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## Handbook 2007-2008

A student's guide to life  
at Cedar Crest College

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This handbook belongs to:
Name _____
Phone Number _____
Email _____

## Academic Calendar 2007-2008

### FALL 2007

New Student Orientations	International Students	Friday, August 17 – Sunday, August 19
	Graduate Student Orientation	Monday, August 20 (5:30-6:30 p.m.)
	Lifelong Learning Orientation	Monday, August 20 (6:00-7:30 p.m.)
		Saturday, August 25 (10:00-noon)
	New Traditional Students	Thursday, August 23 – Sunday, August 26
Resident Students Return		Saturday, August 25
Opening Convocation		Sunday, August 26 (4 p.m.)
Classes Begin		Monday, August 27 (8 a.m.)
Labor Day Holiday		Monday, September 3 (No classes held)
Last Date to Drop/Add		Tuesday, September 4 (4:00 p.m.)
Deadline to apply for January Graduation		September 15
Fall Break		Monday and Tuesday, October 8 and 9
Deadline for Course Withdrawal		Monday, November 12 (4 p.m.)
Thanksgiving Break		Wednesday, November 21 – Sunday, November 25
Classes End		Monday, December 10 (10 p.m.)
Presentation Days/Reading Days		Tuesday, December 11 & Wednesday, December 12
Final Exams		Tuesday, December 11 & Wednesday, December 12 – evening exams only; Thursday, December 13 - Saturday, December 15; Monday, December 17
		Wednesday, December 19 12:00 p.m.
Grades Due		

### WINTER TERM

Classes Held	Final Exams Held Last Day of Classes	Friday, December 21 – Sunday, December 23
		Friday, December 28 – Sunday, December 30
		Friday, January 4 - Sunday, January 6
		Friday, January 11 – Sunday, January 13

### SPRING 2008

Graduate Student Orientation	Monday, January 7 (5:30-6:30 p.m.)
Lifelong Learning Student Orientation	Monday, January 7 (6:00-7:30 p.m.)
	Saturday, January 12 (10:00-noon)
	Sunday, January 13
New Student Orientations	Sunday, January 13
Resident Students Return	Monday, January 14
Classes Begin	Tuesday, January 22 (4:00 p.m.)
Last Date to Drop/Add	Friday, January 25 (6:00 p.m.)
Winter Commencement	February 15
Deadline to apply for May Graduation	Monday, March 3– Friday, March 7
Spring Break	Friday, March 21 – Monday, March 24
Break	Monday, April 7 (4 p.m.)
Deadline for Course Withdrawal	Tuesday, April 29 (10 p.m.) Follow Friday Schedule
Classes End	Wednesday, April 30; Thursday, May 1, Sunday, May 4
Presentation Days /Reading Days	Wednesday, April 30 and Thursday, May 1, evening exams only; Friday, May 2; Saturday, May 3; Sunday, May 4;
Final Exams	Monday, May 5 -Wednesday, May 7
	Wednesday, May 7 (12:00 p.m.)
	Saturday, May 10
Senior Grades Due	
Baccalaureate/Commencement	

### MAY TERM & SUMMER 2008

May Term	Friday, May 16- Sunday, May 18 – Friday, May 30- Sunday, June 1
Lifelong Learning Student Orientation	Wednesday, May 14 (6:00-7:30 p.m.)
Deadline to Apply for August Graduation	Thursday, May 15
Summer Session I	Monday, May 19 – Monday, June 30
	(No classes Memorial Day, May 26)
Finals:	Tuesday, July 1 and Wednesday, July 2
Summer Session II	Monday, July 7 – Thursday, August 14
Finals:	Monday, August 18 and Tuesday, August 19

## DIRECT INWARD DIALING

Automated Voice Attendant: (610) 606-4666

Inclement Weather Hotline: (610) 606-4629

The following Direct Inward Dialing (DID) numbers will enable off-campus incoming calls to be answered directly by department staff without going through the College switchboard. Departments not listed below may be reached by dialing the automated voice attendant line 606-4666 and pressing the department extension if known or by using the department extension menu listing if the extension is not known. Departments may also be reached from off campus by calling the College switchboard at 437-4471 or pressing "0" from an on-campus telephone extension.

Admissions .....740-3780	Lifelong Learning.....740-3770
Art Department .....606-4668	Nursing.....606-4606
Advising Center .....606-4628	Performing Arts.....606-4667
Alumnae/Development .....606-4609	Performing Arts (Box Office).....606-4608
Athletic Department.....606-4634	Plant Services.....606-4631
Biological Sciences.....606-4611	Provost's Office.....606-4637
Bookstore.....740-3775	President's Office .....606-4612
Business .....606-4625	Psychology .....606-4663
Career Planning .....606-4648	Purchasing-Accounts Payable .....606-4632
College Relations .....740-3790	Registrar's Office .....740-3765
Education.....606-4610	Residence Life.....606-4650
Executive Vice President for Finance and Administration .....606-4630	Rodale Aquatic Center.....606-4670
Finance Office .....606-4602	Security .....606-4642
Financial Aid .....740-3785	Social Sciences .....606-4665
Grounds/T.R. Markley .....606-4620	Special Events.....740-3791
Health & Counseling Services.....606-4640	Student Affairs .....606-4603
Human Resources .....606-4636	Telecommunications & Transportation.....606-4662
Humanities.....606-4607	Tompkins College Center .....606-4633
Inclement Weather Hotline .....606-4629	
Information Technology.....606-4635	
Library .....606-4605	

## **SECTION A - HONOR CODE**

Cedar Crest College students should uphold community standards for academic and social behavior in order to preserve a learning environment dedicated to personal and academic excellence. Upholding community standards is a matter of personal integrity and honor. Individuals who accept the honor of membership in the Cedar Crest College community pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the College community.

### **HONOR CODE PRINCIPLES**

The following principles stand at the center of the Honor Philosophy:

- We believe in self-governance.
- We respect the individual ownership of ideas, work, and property.
- We recognize and appreciate others' differences.
- We have responsibility as individuals within a community in upholding community standards.
- We will create a just and caring environment by striving to behave with equity and consideration of others.

### **HONOR CODE PLEDGE**

"We who accept the honor of membership in the Cedar Crest College community recognize our obligation to act, and encourage others to act, with honor.

The Honor Code exists to promote an atmosphere in which the individual makes her own decisions, develops a regard for the system under which she lives, and achieves a sense of integrity and judgment in all aspects of her life.

It is with faith in such a system that I have accepted membership into this community. Representative of such, I hereby pledge to uphold the spirit and the letter of the Honor Code."

## **I. COMMUNITY STANDARDS FOR ACADEMIC CONDUCT**

### **ACADEMIC INTEGRITY**

Academic integrity and ethics remain steadfast, withstanding technological change. Cedar Crest College academic standards therefore apply to all academic work, including, but not limited to, handwritten or computer-generated documents, video or audio recordings, and telecommunications.

All Cedar Crest students will:

- Submit only work that is their own.
- Adhere to the rules of acknowledging outside sources, as defined by the instructor, never plagiarizing or misrepresenting intellectual property.
- Neither seek nor receive aid from another student, converse with one another when inappropriate, nor use materials not authorized by the instructor.
- Follow the instructions of the professor in any academic situation or environment, including the taking of examinations, the following of laboratory procedures, the preparation of papers, and the proper and respectful use and sharing of College facilities and resources, including library and computing resources.
- Abide by the Cedar Crest Computer Use Policy.
- Not submit the same work for more than one course without instructor approval.

### **ACADEMIC DISHONESTY OR PLAGIARISM**

It is academic dishonesty to submit oral or written work that is not entirely the student's own, except as may be approved by the instructor. A student must follow the requirements of the instructor regarding when and how much collaboration with other students is permitted.

Any language taken from another source, whether individual words or entire paragraphs, must be placed within quotation marks and attributed to the source, following the citation format specified by the instructor. Paraphrased material from an outside source must also be attributed. In addition, if the student is indebted to another source for a specific perspective or a line of argument — regardless of whether the student has directly quoted the source or not—that debt must also be acknowledged.

If a student fails to acknowledge debts to outside sources, that student has committed plagiarism. Deliberate or accidental, academic dishonesty is a serious academic offense and a violation of the spirit of the Cedar Crest Honor Code philosophy. The response to evidence of academic dishonesty rests with the individual instructor. Depending on the severity of the offense and at the discretion of the instructor, penalties for academic dishonesty may range from a request to redo the assignment before the grade is assigned, to the grade of an “F” for the assignment, to the grade of an “F” for the course, to suspension or expulsion. Suspension or expulsion from the College is by the Provost, after consultation with the instructor and Chair. An instructor is entitled to take into account the student’s degree of academic experience and any prior instances of academic dishonesty in the student’s time at the College, in determining the penalty for the offense.

All cases of plagiarism must be reported to the Provost. A written report, along with relevant documentation, must be sent to the Provost’s Office, where it will be kept. Faculty encountering a case of plagiarism should consult the Provost’s Office to determine if the student has plagiarized on other occasions. Evidence collected in the Provost’s Office of repeated instances of plagiarism may be used as grounds for suspension or expulsion. The Provost’s Office is also to make an annual report to the faculty and to the Honor and Judicial Board, on the number and nature of plagiarism cases that occurred during the year.

All instructors are required to include a statement about the College’s plagiarism policy, as well as information about how the instructor will respond to evidence of plagiarism, on their course syllabi.

## **CLASSROOM PROTOCOL**

Appropriate classroom behavior is implicit in the Cedar Crest College Honor Code. Such behavior is defined and guided by complete protection for the rights of all students and faculty to a courteous, respectful classroom environment. That environment is free from distractions such as late arrivals, early departures, inappropriate conversations and any other behaviors that might disrupt instruction and/or compromise students’ access to their Cedar Crest College education.

Faculty members expect students to attend and be prepared for all classes, to arrive on time and to remain until class is dismissed, to treat the faculty members and fellow students with respect, to refrain from any activities within the classroom that do not directly pertain to the business of the class (such as writing letters, reading external materials), to use language that is respectful and non-abusive, and to otherwise refrain from any behavior that disrupts or jeopardizes the learning environment. If a student would like to bring a guest to class, permission must be secured from the instructor prior to that class time.

Some examples of disruptive behavior include the following:

- Entering class late or leaving early
- Sleeping in class
- Eating/drinking in class without permission
- Use of electronic devices, cell phones or pagers during class
- Use of personal computers for purposes other than note-taking or class related activity
- Poor personal hygiene
- Inappropriate dress

- Inappropriate personal disclosures in class
- Persistent speaking without permission

The following examples of disruptive behavior may result in interventions by the Office of Safety and Security and referral to the Office of the Dean of Student Affairs:

- Disputing authority and arguing with faculty and other students
- Threats or harassment of any kind
- Physical disruptions or physical altercations

Faculty members have the authority to address disruptive behavior in the manner they see fit under the guidelines set forth in the Student Handbook. Such discipline can range from asking a student to change the behavior to telling the student to leave class. Faculty may further choose to treat dismissal from class as an absence, for the purposes of attendance policies. If a student refuses to leave when requested, the faculty member may call Campus Security and the Office of the Dean of Student Affairs for assistance. Unless it is necessary for protection, the faculty member should not make any effort or threaten physically to remove the student. Depending on the circumstances and/or severity of the disruption, the faculty member may request that the expulsion from the class extend beyond the class period or be permanent. Under some circumstances, some behavior may warrant dismissal from the college. The student should be notified of the procedure by which she may appeal the dismissal.

### **ATTENDANCE POLICY**

Regular attendance at classes is expected of all students, regardless of whether attendance is a factor in the student's grade for a course. If attendance is used to compute the final grades for the course, that fact must be reflected in the course syllabus.

When an extracurricular activity is scheduled in conflict with a class, the class is normally held to take precedence; however, arrangements with the instructor may be made in advance to enable students to attend the extracurricular activity.

When there is a conflict between two scheduled events and the professors in charge cannot come to an agreement, the student shall be protected by the Vice President for Academic Affairs and the Dean of the Faculty, who shall require the two professors to resolve the matter at a joint meeting with the Vice President for Academic Affairs and the Dean of the Faculty in his/her office. For policies and guidelines on field trips, consult the statement in the office of the Vice President for Academic Affairs and Dean of Faculty.

A student who is absent from classes for reasons such as illness or a family emergency must contact the Dean of Student Affairs, who will then verify the reason for the absence and notify the student's instructor. Faculty members who receive such notification should understand that the notification signifies that the information given by the student is credible; the notification does not, however, serve to exempt students from any of their course requirements. Faculty members should develop policies for excusing students who miss classes or coursework for reasons beyond their control and should inform students about these policies.

### **LEAVE OF ABSENCE**

Degree-seeking (matriculated) students who find it necessary to interrupt their college studies for a term or more may apply for one-year leave of absence. Within 365 days of the student's official date of separation, the student must have accomplished one of the following: return to classes, submit a letter of intent to register for the upcoming term, or register for the upcoming term. Forms are available in the Registrar's Office. Completion of the form and a meeting with the Registrar, the Dean of Student Affairs, or the Director of Financial Aid is necessary to finalize this process. When she anticipates returning to

College, she must inform both the Offices of the Dean of Student Affairs and the Office of the Registrar (for academic registration). Students will be sent a course schedule booklet for the semester in which they plan to return.

### **OFFICIAL WITHDRAWAL FROM THE COLLEGE**

In order to withdraw officially from Cedar Crest College, a student must complete a process that starts in the Registrar's Office. Official withdrawal prior to the official deadline for course withdrawal will result in all course work in progress being graded "W" (not computed into average). Withdrawal after the official deadline for course withdrawal will result in a grade of "F" for all courses. If the student re-enters the College to continue the major after a withdrawal, the student will graduate according to general education requirements and major requirements in effect at the time of re-enrollment.

### **READMISSION POLICY AND ACADEMIC RENEWAL**

Students who apply for readmission to Cedar Crest College after a separation of at least five years may elect, upon readmission, to retain all of their prior grades or to begin their academic career anew, retaining none of their prior grades.

Students who have been dismissed previously, must petition for readmission. Students who have been dismissed for poor academic performance must complete 12 graded Cedar Crest credits with a "C" or better to be eligible for readmission.

### **STUDENT APPEAL PROCESS FOR ACADEMIC DECISIONS**

A student who has a disagreement with a faculty member about an academic matter should first attempt to resolve the matter through discussion with the instructor. If the issue is not resolved satisfactorily between the student and the instructor, the student may specify in writing the basis for the disagreement and request a review by the Department Chair. If the issue is an appeal of the final grade received in a course, this request must be submitted within three months of the date that term grades are issued by the Registrar.

A student who wishes to appeal the decision of the Department Chair must write to the Provost within a month of the date of the Chair's decision, enclosing copies of the written documents and requesting a review. The Provost, in consultation with the Chair and the faculty member, will arrive at a final decision in the matter.

The Chair and the Provost will each act within one month during the academic year of receiving the matter. If the instructor is no longer employed by the College, the Chair is empowered to act in his or her stead.

## **II. COMMUNITY STANDARDS FOR SOCIAL CONDUCT**

Responsible citizenship in the Cedar Crest College community requires respect for the dignity and rights of each individual, respect for public and personal property, personal honesty, compliance with all College policies, codes and standards, and compliance with the laws of the Commonwealth of Pennsylvania and the United States of America. All students are responsible for being familiar with this information and adhering to all College policies and procedures.

As a member of the Cedar Crest College community, students will:

- Respect the personal property of other students wherever it is found, including residence hall rooms, and all public areas both within and outside the residence halls;
- Never intentionally damage public property including art work and posters or interfere with the use of shared resources, such as computer terminals, fitness center equipment or library materials;

- Not harass or intimidate other persons. Behavior likely to constitute harassment and/or intimidation includes, but is not limited to, exhibiting behavior, distributing, posting, or advertising anything considered abusive, indecent, profane, threatening, or offensive to the average person;
- Be responsible for the behavior of their guests. Having guests on campus is a privilege and responsibility. By having a guest, students are responsible for the safety and welfare of campus resources and community members; and
- Comply with all Cedar Crest College policies, codes and standards, including all residence hall policies.

The College expects that students will behave honorably and assume responsibility for their actions in all academic and social situations. Individuals who accept the honor of membership in the College community are obliged to act in an ethical, just and caring manner toward fellow members of the College community.

Cedar Crest College expects its students to behave with maturity and integrity at all times, to comply with the laws of the Commonwealth of Pennsylvania and the United States of America, to adhere to College policies published in the Student Handbook, the College Catalog, and other College documents, and to respect the rights and property of others. All members of the Cedar Crest College community are expected to comply with and uphold, as well as to encourage others to comply with these codes, policies and standards. Failure to do so may result in sanctions, discipline and/or referral to the Honor and Judicial Board.

The Dean of Student Affairs Office has responsibility for the enforcement of College policies as they affect students and for deciding on and imposing sanctions for violations of College policy. The Dean's office will consult with the Honor and Judicial Board when appropriate and with the Department of Safety and Security. The final determination, however, rests with the Dean in any case of a violation. Members of the Student Affairs Division, which includes student members of the Residence Hall Staff, communicate and enforce the codes, policies and standards. Such policies include, but are not limited to the Alcohol and Drug policies, residential requirements, and behavior disruptive to the community of learning and/or not respectful of the College Philosophy. The Campus Safety and Security Office exists to serve and protect the College community. Failure to comply with a legitimate request of a College security officer or any of the College employees acting in the performance of their duties is grounds for immediate disciplinary action. Violations will be reported to the Office of the Dean of Student Affairs for review and action. However, members of the Campus Safety and Security Department may find it in the best interest of the College community to make immediate decisions, including but not limited to fines, detainment, and arrest.

Alleged social violations of the Honor Philosophy should be brought to the attention of the Dean of Student Affairs. The Dean of Student Affairs or the Office of Student Affairs will investigate the alleged violations and take appropriate action or may refer the matter to the Honor and Judicial Board for a recommendation. If the matter is initially brought to the Honor and Judicial Board, it will consult with the Dean of Student Affairs and based on the gathering of preliminary facts the Dean of Student Affairs will make a determination as to which forum is most appropriate for reviewing the Social Code issue.

### **I. Policy on Separation from the College**

Cedar Crest College reserves the right to require the withdrawal of any student who is incapable of meeting acceptable behavioral standards of the College community. The following are examples of some of the students to whom this policy applies:

1. Students who are deemed to be a danger to themselves or others. Danger to self or others includes any danger of suicide, homicide, self-mutilation, accident, or assault substantially outside of behavioral parameters and necessitating unusual measures to monitor, supervise, treat, protect, or restrain the student to ensure her safety or safety of other members of the College community.

2. Students whose behavior is disruptive to others. Disruptive behavior includes that which causes emotional, psychological or physical distress or injury to other students or staff substantially beyond that normally experienced in daily life. Such disruption may be in the form of severe distress associated with one or more behavioral incidents, or somewhat less severe but persistent distress over an extended period.
3. Students who refuse to cooperate with recommended assessment or treatment and whose physical or psychological disorder is likely to deteriorate to the point of permanent disability, disfigurement, impairment or dysfunction without such assessment or treatment. Where standard assessment is impossible because of the student's resistance, indirect behavioral observations will constitute the basis for such judgment.
4. Students whose physical or psychological condition is of sufficient severity to substantially exceed the reasonable limits of the College's or locally available treatment resources and for whom no reasonable accommodation is possible or students whose condition renders them incapable of participating successfully in the educational program of the College.

