eventual damage to a file or computer system and/or the reproductions of itself. This is directed towards, but not limited to, the class of programs known as computer viruses, Trojan horses, and worms.
5. Use of the ResNet for commercial purposes or charging for any

service provided across the network.

6. Running applications that use an unusually high portion of bandwidth for extended periods of time. These acts include, but are not limited to, using file sharing software, sending mass mailings or chain letters, running web or ftp server software, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or creating unnecessary network traffic.
7. Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft and unauthorized access.

When a student is alleged to be abusing computing resources, all of his or her computing privileges will be suspended immediately to protect the computing resources and to assure reliable service to the rest of the community. Any student alleged to violate this policy will be subject to full disciplinary action with the university's judicial system, up to and including extended loss of computing privileges without refund of activities fee, suspension and expulsion.

Violations of law may also be referred for criminal and/or civil prosecution.

The following is the ResNet Acceptable Use Policy:

- ResNet services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware, and data ports.
- The use of hubs, switches, routers and wireless access points are prohibited in all residential buildings. No more than one PC can be attached to each data port.
- Attempts to compromise security of another computing resource including but not limited to port scanning is prohibited.
- Setting your PC to use a static IP address is not allowed. You must use the IP address assigned to your PC by IUP's DHCP server.

- No server software of any type is allowed to be run on PCs connected to the Residential Network. This includes but is not limited to peer to peer file server software such as Kazaa, Ares, BitTorrent and Blubster, Web servers, email servers, ftp servers, database servers, DHCP servers, domain servers and gamers servers.
- All PCs on the residential network must have updated virus protection installed.
- All PCs on the residential network must have operating systems with the latest updates installed.
- Once you have plugged into a data port in your assigned housing assignment it becomes your data port. Residents are prohibited from plugging into another port unless a room change has been approved and the student has moved into the new assignment.
- ResNet may not be used to provide Internet access to anyone outside of the university community for any purpose.
- ResNet is a shared resource. Therefore, the use of network applications that inhibit or interfere with the use of the network by others is not permitted. Examples include but are not limited to: use of an IP address not registered to you; use of an application which utilizes an unusually high portion of the bandwidth for extended periods of time.
- ResNet cannot be used for commercial purposes.
- Forgery or other misrepresentation of one's identity via electronic or any other form of communication could result in prosecution under state and federal laws.
- Students are personally responsible for all use of their computer and network connection and will be held accountable for any violation that occurs in connection with their use. Students should allow their computers to be used by others only with full understanding of the potential consequences of such action.

## **RESPONSIBILITY FOR ROOM/SUITE/APARTMENT CARE**

### **1) Who will be cleaning my room/suite/apartment?**

Every resident is responsible for cleaning his/her own room/suite/apartment by removing trash regularly and maintaining sanitary and safe conditions acceptable to the university.

## **2) How may I hang posters in my room/suite/apartment?**

Poster Putty is the only material permitted to hang pictures, posters, or other wall coverings in all residential buildings. Use of nails, screws, tacks, glue, or other adhesives is strictly prohibited. The cost of any damage to the room / suite / apartment from use of nails, screws, tacks, glue or other adhesives will be billed to the resident.

NOTE: Although 3M products are similar to Poster Putty, they cause damage to the wall when removed (e.g. paint peels off, etc) and are **not** permitted for use.

## **3) Are there any restrictions on how I may decorate my room/suite/apartment?**

Yes! As you decorate, keep in mind that you need to avoid creating any fire hazards. Do not tamper with electrical outlets or install ceiling fans. Do not hang draperies in your room/suite/apartment unless they are fire retardant. Do not hang crepe paper/streamers on the outside of your room/suite/apartment door or into the hallway. Don't drape flammable materials from your ceiling. If you choose to hang strings of lights in your room, do not hang them on fire suppression/detector systems. Do have fun and be creative while safely decorating your room/suite/apartment!

## **4) Will anyone from the university enter my room/suite/apartment without my permission?**

It's possible. The university reserves the right to inspect rooms/suites/apartments to insure proper maintenance of sanitation and safety standards, take inventory, make necessary repairs, and enforce university policies. Generally,

you will know in advance if a university official will be entering your room/suite/apartment.