## **II. Guidelines for Separation**

The Dean of Student Affairs Office should be notified whenever a student appears to have a serious physical, psychological or emotional disorder that offers reasonable cause to believe he or she may be a danger to self or others, or may disrupt proper activities of the College community and its members, or may be unable to look after her affairs adequately.

The Dean of Student Affairs Office will contact the student and seek voluntary resolution of the situation through a comprehensive review and consultation process.

When conditions allow for the full review and appraisal of the student's health status, resolution of the situation will be sought with the student's cooperation if at all possible. Voluntary withdrawals are encouraged to maximize the participation of the student or her family. If a student declines voluntary withdrawal, she may be separated without consent (which action will be recorded for course credit purposes as a withdrawal) by action of the Dean of Student Affairs Office.

Students who are separated from the College for reasons of health as elaborated above will be on leave of absence until such time as the student becomes able to resume activities as a student.

Students who withdraw or are separated for reasons of health are eligible for tuition, residence hall and dining service refund of charges in accordance with existing College policy. For students receiving financial aid, consultation with the Office of Financial Aid will occur.

## **III. Guidelines for Readmission**

Authorization to resume active student status may be granted by the Dean of Student Affairs after consideration of the individual's progress and current condition. Ordinarily, when a student wishes to resume his/her studies, the Dean of Student Affairs should be notified at least 2 months in advance of the desired period of readmission.

Eligibility for readmission will be contingent on a letter or letters from a treatment source, assessment and recommendation by appropriate medical and mental health professionals, and other information as needed for final determination by the Dean of Student Affairs.

Depending upon circumstances, the Dean of Student Affairs may require an immediate professional assessment of the student's condition by the appropriate medical and/or mental health specialists from the College or from another appropriate resource.

Readmission may include stipulations concerning limits on credit hours rostered, extra-curricular

activities, place of residence or other conditions as may be judged to be in the best interest of the student and the institution. Failure of the student to cooperate in these procedures governing withdrawal and reinstatement is grounds for continued or renewed suspension of student status.

If a student disagrees with a decision regarding mandatory leave or readmission or feels her situation does not fall within this policy, the student may appeal to the President who will make a final decision.

## **ALCOHOL POLICY**

Cedar Crest College complies with the Commonwealth of Pennsylvania Liquor Laws. All students are expected to know and abide by these laws and to follow the procedures of the College that support them. Students and organizations that violate these guidelines are subject to disciplinary action by the College. They will not be protected from legal action taken by public agencies or campus police officers responsible for enforcing the law; even when College disciplinary action has been taken for the violation of campus regulations. Residence Hall Staff are empowered by the College to assist in the enforcement of the policy on alcohol by confronting violations in the residence halls.

### **I. The Public Laws**

Public laws most relevant to college students are listed below. These laws apply to all persons while they are within the boundaries of the Commonwealth of Pennsylvania. Please note that this is not an all-inclusive list of public laws pertaining to alcohol.

The College permits the use of alcoholic beverages by individuals who are 21 years of age and older under conditions that safeguard the rights of others. It directs the attention of all students to the Pennsylvania liquor, penal and motor vehicle codes, (partially summarized below) and to the College procedures that support them:

1. All persons are subject to Pennsylvania liquor, penal and motor vehicle codes while they are in the Commonwealth of Pennsylvania.
2. It is illegal for a person knowingly and falsely to represent herself/himself to be 21 years of age or older for the purpose of procuring or having furnished to her/him alcoholic beverages. It is a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500 for subsequent violations.
3. It is illegal for a person less than 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally to transport alcoholic beverages. It is a summary offense. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500.
4. It is illegal for a person knowingly, willfully and falsely to represent to any licensed dealer or other person, that a minor is over 21 years of age for the purpose of inducing any such licensed dealer or other person to sell or furnish alcoholic beverages to a minor. This is a third degree misdemeanor with a fine of not less than \$300.
5. It is illegal for a person to hire, request or induce any minor to purchase or offer to purchase alcoholic

beverages from a licensed dealer for any purpose. This is a third degree misdemeanor with a fine of not less than \$300.

6. It is illegal to sell alcoholic beverages to any person unless duly licensed in the Commonwealth of Pennsylvania.
7. It is illegal for a person intentionally and knowingly to sell, furnish or purchase with the intent to sell or furnish any alcoholic beverages to a person who is less than 21 years of age. This is a third degree misdemeanor with a fine of not less than \$1,000 for the first violation and a fine of \$2,500 for each subsequent violation. NOTE: Act 31 of the Pennsylvania Liquor Code in part defines furnish as to allow a minor to possess alcoholic beverages.
8. It is illegal to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date or age of another. This is a second-degree misdemeanor with a fine of not less than \$1,000 for the first violation and a fine of not less than \$2,500 for each subsequent violation.
9. It is illegal for a minor to possess an identification card falsely identifying that person by name, age, birth date or photograph as being 21 years of age or older or to obtain or attempt to obtain alcoholic beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card. This is a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations. The minimum penalty shall order the operating privilege of the person be suspended for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. A person who does not have a driver's license shall be ineligible to apply for a learner's permit for 90 days from the date for the first offense; one year for the second offense; and two years for the third offense. The maximum penalty shall be a fine of not more than \$500 for subsequent violations. Note: The police department making an arrest for a suspected violation of carrying a false identification card shall so notify the parents or guardian of the minor charged.
10. It is illegal for a person 18 years of age or older to corrupt or tend to corrupt the morals of a person less than 18 years of age by aiding, abetting or encouraging a minor.
11. It is illegal for a person under 21 years of age to pay either direct or indirect assessments which will be used in whole or in part for the purchase of alcoholic beverages.
12. It is illegal for a licensee or his/her agent to sell alcoholic beverages to a minor or to a person who is intoxicated.
13. A person who serves alcoholic beverages is responsible for the alcohol-related actions of the persons he/she served even after they leave the place of service.
14. It is illegal for a driver to consume any alcoholic beverages while driving or attempting to drive a motor vehicle.

## **II. Definitions:**

Furnish — To supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged.

Identification Card — A driver's license, a Department of Transportation non-driver's identification card or a card issued by the Pennsylvania Liquor Control Board for the purpose of identifying a person desiring liquor or malt or brewed beverages, a card which falsely purports to be any of the foregoing, or any card, paper or document which falsely identifies the person by name, photograph, age or date of birth as being 21 years of age or older.

Liquor — Includes any alcoholic, spirituous, vinous, fermented or other alcoholic beverage, or combination of liquors and mixed liquor beverage, a part of which is spirituous, vinous, fermented or otherwise alcoholic,

including all drinks or drinkable liquids, preparations or mixtures and reused, recovered or redistilled denatured alcohol usable or taxable for beverage purposes which contain more than 0.50% of alcohol by volume, except pure ethyl alcohol and malt or brewed beverages.

Malt or Brewed Beverages — Any beer, lager beer, ale, porter or similar fermented malt beverage containing 0.50% or more of alcohol by volume, by whatever name such beverage may be called.

### **III. The College Regulations**

#### **A. Individual Responsibility**

Cedar Crest College students are expected to respect all federal, state and local laws and ordinances while in attendance at the College.

The College places responsibility for obeying the laws directly on the individual. As a private institution, the College should not be construed as providing immunity from the law, or diminishing an individual's or organization's responsibility to comply with the law.

The remaining provisions of the College's alcohol policy are based on the fundamental expectation that all students will become familiar with and respect all laws regarding alcohol, and that all students recognize that the College places responsibility for obeying all laws directly on the individual.

Individuals and organizations violating College regulations as well as federal, state, and local laws may be subject to civil and criminal action as well as College action.

#### **B. General Regulations Regarding Alcohol**

1. Students 21 years of age or older may possess or consume alcoholic beverages in accordance with Cedar Crest College policies.
2. Students under 21 years of age are prohibited from possessing and/or consuming alcoholic beverages.
3. Possession, consumption and/or provision of alcohol in public areas of the campus are not permitted. Public areas are defined as those areas of the campus that are readily accessible to students, faculty, staff, and guests. Such areas include all outside areas, athletic fields, lobbies, classrooms, lounges, building corridors and offices. Security has the authority to confiscate alcohol in the possession of any individual under 21 years of age and may confiscate alcohol of individuals over 21 years of age if circumstances dictate such action to be necessary.
4. Students of legal drinking age, 21 years of age, and their guests who are of age may consume alcohol in residence hall rooms or at College sponsored events where alcohol is being served.
5. There shall be no kegs or beer balls in the residence halls, nor shall there be any common sources containing alcohol, such as bathtubs, punch bowls, baby pools, trash cans, etc.
6. When both students are under the age of 21 no alcoholic beverages are permitted in the residence hall room.
7. When one student is 21 years of age and her roommate is under 21, only the student who is 21+ years old may possess and consume alcohol.
8. Visibly intoxicated persons, or persons showing signs of alcohol abuse may be removed from campus by police, Security, or medical personnel. No person shall engage in alcohol-induced disorderly conduct, property destruction, and intimidation or otherwise infringe upon the rights or privacy of others.
9. Security has the authority to administer a breathalyzer test in those situations where underage drinking is suspected of having occurred. A student has the right to refuse a breathalyzer test. In accordance with the Commonwealth of Pennsylvania law summary action and sanctions may apply.
10. Engaging in acts of public drunkenness, vandalism, intimidation, disorderly conduct or infringement of

the rights and privacy of others will not be tolerated and will be subject to legal and/or campus disciplinary action.

11. Students are responsible for compliance with the law, for the conduct of their guests, and for informing guests of Pennsylvania law and College policy concerning alcoholic beverages.
12. Providing alcohol to underage individuals is prohibited, including leaving alcohol unattended in locations where those under 21 may serve themselves. The student who serves alcohol to a person regardless of age shares responsibility with that person for any violation of the Cedar Crest College policies.
13. Guests of underage students are prohibited from bringing any alcohol into the residence halls.

### **C. Campus Events with Alcohol**

1. All events with alcohol must be registered with both the Tompkins College Center staff and Dean of Student Affairs. Forms can be obtained from the Dean of Student Affairs office. A completed registration must be submitted to the Dean of Student Affairs at least ten working days prior to the date of the scheduled event. The person signing the registration for an event where alcohol is to be served must be 21 years of age or older.
2. Events must have a stated purpose (dancing, entertainment, etc.) other than the consumption of alcohol. Themes that encourage the consumption of alcohol (i.e., happy hours and drinking games) are prohibited.
3. Faculty, administration, alumnae and other non-student groups are urged to consider alternatives to the furnishing of alcoholic beverages at sponsored functions especially if students and minors are to be present. If alcohol is to be furnished, there must be responsible use of alcohol within the law and consistent with the above College policies and regulations. Functions, closed to students and other minors, at which alcoholic beverages are to be served do not require registration and approval, but must be noted on the room reservation form. Functions open to students or other minors are to be held in areas of the campus not usually available for the service of alcoholic beverages must be noted on the room reservation.
4. Complete guidelines for events where alcohol is to be served can be obtained from the office of the Dean of Student Affairs.

### **D. Sanctions for Violations of the Alcohol Policy**

The Dean of Student Affairs may initiate any or all of the following sanctions in response to violations of the Alcohol Policy, which include but are not limited to:

First Offense:

- Notification of parent(s) or legal guardian(s) if student is under age 21
- Residence Hall Probation and/or disciplinary probation
- Community service
- Other sanctions depending on the nature of the offense

Second Offense:

- Notification of parent(s) or legal guardian(s) if student is under age 21
- Substance Abuse Evaluation
- Residence Hall Probation or Eviction and/or disciplinary probation
- Community service
- Possible other sanctions depending on the nature of the offense

Third Offense:

- Conference with parent(s) or legal guardian(s) if student is under age 21

- Mandatory Substance Abuse counseling
- \$300 fine
- Permanent Eviction from Residence Hall
- Community service
- Possible other sanctions depending on the nature of the offense

### **CREDIT CARD SOLICITATION**

Cedar Crest College prohibits credit card solicitation in any form by financial institutions or other companies, groups or individuals seeking to distribute credit card applications on the College campus. Such prohibited means includes solicitation by posting on college bulletin boards, advertisement in college publications and brochures or flyers processed through campus mailbox, bookstore or email systems.

Periodically the College will provide students with educational information regarding the responsible use of credit cards. This information may be provided through presentations in new student orientations, regular classroom activities, relevant literature placed in designated campus facilities, or special campus programming events. Violations of this policy will result in appropriate action taken by the College.

### **DEMONSTRATIONS**

Free speech is a cherished value of Cedar Crest College. In order to ensure that orderly operations of the College are maintained and that the rights of all are respected, while at the same time ensuring that individual members of the College community have an opportunity to fully exercise their right of freedom of expression, anyone wishing to hold a demonstration/rally will need to have approval 24 hours in advance. A Demonstration Request Form, available at the Dean of Student Affairs Office, must be completed and submitted 24 hours in advance to the Dean of Student Affairs.

### **DRUGS**

Cedar Crest College shares the concern of the medical profession and law enforcement agencies for the serious effects that can result from the use of dangerous drugs and narcotics. Cedar Crest College opposes and prohibits the possession and use of illegal drugs and narcotics by its students on or off the campus. The College will cooperate with the State in the enforcement of the Pennsylvania State Law. The College may take disciplinary action against a student who violates these laws to the extent of separation from the College. Students who wish to seek counseling regarding the use of drugs and their effects are urged to consult with the Office of Health and Counseling Services.

Sanctions for Violations of the Drug Policy: The Dean of Student Affairs may initiate any or all of the following sanctions in response to violations of the drug Policy, which include but are not limited to: (Refer to page 26 for possible other sanctions.)

#### First Offense:

- Notification of parent(s) or legal guardian(s)
- Immediate eviction from the Residence Hall for two semesters with loss of room rent
- Substance Abuse evaluation
- Disciplinary Probation for 4 semesters
- Discretionary prosecutorial referral to local authorities
- Community service
- Possible other sanctions depending on the nature of the offense

#### Second Offense:

- Permanent Eviction from the Residence Hall
- Suspension/Expulsion from the College
- Community service
- Discretionary prosecutorial referral to local authorities
- Possible other sanctions depending on the nature of the offense

Sale and/or possession of large quantity/quantities of illegal drugs as defined by state and federal law on College property will result in the following sanctions:

- Parental Notification
- Suspension/expulsion from the College
- Discretionary prosecutorial referral to local authorities
- Community service
- Possible other sanctions depending on the nature of the offense

## **POLICY AGAINST HARASSMENT, ABUSE AND VIOLENCE**

Cedar Crest College is committed to ensuring that students and individuals in the College community (including faculty and staff members) have the opportunity to work and learn in an environment that is free from any form of harassment, abuse or violence. Such acts will not be tolerated within the academic or residential community.

### **Harassment**

Discriminatory harassment is unlawful and interferes with a student's academic opportunities or residential life. Discriminatory harassment in any form of a member of the College's Community is unacceptable conduct and will not be tolerated by the College. This Policy applies to harassment on the basis of race, color, religion, gender or sex, national origin, age, disability, sexual orientation, family status or any other characteristic protected from discrimination under law or College Policy. Harassing behavior includes discriminatory intimidation, ridicule, or insult that has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive work or learning environment, as viewed from the perspective of a reasonable person.

Sexual harassment, like any form of harassment, will not be tolerated. Sexual harassment consists of unwelcome advances, request for sexual favors, and/or other spoken, visual or physical conduct of the sexual nature, where: (1) submission to such conduct is made, explicitly or implicitly a term or condition of an individual's employment or status in a course, program or college activity; (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work or education experience or performance, or creating an intimidating, hostile or offensive work, academic, or residential environment. If this conduct takes place in the classroom, it must also be persistent, pervasive and not germane to the subject matter. Sexual harassment may include a range of subtle or not so subtle behaviors and may involve individuals of the same or different gender.

### **Violence and Abuse**

Violence or abuse against any member of the College community is also strictly prohibited and includes, but is not limited to, relationship violence, sexual assault, rape and any other forms of physical assault perpetrated against any student, faculty member, staff member or any other person in the Cedar Crest College community. All persons working or living in the College Community share the responsibility for assuring that the environment is free from any form of abuse, violence or verbal or physical intimidation.

### **Complaint Procedure**

Cedar Crest College is committed to diligent and impartial enforcement of this Policy. The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Any student who feels she/he has been subjected to conduct in violation of this Policy by another student should bring the matter to the attention of the Dean of Student Affairs to address the complaint. Any student who feels she/he has experienced conduct in violation of this Policy involving a faculty or staff member, should contact the Executive Vice President of Finance and Administration/Human Resources. All allegations of harassment will be investigated promptly and in as confidential a manner as is possible and consistent with an effective investigation. As part of a confidential investigation, persons possessing information relating to the complaint may be interviewed.

**Disciplinary Sanctions**

Persons other than students who are found to have violated this Policy will be subject to appropriate disciplinary and/or corrective action. Any student found to have violated this Policy will be subject to disciplinary action as outlined in the Honor Philosophy Section of this handbook. Persons charged with offenses that are criminal in nature may also be prosecuted.

**No Retaliation**

Retaliation in any form against any student who exercises his or her right to make a complaint under this Policy is strictly prohibited by law and College Policy.

**Available Resources**

Cedar Crest College is committed to providing immediate care and support of all victims of abuse, violence, or sexual or other physical assault. If you have been the victim of any form of violence or physical abuse, including but not limited to relationship violence, please contact the Dean of Student Affairs for immediate assistance. Students who believe that they may need help to avoid engaging in conduct that is prohibited by this Policy are urged to seek assistance through the Dean of Student Affairs or designee.

**HAZING POLICY**

Cedar Crest College complies with the Pennsylvania State Law prohibiting hazing. Hazing is defined as any action or situation which recklessly or intentionally endangers the physical or mental health of a student. This term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug or other substance, or any forced activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction of or removal of public or personal property. Any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, even if the individual willingly participates in such activity. Any suspected violation of this policy should be reported to the Dean of Student Affairs and may result in disciplinary action.

**PROSELYTIZING POLICY**

Cedar Crest College encourages open dialogue on issues of beliefs and values, as well as educational efforts in areas that enhance understanding of diversity of religious beliefs. The College reserves the right to limit or restrict the on-campus activity of any religious organization that has the express purpose of making converts of members of the College community. Proselytizing through presence on campus, speech or pamphlets is not allowed. There is a designated bulletin board and display table outside the Lees Chapel where information from recognized religious groups may be displayed.

**PUBLICITY AND POSTERS**

Posters, announcements, etc. are to be posted only on bulletin boards in the College Center and academic buildings, although some flexibility is permitted in the residence halls. The glass doors of the residence halls should be kept free of posters in order to allow for clear vision outside. All items to be posted should carry the name of the sponsor and/or organization and the date the item is posted. Items to be posted must be approved for posting by the appropriate College official. (College Center and Academic Buildings: Associate Dean of Student Affairs, Residence Halls: Director of Residence Life) Additional questions may be directed to the Associate Dean of Student Affairs. Unapproved posters are subject to removal by appropriate College officials or their designees. Banners hanging from windows and balconies must have prior approval from the Dean of Student Affairs Office. Residence hall room doors, hallways, bathrooms, lounges and any other areas that are accessible to all residents in a hall are considered public areas. Some materials may be deemed or perceived to be inappropriate or offensive. The Department of Residence Life reserves the right to request that a resident remove any offensive materials.

### **SOLICITING**

Soliciting on campus or door-to-door sales operations in the residence halls is prohibited without the express authorization of the Chief of Campus Safety and Security. Anyone soliciting or attempting to conduct business in the residence hall should be reported to Campus Security immediately. The Associate Dean of Student Affairs must approve selling by Cedar Crest students or student organizations. Outside vendors must be sponsored by a student organizations or other offices on campus.

### **VANDALISM**

Destruction of, or tampering with any College property or property owned by members of the College community will not be tolerated. Violations of the law and College regulations may result in a minimum sanction of restitution and a maximum sanction of suspension or expulsion from the College. (Also see Damage Policy and Removal of College Property Policy)

### **WEAPONS**

Weapons are prohibited on the campus of Cedar Crest College. It is against College policy for any person to possess, or carry, either openly or concealed firearms, explosives or any potentially dangerous weapon on College property. Failure to comply may result in expulsion from the College. All federal, state and local laws regulating the possession, use and sale of weapons are in force on the Cedar Crest College campus. Safety and Security Officers do not currently carry firearms.

## **III. GUIDELINES FOR COMMUNITY LIVING**

### **BICYCLE REGULATIONS**

Students are permitted to have bicycles on campus, but the College assumes no responsibility for damage or for theft from storage. Theft or excessive damages should be reported to Campus Security. Bicycles may be parked in bike racks at residence halls. Bicycles are to be removed from the campus at the end of the academic year. The College is not responsible for bicycles left on campus and will not ship them home. Bicycles left on campus at the end of the term will be removed.

### **CEDAR CREST COLLEGE NAME AND LOGO**

The College's name, logo, facsimile thereof, and/or representation which resembles, suggests or implies an affiliation with the College, may not be used without the approval of the Dean of Student Affairs. Any such use must be appropriate and truthful. No individual may enter into a contractual agreement on behalf of the College except the Vice President of Finance and his/her designee.

### **FINANCIAL ACCOUNTS POLICY**

Accounts must be paid in full, or a payment plan arrangement must be in place by the due date stated on the invoice prior to the start of each semester. No student may graduate, obtain transcripts, or register for future semesters until all charges have been paid to the College.

### **FIRE EQUIPMENT POLICY**

Anyone identified as being responsible for tampering with or theft of any College-owned fire equipment or other safety equipment will be subject to a three hundred dollar (\$300) fine per violation plus the cost of any damage relating to the equipment. Other sanctions include a minimum Residence Hall probation, restitution and college service; and as warranted, more severe sanctions could apply.

### **FIRE REGULATIONS**

Students will be permitted to have a name tag, message board and pictures on their residence hall door. Items should be placed on the upper half of the door above the door knob and may not cover more than 50% of the door in order to be in compliance with the City of Allentown Fire Code. No items

are to be posted on the door frames or on the wall around the doors. Posters, tapestries and lights are strictly prohibited on doors, door frames and walls. The college reserves the right to remove any decorations that do not comply with the City of Allentown fire ordinances.

- A. Burning or burnt candles or incense, toasters and toaster ovens, potpourri crocks, halogen lamps electric heaters, space heaters, hot plates and electric blankets are fire hazards and may not be used in the residence halls. The state fire code prohibits the placement and/or storage of any items in the corridors or stairwells of living units. Items in these areas will be considered lost articles and will be removed by College personnel. Students are subject to disciplinary action by the College and/or to prosecution by the City of Allentown for setting fires through carelessness or negligence, for tampering with a fire extinguisher or smoke detector and for tampering with a fire alarm. Fire drills are conducted periodically throughout the year. All students must evacuate the building when the fire alarm is sounded.
- B. Smoking is prohibited in all campus buildings.
- C. Over-door hangers may not be attached to doors, nor may hangers be placed over closet edges or hung from picture moldings.
- D. Tapestries and other articles may not be hung from or over light fixtures.
- E. Items being cooked may not be left unattended.
- F. Decorative lights may not be hung around residence hall doors.

Any violation of the fire regulations will result in a fine up to \$300 and/or other sanctions as warranted.

**Minimum sanctions for fire hazard violations are as follows:**

- 1st offense = \$100 fine and Residence Hall probation
  - 2nd offense = \$200 fine and extended Residence Hall probation
  - 3rd offense = \$300 fine and Residence Hall eviction
- Additional sanctions ranging from warnings to expulsion may apply.

## **HEALTH POLICY**

Cedar Crest College is committed to providing a safe environment for its students and has formulated its Health Policy based on Guidelines presented by the American College Health Association.

Students with serious, acute and chronic conditions are encouraged to inform Health and Counseling Services about their illness so that they may receive information and referral for appropriate care. This information will be confidential. In cases of communicable disease, the College will follow the reporting requirements for all communicable diseases.

The Dean of Student Affairs reserves the right to contact parents or guardians in situations where a student's health or welfare is at risk.

On admission to the College students receive a College Health Form which must be completed prior to the beginning of classes. The form is reviewed by the Director of Health and Counseling Services and students are notified of any missing documentation.

The College requires all full-time students to have health insurance coverage. The College will provide a basic Accident and Sickness Plan for all full-time students who do not already have their own coverage. The cost of the plan will be included on the student's bill. A description of the plan and waiver cards for those who have other coverage are provided to students in fall semester materials or by the Controller's Office.

All student concerns about communicable diseases should be directed to the Director of Health and Counseling Services.

## **ID CARDS**

All students are required to carry a Cedar Crest College ID card at all times and present this card when requested by any official of the College. Use of false ID will result in disciplinary action. ID cards are issued by the Tompkins College Center staff. These cards are shown when using the library and dining facilities. Lost cards must be replaced at a cost to the student of \$20.00.

## **LIBRARY POLICIES**

Cressman Library is easily searchable via the World Wide Web, <http://library.cedarcrest.edu>. The Library's web pages allow quick access to area libraries' catalogs and general and specialized electronic resources, including encyclopedias, indexes, and full-text journal articles, as well as relevant Internet sites. Consult the Librarian on duty at the Information Services Desk for assistance with identifying, locating and using information resources.

## **LENDING SERVICES**

Library materials are charged out at the Lending Services Desk on the Main Level. A non-transferable student ID card serves as your library card. The borrower is responsible for all materials charged out on his/her card. Report loss of an ID card to the Lending Services Supervisor to stop charges.

Students may borrow books from the general collection for 21 days. Curriculum items circulate for 14 days. A 10 day grace period follows. If fines are not paid upon return of overdue items, the rates are:

Calendar Days	Late Fine (Per item)
1-10 days	No Fine
11+ days	50 cents + .05 cents/day - maximum of \$5, per item

The Library system assigns a default price of \$70.00 for any lost or damaged materials. If the item is recovered within one year of payment, the replacement cost minus any fines owed will be refunded. The College will not release transcripts or issue diplomas until all Library accounts are cleared. Phone renewals may be made by dialing ext. 3540 during Library hours. Have student ID available.

Reference books and microfilms are restricted to use within the Library and may be circulated only by special permission of the Librarian on duty. Periodicals are designated "In Library Use" only and do not circulate. Renewals are not given. Charged-out materials left on carrels and tables in the Library are not considered returned.

Removal of materials from the Library without a Lending Services Desk charge, or a librarian's approval, is considered a violation of the principles of the Honor Philosophy.

Course reserves are housed and charged out at the Lending Services Desk.

1. Regular reserves: Charged out for three days.
2. Restricted: Circulates two-hours in-house.
3. Special reserves: Charged out for one day or one week.

Fines for late reserves: \$1/day per item up to a maximum of \$5.

## **MEDIA SERVICES**

Media Services is located on the Terrace Level of the Library. The collection includes CDs, DVDs, videos, laser discs, transparencies and slides. The circulation period for these items is 3 days, no renewals. A fine of \$1/day is charged for materials returned after the due date. The maximum fine is \$5/item.

## **INTERLIBRARY LOAN SERVICES**

More than one million items are available to Cedar Crest College students via LVAIC's interlibrary loan system. Request for InterLibrary Loan material may be made through the FirstSearch Index, through e-

mail via the Library's webpage, or by filling out a paper form at the Information Services Desk. If the material requested is available at one of the LVAIC libraries - Lafayette, Moravian, or Muhlenberg colleges; DeSales or Lehigh universities — it usually arrives within 1 week. Users should allow a minimum of 2 weeks for delivery of ILL loans from outside of LVAIC. The loan period for interlibrary loan materials varies according to the lending institution. Students must observe the due date assigned to these items. Renewals are not permitted.

Direct borrowing: Students with valid ID's may obtain library cards from any of the LVAIC colleges. These loans may be returned to the Cressman Library where a courier makes deliveries, Monday through Friday.

#### **MISUSES OF LIBRARY MATERIALS/STUDENT GOVERNMENT/HONOR AND JUDICIAL BOARD PROCEDURES/POLICIES/SANCTIONS:**

Students judged to be in violation of the Honor Philosophy in regard to use of Library materials will be penalized in the following manner:

1. A \$50.00 fine will be assessed for deliberate misuse of Library materials.
2. Additional fines may be assessed reflecting the seriousness of the offense and the cost of replacing the material.
3. In addition to a fine, a statement recording the incident may be introduced into the student's permanent file.
4. Students may be subject to other penalties including suspension or expulsion.

#### **MOTOR VEHICLE AND PARKING REGULATIONS**

Campus Safety and Security is located in the Physical Plant Building behind Curtis Hall. Any questions or problems relating to motor vehicles and/or parking on campus should be directed to the Chief of Safety & Security at ext. 3523.

#### **VEHICLE REGISTRATION**

Vehicle registration is for everyone. To register, students, staff and faculty will need to show their vehicle registration and Cedar Crest College photo ID, driver's license and proof of insurance to obtain their decals. The registration office is open 24 hours a day/ 7 days a week. To register, students, staff and faculty will need to show their vehicle registration and Cedar Crest College photo ID, driver's license, and proof of insurance to obtain their decals. Non-students/staff/faculty will need to show vehicle registration to receive a rear-view mirror hangtag. Remember to report any changes to Campus Security within 72 hours. While there is no fee for motor vehicle registration, failure to register and properly display a decal does result in a \$20.00 fine. Continued failure to comply with all Parking and Traffic Regulations will invalidate your decal and its privileges. Mutilated or defaced decals are considered invalid and must be replaced. On campus parking privileges terminate upon separation from the College.

Campus traffic regulations are to be adhered to at all times, unless otherwise directed by a Campus Security officer. The registered operator of the vehicle is liable for any violations, regardless of who operates the vehicle.

## **VIOLATIONS**

Fines are incurred for:

- Parking within an intersection
- Parking on a crosswalk or sidewalk
- Littering
- Parking on a lawn or sodded area
- Parking in a restricted lot
- Parking in a reserved parking space
- Parking in a loading/unloading zone
- Parking in a space area not marked for parking
- Parking in a restricted area
- Blocking a fire hydrant or fire lane
- Obstructing traffic
- Vehicle not registered/parking decal not displayed
- Failure to stop at a stop sign
- Speeding (over 15 mph)/driving too fast for conditions
- Driving the wrong way on a one-way street
- Failure to obey traffic control signal of Security Officer
- Reckless Driving
- Fraudulent use of decal
- Parking on a restricted service/access road
- First-year student parking violation
- Failure to park in the direction of the driving lane
- Failure to park pulled into a diagonal parking space
- Leaving the scene of an accident
- PA Vehicle code

Unless approved by the Assistant Director of Campus Security, no vehicles are to be left on campus during summer / winter breaks.

## **ESCORT SERVICE**

Contact the College Switchboard Operator by dialing '0' to access this service any time and a member of Campus Security will be dispatched to provide you with an escort.

## **PARKING**

### **First Year Resident Student Parking**

#### **24 hours**

Lot C - West of Alumnae Hall, except for the first three rows

#### **Weekends 6 p.m. Friday to 6 p.m. Sunday**

Lot G - North of Steinbright Hall

North and South Quad roads in front of Resident Halls

Roadway behind Butz and Curtis Hall

### **Upper Class Resident Student Parking**

#### **24 hours**

Lot C - West of Alumnae Hall, except for the first three rows

West Road

Lot E - West of the Boiler House and adjacent roadway

Lot F - behind lot E (Note: Lot F floods during heavy rains)

Lot G - North of Steinbright Hall

North and South Quad roads in front of Resident Halls (no parking in Library area)

Roadway behind Butz and Curtis Hall

Behind Physical Plant and adjacent roadway

#### **After 5 p.m. and on Weekends & Holidays**

Lot D - East of Alumnae Hall

Blaney Hall Administration Circle

Lot H - West of the Allen House

South of Lees Hall

South of Curtis Hall

#### **After 7 p.m. and on Weekends and Holidays**

Lot B - South of Miller / Pool Science / Oberkotter Buildings

North of the Boiler House

**Commuter Student Parking****General Parking**

Lot C -West of Alumnae Hall  
West Road  
Front of the Cressman Library  
North of Curtis Hall  
Roadway behind Butz and Curtis Hall  
Lot E - West of the Boiler House and adjacent roadway  
Lot F - behind lot E (Note: Lot F floods during heavy rains)  
Lot G - North of Steinbright Hall  
Behind Physical Plant and adjacent roadway

**After 5 p.m. and on Weekends and Holidays**

Lot B - South of Miller / Pool Science / Oberkotter Buildings  
Lot D - East of Alumnae Hall  
Blaney Hall Administration Circle  
Lot H - West of the Allen House  
South of Lees Hall  
South of Curtis Hall

**After 7 p.m. and on Weekends and Holidays**

North of the Boiler House

**Resident Hall Visitor Parking****General Parking**

Lot C - West of Alumnae Hall, except for the first three rows  
Lot - E West of the Boiler House and adjacent roadway  
Lot - F behind lot E (Note: Lot F floods during heavy rains)

**Weekends 6 p.m. Friday to 6 p.m. Sunday**

Lot G - North of Steinbright Hall  
North and South Quad roads in Front of Resident Halls  
Roadway behind Butz and Curtis Hall

**ADDITIONAL PARKING INFORMATION**

- The responsibility for locating an authorized parking space rests with the operator of the vehicle.  
Parking maps are available from Safety and Security and the Safety and Security Bulletin Board in the first level of Tompkins College Center.
- Illegally parked vehicles are subject to being towed at the owner's expense.
- Overnight parking in the first three rows of Lot C, West of Alumnae Hall is prohibited.
- Parking and traffic flow may change as warrants for special events and/or emergencies, snow removal, repairs etc.
- Also, during snow removal operations, you may be required to move your vehicle in order to facilitate snow removal and insure maximum availability of parking spaces.
- The College assumes no responsibility for damages incurred by fire, theft, accident, flood or vandalism.
- Park only in a space designated by white ground markings as a lined parking space.
- You are expected to notify your visitors in advance of campus parking and traffic regulations.  
(L.V.A.I.C. students are not visitors)

**15-minute loading/ unloading areas** are available in front of the residence halls for your convenience provided your 4-way flashers are on.

**Enforcement of traffic and parking violation fines must be paid** or appealed within 72 hours of issue; a 50% surcharge is added after 72 hours, and after seven days a 100% surcharge is added.

*Keep in mind:*

- Fines that have not been paid or appealed within 72 hours of issue may be turned over to the District Magistrate, which could result in additional court costs AND possibly the suspension of your driver's license.
- Students with unpaid fines will have their grades/transcripts withheld until the fines are paid.

Appeals must be filed in writing to the Chief of Safety and Security within 72 hours of issue. All decisions will be sent to you by mail.

**INSTRUCTIONS FOR FILING AN APPEAL**

1. Obtain form from:
  - a. Cashier's Office (Blaney Hall Administration Building, Room 212)
  - b. Information Desk (Tompkins College Center, Level 2)
  - c. Campus Security (Physical Plant Building)
2. Prepare a statement to include:
  - a. Your citation number
  - b. Your vehicle license number
  - c. The date the citation was issued
  - d. A statement of the facts and circumstances surrounding the citation
  - e. Signed statements of witnesses, if any
3. Mail or deliver to the Chief of Safety & Security

**Fines are payable at the Controller's Office cashier window** located on the second floor of the Blaney Hall Administration Building from 9:00 a.m. – 1:00 p.m., weekdays, or in the Cashier's Window Drop Box at the same location. Payment can also be mailed to: Cedar Crest College, Controller's Office, 100 College Drive, Allentown, PA 18104-6196.

**REMOVAL OF COLLEGE PROPERTY**

College property may not be removed from the buildings. Mattresses, chairs, etc. must remain in their designated locations. Students responsible for moving any furniture will be fined \$25 per piece of furniture per student. Removal of college property is considered theft and will be treated as such with disciplinary sanctions.

**UNDERGRADUATE RESIDENCY REQUIREMENTS**

An undergraduate student is expected to live in a college residence hall if she is registered for nine or more hours of academic credit.

A student is eligible for commuter status if she:

- Lives within 60 miles of the College, and resides with her parent(s), legal guardian, or spouse
- Has achieved Sophomore status
- Is designated as "independent" for financial aid purposes

Changing status from resident to commuter or commuter to resident can affect financial aid package. If you are considering moving off campus, it is imperative that you discuss this plan with the Director of Residence Life and the Financial Aid office prior to making that decision. The Change of Residence Form can be obtained in Allen House and must be completed prior to the residence change.

## **SMOKING POLICY**

Students are encouraged to be mindful of the health hazards posed by smoking. Smoking is prohibited in all buildings on the Cedar Crest College campus as well as within 15 feet of all buildings. Students are subject to the City of Allentown's \$300.00 fine for setting fires through carelessness or neglect. Guests of students are expected to follow the regulations governing smoking while on campus.

## **STUDENT RECORDS POLICY**

The Family Educational Rights and Privacy Act of 1974 (FERPA, also known as "The Buckley Amendment"), states that students' educational records are considered confidential. Academic advisors/faculty members are required by FERPA not to disclose any information about a student to the parents (or anyone else) unless the student provides written permission to release the information, or the written request is from a law enforcement agency.

### **I. Access to Records**

College officials will review with an enrolled Cedar Crest student, or an alumna or alumnus, on her or his written request, official records, except those specifically denied by the law. A request to review records described below will be granted within a reasonable time and no later than 45 days after the request has been made. This legislation does not open records to people who are applying to the College, who applied but were denied admission or who were admitted to the College but did not enroll. Ordinarily, students will not be provided with copies of their records, other than transcripts, unless the inability to obtain copies would prevent students from exercising their right to inspect and review educational records. The College will provide copies at a reasonable charge.

1. These records are available to the student for inspection and review with the office responsible for maintaining the record:
  - a. Registrar - Admissions applications and supporting materials (not confidential counselor or Admissions Office notes) written on or after January 1, 1975; the Cedar Crest record; transcripts from other colleges and universities; official College correspondence.
  - b. Career Planning Director - letters of recommendation written on or after January 1, 1975.
  - c. Health and Counseling Services Director - the student's records in the Cedar Crest Health Services.
2. The law denies the student access to these records:
  - a. Parental financial records (without prior written approval of the parents).
  - b. Confidential letters and statements of recommendation placed in records prior to January 1, 1975.
  - c. Personal notes of teachers, advisors and administrators, the College chaplain, medical personnel, psychologists and psychiatrists, providing they are not available to a third party.

### **II. Right of Privacy**

The College will not release a student's records to any individual, agency or organization without the written permission of the student with these exceptions, which are stated in the law:

1. To Cedar Crest faculty members, administrators and staff who have legitimate educational interests in the records.
2. To authorized representatives of the Comptroller General of the United States; the Secretary of the United States Department of Education; the United States Commissioner of Education; Director of National Institute of Education; Assistant Secretary of Education; or state educational authorities.
3. To persons who require access in consideration of a student's application for, or receipt of, financial aid.
4. To the parent(s) of the student(s) dependent upon them. (At Cedar Crest College this information will generally be given with the knowledge of the student whose parent had inquired.)
5. To persons authorized to receive such data through judicial order or pursuant to a subpoena. (The

law requires the College to attempt to notify the student in advance of its compliance with such orders).