### **5) Are there any guidelines for placement of furniture in my room/suite/apartment?**

As a safety precaution, beds should not be placed near the window(s) in your room/suite/apartment. In addition, furnishings or personal belongings should not be placed next to the heating source in your room/suite/apartment since doing so will inhibit the proper flow of heat in your living area during cold weather months. Lastly, furnishings should not block the access/egress to/from your room/suite/apartment.

### **RESTROOM CLEANING**

In order to keep restroom areas in each residence hall clean, each floor restroom will be closed down for approximately 30-60 minutes (Monday-Friday between 9:00 a.m. and 2:30 p.m.). During this time, a sign which states "RESTROOM CLOSED, CUSTODIAN CLEANING" will be posted at the entrance to the restroom. Cleaning will be scheduled to allow residents on a given floor to use a restroom on a nearby floor during the time that the restroom on their floor is closed for cleaning. Any questions or concerns should be reported to a residence life staff member. Residents of the apartments/suites will be responsible for cleaning their own restrooms. Remember in the Suites and Apartment **you** are responsible for cleaning and stocking your restrooms

### **ROOM/SUITE/APARTMENT CHANGES**

#### **1) When can I change my room/suite/apartment assignment?**

Room changes begin the third week of the semester, and end the Friday of the fifth week of the semester. To arrange for a

room/apartment change, see the staff in the Office of your hall or area.

## **2) How do I go about getting a room/suite/apartment change?**

During the room/suite/apartment change period, pick up a room change information brochure from your hall office. A vacancy list which includes all available rooms on campus will also be available for your perusal. Once you've identified possible room options, please go to G-37 Ruddock Hall for a "Room Change Request Form". The "Room Change Request Form" requires signatures from your current roommate, your new roommate, and yourself. Complete this form within the stated deadline and return it to the Office of Housing and Residence Life in G-37 Ruddock Hall for approval. Before you move, you will need to make arrangements to have a community assistant check you out of your current room/apartment. Please note that a fee of \$50.00 will be assessed to anyone not following the appropriate room change procedures.

## **3) Can I be released from my housing contract?**

The Housing License Agreement is binding for the academic year (fall and spring) and cannot be terminated once signed except under those situations described in the TERMINATION section of the agreement which include participation in a university sponsored program away from IUP or discontinuation as a student. You are strongly encouraged to read your agreement carefully and keep it for your reference.

Students who withdraw from IUP are no longer eligible to live on campus and have 24 hours from the date of withdrawal to vacate their residence hall. Withdrawals are processed once notice is received from the student's hall director that the check-out has occurred. Refunds for housing/dining services are subject to the IUP Refund Policy.

## **ROOM/APARTMENT PAINTING**

In traditional residential buildings only, residents are permitted to paint their rooms, with the permission of the building director and provided all roommates agree to the proposed color. Students desiring to paint their rooms will be given a written copy of painting guidelines which must be strictly followed, provided the request to paint the room has been approved by the director. You will not be permitted to paint your room/apartment prior to the official opening of your building. Paint must be water-based semi-gloss latex, and the color must be light enough so that it can be painted over with one coat of white paint. Students must show the residence director the selected color prior to painting.

Areas that are NOT to be painted include: the ceiling, trims of doors, windows, any wood/metal in the room/apartment, receptacles, light switches, plate covers, and/or any furniture. All walls must be painted the same color. No murals and/or designs may be painted in the room/apartment. The student needs to inform the director after the room/apartment has been painted. The residence director will then complete a final inspection to insure that the room/apartment has been painted according to the established guidelines. If any guidelines were not followed properly, a room/apartment painting fee may be assessed.

## **ROOM/SUITE/APARTMENT SELECTION**

### **1) How can I select a room/suite/apartment for next year?**

In mid-fall procedures explaining the room selection process will be distributed to residents via student's IUP e-mail accounts. Students will need to enter themselves in the Housing Lottery and then if selected from the lottery, will be able to sign up for housing for the following academic year. Housing license agreements are binding and should be read carefully. Students cannot cancel their Housing Agreements simply because they have decided to live off campus.

### **2) How binding is my Housing License Agreement?**

Once the Housing License Agreement is submitted, the student is obligated to live on campus unless s/he leaves IUP. No releases are granted except for participation in a university program away from the Indiana area or discontinuance as a student at IUP.