6. To appropriate persons in connection with an emergency if knowledge of such information is necessary to protect the health or safety of the student or other persons.

### **III. Additional Rights**

1. The College will release information from educational records to third parties with the written consent of the student. If such a transfer of information is made, it shall be a condition of release by the College that those to whom the information is released will not permit additional access to the records without written student consent. A student is permitted to waive the right to inspect letters of recommendation in order to enable her or him to obtain more effective letters of recommendation. A student who wishes to use this privilege must submit a written request to the Career Planning Director to waive this right. A student has the right to inspect the log of non-Cedar Crest persons who have requested or obtained access to the student's records. A student has the right to challenge the factual basis of her or his records. In such instances this procedure will be followed:

- a. If the student and a College official agree on the error, the change will be noted and signed by the student and the official.
- b. If the student and the College official do not agree on the error, the student may appeal to the Dean of Student Affairs for resolution. If the Dean of Student Affairs is involved in the disagreement concerning factual information, the President of the College or her designee shall resolve the dispute. The student's appeal must be supported by a written statement of fact. A student has the right to withhold information from a published directory prepared by the College for use by non-Cedar Crest College persons, provided she requests deletion of the information in writing to the Registrar's Office prior to the last date of official registration for fall or spring semester. Forms requesting the withholding of directory information are available in the Registrar's Office. Cedar Crest College assumes that a student who does not specifically request that directory information be withheld thereby indicates (individual) approval of disclosure.

Directory information consists of such data as the student's name, telephone number, address, major field of study, participation in activities, dates of attendance, and degrees and awards received. Though this information is public in nature, students may request that it be withheld and released only upon written authorization. Such requests should be made to the Registrar. The student directory will be accessible on the internal computer network.

### **TOMPKINS COLLEGE CENTER POLICIES**

1. Food is allowed in all Tompkins College Center rooms except where prohibited.
2. Alcohol is not permitted without prior approval by appropriate College officials.
3. Animals are not permitted in the building with the exception of service animals.
4. Furniture may be moved only with the permission of the College Center staff.
5. Posters, announcements, etc. are to be posted on bulletin boards only. These items must be submitted to the Information Desk for posting. Materials will be removed upon expiration.
6. Smoking is not permitted anywhere in the building.
7. The College Center cannot be responsible for any articles lost in the building. However, a lost-and-found service is available at the Information Desk.
8. Rooms may be used only upon proper registration at the College Center Office.
9. Sponsoring organizations are responsible for the equipment and facilities reserved. Individuals and/or groups may be denied future use of the facilities and may be billed for damage or loss.
10. Soliciting is not permitted without the approval of the College Center Director.
11. The Board of Health prohibits bare feet in the Center.
12. Guests are expected to behave in an appropriate manner and are subject to College Center rules and regulations.

## **IV. GUIDELINES FOR RESIDENCE HALL LIVING**

### **AIR CONDITIONERS**

Air conditioners are not provided by the College. Students who must have air conditioners by reason of disability or medical need, must supply appropriate documentation to the Director of the Advising Center. When permission is granted, a student must schedule an appointment for maintenance to install the unit or to check it after installation. The College will not be responsible for routine maintenance. Failure to follow these procedures will result in a fine and removal of the air conditioner. The College has the right to relocate a student needing an air conditioner to a building that can handle the additional power pull.

### **BREAK HOUSING**

For each vacation period, a specific closing time for the halls will be indicated. All students are expected to vacate their rooms by this deadline. Unauthorized occupancy can lead to disciplinary actions being taken. Students may be required to relocate to another building during the break for safety or logistical reasons. Break periods are used for general maintenance. Students may expect work crews in the buildings during these times. Failure to comply with residence hall break guidelines may result in fines or disciplinary sanctions.

### **CONFISCATION OF PROHIBITED ITEMS POLICY**

College officials and Residence Hall Staff are permitted to confiscate items that violate College policy, state and/or federal law. Such items may include:

- Electric heaters/space heaters
- Hotplates
- Toasters or toaster ovens
- Electric blankets
- High-intensity lamps, such as halogen lamps
- Burning or burnt candles or incense
- Burning potpourri crocks
- Alcohol bottles (empty or full) if resident student is under 21 years of age
- Illegal drugs or drug paraphernalia
- Pets
- Weapons

### **DAMAGE/VANDALISM POLICY**

Charges will be made for damages to students' rooms, furniture and equipment. Upon checking in, each resident will be required to verify the condition of the room when they move in. This room condition report, originally prepared by an RA, will be checked and co-signed by the RA and student at check-in. At checkout, the student and an RA must complete the remainder of the form and the Residence Hall Staff will inspect the room. Failure to checkout will result in a \$100 fine. Residents are responsible for any damage done in the room or items missing from the room that were not documented at the beginning of occupancy. Excessive dirtiness and leaving items behind will be considered damage to the room. Students will be billed accordingly for repairs needed beyond normal wear and tear. A minimum sanction of restitution and a maximum sanction of suspension will result from vandalism to college and/or personal property. Fines may be applied to the residence hall community for missing lounge furniture, damage or vandalism.

### **ELECTRICAL EQUIPMENT POLICY**

To prevent overloading of circuits, the College must limit the use of electrical appliances. Students will be asked to remove any unauthorized electrical appliances. Items that are not removed by the student will be discarded. The College assumes no responsibility for loss or damage to items that are kept in storage.

Small portable television sets may be used provided no outside aerial is installed. Small microwaves and refrigerators not exceeding 3.6 cubic feet are permitted.

### **LOCK OUT POLICY**

Any student locked out of her room should contact a Residence Hall Staff member who may admit her to the room. If a Residence Hall Staff member is not available the student should contact Campus Security. A fine of \$10 or two hours of service will be assessed after a student has locked herself out 3 times and for every time thereafter.

### **MANDATORY MEETINGS**

Mandatory Floor or Hall meetings are occasionally called by the Residence Hall Staff. These meetings are used to distribute information, discuss issues, and address concerns about events or circumstances which are of utmost importance regarding health, safety, and community standards. Students are expected to attend any mandatory meetings called by their RA (Resident Advisor) or RC (Residence Life Coordinator). Students who are unable to attend must inform their RA twenty-four (24) hours in advance of the meeting. Failure to inform one's RA of inability to attend will result in a fine of \$10 or two (2) hours of service. Students are not expected to miss class in order to attend these meetings, but must notify the RA in advance.

### **OCCUPANCY POLICY**

Resident students are not permitted to occupy their rooms in any residence hall earlier than the move-in day determined by the Student Affairs office, nor for any period longer than 24 hours after the student's last exam. The Office of Residence Life will determine exceptions to the policy. There will be a daily charge of \$50 for staying past the departing date and time (or arriving early) without prior approval from the Director of Residence Life.

### **PET POLICY**

Students are not permitted to have pets other than fish in the residence buildings of the College for health, comfort and sanitation reasons. Fish should be housed in an aquarium no larger than five (5) gallons. There is no pet visitation in any residence hall. Violations will result in the removal of the pet at the owner's expense, fines and other possible sanctions.

### **QUIET HOURS**

Because of the College's commitment to academic excellence and concern for individual rights, a minimum quiet hour policy has been established for all residence halls beginning at 11:00 p.m. and running through 8:00 a.m. Each floor has the prerogative of establishing, by majority vote, a more restrictive set of quiet hours. During final exam periods, 23-hour quiet hours are in effect. During quiet hours, all noise is to be confined to individual rooms and is to be at a level that does not disturb adjacent rooms. Requests to lower the volume of an existing noise source are to be acted on immediately and with courtesy. Consistent failure to observe quiet hours or to be responsive to the needs of others may result in judicial sanctions that will be imposed by the Office of Residence Life or the Honor and Judicial Board. Courtesy hours are always in effect in the residence halls.

### **RESIDENCE HALL CORBY TABS**

Residence Hall Corby tabs are issued to each resident upon move-in. In the event that a tab is lost or stolen, that loss must be reported to Campus Security immediately. If a tab is lost or a student withdraws or leaves the College and does not return her tab, a charge of \$20 will be assessed for replacement. Students keep their tabs throughout all breaks, including summer, while they are resident students. Tabs should not be given to anyone else to enter the residence halls. Violation of this policy will result in disciplinary action.

### **RIGHT OF ENTRY POLICY**

The Facilities Staff shall have the right to enter any space at any time for maintenance repairs and to

inspect for health, safety and security hazards. Authorized representatives of the College as designated by the Dean of Student Affairs shall have the right to enter any space at any time to investigate any suspected:

1. Violation of College rules,
2. Possession of items in violation of state or federal law, and/or
3. Possession of items that endanger or are likely to endanger the safety and welfare of persons or property; and
4. General concern for student welfare, i.e. medical emergencies.

A member of the Residence Hall Staff will attempt to notify a student prior to entry, but permission for entry is not required in the above circumstances.

### **ROOM CHANGES**

No room changes may be made during the first and last fourteen (14) calendar days of any semester. There is a formal mediation process to assist roommates in resolving conflicts. Students should contact their Residence Hall Staff members (RAs or RC) for assistance. All requests for changes must be submitted in writing with the signatures of all parties on a room change form. Students relocating rooms must follow proper check-in and checkout procedures. Students found illegally occupying a room that has not been assigned by the Director of Residence Life must immediately move back to their originally assigned room and sanctions may apply.

### **ROOM SELECTION POLICY**

All returning resident students are required to submit a non-refundable \$200 room deposit in the Spring term. In addition, students must be financially clear and registered for 9 or more credits in order to select a room for the following academic year. The Office of Residence Life will announce deadline for deposit.

### **ROOM AND COMMON AREA FURNISHINGS**

The College provides a complete set of furnishings for each student. Students living in Steinbright may have lofts. NO furniture can be removed from rooms in Moore and Curtis Halls.. A fine of \$25 per student per item of furniture removed without permission will be assessed. NO lofts or other furniture can be stored over the summer. The cost for replacing missing furniture and/or repairing damaged rooms will be assessed; payment will be the responsibility of the room occupant(s). Common area furniture such as lounge furniture may not be moved from public areas into students' rooms.

No sporting activities are permitted in the residence halls.

### **ROOM KEYS**

Room keys are issued to each resident upon move-in. In the event that a key is lost or stolen, that loss must be reported to the Director of Residence Life and to Campus Security as quickly as possible. If a room key is lost or a student leaves and does not return her key, a charge of \$50 will be assessed for replacement of the lock and keys. Keys may not be duplicated. Students are responsible for their key and are not permitted to loan their keys to anyone. Students found duplicating or lending their room keys may be subject to disciplinary action.

### **ROOM/RESIDENCE HALL SECURITY**

Security is the responsibility of each resident. Room doors should always be locked when the room is not occupied. The main doors are locked 24 hours a day, seven days a week. All side doors and back doors are locked and alarmed 24 hours a day. Exterior doors must NEVER be propped open. Emergency exit doors may not be used by students except in the event of an emergency. Fines and other sanctions may apply.

Large amounts of money or valuables should not be kept in rooms. The College is not responsible for personal property lost, stolen or damaged. All losses should be reported to Residence Hall Staff and to Campus Security.

Unauthorized entry by an individual into another room will result in disciplinary action. Residence Hall Staff members and Campus Security are authorized to use a master key only to allow an individual into her own room. Under no circumstances will a student be let into another student's room.

### **SMOKING**

Smoking is prohibited in all residence halls and within a 15 foot perimeter of all buildings.

### **STORAGE**

Generally, storage space will not be provided for residence hall students. Priority for summer storage space will be given to international students or those students living a great distance from campus. Students must fill out a storage request form and receive approval from Residence Life prior to storing items. The College does not accept any responsibility for lost or damaged items in storage. Furniture, including lofts, may not be stored on campus during the summer. The College suggests that students bring to school what they can take home during breaks.

Items left in rooms or in storage will be considered abandoned and will be disposed of by Maintenance Staff and the student will be billed for not properly cleaning her room.

### **VISITATION POLICY**

Guests are welcomed on campus and in the residence halls and are expected to abide by all College rules and policies. Residents are responsible for having their guests sign into and out of the residence halls at all times. It is the responsibility of each resident to familiarize her guests with all College policies and expectations of behavior. Residents must escort their guests at all times in the hall and are directly responsible for the behavior of their guests. Residents are permitted to have guests stay overnight for no more than three nights within a seven-day period. Overnight visitation is defined as any visit between 11:59 p.m. and 8:00 a.m. for any length of time. This seven-day period begins each Monday night (Monday 11:59 p.m. – Tuesday 8:00 a.m.) to each Sunday night (Sunday 11:59 p.m. – Monday 8:00 a.m.). In addition, residents are permitted to have no more than four guests visit them at one time.

Children under the age of 12 are not permitted to stay overnight in the residence halls. Non-resident students are considered to be off-campus guests while in the residence halls. Resident students visiting other halls must sign into and out of the halls at all times, but do not need to be escorted.

All guests aged 16 or older must fill out a Guest Registration Card when visiting a residence hall for the first time. Every time a guest signs into a building a valid photo ID must be presented. Valid photo IDs include driver's license, school ID, military ID, and passport. No credit cards, bankcards, library cards or social security cards will be accepted. Desk receptionists will verify the guest registration card each time the guest returns to a residence hall.

Guest visitation is a privilege on the Cedar Crest College campus. Violations of the visitation policy will result in a minimum sanction of a written warning and maximum sanction of residence hall eviction.

Visitation in Butz Hall, Curtis Hall, and Steinbright Hall, as well as the second and third floors of Moore Hall, is 24 hours a day, seven days a week. However, Moore Hall first floor has limited visitation as follows: Monday to Thursday 8:00 a.m. to 12:00 a.m.; and 24 hours, Friday 8:00 a.m. to Sunday 12:00 a.m.

Any exceptions to the visitation policy must receive prior approval by the Director of Residence Life.

### **WINDOWS AND BALCONIES**

Items may not be placed or hung outside of a window/balcony in the residence hall without prior approval of the Director of Residence Life.

## V. DISABILITY RESOURCES

It is the policy and practice of Cedar Crest College to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding individuals with disabilities. Under these laws, no otherwise qualified individual with a disability shall, solely by reason of such disability, be denied access to or participation in services, programs, and activities here on campus. In accordance with these statutes, Cedar Crest College provides reasonable accommodations and confidentiality for students with disabilities.

Accommodations may include, but are not limited to:

- Adaptations of the physical environment
- Alternate testing modalities and/or locations
- Assignment and/or testing time extensions
- Preferential seating
- Use of a calculator or spell checker
- Use of a tape recorder during lecture
- Use of a notetaker
- Use of assistive technologies

Academic accommodations may vary from course to course, as appropriate, and may not necessarily be the same as those received in high school or at another college or university.

The first step a student takes to request accommodation is to make an appointment at Academic Services to privately discuss her disability. Any existing disability documentation should be provided at that time. Full details regarding disability documentation requirements are available at Academic Services. For an appointment, a student should contact the Director of Academic Services at Ext. 3582.

## VI. HONOR AND JUDICIAL BOARD PROCEEDINGS

The purpose of the Honor and Judicial Board is to uphold the Honor Code at Cedar Crest College. The Honor and Judicial Board (HJB) is a student judicial board empowered by the Student Government Constitution to hear cases of perceived social violations. It is the decision of the Dean of Student Affairs or designee as to whether or not a case is to be heard by the Honor and Judicial Board or to conduct an Administrative Hearing. HJB cases can only be heard during the fall and spring semesters. HJB is not in session during the summer or breaks. The primary objective of HJB shall be the development and education of the student rather than exemplary punishment. The HJB members at Cedar Crest College work to promote the development of a moral attitude, integrity, and a sense of responsibility and honor. The purposes of Honor and Judicial Board hearings are to educate students, ensure that the Honor Code and College policies are understood, and to positively reinforce the Honor Code.

The discipline and resolution process is intended to be just, fair, and educational in nature. It may commence with discussions with involved parties, by administrative staff or a convening of a hearing by the Honor and Judicial Board.

- The Secretary to the Honor and Judicial Board, in conjunction with the Dean of Student Affairs Office, will coordinate the arrangements for the matter to be reviewed, whether through a formal hearing, mediation, or accepting responsibility for one's actions. The matter can be resolved by the Office of Residence Life or referred to the Dean of Student Affairs.
- Detailed statements of the incident as reported by Residence Hall staff or by Security Officers are provided to members of the HJB. Students will have the opportunity to meet with members of the Honor and Judicial Board to discuss the situation. Based upon that meeting with students, the Honor and Judicial Board will make recommendations to the Dean of Student Affairs Office on how the matter should be resolved.

- If the matter involves a residence hall violation, the parties involved will have a meeting with the Director of Residence Life. At this meeting, the process will be explained, the perceived violations of the Social Code will be explained.
- The students involved in a Social Code issue must appear before the Honor and Judicial Board. Failure to appear means forfeiting the opportunity to represent oneself.
- The Secretary of the Honor and Judicial Board, in conjunction with the Office of Student Affairs, will coordinate the arrangements for the matter to be reviewed, whether through a formal hearing, mediation, or accepting responsibility for one's actions.

### **Formal Hearing**

Students have the right to face the persons who perceived that they violated the Social Code, to hear what they are saying and to ask them questions directly. The students involved in the process shall be allowed to have their own witnesses appear before the Board. Off-campus witnesses are subject to review prior to the formal hearing. Recommendations on perceived violations of the Social Code shall be reached by majority of the Board members present. A minimum of five Board members must be present for a formal hearing to take place. Recommendations will be based on the preponderance of the evidence. The Honor and Judicial Board's recommendations to the Dean of Student Affairs regarding resolutions of cases will focus on promoting education and understanding for the students involved and, therefore, the betterment of the College community. The Dean of Student Affairs or designee, after conferring with the Chair of the Honor and Judicial Board, will notify the student involved, in writing, of the decision for the final resolution of the matter.

### **Appeal Process**

A student found responsible for an offense shall have the right to one appeal. The appeal should be made to the Dean of Student Affairs or designee within seven calendar days from receipt of the decision letter, on any of the following grounds:

- The sanction(s) is (are) too harsh.
- There is new evidence to warrant a rehearing.
- Their procedural rights have been violated.

The student must submit a written petition of appeal addressing one or more of these issues. This letter must be submitted to the Dean of Student Affairs Office. A request on any of these grounds must clearly explain, in detail, the basis for the appeal. The appeal should be based on documentation and should be limited to an inquiry of the issue or issues raised during the hearing or in the incident reports.

After the Dean of Student Affairs or designee reviews the appeal, there are three possible outcomes:

- The appeal will be denied.
- The sanction(s) will be modified.
- The appeal will be forwarded to the Honor or Judicial Board to rehear the case.

### **Mediation**

In cases where a formal hearing is not necessary, the Dean of Student Affairs may request that mediation be held. All students involved will meet with a mediator to discuss and review the perceived violation of the Social Code and make a recommendation for resolution.

### **Confidentiality**

Honor and Judicial Board members take a pledge of confidentiality when accepting membership on the Board. Violations of confidentiality are grounds for dismissal from the Board. The effective functioning of the Honor and Judicial Board rests ultimately on the personal integrity of its members.

### **Sanctions and Discipline**

Cedar Crest College recognizes the role of discipline as an integral component of the educational

process. In order to prevent recurrences, College codes, policies and standards and respective sanctions have been developed. These exist to promote the sense of community responsibility and to maintain the integrity of the College as an ethical, just and caring community of learning. Effective functioning of the College community rests ultimately on the personal integrity of each of its members. Participation in the Cedar Crest College honor system does not protect a student from discipline, sanctions and civil or criminal prosecution. Sanctions may include, but are not limited to, the following:

- Administrative Warning — May be used for minor violations; warns the student that repeat or multiple violations may result in harsher sanctions.
- Community Service — Required time and work donated to an appropriate and designated agency determined by the Dean of Student Affairs.
- Counseling Assessment — Evaluation of emotional, physical and mental state of the student by a qualified professional.
- Counseling Referral — Referral to Health and Counseling Services or other educational program.
- Disciplinary Probation — A status between good standing and suspension from the College. Ordinarily, it is imposed for a period not less than one semester.
- Educational Sanction — May include research, presentation and programming. Intended to offer a chance for a student to learn from experiences.
- Expulsion — Permanent loss of student status.
- Fines — Monetary payments to the College Controller's Office not to exceed \$500.
- Residential Eviction — Loss of privileges associated with residence life.
- Residential Probation — An official warning that states that future residence hall violations will constitute grounds for loss of privileges associated with residential life at the College.
- Restitution — Repayment for theft or damages.
- Suspension — Loss of student status for a stated period of time. May include exclusion from Cedar Crest College property.

## **VII - STUDENT ORGANIZATIONS**

### **I. STUDENT GOVERNMENT ASSOCIATION**

Student Government meets regularly to discuss student activities and college policies, to initiate legislation, and to make and amend rules as applicable

#### **Bylaws of the Cedar Crest College Student Government**

##### **ARTICLE I: Student Standing Committees**

Responsibilities of being appointed a student member to faculty or standing committees

- A. Each member of her/his respective committee shall present to the Student Government a report speaking of her/his duties, responsibilities, and other pertinent topics when asked at a scheduled meeting. Each representative will be notified at least a week in advance to prepare her/his report.
- B. The names of those applicants, provided that one more than half of the Student Government Executive Board has approved their positions, will then be inducted into the student standing committee. A student may apply for and be accepted into three committees. If you have any other general concerns or questions, please address the Administrative Vice President.
- C. As a student member the attendance policy holds:
  1. On the first (1) and second (2) unexcused absence a written warning will be issued.
  2. The third (3) unexcused absence is grounds for dismissal from the student standing committee.
  3. To avoid unexcused absences contact the Chairperson of the committee about the absence or the Student Government Administrative Vice President.

- D. Undertake all assignments delegated to her/him by the Student Government Association.
- E. Report to the Student Government concerns and actions suitable for discussion of her/his committee.

#### **ARTICLE II: Procedures for Determining All Winning Candidates of Campus-Wide Elections**

- A. A general campus-wide election of the student body will be held to decide the upcoming officers of Cedar Crest College.
- B. In order to be elected into office each candidate must win a majority of the votes or 51%. That candidate who has received the highest percentage above the 51% of votes shall then be named and awarded to that position.
- C. In the case of a tie the two candidates would have a run-off election to determine the winner.
- D. If no candidate receives the majority of the votes cast for either of the offices, a run-off election will be held. If only one candidate is running for a position and she/he does not achieve 51% of the votes, the position will be re-opened and students may nominate themselves for the office, providing they follow the election procedures as mentioned in Article VIII of the Constitution.
- E. If there are two consecutive ties after the run-off election is complete, the outgoing Student Government Executive Board members shall determine which candidate shall obtain the position. That candidate must win 51% of the Executive Board's vote.

#### **ARTICLE III: Vacancies of Student Standing Committees**

- A. Two weeks after a vacancy is observed on the standing committee the Student Government Executive Board may request applicants to fill that position. Each potential member must send a letter of application to the Administrative Vice President and be available to answer any questions that may arise during the process.
- B. It shall be the duty of the Student Government Executive Board to select the new member of the student standing committee by majority vote (51%) and following those regulations as set forth in Article I of the Bylaws.

#### **ARTICLE IV: Vacancies of Student Government Association and Attendance Policies**

- A. Student Government members and the Executive Board members are allowed only three (3) unexcused absences from their standing committee meetings before their seats shall be declared vacant. Each time a member misses more than one-half (1/2) of the meeting, as stated in the minutes, it shall be counted as one-half (1/2) an absence.
- B. A member shall be excused if she missed the meeting:
  - 1. Due to a Student Government related function;
  - 2. Due to a scheduled night exam;
  - 3. And informed an Executive Board member of her absence in writing at least twenty-four (24) hours prior to the Student Government meeting.
- C. If a member submits to the Student Government in writing her/his resignation, then her/his seat shall be declared vacant and Student Government must follow the appropriate election procedure.
- D. A student member's seat shall be declared vacant if she/he has refused to cooperate, to comply with teamwork, or to assist in campus activities (as designated by the Executive Board). Grounds for dismissal may also be seen through academic probation or if a student has three (3) unexcused absences from a Student Government meeting or a student standing committee meeting.
- E. After the third unexcused absence the Student Government member or Executive Board member will receive a letter of dismissal which declares her/his position vacant at that time. If a member shall be dismissed for reasons as mentioned in the above Article I she/he too will receive a letter which explains the grounds of dismissal and declares her/his position

vacant as well. Then the Student Government Association must proceed with the acts mentioned in Article VIII of the Constitution.

- F. A leave of absence shall be defined as the privilege to obtain three (3) consecutive excused absences from a regular Student Government meeting or student standing committee meeting. Upon the majority consent (51%) the Student Government shall have the power to grant a leave of absence and determine the criteria for one. Each absence after three (3) consecutive absences is then considered unexcused. No member may be granted more than one leave of absence per term of office.

#### **ARTICLE V: Duties of the Executive Board**

First and foremost all of the various members of the Student Government Executive Board must follow and abide by all articles, statues, and amendments set forth by Cedar Crest College and the Student Government Association Constitution.

#### **Section I: President**

It shall be the duty of the President to:

- A. Call and preside over all meetings of the Student Government; special meetings of the Student Government may be called as described in the Constitution Article VI, Section I.
- B. Enforce the observance of the Constitution and the Bylaws.
- C. Appoint any other special committees she/he may deem necessary.
- D. Report to the student body on all Trustee meetings. The President shall also serve as a mentor to fellow Cedar Crest students exhibiting leadership and allegiance to her/his Alma Mater.
- E. Act as a leader and spokesman of the Student Government.
- F. At the beginning of her/his term, submit a statement to members of Student Government reporting the goals of her/his term, and any other information she/he deems pertinent.
- G. At the end of her/his term, submit a statement to the members of the Student Government Association reporting the accomplishments of her/his term.
- H. Inform the members of the Association of the obligations and duties they are to perform.
- I. Distribute agendas, preside over Executive board meetings, be a team player in promoting cooperation, compromise and mediation.
- J. Discuss all pertinent administrative and academic subjects with the Executive Board and the Association before a formal action takes place.
- K. In the event of a tie, (as mentioned in Article VI, Section I, of the Constitution) The President shall have voting power.

#### **Section II: Administrative Vice President**

It shall be the duty of the Administrative Vice President to:

- A. Assume the duties of the President in her/his absence.
- B. Serve as Parliamentarian of the Student Government. The Parliamentarian shall also serve as the Representative over the student standing committees, whenever proposed she/he will institute changes to the Constitution and/or Bylaws of the Student Government Association. All changes must be finalized by the Administrative Vice President upon the majority approval of the Executive Board members.
- C. Correspond with the student standing committee members and inform them of their responsibilities.
- D. Serve as an ex-officio member of the Honor and Judicial Board and as the sole communicating link between the organizations.
- E. Have an active role in regular Student Government meetings and voting power as mentioned in Article VI, Section II of the Constitution.
- F. Supervise all campus-wide elections which the Student Government Association runs.
- G. Appoint standing committee members subject to Student Government Executive Board approval

by a majority vote. If Student Government does not approve of an appointee, the President of the Association shall make another appointment subject to approval.

### **Section III: Social Vice President**

It shall be the duty of the Social Vice President to:

- A. Serve as a liaison between Student Activities Board and the Student Government Association. She/He is not responsible or considered a voting member of SAB, but rather she/he must advise the Board and its members.
- B. Be responsible for overseeing student organizations and social activities of the Student Government Association.
- C. Maintain an active role in regular Student Government meetings and use voting power.

### **Section IV: Recording Secretary**

It shall be the duty of the Recording Secretary to:

- A. Keep full minutes, in typewritten form, of all meetings, maintain an accurate file of the minutes and make the minutes available for inspection.
  - 1. Upon approval of the Student Government the minutes shall be the official record of the complete proceedings of that body. They shall especially include:
    - a. Names of those members excused and unexcused.
    - b. Report of the communications with student organizations.
    - c. Names of persons making motions and amendments.
    - d. An accurate text of each motion and amendment made.
    - e. An indication of the results of votes taken.
    - f. Call to order and adjournment times.
    - g. The minutes shall include notification that: These minutes are not the official minutes of the meeting until approved at the next meeting of the Student Government Association.
- B. Send a copy of the approved minutes to every campus organization, the College President, the Provost, Associate Provost, Dean of Student Affairs, Associate Dean of Student Affairs, the campus news publications, and to any Executive Board members, advisor, voting members, and any person who request a copy in writing.
- C. Maintain an up-to-date copy of the Constitution and Bylaws.
- D. Perform or delegate administrative and clerical functions for the Student Government as a body.
- E. Participate as an active voting member in the issues brought forth at a meeting.
- F. Enforce the attendance policy by keeping accurate records and following the rules as mentioned in Article II of the Constitution. The Recording Secretary shall have the authority to notify those persons who have come in conflict with this regulation.

### **Section V: Corresponding Secretary**

It shall be the duty of the Corresponding Secretary to:

- A. Publish all Student Government campus activities and promotional awareness materials. She/He also is allowed to set forth committees and delegate Student Government members who are required to help fulfill her/his requests or face possible penalties.
- B. Initiate and document all other correspondence pertained to and requested as issues arise within the Student Government Association.
- C. Keep an up-to-date file of all minutes from campus organizations for reference to draw upon when petitions are submitted.
- D. Maintain an active role and voting membership during meetings of the Student Government.

### **Section VI: Treasurer**

It shall be the duty of the Treasurer to:

- A. Select and form the Student Government Association Finance Committee, preside and review petitions, budgets, and other financial documents of the Student Government Association.
- B. Handle all communications between the Student Government and the College Finance Office.
- C. Maintain contacts and lead workshops for student organization treasurers. Be a liaison and advise all campus organization treasurers.
- D. Keep an up-to-date file of all campus organizations' budgets for reference to draw upon when petitions are submitted.
- E. Have an active role and voting power during all meetings of the Student Government Association.

#### **ARTICLE VII: Duties of Student Government Senators and Student Standing Committee Members**

It shall be the duties of each Student Government member and committee member to:

- A. Inform the Board of all information she/he deems pertinent for discussion at a regular Student Government meeting.
- B. Undertake all assignments delegated to her/him by the Student Government Executive Board members, and act in accordance with the actions of Article I, Section I of the Bylaws.
- C. Act in a responsible manner, for she/he represents Cedar Crest College and its image at all times.
- D. Follow and abide by all articles, statutes, and amendments set forth by Cedar Crest College and the Student Government Association.
- E. Maintain an active role within the Student Government Association.
- F. Help supervise all elections the Student Government runs.
- G. Evaluate all amendments to the Constitution and the Bylaws; make recommendations for improvement.

#### **ARTICLE VIII: Financial Allocations**

- A. The Student Government Association and the Student Activities Board shall be allocated their monies by the College Finance office.
- B. Allocations to various recognized campus student extracurricular organizations from the Student Government Association budget shall follow this procedure:
  1. Late in the spring semester, each Student Organization's treasurer shall be given a budget to be completed by the Treasurer, President and Advisor and then returned to the Student Government Association Treasurer.
  2. A budget schedule that itemizes the expenses and explains why your organization needs this allotment should be developed and submitted with the budget.
  3. The Finance Committee, under the direction of the Student Government Treasurer, shall be formed to review each organization's budget and deliver the final allocation to the appropriate campus organization.
    - a. There should be an odd number of students on the Finance Committee.
    - b. There should be a combination of Senators and non-Senators since Student Government is responsible for appropriately allotting student money. There should be an application process for Senators and non-Senators, faculty recommendations should be included as well.
  4. If an organization should be dissatisfied with their allocation, a written letter of appeal can be sent to the Finance Committee or Treasurer for further consideration. A final statement of allocation shall be sent to the organization's President or Treasurer once the Finance Committee has reached its decision. That decision shall be final.
  5. All recognized organizations desiring financial assistance during the year, after the budget has been submitted and allotment has taken place, may petition the Student Government Association for more monies.
    - a. Clubs can petition for events or activities that are open to the entire campus at no charge.
    - b. Under no circumstances can clubs use Student Government money for fundraising. This

- includes mandatory donations for charities or the club's personal account. If a club wishes to fundraise for a charity, they may collect donations but in no way may make students feel that they are obligated to contribute.
6. The Finance Committee shall review the petition and suggest whether an allocation should be considered. The petition shall be discussed at a Student Government meeting, where a decision will be made upon a majority vote.
    - a. The number of petitions discussed at each meeting will be decided by the SGA Executive Board as necessary to ensure that petitions are meeting their two week processing deadline.
    - b. The Finance Committee will select a date as necessary as the last date to accept petitions. Notification will be given via e-mail at least two weeks in advance of the deadline. The deadline must allow enough time for the Senate to process all petitions received before the end of the semester or new officers are sworn in.
  7. In order to petition, the campus organization must be present to answer any Student Government Association questions or the petition shall be immediately known as null and void.
  8. Student Government is not responsible for making up the difference when a club or organization is over budget.
  9. Student Government may allocate money for non-academic (leadership) conferences for registration fees and possible lodging only after monies were sought at the Provost Office, the Organization's Department and through fundraising.
  10. Honor Societies are not considered clubs and must thereby receive funding from their Department or through their sister club. (Effective 2007-2008 Academic Year).
  11. The Freshman Class is not considered a new club when doing events that are a tradition for all First year classes: Ring Ceremony. The money for these traditions will be automatically allocated to the Freshman Class. Any other events that the class would like to do, they must be treated as a new club and therefore petition for the money.
  12. Student Government may use SGA funds for team building retreats, however for other personal spending that is only for the Senate, Student Government must use personal funding, even if this makes fundraising a necessity. If there is a Proceeds Committee, it must show some form of attempt to fundraise.
  13. In all cases, the Student Government asks that organizations enter a joint venture with other campus organizations to further community spirit and campus unity.
  14. To gain petitioning power, an organization must submit a copy of its minutes to the corresponding secretary of the Student Government Association for review and verification of its campus involvement.

#### **ARTICLE IX: Impeachment**

An Executive Board member, Student Standing Committee member, or any regular Student Representative of the Student Government Association may be impeached if she/he does not execute the duties of her/his office. If a request for impeachment is moved, the body will sit as the Committee of the Whole for the proceedings, meaning that only Student Government Association members and Student Representatives of the above mentioned shall have voting right. The motion shall lie over for the period of one academic week. A 75 percent affirmative vote of the Committee of the Whole is necessary to remove a member of the body. The Student Government shall follow Article III and IV of the Bylaws on how to fill the vacancy.

#### **ARTICLE X: Amendments**

- A. Any member of Student Government, Student Standing Committee member, or any full-time member of the Student Body may propose amendments to these Bylaws.
- B. All procedures and amendments need to be revised under the supervision of the Student Government Administrative Vice President.

- C. The Administrative Vice President shall study the proposed amendment and submit her/his recommendations to the Student Body at the next regularly scheduled meeting of the Student Government Association.
- D. Proposed amendments are to be voted on no sooner than three (3) days after the meeting at which they are presented. An amendment will become effective if the proposed amendment receives a 75 percent vote by the Student Government Association.
- E. All amendments shall be made in accordance with the rules and regulations set forth by the Student Government Association and its members.

#### **ARTICLE XI: Ratification**

The Bylaws of Cedar Crest College shall be adopted by the affirmative vote of 75 percent or (3/4) of the members of the Student Government Association. The Associate Dean of Student Affairs and a selected faculty member shall act as advisor to the Honor and Judicial Board.

## **STUDENT CLUBS AND ORGANIZATIONS**

### **HONOR SOCIETIES**

**ALPHA PHI OMEGA:** Alpha Epsilon Kappa is the Cedar Crest chapter of Alpha Phi Omega the national community service fraternity. Students belonging to the fraternity spend at least 15 hours in the community each semester helping those in need. They also participate in fellowship activities, on and off campus.

**ALPHA PSI OMEGA:** Alpha Psi Omega is the national honorary drama fraternity. Members are inducted at a formal ceremony, and their names are listed in the Alpha Psi Omega National Directory. Candidacy depends upon excellence in some area of dramatic production, such as design, directing, stage management or stage performance, and completion of a series of theatre-oriented tasks. The fraternity's activities include attendance at local and on-Broadway productions, working on "after-show" cabarets, a formal dinner, and the presentation of one-act plays (in association with the Buskin Society). Eligible candidates will be notified at the end of each semester by a formal invitation.

**BETA BETA BETA:** Beta Beta Beta, a national honorary biology society, has a three-fold purpose: the stimulation of sound scholarship, dissemination of scientific knowledge, and promotion of biological research. Its membership is reserved for students who have superior academic records, have demonstrated a special aptitude for biology, and are enrolled in biology programs, including nuclear medicine, and genetic engineering. Some of the activities of the Club are tutoring, sponsoring lectures on various topics, maintaining the nature trail, and conducting guided tours of the arboretum.

**DELPHI:** Delphi is the College honor society. A student who, at the end of her junior year or of either term of her senior year, has a cumulative 3.8 grade point average will be recognized as a member of Delphi. A transfer student, to be eligible, must present at least 45 credits of academic work at Cedar Crest.

**LAMBDA PI ETA:** Lambda Pi Eta is the National Communications Honor Society. Its main desire is to spread ideas of written and oral communication throughout the Cedar Crest community. The primary purpose of the organization is to recognize, foster and reward outstanding scholastic achievement in communication studies and provide a forum to discuss and exchange ideas in the field of communication.

**PSI CHI:** Psi Chi, an affiliate of the American Psychological Association and American Psychological Society, is the national honor society in psychology. It is open to students with either a major or minor in psychology who have completed at least three courses in the department, have a "B" average, and a cumulative average placing them in the upper third of their class. Lifetime membership is achieved through a formal installation by invitation and is held usually in the spring and fall.

**PHI ALPHA THETA:** Phi Alpha Theta is the international history honor society, the purpose of which is to recognize achievement in the study of history. Students are inducted at an annual ceremony after they have completed and maintained a grade point average of 3.0 or above in four history courses, and a grade point

average of 3.0 or above in their other courses. The society encourages the pursuit of historical truth and promotes interest in historical activities. The group's activities have included trips to New York City and Philadelphia. Members have also presented papers at Phi Alpha Theta regional and national conventions.

**PI KAPPA DELTA** : National Forensics Honor Society; The purpose of Pi Kappa Delta is to promote public speaking through campus events, community service, and other outreach programs. The organization will prepare team competitors for speech and debate competitions with other colleges and universities and will recognize excellence and dedication to the art of forensic speech.