**YOUR AGREEMENT IS COMPRABLE TO A LEASE.**

**RESIDENTS ARE NOT PERMITTED TO "SELL/SUBLET" THEIR HOUSING LICENSE AGREEMENTS.**

### **SMOKING POLICY**

All residence halls, suites and apartments at IUP are smoke-free. Smoking is NOT permitted in the student rooms, hallways, stairwells, lounges, offices, game rooms or anywhere else in the residence halls/suites/apartments at anytime. When smoking outside, please be sensitive to other residents by moving away from the entrance. Do not smoke directly outside or below a window.

### **SOLICITATION POLICY**

- 1) No door-to-door sales or solicitation is permitted in university residence halls, suites or apartments.
- 2) Students may post signs on their individual room/suite/apartment doors indicating they provide a service (i.e., typing, haircuts, etc.). Students may also advertise services in other areas of the residence halls/apartments **provided** authorization to post ads has been granted by the residence director.
- 3) Any resident or group wishing to use residential facilities for meetings, distributing literature, conducting surveys, and/or implementing fundraisers must receive prior approval from the residence director(s) responsible for the facilities. Requests for approval must be made at least three days in advance of any activity.



- 4) Any individual or group must register written materials, signs, and/or advertisements with the residence director(s) of the desired building(s) for posting in common areas. All posting must be registered. Any materials that individuals, groups, associations, organizations, and corporations, outside of the university, must request approval to solicit in the residence halls/apartments from the Office of the Vice-President of Student Affairs and the Assistant Director of Residence Life at least seven days in advance of the desired time for solicitation.
- 5) Residents may have representatives conduct group or individual solicitation inside of their rooms/apartments only. These activities may not be disruptive to roommates or floormates and must have the prior approval of all affected roommates.

\*\*Additional information on sales and solicitation in the residence halls/apartments is available in The Source: A Student Policy Guide, the student handbook (<http://www.iup.edu/studentconduct>).

## **STORAGE**

Due to the lack of space in the residential buildings, **NO STORAGE IS AVAILABLE** for students other than in their rooms, apartments, or suites. Students are encouraged to take any valuable personal belongings home with them over break periods. All university furnishings, such as bed frames, **MUST NOT** be removed from a student's room.

## **STUDENT DAMAGE POLICY**

Occupants of each room/suite/apartment are required to return their space to its original condition, less wear and tear, when checking out. During check-out, a member of the residence life staff will use the room/suite/apartment condition form that was completed at check in to check for missing or damaged furniture, damage to doors, windows, locks, ceiling, walls, electrical fixtures, etc., or custodial services that are needed to return the

room/suite/apartment back to its original condition. Students are also responsible for returning all keys that were issued to them at check in and for following established check-out procedures. Unless a specific individual accepts financial responsibility for damages or evidence is available which clearly links room damage to a specific individual, such as the location of damage in the room, roommates will be billed equally.

Students are strongly encouraged to take good care of their room/suite/apartment. Although the residence life staff allows for normal wear and tear, students can be billed for any items which sustain damage. Here are sample costs for a few selected items in a room/suite/apartment, based on 2010-2011 rates:

Window screen (repair)	\$62.61
Window screen (replace)	\$75.47
Paint Walls (all walls, 1 room)	\$292.40
Lock change	\$50.00

Damage to, or excessive cleaning of, common areas in the building such as hallways, floor lounges, and bathrooms, or destruction and/or theft of common area furniture, may be charged equally to all residents of a living unit, i.e., wing, floor, or suite, unless the individual(s) responsible for the loss or damage is (are) identified. For more information, see "Common Area Billing."

### **TELEPHONE SERVICE**

As part of your room fee, each residence hall room and apartment is provided with a telephone line and an active dial tone. Unlimited on-campus and local calling is provided as part of the student room fee. Residents must provide their own touch-tone telephones and must bring: prepaid calling cards, calling cards from home, or a personal cell phone for their long distance calling needs.

Residents should not accept collect calls on their room telephone line or use the telephone numbers assigned to their room to sign up

for any telephone service (including calling card offers) that bill directly to the telephone number in the student's room.