**SIGMA BETA DELTA**: Sigma Beta Delta is an honor society for students of business, management, or administration who are pursuing baccalaureate or master's degrees. To be eligible for lifetime membership and national recognition, a student must rank in the upper 20 percent of the class. Sigma Beta Delta was founded as a national organization in 1994 under the auspices of Beta Gamma Sigma. Its activities are coordinated with those of Beta Gamma Sigma and Delta Mu Delta to provide opportunities for scholarship recognition without duplication of effort. The principles of the Society include wisdom, honor, and the pursuit of meaningful aspirations. The Society recognized these three qualities as being important for success in the academic realm as well as for providing guidelines that lead to a fulfilling personal and professional life and a life distinguished by honorable service to humankind.

**SIGMA TAU DELTA**: Sigma Tau Delta is the National English honor society of which Cedar Crest is the Xi Kappa Chapter. Membership is contingent upon the fulfillment of the following scholastic requirements: students must have at least a 3.0 average in 12 credits of English and must also maintain an overall cumulative average of 2.8. Members do not have to be English majors, but they must be second-semester sophomores. The primary objective of the organization is to enhance student awareness of the literary world. The society accomplishes this objective by sponsoring videos and poetry readings. Receptions usually follow these gatherings, allowing for discussion and interpretation of ideas.

**SIGMA THETA TAU**: The purposes of the nursing honor society are to recognize superior achievement and the development of leadership qualities, to foster high professional standards, to encourage creative work and to strengthen commitment to the ideas and purposes of the nursing profession. Nursing students are eligible for membership if, at the end of the junior year, they have a grade point average of 3.0 or better, are in the upper one-third of their nursing class and have demonstrated academic integrity and professional leadership potential. The number of candidates cannot exceed one-third of the total number of nursing students graduating in each class. Theta Phi Chapter at Cedar Crest College is governed by the by-laws recommended by Sigma Theta Tau International, the honor society of nursing.

## CLUBS AND ORGANIZATIONS

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN - STUDENT AFFILIATE (AAUW)**: American Association of University Women Student Affiliate (A.A.U.W.)

AAUW unites undergraduates in the promotion of issues that include self-respect, confidence, esteem, equity in education, intellectual growth and the development of opportunities for girls and women. Its members strive to contribute to the growth and the advancement of the National AAUW, its Educational Foundation, the AAUW Legal Advocacy Fund and the promotion of positive societal change on campus and in the local community.

**AMNESTY INTERNATIONAL**: Amnesty International plays a specific role in the international protection of human rights. These universal rights include the right to freedom of expression, conscience, and religion; the right to freedom from arbitrary arrest and detention; the right to a fair trial; the right to life, liberty and security of person; the right not to be tortured. Amnesty International works to protect these rights and to secure the release of prisoners of conscience, fair and prompt trials in political cases and an end to torture and executions. The organization accomplishes this through letter-writing campaigns and petition drives, as well as by raising consciousness through educational events.

**ARTS SOCIETY**: The Arts Society is open to any student with an interest in art. Its purpose is to increase general awareness and appreciation of art issues, activities, and work on campus and in the community. The Club gives students opportunities to learn about fields and professions in art by sponsoring guest lecturers and

hosting trips to local galleries and museums. The Club helps with the Tompkins College Center Gallery and has participated in a nationwide attempt to increase awareness of the AIDS crisis since 1989. Ambitious women who are willing to help establish a strong organization are sought for what promises to be an exciting year.

**BASU (BLACK AWARENESS STUDENT UNION):** The Black Awareness Student Union strives to represent the interests of African-Americans and people of African descent in all Cedar Crest College activities. By facilitating cultural exchanges among the campus population, they try to educate themselves and the community about the contributions of African-Americans. They also provide academic and social support to the African-American community on campus.

**BEST BUDDIES:** The mission of Best Buddies is to provide an opportunity for Cedar Crest College students and persons with intellectual disabilities to become friends. Best Buddies organizes group outings and pairs students with Buddies in the community. Students increase their understanding of themselves and learn more about living in a diverse community. The key element is friendship and the commitment to that friendship.

**BIOLOGY CLUB:** Students of any major interested in biology are encouraged to join the Club. The Biology Club establishes an active link between the member and the progressive science of biology. Promoting the science of biology and providing service to the College campus are the goals of the Biology Club.

**BUSKIN SOCIETY:** Buskin is a theatrical society for those interested in what goes on behind the scenes. Membership is achieved through volunteer work both on construction crew and backstage production crew. Buskin is open to anyone who is interested in the theater and willing to work. Buskin activities include special effects, lighting, sound, design, stage management, scenic artistry, costumes, props, set construction, trips to other productions (both local and on-Broadway), and the presentation of one-act plays (in association with Alpha Psi Omega). No experience is necessary.

**CAMPUS GIRL SCOUTS:** Campus Girl Scouts (CGS) is a community service organization that has three goals. These goals are to help young girls develop their creative minds and grow into successful young ladies, to help our neighboring community and citizens through service projects, and to work with the Great Valley Girl Scout Council to keep the Girl Scout movement alive. We encourage past, present, and future scouts, as well as non-scouts, to become active members in our Club. Remember that you can make the difference!

**CEDAR CREST CHRISTIAN FELLOWSHIP:** CCCF is the interdenominational Christian Fellowship at Cedar Crest. It is based on the belief in the authority of the Bible as the inherent word of God given to humankind. Students lead small, weekly Bible study sessions that offer fellowship, prayer and fun combined with the study of God's word. CCCF sponsors prayer meetings, speakers, concerts, videos, etc., to provide spiritual growth, application and joy. All activities are open to members of the entire campus community.

**CHEMISTRY CLUB:** The Chemistry Club is open to students in the entire campus community interested in chemistry. The Club gives students the opportunity to meet professional chemists in academic, industrial and medicinal chemical fields. The Club sponsors lectures with guest speakers that are open to the College community as well as to members of area colleges. Chemistry Club members gain extra insight into the field of chemistry by visiting laboratories and companies. Members also attend meetings of the Lehigh Valley Section of the American Chemical Society.

**COMMUNICATIONS CLUB:** The Communications Club engages students in a variety of activities. Students write and produce CCC news, both in radio and video formats, broadcasting original news stories on our local cable station. Students also have the chance to bring media professionals to campus, and take trips to businesses and historical sites such as the "Newseum" in Washington, D.C.

**COMMUTER CLUB:** The Commuter Club strives to develop community among students who do not reside in the campus residence halls. They meet on a regular basis to discuss issues that are unique to non-resident students at Cedar Crest. They plan programs and form discussion groups as needed. In between class, commuter students commonly gather in the lounge on the first floor of the Tompkins College Center.

**CONSERVATION CLUB:** The Conservation Club, which reaches out to and includes all students, (science and non-science majors) works to create a greater understanding of conservation issues. Members build an appreciation of nature through interactive experiences and enjoy the experience of discovering the intrinsic value of others. Their main purpose is to raise environmental awareness.

**THE CRESTIAD:** Cedar Crest's national award-winning newspaper, The Crestiad is published by and in the interest of the students. Student staff members gather, report, write and edit news, features and sports articles. They are also responsible for layout, photography, advertising and circulation. The staff strives for consistency, accuracy and professionalism in content and design. Student membership on the staff is strongly encouraged. Staff members are expected to participate on a regular basis for at least one semester at a time. All students, staff and faculty members are encouraged to contribute articles and letters to the editor; however, all submissions are subject to policies and procedures determined by the staff and advisor. Students, faculty and administration receive free subscriptions. The Crestiad not only reports campus news but also news from campuses across the nation through its membership with the National Student News Service. Local businesses advertise in The Crestiad. The Crestiad office is located in Hartzel Hall.

**EARTHQUAKE:** Earthquake is one of two step teams at Cedar Crest. Centering on the African-American art of step, Earthquake is a student-organized team that focuses on dancing, choreographing and performing dance performances for the campus and surrounding community.

**ESPEJO YEARBOOK:** Espejo, meaning mirror in Spanish, is the College yearbook, published to honor the graduating seniors and to reflect the spirit and life of the College. It is designed as an enduring memento of associations and friendships, activities and accomplishments of college days. The yearbook staff welcomes help from students in the areas of photography, layout, copy writing, business and general assistance. The Espejo office is located in Room 318 of Tompkins College Center.

**FORENSIC SCIENCE STUDENT ORGANIZATION:** The FSSO (Forensic Science Student Organization) will acquaint students with the field of Forensic Science. The group will bring speakers to the annual Cedar Crest College Forensic Science Symposium and plan other events on specific topics to interested students. Areas of special interest include opportunities for attendance at professional meetings, conferences and workshops and information on internships, graduate school and employment in the field.

**GENETIC ENGINEERING CLUB (GE):** The Genetic Engineering Club has a two-fold purpose: to provide information concerning the genetic engineering field to the general public as well as to Club members, and to provide a support group for all genetic engineering majors. However, membership is not limited to those who have this particular major; any student who is interested in this field in general may become a member. The Club sponsors lectures by guest speakers that are open to all Cedar Crest students. The Club also publishes a newsletter, The Gene Scene, which is received by all administration, genetic engineering alumnae, the entire Cedar Crest science community and numerous high schools.

**GREAT OUTDOOR WOMEN (G.O.):** The purpose of "GO" is to provide organized trips for students centering on the outdoors. Events include camping, hiking, rock climbing and canoe trips. The goal of this organization is to provide the student body with the opportunity to enjoy nature with a new perspective.

**HEALTH OCCUPATIONS OF AMERICA (HOSA):** HOSA, the Health Occupations of America (formerly the Pre-Med Society), works to provide an awareness of the health professions through education. Members seek to promote awareness among its membership and within the community. The group's existence is based on the principle of service. This includes service to pre-health students, the professions they seek, the campus community, the organization itself and the community at large.

**HILLEL SOCIETY:** Students at Cedar Crest are invited to join Hillel, the Jewish student organization. The Hillel chapter promotes awareness of Judaism and Jewish customs. Examples include but are not limited to promoting Kosher for Passover menus in the dining hall. Cedar Crest College Hillel works with Hillel at other local colleges to plan and coordinate religious, educational, cultural and social events. Among the activities are Shabbat and holiday services, bagel brunches, interfaith dialogues, and lectures and colloquia on various topics presented by international Jewish and Israeli scholars who are visiting the Lehigh Valley. Home hospitality is also arranged for the High Holidays and Passover Seders.

**HONOR AND JUDICIAL BOARD:** This is a student judicial board empowered by the Student Government Constitution to hear cases of perceived social violations of the College's Honor Philosophy. The Board consists of 11 student members who serve one-year terms. The Honor and Judicial Board Chair, Secretary and

Treasurer are chosen in general campus elections and Honor and Judicial Board members are chosen in respective class elections.

**INTERNATIONAL STUDENT ORGANIZATION:** ISO is a multicultural organization that brings International and American students together. This organization plays a very large role in helping new international students adjust to the American culture and Cedar Crest College. The Organization provides students and the surrounding community with the opportunity to learn about each other's cultures through various events. Everyone is welcome to join!

**INVESTMENT CLUB:** The Investment Club manages a stock portfolio worth over \$40,000 (originally worth \$25,000) that was donated to Cedar Crest to give students an opportunity to learn how to analyze companies and make smart investment decisions through "hands-on" experiences. Since individuals have increasing responsibility for managing their own pensions, they need to understand the stock market and how to select stocks for investments. The Investment Club, which regularly plans trips and educational seminars, is open to all students.

**LEGAL SOCIETY:** The Legal Society organizes educational programs, seminars, speakers and information for members of the association and other students interested in the legal profession. The members strive to establish a good relationship among the association, Cedar Crest College and members of the legal community.

**LIFELONG LEARNING STUDENT UNION (LLSU):** The Lifelong Learning Student Union is a forum for adult students' concerns as they re-enter the academic arena. It is also a good way for non-traditional students, known as Lifelong Learning students at Cedar Crest, to meet and network with one another. Members of the LLSU serve on the Student Government. The LLSU works with the Center for Lifelong Learning to support students, and to plan activities such as bus trips, family excursions and study breaks.

**THE MARKETING CLUB:** The purpose of the Marketing Club is to educate students about the fields of marketing, advertising and public relations through group projects, club meetings and guest speakers.

**MUSLIM STUDENT ASSOCIATION:** The Muslim Student Association's primary purpose is to provide awareness of the peaceful religion, Islam, and to eliminate any stereotypical images that have been created after events on 9/11.

**NEEDLES AND HOOKS:** Needles and Hooks brings students together who have an interest in knitting, crocheting, sewing and textiles. The group is willing to teach beginners knitting and sewing skills. Members have the option to donate finished projects to homeless shelters.

**NEUROSCIENCE CLUB:** The purpose of the Neuroscience Club is to educate members of the community about all aspects of neuroscience as well as promote socialization with the Cedar Crest College science community. The organization will guide its members through their undergraduate career, prepare them for internships, graduate school, medical school and the job market.

**OTAKU'S ANONYMOUS:** This organization was started out of appreciation for the art form of Japanese animation. The purpose of Otaku's Anonymous is to bring enlightenment of Japanese culture through entertainment, celebration and food.

**OUTTHERE:** Cedar Crest's lesbian, gay, bisexual and straight alliance. This organization is open to all members of the College community. It is designed to help eliminate homophobia through education, positive awareness and social activities.

**PEACE COALITION:** The Peace Coalition is an organization that promotes civic participation. There is a special focus on creating a government that practices peaceful diplomacy instead of war to settle disputes and create world peace. The group facilitates "Teach-Ins," discussion groups and other activities that promote civic engagement.

**THE POLITICAL SOCIETY:** The Political Society welcomes all Cedar Crest students. The Society participates in various functions throughout the year, including trips to destinations such as Washington, D.C., conferences, cultural activities and hosting speakers. All these events are open to the entire college community. The Political Society's most popular activity is sponsoring student participation in the National Model United Nations, which is

held in New York City annually. College students from all over the world come together to simulate actual U.N. procedures. Together with their advisor, the students assume the identity of a nation and spend five days drafting resolutions dealing with a variety of global, political, economic and social problems.

**PRETERITE: THE LITERARY CLUB:** Preterite, Cedar Crest's Literary Club, is devoted to increasing the understanding and appreciation of literature through such events as discussions of literary works and the presentation of videos, films, readings and lectures by established writers. To encourage literary interest and creativity, Preterite sponsors activities during National Poetry Month, an annual writing contest open to all students, and is the publisher of "In Other Words..." the College's literary magazine. Membership is open to all students and active participation is encouraged.

**THE PSYCHOLOGY CLUB:** The Psychology Club is open to all students who share an interest in the field of Psychology. The organization meets on a regular basis, plans educational programs, sponsors speakers and produces a newsletter titled, "Stream of Consciousness."

**RADIO CLUB (WCCC):** WCCC is Cedar Crest's radio station, managed and operated by students. It is broadcasted on campus cable. Students can be program and music directors, become involved in sales and advertising, or announce/deejay. We are engaged in both talk and music programming, as well as a variety of music styles (i.e., hip hop, electronic/dance, ethnic/world music, and many more).

**RHYTHMIC DIVAS STEP TEAM:** Rhythmic Divas brings awareness to the African-American art of Step through dance performances. The group enters competitions and performs on and off campus. The team organizes outings to view other teams perform for the purpose of enriching their knowledge and creativity needed to choreograph their own shows.

**SISTERS, INC.:** Sisters, Inc.'s purposes are to preserve and respect all cultural backgrounds, to eliminate stereotypes associated with minorities, to acknowledge and make aware the similarities and differences of the women on campus, to sponsor programs exhibiting the issues and concerns of the minorities on campus, to sponsor programs that exhibit the cultural and ethnic backgrounds of various minorities, and to make a positive impact on the Cedar Crest community in relation to its various cultures. All are welcome to join and contribute to Sisters, Inc.

**SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM):** The Society for Human Resource Management is the world's largest association devoted to the human resource management profession. With more than 550 affiliated chapters within the United States and members in more than 100 countries, SHRM offers students real-world knowledge and hands-on experience by providing the most comprehensive resources available.

**SOCIOLOGY/SOCIAL WORK CLUB:** The Sociology/Social Work Club is open to any student who is interested in current social issues and policies. The Club aims to meet the needs of the growing number of students entering the many areas related to sociology and to promote the social sciences. Club members present outstanding speakers and programs in these areas. Past activities have included organizing fund-raising events, working with underprivileged children, co-hosting trick-or-treat in the residence halls for children from Wiley House and volunteering in a soup kitchen to help feed the homeless.

**SOCRATES CAFÉ:** Socrates Café's mission is to promote intellectual conversation which will enhance dialogue and spread knowledge. The analysis of ideas, world events, history and pop culture will be the main focus on the organization. The secondary purpose for the Socrates Café shall be to promote awareness of issues that we uncover via demonstrations, flyers, protests and other peaceful ways to send messages to the community.

**STUDENT ACTIVITIES BOARD (SAB):** The Student Activities Board provides social, cultural and educational programs to the College community. Some recent programs include karaoke nights, musical entertainment, game show nights and comedy nights. The main goal of the Board is to provide entertaining and enriching experiences for the entire Cedar Crest College community. Students involved with the Board are provided many opportunities to develop leadership skills while initiating and programming events. All students and members of the College community are encouraged to meet and share talents, interests and ideas to assist the Student Activities Board in its endeavors.

**STUDENT ATHLETE ADVISORY COMMITTEE (SAAC):** Any student is welcome to join SAAC, which exists to promote further development and support of the Athletic Department and all athletic programs at the College. Activities have included a campus-wide bonfire and booster days to support important competitions.

**STUDENT DIETETIC ASSOCIATION:** The Student Dietetic Association (SDA) is a club that is open to anyone that is interested in nutrition, healthy eating, exercising and well-being. The purpose of the SDA is to educate the Cedar Crest College community on nutrition.

**STUDENT GOVERNMENT ASSOCIATION (SGA):** Through student body meetings, special committee meetings, Student Government meetings, and conferences with the President and the Deans of the College, every student activity is represented. There are seven executive positions, five resident and two commuter positions, which are elected by the student body, to represent each class. The 13 positions have voting privileges in Student Government. Student Government meets regularly to discuss student activities and college policies, to initiate legislation, and to make and amend rules as applicable. The Association welcomes all suggestions related to campus life, and all interested students are encouraged to attend Student Government meetings. Support for the student body enables Student Government to secure the goals students wish to achieve. Through the Student Government Executive Board, Student Government maintains close contact with College administration and faculty. The Student Government president regularly discusses plans and issues with administrators. Any questions or concerns about College rules and/or regulations can be addressed at Student Government meetings or by contacting a member of the Executive Board. From new students through seniors, Student Government asks students to get involved with activities of their interest. With support from the entire student population (including Lifelong Learning students, residents and commuters), Student Government is the backbone of student endeavors at Cedar Crest College.

**STUDENT NURSING ASSOCIATION (SNA):** The Students' Nursing Association (SNA) is open to all students majoring in nursing. The SNA is a very important part of the nursing program by keeping students aware of changing trends in nursing and by increasing student awareness of the various aspects of nursing. Students are considered an active member of SNA as long as they attend half of all the meetings and half of all events. Students may participate in any of the three major committees within the SNA: fund-raising, community and social. In the past, members of SNA have organized clothing drives, held Easter egg hunts, participated in blood drives, sponsored guest speakers and assumed Board positions in the Student Nurses Association of PA. General business meetings are held monthly. Fund-raisers, community activities and social events are held throughout the semester.

**STUDENT PENNSYLVANIA STATE EDUCATION ASSOCIATION (EDUCATION CLUB):** The Student Pennsylvania State Education Association sponsors numerous activities for students, staff and faculty to attend and enjoy. The Association meets biweekly, and provides opportunities for members to meet with others interested in the field of education and to discuss various educational topics. The Association sponsors various speakers who discuss major education concerns, honors Cedar Crest professors each year during National Education Week and actively supports students with an interest in the field of education.

**SWIM CLUB:** This club was formed for those who enjoy competitive swimming. Members of all skill levels will learn techniques for competitive swimming. The purpose of the club is to encourage health, wellness and fitness through regular swimming activities.

**TAKE BACK THE NIGHT:** The purpose of this organization is to raise awareness about individual and social responsibility towards issues of abuse and violence within our society. Various events are held on campus and in the local community in preparation of the "Take Back the Night" rally in April.

**TWO FOR FOUR, RIGHTS FOR ALL:** This organization works to promote campus and public awareness about animal rights issues. A major goal of the group is to promote political involvement on the campus and in the community in order to further the rights of animals on a local and national level.

**WOMEN'S HEALTH AND WELLNESS COALITION:** The Women's Health Coalition's mission is to educate, motivate and empower women when it comes to their health. The primary belief of the group is that, by improving the health of women, in time, the health of others will change as a result. This coalition will bring women's health issues to the forefront and will advocate issues that are not presently being addressed.

**YOUNG COLLEGE REPUBLICANS:** This club is open to all students who have an interest in discussing the Republican/conservative viewpoint.

## SECTION B - RESOURCES

### I. RESOURCES ON CAMPUS

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#### **Academic Services**

Contact: Christine M. Spindler, ext. 4628  
Curtis Hall 109  
cmspindl@cedarcrest.edu

#### SERVICES PROVIDED

• Tutoring • ESL Services • Writing Assistance • Services to students with disabilities

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#### **Athletics Program**

Contact: Kristin A. Maile, ext. 4401  
Director Of Athletics  
Lees Hall 106  
Kamaile@cedarcrest.edu

Val Donohue, ext. 3667  
Director of Health & Wellness/Asst. Athletic Director  
Lees Hall 117  
vmdonohu@cedarcrest.edu

Dan Donohue, ext. 3725  
Assistant Director of Athletics  
Lees Hall 118  
djdonohu@cedarcrest.edu

#### **Fitness Center**

Lees Hall  
• Must use tab to enter facility • Aerobic equipment • Free weights and machines  
• Hours: Open Daily 6a.m. -1a.m.

#### **Intramurals**

Aerobics, Basketball, Floor Hockey, Tennis, Soccer, Volleyball, Weight Lifting, Cardio Programs,  
Hall Olympics, Healthy U, Yoga

#### **Intercollegiate Sports - 610-606-4634**

Fall Sports: Cross Country (email: crosscountry@cedarcrest.edu), Field Hockey (email:  
fieldhockey@cedarcrest.edu), Soccer (email: soccer@cedarcrest.edu)

Tennis (email: tennis@cedarcrest.edu), Volleyball (email: volleyball@cedarcrest.edu)

Winter Sports: Basketball (ext. 3667)

Spring Sports: Lacrosse (email: lacrosse@cedarcrest.edu), Softball (email: softball@cedarcrest.edu)

Club Sports: Equestrian, Swimming

## **Bookstore**

Maureen Gemmell, ext. 3775  
Manager  
TCC, Level 1  
bookstore@cedarcrest.edu

### **HOURS**

Monday, Wednesday, Friday : 9:00 a.m. - 4:00 p.m.  
Tuesday: 9:00 a.m. - 6:00 p.m.  
Saturday and Sunday: CLOSED

### **SUMMER HOURS\***

Monday, Wednesday – Friday: 9:00 a.m.- 4:00 p.m.  
Tuesday: 9:00 a.m.- 7:00 p.m.  
Saturday and Sunday: CLOSED

\*Hours are extended the first week of each Summer Session.

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## **Campus Ministry**

Contact: Allen Richardson, ext. 3320  
Professor of Religion and College Chaplain  
Curtis Hall 237  
arichard@cedarcrest.edu

### **SERVICES PROVIDED**

- Lees Chapel is open every day to all students, faculty and staff
  - Catholic Mass and Bible Study are held weekly
  - Assist students in finding a community of their faith
  - College maintains a historic relationship with the United Church of Christ
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## **Campus Safety and Facilities**

Contact: Jim Marsteller, ext. 3450  
Executive Director  
Physical Plant Room 1  
jlmaste@cedarcrest.edu

### **SERVICES PROVIDED**

#### **Maintenance**

Joe Hartner, ext. 3456  
Supervisor  
Physical Plant Room 1  
jhartner@cedarcrest.edu

Hours: Monday - Friday, 8 a.m. - 4:30 p.m.

Use the CCC website to submit work orders for electric, plumbing, and building repairs.

#### **Custodial**

Steve Hilberg, ext. 3592  
Supervisor  
Physical Plant  
sjhilberg@cedarcrest.edu

Hours: Monday - Friday, 8 a.m. - 4:30 p.m.

Emergency clean-up of spills and other custodial needs.

**Grounds**

Will Meeker, ext. 3454  
Supervisor  
Lees Hall Garage  
wsmeeker@cedarcrest.edu  
Hours: Monday - Friday, 7 a.m. - 3:30 p.m.  
Grounds cleanup and walkway/ roadway and parking lot maintenance

**Safety and Security**

Mark Vitalos, ext. 3523  
Chief  
Physical Plant, Room 2  
mavitalo@cedarcrest.edu  
Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.  
24-hour Campus Security, Escort Service, Crime  
Prevention, Vehicle Registration, Parking Enforcement  
Vehicle Emergency Service (lockout/ jump starts)

**Telecommunications/Transportation**

Walter Baransky, ext. 3564  
Director  
Physical Plant, Room 2  
sjbarans@cedarcrest.edu  
Hours: Monday - Friday, 8:30 a.m. - 5 p.m.  
Local Telephone, Long Distance, Voicemail  
Campus Transportation Services

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**Career Planning, Internships and Study Abroad Program**

Contact: Melissa Faulkner, ext. 3404  
Director of Career Planning  
Allen House  
career@cedarcrest.edu or Melissa.Faulkner@cedarcrest.edu

**SERVICES PROVIDED**

- Career Development Counseling: Assistance with career-planning process from choosing a major, conducting a successful job search, graduate school application, etc.
  - Career Planning Courses: Self-assessment, career topics, job preparation, etc.
  - Workshops: Variety of career related topics
  - Study Abroad Program: Assistance with selection and application process
  - Mentor Program: Connect with professional alumnae in a variety of occupations
  - Academic Internship Program: Opportunity to gain valuable work experience
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**Cashier and Student Accounts**

Contact: Blaney Hall Administration Building 2nd floor, ext. 3309

**SERVICES PROVIDED**

- Student account inquires and payments
- Cash checks for students
- Handle Club and Organization financial matters
- Cashier window is open 9 a.m.- 1p.m. (Hours are extended to 4 p.m. on student pay days)

### **College Center Services**

Contact: Allison Valentine, ext. 3574      Mary Pat Phillip, ext. 3434  
Director      Assistant to the Director  
Tompkins College Center, Level 2  
Office Hours: 8:30 a.m. to 4:30 p.m.  
Elouise Schreffler, ext. 3432  
Information Desk Coordinator

#### SERVICES PROVIDED

• Facility Reservation Request Form • Channel 99 Campus Publicity Information form • College Photo IDs • General Information • Lost and Found

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### **Community Service**

Contact: Tammy Bean, Ext. 3392  
Director  
Allen House  
tebean@cedarcrest.edu

#### SERVICES PROVIDED

• Registry of opportunities with over 80 agencies in the Lehigh Valley  
• Organize special service projects for club and organizations • Ethical Life site placements  
• America Reads work study program • Alternative Spring Break trips

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### **Financial Aid**

Contacts: Lori Williams, ext. 3380      Jen Carpenter, ext. 3383  
Director      Associate Director  
Blaney Hall Administration 212      Blaney Hall Administration 212  
lori@cedarcrest.edu      jacarpen@cedarcrest.edu

#### SERVICES PROVIDED:

• Provide applications for various forms of financial aid  
• Award financial aid based on annual applications  
• Counsel students and parents regarding how to meet the cost of college  
• Monitor academic progress as it affects eligibility for financial aid  
• Coordinate placement of students in work study jobs, and submit bi-weekly student timesheets to payroll department for processing.  
• Financial Aid Office Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.; 610-740-3785

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### **Food Service**

Contact: Dean Piacentini, ext. 3446  
Tompkins College Center  
foodsvcs@cedarcrest.edu

#### HOURS: MONDAY-FRIDAY • DINING ROOM

Dining Hall Hours:  
Monday through Friday  
Breakfast: 7 a.m. – 10:00 a.m.

Lunch: 11:00 a.m. – 2:00 p.m.  
Dinner: 4:30 p.m. – 7:30 p.m.

Saturday and Sunday Hours:  
Brunch: 10:30 a.m. – 1:30 p.m.  
Dinner: 4:30 p.m. – 7:30 p.m.

#### BISTRO

Monday through Thursday: 7:00 a.m. – 12 Midnight  
Friday: 7:00 a.m. – 9:00 p.m.  
Saturday: 8:00 a.m. – 1:30 p.m. and 6:00 p.m. – 9:00 p.m.  
Sunday: 6 p.m. – 10:00 p.m.

#### Cash Equivalency Hours

##### Monday-Friday

Breakfast: 7:00 a.m.- 9:00 a.m.  
Lunch: 11:00 a.m.- 3:59 p.m.  
Dinner: 4:00 p.m.- 9:00 p.m.

##### Saturday

Brunch: 8:00 a.m.-1:30 p.m.  
Dinner: 6:00 p.m.- 9:00 p.m.

##### Sunday

Dinner: 6:00 p.m.- 9:00 p.m.

- Cash welcome at either location at all times during regular business hours
- Meal plan participants may use cash equivalency, "Flex", or cash for meals at the Bistro
- Students must present their ID card to the attendant at the entrance of the dining room. ID cards are not transferable to other students or guests, although the "Flex" or "Block Plan" may be used by the cardholder to purchase guest meals.
- Students who are ill or injured and are unable to go to TCC for meals, are permitted to have their meals picked up by another student. Food Service employees will require an authorization from Health Services, along with the student's ID card prior to releasing the food items.

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#### Health and Counseling Services

Contact: Nancy Roberts, DNSc, CRNP, RN  
Director  
Curtis Hall  
nroberts@cedarcrest.edu

Janet Grossner, LCSW, ext. 3476  
Counselor  
Curtis Hall  
jbgrossn@cedarcrest.edu

#### SERVICES PROVIDED

- Primary Care
- Individual Counseling
- Psychiatric Referral
- Open Monday-Friday 8:30 a.m. - 4:30 p.m.

The center is closed weekends, during the breaks and during the summer.

### **Information Technology**

Contact: Kathy Cunningham, ext. 3348  
Director  
Curtis Hall 136  
ksglass@cedarcrest.edu

#### SERVICES PROVIDED

- Network Logins and Email Accounts
- Help Desk Support
- Support for Residence Hall Internet Access

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### **International Student Services**

Contact: Sheryl Riddlestorffer, ext. 3371  
Primary Designated School Official  
Allen House  
sariddle@cedarcrest.edu

#### SERVICES PROVIDED

- Curricular Practical Training and Optional Practical Training for F-1 Students
- Immigration Regulations
- International Orientation
- Signs I-20
- Tax Information
- Travel Information

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### **Library**

Contact: Mary Beth Freeh, ext. 3535  
Director  
Cressman Library  
Website: <http://library.cedarcrest.edu>

**HOURS**  
Monday – Thursday: 8 a.m. -11 p.m.  
Friday: 8 a.m. – 10 p.m.  
Saturday 9 a.m. – 10 p.m.  
Sunday: 12 NOON – 11 p.m.

Reference books and microfilms are restricted to use within the Library and may be circulated only by special permission of the Librarian on duty. Charged-out materials left on carrels and tables in the Library are not considered returned.

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### **Lifelong Learning**

Contact: Nancy Hollinger, ext. 3362  
Director  
Blaney Hall Administration 105  
Nlhollin@cedarcrest.edu

#### SERVICES PROVIDED

- Admissions and academic advising services to students who have been out of high school for at least 4 years or who have earned the GED
- Lifelong learning orientation
- Graduate admissions
- Extended and weekend hours

### **Postal Services**

Contact: Susan Honig, ext. 3641 or 3443      HOURS  
Coordinator      Monday – Friday: 9 a.m. – 4 p.m.  
TCC Level 1      Saturday: 9 a.m. – 1 p.m.  
skhonig@cedarcrest.edu      (No Saturday hours in summer)

#### SERVICES PROVIDED

- Mailboxes with key to all currently enrolled students
- Purchase stamps
- Mail parcels
- Cash or check accepted

Lost or stolen key? Students must pay \$20 replacement fee.

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### **Printing Services**

Contact: David Huber, ext. 3317      HOURS  
Coordinator      Monday - Friday: 8:30AM - 4:30PM  
Blaney Hall Administration 2  
dahuber@cedarcrest.edu

#### SERVICES PROVIDED

- Black and white copies • Color Copies • Large Format Poster Printing up to 42" x any length • Laminating • Graphic Design • Letterhead, resumes, envelopes • Output from disk
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### **Radio and TV Station**

Contact: Jim Brancato, ext. 3470      TCC Info Desk, ext. 3432  
Channel 23/ Cable Radio      Channel 23/Info Channel  
FM 102.5 on campus cable  
Hartzel Hall 231  
jbranca@cedarcrest.edu

#### SERVICES PROVIDED

- The radio station offers a broad range of programming through the Radio Club
  - Channel 66 - Special programming including a movie series
  - Channel 23 is the information channel with a video bulletin board
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### **Registrar**

Contact: Janet Baker, ext. 3765  
Registrar  
Blaney Hall Administration 209/210  
registrar@cedarcrest.edu

#### SERVICES PROVIDED

- Transcripts • Graduation audits • Course schedules
- Forms: drop/add, independent study, petitions, LVAIC cross-registrations etc

### **Residence Life**

Contact: Kelly Mycek, ext. 3351  
Director of Residence Life  
Allen House  
kamycek@cedarcrest.edu

#### SERVICES PROVIDED

• Oversee operations of Residence Life Department • Supervise Residence Life Staff

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### **Rodale Aquatic Center**

Contact: Susan Danish, ext. 2460  
Scott Rowlands, ext. 4670  
Co-Directors  
Rodale Aquatic Center  
aquatics@cedarcrest.edu

#### HOURS

Monday – Friday: 5:30 a.m. - 10 p.m.  
Saturday: 7 a.m. - 7 p.m.  
Sunday: 11 a.m. - 5 p.m.

#### SERVICES PROVIDED

• 2-pool complex • aquatics classes/programs for campus and community  
• Red Cross Safety Courses: CPR, First Aid, Lifeguarding

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### **Security and Safety**

Contact: Mark Vitalos, ext. 3522  
Chief of Safety & Security  
Mavitalo@cedarcrest.edu

#### SERVICES PROVIDED

• 24-hour Campus Security • Escort Service • Crime Prevention • Vehicle Registration  
• Parking Enforcement • Vehicle Emergency Service (vehicle lockout/jump starts)

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### **Student Activities**

Contact: Denise O'Neill, ext. 4603  
Associate Dean of Student Affairs  
Allen House  
doneill@cedarcrest.edu

Kiara Brown, ext. 3570  
Student Activities Coordinator  
Allen House  
klbrown@cedarcrest.edu

#### SERVICES PROVIDED

• Plan activities to promote student development and leadership skills  
• Encourage students to become involved in co-curricular activities outside the classroom  
• Liaison for clubs and organizations

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### **Student Ambassador Program**

Contact: Judy Neyhart, ext. 3780  
Executive Vice President of Enrollment  
Blaney Hall Administration Building 101  
judyn@cedarcrest.edu

#### SERVICES PROVIDED

• Student representatives at official events • Students selected after nomination from faculty or staff

## Student Employment

Contact: Financial Aid, ext 3785  
Bookstore, ext. 3775

Food Services, ext. 3446  
Aquatic Center, ext. 4679

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## Telecommunications/Transportation

Contact: Walter Baransky, ext. 3564  
Director of Telecommunications/Transportation  
Physical Plant Room 2  
wjbarans@cedarcrest.edu

HOURS  
Monday – Friday, 8:30 a.m. – 5 p.m.

### SERVICES PROVIDED

- Local Telephone, Long Distance, Voicemail
  - Campus Transportation Services
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## II. RESOURCES OFF CAMPUS

### LIVING IN THE LEHIGH VALLEY

#### About Allentown

Sometimes students seek a break from the hectic campus life. The City of Allentown is the cultural core of the Lehigh Valley, the third largest city in the state, the metro area is also the third most populated region in Pennsylvania with more than 640,000 people. The only larger areas in the State are Pittsburgh and Philadelphia. Allentown offers a wonderful park system with running and biking trails adjacent to the Cedar Crest campus. The Allentown Farmer's Market and Allentown Fairgrounds are within walking distance. The Allentown Art Museum is a good regional fine arts museum. The picturesque Pocono Mountains, including skiing areas, are a short 30-minute drive from campus. The Pennsylvania "Dutch Country," Reading shopping outlets, and the New Jersey Shore are easily accessible. The cultural centers of Philadelphia and New York City, national historical sites, international business and technical centers, great shopping, professional sports and diverse ethnic heritages are all within easy reach of Allentown and give Cedar Crest students unusually rich opportunities. Groups of students, faculty and staff often make these weekend excursions. In addition to a large variety of social and cultural programs available on campus, students may wish to take advantage of concerts, theaters, films, and lectures elsewhere in the Lehigh Valley. Civic organizations and nearby Lehigh and DeSales Universities and Muhlenberg, Moravian and Lafayette Colleges sponsor such activities. Cedar Crest events are listed in online at [www.cedarcrest.edu](http://www.cedarcrest.edu).

#### Travel

Highways place Allentown within convenient driving distance of most areas in the Northeast. Several long-distance bus lines provide frequent service to the area.

#### Accommodations

For your convenience, the following is a partial list of overnight accommodations near Cedar Crest College. The choice of where to stay is yours. Many of these hotels will offer special rates. It is recommended that you make a reservation.