To call a student living on campus, dial "3" and the last 4 digits of the telephone number. To call a university office, dial "7" and the last 4 digits. To call off campus, dial "9" plus the area code then the 7 digit number.

### **Special Telephone Line Features**

In addition to unlimited local calling, the following features are available on your centrex telephone line:

- *Call Forward Variable* – allows user to direct calls to another centrex (on-campus) line. Dial 131, dial "forward to" number.
- *Cancel Call Forward* – Dial 141, hang up.
- *Call Hold* - depress switch hook, dial pound key (#), lay telephone down or make another call. Return to the original call by hanging up. The phone will ring and you are reconnected to the original call.
- *Automatic Callback* – (Only applicable if dialing an on campus number) - Dial the number, if busy depress switch hook, dial 151, hang up, wait for call back when the line is free. This feature will remain in effect for up to 30 minutes unless deactivated or completed sooner.
- *Deactivate Callback* – Dial 161.
- *Call Transfer* – If you have a "flash" or a "link" key, depress them, otherwise hit the switch hook where the receiver rests on the phone, listen for dial tone, dial desired party, announce transfer, hang up.
- *Call Waiting* – After hearing the call waiting signal, depress switch hook, hear dial tone, depress #, begin conversation. To return to the original call, hang up and the phone will ring, you are connected to the original call.
- *Three Way Calling* – Depress switch hook, dial number, announce call, depress switch hook, talk to both parties.

### **The Source: A Student Policy Guide**

*The Source: A Student Policy Guide* can be accessed on the Web at: [www.iup.edu/studentconduct](http://www.iup.edu/studentconduct). It's important to read the document in order to learn about the policies and procedures in effect at IUP. This is an essential guide to campus life. To obtain a hard copy of *The Source: A Student Policy Guide*, residents may contact the Office of Student Conduct, 307 Pratt Hall, 724-357-1264.

## **TRANSPORTATION**

Most students do not have a vehicle on campus and must rely on using public transportation. Schedule booklets for the Indiana and Campus transits are available at the HUB front desk. Students may ride these buses free of charge with a valid I-Card. To view the various bus schedules, please visit <http://www.indigobus.com/>. For long distance travel, bus tickets for Fullington Trailways can also be purchased at the HUB. IUP also sponsors "break buses" which generally go to Harrisburg and Philadelphia.

Those students who wish to park a vehicle on campus must register for a parking permit, except for vehicles bearing a disabled plate, DV plate, or disabled placard. Parking permits must be obtained through an application at the University Police Office, University Towers (724-357-2141).

## **VACATION PERIODS**

University Towers, McCarthy, and Wallwork Hall will remain open during break periods that occur during the contract period (September - May). All other residential buildings typically close at 10:00 a.m. on the day following the last day of classes or examinations before the break. Wallwork Hall will remain open during the November, semester, and spring breaks to accommodate residents who must wait for their rides after the residential buildings close, or who have a legitimate reason for residing on campus for the break. Break housing is also available in Wallwork Hall during the period between closing for the spring semester and opening for the first summer session, as well as the period after the second summer session and fall opening. University Towers and McCarthy

Halls are NOT open between closing for the spring semester and opening for the fall semester. Students needing break housing must complete an application in advance of the break period.

Before leaving for break periods, residents are required to:

- Close and lock all windows, close drapes, and pull window shades down halfway.
- Remove all trash and deposit at the designated location for our building.
- Shut off all electrical appliances/items (except refrigerators and MicroFridges) and ensure that no outlets are overloaded.  
NOTE: As an added precaution, it is recommended that all electrical appliances/items are disconnected from the wall outlets during a break period.
- Leave heat valves open.
- Remove all perishable food.
- Turn out lights and lock room door.

If the resident will not be returning to the building, s/he is responsible for contacting a residence life staff member to be properly checked out. If a student does not properly check out with a staff member, they are subject to additional fees.

In the interests of safety, security, and energy conservation, each room/apartment/suite is checked by residence life staff to insure compliance with the above guidelines. Failure to comply with these guidelines could result in disciplinary action.

Students are not permitted to return to their building prior to official reopening after a break period. Closing and reopening times are posted throughout the residence halls/suites/apartments in advance of any break period.

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