**Allentown Comfort Inn Lehigh Valley West**, 7625 Imperial Way, Allentown • (610) 391-0344 or (800) 228-5150

**Allentown Crowne Plaza**, 904 Hamilton St., Allentown • (610) 433-2221

**Allentown/Fogelsville Sleep Inn**, I-78 & Rte. 100 Exit 14A, Allentown • (800) SLEEPINN

**Comfort Suites of Allentown**, 3712 Hamilton Blvd., Allentown • (610) 437-9100

**Courtyard** (Marriott), Route 22 & Airport Rd. S., Bethlehem • (800) 321-2211/(610) 317-6200

**Days Inn Conference Center**, Routes 22 & 309, Allentown • (610) 395-3731  
**Days Inn**, 2622 Lehigh Street, Allentown • (610) 797-1234  
**Dorneyville Howard Johnson**, 3220 Hamilton Blvd., Allentown • (610) 439-4000/(800) 446-4656  
**Fairfield Inn** (Marriott), Rte. 22 & Airport Rd. S., Bethlehem • (610) 867-8681/(800) 228-2800  
**Hampton Inn Hotel**, 7471 Keebler Way, Allentown • (610) 391-1500/(800) 426-7866  
**Hawthorne Suites**, 7720 Main St., Fogelsville • (610) 366-9422/(800) 527-1133  
**Hilton Garden Inn**, 1787 Airport Rd., Allentown • (610) 443-1400  
**Holiday Inn Conference Center**, Rte. 100 & I-78, Fogelsville • (610) 391-1000/(888) 452-5664  
**Holiday Inn Express**, 3620 Hamilton Blvd., Allentown • (610) 437-9255/(800) 465-4329  
**McIntosh Inn**, 1701 Catasauqua Road, Allentown \* (610) 264-7531/ (800) 444-2775  
**Microtel**, 1880 Steelstone Rd., Allentown • (610) 266-9070/(800) 647-7280  
**Ramada Inn**, 1500 MacArthur Rd., Whitehall • (610) 439-1037  
**Red Roof Inn**, Rte. 22 at Airport Rd. S. Exit, Allentown • (610) 264-5404/(800) 843-7663  
**Residence Inn**, Route 22 & Airport Rd. S., Bethlehem • (610) 317-2662 or (800) 331-3131  
**Sheraton Four Points Hotel & Suites**, 3400 Airport Rd. N. off Rte. 22, Allentown • (610) 266-1000  
**Staybridge Suites by Holiday Inn**, 1787 Airport Rd., Allentown • (610) 443-5000  
**Super 8 Motel - Allentown**, Rtes. 22 & 15th St., Allentown • (610) 435-7880  
**Wingate Inn Allentown**, 4325 Hamilton Blvd., Allentown • (610) 366-1600

## Airport

### Lehigh Valley International Airport

Air Canada, Allegiant, Continental, Delta, Northwest, United and US Airways maintain flight schedules at the Lehigh Valley Airport, 15 minutes east of campus, off Route 22. (610) 266-6000 or (888) FLY-LVIA

## Bowling

**Allentown Rose Bowl**, 801 N. 15th St., Allentown • (610) 437-4606  
**AMF Parkway Bowling Lanes**, 1630 S. 12th St., Allentown • (610) 797-1567  
**Boulevard Bowling Center**, 702 Union Blvd., Allentown • (610) 435-7451  
**Emmaus Bowling Center**, 4651 Colebrook Rd., Emmaus (610) 967-1607  
**Jordan Lanes**, 731 Jordan Parkway, Whitehall • (610) 437-2695  
**Mountainville Bowling Center**, Mountainville Shopping Center, Allentown • (610) 797-4377

## Buses

Cedar Crest has easy access to both local bus service and service to a number of other destinations.

### Local Bus Service

**LANTA** (Lehigh and Northampton Transit Authority), 201 W. Cumberland Street, Allentown • (610) 776-7433  
 LANTA offers regularly scheduled bus service throughout the Lehigh Valley. The nearest bus stop is located at the corner of Hamilton Boulevard and College Drive. Schedule information is available in the College Center, online at [www.lantabus.com](http://www.lantabus.com) or by phone.

### Other Service

**Charcoal Drive Inn Bus Terminal**, 4440 Hamilton Boulevard, Wescosville • (610) 395-2451  
 Bieber Bus offers service from here to New York City, Philadelphia, and Washington, D.C.  
**Allentown Bus Terminal**, 325 W Hamilton Street, Allentown \* (610) 434-6188  
 This station offers Transbridge service to New York City, Bieber and Susquehanna Trailways service to Philadelphia, and Greyhound service throughout the country.  
**Transbridge**, 2012 Industrial Drive, Bethlehem • (610) 868-6001

## Florists

**Michael Thomas Floral Design Studio**, 1825 Roth Ave., Allentown • (610) 821-1051  
**New York Floral Co.**, 902 Hamilton Mall, Allentown • (610) 434-9685  
**Phoebe Floral Shop**, 2102 Hamilton St., Allentown • (610) 434-9587

### **Grocery Stores**

**Giant**, Village West Shopping Center, Allentown • (610) 776-1531

**\*King's**, 365 Cedar Crest Blvd., Allentown • (610) 821-4550

**Wegman's**, 3900 Tilghman St., Allentown • (610) 336-7900

**Weis**, 1500 N Cedar Crest Boulevard, Allentown \* (610) 395-0345 \* Denotes walking distance from campus.

### **Hospitals & Healthcare**

**Allentown Health Bureau**, 245 N. 6th St., Allentown

(610) 437-7760

**Allentown Women's Center**, 1810 Steelstone Rd., Suite 201-202, Allentown

(610) 264-5657

**Lehigh Valley Hospital** at Cedar Crest Blvd. & I-78

Main: (610) 402-8000 • Emergency: (610) 402-8111 • Patient Info: (610) 402-8001

**Lehigh Valley Hospital** at 17th & Chew Streets

Emergency: (610) 402-2226 • Patient Info: (610) 402-8001

**Lehigh Valley Hospital • Muhlenberg (LVH)**, 2545 Schoenersville Rd., Bethlehem

Main: (484) 884-2200 • Emergency: (484) 884-2521 • Patient Info: (610) 402-8001

**Planned Parenthood**, 112 N. 13th Street, Allentown • (610) 439-1033

**Sacred Heart Hospital**, 421 Chew Street, Allentown

Main: (610) 776-4500 • Emergency: (610) 776-4622 • Patient Info: (610) 776-4770

**St. Luke's Hospital** at 801 Ostrum Street, Bethlehem

Main: (610) 954-4000 • Patient Info: (610) 954-4770 • Emergency: (610) 954-4500

**St. Luke's Hospital Allentown Campus**, 1736 Hamilton Street, Allentown

Main: (610) 770-8300 • Patient Info (610) 770-8351 • Emergency: (610) 770-8383

**Women's Health Center of Allentown**, 1837 Linden Street, Allentown • (610) 433-5222

### **Miniature Golf**

**Mulligan's Family Golf Center**, 2600 Range Road, Whitehall • (610) 266-6555

**Putt U**, 5200 Route 309, Center Valley • (610) 798-9800

**\*Dorney Square Miniature Golf Inc.**, 3166 Hamilton Boulevard, Allentown • (610) 432-8101

### **Movies**

**19th Street Theatre**, Art, Foreign & Independent Films, 527 N. 19th St., Allentown • (610) 432-0888

**AMC Tilghman 8 Theatres**, Tilghman Square, Allentown • (610) 391-0780

**Carmike 16 Cinemas**, 1700 Catasauqua Road, Allentown • (610) 264-9624

**Rave 16**, The Promenade Shops, 805 Center Valley Parkway, Center Valley, PA 18034 • (610) 709-8635

### **Pharmacies**

**CVS**, 3020 Tilghman Street, Allentown • (610) 776-6551 or (800) 746-7287

**Dorneyville Pharmacy**, 3330 Hamilton Boulevard, Allentown • (610) 437-4600

**\*Eckerd Drug**, 1500 Cedar Crest Boulevard, Allentown • (610) 395-3671

**Giant Pharmacy**, 3100 Tilghman Street, Allentown • (610) 351-2091

**\*King's Pharmacy**, 365 Cedar Crest Blvd., Allentown • (610) 821-4560

**Walter's Pharmacy**, 401 N. 17th Street, Allentown • (610) 435-4706  
**Wegman's Pharmacy**, 3900 Tilghman Street, Allentown • (610) 336-7940

## **Railroad**

**Amtrak** (800) 872-7245

## **Restaurants (Dining Off Campus)**

\*within walking distance of campus

### **CAFÉS, DELIS, AND SIMILAR ESTABLISHMENTS**

**Anylise's Hava Java**, 526 North 19th Street, Allentown • (610) 432-3045  
**\*Boston Market**, 385 S. Cedar Crest Boulevard, Allentown • (610) 770-3324  
**Panera Bread**, 3100 W. Tilghman Street, Allentown • (610) 432-3221  
**Panera Bread**, 2669 Macarthur Road, Whitehall • (610) 433-8101  
**Syb's West End Deli**, 2151 W. Liberty Street, Allentown • (610) 434-3882  
**Wegman's Café**, 3900 W. Tilghman Street, Allentown • (610) 336-7900  
**Wert's Café**, 515 North 18th Street, Allentown • (610) 439-0951

### **FAST FOOD**

**Arby's**, Cedar Crest Boulevard & Tilghman St., Allentown • (610) 433-7220  
**\*Burger King**, 3105 Hamilton Boulevard, Allentown • (610) 432-2614  
**\*Dunkin Donuts**, 215 W. Hamilton Street, Allentown • (610) 435-8355  
**McDonald's**, 721 Cedar Crest Boulevard, Allentown • (610) 439-0511  
**\*Subway**, 512 Hamilton Boulevard, Allentown • (610) 432-8223

**TCBY**, 3140 W. Tilghman Street, Allentown • (610) 820-5922  
**\*Wendy's**, 410 S. Cedar Crest Boulevard, Allentown • (610) 432-3369

### **PIZZA/TAKE-OUT**

**Domino's Pizza**, 4229 Tilghman Street, Allentown • (610) 395-1515  
**Dynasty Chinese Restaurant**, 620 State Ave. (Lehigh Street), Emmaus • (610) 967-6110  
**\*Mario's Pizza Café**, 3335 Hamilton Boulevard, Allentown • (610) 435-4484  
**Papa John's Pizza**, Tilghman & 13th Streets. (delivery only) • (610) 434-7272  
**Parma Pizza**, 3100 W. Tilghman Street, Allentown • (610) 439-6940  
**Pho vung Tau** (Vietnamese), 1500 Union Boulevard, Allentown • (610) 433-3405  
**Pizza Hut**, 4536 Hamilton Boulevard, Allentown • (610) 395-1200

### **PUBS AND SPORTS BARS**

**\*The Chicken Lounge**, 3245 Hamilton Boulevard, Allentown • (610) 439-1707  
**Crocodile Rock Café**, 520 Hamilton Street, Allentown • (610) 434-4600  
**PJ Whelihan's Pub**, 4595 Broadway, Allentown • (610) 395-2532  
**Ringer's Roost**, 1801 W. Liberty, Allentown • (610) 437-4941  
**Rookie's Restaurant and Sports Pub**, 1328 Tilghman Street, Allentown • (610) 821-8484

### **RESTAURANTS AND DINERS**

**A 1 Japanese Steak House**, 3330 Lehigh Street, #320, Allentown • (610) 709-0998  
**Akita Japanese Steakhouse & Sushi Bar**, 2730 Walbert Ave., Allentown • (610) 432-5800  
**Applebees**, 1510 N. Cedar Crest Boulevard, Allentown • (610) 530-2450  
**Applebees**, 7150 Hamilton Boulevard, Trexlertown • (610) 366-8200  
**Bellisimo Ristorante**, 1243 Tilghman Street, Allentown • (610) 770-7717  
**Bennigan's**, 2835 Lehigh Street, Allentown • (610) 791-7900  
**Bob Evans**, 2805 Lehigh Street, Allentown • (610) 798-9395  
**Buca di Beppo**, 714 Grape Street, Whitehall • (610) 264-3389  
**\*Cali Burrito**, 3104 Hamilton Boulevard, Allentown • (610) 351-1791  
**Carmines Italian Restaurant**, 1052 Union Boulevard, Allentown • (610) 610-433-7711

**\*Carrabba's Italian Grill**, 510 S. Cedar Crest Boulevard, Allentown • (610) 439-6100  
**Casa Bianca**, 3104 Hamilton Street, Allentown • (610) 432-2770  
**Casa Latina Restaurant**, 527 North 7th Street, Allentown • (610)821-2748  
**Charlie Brown's Steak House**, 908 Walbert Avenue, Allentown • (610)437-1070  
**Chili's Grill & Bar**, 815 Grape Street, Whitehall (610) 264-4400  
**Cracker Barrel**, Route 100 S & I-78, 7720 Main Street, Fogelsville • (610) 481-0055  
**Don Pablo's Mexican Kitchen**, 2610 MacArthur Road, Whitehall • (610) 435-4424  
**\*Friendly's Restaurant**, 460 S. Cedar Crest Boulevard, Allentown • (610) 770-9883  
**Grille 3501**, 3501 Broadway, Allentown • (610) 706-0100  
**Hamilton Family Restaurant**, 2027 Hamilton Boulevard, Allentown • (610) 433-6452  
**International House of Pancakes**, 1500 Lehigh Street, Allentown • (610) 797-6113  
**\*King George Inn**, Cedar Crest Boulevard & Hamilton Boulevard, Allentown • (610) 435-1723  
**Lonestar Steakhouse & Saloon**, 410 Grape Street, Whitehall • (610) 432-0939  
**Louie's Restaurant**, 207 Chew Street, Allentown \* (610)434-2340  
**Mangos Coastal Cuisine**, 3750 Hamilton Boulevard, Allentown \* (610) 432-2025  
**New City View Diner**, 1831 MacArthur Road, Whitehall • (610) 434-4366  
**Old Country Buffet**, 1245 Whitehall Mall, Whitehall • (610) 437-4010  
**Olive Garden**, 715 Grape Street, Whitehall • (610) 266-6777  
**Outback Steakhouse**, 3100 W. Tilghman Street, Allentown • (610) 437-7117  
**\*Perkins Restaurant**, Cedar Crest Blvd. & Hamilton Boulevard, Allentown • (610) 820-5767  
**Pistachio's Bar and Grille**, 341 S. Cedar Crest Boulevard, Allentown • (610) 435-7007  
**Ragona's Lighthouse**, 1547 Lehigh Street, Allentown • (610)791-4220  
**Red Lobster**, 800 Lehigh Valley Mall, Whitehall • (610) 264-5541  
**Red Robin**, Tilghman Square Mall, Allentown • (610) 366-1776  
**RJ Gators**, 448 N. 17th Street, Allentown • (610) 433-6600  
**Ruby Tuesday**, 101 Lehigh Valley Mall, Whitehall • (610) 264-7787  
**Ruffino's Brick Oven Pizza**, 1840 Allen Street, Allentown \* (610) 437-3621  
**The Shanty Restaurant**, 617 N. 19th Street, Allentown • (610) 437-5358  
**Sunset Grille**, 6751 Ruppssville Road, Allentown • (610) 395-9622  
**Thai Kitchen**, 347 Broadway, Bethlehem • (610) 814-2670  
**\*TGI Friday's**, 395 S. Cedar Crest Boulevard, Allentown • (610) 776-8188

## Shopping Centers

**Allentown Fairgrounds Farmers Market**, 17th & Chew Streets, Allentown • (610) 432-8425  
 This market includes approximately 60 merchants selling meats, cheese, produce, baked goods, flowers, flea market items, and more. It is open Thursday: 9:00 a.m. to 8:00 p.m., Friday: 8:00 a.m. to 8:00 p.m., Saturday: 8:00 a.m. to 6:00 p.m.

**Crest Plaza Shopping Center**, 1500 N. Cedar Crest Boulevard, Allentown  
 This small shopping center includes Target, Applebee's, and Eckerd.

**The Lehigh Valley Mall**, MacArthur Road, Whitehall • (610) 264-5511  
 Located at the intersection of Route 22 and Route 145 N. in Whitehall, the area's largest mall has over 140 stores, restaurants and services including Macy's, JC Penney and Boscov's department stores.

**MacArthur Towne Center**, 2590 MacArthur Road, Whitehall  
 Just down the road from the Lehigh Valley Mall, this center includes a Barnes & Noble, Pier 1 Imports, K-Mart, and more.

**The Promenade Shops**, 2845 Center Valley Parkway, Center Valley, PA 18034 • 610-791-9707  
 This outdoor lifestyle center features higher end shopping — including L.L. Bean, Banana Republic, J.Jill, Lucky Jeans — as well as restaurants, a gourmet grocery, and a 16 screen movie theatre.

**\*The Shops at Cedar Pointe**, Hamilton Boulevard at Cedar Crest Boulevard

Located across Hamilton St., on Cedar Crest Blvd., this center is within walking distance of the campus and includes TGI Friday's, Pistachio's, Eckerd Drugs, Hollywood Video and King's supermarket.

**The South Mall**, 3300 Lehigh Street, Allentown • (610) 791-0606

This mall includes a Bon-Ton and a Stein Mart department store, and Staples, along with book stores, gift shops, hair and nail salons and other restaurants.

**Tilghman Square**, 47th & Tilghman Streets

This center includes an AMC movie theatre, fast food restaurants, Red Robin Restaurant, and a variety of shops. It is located near a K-Mart, PJ Whelihan's Pub, and the world famous Josh Early candy store.

**Trexler Mall**, Hamilton Boulevard, Trexlertown • (610) 398-1445

This center includes a Bon-Ton department store, Kohl's, drug store, book store, gift shops, salons, dry cleaners, fast food and sit-down restaurants.

**Village West Shopping Center**, 3100 Tilghman Street, Allentown • (610) 439-9761

Includes a Giant grocery store, TCBY, Blockbuster video, drug store, hair salon, dry cleaners, card and gift shops and restaurants, including Outback Steakhouse.

**Wal-Mart • (610) 266-9645, Sam's Club, TJ Maxx**

Located at 2601 MacArthur Road, Whitehall, in a shopping plaza that includes Old Navy, Dress Barn, and various other stores, Wal-Mart, TJ Maxx discount clothing, and Sam's Club all offer discounts on "essential items"!

**Wal-Mart Supercenter** • (610) 530-1400

Located at 1091 Millcreek Road (Rte. 222 West, Trexlertown), this 24-hour Wal-Mart also includes an onsite supermarket. Several specialty stores are adjacent to the Wal-mart.

**Whitehall Mall** • Route 145 N. and Grape Street, Whitehall

Across the street from the Lehigh Valley Mall this center includes Sears and Kohl's department stores, Borders and more.

## **Taxi**

**Lehigh Valley Taxi** • (610) 867-6000

**Quick Service Taxi** • (610) 434-8132

## **Theater**

**Civic Theatre of Allentown**, 527 N. 19th Street, Allentown • (610) 432-8943

**Pennsylvania Playhouse**, Illick's Mill Road, Bethlehem • (610) 865-6665

**State Theatre Center for the Arts**, 453 Northampton Street, Easton • (610) 252-3132

**Symphony Hall**, 23 N. 6th Street, Allentown • (610) 432-6715

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100 COLLEGE DRIVE  
ALLENTOWN, PA 18104-6196  
610-437-4471 • 800-360-1222  
WWW.CEDARCREST.EDU

President: Jill L. Sherman

Enrollment: 1,900

Colors: Yellow and White

Mascot: Falcons

### **Alma Mater**

*Far out on Cedar Crest, stately and tall,*

*Stands our fair College, dearest of all.*

*She ne'er will fail us; she's stood every test.*

*She's our Alma Mater, we pledge her our best.*

*She's our Alma Mater, we pledge her our best.*

### **MISSION STATEMENT**

The mission of Cedar Crest, an independent women's college, is to provide students with an excellent education that is grounded in the liberal arts and informed by humanistic values. The curriculum is designed to enhance the development of critical thinking and leadership skills, creative abilities, social awareness and technological literacy. Committed to experiential and life-long learning, the College's curricular and co-curricular programs empower students to be ethical, engaged and responsible members of their communities, to appreciate global diversity, and to provide stewardship for the environment. A Cedar Crest education prepares students for careers as well as professional and graduate studies.

#### ***Please note:***

The Student Handbook is written and distributed by the Dean of Student Affairs Office. Its purpose is to provide students with information about college policies, procedures and services. It is the student's responsibility to become familiar with the contents of the Handbook and to live according to the guidelines it contains.

We believe the information in the Handbook to be accurate and current, however, the College reserves the right to make changes in regulations, policies, and services as necessary. Students will be informed of any changes that are made. Students enrolled at the College agree to adhere to the College's policies and to accommodate to any changes in policy. If clarification on any policy is needed, the student is directed to the Office of the Dean of Student Affairs.